



Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)
32 Hillcrest Rise
BURNTWOOD
WS7 4SH

Mobile: 07908 545412 (Office hours)
Email: rollestonpc@outlook.com
<https://rollestonondovepc.co.uk>

Our Ref: MD

02 October 2023

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 09 October 2023 commencing at 7pm** at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the parish council has powers or duties which affect the area.

1. **Apologies for absence**
2. **Declarations of Interests and Dispensations**
3. **Planning matters**
 - 3.1 **Planning applications**

Application No.	Location	Proposal
P/2023/00992	Alderney South Hill	Crown raise by 1.5m or nearest suitable growth point, prune back from the adjacent property (Hillcrest) by 1.5-2m or the nearest suitable growth point, prune limbs extending over the carriageway by 1.5m or nearest suitable growth point, reduction in height by 1.5m or the nearest suitable growth point and clearing of the BT wires and thin the canopy by 5% of one Oak tree (T5 of TPO 442)

P/2023/01022	The Old Hall Hall Grounds	Felling of one Goat Willow tree, reduce height by approximately 30% of three Lawson Cypress trees and all over reduction by approximately 2-3 feet of one Yew tree to give a more compact shape
--------------	------------------------------	---

4. To approve the Minutes of the meeting held on 11 September 2023 (Enclosure 1)

5. Matters arising from the previous meeting

6. Councillors' reports

7. Financial matters

7.1 Schedule of payments as at 02 October 2023

Payee	Description	Payment Method	Gross £	VAT £
Golding Skip Hire Ltd	Skip hire for Clean-up day	Debit Card (Pd 08/09/23)	300.00	50.00
P Gould	Mowing contract	BACS	1,327.99	0.00
Clerk	Salary and expenses	BACS	1,268.16	0.00
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
Amberol Ltd	Additional Burnside troughs	BACS	1,247.04	207.84
ESBC	Emptying bins (3 rd qtr 2023/24)	BACS	1,377.19	229.53
J Deacon	Craythorne car park - Lock/unlock September: £180 Environmental contract: £1,200.49	BACS	1,380.49	230.08
TOTAL			6,906.86	718.45

7.2 Bank reconciliation as at 30 September 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	125,959.80	13,384.35	139,344.15
	LESS Expenditure	(155,872.96)	(11,009.10)	(166,882.06)
30 September 2023	Bank Statement	49,412.49	89,415.88	138,828.37

7.3 Earmarked Reserves as at 30 September 2023

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 30/09/2023 £
Environmental improvements	2,360.39	(489.00)	1,871.39
Brook Hollows	45,272.31	(30,650.60)	14,621.71
Play areas	17,132.11	(5,668.25)	11,463.86
S106 College Fields	44,507.57	(44,507.57)	0.00
Total	109,272.38	(81,315.42)	27,956.96

8. Receipts/payments to 30 September 2023 (Enclosure 2)

9. Village Areas: Re-Allocation of areas (amendments highlighted in yellow)

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 and Platinum Orchard	Billy Storer
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 Andy Peirce Clare Stewart

10. Sport England funds: Update

To receive a verbal update from the Chair.

11. ESBC: Polling District Review 2023 (Enclosure 3)

12. Standing Orders

To approve the inclusion of a new section 7: Co-option: Procedure to fill a casual vacancy occurring on the Parish Council and the renumbering of the following sections (**Enclosure 4**).

13. St Mary's Advent Festival (Enclosure 5)

14. Carriage Dock Wall

To consider a request from the Rolleston Station Heritage Group that the Parish Council make an application to ESBC for funding through the Ward Enhancement Programme.

15. Correspondence

15.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

15.2 Communications Log

The Communications Log has been regularly circulated to all councillors.

16. Exclusion of Press and Public

Chair to move:

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

17. Quotations (Enclosure 6)

18. Contracts review (Enclosure 7)

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 11 September 2023 commencing at 7pm**

Present

Councillor Stewart (in the Chair)

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

In attendance

2 No. PCSOs

ESBC Councillors Lock and Smedley

Graham Jacks, family and Rolleston Scout Group representatives

Clive Baker, Rolleston Station Heritage Group

A Peirce and W Storer

E Hetherington, Youth Representative

Mary Danby, Clerk

Rollestonian of the Year Award 2022

Councillor Stewart presented the Rollestonian of the Year Award 2022 to Graham Jacks.

Public Forum

The PCSOs reported that they had spoken with a Meadow View resident who had queried that CCTV was to be installed on the Tafflands play area. Councillor Stewart confirmed that this was an agenda item for discussion at the meeting and a decision had not yet been made. The PCSOs said that the resident had also referred to anti-social behaviour and drinking on the Tafflands play area. They said that no incidents had been reported to the Police. Councillor Stewart said that incidents had not been reported to the council. The PCSOs also said that the resident asked if an alcohol ban could be put on the area but they had said that the Police have to have evidence provided to them for them to support such a request.

Councillor Appleby asked if a speed camera could be used on Rolleston Road/Knowles Hill, this was something that had been requested previously by the council. PCSO Leadlay said that the location was on the list for the deployment of a speed camera, but there is a long list of requests for the equipment.

Clive Baker, Rolleston Station Heritage Group said that the Station site is being maintained and monthly working parties are being held. He said that they are starting to make an application to the Heritage Lottery Fund and they are working with the Parish Council on the cattle dock wall. Councillor Badcock suggested that the Group look at making an application for a Biffa grant – Mr Baker said that they would look into this potential funding avenue.

59. Apologies for absence

Councillors Robson and Sharples.

60. Declarations of Interest and Dispensations

None declared.

61. Co-option applications

Councillor Stewart asked the council to note the Co-option process to be followed by the council. Councillors asked that two minor amendments be made which were agreed (Attachment A).

Councillor Stewart said that there were two vacancies on the council and following publicity seeking interested people to come forward applications had been received from Andy Peirce and Billy Storer. She invited Mr Peirce and Mr Storer give the council more information about themselves in support of their applications, following which the council were asked to vote.

Resolved That Andy Peirce and Billy Storer be co-opted to fill the two vacancies on the council and that they will be summoned to attend the next council meeting.

62. Planning matters
62.1 Planning applications

Application No.	Location	Proposal
P/2023/00703	Burton Road Farm Burton Road	Erection of a detached garage, conversion and extension to existing garage to form Annex, and single storey front extension and porch to existing dwelling
No objection		
P/2023/00779	The Hollies Chapel Lane	Conversion of existing first floor store to form a games room including the installation of conservation roof lights and solar panels to the existing roof, along with the partial demolition and rear single-store extension of the existing carport including the replacement of the existing roof and a new entrance gate
No objection		
P/2023/00937	The East Lodge Hall Grounds	Application under Section 73 to vary Condition 2 attached to planning application P/2022/01158 (extensions and alterations to existing dwelling) to amend the previous approval by proposing a carport (rather than a garage), a reduced driveway area, relocation of steps and the inclusion of a glazed link between the underground multi use room and the proposed extension, with ground level garden above the new subterranean areas
No objection		
P/2023/00977	24 Meadow View	Erection of a single storey rear infill extension, front porch and pitched roof to existing flat roofed garage
No objection		
P/2023/00982	The East Lodge Hall Grounds	Application under Section 19 of the Planning (Listed Building/Conservation Areas) Act 1990 to vary Condition 2 of P/2022/01163 (extensions and alterations to existing dwelling) to amend the previous approval by proposing a carport (rather than a garage), a reduced driveway area, relocation of steps and the inclusion of a glazed link between the underground multi use room and extension, with ground level garden above the new subterranean areas
No objection		

- 63. Minutes**
Resolved That the Minutes of the meeting held on 10 July 2023 be approved and signed as a true record subject to the last sentence in Minute No. 51 being amended to read as follows (amended text in *italics*):

It was noted that the work had been done; that the *first part of the* area is ~~ESBC~~ SCC land, not parish council and that no further action was necessary.

64. Matters arising

Minute No. 46 re Minute No. 31.5 (First bullet point)

It was also noted that the hedge from the Dovecliff Hotel towards Stretton village had not yet been cut back. **Agreed** that the issue be reported again to Stretton Parish Council.

Minute No. 47.4

Report regarding the proposed WI Herb Garden deferred to the next meeting.

Minute No. 47.8

2nd bullet point: Councillor Stewart reported that she was still chasing SCC regarding the replacement Hawthorn whips and finishing the car park surfacing

5th bullet point: Councillor Stewart reported that there had been a lot of positive feedback regarding the recently installing accessible kissing gate at Craythorne.

65. Planning Committee meeting minutes

Resolved That the minutes of the Planning Committee meeting held on 07 August 2023 be approved and signed as a correct record.

66. Councillors' reports

66.1 ESBC Councillor Lock advised that he had reported some items of equipment to ESBC for repair on the Ealand Road play area.

He gave an update on the Ward Enhancement Programme: The following is a draft awaiting approval, so there may be some tweaks to come. The current plan is for the scheme to launch this Autumn. Grants will be accepted from £10-£50k (match funding is not mandatory but will be very beneficial in assessment)

There are four key criteria:

- Area (Max 3 points, Rolleston: 1)
- Heritage and Tourism (3: both, 2: one of them, 1: neither of them)
- Community support (3: community groups and PC, 2: one of them, 1: neither of them)
- Prosperity (3: Direct impact, 2: indirect impact, 1: no impact)

Projects need a minimum of 8 points to get to panel.

66.2 Councillor S McManus said that there is an intermittent issue with the calendar on the council's website and he asked that he be advised if anyone notices that the calendar is not visible.

66.3 Councillor Houston reported that Bellway lorries were accessing the estate between 7.30/8.30am and he had met with them and reminded them that they should not be in the village before 9.30am.

66.4 Councillor Sanderson reported that a parent had mentioned that she thought the spinner on the Meadow View play area goes too fast for young children. **Agreed** that Playdale be asked to confirm that the spinner is correctly set-up.

66.5 Councillor Appleby:

- ESBC had said that no further issues had been reported at the former Craythorne Golf Club site.

- Referred to the outstanding Planning Application P/2021/00373. Councillor Lock asked that the email trail be sent to him to enable him to follow this up with ESBC's Planning officers.
- The Brewers Fun Run on 29 October will follow the same route as last year, i.e. it will go through Rolleston, but no information had been provided to the council about this to date. **Agreed** that BACT be asked for detailed information regarding road closures so that this can be uploaded to the council's website and Facebook page.

66.6 Councillor Badcock:

- Tabled photographs of small plaques affixed to benches provided by Matlock Bath Parish Council and he asked if this was something the council might want to do. **Agreed** that with effect of September 2023 small plaques containing the council logo and "Provided by Rolleston on Dove Parish Council" be affixed to new benches purchased by the council.
- He also gave an update on works on Brook Hollows, including the preparation of an area either side of the waterfall where 500 daffodils will be planted by the volunteers; Burton Conservation Volunteers will be creating a reed bed and the silt trap at the lower part will be emptied.
- Referred to remarks on "Spotted Rolleston" concerning the lack of fibre broadband in the village. **Agreed** that enquiries be made of Open Reach on their plans to install fibre broadband in Rolleston.

66.7 Evie Hetherington said that she had done her last area walk with Councillor Sharples before she goes to university.

66.8 Councillor Stewart passed on Verity Connor's huge thanks to the council for allowing the plaque for her son to be put on the bench on The Croft.

67. Financial Matters

67.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
To retrospectively approve the payments made during the Summer recess:				
Staffordshire Wildlife Trust	Contribution to Brook Hollows lake restoration	BACS (pd 11/07/23)	10,000.00	0.00
Playdale Playgrounds Ltd	Engineer visit to assess surfacing around embankment slide	BACS (pd 20/07/23)	180.00	30.00
Sutcliffe Play Ltd	Replacement seats and chains for Meadow View swings	Debit Card (pd 25/07/23)	533.76	88.96
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
Freeola	Village website	DD	13.86	2.31
Clerk	Salary and expenses	BACS	1,251.96	0.00
P Gould	Mowing contract £1,327.99 Brook: bank strimmed £65.00 Meadow View: area around play area mowed £24.00	BACS	1,417.99	0.00
St Mary's PCC	OGSR Hire (April – June 2023)	BACS	60.00	0.00
O2	Council mobile	DD	20.80	3.47
J Deacon	Environmental contract £1,200.49 Craythorne barrier lock/unlock £186.00 Brook Hollows – Brid mouth fence (Donor funds) £4,977.54 Tafflands slide and high hut / Out of Scope works (itemised on invoice) £307.20	BACS	6,671.23	1,111.87

Staffordshire Parish Councils' Assn	Planning training fee (1 delegate)	BACS	36.00	6.00
Mazars LLP	2022/23 Audit fee	BACS	504.00	84.00
P de Jager & Sons Ltd	Daffodil bulbs (Brook Hollows – Donor funds)	Debit Card (pd 17/08/23)	117.18	19.53
Tutbury Crystal	Rollestonian of the Year Award 2022	Debit Card (pd 18/08/23)	68.00	11.33
Cartridge Shop UK Ltd	Printer cartridges	Debit Card (pd 21/08/23)	39.84	6.64
Payments due as at 04 September 2023				
P Gould	Mowing contract	BACS	1,327.99	0.00
Clerk	Salary and expenses	BACS	1,243.86	0.00
HMRC	NI/PAYE 2 nd qtr 2023/24	BACS	1,241.67	0.00
J Deacon	Craythorne car park lock/unlock: £186 Environmental contract: £1,200.49 Craythorne: Install kissing gate £573.60 Tafflands: Repairs to fire damaged High Hut: £1,098.00 Remove branches from Brook: £30 Craythorne: Railings/posts: £679.20	BACS	3,767.29	627.88
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
Freeola	Domain name (Auto-renewal)	DD	13.30	2.22
Playsafety Ltd	RoSPA Inspection Reports (Craythorne, Elizabeth Avenue and Tafflands)	BACS	299.40	49.90
02	Council mobile	DD	20.30	3.47
TOTAL			28,840.41	2,049.58

Resolved That the above payments be approved.

67.2 Bank reconciliation at 31 August 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	79,161.80	13,300.89	92,462.69
	LESS Expenditure	(147,652.66)	(11,009.10)	(158,661.76)
31 August 2023	Bank Statement	10,834.79	89,332.42	100,167.21

Resolved That the above was a true record.

67.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 31 August 2023 were:

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 31/08/2023 £
Environmental improvements	2,360.39	(489.00)	1,871.39
Brook Hollows	45,272.31	(30,650.60)	14,621.71
Play areas	17,132.11	(5,668.25)	11,463.86
S106 College Fields	44,507.57	(44,507.57)	0.00
Total	109,272.38	(81,315.42)	27,956.96

68. Receipts/payments to 31 August 2023

Resolved That the report be noted.

69. Conclusion of Audit for the year ended 31 March 2023

Councillors were advised that Mazars LLP, the council's external auditor, completed the 2022/23 audit with no comments or recommendations for the council to consider.

The Notice of Conclusion of Audit and AGAR Sections 1, 2 and 3 had been published on the council's website and the noticeboards and on 14 August 2023.

Resolved That the report be noted.

70. Sport England funds

- Councillor Stewart gave an update of her recent conversation with Mark Rizk, ESBC's Head of Corporate and Environment Services regarding the council's request for the variation of the S106 condition on how the funds should be used and the process to be completed prior to a meeting being arranged with Sport England, Bellway, ESBC and the parish council.

Mr Rizk thinks that the council are going about this the right way and verbally supports the council as he understands why we cannot put in changing rooms / drain the field, etc. He said though that it is a Sports England decision rather than ESBC ultimately as it is their money. He asked that she go back to him after this meeting when we have discussed and voted on the actions from the S106 Working Group formally with the agreed decisions/actions. He will then facilitate an initial meeting with Sports England so they can see where we are and advise what exactly they will be looking for / detail required.

- The council was asked to approve the actions and plan agreed at the informal council meeting held on 07 August 2023. **Agreed that:**
 - **Governance** be approved and that the Working Group meet in September (date to be confirmed).
 - **Workstream 1 – consultation** be approved with the proviso that the timeline may be amended dependent on the outcome of the call/meeting with Sport England.
 - **Workstream 2 – The plan** be approved in principle.
 - **Workstream 3 – Stakeholder management** be approved in principle.

Councillor Stewart was authorised to update Mark Rizk and to seek a call/meeting with Sport England to ascertain their view of the above proposed way forward and advise on exactly what they will be looking for and the detail required to consider allowing the requested variation of condition.

71. S106 Funds

Resolved That:

- The application to ESBC for the drawdown of the remaining S106 funds (£2,099.75) for the following items be retrospectively approved at a total cost of £2,703.82 plus VAT, the shortfall (£604.07) will be funded from the Play Areas Earmarked Reserve.

- Repair and repaint the original play equipment
- Purchase and install 1 No. bench
- Install a new land drain
- Purchase and install 1 No. replacement litter bin

72. RoSPA Annual Inspections

Councillor Stewart tabled a summation of the inspection findings and actions following the 2023 RoSPA inspections. She confirmed that she would be meeting with the council's contractor to discuss the findings and what works are required.

Resolved That the report be noted.

73. Social Media and Electronic Communications Policy (Revised)

Resolved That the revised Policy be approved and that the authorised administrators are Councillors E McManus, S McManus and Stewart and the Clerk.

74. Tafflands CCTV Proposal

ESBC's Mobile Enforcement CCTV Officer had offered to install a CCTV camera at the Tafflands play area. The camera would be in situ for an initial period not exceeding four weeks. If the council wished to accept this offer, the Officer requires an application to be completed giving permission for the camera to be used, the council would also be required to purchase signage advising that CCTV recording was in progress on the site.

Resolved That the offer be accepted and the Officer's advice be sought in completing the application form and providing the required information.

75. Staffordshire Parish Council's Association: Annual General Meeting

Councillors were given details of the SPCA's AGM which will be held on 30 October 2023.

Resolved That the information be noted.

76. The Local Government Boundary Commission for England (LGBCE): Consultation on draft recommendations for division boundaries in Staffordshire

Resolved That the information be received without comment.

77. Correspondence

77.1 Staffordshire Parish Councils' Association (SPCA)

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

77.2 Communications Log

The Communications Log had been circulated regularly to all councillors.

77.3 Concessionary travel

The County Council in partnership with the Department of Transport were promoting Concessionary Bus Travel for older and disabled people who live in Staffordshire. They want to encourage people to apply for a concessionary bus pass if they eligible and use it for free off peak travel – applications can be made at www.staffordshire.gov.uk/BusPasses. Posters had also been provided and it was agreed that these would be displayed on the council's noticeboards.

Prior to exclusion of the Press and public, Councillor Stewart, on behalf of the council, wished Evie well with her university studies and thanked her for her input as a Youth Representative.

78. 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.

79. Quotations

79.1 Additional planters

Resolved That:

- A resident's offer of a donation of £800 be accepted towards the cost of 4 No. additional planters be accepted
- 4 No. baskets, 8 pairs liners be purchased from Amberol Ltd at a cost of £1,039.20 plus VAT (including delivery) (the £239.20 shortfall will be met by the council).
- Woodside Nurseries quotation in the total sum of £140.00 be accepted for feed, compost and plants (Summer and Winter) for the additional planters be accepted.
- The Civic Trust be asked if it is willing to contribute 50% of the cost of plants for the additional planters.

79.2 Cattle Dock wall

Resolved That John Deacon's quotation to clear vegetation at ground level and 1 metre away from wall on top of Dock, remove tree root out of wall and remove all waste from site in the sum of £500.00 plus VAT accepted in principle and that the order be deferred until such time as funding for the overall project has been secured.

79.3 Tree works: The Croft/Almshouse boundary (Minute No. 47.3 refers)

Resolved That the quotation provided by M&M to Section fell a mature Ash leaving a low stump and works to a tri-stemmed Sycamore (2 x stem to be removed, 1 x stem reduced in size to form a more compact crown) in the total sum of £2,250 be accepted – 50% of the cost be funded by the Rolleston Almshouse Trust.

79.4 Tree works: Shotwood Close Open Space

Resolved That the quotation provided by Ben Binns to cut back a Beech by 1m on the boundary side of 56 Church Road and remove a Sycamore in the total sum of £365 be accepted provided that the Sycamore root is ground out once felled.

79.5 Stiles: Numbering

Resolved That Hardy Signs Ltd's quotation to supply 40 No. 3mm aluminium faced panel with graphics, graphic size 75mm x 50mm at a cost of £220.00 plus VAT be accepted.

79.6 Wooden planter, verge near to the Jinnie Inn

Resolved That Staffordshire Highways be requested to remove the planter in the interests of highway safety.

80. Contracts Working Group

Councillor Stewart provided an update of a Working Group meeting held on 04 September which had considered proposed amendments to the Environmental Contract and Mowing Contract specifications and draft contracts. The Working Group will next meet on 16 October and the final draft specifications and contracts will be put to the council for approval at its November meeting.

The meeting closed at 9.25pm

Signed

Date



Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)
32 Hillcrest Rise
BURNTWOOD
WS7 4SH

Mobile: 07908 545412 (Office hours)
Email: rollestonpc@outlook.com
<https://rollestonondovepc.co.uk>

Co-option process to be followed at the Parish Council meeting on 11th September 2023:

- Candidates will be given three minutes to introduce themselves to Councillors, give information on their background and experience and explain why they wish to become a member of the Parish Council. Councillors will be given the chance to ask questions of the candidates.
- Only councillors present at the meeting may nominate, second or vote upon a person to fill the vacancy. A councillor may only nominate or second one candidate per vacancy.
- The Chair will offer opportunity for debate on the order of priority to offer co-option to the candidates. The process will be carried out in the public session and there will be no private discussions between Councillors prior to a vote being taken. However, where the Parish Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Parish Council should resolve to exclude members of the Press and public. In most cases, the candidates will also be asked to leave the room while this process takes place. The candidates, members of the Press and public rejoin the meeting once any debate has finished.
- Voting for the new Councillors will be by a show of hands. Councillors have one vote each per candidate.
- An absolute majority vote is required for each candidate from all Councillors present and entitled to vote. If there are more than two candidates for one vacancy and no-one at the first count receives a majority, the candidate with the least number of votes will be eliminated and the remainder must be put to the vote again until an absolute majority is obtained (LGA 1972 Sch. 12, Para 39). One person will be chosen for each vacancy.
- In the event of a tie the Chair has the casting vote, where this would result in a majority. In the event of a tie with more than 2 candidates, the Chair shall have the casting vote on which candidate is eliminated. The vote is then made again with 2 candidates remaining.
- The successful candidate is then declared co-opted to the Council and summoned to attend the next Council meeting.
- The process is repeated for vacancy 2.

The Parish Council is not obliged to co-opt to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply. The SPCA has confirmed that it would not be necessary for the council to provide reasons why a candidate was (or was not) co-opted to be a member of the council.

ROLLESTON ON DOVE PARISH COUNCIL
RECEIPTS AND PAYMENTS TO 30 SEPTEMBER 2023

Nominal Code	Description	Actual 2022/23 £	Budget 2023/24 £	2023/24 Projected YE £	Actual to 30/09/23 £
100	Income				
1076	Precept	87,700	90,331	90,331	90,331
1090	Interest Received	173	180	500	372
1100	Grants & Donations Received	10,946	-	17,160	17,160
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125
1220	Allotment rents	20	20	20	20
1250	Football pitch fees	50	50	350	350
1270	SCC: Annual grass cutting	3,700	3,848	4,465	4,465
1280	Insurance claim settlement	607	-	835	835
1999	Other income	55,498	-	-	-
	Income	160,485	96,219	115,451	115,323

Nominal Code	Description	Actual 2022/23 £	Budget 2023/24 £	2023/24 Projected YE £	Actual to 30/09/23 £
200	Administration				
4000	Staff salary	18,408	18,776	18,776	9,204
4020	Employer's National Insurance	1,344	1,450	1,450	643
4030	Payroll Services	95	110	110	-
4050	Use of Home as Office	178	178	178	89
4100	Insurance	1,141	1,141	1,152	1,152
4110	Audit Fees	543	574	584	584
4120	Photocopier: Rental/Maint.	378	378	378	189
4121	Photocopier: Copy charges	313	400	350	172
4125	Stationery	240	225	225	173
4127	Village Directory	183	200	200	-
4130	Postage	371	450	450	264
4140	Council mobile	183	211	211	104
4150	Subscriptions	567	650	637	617
4160	Training	30	500	30	30
4180	Room hire	300	300	240	60
4190	Mileage expenses	113	100	100	44
4195	Parking fees	2	10	10	3
4200	Play areas	2,774	6,000	6,000	1,490
4205	Craythorne barrier: Lock/unlock	1,825	1,825	1,825	920
4210	RPC website	125	175	175	30
4211	Village website	46	60	60	34
4220	IT / Software	271	390	352	352
4230	S137 Expenditure	-	100	200	200
4240	Mowing contract	15,088	17,000	15,936	8,074
4250	Bin emptying	4,077	4,590	4,590	2,295
4260	Trees	2,706	4,000	4,000	1,037
4265	Plants for planters	750	825	825	419
4270	Environmental contract	12,351	16,650	12,000	6,087
4275	R&M and Out of Scope works on RPC land	-	5,000	5,000	1,706
42890	Bus Shelter	-	-	15,982	15,982
4300	Projects	-	4,500	2,500	648
4310	Professional fees	4,150	4,000	-	-
4320	Capital expenditure	-	800	-	-
4330	Other administration	2,238	1,500	1,000	266
4999	Contingency	2,579	3,000	2,000	1,260
	Expenditure	73,369	96,068	97,526	54,126
	TOTAL EXPENDITURE	73,369	96,068	97,526	54,126
	TOTAL INCOME	160,485	96,219	115,451	115,323
	NET INCOME OVER EXPENDITURE	87,116	151	17,925	61,197

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/23 £	Movement in funds to date £	Funds as at 30/09/23 £	
320	Environmental improvements	2,360.39	- 489.00	1,871.39	
322	Brook Hollows	45,272.31	- 30,650.60	14,621.71	Donor funds
325	Play Areas	17,132.11	- 5,668.25	11,463.86	
327	s106 College Fields	44,507.57	- 44,507.57	-	
	TOTAL	109,272.38	- 81,315.42	27,956.96	

Funds statement as at 30/09/23

Total funds held in bank accounts	£ 138,828.37
LESS Earmarked Reserves	-£ 27,956.96
LESS Budgeted expenditure for remainder of 2023/24	-£ 43,400.00
General Reserves	£ 67,471.41

Notice of Review of Polling Districts and Polling Places Representation of the People Act 1983 (as amended)

The above Act requires East Staffordshire Borough Council to review their UK Parliamentary Polling Districts and Polling Places on a regular five-yearly cycle. The exercise in East Staffordshire will include a review of Local Government polling arrangements.

We are looking for feedback on any aspect of polling districts and/or polling places currently [or potentially] used and invite representations and comments from interested persons.

Local political parties and Councillors will be consulted and views are invited from electors within the Parliamentary Constituencies of Burton & Lichfield (part) as well as such persons as may have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

Local community groups will also be consulted.

The consultation period for the review will commence **2 October 2023** and end on **30 November 2023**

You may take part in the consultation process by:

Sending in your comments in the form of a letter, or e-mailing your comments to elections@eaststaffsbc.gov.uk

Although the review is of polling districts and polling places it is accepted that polling stations are linked to the review and comments are invited regarding those stations currently used and/or any suggested alternatives. Information regarding the current polling districts and places can be found on the Council's website:

www.eaststaffsbc.gov.uk or from Electoral Services who can be contacted on (01283) 508376.

Andy O'Brien
Chief Executive
ESBC
PO Box 8045
Burton upon Trent
DE14 9JG
2 October 2023

List of Polling Places – October 2023

	<u>Polling District:</u>	<u>Ward:</u>	<u>Polling Place:</u>
1	AA	Stramshall & Weaver	St Giles Church, Croxden Lane
2	AB AF AG	Stramshall & Weaver	Village Hall, Vicarage Drive, Stramshall
3	AC	Blythe	Village Hall, School Lane, Church Leigh
4	AD AE	Blythe	Bramshall & Loxley Parish Hall, Off Church Croft
5	AH ASS	Anglesey	Oddfellows Hall, All Saints Rd, Staffs
6	AI	Anglesey	Queen St Community Centre, Queen St, Staffs
7	AJ	Bagots & Needwood	Village Hall, Abbots Bromley, Bagots St
8	AK	Bagots & Needwood	Village Hall, Admaston, School Lane
9	AL	Blythe	Village Hall, Blythe Bank, Kingstone
10	AM	Branston	Village Hall, Clays Lane, Branston
11	AN	Branston	Shobnall Community Centre, Shobnall Rd, Staffs
12	AO BPP	Dove	Shobnall Community Centre, Shobnall Rd, Staffs
13	AP	Brizlincote	Glebe School, Stanton Rd, Staffs
14	BQQ BQR	Brizlincote	Immanuel Church Hall, Hawthorn Crescent, Staffs
16	CII	Brizlincote	Holy Rosary Primary School, Alexandra Rd, Winshill
16	AQ AS	Burton & Eton	Burton Caribbean Association, Uxbridge St, Staffs
17	AR	Burton & Eton	Wetmore Community Centre, Wetmore Rd, Staffs
18	AV	Crown	Village Hall, New Rd, Draycott in the Clay
19	AW	Crown	Hanbury Memorial Hall, Anslow Rd, Hanbury
20	AX	Crown	Village Hall, The Square, Marchington
21	AY	Crown	Village Hall, Tinkers Lane, Marchington Woodlands
22	AT	Stramshall & Weaver	Village Hall, College Rd, Denstone
23	AU	Stramshall & Weaver	Village Hall, High St, Rocester
24	AZ	Burton & Eton	St Chads Centre, Hunter St, Staffs
25	BA BS	Stretton	Priory Centre, Church Rd, Staffs
26	BB BU	Heath	Uttoxeter Heath, Holly Rd, Uttoxeter

List of Polling Places – October 2023

27	BC	Heath	Tynsel Parks School, School Rd, Uttoxeter
28	BD BDD	Horninglow & Outwoods	Red Lion House Community Centre, 233 Horninglow Road North
29	BE	Horninglow & Outwoods	Community Centre, Carver Rd, Staffs
30	BF	Horninglow & Outwoods	St Thomas Methodist Church Hall, Mona Rd, Staffs
31	BG BL	Bagots & Needwood	Village Hall, Crowberry Lane, Staffs
32	BH	Bagots & Needwood	Church Hall, Dunstall, Staffs
33	BI BJ	Bagots & Needwood	Village Hall, Main St, Tatenhill
34	BK	Bagots & Needwood	All Saints Primary School, Church Rd, Rangemore
35	BM	Dove	Scout H.Q, Station Rd, Rolleston on Dove
36	BN	Shobnall	Victoria Nursery School, York St, Staffs
37	BO	Shobnall	Burton Albion Community Hub, Grange St, Staffs
38	BP	Shobnall	Shobnall Primary School, Shobnall Rd, Staffs
39	BQ	Stapenhill	Immanuel Church Hall, Hawthorn Crescent, Staffs
40	BR	Stapenhill	Waterside Community Centre, Heath Rd, Staffs
41	BT	Town	Town Hall, High St, Uttoxeter
42	BV	Dove	Village Hall, Anslow, Main Rd
43	BW	Dove	St Thomas Methodist Church Hall, Mona Rd, Staffs
44	BX	Horninglow & Outwoods	Outwoods Primary School, Harehedge Lane, Staffs
45	BXX	Stretton	Outwoods Primary School, Harehedge Lane, Staffs
46	BY	Dove	Village Hall, Tutbury, Monk St, Staffs
47	BZ	Stramshall & Weaver	Parish Hall, Ellastone, Church Lane
48	CA CB	Stramshall & Weaver	Memorial Hall, Mayfield, Conygree Lane
49	CC CE	Stramshall & Weaver	Wootton Cricket Club, Shawcroft Farm, Wootton, Ashbourne, Derbyshire
50	CD	Stramshall & Weaver	Gilbert Sheldon Hall, Main St, Stanton
51	CF	Winshill	Burton PRU, Church Hill St, Winshill
52	CG	Winshill	Winshill Village Primary School, Brough Rd, Winshill
53	CH CI	Winshill	Holy Rosary Primary School, Alexandra Rd, Winshill

List of Polling Places – October 2023

54	CJ	Bagots & Needwood	All Saints Church , Abbots Bromley Rd, Newborough
55	CK	Crown	All Saints Church , Abbots Bromley Rd, Newborough
56	CL	Bagots & Needwood	Parish Hall, King St, Yoxall

7. Co-option: Procedure to fill a casual vacancy occurring on the council

a) If a casual vacancy should arise on the Council due to:

- a Councillor's failure to make their Declaration of Acceptance of Office within the proper time
- resignation or
- death

then the Clerk will normally start the proceedings to fill the vacancy without further recourse to a meeting of the Council.

- b) If a casual vacancy arises for any other reason, e.g. disqualification due to six months absence from meetings or other reason for disqualification, then the Clerk on behalf of the Council shall declare the office vacant and start the proceedings to fill the vacancy without further recourse to a meeting of the Council.
- c) If a casual vacancy arises within six months of the day when the Councillor whose office is declared vacant would ordinarily have retired then no by-election may be demanded. As the Council is permitted either to advertise the vacancy for co-option or to leave the office vacant until the date of the next ordinary election, the Council will be asked at its next suitable meeting which option it wishes to pursue.
- d) Except in the circumstances described in (c) above, notice of the vacancy will be issued by the Council in consultation with the Electoral Services section of East Staffordshire Borough Council; notices will normally be placed on the Council's noticeboards, on the Council's website and Facebook page.
- e) If a By-election is called, Electoral Services will inform the Council and will then make all the necessary arrangements for the by-election. Poll cards for the By-election will be issued by Electoral Services; poll cards are optional and the Council will incur a cost for issuing them.
- f) If no By-election is called, Electoral Services will inform the Council and the Council can co-opt a new Member. Normally the Clerk will invoke the procedure to do this immediately without recourse to a meeting of the Council.
- g) Co-option vacancies will be advertised on the Council's noticeboards and through any other medium which the Council or Clerk consider suitable.
- h) Applications for co-option will be considered at the next suitable meeting of the Council.
- i) Applicants for co-option will be asked to submit information about themselves and must confirm their eligibility for the position of councillor within the statutory rules. They will be invited to give a presentation of up to three minutes to the Council meeting at which the co-option will be considered.
- j) At the meeting there will be no further discussion following the presentations. The Council shall vote upon the applicant(s). The Council will suspend Standing Order 3(r) and agree to conduct the vote by ballot. Ballot papers will be distributed and the Council will proceed immediately to vote. The Council reserves the right not to make a co-option.
- k) Voting will be according to the statutory requirements, i.e. by a clear majority of those present and voting.
- l) The successful application will execute the Declaration of Acceptance of Office within the specified timeline after the decision has been made and will therefore receive summonses to meetings of the Council and may act as a Member of the Council.

ST MARY'S 17TH ADVENT FESTIVAL 2023

Friday 1st December – Monday 4th December daily 1.00pm – 5.00pm

Thank you for making our Advent Festival in 2022 such a successful community event. Hopefully the 2023 Festival will be just as popular and enjoyed by many.

This year the theme is “**Christmas Carols**”. Decorations, as always, may be trees or garlands (wreaths), or anything else we can display!

Trees may be real or artificial, but **must have their own stand**. We shall be placing a bulk order for real trees by **mid-October**, and will pass the trees on at cost to those who wish to use them. I would expect the price to be approximately (£30 +). (**These trees are then your property.**) Artificial trees should be no more than 3ft wide and 4-5ft high. We are again incorporating garlands (or other displays), which can be made in any medium, but should have means of suspension.

Decorating trees/placing garlands will take place in church on **Thursday 30th November 10am – 1.00pm** (service in church 9.30 – 10.00am.), or **2pm – 8pm** on that day.

If you have difficulty with these times, please let me know.

Taking down will be **Monday 4th December** at the close of the Festival (**5 – 8pm**) or **Tuesday 5th December between 9 – 11.00am**. If these times are a problem, please let me know.

The Fundraising Team are really looking forward to seeing your delightful contribution to this popular Village event. **Thank you for supporting St Mary's Church, Rolleston.**

Verity & the Fundraising Team

To help with planning please let me have the information listed below as soon as possible.

Organisation.....

Contact name..... e-mail..... ☎.....

We shall require a real tree Y/N

We are providing our own artificial tree Y/N

We are decorating a garland Y/N

Our tree/garland will have lights Y/N

Battery /Mains (please indicate)

For the programme it would be helpful to have a title for your tree, & a short description if you wish.

.....
.....

Verity Conner verityconner1@gmail.com ☎(01283 813414)

(50, Meadow View, Rolleston DE13 9AN)