

# Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)  
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Our Ref: MD

02 April 2024

**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 08 April 2024 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**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2024/00210	10 Croft Close	Erection of a two storey rear extension
P/2024/00236	Land off Craythorne Road	Application made under S73 to amend P/2022/00832 for the erection of a bungalow and garage, to vary Condition 2 to amend the boundary treatment
P/2024/00237	Land off Craythorne Road	Application made under S73 to amend P/2020/00614 Reserved Matters for the erection of 21 detached retirement living bungalows, a

		detached building to form Community facility on the ground floor with 2 first floor 1 bed maisonettes, to vary Condition 1 to amend the boundary treatment
P/2024/00267	19 Station Road	Reduce crown of 1 Beech tree (T1) by 203 metres, reduce crown of Holly tree (T2) by 1-2 metres, remove deadwood and reduce by 1-2 metres to 1 Hawthorn tree (T3)
P/2024/00286	Home Farm Church Road	Fell to ground level one Conifer tree (T1)
P/2024/00287	The Old Orchard Church Road	Fell to ground level one Conifer tree (T1)
P/2024/00303	1 Walford Road	Demolition of existing flat roof garage/utility room to facilitate the erection of a single storey side extension

4. To approve the Minutes of the meeting held on 12 February 2024 (Enclosure 1)

5. Matters arising from the previous meeting

6. Councillors' reports

7. Financial matters

7.1 Schedule of payments as at 02 April 2024

Payee	Description	Payment Method	Gross £	VAT £
Rolleston Scouts	S137 Grant Aid (defibrillator cabinet)	BACS (pd 12/03/24)	600.00	0.00
P Gould	Additional mowing of highways verges (requested by SCC)	BACS (pd 12/03/24)	300.00	0.00
H.S. Jackson & Son (Fencing) Ltd	Mobility kissing gate kit (replacement for Craythorne)	BACS (pd 14/03/24)	526.80	87.80
Rolleston Civic Trust	Rollestonian inserts 2023/24	BACS (pd 18/03/24)	533.16	0.00
Rolleston Scouts	Rollestonbury Tickets (Part of the Rollestonian of the Year 2023 Award)	DC (pd 22/03/24)	32.50	0.00
P Gould	Mowing contract	BACS	1,354.62	0.00
SLCC	Membership subscription (pro rata)	BACS	177.23	0.00
Viking Direct	Postage stamps and stationery	BACS	319.71	15.16
Clerk	Salary and expenses	BACS	1,371.16	0.00
IONOS Cloud Ltd	RPC website	DD	8.40	1.40
<b>TOTAL</b>			<b>5,223.58</b>	<b>104.36</b>

7.2 Bank reconciliation as at 31 March 2024

		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	<b>PLUS</b> Income	146,796.66	25,856.64	172,653.30
	<b>LESS</b> Expenditure	(197,207.44)	(29,254.33)	(226,461.77)
31 March 2024	Bank Statement	28,914.87	83,642.94	112,557.81

### 7.3 Earmarked Reserves as at 31 March 2024

	Opening funds 01/04/2023 £	Available funds 31/03/2024 £
Environmental improvements	2,360.39	584.39
Brook Hollows	45,272.31	13,151.72
Play areas	17,132.11	11,463.86
S106 College Fields	44,507.57	745.11
MUGA (fees)	0.00	8,000.00
<b>Total</b>	<b>109,272.38</b>	<b>33,945.08</b>

### 8. Receipts and Payments to 31 March 2024 (Enclosure 2)

### 9. Sport England funds: Update

### 10. Flooding

### 11. Proposed Grant Aid Scheme (Enclosure 3)

### 12. Updated Projects Listing 2023/24 (Enclosure 4)

### 13. Correspondence

#### 13.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

#### 13.2 Communications Log

The Communications Log has been regularly circulated to all councillors.

#### 13.3 Walkway along Dove

The following has been received via email from Oliver Jones (also sent to Tutbury Parish Council):

*I appreciate this may be in Hatton's Parish borders and side of the river, but there is clear impact to the people and connectivity of Rolleston.*

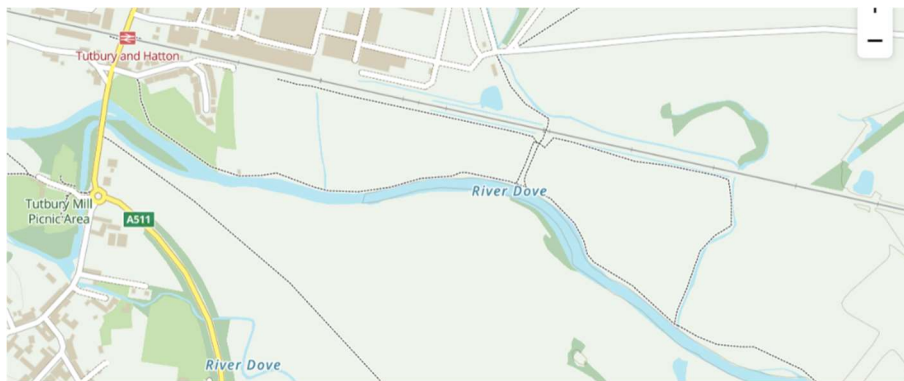
*As you may be aware, the landowner has prevented access to the walkway along the River Dove and has put up signage to the same effect. This path has been used by generations of families in Rolleston and Tutbury and should be available for use for generations to come. The landowner has destroyed bridges in place to allow use of the path. There are arguments with respect to perhaps being a permissive path, and permission has now been withdrawn. This is not the case - this path has been used for well over 20 years without permission and should form a public right of way.*

*I would be grateful if the council could consider a local approach to resolving this situation with the landowner (i.e. low cost approach), otherwise please can the council consider utilising local funds to legally challenge the landowner. I understand we have a strong case and, as representatives of the local community I would urge you to support right of way access.*

*I do empathise with the landowner that perhaps litter or dog fouling has prompted this, however, the rights of the local community should be upheld and protected. Whilst it is not listed as a public right of way path in OS Maps, there is clearly a path recognised and many people in the village with attest to the fact they have used this path for over 50 years in some cases.*

*I should also note that this walking path facilitates a safe walking route between Rolleston, Tutbury, Hatton and Marston. Further down the River Dove there are WW2 Pillboxes, and we should maintain our access to this heritage and local history for educational purposes if nothing else. The children of Rolleston and Tutbury are being denied access to this first hand education and access to other parts of the countryside. I attended John of Rolleston primary school and remember using this as a safe route when walking to school from Tutbury.*

*I would also be open to forming a syndicate to share the cost of challenging the landlord, if required. I understand other locals would also be interested in pooling efforts and resources.*



**14. 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.

**15. Quotations (Enclosure 5 – To follow)**

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Monday 11 March 2024 commencing at 7pm**

**Present**

Councillor Stewart (in the Chair)  
Councillors Appleby, Badcock, Houston, E McManus, S McManus, Peirce, Robson, Sanderson,  
Sharples and Storer

**In attendance**

ESBC Councillors Lock and Smedley  
Four members of the public  
E Fenn, Youth Representative  
Mary Danby, Clerk

**Public Forum**

**Craythorne Road**

Three Craythorne Road residents addressed the Parish Council and asked that any issues which may impact on Craythorne Road residents be shared between Stretton and Rolleston Parish Councils. This could include planning applications (and their conditions), anti-social behaviour, road maintenance, etc and even the Jinny Trail. They asked if a Parish Partnership would be feasible.

Councillors said that previous attempts to meet with Stretton Parish Council representatives had not materialised.

**Agreed** that Stretton Parish Council be approached with a request that two Rolleston Councillors meet informally with two Stretton Parish Councillors to discuss the issues raised by the residents.

**Ward Enhancement Programme (WEP): Cattle Dock application**

Clive Baker, Station Heritage Group and Councillor Badcock reported that the WEP funding had been agreed in the sum of £10,383 and that an Equality and Health Inequalities Impact Assessment (EHIA) form had to be completed before the funds could be released. Mr Baker also tabled a Health & Safety Policy for volunteers working on the Jinny Trail and with the Group.

Mr Baker advised that the works were scheduled to commence in June 2024 and that the council's contractor should be asked to clear the vegetation one week before the building works start.

**Agreed** That the council was happy with the EHIA form and that the Group should submit this to ESBC as soon as possible.

**It was further agreed** that the council would write to Walford Road residents whose properties back onto the Jinny Trail to inform them of the works.

**161. Apologies for absence**

M Marsden, Youth Representative

**162. Declarations of Interest and Dispensations**

None declared.

**163. Planning matters**

**163.1 Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2023/01367	7 Church Road	Demolition of existing dwelling and erection of a replacement dwelling including works to trees protected by TPO No 1A and the Rolleston Conservation Area
Objection: The proposed development is in the Conservation Area and it is out of keeping with surrounding properties (Rolleston on Dove Neighbourhood Development Plan, Section 8 Character and Design, Policy D2 Design of New Development refer)		
P/2024/00022	27 Alderbrook Close	Erection of a part two storey, part single storey, part first floor rear/side extension with Juliet balcony, front canopy extension and alterations to the windows and door on the front elevation and also on the rear elevation of the garage
No objection		
P/2024/00053	Rolleston Kindergarten 4 The Lawns	Application under Section 73 to vary Condition 4 of planning permission P/2021/00598 for the conversion of first floor flat to form 2 further playrooms and an office in association with the existing nursery school and provision of before/after school clubs between the hours of 0800-0900 hours and 1600-1730 hours for up to 15 children to allow a change of operating hours to 0800-1730 hours and increase the number of children to 25
No objection		
P/2024/00103	30 Shotwood Close	Erection of new entrance porch (Amended Scheme)
No objection		
P/2024/00109	The East Lodge Hall Grounds	Application under Section 73 to var Condition 2 attached to planning application P/2022/01158 (extensions and alterations to existing dwelling) to amend the previous approval by proposing an additional roof light, increased floor area and internal spiral staircase and relocation of external steps
No objection		
P/2024/00133	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 an additional roof light, increased floor area and internal spiral staircase and relocation of external steps
No objection		

P/2024/00162	4 Beacon Road	Fell to ground level two Cedar trees, two Conifer trees, one Golden Conifer tree
Comment: Regarding the proposed planting of a hedge, the Parish Council has expressed a preference that biodiverse plants, e.g. Beech, Privet or Yew, be planted rather than Laurel		
P/2024/00196	The Spinney Church Road	Felling of 2 Conifers
No objection		

**164. Minutes**

**Resolved** That the Minutes of the meeting held on 12 February 2024 be approved and signed as a true record.

**165. Matters arising**

**Minute No. 149 (137.8, second bullet point)**

Councillor Stewart reported that due to the weather it had not been possible to chip the felled trees.

**Minute N. 150.3, second bullet point**

Councillor Stewart reported that council's contractor would be asked to stone the area around the gate as no wood chippings were available (see Minute No. 149 above).

**Minute No. 150.6, second bullet point**

Councillor Robson reported that the Laurel had been removed and it was believed that a hazard had not been revealed and he asked if anything needed to be done.

**Agreed** that this was a matter for the Almshouse Management Committee to determine.

**Minute no. 150.9, third bullet point**

Councillor Stewart reported that further amendments had been requested for the Village Directory, these had been done and the revised Directory had been uploaded to the website. She added that Tutbury Flower Club had asked if they could display their posters on the council's noticeboards.

**Agreed** that the Club's posters could be displayed.

**Minute No. 155 Flooding**

Councillor S McManus agreed to create a new page on the website for flooding information. It was noted that the MP had written to some residents regarding the Rolleston Brook Flood Alleviation Scheme and advising that she was proposing to host a public meeting. Some Councillors reported that they had responded individually to register their interest in attending the meeting, however it was noted that the council should have received the information.

**Agreed** that the MP be advised that the council was surprised not to have been sent the letter, asked why only certain residents had received the letter and advised that the Council wished to be invited to attend the proposed public meeting.

**Minute No. 156.3 Geocache boxes**

Councillor Robson reported that he had not been contacted by Rolleston Scouts regarding the placing of Geocache boxes but it would appear that these had been located around the village, including one in the Jubilee Orchard.

**Minute No. 156.4 Dog waste bin request**

It was noted that ESBC had installed a dog litter bin at the requested location.

**166. Councillors' reports**

- 166.1 ESBC Councillor Smedley encouraged everyone to complete an ESBC survey on how people would like to pay for car parking.
- 166.2 ESBC Councillor Lock thanked Councillor Badcock for the tour of Brook Hollows, he said that the remedial works had been actioned, he also said that the structural survey report had not yet been received by ESBC.
- 166.3 Councillor Badcock reported that ESBC were going to plant trees on Brook Hollows to replace trees that had fallen or had been felled.
- 166.4 Councillor Sanderson reported that the tree works at The Croft/Almshouse boundary will be completed in April.
- 166.5 Councillor Storer reported he was looking at the potential for extending the number of fruit trees on the Platinum Orchard.
- 166.6 Councillor Appleby reported:
- There had been another vehicle accident at the top of Knowles Hill.  
**Agreed** that Staffordshire Highways, County Councillor White and Staffordshire Police be informed of the accident and advised that the Council asks that traffic calming measures be now considered on Knowles Hill/Rolleston Road to stop this speeding before a death occurs.
  - The drains on Church Road were full due to rubble from a drain/water pipe issue which is already known about.  
**Agreed** that County Councillor White be requested to escalate this with County Council Officers to see this issue resolved as soon as possible.
  - That he had spoken with some Brookside residents who asked if the road could be widened as the verge had been destroyed by vehicles manoeuvring to turn in the road, they had also asked if the Ford could be permanently closed as the only users are 4x4 s in warmer weather using it for fun.  
**Agreed** that County Councillor White be asked to liaise with Highways Officers and ask that they consider the residents requests.
- 166.7 Councillor Houston reported that the ditch/drain to the new play area is completely blocked.  
**Agreed** that the council's contractor be asked to investigate this issue.
- 166.8 Councillor S McManus reported that he had been asked to look into the website accessibility compliance rules which were changing in October 2024. He said that he will give more thought on what needs to be done to ensure compliance; he said he would also look at website providers who host in a compliant way with a gov.uk domain - he said that he will report back to a future council meeting.
- 166.9 Councillor E McManus reported two estate agent boards.  
**Agreed** that the estate agents be contacted and requested to remove their boards.
- 166.10 Councillor Robson reported:
- That the visitors to the Jubilee Orchard had commented on the excellent standard of work done by the council's contractor.
  - The next Jubilee Orchard working party would be held on 06 April.



166.11 Councillor Sharples reported that she and Millie Marsden, Youth Representative had liaised with Rolleston Civic Trust and they had confirmed that they would be happy to work with the Youth Representatives regarding the Trust's Fun Run. Councillor Stewart asked that the Civic Trust be advised that it must have its own insurance in place for the event as this would not be covered under the council's policy.

166.12 Emily Fenn, Youth Representative thanked those who had provided books for the Community Library.

**167. Financial matters**

**167.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
P Gould	Mowing contract	BACS	1,327.99	0.00
Hardy Signs Ltd	Stile numbering plaques: £277.20 Asset labels: £198.00	BACS	475.20	79.20
HMRC	NI/PAYE 4 <sup>th</sup> qtr 2023/24	BACS	1,347.12	0.00
IONOS Cloud Ltd	RPC website	DD	8.40	1.40
Clerk	Salary and expenses	BACS	1,329.76	0.00
Bradleys Tax & Accountancy Services	Payroll service 2023/24	BACS	114.00	19.00
J Deacon	Craythorne car park lock/unlock February: £174.00 Environmental Contract: £1,200.49 Jamie's Garden – Posts: £1,543.20 Meadow View – Self-set Sycamores: £744.00 Jubilee Orchard: £1,008.00	BACS	4,669.69	778.28
Rolleston PCC St Mary's	OGSR Room hire January-March 2024	BACS	60.00	0.00
Sign Craft	Jubilee Orchard Sharing Shelf sign	BACS	42.00	7.00
O2	Council mobile	DD	20.80	3.47
			<b>9,394.96</b>	<b>888.35</b>

**Resolved** That the above payments be approved.

**167.2 Bank reconciliation at 29 February 2024**

		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	<b>PLUS</b> Income	146,796.66	25,856.64	172,653.30
	<b>LESS</b> Expenditure	(197,207.44)	(29,254.33)	(226,461.77)
29 February 2024	Bank Statement	28,914.87	83,642.94	112,557.81

**Resolved** That the above was a true record.

**167.3 Earmarked Reserves**

**Resolved** That the council's Earmarked Reserves (EMRs) at 29 February 2024 were:

	<b>Opening funds 01/04/2023 £</b>	<b>Available funds 29/02/2024 £</b>
Environmental improvements	2,360.39	584.39
Brook Hollows	45,272.31	13,151.72
Play areas	17,132.11	11,463.86
S106 College Fields	44,507.57	745.11
MUGA (fees)	0.00	8,000.00
<b>Total</b>	<b>109,272.38</b>	<b>33,945.08</b>

**168. Receipts and payments to 29 February 2024**

**Resolved** That the report be noted.

**169. Sport England funds**

Councillors received quotations from a company recommended by ESBC for planning consultancy services to advice on planning strategy to secure planning permission for the construction of a MUGA on the Craythorne Playing Fields. Q+A Planning had quoted for:

- Stage 1 – Application preparation and submission
- Architect's fees to prepare the required existing and proposed site layout plan showing the proposed sporting provision
- Stage 2 – Post submission monitoring and negotiations

**Resolved** That Q+A Planning's quotation in the total sum of £5,350 plus VAT and expenses/disbursements be accepted.

Councillor Stewart agreed to contact ESBC to advise them of the above decision and ask that they assist with the points raised by the planning consultants in their quotation which need ESBC input.

**170. Flooding**

Councillors received further information, including an example map showing surface water risk which had been provided by the EA. It was noted that the map did not extend to the Parish boundaries.

**Agreed that:**

- The EA be asked to provide an extended map showing the boundaries of the village.
- A page for flooding information be added to the council's website.

**171. Policy reviews**

**Resolved that:**

- The Asset Register be amended include changes/purchases made during the 2023/24 financial year.
- The Financial Regulations be amended (Footnote, page 12) to include the most recent thresholds for Public works (construction) and Public contracts for goods or services.
- Amendments were not required for the following:

- Document Retention and Disposal Policy
- Information and Data Protection Policy
- Publication Scheme
- Statement of Internal Control and Annual Review of Effectiveness of Internal Control

**172. ESBC: Promotion of the Call for Sites 2024**

**Resolved** That the information be received without comment.

**173. Correspondence**

**173.1 Staffordshire Parish Councils' Association (SPCA)**

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

**173.2 Communications Log**

The Communications Log had been circulated regularly to all councillors.

**173.3 John of Rolleston Primary School: Community Day 08 June 2024**

Permission had been sought for access to use the Elizabeth Avenue playing field for parking for the Community Day.

**Agreed** that permission be granted.

**173.4 Rolleston United Foundation**

The Foundation provided an update of contact details and a change of Officers.

**Agreed** that the information be noted.

**173.5 Friends of Brook Hollows**

A request had been received asking if information requesting to support them by buying a ticket in the East Staffordshire Community Lottery.

**Agreed** that the request be declined as it does not meet the criteria set out in the council's Social Media and Electronic Communication Policy.

**173.6 Doveside WI**

Permission had been sought to hold a picnic on The Croft on the afternoon of 14 August.

**Agreed** that permission be granted.

**173.7 Burton Market Hall Traders Association: Community Family Fun Day**

**Agreed** that the information be received without comment.

**173.8 Rolleston Scouts: Defib cabinet**

The council were informed that Rolleston Scouts had agreed to purchase a defibrillator which will be installed externally on the Scout HQ wall. A quotation in the sum of £600 had been obtained for the heated cabinet to house the defibrillator and the council was asked to consider funding this purchase.

**Resolved** That the council agree to make a grant in the sum of £600, as set out above (\$137 expenditure).

**174. Exclusion of 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.

**175. Quotations**

**175.1 Craythorne Car park: Reseeding under railings**

**Resolved** That John Deacon’s quotation in the sum of £288.00 plus VAT be accepted to rotavate and level soil full length of car park, blend soil to edge of stone and under railings to grass on playing field, reseed and roll.

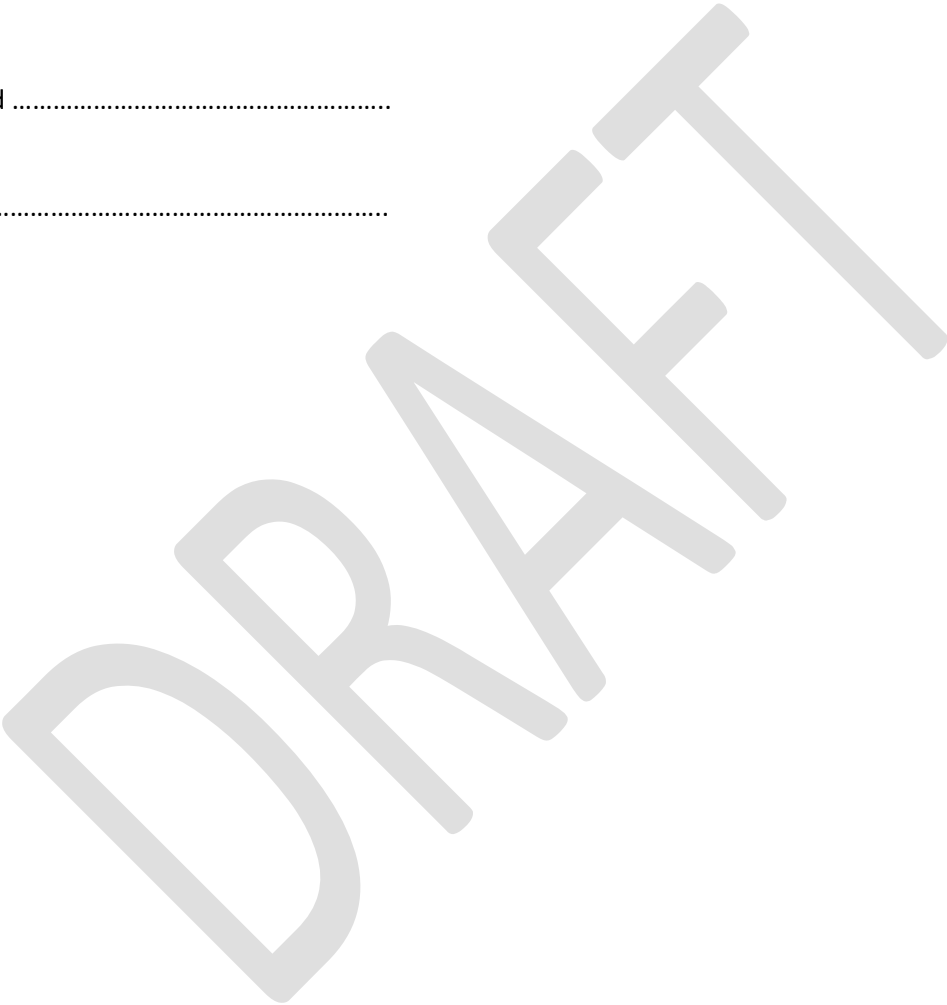
**176. Rollestonian of the Year**

**Resolved** That Tim Salmon be announced as Rollestonian of the Year 2023 and that the presentation be made at the Annual Parish Meeting on 22 April.

The meeting closed at 9.15pm

Signed .....

Date .....



**ROLLESTON ON DOVE PARISH COUNCIL**  
Receipts and payments to 31 March 2024

Nominal Code	Description	Actual to 31/03/2024 £	2024/25 Budget £	2024/25 Projected YE £	Actual to £
<b>100</b>	<b>Income</b>				
1076	Precept	90,331	93,041		
1090	Interest Received	975	750		
1100	Grants & Donations Received	17,160	-		
1110	Council Tax Support Grant	1,665	1,665		
1200	Garden rents	125	125		
1220	Allotment rents	20	20		
1250	Football pitch fees	420	50		
1270	SCC: Annual grass cutting	4,465	3,848		
1280	Insurance claim settlement	1,154	-		
1999	Other income	2,522	-		
	<b>Income</b>	<b>118,836</b>	<b>99,499</b>		

Nominal Code	Description	Actual to 31/03/2024 £	2024/25 Budget £	2024/25 Projected YE £	Actual to £
<b>200</b>	<b>Administration</b>				
4000	Staff salary	19,656	20,000		
4020	Employer's National Insurance	1,457	1,500		
4030	Payroll Services	95	125		
4050	Use of Home as Office	178	178		
4100	Insurance	1,206	1,300		
4110	Audit Fees	584	600		
4120	Photocopier: Rental/Maint.	378	378		
4121	Photocopier: Copy charges	320	400		
4125	Stationery	270	275		
4127	Village Directory	187	200		
4130	Postage	416	500		
4140	Council mobile	208	237		
4150	Subscriptions	637	650		
4160	Training	93	500		
4180	Room hire	220	240		
4190	Mileage expenses	213	200		
4195	Parking fees	3	10		
4200	Play areas	1,640	6,000		
4205	Craythorne barrier: Lock/unlock	1,830	2,196		
4210	RPC website	134	181		
4211	Village website	57	60		
4220	IT / Software	352	400		
4230	S137 Expenditure	800	100		
4240	Mowing contract	16,236	16,255		
4250	Bin emptying	4,591	4,999		
4260	Trees	2,416	4,000		
4265	Plants for planters	844	900		
4270	Environmental contract	12,090	13,761		
4275	General R&M and Out of Scope works on RPC land	5,053	5,562		
4280	Bus shelter	15,982	-		
4285	Flooding	-	2,000		
4300	Projects	4,738	5,000		
4310	Professional fees	-	5,000		
4320	Capital expenditure	-	800		
4330	Other administration	1,340	2,000		
4999	Contingency	3,626	5,000		
	<b>Expenditure</b>	<b>97,847</b>	<b>101,507</b>		
	<b>TOTAL EXPENDITURE</b>	<b>97,847</b>	<b>101,507</b>		
	<b>TOTAL INCOME</b>	<b>118,836</b>	<b>99,499</b>		
	<b>NET INCOME OVER EXPENDITURE</b>	<b>20,989</b>	<b>- 2,008</b>		

**Earmarked Reserves (EMRs)**

Nom. Code	Description	Opening funds 01/04/2023 £	Funds as at 31/03/2024 £
320	Environmental improvements	2,360.39	8,931.41
322	Brook Hollows	45,272.31	13,151.72
325	Play Areas	17,132.11	20,000.00
327	S106 College Fields	44,507.57	745.11
328	MUGA (fees)	-	8,000
	<b>TOTAL</b>	<b>109,272.38</b>	<b>50,828.24</b>

Donor funds

**Funds statement as at 31 March 2024**

Total funds held in bank accounts	£ 101,581.74
<b>LESS Earmarked Reserves</b>	<b>-£ 50,828.24</b>
General Reserves	£ 50,753.50

**Rolleston on Dove Parish Council**  
**08 April 2024**

**Agenda item no. 11**  
**Proposed Grant Aid Scheme**

1. Councillor Badcock has asked that the Parish Council consider how it deals with grant requests as it receives quite a number of these and appears to deal with them on an ad hoc basis.

It is suggested that each financial year the Parish Council agree a sum of money that is available from the precept (this will vary from year to year depending on the budget) and then have a set of guidelines and an application form which village organisations should complete to request funding. When the funding limit is reached no further grants will be made until the following financial year.

A draft proposed application form and guidelines are attached for consideration.

2. The Clerk asks that the Parish Council consider the following information when discussing the above proposal:

The Parish Council's approved 2024/25 budget for S137 expenditure (grant aid) is £100. No grants were made during 2022/23; a total of £800 was given in 2023/24.

**Draft Guidelines**

The guidelines need to stress that grants cannot be given to individuals. The Local Government Act 1972, S137 "Free Resource" does not permit grants to be made to individuals so the draft wording for "the maximum individual grant available is £500" needs to be amended – perhaps omit the word "individual"?

As an example, another East Staffordshire parish council's guidelines and application form include:

**Who can apply**

Groups and organisations within the Parish with the majority of beneficiaries being resident in the Parish.

**How to apply**

Complete the form and attach documents such as quotes or any other relevant documentation that may help to support your application.

**Other grant conditions** – this section includes:

- Grants cannot be given for religious or political activities.
- You must ensure that you comply with all relevant statutory requirements, including planning permission and building regulations.
- The grantee shall not dispose of any equipment or goods purchased with the grant without first receiving the Parish Council's written consent.
- The grant is not transferable.
- The Parish Council expects to be invited to any publicity events and included in any Press Release and where possible it should be advertised that the Parish Council has helped towards funding your project.

**Application form**

- What is the name and purpose of your organisation?
- When was your organisation formed?
- How is your organisation funded?
- Approximately what percentage of users that benefit from your organisation live in the Parish?
- The applicant has to sign and date the application form and they must give their name and position in the organisation.

**ROLLESTON ON DOVE PARISH COUNCIL**  
**Grant Application Guidelines 2024/25**

The Parish Council has allocated a maximum of £3,000 from its 2024/25 budget to fund, in part or whole, schemes, projects and organisations benefitting in any way the Parish and its parishioners.

- The maximum individual grant available is £500
- Grant awards are made exclusive of VAT

**The Parish Council can support:**

- One-off events/activities, ongoing projects or the purchase of new equipment
- Capital items or revenue costs.

For example, grants could be used for ongoing running costs, equipment, materials, consumables, publicity, training, transport, room hire.

**The Parish Council will not support:**

- Refreshments
- Salaries
- Clothing including footwear
- Replacing of mainstream budgets of public sector organisations including schools
- Planning application fees
- Management/professional fees
- Consultation costs

In addition, to the above the Parish Council will not fund projects or activities retrospectively and will not fund ongoing commitments or repeat applications for the same project/activity in the same and/or consecutive financial years.



**ROLLESTON ON DOVE PARISH COUNCIL  
GRANT APPLICATION FORM**

<b>Name of organisation applying</b>	
<b>Organisation address and contact details (Please include an email address and telephone number)</b>	
<b>Organisation Registration No. (i.e. Charity No.) if applicable</b>	
<b>Description of Request</b> Include details of the request, who will benefit from the request and what the grant will contribute towards	
<b>Benefits to the Parish</b> Please indicate how the request will benefit the village and its residents. Please consider in your request the wellbeing of villagers, the village environment, developments which benefit villagers and value for money	
<b>If relevant, who will carry out the work?</b>	
<b>Will there be any health and safety issues? If so, please detail and say who will be in charge of carrying them out.</b>	
<b>Amount requested (excluding VAT)</b>	
<b>Total Cost</b>	

<b>Details of other funding supporting your request</b>		
<b>Organisation's bank details</b>	Account Name	
	Roll Number (if applicable)	
	Account Number	
	Sort Code	

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Ref	Project - Brief description	Project Status	Remaining or Next Actions and Funding/Resource required	Completed Actions
3	Renew/refurbish existing play equipment at Meadow View play area - incorporation of accessible and younger children's play equipment	In Progress	Awaiting suitable time of year for contractor to do drain works near entrance from Forest School Street path	Successful application to use S106 monies for new equipment. Planning permission granted for extension to play area incorporating younger children's accessible equipment and also resurfacing of existing play area. Work started early Jun, completed by end of June 23 - play area was opened in July. Bin and bench installed Dec 23. Successful application agreed with ESBC for remaining S106 funds to be used for repairs to existing equipment and railings, painting of railings, extra bench and installation of a drain to improve the very muddy area leading down to the play area from Tafflands. Monies released by ESBC.
19	S106 Sport England monies - progression of how to deal with condition to build changing rooms at Craythorne Field	In Progress	Proposal agreed with ESBC who were fully supportive of this to request variation of condition to be used instead for a MUGA and suitable accessible paths. PC meeting March 24 approved quotes for planning consultants/architects to write statement/application. ESBC have been updated via email of our progress in actioning this.	May 2023 agreed to decline to progress the pitch improvement funding application proposal from Staffs FA. ESBC Councillor Lock confirmed with Mark Risk at ESBC that variation is the next step and legal fees would have to be paid by RPC. June PC meeting discussed and agreed how to move forward with putting proposal to the village to request variation, how this would be managed and projects it might cover July meeting to be arranged for PC initially to pull together projects that we are aware of with ballpark cost estimates. From this we can arrange a well structured with clear agenda village session with these as a starting point for wider discussions. Proposal agreed with ESBC who were fully supportive of this to request variation of condition to be used instead for a MUGA, suitable accessible paths plus outdoor gym equipment (see project 4). ESBC have submitted a pre app to Sport England and we await their response (submitted Nov 2023 - takes up to 28 days for reply) - call in Jan 2024 confirmed how to approach this with ESBC and Sport England - no guarantee but we may try.
17	Station Cattle dock wall on Jinny Trail requires repair to prevent it falling down	In Progress	Successful application for grant from ESBC WEP - full monies awarded. Aiming to commence project subject to builder availability in May/June 24.	C and R Baker have confirmed they will not be progressing an application for Lottery funding on behalf of Station Group/PC as tis is too difficult and onerous now to meet the conditions. June meeting on site with Gabriel builders to review what is required was the best meeting so far - very practical suggestions discussed. They have provided quotation which C Baker brought to July PC meeting for PC approval to progress. Quotation sourced for clearance work as well on the dock and surrounding area which would be put into the request for funding. Station Group/PC to write an application for ESBC WEP funding - aiming to submit this in Dec 2023 hopefully.
7	Clean Brook and banks on Burnside and deal with Willows - plant succession trees for ageing Willow trees??	In Progress	Further work needed on the banks to clear debris, Ivy and saplings.	Meeting with David Hughes from EA to review Brook, trees and banks and what PC is allowed to do held in April 2023. Banks may be cleared, removal of Himalayan Balsam, cleaning and painting of railings permitted. Tree Surgeon quotation to pollard 2x Willows on Burnside road side and maintenance Limes accepted - date to be done is 17th/18th May 2023. Owners of Spread Eagle chased twice to look at the Willow on their side. Jun PC meeting agreed to prune the overlong hanging fronds that are rooting into the Brook, clear the banks of debris and trim the fronds so that the bridge can be viewed which a councillor has done. Owners of Spread Eagle have submitted planning application to pollard the large Willow by the Spread Eagle bridge.
22	Resurface top of slide mound on Tafflands replacing the current play bark	In Progress	Obtain further quotation to resurface the whole top of the mound (and maybe the path leading to it) rather than half of it - arrange to meet Playdale in April 2024.	Issues with play bark being thrown about by users of the equipment means constant checking is required. Play bark is not now recommended for areas such as this. Initial quotation discussed covering half of it but the PC and the PC contractor feel that it should be all of it to remove issues with blending the surface in.
1	Tafflands woodland and paths - Maintenance and management of trees and paths, planting of native flora e.g. Bluebells, installation of bird boxes	In Progress	Need to walk Tafflands with tree surgeons for quotation purposes to then consider to remove any dead, dying or diseased trees and branches - it has been 24 years since this was done last time. Consider further stoning of various paths and putting in some drains under paths as suggested by contractor to help with flooding.	
21	Replace/repair aging wooden steps and handrails on both sides of the Jinny Trail	Open	These are now falling into worse disrepair as the edge pieces of the steps are now rotting - really needs a full assessment and consideration of these.	Ongoing immediate works have been done to replace various treads, supports and rails as required.
4	Outdoor gym equipment to be located at Tafflands, Meadow View and Elizabeth Avenue play areas	On Hold		ESBC and Sport England have advised it is not possible to use S106 variation for these (see project 19).
16	Provide stoned path from end of tarmac path from Forest School Street play area to Meadow View play area for ease of access (extremely	On Hold	Consider extending the stone from the end of the current path as a wider apron rather than doing a whole path after the drain has been installed.	Awaiting drain installation by J Deacon when weather permits - Part of remaining S106 funds to be used to install a drain first (see project 3).
9	Repaint and repair white railings and posts on Burnside, Brookside and leading to the Lawns	On Hold	Start to arrange working parties to do this in sections - need risk assessment and high vis jackets plus advice on best paint to use.	Meeting with David Hughes from EA to review Brook, trees and banks and what PC is allowed to do held in April 2023. Banks may be cleared, removal of Himalayan Balsam, cleaning and painting of railings permitted. Footbridge to Croft cleaned and painted, repair to handrail done by J Deacon and white railings on Burnside washed down by PC for Coronation. June PC meeting agreed this to be made priority project to progress in stages with sanding, essential repairs and painting.
11	Aging bus shelter on Knowles Hill	On Hold	Roof felt is completely falling off now and it is in a very sorry state. PC Nov 23 meeting agreed that it will be reviewed fully in March 2024 to discuss whether to demolish completely for now.	PC agreed for J Deacon to inspect periodically and monitor

Ref	Project - Brief description	Project Status	Remaining or Next Actions and Funding/Resource required	Completed Actions
5	Plant blossom trees on PC land near Meadow view to enhance rural village feel and provide additional fruit sources	Completed		Funded by Donor, 6 x fruit trees planted and then 4 x additional trees also planted to create Queen's Platinum Jubilee Orchard.
8	Install longer life and matching street furniture, e.g. planters, bins etc.	Completed		Tafflands wooden bin covers x2 replaced with metal bin covers. Tafflands wooden benches x4 replaced with composite benches.
12	Mark celebration of Queen's Jubilee on The Croft (originally a tree requested by a resident)	Completed		Installation of Jubilee bench on The Croft rather than further trees.
13	Bus Shelter on Rolleston Road opposite entrance to the Hall Road requested by residents	Completed		Donor agreed to fund this project and that is could be in honour of King Charles III's Coronation.
2	Renew wooden play equipment on Tafflands, steps to zip wire and slide	Completed		Initial review conducted with Bill Peacock (Groundwork engineer) & contractor. J Deacon to assess drainage issues and quotes provided to replace worst items. Digging of trial holes done which identified drainage was blocked and required stoning and new drainage laid by J Deacon. Slide mound required, various items of equipment repaired/mended.
20	Additional planters along Burnside	Completed		PC meeting May 2023 agreed to source quotations for additional planters, plants, additional liners and installing of these. PC meeting June received quotations for additional planters/trough liners and planting of these. Request received to be allowed to fund additional planters from residents on Burnside. Was put to the Civic Trust if agreed as they fund 50% of the planting to which they agreed. Pricing obtained which will be relayed to the proposers of this to see if they wish to proceed with funding the purchase of troughs and spare liners - was agreed and they have been installed.
14	Request to ensure bridge from Forest School Street play are to Craythorne is electric wheelchair compatible and stoned path to access to Tafflands	Completed		Quotation by J Deacon accepted to tackle drainage issues in top area close to entrance from Forest School Street play area. PC agreed to J Deacon quote to create stoned path area and level up at end of concrete apron from bridge to field. Quotation by J Deacon to tackle drainage issues in top area close to entrance from Forest School Street play area agreed and done. ESBC have 3 quotations to replace bridge - funding 50/50% by PC/ESBC - reviewed and approved J Deacon quote at June PC meeting - decision advised back to ESBC for their approval which has been progressed and completed.
6	Jinny Trail - maintenance and management	Completed		Further tree work required to deal with overhanging Ash up on top of bank leaning over resident garden shed - Done November 2023. Thinning, removal and maintenance of trees done by contractors in 2 separate sessions in 2022 and 2023. Several repairs done to the steps and handrails.
15	Install floodlighting at Craythorne Car park	Not Progressed		PC meeting May 2023 agreed to not progress this suggestion.
18	Request for accessibility gate onto field from car park to replace stile	Completed		May 2023 PC agreed to progress quotations and the quotation for kissing gate and installation of this by J Deacon approved at June 2023 meeting. Gate ordered and work done to install it. Dec 23 meeting agreed to hold back on painting markings on carpark and see if there is a need to do this. Dec 23 meeting approved quotation for stile installation by J Deacon.

10	Craythorne car park refurbishment - surface, railings, removal of old portacabin	Completed		<p>Car park stoned and tidied from the tarmac section through to the far end by SCC as part of road works compensation.</p> <p>Railings replaced using S106 monies and SCC labour as part of road works compensation.</p> <p>Old portacabin removed by SCC as part of road works compensation.</p> <p>Used S106 funding additional posts purchased for J Deacon to install around the gate entrance area - completed.</p> <p>Conversation had with SCC/Amey over quality of work done which is incomplete and had left loose posts, damaged posts and unlevelled railings - progressed via Amey and County Councillor White and agreed to redo all the railings.</p> <p>Work to redo the railing/posts installation and include the additional posts ordered to ensure equal spacing completed in June to the correct specification of spacing and levelling.</p> <p>Gap put part way along to allow a stile access to be located there from the car park - stile done.</p> <p>Contractors returned to sort car park surface and have levelled out under railings, spread top soil and supplied grass seed to be spread in spring - quotation needed for final levelling and grass seeding then it can be easily maintained going forward.</p> <p>Quotation to install stile part way along approved at Dec 23 meeting.</p>
1	Tafflands woodland and paths - Maintenance and management of trees and paths, planting of native flora e.g. Bluebells, installation of bird boxes	Completed		<p>2 x tree maintenance sessions held and wood chippings spread on paths - Done.</p> <p>Stoning and levelling of part of path from car park through Tafflands heading towards Footpath 14 partially completed - done by SCC as part of road works compensation.</p> <p>Bluebells planting done and some are growing through in the area nearest Meadow View - funded by Donor.</p> <p>Gate and path from Tafflands to Footpath 14 replaced and raised to improve drainage and accessibility completed - funded by successful grant application from TTTV - Done.</p> <p>Scraping clean of mud and stoning/levelling of path from top end of Craythorne field to metal bin in the middle section of Tafflands - Done.</p> <p>Fencing and ditch improvement works to address waterlogging around new bridge area (that leads to Footpath 14) through to Craythorne Road ditch - Done.</p> <p>Clean Up day held to clear back along entrance from Meadow View to give better access and visibility of play area. Also removed low hanging branches from trees in play area and strim back nettles, etc. Cleared area has been grass seeded - Done.</p> <p>Quotation agreed to remove saplings growth within woodland backing onto Meadow View to get this under control - waiting for suitable weather to complete work.</p>