

Rolleston on Dove Parish Council - Minutes of Meeting

Minutes – Meeting held Monday February 12th 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 19th March – Contracts meeting (not public) Monday 9th April – Full PC meeting Monday 16th April – Best Kept Village Sub-Committee meeting
Purpose of Meeting: To discuss regular parish council business	
<u>AGENDA ITEMS</u>	
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 th 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	

ROLLESTON ON DOVE PARISH COUNCIL MOM

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	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.	Clerk	Complete
2.	APOLOGIES FOR ABSENCE		
2.1	Cllr J Toon.		
3.	DECLARATION OF INTEREST		
3.1	None noted.		
4.	COUNTY COUNCILLOR REPORT		
4.1	<p>This item was moved further up the agenda to give Cllr White time to attend the Outwoods Parish Council meeting.</p> <p>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. Cllr 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 ditches, but water then flows down to Beacon Road and floods the Beacon 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.</p> <p>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.</p> <p>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.</p>	Clerk	Ongoing
5.	PLANNING APPLICATIONS		
5.1	P/2018/00043 - Erection of a single storey rear extension, 18 Church Road. Cllrs had no objections.		
5.2	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. Cllrs had no objection.		
5.3	P/2018/00103 - Erection of a single storey front extension and part two storey and first floor side extension, 86 Meadow View. Cllrs had no 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 (<i>additional information received – Tutbury Road Movement Strategy</i>) Cllrs had no further comments to raise.		
5.6	Felling of 7 Lawson Cypress trees and 12 Leyland Cypress trees which form a hedge, Winter House, Hall Grounds. Cllrs requested ESBC ensure replacement trees are planted.	Clerk	Complete
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 prices and sizes before going back to the Church authorities.	Clerk	31.3.18
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 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 mechanism.	Clerk Clerk	31.3.18 Complete

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	Jacob Fowkes – The Fence and hedge by the golf club on Craythorne 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 enforcement.	Jacob Clerk	31.3.18 <i>Complete</i>
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 ideas and location by the end of March. Cllrs to comment to Clerk to collate.	All, Clerk	Ongoing
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 reference at the RODSEC meeting rather than a full presentation were agreed as true record and will be signed once the correction is made.	Clerk	<i>Complete</i>
13.	MATTERS ARISING		
13.1	Cllr Wyatt has done a survey of road signs. He has found that 22 need 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.	Clerk	Ongoing
12.2	The development of a small card of handy list of contacts was discussed 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.	Clerk	9.3.18
13.	FEEDBACK FROM SUBCOMMITTEES		
13.1	BEST KEPT VILLAGE		
13.1 .1	Action points were talked through the action points which are to be completed for the next committee meeting on 16 th April.	All	16.4.18

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
13.2	HIGHWAYS		
13.2 .1	Clerk talked through the areas proposed for double yellow lines. There were approved by the Parish Council.		
14.	NEIGHBOURHOOD PLAN		
14.1	A confidential draft has been circulated to Cllrs. The plan will be formally considered on 23 rd 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.	Cllr Gooding	23.4.18
14.2	A second grant application will need to be submitted as the current funds have to be spent by 31 March 2018. Any funds left will have to be returned.	Cllr Gooding	Ongoing
14.3	Cllr Gooding also fed back from the Steering Group that they propose the 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.	Clerk	9.4.18
15.	WEBSITE		
15.1	It is aimed to get the website content complete by the end of July 2018 in time to archive the current village website in September.	Cllr McManus	30.7.18
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	<p>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.</p> <ul style="list-style-type: none"> • To manage the Parish Councils assets and finances effectively and efficiently in order to achieve best value. <p>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.</p> <ul style="list-style-type: none"> • 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		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
17.1	TRACTOR		
17.1 .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. Cllr Wyatt gave the PC thanks to Jacob for his work on this project. <i>Post meeting note: Jacob agreed a price of £800 with the owner of the tractor.</i>	Clerk and Jacob	31.3.18
17.2	STREET SIGNS		
17.2 .1	Covered earlier in the meeting.		
17.3	BURNSIDE AND BROOKSIDE RAILINGS		
17.3 .1	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.	Clerk	Ongoing
18.	BUDGET		
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.	Clerk	1.4.18
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 Cllr Sanderson and Cllr Stewart for signature and payment after the meeting.	Clerk	<i>Complete</i>
18.3	Chairman requested Clerk look into the Cooperative community fund for Play equipment for Elizabeth Ave.	Clerk	<i>Complete</i>
19.	ITEMS FOR NEXT AGENDA		
19.1	Dates for annual meetings, Rollestonian of the Year, Liz Fowler Environment Agency. Meeting to start at 7:15pm to interview prospective new Councillor.		
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>
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 be written to ESBC and follow up on a second meeting with Bellways regarding the Construction Plan.	Clerk	Ongoing
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 th 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	<i>Complete</i>