

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Tuesday 16 May 2023 commencing at 7.30pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Badcock, Houston, E McManus, S McManus, Robson and Sanderson

In attendance

ESBC Councillors Lock and Smedley

Mary Danby, Clerk

Public Forum

ESBC Councillor Lock introduced himself and Councillor Smedley as two of the three Dove Ward councillors. He said that the third Ward Councillor, Councillor Gaskin had sent his apologies.

Councillor Lock mentioned three funding streams (Councillor Community Fund, Village Enhancement Programme and Community Regeneration Fund) which the Council had yet to decide if these would be available for this financial year, more information would be provided once the decisions had been made.

1. Election of Chair

Resolved That Councillor Stewart be elected Chair for the ensuing year.

2. Election of Vice Chair

Resolved That Councillor Sanderson be elected Vice Chair for the ensuing year.

3. Apologies for absence

Councillor Sharples and the two Youth Representatives.

4. Declarations of Interest and Dispensations

None declared.

5. Appointment of Committees, Sub-Committees and Working Groups

Committee / Sub-Committee / Working Group	Current Membership
Contracts Working Group	Cllrs Badcock, Houston, Robson, Sanderson, Stewart

6. Appointment of representatives on Outside Bodies

Outside Body	Representative(s)
RoDSEC	Cllr S McManus
Rolleston Almshouse Trust	Cllrs Robson and Sanderson
Rolleston United Foundation	Cllr Stewart

7. Village area allocations

Resolved That village areas allocated to councillors to monitor against the two contract specifications are as follows:

Area	Councillor
Craythorne playing field and woods	Ellen McManus
Elizabeth Avenue playing field	Simon Appleby
Fiddlers Lane (Bridleway)	Michael Badcock
Grass verges on Anslow Lane and Beacon Road	Simon Appleby
Jinny Trail	Steve McManus
Jubilee Orchard	Mike Robson
Meadow View	Bob Houston
Shotwood Close grass verges and Public Open Space	Michael Badcock
Spread Eagle Island, Jamie's Garden and Brookside for the full length from the road bridge to the footbridge adjacent to the former Brookhouse Hotel, including St Mary's Church North wall grass verge	Vivien Sharples
Tafflands	Bob Houston
The Croft and Burnside from the Co-op shop to the bridge at the junction of Church Road and Burnside	Steve Sanderson
Village gateways - verges along all main access roads: <ul style="list-style-type: none"> ▪ Church Road ▪ Knowles Hill and Rolleston Road ▪ Station Road 	Vivien Sharples Simon Appleby Clare Stewart

8. Planning matters

8.1 Planning applications

Application No.	Location	Proposal
P/2023/00028	35 Burnside	Display of 1 externally illuminated fascia sign and 8 vinyl window graphics
No objection		
P/2023/00477	10 Station Road	Erection of a first floor side extension, conversion of part of garage to form dining room/kitchen and formation of new openings
No objection		
P/2023/00481	Coppice View 10 Lodge Hill	Installation of underground oil tank
No objection		
P/2023/00526	Alderbrook Lodge Burnside	Reduce a group of Laurel trees by 50% leaving finished height approximately 4 metres (T3), pollarding at around 7 metres of one Self Set Mature Sycamore tree (T8), reduce one Corkscrew Willow tree by 3 metres and removal of any large deadwood (T9) and felling of a group of Cypress trees (T10)
No objection		

9. Minutes

Resolved That the Minutes of the meeting held on 11 April 2023 be approved and signed as a true record.

10. Matters arising

Minute No. 189 (Minute no. 170.3.10 (3rd bullet point))

Councillor Stewart said she would contact the resident regarding the Leylandii tree as they had not advised their decision.

Minute No. 190.3.3 Community Library

Councillor S McManus noted that the risk assessment had highlighted a need for a sign saying “Children to be supervised by parents” to be put on the library – he undertook to provide and install the sign.

Minute No. 200.7 Footpath 14

The Contractor had reported that he was unhappy with the gate closure and that he would rectify this free of charge.

12. Councillors’ reports

12.1 Councillor S McManus reported that the Rollestonian of the Year online nominations form was live on the website and had been publicised on the Facebook page.

12.2 Councillor E McManus noted that areas of grass maintained by ESBC around the village had not been cut. Councillors said that this was probably due to the County Council asking local authorities to engage in the “No mow May” campaign.

12.3 Councillor Sanderson reported that the Spread Eagle Island had been planted with more drought resistant plants and that the Burnside troughs will be planted with Summer plants this month.

Councillor Appleby reported that he had been approached by a member of the public who was willing to contribute towards the cost of installing more planters on the Burnside railings. **Agreed** that the cost for 4 No. planters and liners to match the existing planters be obtained, together with the cost of planting on the same pattern as the existing ones.

Councillor Sanderson said that the Rollestonian of the Year nomination box had been taken to Rolleston Club.

12.4 Councillor Houston reported:

- The dog bin at the Forest School Street play area was too small and was always full. **Agreed** That ESBC be requested to install a larger dog bin.
- He had spoken to Bellway’s Managing Director and Site Manager and they had confirmed a completion date of December 2023 for the Rolleston site and that ground works would be completed in August 2023.
- He had spoken with a contractor working on the former Brookhouse Hotel and he had requested that updates of works being done be provided to the council.

12.5 Councillor Robson said that there had been a near miss for someone coming out of Fiddlers Lane from the allotments – this had been reported to Staffordshire Highways.

12.6 Councillor Appleby had cut the hedge by the footbridge on Brookside following a complaint from a member of the public that it was unsightly.

12.7 Councillor Stewart:

- Said thank you on behalf of the council to Janet Sanderson and Karin Kay for the maintenance of the Spread Eagle Island.
- The tree surgeons would be working on the Willows and Lime trees on Burnside on 17/18 May.
- A site meeting had taken place on the grass verge outside the Co-op with the County Councillor, Staffordshire Highways Officers, a resident and RPC representatives to discuss the potential installation of posts to prevent people from parking on the verge and causing damage. The resident expressed an interest in contributing to the cost of installing posts,

with the remainder of the cost being met by the parish council and the County Councillor. The Highways Officers explained that the posts and their installation must be to a specification which they would provide and licences would need to be approved prior to installation.

- She had met with the Contractor at the Craythorne Road playing field. The new additional posts had been installed but the Contractor had raised concerns with Amey's work on the rest of the car park. **Agreed** That Councillor Stewart would contact Amey to complain about the poor workmanship and that the specification provided by them had been incorrect as additional posts had had to be purchased and installed.
- A complaint had been received regarding lack of access onto the Craythorne Road playing field for mobility impaired people and those with pushchairs, wheelchairs, etc. **Agreed** That quotations be sought for (a) an accessibility kissing gate to replace the existing stile from the car park to the playing field and (b) the removal of the stile and installation of the accessible kissing gate.

13. Annual Governance and Accountability Return (AGAR)

13.1 Section 1 – Annual Governance Statement 2022/23

Resolved: **That:**

- 13.1.1 The council prepared its accounting statements in accordance with the Accounts and Audit Regulations.
- 13.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
- 13.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.
- 13.1.4 The council had during the year given all persons interested the opportunity to inspect and ask questions about this authority's accounts.
- 13.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.
- 13.1.6 The council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
- 13.1.7 The council had responded to matters brought to its attention by internal and external audit.
- 13.1.8 The council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

Resolved That the Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2023 be approved and the Chair be authorised to sign the document.

13.2 Section 2 – Accounting Statements 2022/23

Resolved That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2023 be approved and that the Chair be authorised to sign the document.

14. Public Rights period for the 2022/23 Annual Governance and Accountability Return (AGAR)

Resolved That the Public Rights period be as follows:

Date of announcement: 01 June 2023

Public Rights period: 05 June – 14 July 2023 inclusive

15. Financial Matters
15.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Noticeboard Company Cumbria Ltd	1 No. Coronation plaque	BACS (pd 17/04/23)	238.80	39.80
Amazon	IT accessory (replacement mouse)	DC (pd 18/04/23)	17.98	3.00
RoDSEC	S137 Grant: King's Coronation - floating Lily pad	BACS (pd 24/04/23)	100.00	0.00
Kim Squires Internal Audit Services	Internal Audit 2022/23	BACS	163.64	0.00
ESBC	Brook Hollows (Donor funds): Grounds maintenance £3,120.00 Installation of duck feeding area £2,790.00	BACS	5,910.00	985.00
Ricoh UK Ltd	Photocopier: Qtrly rental £113.41 Qtrly Copy charges: £128.57	BACS	241.98	40.33
Rialtas Business Solutions Ltd	Alpha accounts software – annual support and maintenance licence	BACS	193.77	32.29
Freeola	Village website: Qtrly hosting charge	DD	13.86	2.31
P Gould	Mowing contract £1,327.99 Strim Brook banks £65.00	BACS	1,392.99	0.00
Clerk	Salary and expenses	BACS	1,322.06	0.17
S Appleby	Reimbursement: Coronation bunting	BACS	78.94	13.12
IONOS Cloud Ltd	RPC Website	DD	5.99	1.00
O2	Council mobile	DD	20.80	3.47
Viking	Stationery	BACS	77.12	12.85
Bottle Kiln Design	Bus shelter (final invoice)	BACS	7,727.40	1,287.90
J Deacon	Environmental contract: £1,200.49 Craythorne barrier lock/unlock: £180.00 Handrail repair, bridge by Almshouses: £92.40	BACS	1,472.89	245.48
Burton Conservation Volunteers	Works undertaken at Brook Hollows (Donor funds)	BACS	600.00	0.00
Clerk	Reimbursement: McAfee Anti-Virus software renewal	BACS	79.99	13.33
Hilton Main Construction Ltd	Additional posts and end caps for Craythorne Road playing field	BACS	1,394.00	232.33
BHIB Ltd	Insurance renewal 2023/24	BACS	1,152.09	0.00
		TOTALS	22,204.30	2,912.38

Resolved That the above payments be approved.

15.2 Bank reconciliation at 30 April 2023

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2023	Bank Statement	79,325.65	87,040.63	166,366.28
Movement in funds to date	PLUS Income	46,093.00	55.09	46,148.09
	LESS Expenditure	(48,203.86)	(0.00)	(48,203.86)
30 April 2023	Bank Statement	77,214.79	87,095.72	164,310.51

Resolved That the above was a true record.

15.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 30 April 2023 were:

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 30/04/2023 £
Environmental improvements	2,360.39	(50.00)	2,310.39
Brook Hollows	45,272.31		45,272.31
Play areas	17,132.11		17,132.11
S106 College Fields	44,507.57	(24,548.12)	19,959.45
Total	109,272.38	(24,598.12)	84,674.26

15.4 Bank account signatories

The council was requested to nominate a Councillor to replace Mrs Toon as a signatory to the council's Bank accounts (four signatories are required, the signatories were currently Councillors Houston, Sanderson and Stewart).

Resolved That Councillor Appleby be nominated as a signatory to the council's Bank accounts.

16. Receipts/payments to 30 April 2023

Resolved That the report be noted.

17. Dedicated email accounts (Minute No. 95 10 October 2022 refers)

The council considered a report containing advice from the Joint Panel on Accountability and Governance (JPAG) on the importance of secure email systems and gov.uk; quotation from IONOS for dedicated email accounts and a quotation from Parish Online for a new website with a gov.uk domain.

Resolved That:

- Dedicated email addresses be arranged through IONOS for three Mail Basic 5 bundles at a cost of £1.00 per bundle plus VAT per month for the first 12 months, then £2.00 per month per bundle plus VAT.
- The quotation for a new website with a gov.uk domain be declined.

18. Communications (Minute No. 170.3.2 13 March 2023 refers)

Councillors suggested that photographs of work done by the council and its contractors should be published as things that have been done, i.e. publicise the positive. It was also noted that the council had previously agreed to put a list of councillors on the noticeboards.

Agreed That:

- This item be deferred to the next meeting.
- The council's Community Engagement policy be circulated to all Councillors for information.
- The list of communication methods suggested by NALC/SLCC be provided by Councillor Stewart for the next meeting.
- The proposal from the Civic Trust that the Rollestonian insert be included within the Rollestonian and not as an insert be deferred to the next meeting.

19. S106 Sport England funds / Football Foundation (Minute No. 194 11 October 2022 refers)

The council received a Football Assessment Report on the Craythorne Road football pitches provided by the Staffordshire FA and asking if the council wanted to look at the Football Foundation's Pitch Improvement Programme (PIP) funding.

Resolved That the council receive the report and that it declines to apply for PIP funding as the cost of the recommended works is cost prohibitive.

20. Local Council Award Scheme

The council was asked if it wished to apply for the Local Council Award Scheme (Foundation Level) at a cost of £50 (registration fee) and an £80 accreditation fee.

Resolved That the council does not wish to make an application as the benefit to the village was considered to be negligible.

21. Council priorities 2023/24

Deferred to the next meeting.

22. Review of policies

Resolved That:

- a) No amendments are required for the Anti-Fraud & Corruption Policy.
- b) No amendments are required for the Members and Officers Subsistence/Mileage Policy 2023/24.
- c) Standing Order No. 29(d) be amended to read: "The Parish Council will advertise vacancies in the Rollestonian, the village website and on village notice boards. If no-one is forthcoming it will work in partnership with the local High Schools serving the Parish of Rolleston on Dove in order to identify up to two Youth Representatives. In the event of more than two young people being interested, the Parish Council recommends that an election takes place within the Schools."

23. Correspondence

23.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's newsletters had been circulated to all councillors.

23.2 Communications Log

The Communications Log had been circulated regularly to all councillors.

23.3 Friends of John of Rolleston Community Day 2023

Resolved That:

- Permission be given for the use of the Elizabeth Avenue playing field for car parking for the Community Day on 10 June 2023, however the council reserves the right to withdraw this permission if the ground is too wet.
- The council declines to make a donation towards the day's attractions.
- The council may wish to have a stall at the event.

23.4 **Rolleston Village Fayre**

Resolved That a donation of £100 be given to help fund the Rolleston Village Fayre 2023.

23.5 **Doveside WI**

Resolved That permission be given for Doveside WI to hold a small picnic on The Croft on 24 August 2023.

24. **Exclusion of the Press and public**

Resolved That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

25. **Complaint: mowing contract**

The council agreed a response to a member of the public regarding a complaint about the mowing contract and the communication to be sent to the contractor.

The meeting closed at 9.47pm

Signed

Date