

**MINUTES OF A MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE
ON MONDAY 08 APRIL 2019 COMMENCING AT 7.30 PM**

PRESENT

Councillor Wyatt (in the Chair)
Councillors E McManus, S McManus, Robson, Sanderson, B Toon and J Toon
Jacob Fowkes, Youth Representative

In attendance

County Councillor White
2 Members of the Public
Mary Danby, Clerk

PUBLIC FORUM

No matters were raised by members of the public.

1. APOLOGIES FOR ABSENCE

Councillors Gooding and Stewart

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. PLANNING

3.1 Planning Applications considered by email

Application No.	Address	Proposal
P/2018/01392	35 Burnside	Construction of a single storey dwelling and associated access (amended plans received)
Previous comments reiterated to ESBC:		
a) The proposal is an overdevelopment of the site which would adversely impact on the neighbouring properties		
b) Concern regarding access/egress due to the narrow road, and		
c) The proposed development is back land development, i.e. garden infill		
P/2019/00280	54 & 56 Station Road	Removal of two Apple trees, one Pear tree and one Damson tree
Comments submitted to ESBC:		
<ul style="list-style-type: none"> ▪ Request that a tree survey is undertaken ▪ Cannot see any reason why the trees cannot be pruned if required 		

3.2 Planning applications

Application No.	Address	Proposal
P/2018/01482	34 Church Road	Conversion of the existing detached garage roof space to form ancillary living accommodation with associated roof alterations and installation of an external staircase (amended plans received)
No comment		

Application No.	Address	Proposal
P/2019/00192	Land adjacent to 157 Craythorne Road, Stretton	Outline application for the erection of two dwellings with all matters reserved

Comment:

- The proposal, if approved, would move the Stretton boundary closer to Rolleston on Dove, thus reducing the gap between the two villages
- The Housing Needs Statement (HNS) refers to ESBC's SHMA dated April 2014 - the HNS may not be up-to-date as it does not include reference to the College Fields site

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/2018/01584 (on which the council had submitted "no comment", but which had been refused) 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 March 2019 be approved and signed as a true record.

Councillor B Toon asked that the 11 February 2019 Minutes be amended to read as follows:

7. BOROUGH COUNCILLOR'S REPORT

Councillor B Toon reported that ESBC had agreed a small increase on the 2019/20 Council Tax. She also reported that the Brook Hollows works should be started during 2019.

5. MATTERS ARISING

Page 15 – Village Map

Councillor Wyatt reported that the council had been requested to contact Mitchell & Butlers regarding the map being installed on the pub's external wall.

AGREED That the Clerk contact Mitchell & Butlers with a view to be map being installed as soon as possible.

Page 15 – Tractor (Minute 8.6 January 2019 refers)

The Youth Representative gave an update on the tractor, saying that it would be in situ by the last weekend in May 2019. He also said that the tractor will meet the RoSPA criteria. Councillor Wyatt asked that the Youth Representative keep in contact with the contractor, which he agreed to do.

Councillor Wyatt asked that the Youth Representative prepare a Press Release for the Burton Mail and that he should have a photograph taken of him with the tractor when it has been installed. The Press Release should incorporate a reference to the council and that Youth Representatives would be welcomed.

Page 29 Jinnie Trail

It was noted that the Russian Vine was growing rapidly and will need to be treated – Councillors were advised that the Station Heritage Group (Clive Baker) would liaise directly with the contractor (Phil Gould) for the works to be undertaken at the optimum time.

6. COUNTY COUNCILLOR'S REPORT

Councillor White said that he was unable to provide a report due to purdah in the run up to the May elections, he was able to answer the following queries put to him by Councillors:

- Beacon Road: Councillor White confirmed that the Beacon Road resurfacing works were anticipated to commence in the summer – the works were still on course following completion of the flood alleviation works.
- Pot holes at the junction of Station Road/School Lane: Councillor White was hopeful that these would be addressed in the near future.
- Marston Lane: Councillor White confirmed that resurfacing works were starting and that the drains will be reinstated as part of those works.

7. BOROUGH COUNCILLOR'S REPORT

Councillor Toon said that she was unable to provide a report due to purdah in the run up to the May elections.

8. PARISH COUNCILLORS' REPORTS

- 8.1 Councillor Robson raised his concerns that the damaged post on Burnside had yet to be repaired. Councillor White said that Staffordshire Highways had checked their asset records and they had confirmed that they do not own the Burnside railings. Staffordshire Highways would be prepared to carry out the necessary repairs and claim the costs back from the vehicle owner's insurance if the council asked them to do so. It was stressed that in so doing the council would not have to claim ownership of the posts and railings.

AGREED That the Clerk write to Staffordshire Highways, copied to Councillor White accepting their offer to repair the damaged post, that they reclaim the costs from the vehicle owner's insurer and including a statement that the council does not claim ownership of the posts and railings.

Councillor Robson reported that donations of fruits had been received for the Jubilee Orchard; that Simon Richardson was helping with the work; trees would be labelled, and the website information was to be revamped.

Councillor Robson reported that logs were stuck on the weir and there was silt build-up at the Spread Eagle Island bridge.

AGREED That ESBC be requested to take the necessary action to resolve these issues.

- 8.2 Jacob Fowkes suggested that the railing on the Burnside bridge(s) could be powder coated rather than simply being repainted.

AGREED That ESBC be approached with this suggestion.

- 8.3 Councillor Sanderson reported that trees to the west of the Tafflands play area appeared to be dead and queried why this was the case.

AGREED That the trees be inspected as part of the village Clean-up Day on 13 April.

Councillor Sanderson said that the Civic Trust had had a speaker on the Trent Valley Project – the speaker had said that the Project was interested on putting in footpaths and they could be a good contact for the council regarding the footpath maintenance works and replacement stiles in the parish.

Councillor Sanderson reported that trees had been removed and the land had been flattened on Station Road, opposite the Jinnie Trail and he was concerned at the lack of vegetation on the site.

AGREED That the ESBC Planning Enforcement Officer be asked to look at the site as the orchard is designated as a green space in the NDP.

- 8.4 Councillor E McManus reported that the parking article had been placed on the council's Facebook page. A resident had provided photographs of inconsiderate parking at the school – these would be passed to the Clerk for retention in the council's records.

AGREED That the photographs of the inconsiderate parking be passed to the PCSO with a request that she visit the site.

Councillor E McManus said that the rubbish on Craythorne Lane was very bad and some railings were broken.

AGREED That the broken railings would be indicated to the contractor during the Village Clean-up Day on 13 April and his advice sought on the best course of action.

Councillor E McManus reported that the Royal Mail post box at the bottom of Meadow View had been repainted.

- 8.5 Councillor S McManus reported that a resident had reported that a tree branch by the Club was down on a telephone line. There was some confusion on the location of the broken branch as Councillor Wyatt had recently reported to ESBC's Out of Hours service that a branch was down and resting a telephone line at the junction of Station Road/Church Road.

Councillor Wyatt agreed to investigate and identify the location of the broken branch and report the confirmed location to ESBC.

- 8.6 Councillor Wyatt reported that there was a lot of litter on the Tutbury Road from the "Welcome" sign.

AGREED That the council's contractor be requested to clear the litter.

9. FINANCE

9.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement re litter pickers, etc for Village Clean-up day	BACS (Paid 12/03/19)	156.17	26.03
Willshee's Skip Hire	Skip hire for Clean-up Day on 13 April (Pre-payment required to confirm order)	BACS (Paid 27/03/19)	230.00	38.33
1&1 Internet Ltd	Village website	DD (Paid 07/04/19)	5.99	1.00
Paperstone Ltd	Stationery (for filing cabinets)	BACS	62.94	10.49
Urban Vision Enterprise CiC	Rolleston on Dove NP: Preparation of the Basic Conditions Statement, etc	BACS	2,100.00	350.00
Viking	Stationery (for filing cabinets)	BACS	97.16	16.19

Payee	Description	Payment Method	Gross £	VAT £
B A Gooding	Contribution to Flood defence barrier	Chq. No. 002873	840.00	-
P Taylor	Contribution to Floodstop barrier	BACS	984.00	-
A Mandelberg	Contribution to flood barrier	BACS	1,000.00	-
Staffordshire Parish Councils' Association	6 month trial membership	BACS	98.00	-
Staffordshire Parish Councils' Association	Local councillor training course (3 delegates)	BACS	45.00	-
Amberol Ltd	Matting and liners for planters	BACS	649.44	108.24
Society of Local Council Clerks'	2019 Membership subscription (pro rata with Shobnall Parish Council)	BACS	90.32	-
Clerk	Salary	BACS	670.44	-
Clerk	Expenses	BACS	213.98	23.07
P Taylor	Reimbursement re Rolleston Remembers brochure	BACS	58.17	-
Midshire Business Systems Ltd	Photocopier: Copy charges	DD (25/04/19)	103.93	17.32
iD Mobile	Clerk's mobile	DD (25/04/19)	31.21	5.21
Mrs A Cox	Contribution to flood barrier	BACS	894.00	-
J Purvis	Contribution to flood barrier	BACS	1,000.00	-
J Deacon	Environmental Officer – March 2019	BACS	873.01	145.50
J Deacon	Noticeboard (John of Rolleston Primary School site) and Benches (Elizabeth Avenue play area)	BACS	326.40	54.40
P Gould	Mowing Contract – April 2019	BACS	1,198.23	-
		TOTALS	11,728.39	795.78

RESOLVED That the above payments be approved.

9.2 Bank Reconciliation

RESOLVED That the Bank Reconciliation was received and noted.

10. 2018/19 BUDGET AS 31 MARCH 2019

RESOLVED That the report be received and noted.

11. BEST KEPT VILLAGE

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

RESOLVED That:

- The contractor be asked to open the Craythorne Lane playing field car park barrier on the morning of 13 April to enable the skip to be delivered.
- The winners of the four age categories and a Judges' Special Award be presented with age appropriate art sets at a cost of c£25 per category – the prize winners' will be invited to the Annual Parish Meeting on 21 May to receive their awards.
- The BKV Sub-Committee next meet on 09 September 2019 to discuss the Judges' comments and the marks received in the 2019 BKV competition.

12. COUNCILLORS' TRAINING

12.1 Planning Training

Following attendance by three councillors on a Local Councillors training session run by the Staffordshire Parish Councils' Association (SPCA) a request had been made for all councillors to be trained in planning matters. The SPCA will deliver the training session at a venue provided by the council at a cost of £250 plus mileage. It had been suggested that the training could be arranged to take place after the May 2019 local elections and that, provided the venue offers enough space, an invitation be extended to another parish council(s) to join the session, thereby offsetting the cost between two (or more) councils.

RESOLVED THAT:

- Arrangements be made for the SPCA to deliver their Planning training session at Rolleston on Dove venue on a mutually convenient date.
- Other local parish councils be contacted and invited to participate in the training and that the costs be shared between those councils attending the session.

12.2 Councillor's Induction Pack

RESOLVED That the Clerk's suggestion that an Induction Pack be provided to all councillors be approved and that the Pack should include:

Members List	Training Policy
Meetings Timetable	Model Code of Conduct
Budget	Standing Orders
Financial Regulations	Parish Council Powers
Data Protection Policies	Equal Opportunities Policy
Health & Safety Policy	HR Policies
Community Engagement Strategy	Good Councillor's Guide
Minutes of previous month's Parish Council meetings	

13. GOVERNANCE – POLICIES (2ND TRANCHE)

RESOLVED That the following policies be approved and implemented with immediate effect:

Anti-fraud and Corruption Policy
Community Engagement Policy
Complaints Procedure
Dignity at Work, Bullying and Harassment
Disciplinary Procedure
Environment Policy
Equal Opportunities Policy
Grievance Procedure
Health and Safety Policy
Lone Working Policy and Guidance
Members and Officers Subsistence/Mileage Policy 2019/20
Openness and Transparency Policy
Risk Management Policy
Sickness and Absence Policy
Training Policy
Whistle Blowing Policy

14. ASSET REGISTER AS AT 31 MARCH 2019

RESOLVED THAT:

- The Asset Register as at 31 March 2019 be received and noted.
- Councillors were requested to review the Asset Register against the areas they covered and take photographs where appropriate so that the Register could be updated and provide an accurate reflection of the council's assets.

15. FOOTPATHS AND STILES (Minute No. 12.3 11 February 2019 refers)

The council was advised that the Burton Conservation Volunteers (BCV) had surveyed the following footpaths:

Marston Lane – Cornmill Lane
Cornmill to Shotwood
Path to Home Farm Park

The survey had identified various works which were required, including realignment of finger posts, replacement stiles, etc. BCV had quoted £750 for their labour to undertake the works, the stile/gate kits, Waymarker posts, top rails and hardcore would need to be supplied by the council. The BCV noted that the County Council may be able to supply the stile/gate kits free of charge*. The council would also need to attain the landowners' permission before the works could be undertaken.

*The Clerk had contacted the County Council who had confirmed that the stile/gate kits could be supplied free of charge provided these were replacements for existing structures, that landowner agreements had been attained, etc.

RESOLVED THAT:

- a) The report be received and noted.
- b) Landowner permission be sought to undertake the works as set out above.
- c) £1000 from the BKV budget be allocated for the project (£750 BCV labour cost, £250 hardcore, etc).
- d) The Trent Valley Project be approached to ascertain whether funding might be available to offset the costs of the above works (Minute 8.3 above refers).

16. QUOTATION – JINNY TRAIL – TREE WORKS (Minute No. 8.4 11 March 2019 refers)

RESOLVED That the following quotation submitted by Barnett Tree Services be accepted in the sum of £425.00 for the removal of two leaning limbs, other tree works and all debris to be removed from site, area to be left clean and tidy

17. ACTION POINTS

RESOLVED That the document be received and noted.

18. CORRESPONDENCE

18.1 East Staffordshire Borough Council (ESBC)

Sections 59 to 75 Anti-Social Behaviour, Crime and Policing Act 2011, Sections 87 and 88 Environmental Protection Act 1990 (as amended by Section 19 Clean Neighbourhoods and Environmental Act 2005)

RESOLVED That ESBC be requested to consider that Public Space Protection Orders (PSPOs) be implemented at the following locations:

Area	Alcohol Control	Dogs on Leads
The Croft		✓
Craythorne Lane Playing Field	✓	✓
Elizabeth Avenue Play Area	✓	✓
Tafflands Play Area	✓	✓
Spread Eagle Island	✓	✓
Jubilee Orchard		✓
Shotwood Close Public Open Space	✓	✓
The Jinny Trail	✓	

18.2 Staffordshire Parish Councils' Association (SPCA)

Weekly bulletins have been circulated via email to all Councillors

18.3 Field Drive – Street Sign

A resident had contacted the council to say that the above street sign post had collapsed as the post rotted. Field Drive is a private road, but the parish council had provided the sign some years ago and was now requested to replace the post and reinstate the sign.

RESOLVED That ESBC be requested to replace the street sign.

18.4 Bryan Chinn

Mr Chinn contacted the council requesting a progress report on stiles and expressing his concern regarding the deteriorating condition of the portacabin at Craythorne Road Playing Fields.

RESOLVED THAT:

- a) Mr Chinn be referred to the BCV survey report (available on the council's website).
- b) Contact be made with Rolleston FC for an update on when the maintenance works will commence on the portacabin.

18.5 RoDSEC: Peace Festival 29 June 2019

RoDSEC had contacted the council seeking permission to fasten 'Peace Poles' to a number of the fixed security posts that fringe the lawned areas of the Croft.

RESOLVED That permission be granted, as set out above.

19. 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.

20. FINANCIAL MATTERS

RESOLVED That the Civic Trust be retrospectively invoiced for its contribution to the plants for the planters (reduced by 50% of the agreed contribution) and that the Trust be advised that the council offers to dedicate a stile in recognition of the Civic Trust's work in the village.

21. CRAYTHORNE LANE PLAYING FIELD – FOOTBALL PITCHES

RESOLVED THAT:

- a) Pitch bookings be booked via the Clerk and all bookings to be recorded on the Outlook calendar.
- b) No more than two matches are to be played at any time.
- c) Rolleston FC be given priority for the hire of football pitches and that they be requested to provide their fixture lists as soon as these have been confirmed each season.
- d) Hatton JFC be advised that they would be welcome to hire the football pitches for their fixtures when the pitches are not being used by Rolleston FC.
- e) The new football club (yet to be formed) be advised that their fixtures cannot be accommodated due to the current and ongoing committed usage .
- f) The hire fees for junior teams will be £10 per match; training sessions will be free of charge – all matches and training sessions to be booked via the Clerk (see (a) above).
- g) Rolleston FC be asked to provide their fixture lists for the 2016/17 and 2017/18 seasons, highlighting their home matches played on the Craythorne Lane Playing Field pitches and that they be retrospectively charged at 50% of fees that should have been paid for those seasons.

The meeting closed at 9.45 pm

Signed

Date