**MINUTES OF A MEETING OF ROLLESTON ON DOVE PARISH COUNCIL**

**HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE**

**ON MONDAY 14 JANUARY 2019 COMMENCING AT 7.30 PM**

**PRESENT**

Councillor Wyatt (in the Chair)

Councillors Gooding, E McManus, S McManus, Robson, Stephenson, Stewart, B Toon and J Toon

Youth Rep: J Fowkes

**In attendance**

County Councillor White

Rob Earle, SCC Flood Risk Management Team

12 Members of the Public

Mary Danby, Clerk

**ROB EARLE, SCC FLOOD RISK MANAGEMENT TEAM**

The main points raised by Mr Earle were:

* Mr Earle apologised for the confusion surrounding the French drain and bund on the Meadow View Public Open Space and that the Parish Council’s permission had not been sought. He explained that the Team had been led to believe that this area was ESBC’s responsibility and ESBC had given permission for the works to go ahead.
* He explained that the purpose of the bund was to reduce flood risk and he made it clear that it has nothing to do with future development.
* He gave an outline of the remaining flood alleviation works to be completed around Rolleston:
* Pipe upgrades near the junction of Craythorne Lane and Beacon Road.
* Providing property-level resilience measures to people primarily along Station Road who have signed up to the scheme.
* Potentially upgrading some pipework along Beacon Road (this isn’t definite yet as the work will need approval from the Environment Agency and Staffordshire Highways).
* Mr Earle responded to queries from Barry Edwards and Robin Foschtinski.

Councillor Wyatt asked that the badly fitted wooden posts after the work carried out on the Meadow View Public Open Space be replaced – Mr Earle said that he would ensure that this message was passed to his colleagues for action.

Councillor Wyatt asked that the Flood Risk Management Team attend a Public Meeting to be held in February to explain the remaining flood alleviation works planned for the village – Mr Earle said that this should be possible, and he agreed to liaise with his colleagues.

Councillor Wyatt thanked Mr Earle for attending the meeting and asked that he work with the Clerk on arranging the Public Meeting in February.

**PUBLIC FORUM**

1. Mr Chinn spoke regarding Planning Application P/2018/01482 and the lack of notification by ESBC and the use of maps which do not include Shotwood Close and do not show that a Public Footpath runs by the site. He added that the map used in the Application was 40 years old. He sought the Parish Council’s support in his complaint to ESBC about the poor standard of (a) affected neighbour notifications and (b) maps accompanying planning applications.

**AGREED** That a letter be sent to ESBC supporting in general Mr Chinn’s comments on the poor standard of both affected neighbour notifications and maps but not specifically referring to the above Planning Application.

1. Mr Holmes spoke on the upcoming College Field Village Green Public Enquiry which would take place from 12-14 March. He said that supporting statements were to be sought from the Civic Trust and other village groups, witness evidence statements were required from people who have used the site between 1992-2012 – he said that template witness statements could be found on the Open Spaces website and he agreed to forward the link to the Clerk so that this could be uploaded to the Parish Council’s website. He also asked that statements of support be provided from Councillors and this was agreed.
2. Mr Adams spoke regarding a van which is being parked on Knowles Hill close to the bend and that he had been asked if he knew who owned the vehicle. He said that he did know who owned the vehicle, that it was being parked there to slow down the traffic as Staffordshire Highways had done nothing to alleviate the speeding traffic. He disputed that the vehicle is causing any danger and said that it is not impeding traffic and he had taken photographs illustrating that this was the case. He said that the vehicle is parked legally, and it will continue to be parked there until the County Council install the double yellow lines that they have long since said that they would do.

Councillor Wyatt responded saying that he and Councillors had walked the area with Staffordshire Highways officers, and they had witnessed a near miss accident; he also confirmed that Staffordshire Highways have said that they will not permit repeater signs as these would make the speed limit unenforceable. Councillor Wyatt said that the application for double yellow lines would cost the Parish Council £4,500 and this was something that it could not afford.

1. Mr Hayes spoke on traffic black spots in the village (Church Road (between Shotwood Close and Marston Lane) and on Station Road, in front of the cricket ground) and he felt that a traffic light system was required.

Councillor Wyatt responded saying that the Parish Council is working with the County Councillor to progress a move of the traffic island on the approach to Station Road from Burton to improve visibility. He added that this had been difficult to progress due to limited budget availability at County level and the Parish Council will continue to progress this item.

1. Mr Forman spoke on the Environment Agency grant of £30,000 to the Parish Council and asked for confirmation of how money had been spent on Property Level Resilience and how much was left.

Councillor Wyatt agreed that this information would be provided to Mr Forman after the meeting.

1. Mr Edwards said he was surprised that his recent email communication with the Parish Council regarding the Meadow View French drain and bund had not been included under “Correspondence” on the agenda.

Councillor Wyatt apologised for the omission and acknowledged that the communications had been received.

1. **APOLOGIES FOR ABSENCE**

None, all Councillors were present at the meeting.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Sanderson declared a declarable non-pecuniary interest in Agenda Item No. 13 (Filling of planters).

1. **PLANNING**

**3.1 Planning Applications**

* + 1. **P/2018/01510 – 56 Knowles Hill**

Crown lifting of Oak tree on roadside to give clearance of 4.75 metres (TPO No 1)

No objection though it was noted that the location map was hand-drawn and that the photograph did not suggest that the tree adversely overhangs the road

3.1.2 **P/2018/01559 – Thornley Hollows, 2 Church road**

Reduction in height of conifer tree to height of 4.5 metres

Councillors felt unable to respond to the application as insufficient information had been provided.

3.1.3 **P/2018/01581 – 6 Alderbrook Close**

Demolition of existing garage to facilitate the erection of a detached building to form a one-bedroom carers accommodation including extension of existing car port to form link

Councillors objected to this application on the grounds that:

a) The proposal is an overdevelopment of the site which would adversely impact on neighbouring properties

b) The proposed building would be a significant increase over the footprint of the existing garage

c) The proposed development is back land development, i.e. garden infill

3.1.4 **P/2019/00005 – 6 Bladons Yard**

Felling of 9 Leylandii trees, 1 Apple tree, 1 Lilac tree, 1 Holly tree

No objection

* 1. **Planning Decisions**

 **RESOLVED** That the planning decisions set out in the agenda be noted.

* 1. **COUNCILLOR RESIGNATION**

Members were advised that Councillor Macpherson had stood down with effect from 02 January 2019 due to work commitments. Councillor Wyatt confirmed that a letter of thanks had been sent to Mrs Macpherson.

**RESOLVED** That the resignation be noted.

* 1. **MINUTES**

**RESOLVED** That the Minutes of the Rolleston Parish Council meeting held on 10 December 2018 be approved and signed as a true record.

* 1. **MATTERS ARISING**

**12 November 2018 Minutes**

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Councillor Robson reported that he has received confirmation that it is not Himalayan Balsam growing in the Brook and it is hoped that the plant will be identified in the near future.

6.5 Councillor B Toon reported that the salt bin at Twentylands had not been filled – County Councillor White said he would follow this up.

1. Map to be reinstalled on The Spread Eagle’s external wall – theChairhad spoken to the Landlord who had asked that a letter be sent to their Estates Department explaining the need for the map to be installed.

**AGREED** That the **Clerk** write to the pub’s Estates Department as outlined above.

1. Banners – theChair tabled the draft text for the banners which were approved.
2. **December 2018 Minutes**

8.1 It was reported that the spinner had been installed at Elizabeth Avenue. The **Chair** agreed to speak to the contractor for the plaque to be mounted.

8.3 The **Clerk** was requested to add a late addition to the Rollestonian Newsletter insert informing residents that there was a supply of sandbags and cable ties available for distribution and that they should email the Clerk so that delivery could be arranged.

16. It was agreed that available Councillors and the Clerk would meet on 16 February 2019 to sort through the council’s archived documentation.

* 1. **COUNTY COUNCILLOR’S REPORT**

Councillor White reported that:

* The results of the Government Spending Round had not seen any additional long-term money being allocated but funds for specific short-term projects had been awarded and the County had been accepted for the business rates pilot.
* He asked that the council consider its priorities for highways works in the village and that these be notified to him.
* In response to a query regarding leaf clearance on roads and pavements, Councillor White said he would check if the gully works might be a way forward to get this done.
* The Amber Wood Care Home was now open and provides 45 rooms for Burton residents.
1. **BOROUGH COUNCILLOR’S REPORT**

Councillor B Toon reported that she had been unable to attend meetings due to illness.

1. **PARISH COUNCILLORS’ REPORTS**

9.1Jacob Fowkes:

* Would be helpful if information could be compiled indicating which local authority is responsible what? Councillor Wyatt confirmed that the Clerk had produced a “responsibilities” leaflet which would be uploaded to the website, Facebook, displayed on noticeboards and included in the next edition of the Rollestonian.
* Had any Youth Rep applications been received? The Clerk confirmed that none had been received.
* The tractor should be progressed soon. Jacob was asked to confirm arrangements to the Clerk who could relay that information to the contractor who was storing the tractor at his yard.

9.2Councillor E McManus:

* RoDSEC had asked if alcohol was permitted on The Croft for the Peace Weekend. It was confirmed that The Croft is covered by a Byelaw and Councillor E McManus was asked to check this before responding to RoDSEC.

9.3Councillor Wyatt reported that he had met with the contractor in December when it was noted that some branches were broken on Tafflands. Whilst this task is not currently in the contract, the contractor agreed to remove these free of charge.

9.4Councillor Robson:

* RoDSEC were organising the Peace Festival on The Croft which will take place on 29 June. RoDSEC were going to contact local groups inviting them to put messages on peace poles on the day.
* When was the Silent Soldier on the Spread Eagle Island to be removed? It was agreed that this would remain in situ until 29 June (anniversary of signing of the Treaty of Versailles).
	1. **FINANCE**
	2. **Schedule of payments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Payee | Description | Payment Method | Gross£ | VAT£ |
| J Deacon | Environmental Officer – November 2018 | BACS | 873.01 | 145.50 |
| P Gould | Mowing grass gateways and verges – October 2018 | BACS | 342.00 | 0.00 |
| NBB Recycled Furniture | Raised planters | BACS | 1,076.08 | 179.34 |
| Urban Vision | NDP: Support Package 2Regulation 14 Response and Analysis | BACS | 2,127.90 | 350.00 |
| Euroffice Ltd | Stationery: DL and C5 envelopes, Notebooks | BACS | 34.89 | 5.81 |
| ESBC | Empty bins | BACS | 764.40 | 127.40 |
| Playdale Playgrounds Ltd | Supply and installation of spinner | BACS | 2,112.00 | 352.00 |
| Rolleston Club | NDP: Room hire and printing | BACS | 482.00 | 24.00 |
| Purpose of PR | NDP: Printing 2000 flyers | BACS | 95.00 | 0.00 |
| P Gould | Mowing contract | BACS | 1,169.00 | 0.00 |
| Clerk | Salary | BACS | 650.42 | 0.00 |
| Clerk | Mileage claim / Expenses | BACS | 112.93 | 15.01 |
| HMRC | NI/PAYE | BACS | 319.30 | 0.00 |
| Cllr Stewart | Reimbursement re Christmas tree | BACS | 24.00 | 4.00 |
| Groundwork UK | Return of unspent NDP grant | BACS | 127.10 | 0.00 |
| iD Mobile Ltd | Clerk’s mobile | DD | 28.06 | 4.68 |
| J Deacon | Environmental Officer – December 2018 | BACS | 873.01 | 145.50 |
| Rolleston Civic Trust | Printing of the Rollestonian: February, May, August and November 2017 | Chq. No.002868 | 510.00 | 0.00 |
|  |  | **TOTALS** | **£11,721.10** | **£1,353.24** |

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

10.2 **Bank Reconciliation**

The Bank Reconciliation was noted.

1. **2019/20 BUDGET AND PRECEPT DECLARATION**

**RESOLVED That:**

1. The 2019/20 Budget be approved
2. A Precept of £60,049 be declared on East Staffordshire Borough Council
3. **BEST KEPT VILLAGE**

Councillor Wyatt reported on a meeting of the Best Kept Village Sub-Committee held prior to the council meeting. Presentations were being made to local groups explaining how they can get involved, a poster competition will be launched in the Rollestonian inviting entries from young people aged under 5-16 – the winning entries will be used on the flyer to be distributed to all households promoting BKV and enlarged copies will be displayed on the Almshouses lawn.

1. **FILLING OF TROUGHS**

Councillors were requested to consider the following quotations for the bi-annual filling of planters:

**Company A**

* To empty troughs, dispose of waste, refill with fresh compost, fill with seasonal bedding plants (approx. 30 plants including trailing), along with slow release fertiliser £44 per (double) trough
* To supply 30 additional 9/10cm bedding plants only £24 total (They state that they would not re-use bulbs for Autumn planting but would supply new ones.)

**Total price £552 plus VAT**

Prices are based on the troughs being delivered to and collected from the Company‘s site.

 **Company B**

* + **Spring/Summer display**

Collect, removal of old plants and compost, fresh compost, mixed trailing Begonias for tubs, upright Begonias for planters, feed, water and feed till established, delivery and water, take previous tubs away and store until Winter

* + **Autumn/Winter display**

Collect, removal of old plants and compost, fresh compost, mixed Pansy, Viola, Wallflower and trailing winter hardy plants, feed, water and feed till established, delivery and water, take previous tubs away and store until Spring

**Total price £575 (or £475 if tubs emptied and taken to the Company’s site)**

A quotation had also been received for capillary liners (£462 plus VAT and delivery) and replacement matting (£60 plus VAT and delivery) for the troughs.

The Civic Trust offered to fund 50% of the cost of the capillary liners and replacement matting and they also agreed to consider at their next meeting whether they would underwrite 50% of the cost of filling the troughs.

**RESOLVED THAT:**

1. Company B’s quotation be accepted in the total sum of £575.
2. The capillary liners and replacement matting be purchased at a total cost of £522 plus VAT and delivery (quotation be confirmed post meeting).
3. The Civic Trust’s offer to fund 50% of the cost of the capillary liners and replacement matting be accepted with thanks.
4. **SHOTWOOD CLOSE PUBLIC OPEN SPACE**

The Clerk explained that it had taken a lot of time to understand what happened with the transfer of the land however everything was now in order save for the actual transfer of the ownership from ESBC to the parish council.

Advice had been taken from HM Land Registry in how best to finalise the transfer process: Whilst it is possible for the Clerk to complete this process on behalf of the council this would cost c£110 – if there was an error in the paperwork further costs would be incurred. It was recommended that the council engage a solicitor to undertake the work on its behalf.

Following receipt of the above advice the Clerk had made an appointment with a solicitor at an estimated cost of £120 and the council was asked to approve this expenditure.

**RESOLVED** That the Clerk be authorised to act on behalf of the council in this matter and that the solicitor’s fee of c£120 be approved.

1. **CORRESPONDENCE**

**15.1 Staffordshire County Council**

 **Highways Grass Cutting – Information regarding Parish Council Agreements**

Correspondence had been received stating that the County Council will now be delaying the savings identified for grass cutting services in 2019/20 until the following year.

**AGREED** That the information be noted.

**15.2 Issues raised by a resident (No. 1)**

A resident had written expressing concerns about various issues around the village. It was noted that the identified issues were the responsibility of either the County or Borough Councils and therefore the parish council could not take the requested actions.

**AGREED** That the resident be informed of the above.

**15.3 Issues raised by a resident (No. 2)**

A resident had written expressing concerns about various issues around the village. Responses to those concerns were agreed and these were to be sent to the resident.

**15.4 Issue raised by a resident (No. 3)**

A resident had written raising concerns regarding the lack of security at the College Field site and querying the legality of the developer installing fencing on the site as it is the subject of a Village Green application.

**AGREED** That the resident be advised that the developer had been contacted regarding the site security and that the fencing currently installed by the developer is legal as the site is not registered as a Village Green.

1. **LIST OF ONGOING ITEMS**

**AGREED** That the information be noted.

1. **Exclusion of the 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.

1. **EXPENDITURE ON PROPERTY LEVEL FLOOD RESILIENCE**
* Councillors received information on how much of the Environment Agency (EA) £30,000 grant had been spent to date (£1,667.60) and how much remained (£28,332.40).
* Councillors also received details of applications from Brookside residents for a contribution to flood doors they had purchased.
* Councillors also considered quotations for Trash Pumps.

**RESOLVED THAT:**

1. A letter be sent to all Brookside residents advising them that following the purchase of the flood prevention materials requested there was now around £1,000 available for each property if the property owners wished to submit a claim for flood prevention materials they have recently purchased. Proof of purchase must be submitted with claims before any money would be released.
2. The decision on whether a Trash (Flood) Pump(s) should be purchased be left until such time as all claims from (a) above had been dealt with.
3. The decision on whether a survey to identify where properties flood in the village be left until such time as (a) and (b) above had been dealt with.
4. **GOVERNANCE**

**RESOLVED THAT:**

1. The Clerk compile a portfolio of policies for approval at the next meeting of the council.
2. Alan Toplis Associates be appointed as Internal Auditor for the 2018/19 financial year at a fee of £135 plus VAT and expenses.
3. The Clerk be authorised to negotiate the cost of an accounts package to be used from 01 April 2019 subject to ESBC approving the 2019/20 Precept.
4. **RoSPA INSPECTION – QUOTATIONS FOR IDENTIFIED WORKS**

**RESOLVED** That the following quotations from the council’s contractor be accepted:

**Elizabeth Avenue**

Green Climbing Frame: Replace wooden step £15 plus VAT

Skate Grind Rails: Weld join in middle of pipes, lower both end to the

 ground and blank off ends £80 plus VAT

Quarter Pipe Ramp: Level join in ramp and weld £40 plus VAT

Gate buffer for play area gate (fitting free of charge) £9.60 plus carriage

**Jinnie Trail**

Repair mortice post rail fence road side £130 plus VAT

Remove Russian Vines from road to end of metal fence and

 remove from site £100 plus VAT

**Meadow View**

Gate buffer for play area gate (fitting free of charge) £9.60 plus carriage

**Tafflands**

Space Net: re-tension net £30 plus VAT

Play house low den: Sharp projections underside of platform removed Free of charge

Platform play house: 2 bolts cut off Free of charge

Aerial Cableway zip wire trolley and spare nylon wheel x 2 £345.60 plus VAT and delivery

1. **CLERK’S CONTRACT OF EMPLOYMENT**

**RESOLVED** That the terms of the Clerk’s Contract of Employment be agreed.

The meeting closed at 10.30pm

Signed ………………………………………………..

Date …………………………………………………..