



# Rolleston on Dove Parish Council

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

01 July 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 July 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/2024/00582	70 Station Road	Demolition of existing side porch to facilitate the erection of a two storey side extension and single storey rear extension
P/2024/00608	Alderbrook Lodge Burnside	Felling of Poplar tree (T2) and multi-stemmed Willow (T3) to be reduced down to 3m in height and then managed as a pollard

P/2024/00625	Alderbrook Lodge Burnside	Mature Oak to have major deadwood removed (T1) (TPO No 1)
P/2024/00660	The Croft House 11 Station Road	Reduction in height and reduction of lateral branches extending over the highway by 1.5m or nearest suitable growth point, prune back from adjacent property to provide a clearance of 2m and crown thin by 5% of one Copper Beech tree (T1) and all over crown reduction by 1.5m or to the nearest suitable growth point and crown raise to 2m over the lawn of one Weeping Willow tree (T2)

4. To consider the Minutes of the meeting held on 10 June 2024 (Enclosure 1)

5. Matters arising from the previous meeting

6. Councillors' reports

7. Financial matters

7.1 Schedule of payments as at 01 July 2024

Payee	Description	Payment Method	Gross £	VAT £
Clear Insurance Management Ltd	2024/25 Insurance premium	BACS (pd 11/06/24)	1,631.88	0.00
Q&A Planning Ltd	Professional fees (Proposed MUGA)	BACS (pd 13/06/24)	2,220.00	370.00
gov.uk.pay	Land Registry search fee re Dodslow Avenue island (ownership)	Debit Card (pd 13/06/24)	6.00	0.00
P Gould	Mowing contract	BACS	1,354.58	0.00
Parish Online	Annual subscription	BACS	228.00	38.00
IONOS Cloud Ltd	PC Website hosting	DD	8.40	1.40
Clerk	Salary and expenses	BACS	1,328.86	0.00
Toolchimp Ltd	Replacement padlocks (Craythorne playing field)	Debit Card (pd 24/06/24)	359.85	59.98
J Deacon	Craythorne car park lock/unlock June £187.20 Environmental contract £1,376.10 Tafflands: Tree works £60.00 Byrkley Close: Emergency tree works £180.00 The Croft: Signs £108.00	BACS	1,911.30	318.55
ESBC	Bin emptying 2 <sup>nd</sup> qtr 2024/25	BACS	1,499.76	249.96
Emma V Smith	Updating Honours Board	BACS	160.00	0.00
			<b>10,708.63</b>	<b>1037.89</b>

7.2 **Bank reconciliation as at 30 June 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	50,624.57	2,626.05	53,250.62
	<b>LESS</b> Expenditure	30,873.21	0.00	30,873.21
30 June 2024	Bank Statement	37,597.81	86,361.34	123,959.15

7.3 **Earmarked Reserves as at 30 June 2024**

	Opening funds 01/04/2024 £	Movement in funds to date £	Available funds 30/06/2024 £
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	(1,850.00)	6,150.00
<b>Total</b>	<b>50,828.24</b>	<b>(2,475.22)</b>	<b>48,353.02</b>

8. **Receipts and payments to 30 June 2024 (Enclosure 2)**

9. **Station Road bus stop, opposite Needwood Avenue (Minute No. 22.5 refers)**

- a) Staffordshire Highways have provided the following costings:
- i) To install the extended hardstanding, including plans, two-way lights during kerbing, hardstanding, traffic management during works and tree surgeon to cut back to vegetation **£10,750 plus VAT**
  - i) Bus shelter, if required **c£3,000 plus VAT**
- b) As requested, Bellway Homes were approached asking if they would contribute to improving the above bus stop. They have agreed a make donation of £1,000 towards the project.

The County Council had previously asked if the Parish Council was in a position to fund any of the work either fully or in part.

10. **Biodiversity: Local councils (Minute 30.1 refers) (Enclosure 3)**

11. **Banking arrangements (Minute No. 33 refers)**

In order to spread its financial risk and remain eligible within the Financial Services Compensation Scheme (FSCS) the council could currently open a separate account with two banks who have a branch in Burton on Trent:

- **HSBC, 18 High Street**  
Business Banking Account  
Free banking for 12 months, £8 per month thereafter - all electronic payments are free
- **NatWest, 159 High Street**  
Community Account – only available if one of the signatories already has a NatWest account  
Fees: 35p per item

The council is requested to agree its preferred bank for the new account to be opened and that the account signatories will be Councillors Appleby, Houston, Sanderson and Stewart and the Clerk (signatories on the council's Lloyds Bank accounts).

**12. ESBC: Separation Distance and Amenity Supplementary Planning Document – Consultation (Enclosure 4)**

**13. Brook Hollows: Ward Enhancement Programme funding application**

Councillor Badcock will speak on this item, requesting that the Parish Council support the Civic Trust's WEP funding application on behalf of the Friends of Brook Hollows. The project focuses on two aspects:

The first is to manage the large island. Advice from Staffordshire Wildlife Trust and RSPB is to create a mosaic habitat so that scrub is offset with coppicing giving shelter from wind and predators. Also to create a natural platform on the edge of the island so that Swans and Canada geese return to nest on the site and place five Bat boxes in appropriate positions.

The second is to create two fishing platforms to widen the appeal of the site so that those interested in fishing can do so without having to pay site fees.

**14. Craythorne playing field – travellers: Update**

**15. S106 Sport England funds**

**16. Flooding (Enclosure 5)**

**17. Financial Regulations (Enclosure 6)**

**18. Footpath walks**

**19. Correspondence**

**19.1 Staffordshire Parish Councils Association**

The weekly Bulletins have been circulated to all councillors.

**19.2 Comms Log**

The Comms Log has been regularly circulated to all councillors.

**19.3 Rolleston Scout Group: Rollestonbury 2024**

Request to use the Meadow View Open Space for parking for the event. **(Enclosure 7)**

**19.4 Friend of John of Rolleston Primary School**

Permission requested to display a banner on the outside of the railings at the Elizabeth Avenue play area. The photograph below illustrates the type of banner they hope to use.

“We are looking to obtain a banner to use at the Postern gate entrance to the Alderbrook site, as at the moment there is no information for upcoming events and information for parents and carers who use this entrance, leaving them somewhat out of the loop. Having looked at the area and the practicalities of having something permanent outside of the gate and to eliminate staff having to move an A board for example, we have settled on the idea of a banner with space for posters/ information that can be regularly updated. The only place we can see to hang/mount this would be on the outside of the play area railings, so we wanted to ask if this would be an acceptable arrangement? Potentially in the future we can look into fundraising towards a noticeboard, but currently we need funds to support more pertinent purchases for the school.”



**19.5 Rolleston Civic Trust**

The Civic Trust have contacted the Parish Council with two requests:

**a) Car boot sale**

Permission is sought for the Civic Trust to host a car boot sale on the Elizabeth Avenue playing fields on Saturday 14 September, similarly to how they did last year. Access to the field would be required from approximately 08:00 - 13:00.

**b) Basic tree safety inspection course**

Would the Parish Council be prepared to fund a basic tree safety inspection course for both the Trust and Parish Councillors?

“We all see various bits of information attached to planning applications and it would be a better thing for those involved in the decision making process to be better informed. The course is very simple, lasts 5 or 6 hours and is delivered by Lantra, an accredited provider.”

Lantra provided the following quotation to the Trust (all costs plus VAT):

Training (Basic tree safety inspection course (max 14 candidates)	£770.00
Lantra registration	£ 40.00 per person
Mileage	£ 60.00

**20. 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

**21. Quotations (Enclosure 8) (To follow)**

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Monday 10 June 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  
One member of the public  
Mary Danby, Clerk

**Public Forum**

No comments or questions were put to the council.

**25. Apologies for absence**

Emily Fenn and Millie Marsden, Youth Representatives

**26. Declarations of Interest and Dispensations**

None declared.

**27. Planning matters**

**27.1 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)
No objection		
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
No objection		
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)
No objection		
P/2024/00543	10 Station Road	Reduce crown height by 1.5 metres cutting back to natural growth points, cut back side limb by 1 metre to provide clearance from touching the roof of 14 Station Road
No objection		

P/2024/00558 No objection	7 Church Road	Felling of 2 x Norway Spruce trees forming group G42
P/2024/00567 No objection	18 Burnside	Remove two dead or dying trunks from one multi-stemmed Alder tree
P/2024/00579 No objection	7 Church Road	Felling of 1 x Sycamore tree (TPO No 1)

**28. Minutes**

**Resolved** That the Minutes of the meeting held on 13 May 2024 be approved and signed as a true record.

**29. Matters arising**

**Public Forum: Travellers site, Craythorne Road**

It was reported that ESBC had confirmed that they have to give sufficient time for the applicant to take the required actions.

**Minute No. 10 Matters arising re Minute No. 182.3 Letter to stables**

It was reported that the letter was in progress but it was difficult to identify the stable owners. It was noted that it had cost the council £244 to repair damage at the Meadow View open space caused by a bolted horse and it was agreed that this information be included in the letter.

**Minute No. 11.7 Playdale site meeting**

Councillor Sanderson reported that a meeting had taken place with Playdale's Area Manager to discuss safer surfacing for the Tafflands slide mound. Details of Playdale's safer surfacing supplier were provided and the council was advised to contact them direct for a quotation, but she would arrange for a quotation to be provided by Playdale as well. The Area Manager agreed to provide quotations to replace the zip wire and a replacement piece of play equipment at the Elizabeth Avenue play area. It was noted that the quotations had not yet been received and the Clerk was asked to chase Playdale for these.

**Minute No. 11.8 Civic Trust Fun Run**

Councillor Sharples reported on behalf of Millie Marsden, Youth Representative on a recent meeting where the Civic Trust confirmed that they were looking to hold the fun Run on Sunday 06 or 13 July 2025 and they would be formally approaching the council for permission to use its land for part of the run. The Civic Trust have arranged for St John Ambulance to be in attendance and they have confirmation that their Public Liability insurance will cover the event.

**Minute No. 11.9 Cattle Dock**

The Station Heritage Group had advised the council that work had been delayed due to the weather but the builder hoped to be able to confirm the start date by 14 June.

**Minute No. 22.4 Information gazebo**

It was noted that currently the only information that the council had for the information gazebo were the Footpath Walk leaflets and it was agreed that a display of photographs of work done during the year by the council's contractor and information provided on projects in progress, etc be provided.

### **Minute No. 22.5 Bus shelter**

The County Council had responded saying that they could help with the extension of the hardstanding and the installation of a bus shelter but wondered if the council was in a position to fund any of the work either fully or in part.

#### **Agreed That:**

- The County Council be asked to provide indicative costs so that a decision could be made on whether the council was able to fund any of the work.
- Bellway Homes be approached to ask if they were able to provide funding towards the work as the numbers of people using the bus stop had increased significantly from the Rolleston Manor development.

### **Minute No. 24.5 Brookside**

Councillor Appleby was thanked for strimming the Brook banks on Brookside and Burnside. He was asked to provide quotations for waders to be purchased by the council to enable him to undertake this work in the future.

## **30. Councillors' reports**

- 30.1 Councillor E McManus reported that she had been approached by a member of the public asking if the council had a Biodiversity Policy. Councillor Stewart reported that the Clerk had also been approached by the same person with this enquiry. **Agreed** that this be an agenda item for the next meeting.
- 30.1 Councillor S McManus reported that:
- RoDSEC are proposing to close down next year which will be its 25<sup>th</sup> anniversary. RoDSEC want to organise one last big event (theme yet to be decided) and he and Ellen had agreed to re-join the Committee to assist with the event.
  - The footpath to the left of the Jinny Trail was very overgrown and he and Ellen had cleared this, he queried whether this should be added to the Environmental Contract. **Agreed** that John Deacon be asked to quote to clear the footpath twice a year.
- 30.3 Councillor Robson referred to 14/16 Burnside where the trees are now reaching to the other side and the bridge is rusty and detract from the view of the Almshouses. **Agreed** that the deterioration of the building and dead trees be reported to ESBC.
- 30.4 Councillor Sanderson referred to two large, deep pot holes on Chapel Lane – he was advised to report these to Staffordshire Highways via the online reporting portal.
- 30.5 Councillor Appleby reported that:
- The Elizabeth Avenue play area questionnaire had been sent to JoRPS Head Teacher for distribution to parents/carers.
  - He had reported the Jubilee Orchard accident to SCC and Councillor White – Councillor White had responded saying that there is a scheme being designed by Knowles Hill which should be ready to show the community within the next couple of months.
  - He had reported blocked drains to the County Council.
  - Stretton PC/Rolleston PC Liaison Group:
    - BACT 10K Run 20 October – BACT are taking over marshalling duties and the route will be changed. BACT will attend a Rolleston PC meeting to discuss the arrangements for this year's run.
    - ESBC update re Craythorne Golf: They had served a Community Protection Warning on the landowner under the Anti-Social Behaviour, Crime and Policing Act 2014, with various requirements including the removal of the concrete domes and railings displaying No Entry signage, securing the land at relevant places and removing any



swing structures. They had also served a Boarding Up Notice regarding the building open to entrance on the land to the left hand side – this had not been complied with and they were in the process of obtaining quotes to undertake works in default. They had raised with the Police who are aware of the issues regarding the land and are considering any diversionary measures/activities for the youths that may enter the land. The graffiti had been photographed and had been referred to ESBC's Street Services Team for removal.

- County Councillor Peters had submitted the residents petition re heavy lorries on Craythorne Road.

30.5 Councillor Houston reported that:

- BT had yet to remove the telephone box on Burnside. **Agreed** that BT be asked to arrange for its removal.
- Fencing and gates at Elizabeth Avenue need to be replaced. **Agreed** that the council's contractor be asked to quote for this work.
- Bench on Craythorne needs to be strimmed. **Agreed** that the council's contractor be asked to ensure this is done as soon as possible.
- Jitty from Station Road to Meadow View has Brambles growing out onto the pavement. **Agreed** that this be reported to ESBC for action as appropriate.

30.6 Councillor Storer reported that the wildlife strips on the Platinum Orchard were not being cut. He was advised that this would be brought up at the upcoming Contract Review meeting.

30.7 Councillor Peirce reported that the pavement on Church Road, towards Tutbury was very overgrown with Nettles, etc. He was asked to provide the exact location to the Clerk so that the landowner could be asked to cut back the vegetation.

Councillors also noted that the verges on the entrance to Shotwood Close were overgrown and needed to be cleared – landowner to be asked to ensure that the vegetation is cut back.

30.8 Councillor Sharples reported:

- The Nursery were happy to send out the Elizabeth Avenue play area questionnaire to parents/carers.
- Strimming was not being done near the white house on The Croft. She was advised that this would be would up at the upcoming Contract Review meeting.

30.9 Councillor Badcock reported that he had been working with Tim Salmon on a funding application for Ward Enhancement Programme funding for Brook Hollows.

30.10 Councillor Stewart reported that:

- She had attended ESBC Mayor's D Day event with Councillor Sharples.
- A complaint had been received following receipt of the council's letter regarding an overgrown hedge – she had spoken with the resident's son and explained why the letter had been sent. Councillor Stewart confirmed that the Clerk had rewritten the template letter to make it clear on what/could not be done during the bird nesting season.
- ESBC's Mayor had sent an invitation to attend the raising of the flag on Armed Forces Day.

## 31. Financial Matters

### 31.1 Schedule of payments

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
J Deacon	Craythorne car park lock/unlock £223.20 Environmental Contract £1,376.10 Brookside: Repair damage to grass verge below footbridge £102.00 Jinny Trail – Cattle dock: Clear vegetation, etc in readiness for builder £600.00 Jinny Trail: Erect sign on gate mid-way down Trail £36.00 Meadow View: Repair damage to grass caused by horse hooves £288.00	BACS	2,625.30	437.55
Astle Paterson Ltd	Legal services in connection with Lease at Craythorne Playing field	BACS	1,093.20	182.20
			<b>9,823.26</b>	<b>625.53</b>

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

### 31.2 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

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

### 31.3 Earmarked Reserves

**Resolved** That the council's Earmarked Reserves (EMRs) at 31 May 2024 were:

	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>

**32. Receipts and payments to 31 May 2024**

**Resolved** That the report be noted.

**33. Banking arrangements**

Councillors were advised that Lloyds Bank had 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. As the council's combined funds exceed this figure, the Clerk recommended that the council consider spreading its risk by putting funds into an account with another bank. **Agreed** that the Clerk report to the next meeting on the options available to council.

**34. S106 Sport England funds**

Councillors were advised that:

- The revised quotation had yet to be received from the MUGA supplier.
- The planning consultant had spoken with various people about the proposed MUGA; Councillor Stewart would meet with Rolleston FC's Club Chairman and Secretary to discuss the proposal.
- The Biodiversity Net Gain report quotation had not yet been received.
- The council's contractor was happy with the proposed location of the MUGA and he had explained the position of the drains on the site.

**35. Flooding**

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

**36. Brook Hollows**

Councillor Badcock reported that ESBC had provided the Surveyor's report which had made several recommendations – ESBC had asked for quotations for these. **Agreed** That ESBC be thanked for providing the report to the council and asked to provide an update on progress on actions arising from the recommendations.

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

**Resolved** That the Group's request for funding to meet the shortfall in the project costs in the sum of £472.60 be retrospectively agreed and that this be paid at the same time as the previously agreed £1,000 contribution, making a total contribution of £1,472.60.

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

**38.1 Footpath walks**

**Agreed** That the Chair will allocate footpaths to individual councillors, that the footpaths be walked at least once a year and that the Clerk be advised when the walks have been completed and any remedial works that may be required.

**38.2 Clean-up day**

**Agreed That:**

- $\frac{1}{3}$  of the Burnside railings be cleaned and painted annually, beginning with the Almshouses section this year – date to be agreed.
- The Civic Trust be approached for volunteers to help on the day.
- Sponsors be invited to provide paint brushes and paint; Transport Festival Committee be approached for consideration for funds to be given for this purpose.

**39. Correspondence**

**39.1 Staffordshire Parish Councils Association**

The weekly Bulletins had been circulated to all councillors.

**39.2 Comms Log**

The Comms Log had been regularly circulated to all councillors.

**39.3 Vibe2ThriveCiC**

**Resolved** That the council's original response that it is felt that they would be better placed approaching local schools and youth organisations be reiterated.

**40. 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.

**41. Insurance renewal**

**Resolved** That the council re-enter into a three-year Long Term Undertaking with Clear Councils, and that the renewal premium for 2024/25 in the sum of £1,637.82 be accepted.

**42. Quotations**

**42.1 Tafflands: Suggested drainage plan – entrance to Tafflands**

**Resolved** That John Deacon's suggested drainage plan be accepted in the sum of £1,224.00 plus VAT.

**42.2 Tafflands: Zip wire**

**Resolved** That John Deacon's quotation in the sum of £774.00 plus VAT to replace the wooden post with a metal post be accepted.

**43. Elizabeth Avenue playing field**

**Resolved That:**

- Letters be sent to properties where unauthorised gates had been installed giving access to the playing field advising that these should be removed and the fencing made good.
- John Deacon be asked to quote to repair the ground damage caused from use for parking during the Transport Festival and the Community Day events.

The meeting closed at 8.55pm

Signed .....

Date .....

**Rolleston on Dove Parish Council**  
**Receipts and payments to 30 June 2024**

Nominal Code	Description	Actual to 31/03/2024 £	2024/25 Budget £	2024/25 Projected YE £	Actual to 30/06/2024 £
<b>100</b>	<b>Income</b>				
1076	Precept	90,331	93,041	93,041	46,521
1090	Interest Received	975	750		277
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		210
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>50,871</b>

Nominal Code	Description	Actual to 31/03/2024 £	2024/25 Budget £	2024/25 Projected YE £	Actual to 30/06/2024 £
<b>200</b>	<b>Administration</b>				
4000	Staff salary	19,656	20,000		4,914
4020	Employer's National Insurance	1,457	1,500		364
4030	Payroll Services	95	125		-
4050	Use of Home as Office	178	178		45
4100	Insurance	1,206	1,300	1,632	1,632
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		55
4150	Subscriptions	637	650		674
4160	Training	93	500		75
4180	Room hire	220	240		-
4190	Mileage expenses	213	200		106
4195	Parking fees	3	10		4
4200	Play areas	1,640	6,000		150
4205	Craythorne barrier: Lock/unlock	1,830	2,196		521
4210	RPC website	134	181		21
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		4,064
4250	Bin emptying	4,591	4,999		1,250
4260	Trees	2,416	4,000		2,300
4265	Plants for planters	844	900		550
4270	Environmental contract	12,090	13,761		3,294
4275	General R&M and Out of Scope works on RPC land	5,053	5,562		1,749
4280	Bus shelter	15,982	-		-
4285	Flooding	-	2,000		-
4300	Projects	4,738	5,000		1,973
4310	Professional fees	-	5,000		911
4320	Capital expenditure	-	800		-
4330	Other administration	1,340	2,000		268
4999	Contingency	3,626	5,000		-
	<b>Expenditure</b>	<b>97,847</b>	<b>101,507</b>		<b>26,047</b>
	<b>TOTAL EXPENDITURE</b>	<b>97,847</b>	<b>101,507</b>		<b>26,047</b>
	<b>TOTAL INCOME</b>	<b>118,836</b>	<b>99,499</b>		<b>50,871</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>20,989</b>	<b>2,008</b>		<b>24,824</b>

**Earmarked Reserves (EMRs)**

Nom. Code	Description	Opening funds 01/04/2024 £	Funds as at 30/06/2024 £
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	6,150
	<b>TOTAL</b>	<b>42,828.24</b>	<b>48,353.02</b>

Donor funds

**Funds statement as at 30 June 2024**

Total funds held in bank accounts	£ 123,959.15
<b>LESS Earmarked Reserves</b>	<b>-£ 48,353.02</b>
General Reserves	£ 75,606.13

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

**Agenda item no.10**  
**Biodiversity: Parish Councils**  
(Courtesy of the National Association of Local Councils' (NALC))

**Introduction - Statutory Duty**

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity. They must agree their policies and objectives as soon as possible and may reconsider the selected actions within five years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- Have biodiversity as an agenda item for a meeting as soon as possible.
- Note what action in respect of biodiversity is already taking place locally.
- Agree what further steps to take at this stage.

Such steps may include:

- Reviewing what biodiversity or nature recovery plans are already in place from other local authorities.
- Making contact with local voluntary groups working on nature conservation.
- Carrying out a biodiversity audit of council landholdings and/or the whole council area
- Gathering expert advice on possible actions in support of biodiversity.
- Drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached.

Guidance for town and parish councils on developing a local nature action plan has been published by South Gloucestershire Council, as well as a field guide for those with little or no ecological background.

**The Parish Council is requested to:**

1. Adopt a Biodiversity Policy (see attached examples).
2. Agree to seek quotations for a Biodiversity Audit to be undertaken on either only PC-owned land or PC-owned land and the Parish. Wildlife Trusts and other organisations have provided this service (chargeable) to other PC's – quotations could be sought from:

Staffordshire Wildlife  
Ecology Solutions  
Arcadian Ecology and Consulting Ltd

3. Consider establishing a Working Group to consider the Biodiversity Audit report and recommend an Action Plan to be implemented by the Parish Council (sample Action Plan attached)

## Draft Biodiversity policy

In accordance with the Duty imposed on parish councils by Section 40 of the Natural Environment and Rural Communities Act (NERC) 2006, updated by Section 102 of the Environment Act 2021, Rolleston on Dove Parish Council will in exercising all its functions have regard to the purpose of conserving biodiversity.

Biodiversity means the variety of life around us and includes every species of plant and animal, the genetic material that makes them what they are, and the communities that they form. Biodiversity is essential in sustaining the living networks, or 'ecosystems', that provide us all with health, wealth, food and the vital services our lives depend on. It is a core component of sustainable development, underpinning economic development and prosperity.

To help Rolleston on Dove Parish Council meet its Biodiversity Policy it commits to carrying out a Biodiversity Audit and:

- The Parish Council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats. It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- The Parish Council will, as far as possible, conserve the biodiversity of the land it manages. It will adopt beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work. Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- Rolleston on Dove Parish Council undertakes to work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the Parish.
- The Parish Council will, wherever possible, raise public awareness of biodiversity issues. It will, where feasible, involve the community in biodiversity projects on its land including, for example, tree planting, wildflower meadows, birdbox making. The Parish Council will communicate information and raise awareness of biodiversity through its website and social media.

This Policy was adopted by Rolleston on Dove Parish Council on xxx and will be reviewed every five years at the Annual Parish Council Meeting.



## **Draft Model Biodiversity Policy (Courtesy NALC)**

### **Background**

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Rolleston on Dove Parish Council (hereinafter referred as “the Council”) will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

### **Definition**

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our ‘ecosystems’. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

### **Aims and Objectives**

The object of this policy is to work towards enhancing and protecting the biodiversity of the Council’s area.

The Council and all working groups will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- Consider the potential impact on biodiversity represented by planning applications.
- Manage its land and property using environmentally friendly practices that will promote biodiversity.
- Support local businesses and council operations in the adoption of low impact/nature positive practices.
- Encourage and support other organisations within the Parish to manage their areas of responsibility with biodiversity in mind.
- Support residents and local organisation activities to enhance and promote biodiversity.

### **Actions**

#### **Planning applications**

The Council will:

- When commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- Consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

### **Land management**

The council will:

- Carry out a biodiversity audit of its landholdings.
- Consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- Source sustainable materials when procuring supplies for the Council's use.

### **Local community**

The Council will:

- Raise public awareness of biodiversity issues, including through its website and newsletters.
- Engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- Where feasible, involve the community in biodiversity projects on its land including, for example, tree planting, wildflower meadows, birdbox making.

### **Partners**

- Rolleston on Dove Parish Council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the Parish.

This Policy was adopted by Rolleston on Dove Parish Council on xxx and will be reviewed every five years at the Annual Parish Council Meeting.

**Draft Model Action Plan  
(Courtesy NALC)**

<b>Site/ Objective</b>	<b>Action</b>	<b>Outcome</b>	<b>Target (Years)</b>	<b>Reporting/ Publicity</b>
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter , social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect and diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Recreation grounds	Sympathetically maintain hedging.  Leave some areas unmown.  Only use environment friendly pesticides where absolutely necessary and only in ideal weather	Food sources and cover  Encourages insects.  Sustain and enhance natural habitats.		
Common/ other open spaces	Adopt a management plan.  Encourage residents to remove litter and pick up after their dogs.  Work with the county council on verge management.  Encourage residents to adopt areas to look after, making it clear what is expected, e.g. peat free compost and no chemicals.	Sustain and enhance natural habitats.  Protecting habitats  Protecting/ enhancing habitats  Regular attention.		
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan  Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats  Extending habitats.	Ongoing	

Site/ Objective	Action	Outcome	Target (Years)	Reporting/ Publicity
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs/information/links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs/bulbs, etc. for residents' use.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p>	Ongoing	
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		

# Separation Distances and Amenity SPD



### 1. Purpose of document

- 1.1 The purpose of this document is to improve the overall spacing standards for new residential developments to ensure that existing and future residents have a good level of amenity and privacy to enjoy the place where they live.
- 1.2 This document is intended to ensure developers provide sufficient amenity and privacy for existing and future residents across East Staffordshire.
- 1.3 The provision of adequate space between dwellings is an important element in achieving a high standard of design and layout and provides:
  - adequate daylight and sunlight to rooms and rear gardens;
  - reasonable privacy for dwellings within their proposed layout and to protect the privacy of existing dwellings;
  - a satisfactory level of outlook, within new development and in relation to existing development;
  - a reasonable area of private amenity space to allow such uses as drying washing, gardening and children's play, together with space for garden sheds, greenhouses and future adaptations to the dwelling;
- 1.4 This SPD is intended to ensure retention of amenity in all aspects of development, and ensure that by addressing one issue others are not compromised.
- 1.5 This SPD has been in place since 2019 however following a review it was considered that there are many circumstances where additional guidance is required to assess the impact of development on existing properties. As a result several changes are proposed with regards to the use of the '45 degree' code and also the introduction of the '25 degree code'. The changes are **highlighted** throughout the document.
- 1.6 This revised SPD is subject to a 6 week consultation from Friday 7<sup>th</sup> June Friday 19<sup>th</sup> July. All consultation responses will be considered and reported to Members. If accepted, the revised Separation Distance and Amenity SPD, together with any proposed changes, will be adopted for use in determining planning applications.

### 2. When is this SPD applicable

- 2.1 This document will be used to ensure adequate separation and amenity standards are provided with regard to all new dwellings and extensions, post adoption. The guide also applies where new dwellings or extensions are proposed adjacent or opposing existing older properties to ensure that existing resident's standards or separation and amenity are protected and retained.
- 2.2 The SPD does not apply to proposals which are permitted development, as such proposals are outside the control of the Local Planning Authority.
- 2.3 Guidance on what developments are considered permitted development ie do not require planning permission can be found on the Planning portal Website below,

[https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission)

### 3. Policy

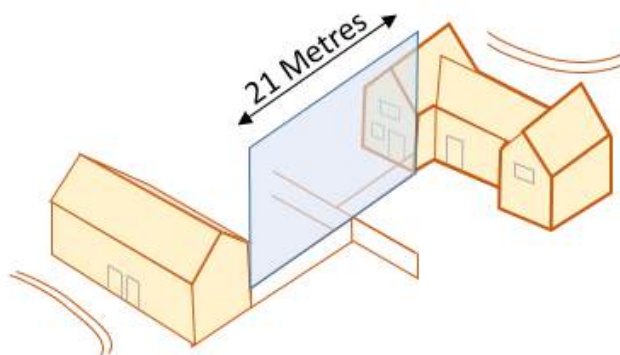
- 3.1 This SPD supports the application of Local Plan Policy SP24 “High Quality Design” and Policy DP3 “Design of New Residential Development, Extensions and Curtilage Buildings” and this document builds on the above policies and seeks to provide greater clarity to developers and residents as to what standards are required to be met in terms of proposals for new housing and extensions.
- 3.2 You are advised to discuss your proposal with the Council at an early stage. Formal pre-application discussions can help avoid problems and delays once an application is submitted. Further information, including the Pre-application Advice service and charges for this, is available on the Council’s website.

### 4. Spacing standards

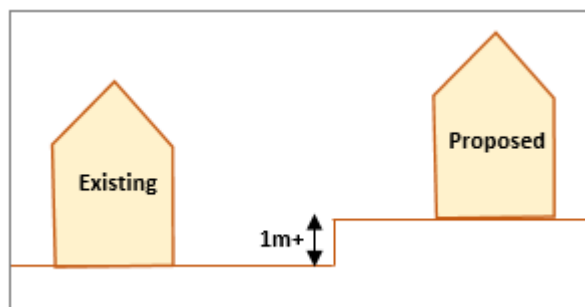
- 4.1 New housing developments should ensure a layout and design that provides high standards of privacy and outlook for both existing and proposed residents. Proposals should avoid the following in order to encourage high levels of amenity and privacy:
1. Siting new dwellings close to existing properties such that overlooking of existing windows and gardens occurs, significantly reducing existing levels of amenity.
  2. Significant overbearing impacts on existing properties and their private amenity space.
  3. The intensification of vehicular and pedestrian activity close to the boundary with existing residential properties or their gardens.
- 4.2 The external Spacing standards set out below will be expected and are intended to ensure that adequate separation distances, privacy and amenity are retained and provided as a result of new development.

#### External Separation Standards

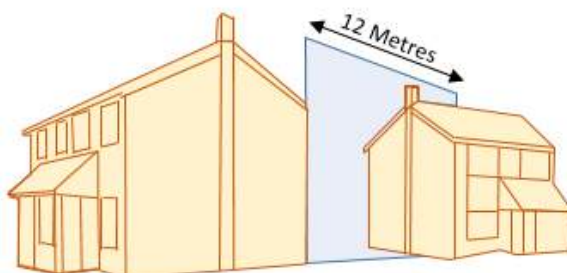
- 4.3 The minimum back to back distance between habitable rooms should be 21 metres where dwellings are of the same number of storeys. **This standard will also apply in circumstances where there are windows on the side elevation in back to side scenarios.**



- 4.4 Where dwellings differ in scale or finished floor level by a metre or greater the back to back distance should be increased in separation by 2 metres for each additional 1 metre of elevation.



- 4.5 Separation to front elevations where level and or scale differences are apparent should also be increased however this would be on a 1 metre per 1 metre of elevation basis, as it is considered that frontages are of a less private nature than rear facades, however this will protect outlook and prevent any significant overbearing impact.
- 4.6 Cross sections are therefore required to be provided to demonstrate levels, separation and this relationship. This includes where residential development is proposed adjacent to existing residents and land levels differ.
- 4.7 Proposed walls without habitable windows such as blank gable side elevations opposing habitable principle elevations should be a minimum of 12 metres apart where dwellings are of the same number of storeys.



- 4.8 Where differing in scale the separation distance should be increased by 2 metres for each additional storey.

**NOTE – Where developments offer only minimum separation the Local Planning Authority will remove permitted development rights for extensions and alterations to ensure they retain control over future extensions which would necessitate the requirement for planning approval, in order to ensure that adequate separation and privacy is retained and further guidance is available in this document..**

**NOTE – It should be noted that the separation distances between habitable windows also applies to apartment blocks and that where apartment blocks are proposed adjacent to residential dwellings.**

#### **Overlooking and Over-shadowing in new development**

- 4.9 Loss of light, overlooking and overshadowing to neighbouring occupiers are important considerations in designing new development, especially in respect of extensions to existing buildings. In designing a new development or extension to a building or a dwelling house, care needs to be taken to safeguard the daylight to adjacent residential properties



and protect them from overshadowing. The quality of daylight received by properties adjoining development sites can be severely restricted by buildings or extensions which are too close to the boundary or project too far into rear gardens.

4.10 Overshadowing is an issue created by the form and location of buildings. In most cases design details cannot alter the impact of the development on its neighbours. Overlooking is different in that design can help avoid potential problems such as the positioning of windows etc.

4.11 The East Staffordshire Local Plan contains policies which ensure that new development does not result in a material loss of light to principal windows of adjacent dwellings. In order to assess the impact of development on the existing light amenity enjoyed by neighbours, the Council will make use of the 45 Degree Check and the 25 Degree Check. The check aims to provide a reasonable balance between the wishes of those who would like to build and the light amenity enjoyed by the neighbouring occupiers. The Council will require the 45 Degree check to be shown on proposed plans as set out in local validation criteria.

#### When it is used

4.12 The 45 Degree Check will be taken from the nearest front or rear window at ground floor level which would be affected by the development. The window must be the main source of light to a 'habitable room'. Habitable rooms include Kitchens, living rooms, dining rooms and bedrooms. Non habitable rooms include bathrooms, halls and landings, utility rooms and garages.

#### How it is used

4.13 New development should not normally cross the line of a 45 degree angle drawn (in the horizontal plane) from the mid-point of the nearest ground floor habitable room window in the adjoining property to the new development. The mid-point of a window is usually measured both from a horizontal axis, taking the mid-point of the vertical axis as being 2m above ground floor level. For example, a window 3m wide would have its mid-point plotted at 2m on the vertical axis and 1.5m on the horizontal axis.

4.14 For large rooms, it may be considered that there is more than one principal window (e.g where a room extends from the back to the front of a house and there are windows on both the front and rear elevation). Appropriate allowances may be made if there is more than one source of light serving a neighbouring habitable room.

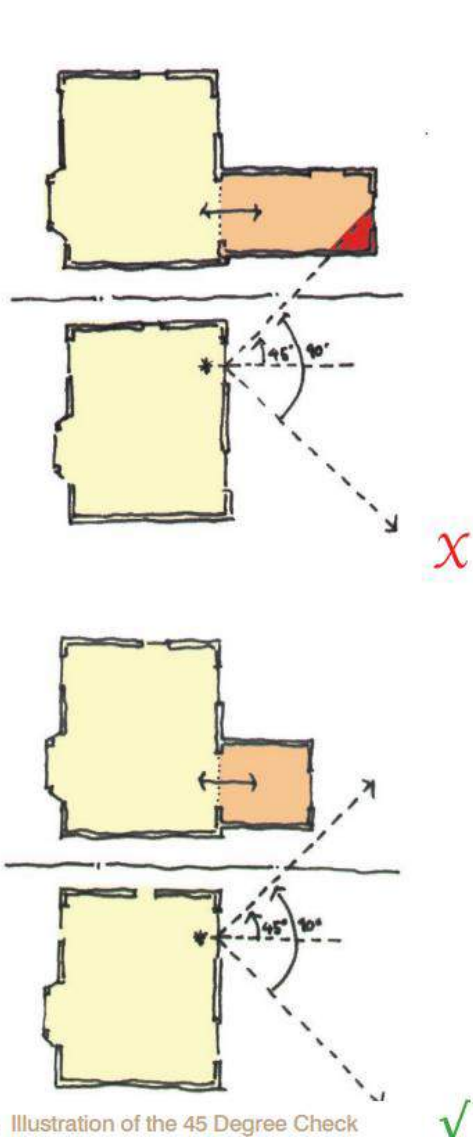
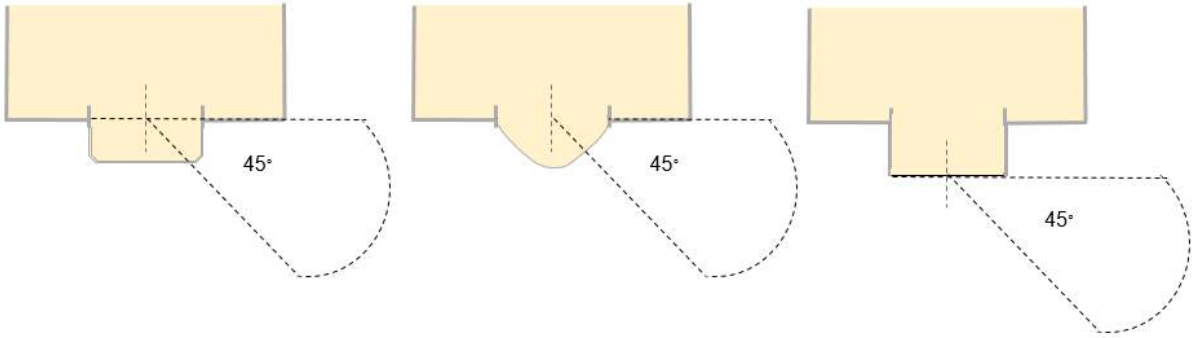
4.15 It will not normally be acceptable to design an extension with splayed corners, asymmetrical roof etc to avoid breaching the 45 Degree Line, as this leads to poor design.

4.16 If neighbours submit joint planning applications for extensions which are of the same size and to be built at the same time, the extensions may be allowed, even if separately they would have breached the 45 Degree Code. In these cases, neighbours must confirm in writing that the extensions would be built at the same time. The 45 Degree Check would be applied in the normal way to any other neighbouring dwellings which may be affected.

4.17 Bay/ Bow Windows- If the neighbouring property has a bow or bay window, the measurement is taken from the mid point at the back of the window where it joins the main wall of the house or flat. However, if the bay has solid brick sides which extend the full

height of the window opening, then the measurement is taken from the glazed part of the window itself as shown below.

4.18 If the neighbouring property has a conservatory, or an extension mainly made from glass, the 45 Degree line is taken from the original window opening in the wall of the house where the conservatory has been added.



↑ Illustration of the 45 Degree Check

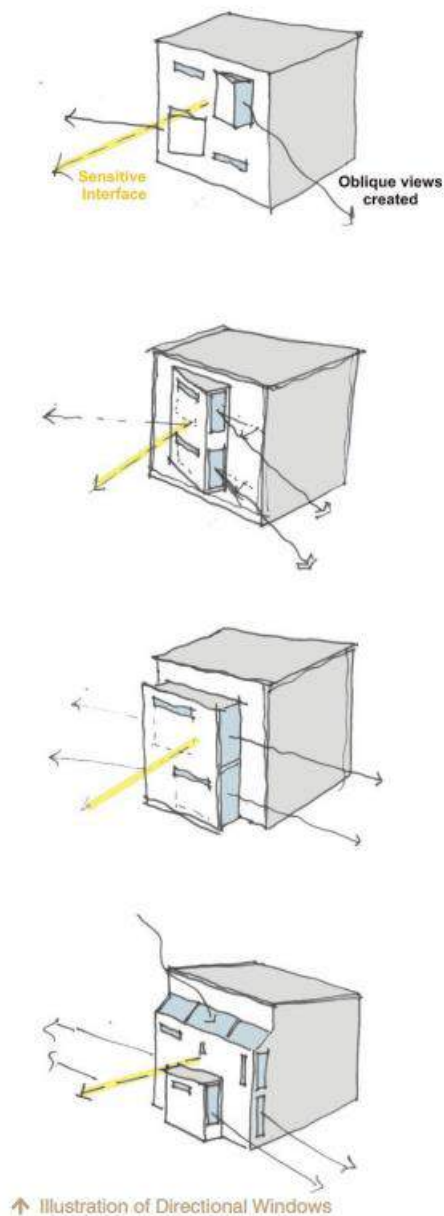
### Site Considerations

4.19 The 45 Degree Check should be applied carefully, and is simple to apply in most cases. However, each application is assessed on its own merits and the following circumstances may be taken into consideration:

- If the ground levels are different between properties. This may either improve or worsen the effect of a new development and appropriate allowances must be made.
- The distance between the new development/ building and the neighbouring property should also be given consideration. The greater the distance the less the effect there may be on the neighbours light and outlook.
- If there is a solid intervening feature, such as a boundary wall, permanent outbuilding or some other kind of solid screen between the properties, this should be given consideration. If the new development/ building is not significantly larger than the wall then it may be acceptable.
- A daylight assessment using the 25 degree calculation which demonstrates that sufficient light will remain available to neighbouring occupiers may be given consideration in the determination of a planning application.

4.20 Innovative and careful design can help to overcome potential problems and the Council promotes a design led approach to this issue. The following techniques will help to avoid potential problems of overlooking

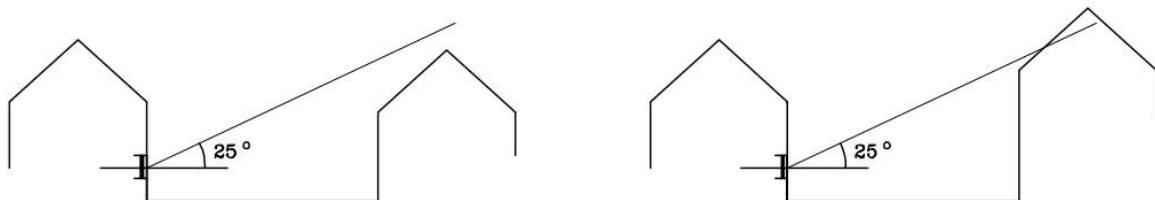
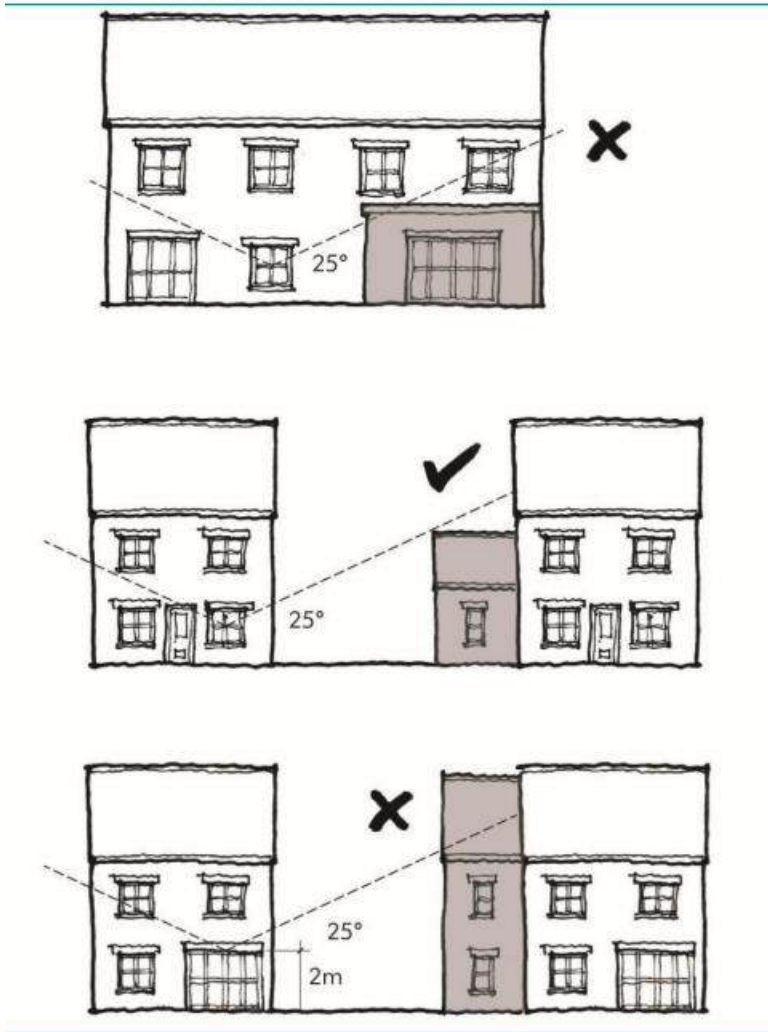
- Assess and record all existing windows and private amenity spaces associated with neighbouring buildings and properties and the implications of these for the new development.
- Ensure the form of the new building responds to the challenge of the site and the adjacent buildings to create appropriate separation between new and existing, considering the 45 degree check;
- Use directional windows where the orientation of windows is controlled within the wall of the building to avoid direct overlooking and sensitive interfaces. Directional windows can create architectural features both internally and externally;
- Use high and low windows within a room where 'strips' of glazing towards the top and bottom of the room space replace standard (mid) height windows on sensitive interfaces. The aim is to avoid windows at or close to 'eye level' either when standing or sitting within the space;
- Use roof windows to light a room from above and avoid the need for windows within walls. This is generally more suitable for smaller rooms in residential developments, such as bathrooms, but can work effectively alongside other high- level windows in larger nonresidential spaces, such as galleries, leisure, education and commercial developments; and
- Use opaque glazing where necessary to limit views out of (and into) rooms. This approach should not be used for large and prominent windows, or as a cheaper alternative to architectural design solutions.



**4.21** If the proposal does not allow for the 45 degree assessment to be made, or if after carrying out the 45 degree test, it is found that a development crosses the 45 degree line, it does not automatically mean that it is unacceptable. In these cases, a second test is to be used to check whether the development would be so close and high in relation to neighbours' windows that it would cause unacceptable loss of light.

**4.22** This time the line from the mid-point of the habitable room window is drawn in the vertical plane. If the top of the new development would cross the line of a 25 degree angle above horizontal, the development will normally cause excessive loss of light and be unacceptable subject to other considerations as outlined below:

- The availability of alternative sources of natural light to the affected room(s). e.g are there other windows serving the room;
- The size and function of the room, e.g are they habitable rooms
- other buildings or features in the area which may, for example, already cause loss of light and overshadowing;
- the orientation of the building; and
- the design and character of the property and nearby properties.



4.23 To assist in some circumstances applicants may be required to provide a daylight assessment.

Amenity Standards

4.24 Private garden spaces are an essential component of high quality design, and a key to the creation of a sustainable residential environment, in terms of contributing to liveability, recreation and health, to urban greening, and the preservation or enhancement of local biodiversity. Garden spaces should be sufficient to accommodate most household activities and at the same time be adequate to offer visual delight, receive some sunshine, and encourage plant growth.

4.25 Private rear gardens of proposed dwellings should be a minimum of 50 sq. metres in area for two bedroom properties, with at least an additional 10 sq. metres for each additional bedroom.

Size of property	Minimum Garden Size (Sq. m)
1 or 2 bedroom house	50
3 bedroom house	60
4 bedroom	70
5 bedroom +	80
Apartments/flats	10 per unit

4.26 New apartments/ flats should achieve communal amenity areas with 10 square metres per unit, this excludes apartment developments resulting from conversions as generally they do not have sufficient space to facilitate this.

4.27 All shared amenity and play space must have an identified body to manage and maintain the space in accordance with an agreed management plan.

4.28 Where rear gardens have publicly accessible routes to side and/ or rear boundaries in the form of pedestrian routes, highways etc. the level of privacy afforded to the garden space is reduced due to activity in close proximity and potential overlooking. Developers should be mindful to design residential layouts with private amenity spaces which offer a high level of privacy for end users.

4.29 Rear gardens should be a minimum of 10 metres in length. A reduced distance maybe acceptable for layouts where dwellings are able to meet the garden size requirement with a reduced length and retain a strong level of privacy for instance where there is no opposing property or garden or where bungalows are proposed which are land hungry and dictate a wider plot or in rural areas where the character of surrounding properties provides a particular circumstance. It is for the applicant to justify the approach to the local planning authority.

4.30 A garden length of 10 metres with a dwelling width of 5 metres will meet the 50 sq. metre requirement.

4.31 Appropriate sized gardens are essential in offering appropriate living conditions, and also to factor in future adaptability of properties to suit the properties users. Gardens of inadequate size fail to facilitate the potential for introduction of outbuildings or allow the properties to be extended in line with permitted development rights.

4.32 It should be noted that developments which result in gardens built up to a higher level relative to other residents or their gardens will not be supported as this would result in an

unacceptable impact on amenity and privacy. Developers should ensure that layout and/ or engineering solutions are provided to negate significant level differences between gardens.

**NOTE – private gardens are considered for the most part to be rear gardens. Areas rear of the front elevation will only be considered as private where a front garden is also proposed which sets the properties frontage back from the public highway and offers a greater degree of privacy to the side.**

#### Frontage landscaping/gardens

- 4.33 Frontage landscaping provide a buffer to the front of the frontage of properties and breaks up the space from the highway and offers a more visually appealing and softer landscape. Front gardens offer some degree of landscaped boundary to the frontage is a welcome feature, and where this is undertaken to a high standard improves the overall layout of developments significantly. Developments incorporating frontage gardens or grassed areas will be viewed more positively.

#### Outlook and Amenity

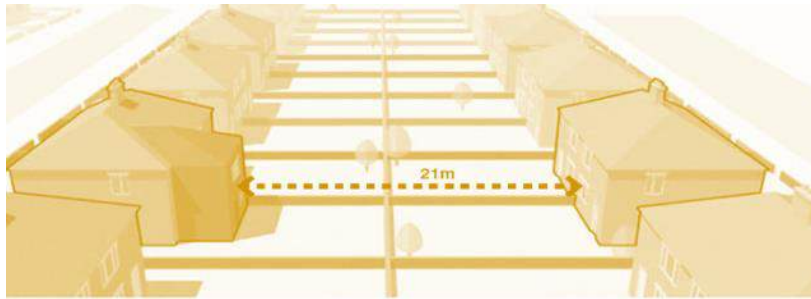
- 4.34 Proposals that put forward unusual design solutions such as obscure glazing and high level windows to principle elevations or habitable windows to one elevation only with limited or no outlook are unlikely to be acceptable and highlight that a layout should be altered to offer a more comprehensive solution to the sites constraints. The aforementioned methods may only be incorporated to non-habitable or secondary windows.

#### Design of residential parking and garaging

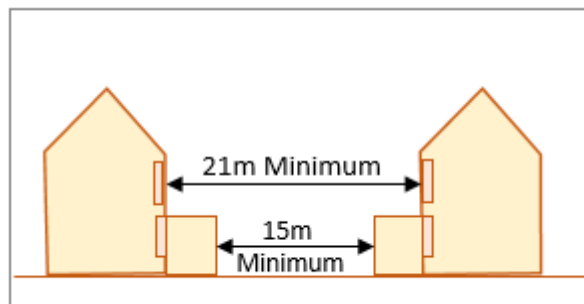
- 4.35 Details of parking requirements are covered within the Parking SPD.
- 4.36 Driveways should be a minimum of 3.2 metres wide to allow doors to be opened and closed. Where developments incorporate a specific parking area bays should be a minimum of 2.4 metres wide, car doors can still be opened as cars do not fill the whole bay which allows additional space either side, which isn't the case for domestic driveways.
- 4.37 Developments should seek to avoid a proliferation of frontage parking, and should seek to avoid this by breaking up street frontages with drives to the sides and landscaped front gardens.
- 4.38 Garages should be a minimum of 6 metre by 3 metres internally to be considered as a single parking space.

### **5. Extensions and Future adaptations**

- 5.1 Where a minimum separation distance exists the ability of future occupiers to adapt and extend properties will as a result be restricted as for instance a two storey extension would then break the above identified separation distance. However single storey extensions may well be feasible where adequate private garden space is retained.
- 5.2 These separation distances apply to adaptations of existing dwellings, where 2 storey extensions are proposed as per the below, first floor elevations will be expected to meet the 21 metre rule.



5.3 A separation distance of 21 metres will be expected at first floor level however where sufficient garden space remains a single storey extension of 3 metres to each opposing property is feasible which would retain 15 metres (indicated by the arrow) between ground floors as extended, i.e. 7.5 metres of garden length to the rear of each property.





5.4 Principal habitable windows are defined as windows serving living rooms, play rooms, dining rooms, kitchens and bedrooms. A primary window is the main or only window to which light illuminates the identified room. Less weight is given to secondary windows due to the existence of the primary source of light. Landing windows are not considered to be principal windows.

## 6. Internal Spacing Standards

6.1 Internal spacing is also essential in ensuring that new dwellings provide room sizes which meet their function and are useable in a manner that is fit for their intended use.

6.2 The minimum standards for internal spaces set out in the table below have been derived from a comparative analysis of a range of sources including detailed research and minimum space standards adopted by a number of local authorities and Technical Housing Standards – nationally described space standard March 2015.

6.3 The aim of prescribing a minimum standard is to ensure adequate amenity for end users of the rooms. To further ensure this is achievable rooms should avoid unusual shapes to achieve a minimum area which would render them dysfunctional in layout, as such the below standards should also be met.

### Technical requirements

- a) A dwelling with two or more bedrooms has at least one double or twin bedroom
- b) A single bedroom should be at least 2.2 metres wide.
- c) Double or twin bedrooms should be a minimum of 3 metres in length and 2.6 metres wide. With single bedrooms 2 metres in width as a minimum.
- d) Ceiling heights should be a minimum of 2.3 metres
- e) Living rooms should have a width or length of at least 3.2 metre

Table outlining internal spacing standards:-

Dwelling Size	Studio 1 person	1 bed 1 person	1 bed 2 person	2 bed 3 person	3 bed 4 person	4 bed 5 person or more
Double bedroom		12	12	12	12	12
Single Bedroom			7.5	7.5	7.5	7.5
Living Room		13	13	13	15	15
Living/ Dining		16	16	17	18	19
Kitchen		13	9	11	13	13

<b>Open Plan combined Kitchen/ Dining/ Living</b>		<b>24</b>	<b>24</b>	<b>27</b>	<b>30</b>	<b>33</b>
<b>Bathroom/ Wc combined</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>
<b>Storage</b>	<b>1.5</b>	<b>2.5</b>	<b>3.5</b>	<b>3.75</b>	<b>4.5</b>	<b>5.5</b>
<b>Overall Floor Area</b>	<b>33 sq m</b>	<b>46 sq m</b>	<b>47 sq m</b>	<b>62 sq m</b>	<b>77 sq m</b>	<b>93 sq m</b>

#### Other Considerations: Right to Light Legislation

- 6.4 The right to light is a legal right which one property may acquire over the land of another. If a structure is erected which reduces the light to an unobstructed property to below sufficient levels, this right is infringed. A right to light can come into existence if it has been enjoyed uninterrupted for 20 years or more, granted by deed, or registered under the Rights of Light Act 1959.
- 6.5 Planning permission does not override a legal right to light. There also may be instances where development built under permitted development rights compromises light levels to an existing window.
- 6.6 In both instances, where a right to light is claimed, this is a matter of property law, rather than planning law. It will therefore be for the parties affected to seek a legal remedy separate from the planning application process. The Council will have no role or interest in any private dispute arising and it will be for the owner or occupier affected to seek a legal remedy. Impact on right to light will not therefore justify a reason to refuse planning permission

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

**Agenda item no. 16  
Flooding**

Mark Swain, PSO Team Leader, Flood Risk Management, Environment Agency West has provided a brief update on activities they have been involved in over the past month:

- 1) The Environment Agency position statement which I shared with the public at the meeting on 23 May was requested by and supplied to Kate Kniveton's office on 13 June. I am assuming the pre-election period has prevented the Action points being shared until after 04 July.
- 2) We have a project team set up to discuss the options for Flood Risk Management in Rolleston. Our consultants (Arup) are leading this and as requested at the public meeting we have identified dredging and increased maintenance in that list of options for consideration.
- 3) Dave Hughes has had meetings with landowners to discuss removal of debris and watercourse obstructions in the Rolleston Brook and plans to arrange for removal/cutting back are progressing.
- 4) There has been a meeting between Arup, our EA Flood Risk Team and our Natural Flood Management leads to discuss the opportunities for flood risk management upstream of Rolleston.
- 5) Dave Hughes has met with a resident to discuss their proposal to install fishing platforms in the Brook Hollows area.

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

**Agenda item no. 17  
Financial Regulations**

The attached draft Financial Regulations have been compiled using the Model Financial Regulations template which was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made by NALC to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

- 1) The document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) **Bold text** indicates legal requirements, which a council cannot change or suspend.
- 3) For the remaining sections, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.

**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the council at its meeting held on 08 July 2024.

## 1. General

1.1 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2 Councillors are expected to follow these Regulations and not to entice employees to breach them. Failure to follow these Regulations brings the office of councillor into disrepute.

1.3 Wilful breach of these Regulations by an employee may result in disciplinary proceedings.

1.4 In these Financial Regulations:

- 'Accounts and Audit Regulations' means the Regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*.
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its councillors and staff.

1.5 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these Regulations apply accordingly. The RFO:

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6 **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7 In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £1,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees.

## **2. Risk management and internal control**

**2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2 The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

**2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

**2.5 The accounting control systems determined by the RFO must include measures to:**

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6 At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7 Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## **3. Accounts and audit**

3.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

- 3.2 **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council**
- 3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5 **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6 **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7 The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8 The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.



- 3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

- 4.1 **Before setting a precept, the council must calculate its council tax England requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.
- 4.3 No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5 The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.6 Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.7 **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8 The RFO shall **issue the precept to the billing authority no later than the end of January** and supply each member with a copy of the agreed annual budget.
- 4.9 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.10 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## 5. Procurement

- 5.1 **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3 Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6 For contracts estimated to exceed £30,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7 **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8 For contracts greater than £1,000 excluding VAT the Clerk shall seek at least three fixed-price quotes;
- 5.9 where the value is between £500 and £1,000 excluding VAT, the Clerk shall try to obtain three estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10 For smaller purchases the Clerk shall seek to achieve value for money.
- 5.11 **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12 The requirement to obtain competitive prices in these Regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13 When applications are made to waive this financial Regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk under delegated authority, for any items below £500 excluding VAT;
- the Clerk, in consultation with the Chair of the Council for any items below £1,000 excluding VAT,
- the council for all items over £1,000.

Such authorisation must be supported by a minute (in the case of council decisions) or other auditable evidence trail.

5.16 No individual member, or informal group of councillors may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

5.21 Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council. The council has resolved to bank with Lloyds Bank and ???. The arrangements shall be reviewed for security and efficiency.
- 6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error.
- 6.3 Following authorisation the council or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.4 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.5 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.6 All payments shall be made by online banking/cheque/debit card, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.7 The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
  - i. Any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. Payments of up to £500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. Any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - iv. Fund transfers within the council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.8 The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council . The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1 Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a minimum of four councillors who will be authorised to approve transactions on those accounts.
- 7.2 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council.
- 7.3 Two councillors shall check the payment details against the invoices before approving each payment to be made using the online banking system.
- 7.4 A full list of all payments made in a month shall be provided to the next council meeting and included in the minutes.
- 7.5 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised councillors. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.6 Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.7 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two councillors, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.8 Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.9 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.10 Remembered password facilities should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two councillors.

- 8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4 Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## **9. Payment cards**

- 9.1 Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.

## **10. Payment of salaries and allowances**

- 10.1 **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 10.2 **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 10.3 Salary rates shall be agreed by the council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council .
- 10.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 10.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these Regulations above.
- 10.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

10.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

10.8 Before employing interim staff, the council must consider a full business case.

## **11. Loans and investments**

11.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

11.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

11.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant Regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

11.4 All investment of money under the control of the council shall be in the name of the council.

11.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

11.6 Payments in respect of short-term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these Regulations.

## **12. Income**

12.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

12.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process. The RFO shall be responsible for the collection of all amounts due to the council.

12.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

12.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

12.5 Personal cheques shall not be cashed out of money held on behalf of the council.

12.6 Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

### **13. Payments under contracts for building or other construction works**

13.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2 Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

### **14. Assets, properties and estates**

14.1 The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

14.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

14.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

14.5 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £100. In each case a written report shall be provided to council with a full business case.

### **15. Insurance**

15.1 Following the annual risk assessment (per Regulation 2.2) the RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

15.2 The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.



15.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

15.4 All appropriate councillors and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

## **16. Suspension and revision of Financial Regulations**

16.1 The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

16.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all councillors. Suspension does not disapply any legislation or permit the council to act unlawfully.

16.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## Appendix 1: Tender process

1. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post unless an electronic tendering process has been agreed by the council.
3. Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5. Any invitation to tender issued under this Regulation shall be subject to Standing Order 22 and shall refer to the terms of the Bribery Act 2010.
6. Where the council does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Rolleston Scout Group  
Rolleston Scout Headquarters  
Station Road  
Rolleston-on-Dove  
Burton-on-Trent  
Staffs  
DE13 9AB  
[Rollestonscoutgroup@gmail.com](mailto:Rollestonscoutgroup@gmail.com)  
Registered charity number 513164

Thursday 20<sup>th</sup> June 2024

Rolleston-on-Dove Parish Council  
c/o Mrs Mary Danby  
32 Hillcrest Rise  
Burntwood  
Staffordshire  
WS7 4SH

Dear Chairman,

On Saturday 13th July our most popular village fundraising event, 'Rollestonbury', is due to take place. Unfortunately, we are still not able to use the adjacent field as car parking for the event. As ever, we are aware that this could cause some disruption to local residents, with more cars being parked on adjacent streets away from the areas where we place cones. Since the Scout Group was set up, we have always supported village events by loaning them equipment and more recently we have offered the use of our field for car parking for other events.

As a result, after the success of last year, we would like to again request the use of the land adjacent to Tafflands, situated at the top of Meadow View, to use as parking for our event. We will be using our own car park for our disabled guests and the grass verges on our land for our volunteers to park.

The plan we put into place last year seemed to work well, so we propose to do the same again this year. We would like to open the gate between 4pm and midnight on Saturday 13th July 2024. During this time we will ensure the area has a licenced security guard present and car parking marshalls to ensure cars are parked safely and carefully. Some cars may be left overnight due to the nature of our event, but we will then open the gates between 10am and 11am on Sunday 14th July 2024 to allow people to collect their cars. Like last year, these timings will be very well publicised to all those attending our event. If any cars still remain after 11am, the key will be held by a member of our group who lives nearby, and details of who to ring will be left on the car windscreens. I was manning the car park on the Sunday morning last year and all cars were removed by 11am. We ensured no litter was left behind

**Enclosure 7**

and the interactions I had with local residents were all positive and complementary of how we had managed the parking.

We will again not be charging for use of the car park, and we will be publicising that the car park will be manned all night by security. We hope that this will further encourage people to make use of this facility which will keep cars off the streets, especially after the success of using it last year. We have enclosed a map detailing the areas which we will be placing traffic cones, specifically the areas leading to and from the car park. This will keep the access to and from the car park free flowing and ensure that our close neighbours are not inconvenienced. As last year, we will deliver letters to residents near the land to let them know the plan for the evening.

We will take responsibility for any significant damage to the land caused during this time, and fully understand that the use of this land is dependent on weather conditions and the suitability of the ground on the day. We would like to offer a donation of approximately £100 for the use of the land.

We would hope that this plan will again ensure cars are kept away from the main roads and residential roads, so that our event has as little impact on the local area as possible.

Thank you for considering our request, we look forward to hearing from you soon.

Kind regards,  
Charlotte Ellis  
On behalf of Rolleston Scout Group.

DENOTES THE ROADS  
BOTH SIDE LINED  
WITH POLICE CONES

