

MINUTES OF A MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE
ON MONDAY 11 FEBRUARY 2019 COMMENCING AT 7.30 PM

PRESENT

Councillor Wyatt (in the Chair)

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

Youth Rep: J Fowkes

In attendance

6 Members of the Public

Mary Danby, Clerk

PUBLIC FORUM

- a) Mr Baker said that TREATS had entered the Station renovation programme into the "It's Your Neighbourhood Scheme" which would be judged in June.

Mr Baker referred to the Russian Vine on the Jinnie Trail and said that it had killed two trees. The Chair said that the contractor had been instructed to remove the Russian Vine and that this work will commence in the next two weeks. The Chair also said that the contractor will be either repairing or replacing the fence in 4-6 weeks' time.

It was believed that TREATS would be happy to provide manpower for the BKV Village Clean-up days.

- b) Mr Martin asked if the estate agent "For Sale" and "To Let" boards could be removed from the entrance to Shotwood Close. The Clerk said that she had previously been approached by another resident and the boards had been reported to ESBC who said they would investigate this. The Chair asked that the Clerk email the local estate agents asking them not to erect their signs on public spaces in the village.

1. APOLOGIES FOR ABSENCE

None, all Councillors were present at the meeting.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Wyatt declared a declarable non-pecuniary interest in Agenda Item No. 3.2, Planning Application No. P/2018/01584 as the applicant is known to him.

Councillor McManus declared a declarable non-pecuniary interest in Agenda Item No. 9.1 (Reimbursement re Village Website charges).

3. PLANNING

3.1 Planning Applications

3.1.1 P/2018/01506 – Land opposite Norwood Cottage, Hall Grounds

Reserved Matters relating to P/2016/00781 for the erection of a dwelling including details of access, appearance, landscaping, layout and scale

Comments:

- The hand drawn plan and map are of poor quality
- A plot picture with OS map has not been provided
- Loss of parking provision
- The proposal is infill and an over-development of the site
- The proposal is for a larger property than shown in the original outline planning application
- Loss of green space allocation in a Conservation area

- 3.1.2 **P/2018/01581 – 6 Alderbook 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 (Revised)

Previous objection reiterated:

- 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

- 3.1.3 **P/2018/01584 – 14 Station Road**
Demolition of existing conservatory to facilitate the erection of a single storey rear extension, first floor side extension and loft conversion (Revised Scheme to include a balcony)

No comment.

- 3.1.4 **P/2019/00018 – 20 Alderbook Close**
Erection of a single storey extension

No comment

- 3.1.5 **P/2019/00091 – 3 Oaktrees Close**
Erection of a temporary single storey wetroom pod to the rear of the property for use by disabled resident

No objection on the condition that the temporary wetroom pod is removed when it is no longer required.

- 3.1.6 **P/2019/00109 – 4 Church Road**
Crown reduction by 30% of 2 Silver Birch Trees

Comments:

- The photograph does not clearly identify the tree
- No survey has been made
- Insufficient information to enable a decision to be made

3.2 **Planning Decisions**

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

4. **MINUTES**

RESOLVED That the Minutes of the Rolleston on Dove Parish Council meeting held on 14 January 2019 be approved and signed as a true record.

5. **MATTERS ARISING**

Page 13 - Rob Earle, SCC Flood Risk Management Team

Following the meeting, Mr Earle said that nothing had changed in the scheme since his colleague had attended the public meeting in 2016 so they do not have any new information to share at a public meeting. He said that there are two remaining elements of work that have approval from the Environment Agency – Property-Level Resilience (PLR) and the drainage improvements on Craythorne Road.

PLR comprises a suite of measures that are fitted to individual properties and are a private matter between the contractor and relevant residents – as such, there should be no road closures or wider disruption from this element.

The activities on Craythorne Road are Amey's and the private developer's responsibility and form part of the works associated with the new development going in. It was thought that only one side of the road will be closed at a time while they lay new pipe. Amey has standard procedures regarding giving advance warning and generally submits notices to <https://roadworks.org/> which members of the public can view.

There is a third element of work which has not yet been approved, which involves upgrading pipework down a large stretch of Beacon Road – if it goes ahead, this has the risk of causing considerable disruption and if approved Mr Earle will work with Amey to provide adequate notice and minimise any disturbance.

Page 14 – Village Green application

The Chair reported that there had been some confusion following the previous meeting as members of the public had gone away from the meeting thinking that the council would provide a statement of support whereas this could not be done as a body corporate, and individual councillors had been asked to provide the statements. Two councillors had provided Witness Statements and the council had provided a letter of support.

Page 14 – Inconsiderate parking

It was agreed that an article be put onto the Facebook page asking people to park considerately in the village. It was also agreed that a letter be sent to the Rolleston Club Secretary asking for members to park considerately when the Club car park is full.

Page 15 – Village Map

The Chair reported that the landlord of The Spread Eagle was arranging for the map to be put into a new frame and once this was completed it would be reinstalled onto the wall of the pub.

Page 18 – Shotwood Close Public Open Space

The Clerk reported that the Transfer of Title to the council had been completed, however the legal fees had doubled due to ESBC not having inserted the "T" marks on the deed plan. As a result of this omission ESBC were to be asked to reimburse the council for 50% of the legal fees.

6. COUNTY COUNCILLOR'S REPORT

Councillor White had given apologies and provided a report via email.

7. BOROUGH COUNCILLOR'S REPORT

Councillor B Toon reported that ESBC had agreed a small increase on the 2019/20 Council Tax, ~~€6p~~ per household. She also reported that the Brook Hollows works should be ~~completed~~ started during 2019.

8. PARISH COUNCILLORS' REPORTS

8.1 Councillor J Toon reported that complaints about roads maintenance were being referred to Staffordshire Highways.

8.2 Councillor Sanderson reported that work has been done on the drain at the entrance to the Station.

8.3 Councillor S McManus said that the Jinnie Trail was looking very good, thanks to the volunteers. He also reported that the village green application had seen more visits to the website than ever before.

8.4 Councillor Stewart reported that the South Hill sign had been repaired.

8.5 Councillor E McManus reported that the Facebook page had seen an increase in membership requests over the past few weeks.

- 8.6 Jacob Fowkes reported that the tractor should be installed soon; that the burnt bench would be repaired in the next few days; that the wooden entry sign to Brook hollows was broken – the Clerk was asked to report the sign to ESBC.
- 8.7 Councillor Robson asked if the contractor’s report on the condition of the grass at Elizabeth Avenue had been received, the Clerk confirmed that it has not been received. The Chair said that a date for meetings with the contractors was to be arranged and this issue will be raised at that time.

Councillor Robson also queried who was responsible for the Burnside railings and bridges as Staffordshire Highways had agreed to repair/replace the damaged post. The Clerk advised that information had been given to the County Councillor who said he would follow this up with Staffordshire Highways with a view to clarifying who was responsible for the railings and bridges.

- 8.8 Councillor Wyatt reported that a post on the way to Tutbury was down at a 45° angle and the Clerk was asked to report this to Staffordshire Highways with a request that the post be sited further away from the road. He also reported that the grit bins were all full and at a further one had been requested for the junction of Beacon Drive/Elizabeth Avenue and that a post on the verge opposite the Co-op had been knocked – the Clerk was requested to ask the contractor to reinstall the post in its correct position.

9. FINANCE

9.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Barnett Tree Services	Boundary clearance at Burnside House	BACS	450.00	0.00
Fenland Leisure Products Ltd	Replacement parts for cable zipwire and swing	BACS	446.40	74.40
S McManus	Reimbursement re Village Website charges	Chq. No. 002869	83.96	13.99
P Gould	Mowing contract	BACS	827.00	0.00
Clerk	Salary	BACS	650.42	0.00
Clerk	Mileage claim / Expenses	BACS	125.79	15.98
HMRC	NI / PAYE	BACS	200.32	0.00
Miss A Muller	Contribution to Flood door	BACS	1,000.00	0.00
P Forman	Contribution to flood door	BACS	1,000.00	0.00
Mrs R Skinner	Contribution to flood door	BACS	1,000.00	0.00
J Deacon	Environmental Officer: February 2019	BACS	873.01	145.50
J Deacon	RoSPA Works: Tafflands	BACS	126.72	21.12
J Deacon	RoSPA Works: Elizabeth Avenue	BACS	162.00	27.00
Roseblade & Co	Shotwood POS – Registration of Title: Legal Fees	Chq. No. 002870	242.00	36.00
Midshire Business Systems Ltd	Photocopier: Copy charges	DD (pd 25/01/19)	110.10	18.35
iD Mobile Ltd	Clerk’s mobile	DD	28.06	4.68
		TOTALS	£7,325.78	£ 357.02

RESOLVED That the above payments be approved.

9.2 Bank Reconciliation

The Bank Reconciliation was noted.

10. 2018/19 BUDGET AS AT 31 JANUARY 2019

RESOLVED That the report be received and noted.

11. BEST KEPT VILLAGE

Councillor Wyatt reported on a meeting of the Best Kept Village Sub-Committee held prior to the council meeting. Councillors S McManus and Stewart had made presentations to local groups raising the profile of the BKV competition. It was noted that the clean-up days would include clearing broken branches from Tafflands and that a skip needed to be ordered in good time before each clean-up date.

Councillor Wyatt also reported that the BKV Sub-Committee were looking to replace the post-mounted bins throughout the village alongside some of the larger bins in the playing fields. Councillor B Toon asked that the Clerk check with the County Council before an order was placed as she believed that the post-mounted bins belonged to SCC and that SCC emptied them, as they did with some of the larger bins on the playing fields.

12. CORRESPONDENCE

12.1 Staffordshire County Council

Details were received of a Road Traffic Diversion on Beacon Road which would be in effect from 04 – 08 March 2019.

AGREED That the information be noted.

12.2 Rolleston 11th Transport Festival

The Festival Organising Committee had written seeking permission to use The Croft for showing vehicles and erection of gazebos and the Elizabeth Avenue playing field for visitor parking at this year's Transport Festival on bank Holiday Monday 27 May.

AGREED That permission be granted as set out above.

12.3 Footpaths / Stiles

The Chair had received correspondence from Mr Chinn asking if the parish council could set-up a voluntary group which could, with the landowners' permission, help with the repair of footpaths. Mr Chinn also suggested that contact be made with the Burton Conservation Volunteers who undertake such works.

The Clerk had approached the County Council's Rights of Way (RoW) team for assistance as she has had difficulty in identifying landowners so that letters can be sent asking them to maintain/repair footpaths and stiles on their land. The RoW team advised that they are unable to give landowners' details, but they said that if they can be told which paths are affected, whereabouts on the route, some details of the issues and photos they can add the details to their system, and they will contact the landowners.

The Burton Conservation Volunteers (BCV) had responded saying that they normally charge £250 per day and they would survey the paths identified as needing work free of charge and they would then give a costing, depending on the number of days work required. They added that the accessibility of stiles can affect the number to be repaired/replaced in a day.

AGREED That the Burton Conservation Volunteers be asked to survey and report on the Marston Lane footpath and stiles free of charge.

12.4 Jct Beacon Drive/Elizabeth Avenue: Grit bin request

Councillor Robson had been approached by a Beacon Drive resident reporting that she had seen several people fall over on the pavement at the junction of Beacon Drive/Elizabeth Avenue and she felt that a grit bin should be provided in that area.

The Clerk had contacted the County Councillor asking him to progress the installation of a grit bin at the above location.

AGREED That the information be received and noted.

12.5 The Civic Society

1. The Civic Trust advised that it had now arranged for the distribution of the Rollestonian to the delivery team to be handled by The Civic Trust and they thanked the PC and the previous Parish Clerks for their help and assistance over the past few years.
2. The Civic Trust asked if the PC wished to continue to sponsor The Rolleston on Dove Village Directory which had been issued with The Rollestonian on an annual basis but has not been updated for some time and it is now clearly out of date. The question was asked because the council may have decided to include the information on the village web site rather than issue hard copy which costs about £200 to print and issue.

AGREED That the council look at updating the Directory and then consider if it is a viable option for it to be printed on the council's photocopier.

13. ACTION POINTS

AGREED That the information be noted.

14. 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.

15. RIALTAS SUITE ALPHA FINANCIAL MANAGEMENT SOFTWARE

RESOLVED That the council move from its accounts from Excel to the Rialtas Suite Alpha Financial Management Software from 01 April 2019 at an initial cost of £367 plus VAT with an ongoing cost of £119 plus VAT per annum from 01 April 2020 for support and maintenance.

16. GOVERNANCE

RESOLVED THAT:

- a) The policies portfolio be divided into two tranches, the first tranche will be considered for approval and adoption at the March meeting of the council; the second tranche to be considered for approval and adoption at the council's April meeting.
- b) The council be registered with the Information Commissioner with immediate effect and that the £40 annual Data Protection fee be agreed.

17. PAYROLL

RESOLVED That the council engage Ladywell Accountancy Services to operate the payroll on behalf of the council with immediate effect at a cost of £75 per annum.

The meeting closed at 9.20pm

Signed

Date