

MINUTES OF THE ANNUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE
ON TUESDAY 14 MAY 2019 COMMENCING AT 7.30 PM

PRESENT

Councillors E McManus, S McManus, Sanderson, Stewart and Toon

In attendance

County Councillor White

2 Members of the Public

Mary Danby, Clerk

1. ELECTION OF CHAIRMAN

RESOLVED That Councillor S McManus be elected Chairman of the Parish Council for the ensuing year.

2. ELECTION OF VICE-CHAIRMAN

RESOLVED That Councillor Stewart be elected Vice-Chairman of the Parish Council for the ensuing year.

3. PUBLIC FORUM

No matters were raised by members of the public.

4. APOLOGIES FOR ABSENCE

Councillors Robson and Wyatt

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

6. CO-OPTIONS TO FILL FOUR VACANCIES ON THE PARISH COUNCIL

The Clerk advised the council that there were four vacancies following the May Local Elections when seven people had stood for election to the parish council. As the council's full membership is 11 councillors, the seven people were all elected uncontested, this meant that there are four vacancies on the council.

Publicity had been published on the council's website and Facebook page and the noticeboards inviting candidates to come forward for co-option to fill the vacancies. 31 May 2019 had been set as the closing date for expressions of interest to be submitted to the Clerk and all interested persons would be invited to attend the June meeting where they can briefly address the council. The council will then vote by ballot to select co-opted councillors. The co-opted councillors will be asked to sign Declarations of Acceptance of Office and they will take their seat at the July RPC meeting.

RESOLVED That the information be received and noted.

7. APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES

Committee / Sub-Committee	Membership
Environment Committee*	Cllrs E McManus, S McManus, Stewart , Sanderson, Stewart, Wyatt plus representatives from village organisations
Planning Applications Committee	All members of the council (Quorum = 4 councillors)

*The Environment Committee replaces the Best Village Sub-Committee and Recreational Sub-Committee and will cover the Jubilee Orchard, Best Kept Village, environmental matters, etc. Local organisations were to be contacted to ask if they wish to nominate a member as their representative to sit on the Committee which will meet every two/three months.

8. APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Outside Body	Current Representative(s)
Rolleston Almshouse Trustee	Cllrs Robson and Sanderson
Rolleston Civic Trust	Cllrs E McManus, S McManus, Robson, Sanderson, Stewart
Rolleston United Foundation	Cllr B Toon

9. PLANNING

9.1 Planning Applications

Application No.	Address	Proposal
P/2019/00334	35 Shotwood Close	Installation of replacement front door
No objection		
P/2019/00395	54 Station Road	Demolition of existing porch to facilitate off road parking and formation of a dropped kerb
No objection		
P/2019/00442	93 Station Road	Conversion and alterations to dwelling house (Class C3) to form a residential care home (Class C2)
<p>No objection in principle but Members note that:</p> <ul style="list-style-type: none"> ▪ The property is of historical interest to the village. ▪ There is a lack of parking for visitors in the proposed development. ▪ The property is located on a slight bend on the road with a bus stop outside with no pull-in for the bus making it difficult for people to access/exit the property when the bus is at the stop. ▪ No change in parking spaces is shown on the site – where would medical people attending to the client’s park? ▪ Would residents be expected not to have their own vehicles, if this is not the case where would those vehicles be parked? ▪ Access/egress to the property is difficult with terraced properties on the opposite side of the road where there is little parking and people park on the roadside. ▪ No dining room is shown on the plan – would the clients eat in their own rooms or would they eat in the communal lounge? ▪ Will the rear garden be retained as open space for the clients use? 		
P/2019/00511	The Coach House South Hill	Crown reduction by up to 30% of 1 Pear tree
No objection		

9.2 Planning Decisions

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

10. MINUTES

RESOLVED That the Minutes of the Rolleston on Dove Parish Council meeting held on 08 April 2019 be approved and signed as a true record.

11. MATTERS ARISING

Page 35 – Village Map

The Clerk reported that the map was due to be installed w/e 07 June 2019 as part of planned maintenance works at the Spread Eagle Inn.

Page 35 – Tractor (Minute 8.6 January 2019 refers)

It had been reported that the Youth Representative had texted the contractor to say he will collect the tractor by end of May 2019, and it will be made play safe within several weeks for return to Tafflands. The team who will make the tractor play safe are experienced in making it safe to pass RoSPA.

Page 35 - Jinny Trail

The Station Heritage Group had removed some of the Russian Vine but there were a few areas which needed to be treated with weedkiller to prevent further growth – the council's contractor was to be asked to apply the weedkiller.

Page 36 – Damaged post on Burnside

County Councillor White confirmed that the council's letter requesting that Staffordshire highways undertake the necessary works and claim the costs from the vehicle owner's insurance should be addressed to Richard Rayson, copied to Councillor White.

Page 36 – Trees at Tafflands Play Area

Councillor Sanderson reported that the trees were not dead as first thought, they are healthy and in bud.

Page 38 – Best Kept Village (Minute No. 11)

Councillor S McManus reported that all the prize winning posters had been displayed at the school noticeboard, some had also been displayed on the Meadow View noticeboard.

12. COUNTY COUNCILLOR'S REPORT

Councillor White reported:

- a) Five Lanes End roundabout: Staffordshire Highways will be carrying out "significant works" to resurface the B5017 Burton Road roundabout, also known as Five Lanes End, in Needwood, at the end of June.
- b) Staffordshire Highways will be carrying out highway improvements and resurfacing work on Shobnall Road, Burton on Trent. The £650,000 investment will see the resurfacing of the entire road and include the replacement of damaged kerb stones and ironworks, and improved drains. Proposals for traffic calming measures are also being considered for the road. The works are scheduled for June and are expected to take around nine weeks to complete. A temporary road closure will be in place to ensure the work can be carried out safely and a suitable diversion will be put in place.
- c) Marston Lane: Councillor White confirmed that resurfacing works would be done once Severn Trent have completed replacing pipe works and reinstatement of the drains.
- d) Beacon Road: The County Council was in negotiation with the Environment Agency for a larger bore pipe down the road, the road will be resurfaced once the pipe works have been completed.
- e) Village Green application: The independent Inspector has completed his report and he is not recommending that the site be made into a village green. The report will be considered by the

County Council's Public Rights of Way Committee in July and the Committee will make the final decision on the application.

- f) He had objected to the Temporary Traffic Order for Needwood Avenue, Garrett Square and Forest School Street in terms of the Saturday working, during ~~of~~ operational hours on weekdays and the extent of the Order.

13. BOROUGH COUNCILLOR'S REPORT

Councillor Toon said that she was unable to provide a report as the council had yet to meet following the May elections.

14. PARISH COUNCILLORS' REPORTS

14.1 Councillor Toon raised several issues which had been put to her:

- a) A resident of South Hill had complained about the state of the road. She had advised him that ESBC was not responsible for highways, the responsibility for these lies with Staffordshire Highways; he was also told South Hill was a private road which Staffordshire Highways will not maintain.
- b) A resident of South Hill had asked for an additional dog litter bin to be installed at the midway point along the Jinny Trail. Councillor S McManus said that this had been considered previously but it was not possible to install the additional bin due to access difficulties for emptying it.
- c) A nurse had asked that a defibrillator be installed which was available 24/7 to the public, i.e. outside, not inside a building.

14.2 Councillor Sanderson:

- a) Reported that a road sign had been spun round on Anslow Lane/Tutbury Road.
- b) Asked if arrangements had been put in place for the Rollestonian of the Year award. Councillor S McManus said that the call for nominations had been publicised on the council's website and Facebook page, notices were displayed on the noticeboards and collection boxes had been delivered to the Rolleston club and Starbucks. The closing date for nominations had been set as 31 May, nominations would be considered at the June council meeting and the award presented at the July council meeting.
- c) The raised planters had been installed at The Spread Eagle Island and would be planted up in the next few days.

14.3 Councillor Stewart:

- a) The bin on the Spread Eagle Island needed some maintenance work done (cleaning, painting).

AGREED That the council's contractor be requested to quote for this work.

- b) The memorial bench on the Spread Eagle Island needs to be restored and it was queried whether this work fell within the contract.

AGREED That the contractor be contacted and asked if the bench fall within his contract and for the works to be done as soon as possible if it does. The contractor to be asked to quote for the work if this is outside his contract.

- c) The wooden posts and metal chains on the Spread Eagle Island need to be restored and it was queried whether this work fell within the contract.

AGREED That the contractor be contacted and asked if the posts and chains fall within his contract and for the works to be done as soon as possible if it does. The contractor to be asked to quote for the work if this is outside his contract.

- d) It was noted that the John Bull sign works had not been done.

AGREED That the contractor be contacted and asked when this work would be completed.

- e) The footpath between the Church and the Spread Eagle Inn had been cleared on the recent Village Clean-up day.

14.4 Councillor S McManus:

- a) Reported that Rolleston WI had agreed to sponsor one of the Spread Eagle Island planters in the sum of £50.
- b) In response to a report from a member of the public that the incorrect mortar had been used on the recent works to reinstate kerb stones on the Spread Eagle Island, Councillor S McManus said he would inspect the kerb stones the following day.

15. INTERNAL AUDIT REPORT YEAR ENDED 31 MARCH 2019
RESOLVED THAT:

- a) The detailed breakdown of the council's Earmarked Reserves be considered at the next meeting of the council.
- b) The remaining Environment Agency funds be considered at the next meeting of the council.
- c) The Internal Audit Report for the year ended 31 March 2019 be noted.

16. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19

16.1 Section 1 – Annual Governance Statement 2018/19
RESOLVED THAT:

- 16.1.1 The council had put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- 16.1.2 The council had maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 16.1.3 The council had taken all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances.
- 16.1.4 The council had provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- 16.1.5 The council had carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

- 16.1.6 The council had maintained throughout the year an adequate and effective system of internal audit of the accounting records and controls systems.
- 16.1.7 The council had taken appropriate action on all matters raised in reports from internal and external audit.
- 16.1.8 The council had considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the authority and, where appropriate, have included them in the accounting statements.
- 16.1.9 The Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2019 be approved and the Chair be authorised to sign the document.

16.2 Section 2 – Accounting Statements 2018/19

RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2019 be approved and that the Chair be authorised to sign the document.

17. FINANCIAL MATTERS

17.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
East Staffordshire Borough Council	Emptying bins, Q1	BACS (paid 12/04/19)	846.02	141.00
Clerk	Reimbursement re art sets (prizes for BKV Poster Competition winners)	BACS (Paid 13/04/19)	115.47	9.74
1&1 IONOS Ltd	Village website	DD	5.99	1.00
D Elks	Contribution to flood defence	Chq. No. 002874	1,000.00	-
P Mathias	Contribution to flood defence	BACS	540.00	-
P Gould	Mowing Contract	BACS	1,198.23	-
Viking Payments	Stationery	BACS	44.82	6.07
Toplis Associates Ltd	2018/19 Internal Audit	BACS	127.56	21.26
S McManus	Reimbursement re 1&1 IONOS (Website)	BACS	20.24	3.37
Barnett Tree Services	Tree works (Jinnie Trail)	BACS	450.00	-
Clerk	Salary	BACS	670.44	-
Clerk	Expenses	BACS	87.95	6.50
Zurich Municipal	2019/20 Premium	BACS	3,050.94	-
Rialtas Business Solutions Ltd	Alpha Financial Software/Set-up and Licence	BACS	442.20	73.20
John Deacon	Shotwood Close POS: Install posts	BACS	420.00	70.00
John Deacon	Environmental Officer	BACS	894.84	149.14
Clerk	Reimbursement re Office 365 Personal renewal	BACS	59.99	10.00
iD Mobile Ltd	Clerk's mobile	DD (25/05/19)	28.76	4.79
		TOTALS	10,003.45	496.07

RESOLVED That the above payments be approved.

17.2 Inter Account Transfer

RESOLVED That the transfer of £2,000 from the Business Bank Account to the Treasurer's Account on 13 April 2019 to provide a "cushion" until the first half of the Precept had been

received from ESBC (approved by the Chair and Vice-Chair prior to the transfer being made as set out in the council's Financial Regulations) be retrospectively agreed.

18. FOOTPATHS AND STILES

The Clerk reported that she was having trouble in identifying the landowners so that they could be contacted and asked for their permission to undertake the identified footpath and stile works. The Clerk had contacted the County Council's Public Rights of Way team (PROW) and asked if they could provide the landowners' contact details. The PROW Officers had agreed to discuss this request at their May PROW meeting.

RESOLVED THAT:

- a) The report be received and noted.
- b) A further report be made to the next council meeting.

19. ACTION POINTS

RESOLVED That the document be received and noted.

20. ROLLESTON FC

20.1 The Club had approached the council regarding the following items which had been requested when Club representatives met with councillors a few months ago:

- a) Extra signage around Craythorne entrances/exits to make dog walkers aware to pick up any mess.
- b) New signage to make dog walkers aware to keep dogs on leads while football is in play.
- c) Litter in the car park – the installation of additional bins was requested, the Club also asked if the litter picker could pick closer to the match days on Sundays.

The Club had also asked:

- Would it be possible to ask the council's mowing contractor how much he would charge the Club for the area around the portacabin to be kept tidy each time he visits the site.
- Does the council have any plans to tidy up the white fence that segregates the car park from the field?
- There are several posts that run $\frac{2}{3}$ of the way down the car park, one of which had been pulled out of the ground – this will allow vehicle access down to the portacabin which then defeats the purpose of the gate being there and being locked as a point of security.

RESOLVED THAT:

- a) A quotation(s) be obtained for the requested signage.
- b) The council's contractor be asked whether the litter in the car park was due to the bins being full or because people were not using the bins.

- c) The Club be informed that the council's contractor had cleared the area around the portacabin as part of the Village Clean-up on 11 May. The Club were to be asked if the work done is the type of thing the Club is looking to have done going forward – if the Club was happy with the level of work done or if it wanted something done differently, the contractor be contacted for a quote for the Club as requested.
- d) White fence – this is an item which will come under the newly formed Environment Committee and could be the subject of an application to Sport England, or other grant giving bodies.
- e) Posts – the council's contractor was to be asked to look at the posts and advise on what can be done to prevent access to vehicles driving down to the portacabin.

20.2 Portacabin

A resident had contacted the council on several occasions expressing his concern at the condition of the portacabin. The Clerk contacted the Club to ask when they were planning to undertake the necessary maintenance works. The Club had advised that the works would be undertaken on 23 June 2019.

RESOLVED That the information be received and noted.

20.3 Portacabin – Insurance

A resident had contacted the council on several occasions asking if the council had seen the Club's insurance certificate for the portacabin. The Clerk reported that the portacabin is covered on the council's insurance policy under "All Risks".

RESOLVED That the information be received and noted.

21. CORRESPONDENCE

21.1 Staffordshire County Council

Road Traffic Regulation Act 1984 (as amended) and Road Traffic (Temporary Restrictions) Act 1991 Temporary No Waiting Restrictions and Temporary Vehicle Removal / Tow Away Order Needwood Avenue, Garrett Square and Forest School Street, Rolleston on Dove

RESOLVED That the council object to the above Order on the following grounds:

- The duration of works from 07:00 to 18:00 on weekdays is seen to be unreasonable - deliveries should be restricted to school hours, i.e. 09:30 to 15:00
- Saturday working is seen to be unreasonable
- The restriction on Needwood Avenue should be restricted to one side only

21.2 Save Our Stretton

The March and April Save Our Stretton updates had been brought to the council's attention regarding the progress of various planning matters. Messrs Chinn and Edwards believed that "of particular interest to Rolleston on Dove residents is the progress, or lack of progress, to the junction of Harehedge Lane and Rolleston Road. The proposed new road layout should be completed before the occupation of any of the first 110 dwellings some of which are in Rolleston".

RESOLVED That the information be received and noted.

21.3 Traffic on Church Road near Hall grounds

A resident of Church Road had contacted the council via email regarding their concerns about the aggressive traffic coming through the village particularly down this stretch of Church Road.

RESOLVED THAT:

- a) The resident be advised that the council has no powers to deal with highway issues.
- b) The resident's concerns be passed to the PCSO with a request that they visit the road.

21.4 Parking Issues – Elizabeth Avenue

A resident of Elizabeth Avenue had contacted the council reporting parking issues at the top of Elizabeth Avenue which prevent people from accessing their properties around the school times and evenings. The evenings issue relates to youths who play football on the field. The resident says that the youths are not residents of the village and they are, or have been, abusive when asked to move their vehicles. The resident asked what the council could do to resolve the problem.

The Clerk had advised the resident that the council has no powers to deal with parking issues. The Clerk had passed the information to the PCSO with a request that she or one of her colleagues visit the road.

RESOLVED That the information be received and noted.

21.5 Footpath 14 (Beacon Road to Craythorne Wood)

It was noted that the council had received emails from members of the public regarding the cutting of the hedgerow by the landowner on the above footpath during the nesting season.

21.6 Cutting of tree branches at Tafflands/Craythorne Lane playing field

The council had received a complaint from a member of the public regarding the cutting of tree branches during the Village Clean-up on 16 April. A response was sent to the complainant explaining the work that had been done and why it had been necessary.

21.7 Access to the council's archive records

A resident had contacted the Clerk asking how people could access the council's archive records now that these were located at the Clerk's home. A response was sent explaining that the archive records were to be deposited with the Staffordshire Record Office, located in Stafford, on 01 May 2019 and that anyone may view those records by making an appointment to do so.

22. 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.

23. LAND MATTERS

RESOLVED THAT:

- 23.1 The County Council's Legal Services be engaged to complete the necessary work for first registration of both the Beacon Road site and the Craythorne Lane Playing Fields and that the quoted fee of £650 plus disbursements and VAT and the HM Land Registry fee per site be accepted.

- 23.2 The Clerk undertake research to confirm whether the rent had been received in recent years (and would be invoiced for the current financial year) for the garden rents due from two Walford Road residents.
- 23.3 The allotment rents for the Beacon Road allotments be raised from £3 pa to £5 pa with effect from 01 April 2020.
- 23.4 The Risk Assessment be reviewed by the Environment Committee.
- 23.5 The Asset Register be updated to include all parcels of land within the council's estate portfolio.

24. BURNSIDE RAILINGS AND BRIDGES
RESOLVED THAT:

- a) Following receipt of information from the council's historical records which confirms that the parish council had commissioned and paid for maintenance/painting works on the Burnside and Brookside railings in the past, the council accepts responsibility for maintaining the railings going forward.
- b) Given that the maintenance works will require a significant financial commitment it was agreed that the works be broken into smaller sections and that the first section would be the railings around the John Bull sign on the Spread Eagle Island. Councillor Stewart would provide photographs of the work required on this section for discussion on the next council agenda.

The meeting closed at 9.35 pm

Signed

Date