



# Rolleston on Dove Parish Council

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

03 June 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 10 June 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/2024/00375	Two Pins Hall Grounds	Remove one stem, remaining two stems reduce by height by up to 5m and crown reduce by up to 2.5m of one Beech tree (T1), reduce crown/height by up to 5m and width by up to 3m of one Silver Birch tree (T2), reduce height by up to 5m and crown reduce by up to 4m of one Sycamore tree (T3)

P/2024/00506	Brookhouse Hotel Brookside	Discharge of condition numbers 3, 4, 5, 6 7 and 8 of planning permission P/2020/00255 relating to conversion of former hotel and coach house to create 10 residential units including the demolition of an existing conservatory and small section of hotel
P/2024/00511	Westmorland Cottage Hall Grounds	Pollard two Lombardy Poplar trees at points approximately 50% of its current height (T1 and T2) (TPO No 1)

4. To consider the Minutes of the meeting held on 13 May 2024 (Enclosure 1)
5. Matters arising from the previous meeting
6. Councillors' reports
7. Financial matters
  - 7.1 Schedule of payments as at 03 June 2024

Payee	Description	Payment Method	Gross £	VAT £
Woodside Nurseries	Summer planters including XL extra planters and spare plants for troughs	BACS	550.00	0.00
IONOS Cloud Ltd	PC Website (hosting)	DD	8.40	1.40
P Gould	Mowing contract	BACS	1,354.58	0.00
HMRC	NI/PAYE 1 <sup>st</sup> qtr 2024/25	BACS	1,347.12	0.00
Clerk	Salary and expenses	BACS	1,350.26	0.75
Rolleston Station Heritage Group	Contribution to Cattle Dock works	BACS	1,472.60	0.00
O2	Council mobile	DD	21.80	3.63
			<b>6,104.76</b>	<b>5.78</b>

7.2 Bank reconciliation as at 31 May 2024

		Bank Accounts		Total £
		Treasurer's £	Instant Access £	
01 April 2024	Bank Statement	17,846.45	83,735.29	101,581.74
Movement in funds to date	<b>PLUS</b> Income	50,534.57	2,527.73	53,062.30
	<b>LESS</b> Expenditure	16,832.22	0.00	16,832.22
31 May 2024	Bank Statement	51,548.80	86,263.02	137,811.82

7.3 Earmarked Reserves as at 31 May 2024

	Opening funds 01/04/2024 £	Movement in funds to date £	Available funds 31/05/2024 £
Environmental improvements	8,931.41		8,931.41
Brook Hollows	13,151.72	(625.22)	12,526.50
Play areas	20,000.00		20,000.00
S106 College Fields	745.11		745.11
MUGA (Fees)	8,000.00		8,000.00
<b>Total</b>	<b>50,828.24</b>	<b>(625.22)</b>	<b>50,203.02</b>

**8. Receipts and payments to 31 May 2024 (Enclosure 2)**

**9. Banking arrangements**

Councillors will be aware that the Parish Council holds two accounts with Lloyds Bank (Treasurer's Account and Instant Access). The bank has advised that the council would not be covered by the Financial Services Compensation Scheme (FSCS) if financial firms fail as the combined funds held exceed £85,000.

The Clerk, who is also the council's Responsible Financial Officer, recommends that the council should close the Lloyds Instant Access Account and open an account with another bank with instant access for the Earmarked Reserves (EMR) funds so that the Lloyds Treasurer's Account can be credited to cover EMR expenditure. This would see c£36,000 being moved from the current Lloyds Instant Access Account to the Treasurer's Account and £50,203.02 (EMR funds) in the new account.

The Clerk will investigate the council's options and report back to the July meeting.

**10. S106 Sport England funds**

**11. Flooding**

**12. Brook Hollows (Enclosure 3)**

**13. Rolleston Station Heritage Group: Cattle Dock**

The council had originally agreed to contribute £1000 towards the project costs but the Station Heritage Group advised that there is a shortfall in the project costs in the sum of £472.60 due to increased material costs.

The council is requested to retrospectively agree to the Station Heritage Group's request for funding to meet the shortfall, this will see a total payment of £1472.60 being made by the council (included on the Payment Schedule (Agenda Item No. 7.1)).

The council had separately agreed to fund the clearance of vegetation in readiness for the builder going on-site – this work has been completed by John Deacon and will be invoiced separately.

**14. Footpath walks and Clean-up day**

**15. Correspondence**

**15.1 Staffordshire Parish Councils Association**

The weekly Bulletins have been circulated to all councillors.

**15.2 Communications Log**

The Comms Log has been regularly circulated to all councillors.

**15.3 Vibe2ThriveCiC (Enclosure 4)**

**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. Insurance renewal (Enclosure 5 – To follow)**

**18. Quotations (Enclosure 6 – To follow)**

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Monday 13 May 2024 commencing at 7pm**

**Present**

Councillor Stewart (in the Chair)

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

**In attendance**

ESBC Councillors Lock and Smedley

Four members of the public

M Marsden, Youth Representative

Mary Danby, Clerk

**Public Forum**

**Travellers site, Craythorne Road**

Members of the public addressed the Parish Council outlining their concerns regarding the above site. Councillors gave an update on the various issues which had been taken up with the Planning Officers by the ESBC Ward Councillors; it was noted that the Parish Council had yet to receive a response from the Planning Manager and it was agreed that if this was not forthcoming in the near future this should be escalated to ESBC's Head of Regeneration and Development.

**1. Election of Chair**

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

**2. Election of Vice Chair**

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

**3. Apologies for absence**

Councillor Pierce and E Fenn Youth Representative

**4. Declarations of Interest and Dispensations**

None declared.

**5. Appointment of Committees, Sub-Committees, Working Groups, etc**

	<b>Current Membership</b>
Contracts Working Group	Cllrs Houston, Pierce, Robson, Sanderson, Stewart
Elizabeth Avenue Play Area Working Group	Cllrs Appleby, Houston and Peirce and Millie Marsden, Youth Representative
Stretton/Rolleston Parish Councils' Liaison Representatives	Cllrs Appleby and Badcock

**6. Appointment of representatives on Outside Bodies**

<b>Outside Body</b>	<b>Current Representative(s)</b>
RoDSEC	Cllr S McManus
Rolleston Almshouse Trust	Cllrs Appleby 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	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"> <li>▪ Church Road</li> <li>▪ Knowles Hill and Rolleston Road</li> <li>▪ Station Road</li> </ul>	Vivien Sharples Andy Peirce Clare Stewart

**8. Planning matters**

**8.1 Planning applications**

Application No.	Location	Proposal
TPO 462	4 Beacon Road	Proposed TPO for the 2 No. Cedar trees in the front garden of the property
Objection on the following grounds: <ul style="list-style-type: none"> <li>▪ The Cedar trees (T1 and T2) are too big for the space they are in</li> <li>▪ They have no amenity value</li> <li>▪ They are planted too close together</li> </ul>		
P/2024/00246	6 Blacksmiths Yard Burnside	Replacement of wooden framed windows and doors to UPVC on the rear and right elevations
No objection		
P/2024/00258	26 Station Road	Erection of a side link extension between main house and detached garage, replace existing 'lean to' front canopy with larger Oak frame pitched roof canopy, convert garage loft space into habitable room including the addition of an external staircase, door, dormer and Velux windows, erection of a detached Oak frame gazebo to the rear garden and the installation of automatic timber gates on brick piers to driveway entrance and removal of one Birch tree (TPO 1)
No objection		

P/2024/00394 No objection	4 Beacon Road	Felling of 1 Willow tree (T1 of TPO 427)
P/2024/00414 No objection	Thornley Hollows 2 Church Road	Erection of a pergola located in the rear garden
P/2024/00427 No objection	Brantwood Moseley Mews	Felling of 1 Cherry tree, all round reduction to one Beech tree
P/2024/00428 No objection	Kimberley Church Road	Overall crown reduction by up to 3m of five Yew trees and crown raise to 5.6m over the road of one Yew tree (TPO 1)

**9. Minutes**

**Resolved** That the Minutes of the meeting held on 08 April 2024 be approved and signed as a true record.

**10. Matters arising**

**Public Forum (re Craythorne Golf site)**

It was noted that an earth bund had been created by the landowner following discussions with ESBC.

**Minute No. 181 (re Minute Nos. 165 and 155 – Flooding)**

It was noted that final details of the Public Meeting were yet to be provided by the MP.

**Minute No. 182.3**

It had been noted that there were horse hoof prints in Tafflands and on Footpath 14. **Agreed** that a letter be sent to all the stables in the village reminding them that the Byelaws prohibit the riding of horses on Parish Council land.

**Minute No. 182.6**

ESBC's Planning Enforcement Officer had advised that there is no legal time limit to allow for the submission of the application.

**Minute No. 182.8, 2<sup>nd</sup> bullet point**

Councillor Sharples thanked the Clerk for investigating whether a "hook" latch could be fitted to the Meadow View play area gate and confirming that due to health and safety concerns this type of latch cannot be fitted.

**11. Councillors' reports**

11.1 County Councillor White had previously confirmed that pot holes were to be filled on Craythorne Road and top dressing applied to various roads in and around the village.

11.2 Councillor Badcock reported that he had been advised that the Surveyor's report on the Brook Hollows waterfall should be received by 17 May – he asked that this be forwarded to the ESBC Ward Councillors on receipt.

11.3 Councillor Appleby confirmed that the Elizabeth Avenue Working Group were to consult with the parents and carers of children at the JoRPS.

He also reported that he had received confirmation of the number of incidents attended at the Craythorne Golf site by the Police and Fire Service.

11.4 Councillor S McManus gave an update on the work required on the website to meet the revised website accessibility criteria from October 2024; he said that he was also looking at alternative quotes to migrate the website to a gov.uk domain host.

11.5 Councillor Robson referred to the recent work done at the Jubilee Orchard and thanked those who had attended on the day. He also noted that the Sharing Shelf was working well.

He noted that the council would soon have to publish the 2023/24 audit information on the noticeboards and was concerned that other groups may overlap with their materials. **Agreed** that those groups who display material on the noticeboards be advised of the need for the audit information to be visible at all times and to ensure that they do not cover any of the information.

11.6 Councillor Storer expressed concern about the mowing at the Platinum Orchard. Councillor Stewart agreed to meet with him to look at this area and agree the appropriate action to be taken.

11.7 Councillor Sanderson reported that he had met with the Playdale representative on 17 April – he had expected to be meeting with one of their engineers but a repair/support person had arrived instead. They had looked at the safer surfacing for the slide mound and the Elizabeth Avenue play area and arrangements had now been made for a site meeting with the Regional Sales Manager on 23 May.

It was noted that the engineer's visit was subject to a fee which had to be paid prior to the meeting. **Agreed** that the council seek to be reimbursed as the engineer's visit had not taken place as arranged.

11.8 Millie Marsden, Youth Representative reported that she would be attending a meeting with the Civic Trust regarding the arrangements for the proposed Fun Run.

11.9 Councillor Stewart reported that:

- The council's Contractor had reported that a zip wire leg is beginning to fail and will need to be replaced later this year. **Agreed** that Councillors Stewart and Pierce arrange to meet with the contractor to discuss this issue and that if necessary quotations be sought to replace the zip wire.
- The Mowing Contractor had reported that the Willows on Burnside, opposite the Club needed to be trimmed as they were making it difficult to trim that area.
- Work was due to start on the Cattle Dock in June.
- The felled tree on South Hill, backing onto the Jinny Trail had been diseased, the earth that had been disturbed when the tree was removed had not yet been reinstated.

## 12. Internal Audit Report for the year ended 31 March 2024

**Resolved** That the report, which had not raised any comments or recommendations, be noted.

## 13. Annual Governance and Accountability Return (AGAR) year end 31 March 2024

### 13.1 Section 1 – Annual Governance Statement 2023/24

**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 2024 be approved and the Chair be authorised to sign the document.

**13.2 Section 2 – Accounting Statements 2023/24**

**Resolved** That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2024 be approved and that the Chair be authorised to sign the document.

**14. Public Rights period for the 2023/24 Annual Governance and Accountability Return (AGAR)**

**Resolved** That the Public Rights period be as follows:

**Date of announcement:** 31 May 2024

**Public Rights period:** 03 June – 12 July 2024 inclusive

**15. Financial Matters**

**15.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
Rolleston Village Fayre Society	S137 Grant Aid (approved at the PC meeting on 08 April)	BACS (pd 09/04/24)	100.00	0.00
O2	Council mobile (April invoice)	DD (Pd 23/04/24)	21.80	3.63
Brierley British Crystal Ltd	Rollestonian of the Year Award 2023	Debit Card (pd 23/04/24)	81.05	13.13
Playdale Playgrounds Ltd	Engineer site visit to discuss surfacing options for the Tafflands slide mound	BACS (pd 23/04/24)	180.00	30.00
M&M Tree and Garden Services	Tree works: The Croft/Almshouses boundary	BACS	2,250.00	0.00



Staffordshire Parish Councils' Assn	Training fee	BACS	90.00	15.00
IONOS Cloud Ltd	RPC Website	DD	8.40	1.40
Hardy Signs Ltd	Signs (The Croft and Jinny Trail)	BACS	214.80	35.80
P Gould	Mowing contract	BACS	1,354.58	0.00
Erasmus Darwin Museum	Jubilee Orchard: Labels	BACS	7.35	0.00
Freeola	Village website	DD	14.76	2.46
Clerk	Salary and expenses	BACS	1,372.96	0.00
J Deacon	Craythorne gate: Lock/unlock £216.00 Environmental contract £1,376.10 Craythorne: Reseed under railings £345.60 Craythorne: Install replacement kissing gate £36.00 Craythorne Woods: Cut-up and clear fallen Pine tree £60.00	BACS	2,033.70	338.95
Staffordshire Parish Councils' Assn	Annual subscription	BACS	495.00	0.00
O2	Council mobile (May invoice)	DD	21.80	3.63
McAfee	Anti-Virus software licence	Debit Card (pd 07/05/24)	79.99	13.33
Lock Shop Direct	Replacement lock for the Jinny Trail gate	Debit Card (pd 07/05/24)	43.86	7.31
P Gould	The Croft: Turf around Oak tree, supply Meadow turf and top soil	BACS	150.00	0.00
Kim Squires Internal Audit Services	Fee for completing Internal Audit for the year ending 31/03/2024	BACS	179.90	0.00
M Robson	Reimbursement: Laminating pouches (Jubilee Orchard)	BACS	16.95	2.83
		<b>TOTALS</b>	<b>8,716.90</b>	<b>467.47</b>

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

15.2 **Bank reconciliation as at 30 April 2024**

		Bank Accounts		Total £
		Treasurer's £	Instant Access £	
01 April 2024	Bank Statement	17,846.45	83,735.29	101,581.74
Movement in funds to date	<b>PLUS</b> Income	48,318.57	2,435.82	50,754.39
	<b>LESS</b> Expenditure	8,498.17	0.00	8,498.17
30 April 2024	Bank Statement	57,666.85	86,171.11	143,837.96

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

15.3 **Earmarked Reserves**

**Resolved** That the council's Earmarked Reserves (EMRs) at 30 April 2024 were:

	<b>Opening funds 01/04/2024 £</b>	<b>Movement in funds to date £</b>	<b>Available funds 30/04/2024 £</b>
Environmental improvements	8,931.41		8,931.41
Brook Hollows	13,151.72	(625.22)	12,526.50
Play areas	20,000.00		20,000.00
S106 College Fields	745.11		745.11
MUGA (Fees)	8,000.00		8,000.00
<b>Total</b>	<b>50,828.24</b>	<b>(625.22)</b>	<b>50,203.02</b>

**16. Receipts and payments to 30 April 2024**

**Resolved** That the report be noted.

**17. S106 Sport England funds**

Councillors received an update from the Planning Consultant which put several queries for the council to consider; the consultant had also advised that they would liaise with ESBC to ascertain if Bio Diversity Net Gain is necessary for the application. **Agreed** that a call be arranged with the Planning Consultant and that the council be represented by Councillors Stewart, S McManus and Storer.

**18. Flooding**

**Resolved** that the updated provided by the Environment Agency be noted.

**19. Council priorities 2024/25**

**Resolved** That the revised priorities list be noted.

**20. Review of policies**

**Resolved** That the following policies do not require any amendments:

- Anti-Fraud & Corruption Policy
- Members and Officers Subsistence/Mileage 2024/25
- Standing Orders

**It was further resolved** that the 9<sup>th</sup> bullet point of the Rollestonian of the Year criteria to be amended to read: "Serving Parish Councillors are not eligible for the award; they may not make any nominations."

**21. Clean-up day and annual footpath walks**

Deferred to the next meeting.

**22. Correspondence**

**22.1 Staffordshire Parish Councils Association**

The weekly Bulletins had been circulated to all councillors.

**22.2 Communications Log**

The Communications Log had been regularly circulated to all councillors.

**22.3 Memorial plaque request**

**Resolved** That the family's request to be permitted to attach a rebutted plaque in memory of John Underhill on the Oak seat inside the Spread Eagle Island bus shelter be approved.

- 22.4 **Rolleston Village Fayre Society**  
**Resolved** That the Society's request that the council operate the gazebo on The Croft on August Bank Holiday Monday be approved.
- 22.5 **Bus shelter**  
**Resolved** That the comments made by a Meadow View resident regarding the bus stop on Station Road, near to Needwood Avenue be noted and that enquiries be made of the County Council to ask if they will either provide a larger hardstanding or, preferably, a bus shelter. It was further agreed that quotations be sought for a polycarbonate shelter should the County Council not agree to providing one.
23. **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.
24. **Quotations**
- 24.1 **Bus shelter, top of Knowles Hill**  
**Resolved** That John Deacon's quotation to remove the bus shelter be deferred.
- 24.2 **Elizabeth Avenue goal posts**  
**Resolved** That John Deacon's quotation in the sum of £364.00 plus VAT to relocate two goal posts be accepted.
- 24.3 **The Croft: Dog signs**  
**Resolved** That John Deacon's quotation in the sum of £90.00 plus VAT to replace one old sign with new and supply and install a metal post for another sign be accepted.
- 24.4 **Brookside**  
**Resolved** That John Deacon's quotation to repair damage to grass verge below the footbridge in the sum of £85.00 plus VAT be accepted.
- 24.5 **Brookside**  
**Resolved** That John Deacon's quotation to strim the Brook banks on Brookside and Burnside to remove Himalayan Balsam be deferred.

The meeting closed at 9.05pm

Signed .....

Date .....

**Rolleston on Dove Parish Council**  
**Receipts and payments to 31 May 2024**

Nominal Code	Description	Actual to 31/03/2024 £	2024/25 Budget £	2024/25 Projected YE £	Actual to 31/05/2024 £
<b>100</b>	<b>Income</b>				
1076	Precept	90,331	93,041	93,041	46,521
1090	Interest Received	975	750		178
1100	Grants & Donations Received	17,160	-		-
1110	Council Tax Support Grant	1,665	1,665	1,665	833
1200	Garden rents	125	125	125	125
1220	Allotment rents	20	20	20	20
1250	Football pitch fees	420	50		120
1270	SCC: Annual grass cutting	4,465	3,848		641
1280	Insurance claim settlement	1,154	-		790
1999	Other income	2,522	-		1,456
	<b>Income</b>	<b>118,836</b>	<b>99,499</b>		<b>50,683</b>

Nominal Code	Description	Actual to 31/03/2024 £	2024/25 Budget £	2024/25 Projected YE £	Actual to 31/05/2024 £
<b>200</b>	<b>Administration</b>				
4000	Staff salary	19,656	20,000		2,621
4020	Employer's National Insurance	1,457	1,500		-
4030	Payroll Services	95	125		-
4050	Use of Home as Office	178	178		30
4100	Insurance	1,206	1,300		-
4110	Audit Fees	584	600		180
4120	Photocopier: Rental/Maint.	378	378		95
4121	Photocopier: Copy charges	320	400		155
4125	Stationery	270	275		85
4127	Village Directory	187	200		-
4130	Postage	416	500		244
4140	Council mobile	208	237		36
4150	Subscriptions	637	650		674
4160	Training	93	500		75
4180	Room hire	220	240		-
4190	Mileage expenses	213	200		94
4195	Parking fees	3	10		-
4200	Play areas	1,640	6,000		150
4205	Craythorne barrier: Lock/unlock	1,830	2,196		335
4210	RPC website	134	181		14
4211	Village website	57	60		12
4220	IT / Software	352	400		259
4230	S137 Expenditure	800	100		100
4240	Mowing contract	16,236	16,255		2,709
4250	Bin emptying	4,591	4,999		1,250
4260	Trees	2,416	4,000		2,300
4265	Plants for planters	844	900		-
4270	Environmental contract	12,090	13,761		2,147
4275	General R&M and Out of Scope works on RPC land	5,053	5,562		1,095
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		254
4999	Contingency	3,626	5,000		-
	<b>Expenditure</b>	<b>97,847</b>	<b>101,507</b>		<b>14,911</b>
	<b>TOTAL EXPENDITURE</b>	<b>97,847</b>	<b>101,507</b>		<b>14,911</b>
	<b>TOTAL INCOME</b>	<b>118,836</b>	<b>99,499</b>		<b>50,683</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>20,989</b>	<b>- 2,008</b>		<b>35,772</b>

**Earmarked Reserves (EMRs)**

Nom. Code	Description	Opening funds 01/04/2024 £	Funds as at 31/05/2024 £
320	Environmental improvements	8,931.41	8,931.41
322	Brook Hollows	13,151.72	12,526.50
325	Play Areas	20,000.00	20,000.00
327	S106 College Fields	745.11	745.11
328	MUGA (fees)	8,000	8,000
	<b>TOTAL</b>	<b>42,828.24</b>	<b>50,203.02</b>

Donor funds

**Funds statement as at 31 May 2024**

Total funds held in bank accounts	137,811.82
LESS Earmarked Reserves	-£ 50,203.02
General Reserves	£ 87,608.80

**Rolleston on Dove Parish Council**  
**10 June 2024**

**Agenda item no. 12**  
**Brook Hollows**

The surveyor's report on the Brook Hollows waterfall has been made available to all Parish Councillors, the following are the recommendations made in Section 9 of the report:

**9.1 Footbridge**

Recommendations - Footbridge South wing/approach wall, missing mortar South wing/approach wall, flood damage behind wall:

- Treat the cracks noted to the stonework using a proprietary injected crack sealant and monitor annually for evidence of further distress i.e. if the sealed cracks re-open.
- Any areas of mortar loss should be reinstated.
- Missing stonework should be replaced.
- Removal of the metal fixings noted to the arch of the bridge if they are no longer required.
- Removal of the old fixings noted on the deck.
- Reinstatement of the failed sealant joint across the deck and around the piers.

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- General maintenance required with the removal of moss growth and dirt to the stonework. The next inspection should be a general inspection in 24 months.

**9.2 Waterfall**

Undertake a detailed close visual inspection of the face of the waterfall and scour investigation to assess areas that could not be inspected during this general inspection. This additional inspection and investigation should be undertaken when the water levels are naturally much lower, or if the water level can be controlled and reduced (by the use of the bypass stream and/or penstock). This work would be considered as a special investigation due the need of a safety boat and a safe system of work. This will also provide a good opportunity to access to the ends of the approach/wing walls and specifically to investigate the North wall in the area of missing masonry. It may be prudent to undertake this inspection and scour investigation along with the works noted in 9.3 below.

**9.3 Wing/Approach Wall – Lower Reach**

The opening at the back of the North approach/wing wall could be associated with lateral movement and/or erosion from flood water and/or movement of the concrete benching. Further investigations are required to establish the causes and determine the nature of repairs and remedial works. The highest risk scenario for this part of the structure is lateral movement of the wall and to ensure mitigation of this, we recommend monitoring of the wall. Live time information of movement can be collated with the use of laser monitoring of the wall, initially weekly. From the monitoring, it will be possible to confirm if the wall is moving and the rate of movement. The results will determine whether further investigation works or remedial actions are required, or whether ongoing routine visual inspections may be appropriate for the time being. Our recommendation for the special investigation works required is as follows. The back of the wall should be uncovered by excavation of trial holes

to a minimum of 2 areas along the wall. This will enable inspection of the opening (width and depth) and confirm the detail of the wall (thickness/es, properties and backfill detail). If this investigation is not conclusive, a further numerical assessment of the wall and a deeper borehole investigation will be required to confirm the deeper ground bearing conditions.

In conjunction with the above investigation of the North approach/wing wall we also recommend a scour investigation of the foundations of the approach/wing walls and waterfall from within the plunge pool, to check for any evidence of scour or movement, along with a more detailed inspection of the face of the approach/wing wall above the plunge pool. This would likely require the use of trained divers and safety boat (as this would also be within the plunge pool).

Once the findings of the special investigations are complete and if no signs of scour or movement is noted then the gap to the top of the wall should be sealed. Flood water needs to be managed, so that it does not run behind the approach/wing walls. The defect (loss of masonry) to the North approach/wing wall adjacent to the plunge pool should be addressed as soon as possible. This could be stabilised in the interim by placing a number of gabion stone filled baskets to stabilise the deterioration. However the exact solution will require an investigation as part of the described investigation above. Consideration should be given to replacement of the missing pier and coping to the South wing/approach wall. Any areas of mortar loss should be reinstated. Missing stonework should be replaced.

#### **9.4 Bridge Inspection Definitions CS450 – Highways Standards for Bridge Inspection**

The following are explanations of the type of bridge inspection in accordance with CS450.

A 'general inspection' (normally every 24 months) shall comprise a visual inspection of all parts of the structure that can be inspected without the need for additional access equipment, using safe, ground level viewing positions around the structure. The purpose of a general inspection is to provide information on the physical condition of all visible elements of a highway structure.

A 'principal inspection' (every 72 Months) shall comprise a close examination, within touching distance, of all accessible parts of a structure. A principal inspection is more comprehensive and provides more detailed information than a general inspection. The purpose of a principal inspection is to provide information on the physical condition of all accessible parts of a highway structure.

A 'special inspection' shall provide detailed information on a particular element, part, area, or defect that is causing concern, or inspection of which is beyond the requirements of the general and principal inspection regime.

**Rolleston on Dove Parish Council**  
**10 June 2024**

**Agenda item no. 15.3**  
**Vibe2ThriveCIC**

The Chair has asked that the following be considered by the council.

The Parish Council was contacted by email as follows on 24 April:

*Firstly I would like to introduce ourselves.*

*We are Shanice Harris and Lee Moss, practitioners from Vibe2ThriveCIC, a community interest company based in Staffordshire. Our professional experience includes working on projects such as "Ditch the Blade" with Staffordshire Police, "Not as Simple as Black and White" with Port Vale Football Club and the New Vic Theatre as well as Kwanzaa Collective UK, Mitchell Arts Centre, Restoke, and more. We have also worked with schools in the Audley Rural Parish including Ravensmead Primary School and Sir Thomas Boughey Academy.*

*Our workshops cater to all communities, aiming to empower individuals, foster community pride, and most of all create a sense of belonging. We focus on raising awareness and sharing values among people of all backgrounds through sustainable social interaction and meaningful community participation.*

*Our creative arts based workshops create opportunities for community members to come together and use their community knowledge and experience to create art exhibitions, performances, creative dance and drama and shared celebrations to address issues our communities are facing through community engagement.*

*The reason for our email today is to inquire whether we could be granted an opportunity to present our "Be Yourself & Love It" workshop at one of your upcoming local parish council meetings. This workshop is tailored for young individuals aged 6-16 years, and addresses the struggles young people have with self-confidence, self-worth and self-esteem through engaging activities like clay-making, dance, drama, and purposeful exercises centered around self-love.*

*From research and personal interactions, we have seen a large decline in young people's mental health and well-being especially since the pandemic. We firmly believe that the arts serve as a powerful and interactive medium to educate and connect with the youth.*

The Clerk liaised with the PC Chair and the group were advised on 24 April that it was felt that they would be better placed approaching local schools and youth organisations rather than the council (contact details were provided). The group responded via email as follows on 14 May:

*Thank you for your response regarding our Be Yourself & Love It workshop in the previous email. We want to clarify how we operate to engage with the young people in your community:*

- 1) Vibe2ThriveCIC manages everything from planning, advertising, delivery to evaluation. Your council members do not need to actively participate in the workshop. We only require funding from your parish council to conduct the workshop in your local area. By supporting these workshops, your community will see the council's commitment to the youth, fostering a closer relationship and better understanding of local issues and priorities. We understand the importance of nurturing relationships between the council and the community, and we are here to facilitate that connection through our engaging workshops. Our team at Vibe2ThriveCIC is*

*dedicated to handling all aspects of the workshop, to ensure a seamless and impactful experience for all involved.*

- 2) In addition to our workshops, we are happy to participate in your community events/activities by booking our practitioners to deliver workshops like Be Yourself & Love It. For these events, we charge an hourly fee and will be present on the day, providing valuable insights and activities that resonate with young individuals. Our presence at these events can further strengthen the bond between the council and the youth, fostering a supportive environment for growth and understanding.*

*Vibe2ThriveCIC aim to create meaningful and engaging experiences that benefit the entire community . By supporting workshops like Be Yourself & Love It, your parish council can make a positive impact on the youth and show their commitment to addressing local issues effectively.*

*Thank you for considering Vibe2ThriveCIC as a partner in empowering the youth and promoting positive change.*