

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 MARCH 2019 COMMENCING AT 7.30 PM

PRESENT

Councillor Wyatt (in the Chair)

Councillors Gooding, E McManus, S McManus, Robson, Sanderson and Stewart

In attendance

County Councillor White

6 Members of the Public

Mary Danby, Clerk

PUBLIC FORUM

No matters were raised by members of the public.

1. APOLOGIES FOR ABSENCE

Councillors B Toon and J Toon

Jacob Fowkes, Youth Representative

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. PLANNING

3.1 Planning Applications considered by email

3.1.1 P/2019/00167

Alderbrook Lodge, Burnside

Reduce height of Conifer hedge to 6 metres and crown reduction of 1 Cedar tree by 25%

No comment.

3.1.2 P/2019/00171

Garden land opposite Brooklyn Cottage, Moseley Mews

Felling of 1 Plum tree and 1 Apple tree

Comments submitted to ESBC:

- The felling of the fruit trees is not justified
- Request that a tree survey is undertaken

3.2 Planning Applications

3.2.1 P/2019/00131

Land adjacent to 97 Station Road

Outline application for up to 18 dwellings including 10 affordable dwellings and details of access

Objection on the following grounds:

- ESBC is well above the 5 year housing numbers requirement stipulated by Government
- Additional housing is not required as the College Fields development has sufficient affordable housing to satisfy the needs identified in the housing survey
- The proposed development is not within the NDP
- The proposed development is outside the settlement boundary
- The proposed flood compensation areas are already within the flood plain
- There is a contradiction in the documentation which states that the area is not subject to flooding

- If the level is raised it will block the drainage channel leading to potential damage to neighbouring properties
- During the 2000 flood the Fire & Rescue Service parked their vehicle at 97 Station Road and pumped flood water out to the field, the proposal would adversely affect implementation of this emergency action in the future
- Flood prevention measures in the Tutbury area now sees flood water arriving in Rolleston on Dove
- The proposed layout is disappointing and is not in character for the area
- The proposal is Infill development
- There appears to be an error in the application form as the site has been the subject of previous applications on the site which have been refused
- Potential access/egress issues

3.2.2 P/2019/00154
19 Station Road
Erection of a single storey rear extension (Revised Scheme)

No objection

3.3 Planning Decisions
RESOLVED THAT:

- a) The planning decisions set out in the agenda be noted.
- b) Clarification be sought from ESBC on Planning Application Nos. P/2018/01128 and P/2018/01581 (which the council had objected to, but which had been given Conditional Approval) to enable the council to be better equipped to respond to similar applications in the future.

4. MINUTES

RESOLVED That the Minutes of the Rolleston on Dove Parish Council meeting held on 11 February 2019 be approved and signed as a true record subject to the following amendments:

Page 21 – Public Forum (a)

“Mr Baker reported that TREATS would be happy to provide ...” amended to read “It was believed that TREATS would be happy to provide ...”.

Page 23 – Minute No. 6 County Councillor’s Report

“Councillor White was not present at the meeting, a report was therefore not given” amended to read “Councillor White had given apologies and provided a report via email.”.

5. MATTERS ARISING

Page 14 – Village Green Application

County Councillor White reported that the Public Inquiry would commence on 12 March and was expected to conclude on 14 March. Over 150 Witness Statements had been received from which 15 witnesses had been invited to speak. The Planning Inspector will send the report to the County Council’s Rights of Way Committee within three weeks of the conclusion of the Inquiry. The Committee will consider the report in July (date to be confirmed).

Page 14 – Inconsiderate parking

It was agreed that an article be put onto the Facebook page asking people to park considerately in the village.

Page 15 – Village Map

The Chair undertook to speak to the landlord of The Spread Eagle asking for a completion date when the map would be reinstalled.

Page 24 – Minute No. 8.6

The Clerk was requested to contact the Youth Representative asking him to give a progress report at the next meeting confirming when the tractor will be moved to the Pumping Station.

Page 26 – Minute No. 12.5.2

The Clerk was requested to update the Village Directory.

6. COUNTY COUNCILLOR'S REPORT

- Beacon Road and School Lane (and possibly Station Road) will be resurfaced from late July – November 2019.
- Beacon Road: Large bore drainage pipe to be installed subject to Environment Agency sign off.
- Church Road drain: Severn Trent have tracked down the problem – an illegal connection has been identified and the property owner has been served a 35 Day Notice requiring this to be rectified.
- School Crossing Patrol: Recruitment advertisements will be published in the coming weeks - the Clerk will be notified so that the information can be circulated to groups in the village.

7. BOROUGH COUNCILLOR'S REPORT

No report was available as Councillor B Toon had given her apologies for absence.

8. PARISH COUNCILLORS' REPORTS

8.1 Councillor Stewart reported that the Jinnie Trail was looking very good following the recent maintenance works at the entrance.

8.2 Councillor Sanderson reported that Amberol had initially supplied the incorrect items, but this problem had now been solved and he had collected them and delivered them to the Nursery.

Councillor Sanderson also reported that the noticeboard had been delivered to the Clerk and he had collected this and taken it to the Contractor's yard.

8.3 Councillor Robson reported that the street light columns on The Lawns had been numbered and he had also noted that numbers had appeared on the pavement where no columns were currently. County Councillor White said that E.ON had an ongoing programme to replace columns with more energy efficient ones and the numbering would be where they were looking to install the new columns. Councillor Robson asked if E.ON would be undertaking a consultation exercise with affected residents – Councillor White said that he would make an enquiry on behalf of the council.

Councillor Robson reported that he had recently spoken with ESBC operatives who were litter picking in Craythorne Road. They said that they could not litter pick the ditch as it was too deep for their litter pickers to reach. The Clerk was requested to raise the concern with ESBC that the ditch was not being cleared of rubbish.

8.4 Councillor S McManus reported that an email had been received suggesting that the website was out of date. He said that the homepage is deliberately set up as a 'rolling' news page with each article being dropped down every time a new one is posted. This does mean that a historic post can still be read as if it were current and therefore could potentially be mis-leading. It was agreed to retain the current structure of the posts and not to retrospectively edit them.

Councillor S McManus referred to the Website Accessibility Regulations and said that he would be looking at these and how they might relate to the council's website.

Councillor S McManus reported that the Rolleston Station Heritage Group had requested that two trees which have secondary trunks which are leaning be felled (both are close to the boundary with Station Road). They had also asked if some other self-set Ash trees that have very thin trunks and out-grown themselves also be considered for removal. These works would greatly further improve the appearance of the entrance to the Jinny Nature Trail and Station Site.

AGREED That a quotation be sought for the requested tree works.

9. FINANCE

9.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Freeola Ltd	Village website	DD (taken 08/02/19)	13.10	2.18
Kedel Ltd	3 No. Benches (Elizabeth Avenue play area) 22 No. Posts (Shotwood Close POS)	BACS	2,130.84	355.14
PEAC (UK) Ltd	Photocopier: Lease Rental (Qtrly)	DD	210.74	35.12
P Gould	Mowing Contract	BACS	1,169.00	-
A Starbuck	Contribution to Flood defence barrier	Chq. No. 002872	960.00	-
1&1 IONOS	Village Website (Hosting)	DD	20.24	3.37
Willshee's Skip Hire	Skip hire for Clean-up Day on 16 th March (Pre-payment required to confirm order - authorised by Cllrs Wyatt and S McManus)	BACS	230.00	38.33
HMRC	Penalty fee re late registration of Transfer of Title on Shotwood Close POS (payment made prior to meeting to avoid further default charges being applied)	BACS	200.00	-
Clerk	Salary	BACS	650.62	-
Clerk	Expenses	BACS	207.34	13.08
HMRC	NI/PAYE: Month 12	BACS	200.12	-
The Community Foundation for Staffordshire	Best Kept Village Competition Entry fee	Chq. No. 002871	25.00	0.00
J Deacon	Jinnie Trail works (repair mortice post and fence at roadside £156; remove Russian Vines £120)	BACS	276.00	46.00
J Deacon	Environmental Officer (February)	BACS	873.01	145.50
Greenbarnes Ltd	Noticeboard (to be installed at John of Rolleston Primary School – Alderbrook site)	BACS	1,857.89	309.65
iD Mobile	Clerk's mobile	DD	28.06	4.68
TOTALS			9,051.96	953.05

RESOLVED That the above payments be approved.

9.2 Bank Reconciliation

The Bank Reconciliation was noted.

10. 2018/19 BUDGET AS AT 28 FEBRUARY 2019

RESOLVED THAT:

- a) The report be received and noted.

- b) The Environment Agency funds be noted as a separate Earmarked Reserve.
- c) The General Reserve be set at £13,000 at the commencement of the 2019/20 financial year.
- d) Remaining unallocated funds to be used for Capital projects – to be reviewed by the new parish council following the May 2019 local elections.

11. BEST KEPT VILLAGE

Councillor Wyatt reported on a meeting of the Best Kept Village Sub-Committee held prior to the council meeting.

12. CORRESPONDENCE

12.1 Staffordshire County Council

Details were received of a Road Traffic Diversion on Beacon Road which would be in effect from 23-26 April 2019.

AGREED That the information be noted.

12.2 Meadow View Open Space

Members were advised that a Meadow View resident had contacted the council regarding dog owners exercising their dogs in the play area, adding that dogs were often not on leads. He was concerned that a child could possibly be attacked by a dog. He said that the notice on the gate saying that dogs must be kept on leads is widely flouted and the resident sees this as a relevant safety and environmental issue which needs addressing.

AGREED That a large sign re-enforcing the message that dogs should be kept on leads be installed and that an article be uploaded to the council's Facebook page.

12.3 Village Green Application

Eric Brown had asked that the following be received under "Correspondence": "All I ask, is that individual members of the parish council, explain the reasons for the failure to stand up and represent their so called support. This application may not be successful but that is not assisted by a "sit on the fence" attitude by our council. Are too many members of the council, resident in the village, for such a short time they have no idea of history? Some are on record as being opposed. Honesty please."

AGREED That the communication be received and noted.

12.4 Craythorne Playing Field: "Football Cabin"

Bryan Chinn had contacted the council expressing his concerns regarding the deteriorating condition of the "football cabin".

AGREED That the Football Club be contacted and asked when they would be undertaking maintenance/repair works on the "cabin".

13. STORAGE OF COUNCIL RECORDS

13.1 The council was asked to consider the purchase a lockable fire resistant 4 drawer filing cabinet for the Clerk to use to hold the current relevant information that the council is required to retain that has easy access plus the Land Registry information and transfers details.

RESOLVED That a pre-owned Phoenix 2224 4 drawer 90 minute fire proof cabinet (with key) be purchased in the sum of £350 plus VAT and delivery

13.2 The council was asked to consider the purchase of a standard lockable 4 drawer filing cabinet for the Clerk to use for the remainder of the council's records.

RESOLVED That a pre-owned 4 drawer filing cabinet (with key) be purchased at a maximum cost of £84 plus VAT and delivery

13.3 **RESOLVED** That the Clerk be authorised to purchase:

- a) 50 No. transfer files - £59.98 plus VAT
- b) 1 No. pack lateral suspension files - £20.99 plus VAT
- c) 2 packs pocket transfer files - £31.98 plus VAT

14. CRAYTHORNE PLAYING FIELD – FOOTBALL PITCH HIRE ENQUIRY

Councillors were advised that Hatton United JFC were looking to start up an under 18s football team for the 2019/20 season. They were looking to use the Craythorne pitch for Sunday mornings or afternoons (depending on the time of fixtures) for the season and they had asked if this would be possible and what the fee would be for a season's hire.

AGREED That the Clerk be requested to contact Rolleston FC on their intended use of the Craythorne pitches for the 2019/20 season and that a decision on the enquiry from Hatton United JFC be deferred until the next meeting of the council.

15. INVITATION TO RE-JOIN THE STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

Councillors considered a six month trial membership of the SPCA at a cost of £98 (50% discount on the pro rata six month membership fee). If accepted, the trial membership would end mid-September 2019 and the council would need to decide before the end of the trial if it wishes to remain a member at the standard membership rate (pro rata for the remainder of the financial year).

RESOLVED That the six month trial membership offer at a cost of £98 be accepted and that the council review whether it wishes to remain a member at the September 2019 council meeting.

16. GOVERNANCE: POLICIES (1ST TRANCHE)

RESOLVED THAT:

a) The following policies be approved and adopted with immediate effect:

- Code of Conduct
- Standing Orders
- Financial Regulations
- Statement of Internal Control and Annual Review of Effectiveness of Internal Control
- Data Protection policies:
 - Councillor Privacy Notice
 - Data Security Breach Reporting Form
 - Document Retention and Disposal Policy
 - Data Audit
 - Email Contact Privacy Notice
 - Information & Data Protection Policy
 - Privacy Impact Assessment Form
 - Publication Scheme
 - Social Media Policy
 - Subject Access Request Form
 - The Management of Transferable Data Policy

b) Committees be properly constituted (Scheme of Delegation) at the May 2019 council meeting.

17. ACTION POINTS
RESOLVED THAT:

- a) The current list be split into two sections: one for action by the parish council and the other for action by other agencies/local authorities
- b) The following items be added to the list:
 - Plaque – Elizabeth Avenue Play Area
 - Spread Eagle island sign
 - Tractor

18. 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.

19. STAFFING MATTERS

RESOLVED THAT:

- a) The Clerk's appointment be formally approved following satisfactory completion of the probationary period.
- b) The Council split the cost of the Use of Home as Office Allowance with Shobnall Parish Council (the cost to RPC currently being £9.29 per month (£111.48 pa)).
- c) The Clerk's request to carry forward 16 hours annual leave to the 2019/20 holiday year be approved.

20. ST MARY'S PCC

RESOLVED That the response suggested by the Best Kept Village Sub-Committee be agreed.

21. QUOTATIONS

RESOLVED THAT:

- a) John Deacon's quotation to install a Parish Council noticeboard at John of Rolleston Primary School (Alderbrook site) in the sum of £100 plus VAT (materials and labour) be accepted.
- b) John Deacon's quotation to install 2 No. replacement benches and 1 No. new bench at the Elizabeth Avenue Play Area in the total sum of £172 plus VAT be accepted.

The meeting closed at 10.05 pm

Signed

Date