## **Rolleston on Dove Parish Council - Minutes of Meeting**

## Minutes - Meeting held Monday February 12<sup>th</sup> 2018 7:30pm

Location	Old Grammar School, Rolleston on Dove		
Attendees:	Cllr Wyatt, Cllr B Toon, Cllr Sanderson, Cllr Gooding, Cllr Robson, Cllr E McManus, Cllr S McManus, Cllr Stewart, Jacob Fowkes Youth Rep, Jane Bucknall Clerk County Cllr P White, 11 member of the public		
Distribution:	Attendees, those who gave apologies, Website, Burton Mail		
Chairman:	Cllr Jason Wyatt		
Next Meeting:	Monday 19 <sup>th</sup> March – Contracts meeting (not public)		
	Monday 9 <sup>th</sup> April – Full PC meeting		
	Monday 16 <sup>th</sup> April – Best Kept Village Sub-Committee meeting		

## Purpose of Meeting: To discuss regular parish council business

## **AGENDA ITEMS**

- 1. Public question time and presentation of petitions
- 2. Apologies for absence
- 3. Declarations of interest
- 4. Planning applications, decisions and other planning matters
- 5. Correspondence received

Rollestonian of the Year Honours Board

- 6. Report of County Councillor
- 7. Report of Borough Councillor
- 8. Report of Parish Councillors
- 9. 'Turn the Village Red' RODSEC, John Phillips
- 10. Heritage signs, Peter Barnett
- 11. Minutes of meeting held on 12<sup>th</sup> February 2018
- 12. Matters arising from minutes of previous meeting
- 13. Feedback from Sub-Committees

Highways

Best Kept Village

- 14. Neighbourhood plan
- 15. Website
- 16. Mission and Vision Statement
- 17. Village improvement projects

Tractor

Street signs

Burnside/Brookside Railings

- 18. Finance and Accounts for payment Budget approval
- 19. Items for next agenda

PART 2

**Contract Decision** 

Quotes

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
1.	PUBLIC QUESTION TIME AND PRESENTATION OF PETITIONS		
1.1	A request was made by a member of the public that any reports or	Clerk and	Ongoing
	minutes of meetings publicised be in plain English, so are meaningful to	Cllr Gooding	
	those who wish to follow progress of items.		
	The same member of public commented that back in 2005-06 double		
	yellow lines were discussed and some locations accepted but no lines		
	have been painted. Clerk to look back through the records and review		
	alongside those locations proposed by the Highways Sub-committee on	Clerk	Complete
	19 <sup>th</sup> February.		
	The same member of the public went on to ask whether a feasibility study		
	had been done on the S106 funds from the College Fields Development.		
	Chairman confirmed that no work had yet been done on this.		
1.2	A member of the public raised the issue of speeding on Knowles Hill and		
	the damage to the hedge and fencing that had been caused when a car		
	left the road a few months back. Chairman stated ownership of the		
	hedgerow was not clear, but that the Parish Council will need to make a		
	decision about whether a repair is pursued. To be added to the April		
	agenda.		
	Post meeting note: Clerk and Chairman further discussed this item. Clerk	Clerk	
	to write to owner to reinstate		
	The same members of the public also requested information on the two		
	cameras he had spotted at Craythorne Road, one pointing at the junction	Cllr White	8.4.18
	with Beacon Road and the other onto Bitham Lane. As no one knew who		
	put these cameras up, but that they have been attached to Highways		
	lampposts, County Councillor White agreed to find out what he could		
	about their purpose.		
1.3	A member of the public wished for clarification that the village floods		
	when flood barriers are shut to stop the A38 from flooding. He noted that		
	in the past the village had suffered from flooding from the Dove, but there		
	appeared to be now flooding from Alderbrook too. Chairman answered		
	that the ground is clearly saturated. Cllr Toon agreed to see what she	Cllr B Toon	8.4.18
	could find out about the flood gates.		

The member of the public went on to request for clarification on where the reservoir was that could potentially be a risk to the village as per the Environment Agency website. Clerk to share what she had found.  2. APOLOGIES FOR ABSENCE 2.1 Clir J Toon.  3. DECLARATION OF INTEREST 3.1 None noted.  4. COUNTY COUNCILLOR REPORT 4.1 This item was moved further up the agenda to give Clir White time to attend the Outwoods Parish Council meeting. Regarding the days flooding, County Highways have closed Station Road. The fields are saturated due to the recent snow melt and the exceptionally heavy rain. Clir White is hopeful for an Environment Agency grant to pay for property level resilience and Craythorne Road drainage. Highways have been clearing the drains which overflow into Craythorne Road/Chapel Lane area. Flood signs could be purchased as part of the County Council bid. The Civic trust were agreeable for them to be stored in the Civic Trust garage on The Lawns. It was noted that Photos should be shared with to ESBC to go along with planning concerns in the village – for example the Brookhouse, College Fields, Craythorne Road. The drain on Church road continues to be an issue. The County Council are continuing their investigations into where an illegal connection is coming from. It is likely that the offending home owner will be liable and not the County Council.  5. PLANNING APPLICATIONS 5.1 P/2018/00043 - Erection of a single storey rear extension, 18 Church Road. Clirs had no objections.  7.2 P/2018/000129 and 247 - Listed Building application for internal alterations to include minor changes to partitions, the replacement of the inner entrance lobby, new flooring and blocking up of existing opening and erection of external fence and gate, Spread Eagle. Clirs had no objection.  5.3 P/2018/000103 - Erection of a single storey front extension and part two storey and first floor side extension, 86 Meadow View. Clirs had no objection.		<u>Note</u>	<u>Action</u>	<u>Deadline</u>
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5.4 P/2018/00203 - Erection of a single storey rear extension and first side		objection.		
	5.4	P/2018/00203 - Erection of a single storey rear extension and first side		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	extension, Park View, Anslow Lane. Cllrs had no objection.		
5.5	P/2017/01556 - Reserved Matters application for the erection of 110		
	dwellings (Phase 1) including details of appearance, landscaping, layout		
	and scale, site of Glenville Farm (additional information received –		
	Tutbury Road Movement Strategy)		
	Cllrs had no further comments to raise.		
5.6	Felling of 7 Lawson Cypress trees and 12 Leyland Cypress trees which	Clerk	Complete
	form a hedge, Winter House, Hall Grounds. Cllrs requested ESBC ensure		
	replacement trees are planted.		
6.	PLANNING DECISIONS		
6.1	All decisions were noted from Clerks report.		
6.2	Cllrs noted the advertisement in the Burton Mail regarding the open		
	presentation for the 600 homes at Outwoods.		
7.	COMMUNICATION RECEIVED		
7.1	Clerk talked through all correspondence. Clerk believes money for the		
	Shotwood Close Open Space is to be transferred from ESBC imminently		
	as Legal Section requested PC bank details.		
	Cllr Wyatt has put himself forward to become involved with the De		
	Ferrers Academy debate team judging.		
	Cllrs to consider the future repair of the wooden bus shelter at the top of		
	Knowles Hill in part 2.		
	Cllrs agreed that the Honours board should be sited on the left hand wall		
	looking towards the main door above the noticeboard. Clerk to share	Clerk	31.3.18
	prices and sizes before going back to the Church authorities.		
8.	REPORT OF BOROUGH COUNCILLOR		
8.1	Cllr B Toon has been active today with calls about the days flooding.		
	ESBC believe the change to the waste collection days has been a		
	success so far. ESBC have received complaints about dog fouling on		
	Elizabeth Avenue. ESBC have offered to install a dog waste bag		
	dispenser, with the refills to be sponsored. Cllrs would be content with		
	this as long as there was no ongoing cost to the Parish. Clerk to clarify.	Clerk	Ongoing
9.	PARISH COUNCILLOR REPORTS		
9.1	Cllr E McManus – Litter is still an issue along Craythorne Lane from the	Clerk	31.3.18
	playing fields to Beacon Road. Clerk to request contractor deal with the		
	issue.		
	Cllr Gooding - Potholes are getting worse in places and new ones have		
	appeared since the recent snowfall. Clerk to publicise the reporting	Clerk	Complete
	mechanism.		

	<u>Note</u>	Action	<u>Deadline</u>
	Jacob Fowkes – The Fence and hedge by the golf club on Craythorne	Jacob	31.3.18
	Road are broken. It was noted that as the owner of the site is not around,		
	Jacob should report to 101.		
	Cllr Sanderson – Reported that a property along Station Road have had		
	a wooden fence installed on their property frontage and he believes the		
	area should have open frontages. Clerk to check with planning	Clerk	Complete
	enforcement.		
10.	TURN THE VILLAGE RED		
10.1	'Growing remembrance through plants'.		
	John Phillips of RODSEC presented this agenda item and talked through		
	some ideas and locations. It was noted that mowing will be an issue in		
	certain areas of the village. Cllrs agreed to provide a decision on the	All,	Ongoing
	ideas and location by the end of March. Cllrs to comment to Clerk to	Clerk	
	collate.		
11.	HERITAGE SIGNS		
11.1	Peter Barnett of the Civic Trust requested agreement in principle from		
	Cllrs for heritage signs (of a type, size and contents agreed) to be placed		
	on the Croft, by the village sign, and the Orchard. All Cllrs gave their		
	agreement in principle. The Church has also agreed in principle for one		
	to be placed in the Church yard.		
12.	MINUTES OF PREVIOUS MEETING		
12.1	With an amendment to point 12.1 in which Cllr S McManus made	Clerk	Complete
	reference at the RODSEC meeting rather than a full presentation were		
	agreed as true record and will be signed once the correction is made.		
13.	MATTERS ARISING		
13.1	Cllr Wyatt has done a survey of road signs. He has found that 22 need	Clerk	Ongoing
	replacing and three new ones required. Clerk to find out whether the		
	Parish Council can keep the signs to auction/sell signs off?		
	Cllr Robson asked for an update on the memorial bench by the orchard.		
	Clerk confirmed no further forward with the members of the family.		
12.2	The development of a small card of handy list of contacts was discussed	Clerk	9.3.18
	to go into the Rollestonian to help with issues of untidiness which may		
	help in the cause of the Best Kept Village. Clerk to review the current		
	village directory to see which, if any, contacts are missing.		
13.	FEEDBACK FROM SUBCOMMITTEES		
13.1	BEST KEPT VILLAGE		
	DEST REPT VILLAGE		
13.1	Action points were talked through the action points which are to be	All	16.4.18

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
13.2	HIGHWAYS		
13.2	Clerk talked through the areas proposed for double yellow lines. There		
.1	were approved by the Parish Council.		
14.	NEIGHBOURHOOD PLAN		
14.1	A confidential draft has been circulated to Cllrs. The plan will be formally	Cllr Gooding	23.4.18
	considered on 23 <sup>rd</sup> April. It will not include any of the houses on the		
	College Fields development. The Steering Group and the Parish Council		
	now need concentrate on communication to residents.		
14.2	A second grant application will need to be submitted as the current funds	Cllr Gooding	Ongoing
	have to be spent by 31 March 2018. Any funds left will have to be		
	returned.		
14.3	Cllr Gooding also fed back from the Steering Group that they propose the	Clerk	9.4.18
	Village Design Statement of 1998 be withdraw, as the Neighbourhood		
	plan supersedes it. Clerk to write to ESBC to inform them. The Parrish		
	Council approved the withdrawal of the Statement. Cllr Wyatt asked that		
	thanks be passed to the Steering Group.		
15.	WEBSITE		
15.1	It is aimed to get the website content complete by the end of July 2018 in	Cllr	30.7.18
	time to archive the current village website in September.	McManus	
15.2	The Parish Council needs to concentrate on the communication of the		
	new website to residents and other village organisations. Contacts		
	required from current webmaster.		
16.	MISSION AND VISION STATEMENT		
16.1	The draft circulated by Cllr E McManus was agreed by all, which will now		
	be revisited annually and included in new Cllr packs. It will also be placed		
	on the website.		
	To manage the Parish Councils assets and finances effectively and		
	efficiently in order to achieve best value.		
	Conduct Parish Council business in an open manner, keeping the		
	village informed through Meetings, the Village/Parish Council website,		
	Village Noticeboards, Rollestonian and Social Media.		
	To work in partnership with other organisations for the benefit of our		
	village.		
	To promote enjoyment of the local environment whilst protecting its		
	rural character.		
	To ensure that development of our village conforms with policies and		
	objectives of the Neighbourhood Plan.		
17.	VILLAGE IMPROVEMENT PROJECTS		

17.1 TRACTOR 17.1 The wooden tractor in Tafflands woods was on a concrete plinth which will need to be removed. Jacob has researched the fall heights and the new tractor will be required to have 150mm of sub soil from a fall height of 1.5m. A suitable tractor has been found. Clerk to contact Mr Deacon for transportation. The storage at Claymills will be possible while the work is completed on it. Clir Wyatt gave the PC thanks to Jacob for his work on this project.  Post meeting note: Jacob agreed a price of £800 with the owner of the tractor.  17.2 STREET SIGNS 17.3 Covered earlier in the meeting.  18.1 BURNSIDE AND BROOKSIDE RAILINGS 17.3 Repairs need doing to one post, and the erosion of the bank needs looking into? As ownership of the railings is still not confirmed, Clerk to keep emailing until an answer in writing is received with regards ownership. Clerk to report the need for repairs to Highways.  18. BUGET 18.1 All expenditure and income was talked through. After a discussion about the need to invest in reserves and not yet knowing the cost of new contracts and improvement projects. It was unanimously agreed that the proposed budget is a fair and reasonable budget. The budget was therefore approved and will be implemented by the Clerk for subsequent reports.  18.2 Invoices presented were signed for payment. There was a typo of Clerks Salary. Clerks report read £540.31 but should have read £540.51. Invoices for PEAC and Phil Gould were not presented and will be forwarded to Clir Sanderson and Clir Stewart for signature and payment after the meeting.  18.3 Chairman requested Clerk look into the Cooperative community fund for Play equipment for Elizabeth Ave.  19.1 ITEMS FOR NEXT AGENDA  19.2 Members of the public and the Youth Rep at this point so confidential items could be discussed.		<u>Note</u>	<u>Action</u>	<u>Deadline</u>
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	<u>Note</u>	Action	<u>Deadline</u>
20.	PART 2 - CONFIDENTIAL ITEMS		
20.1	The Construction Plan mentioned at the public meeting with Bellways earlier in the evening was discussed briefly. It was agreed a letter should	Clerk	Ongoing
	be written to ESBC and follow up on a second meeting with Bellways regarding the Construction Plan.		
20.2	Quotes from Mr Deacon were discussed. Quote for Meadow View play area railing repairs was approved. Additional quotes for Meadow View to be discussed with Mr Deacon.	Clerk	31.3.18
20.3	A meeting to formally decide on new Mowing and Environmental contracts was arranged for 7:30pm Monday 19 <sup>th</sup> March. Cllrs to forward any questions to the Clerk ahead of this meeting. This will not be a public meeting due to the confidential nature of the business to be transacted.	All	Complete