

# Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby  
32 Hillcrest Rise  
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WS7 4SH

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Our Ref: MD

23 June 2019

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council to be held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 08 July 2019** commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

*MDanby*

Mary Danby  
Clerk

## **ROLLESTONIAN OF THE YEAR 2019**

Presentation of the Rollestonian of the Year Award to John Morris.

## **PUBLIC FORUM**

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

1. **TO RECEIVE APOLOGIES**
2. **DECLARATIONS OF INTERESTS AND DISPENSATIONS**
3. **PLANNING MATTERS**
  - 3.1 **Planning applications**

Planning Application No.	Address	Proposal
P/2019/00653	The Old Hall, Hall Grounds	Crown raising of 2 Yew trees by 5 metres and crown raising of 1 Yew tree b 3 metres (TPO 1A) (Enclosure No. 1A)
P/2019/00654	7 Church Road	Crown raising of 1 Holly tree, 1 Horse Chestnut tree and 6 Yew trees by 5 metres (TPO 1A) (Enclosure No. 1B)

Planning Application No.	Address	Proposal
P/2019/00671	17 Burnside	Felling of 1 Lawson Cypress tree and crown reduction by 30% of 2 Lawson Cypress trees (Enclosure No. 1C)
P/2019/00704	Well House (formerly known as Camelot), Hall Grounds	Reduce lateral branches by 2.5 metres of 1 Cedar tree and crown reduction in height by 3 metres of 1 Conifer tree (Enclosure No. 1D)
P/2019/00706	The Old Hall, Hall Ground	Crown reduction by 30% and crown raising by 2 metres of 1 Cherry tree, crown raising by 5 metres and crown reduction of lowest branch by up to 2 metres of 1 Yew tree and crown raising by 5 metres of 1 Yew tree (Enclosure No. 1E)

### 3.2 Planning decisions

The following planning decisions have been notified:

Planning Application No.	Address	Proposal
P/2019/00395 Permitted	54 Station Road	Demolition of existing porch to facilitate off road parking and formation of a dropped kerb
P/2019/00511 Consent granted	The Coach House, South Hill	Crown reduction by up to 30% of 1 Pear tree (T1 of TPO 223)

### 3.3 Planning Appeals

The following planning appeals have been notified:

Planning Application No.	Address	Appeal
P/201/01659	Land at Brookhouse Hotel, Brookside	Appeal against the refusal of Planning Permission to construct three detached dwellings and convert former hotel and coach house to create 10 residential units also including construction of a single storey rear extension and demolition of an existing outbuilding and conservatory
P/2016/01663	Land at Brookhouse Hotel, Brookside	Appeal against the refusal of Listed Building Consent for internal and external alterations to facilitate the conversion of former hotel and coach house to 10 residential units, including the demolition of existing outbuilding and conservatory, the erection of a single storey rear extension, creation of and alterations to window and door openings and demolition of wall

4. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 10 JUNE 2019 (ENCLOSURE NO. 2)
5. TO CONSIDER MATTERS ARISING FROM THE PREVIOUS MEETING
6. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR
7. TO RECEIVE A REPORT FROM THE BOROUGH COUNCILLOR

**8. TO RECEIVE REPORTS FROM PARISH COUNCILLORS**

**9. COMMITTEES/SUB-COMMITTEES (Minute Nos. 7 and 30 refer)**

9.1 To formally appoint the Committees/Sub-Committees. The council has previously agreed the following:

Committee / Sub-Committee	Membership
Environment Committee*	Cllrs E McManus, S McManus, Sanderson, Stewart, Wyatt plus representatives from village organisations (Quorum = 3 councillors)
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.

**9.2 Environment Committee**

To set the date for the first meeting of the Environment Committee.

**10. TO CONSIDER FINANCIAL MATTERS**

**10.1 Schedule of payments (as at 21 June 2019)**

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement re Rolleston of the Year award	BACS (paid 12/06/19)	93.52	13.50
Clerk	Reimbursement re stationery (Village Directory)	BACS (paid 17/06/19)	117.46	19.58
P Gould	Mowing contract	BACS	1,198.23	-
UK Office Direct Ltd	Stationery	BACS	93.74	15.62
Clerk	Clerk's expenses	BACS	82.61	-
Staffordshire Parish Councils' Association	Chairmanship Skills training (2 no. delegates)	BACS	35.00	-
		<b>TOTALS</b>	<b>1,620.56</b>	<b>48.70</b>

**10.2 Bank Reconciliation as at 30 June 2019**

To follow.

**10.3 2019/20 Budget as at 30 June 2019 – ENCLOSURE NO. 3**

To follow.

**11. ACTION POINTS (ENCLOSURE NO. 4)**

**12. ROLLESTON FOOTPATHS**

Barry Edwards has emailed the council asking why the council continues to publish an inaccurate footpaths leaflet. Mr Edwards had originally highlighted inaccuracies on the leaflet to the council in January 2018, these were included in the Clerk's report but he says "I cannot see that any discussion took place on the inaccuracies in the parish council's footpath leaflet nor have I received any acceptance or dispute of the errors. In another e-mail I sent to the parish clerk on 18<sup>th</sup> December 2017 I pointed out that on the definitive footpath map produced by the county council the footpath marked Footpath 19 on the parish council's leaflet is really an extension of Footpath 9.

Could you please advise why the parish council continues to publish an inaccurate leaflet?

Whilst I was looking into the parish's footpaths and how they related to British Standards I advised the parish council that I had written to the county council asking them to adopt British Standards for footpath stiles, unfortunately the county council refused to adopt British Standards as their default position but in the minutes of the parish council meeting held in January 2018 the Chair stated that British Standards was the way forward ..... could you please confirm that Burton Conservation Volunteers have been instructed to work to British Standards when replacing the stiles for the parish council."

### **13. CORRESPONDENCE**

#### **13.1 Church Road sewage issue**

A resident who has been, and continues to be, in communication with Severn Trent and County Councillor White regarding this matter, has asked that this issue be brought to the council's attention.

The resident reports that he had walked along Church Road on 14 June and he had discovered several sanitary items along the same stretch as previously. He suspects that the problem lies with Staffordshire Highways for not clearing the drains and gullies and he had previously asked that the County Councillor ensure that this was done. He has asked the County Councillor to ensure that the drains are cleared as a priority.

The resident appreciates that this issue is not a parish council responsibility but is sure that the council may get some complaints about this issue again. He says he does not know if the council has "any influence with the County Councillors but a positive outcome to this revolting issue would be good for the whole village."

#### **13.2 Environment Committee**

##### **13.2.1** Following the Chair's appeal for information at the previous meeting, Bryan Chinn has provided a list of issues for consideration. He also queried whether the Environment Committee meetings would be held in public.

Responses were sent to Mr Chinn advising (a) that the matters he had raised would put to the Environment Committee for consideration and (b) that the Environment Committee meetings would be held in public and public notice would be given in advance of those meetings.

##### **13.2.2** Barry Edwards has provided a list of issues for consideration. Mr Edwards has been advised that the matters he has raised will be put to the Environment Committee for consideration.

#### **13.3 Staffordshire Parish Councils' Association (SPCA)**

The weekly SPCA Bulletins have been forwarded to all councillors.

### **14. EXCLUSION OF THE PRESS AND PUBLIC**

#### **Chair to move:**

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. DEFIBRILLATOR (ENCLOSURE NO. 5 - Councillors only) (Minute Nos. 14(c) and 30 refer)**

#### **16. FOOTPATH BARRIER (ENCLOSURE NO. 6 - Councillors only) (Minute No. 33.3 refers)**

#### **17. PUBLIC GALLERY (ENCLOSURE NO. 7 – Councillors only)**

Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

P/13/00653

**Publication of applications on planning authority websites.**

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

**1. Trees Location**

Number	<input type="text"/>
Suffix	<input type="text"/>
Property name	<input type="text" value="The Old Hall"/>
Address line 1	<input type="text" value="Hall Grounds"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Rolleston On Dove"/>
Postcode	<input type="text" value="DE13 9BS"/>



If the location is unclear or there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Easting (x)	<input type="text" value="423286"/>
Northing (y)	<input type="text" value="327742"/>
Description	<input type="text"/>

**2. Applicant Details**

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Paul"/>
Surname	<input type="text" value="Taylor"/>
Company name	<input type="text"/>
Address line 1	<input type="text" value="The Old Hall, Hall Grounds"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>

## 2. Applicant Details

Town/city	<input type="text" value="Rollleston On Dove"/>
Country	<input type="text"/>
Postcode	<input type="text" value="DE13 9BS"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

## 3. Agent Details

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Henry"/>
Surname	<input type="text" value="Hall"/>
Company name	<input type="text" value="Stockley Park Tree Services"/>
Address line 1	<input type="text" value="Stockley Park Farm"/>
Address line 2	<input type="text" value="Hanbury Road"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Anslow Gate"/>
Country	<input type="text"/>
Postcode	<input type="text" value="DE13 9PJ"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text"/>

## 4. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

☒ Yes ☐ No

Are you wishing to carry out works to tree(s) in a conservation area?

☒ Yes ☐ No

## 5. Identification of Tree(s) and Description of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. You should use the same numbering on your sketch plan (see help for sketch plan requirements).

Please provide the following information:

- Tree species

## 5. Identification of Tree(s) and Description of Works

- The number used on the sketch plan); and
- A description of the proposed works.

Where trees are protected by a Tree Preservation Order you must also provide:

- Reasons for the work; and where trees are being felled
- Proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with one standard ash in same position.

Tree 4 - Yew tree on left hand side of Amarah drive - Requires crown raising to 3 metres above ground level to give clearance over Amarah drive. ✓

Tree 5 - Yew tree next to tree 3 - Requires crown raising to 5 metres above road. ✓

Tree 6 - Yew tree next to tree 5 - Requires crown raising to 5 metres above road. ✓

## 6. Trees - Additional Information

### For all trees

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes).

It would also be helpful if you provided details of any advice given on site by an LPA officer.

### For works to trees covered by a TPO

Please note: If none of the proposed work involves trees covered by a TPO, please answer 'No' to the two questions below

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application MUST be accompanied by the necessary evidence to support your proposals (see guidance notes for further details).

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall ☐ Yes ☒ No

If Yes, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. Alleged damage to property - e.g. subsidence or damage to drains or drives. ☐ Yes ☒ No

If Yes, you are required to provide for:

- Subsidence: A report by an engineer or surveyor (to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals) and a report from an arboriculturist to support the tree work proposals.

- Other structural damage (e.g. drains walls and hard surfaces): Written technical evidence from an appropriate expert, including description of damage and possible solutions.

### Documents and plans (for any tree)

Are you providing additional information in support of your application (e.g. an additional schedule of work for question 'Identification of Tree(s) and Description of Works')? ☐ Yes ☒ No

## 7. Tree Ownership

Is the applicant the owner of the tree(s)? ☒ Yes ☐ No

## 8. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number

## 9. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

### 9. Authority Employee/Member

It is an important principle of decision-making that the process is open and transparent.

☐ Yes ☒ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

### 10. Trees - Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

Date (cannot be pre-application)

28/05/2019



RECEIVED

07 JUN 2013

P/19/00 653



**ENCLOSURE NO. 1A**



P/19/00 653



Tree 4

ENCLOSURE NO. 1A



P/19/00 685

07 JUN 2019

Tree 5

ENCLOSURE NO. 1A



P/19/00 653

RECEIVED

07 JUN 2013

Tree 6

ENCLOSURE NO. 1A

**ENCLOSURE NO. 1A**



Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

P/2019/00654

RECEIVED 29.05.19

**Publication of applications on planning authority websites.**

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

**1. Trees Location**

Number	7
Suffix	
Property name	
Address line 1	Church Road
Address line 2	
Address line 3	
Town/city	Rolleston On Dove
Postcode	DE13 9BE

If the location is unclear or there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Easting (x)	423343
Northing (y)	327725

Description

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**2. Applicant Details**

Title	Mrs
First name	
Surname	Bowden
Company name	
Address line 1	The Woodlands
Address line 2	Church Road
Address line 3	

## 2. Applicant Details

Town/city	<input type="text" value="Rolleston On Dove"/>
Country	<input type="text"/>
Postcode	<input type="text" value="DE13 9BE"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

## 3. Agent Details

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Henry"/>
Surname	<input type="text" value="Hall"/>
Company name	<input type="text" value="Stockley Park Tree Services"/>
Address line 1	<input type="text" value="Stockley Park Farm"/>
Address line 2	<input type="text" value="Hanbury Road"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Anslow Gate"/>
Country	<input type="text"/>
Postcode	<input type="text" value="DE13 9PJ"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text"/>

## 4. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

☒ Yes ☐ No

Are you wishing to carry out works to tree(s) in a conservation area?

☒ Yes ☐ No

## 5. Identification of Tree(s) and Description of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. You should use the same numbering on your sketch plan (see help for sketch plan requirements).

Please provide the following information:

- Tree species

**ENCLOSURE NO. 1B**



## 5. Identification of Tree(s) and Description of Works

- The number used on the sketch plan); and
- A description of the proposed works.

Where trees are protected by a Tree Preservation Order you must also provide:

- Reasons for the work; and where trees are being felled
- Proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with one standard ash in same position.

Group 1 - Consists of 1 Holly, 1 Horse Chestnut and 6 yew trees - Require crown raising to 5 metres above the road.

## 6. Trees - Additional Information

### For all trees

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes).

It would also be helpful if you provided details of any advice given on site by an LPA officer.

### For works to trees covered by a TPO

**Please note: If none of the proposed work involves trees covered by a TPO, please answer 'No' to the two questions below**

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application MUST be accompanied by the necessary evidence to support your proposals (see guidance notes for further details).

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall ☐ Yes ☒ No

If Yes, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. Alleged damage to property - e.g. subsidence or damage to drains or drives. ☐ Yes ☒ No

If Yes, you are required to provide for:

- Subsidence: A report by an engineer or surveyor (to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals) and a report from an arboriculturist to support the tree work proposals.

- Other structural damage (e.g. drains walls and hard surfaces): Written technical evidence from an appropriate expert, including description of damage and possible solutions.

### Documents and plans (for any tree)

- Are you providing additional information in support of your application (e.g. an additional schedule of work for question 'Identification of Tree(s) and Description of Works')? ☐ Yes ☒ No

## 7. Tree Ownership

- Is the applicant the owner of the tree(s)? ☒ Yes ☐ No

## 8. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number

17211829

## 9. Authority Employee/Member

**With respect to the Authority, is the applicant and/or agent one of the following:**

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

- It is an important principle of decision-making that the process is open and transparent. ☐ Yes ☒ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

## 10. Trees - Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

Date (cannot be pre-application)

28/05/2019

P/19/00 654

RECEIVED

07 JUN 2013



ENCLOSURE NO. 1B

**ENCLOSURE NO. 1B**



P/19/00654

RECEIVED

07 JUN 2013



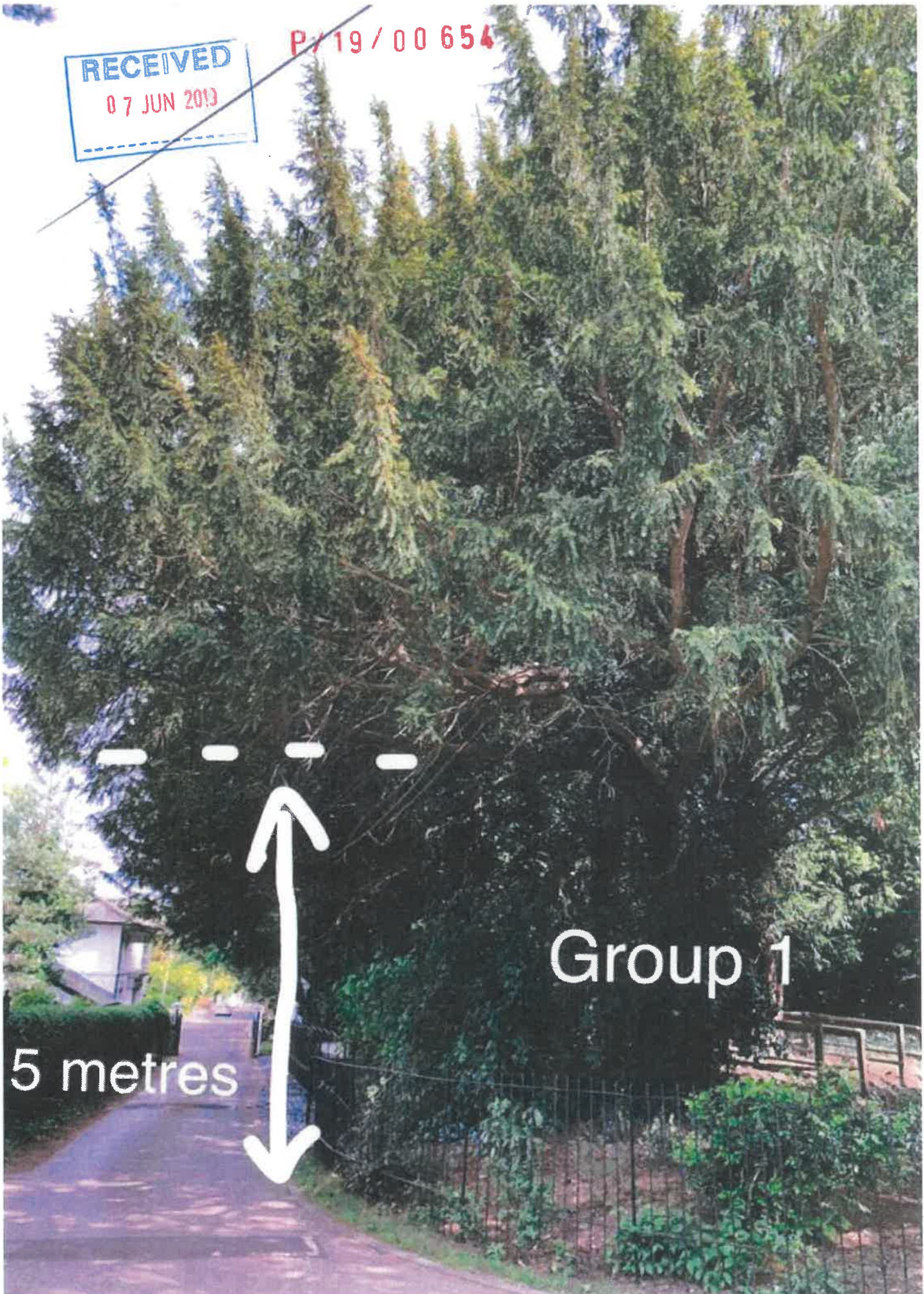
5 metres

Group 1



RECEIVED  
07 JUN 2013

P/19/00654



Group 1

5 metres

Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

P/2019/00671

RECEIVED 31.05.19

## Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

### 1. Trees Location

Number	17
Suffix	
Property name	
Address line 1	Burnside
Address line 2	
Address line 3	
Town/city	Rolleston On Dove
Postcode	DE13 9DN

If the location is unclear or there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Easting (x)	423640
Northing (y)	327607

Description

### 2. Applicant Details

Title	Mrs
First name	Ann
Surname	cook
Company name	
Address line 1	17, Burnside
Address line 2	
Address line 3	



## 2. Applicant Details

Town/city	<input type="text" value="Rolleston On Dove"/>
Country	<input type="text"/>
Postcode	<input type="text" value="DE13 9DN"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

## 3. Agent Details

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="nathan"/>
Surname	<input type="text" value="barnett"/>
Company name	<input type="text" value="Barnett Tree Services"/>
Address line 1	<input type="text" value="206 rolleston road"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Burton upon trent"/>
Country	<input type="text"/>
Postcode	<input type="text" value="de130ay"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text"/>

## 4. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

☒ Yes ☐ No

Are you wishing to carry out works to tree(s) in a conservation area?

☐ Yes ☒ No

## 5. Identification of Tree(s) and Description of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. You should use the same numbering on your sketch plan (see help for sketch plan requirements).

Please provide the following information:

- Tree species



## 5. Identification of Tree(s) and Description of Works

- The number used on the sketch plan); and
- A description of the proposed works.

Where trees are protected by a Tree Preservation Order you must also provide:

- Reasons for the work; and where trees are being felled
- Proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with one standard ash in same position.

T1 Height reduction by 30% from 13 meters down to 9 meters, Lawson cypress.

T2 Tree removed due to its close proximity to the house, Lawson cypress.

T3 Height reduction by 30% from 9 meters down to 6 meters, Lawson cypress.

## 6. Trees - Additional Information

### For all trees

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes).

It would also be helpful if you provided details of any advice given on site by an LPA officer.

### For works to trees covered by a TPO

**Please note: If none of the proposed work involves trees covered by a TPO, please answer 'No' to the two questions below**

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application MUST be accompanied by the necessary evidence to support your proposals (see guidance notes for further details).

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall ☐ Yes ☒ No

If Yes, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. Alleged damage to property - e.g. subsidence or damage to drains or drives. ☐ Yes ☒ No

If Yes, you are required to provide for:

- Subsidence: A report by an engineer or surveyor (to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals) and a report from an arboriculturist to support the tree work proposals.

- Other structural damage (e.g. drains walls and hard surfaces): Written technical evidence from an appropriate expert, including description of damage and possible solutions.

### Documents and plans (for any tree)

Are you providing additional information in support of your application (e.g. an additional schedule of work for question 'Identification of Tree(s) and Description of Works')? ☐ Yes ☒ No

## 7. Tree Ownership

Is the applicant the owner of the tree(s)? ☒ Yes ☐ No

## 8. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number

## 9. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent. ☐ Yes ☒ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

## 10. Trees - Declaration

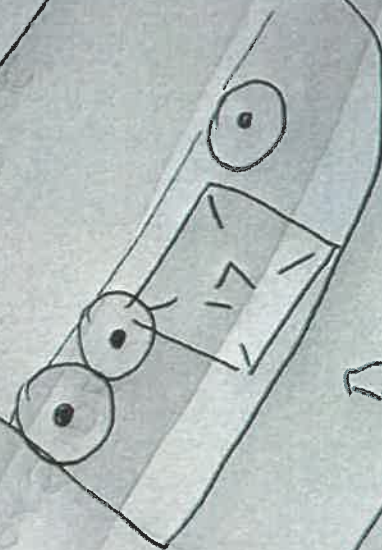
I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

Date (cannot be pre-application)

31/05/2019

Bladons YARD

Rollleston Club



Durnside close

Durnside

RECEIVED  
31 MAY 2019

P/19/00671

2/4

17 Durnside  
Rollleston on  
Dove.

**ENCLOSURE NO. 1C**

Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

P/2019/00704

RECEIVED 10.06.19

**Publication of applications on planning authority websites.**

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

## 1. Trees Location

Number	<input type="text"/>
Suffix	<input type="text"/>
Property name	<input type="text" value="Well House (formally known as Camelot)"/>
Address line 1	<input type="text" value="Hall Grounds"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Rolleston On Dove"/>
Postcode	<input type="text" value="DE13 9BS"/>

If the location is unclear or there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Easting (x)	<input type="text" value="423251"/>
Northing (y)	<input type="text" value="327771"/>

Description

## 2. Applicant Details

Title	<input type="text" value="Mrs"/>
First name	<input type="text" value="Mihaela"/>
Surname	<input type="text" value="Kelemen"/>
Company name	<input type="text"/>
Address line 1	<input type="text" value="Well House, Hall Grounds"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>

## 2. Applicant Details

Town/city	<input type="text" value="Rolleston On Dove"/>
Country	<input type="text"/>
Postcode	<input type="text" value="DE13 9BS"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

## 3. Agent Details

Title	<input type="text"/>
First name	<input type="text" value="Chris"/>
Surname	<input type="text" value="Neale"/>
Company name	<input type="text" value="Fritchwood Tree Services"/>
Address line 1	<input type="text" value="2 Corsham Place"/>
Address line 2	<input type="text" value="Marchington"/>
Address line 3	<input type="text" value="christopher"/>
Town/city	<input type="text" value="Uttoxeter"/>
Country	<input type="text"/>
Postcode	<input type="text" value="ST14 8LU"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text"/>

## 4. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

☒ Yes ☐ No

Are you wishing to carry out works to tree(s) in a conservation area?

☒ Yes ☐ No

## 5. Identification of Tree(s) and Description of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. You should use the same numbering on your sketch plan (see help for sketch plan requirements).

Please provide the following information:

- Tree species

**ENCLOSURE NO. 1D**

## 5. Identification of Tree(s) and Description of Works

- The number used on the sketch plan); and
- A description of the proposed works.

Where trees are protected by a Tree Preservation Order you must also provide:

- Reasons for the work; and where trees are being felled
- Proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with one standard ash in same position.

Cedar (T1) - reduce lateral branches by 2.5 metres due to outgrowing location and getting too close to BT wires

Conifer (T2) - reduce height by 3m due to being twin stemmed and the potential of splitting

## 6. Trees - Additional Information

### For all trees

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes).

It would also be helpful if you provided details of any advice given on site by an LPA officer.

### For works to trees covered by a TPO

**Please note: If none of the proposed work involves trees covered by a TPO, please answer 'No' to the two questions below**

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application MUST be accompanied by the necessary evidence to support your proposals (see guidance notes for further details).

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall ☐ Yes ☒ No

If Yes, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. Alleged damage to property - e.g. subsidence or damage to drains or drives. ☐ Yes ☒ No

If Yes, you are required to provide for:

- Subsidence: A report by an engineer or surveyor (to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals) and a report from an arboriculturist to support the tree work proposals.

- Other structural damage (e.g. drains walls and hard surfaces): Written technical evidence from an appropriate expert, including description of damage and possible solutions.

### Documents and plans (for any tree)

Are you providing additional information in support of your application (e.g. an additional schedule of work for question 'Identification of Tree(s) and Description of Works')? ☐ Yes ☒ No

## 7. Tree Ownership

Is the applicant the owner of the tree(s)? ☒ Yes ☐ No

## 8. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number

## 9. Authority Employee/Member

**With respect to the Authority, is the applicant and/or agent one of the following:**

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent. ☒ Yes ☐ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

If yes, please provide details of their name, role, and how they are related:

I am married to Holly Neale who is a EHTO

### 9. Authority Employee/Member

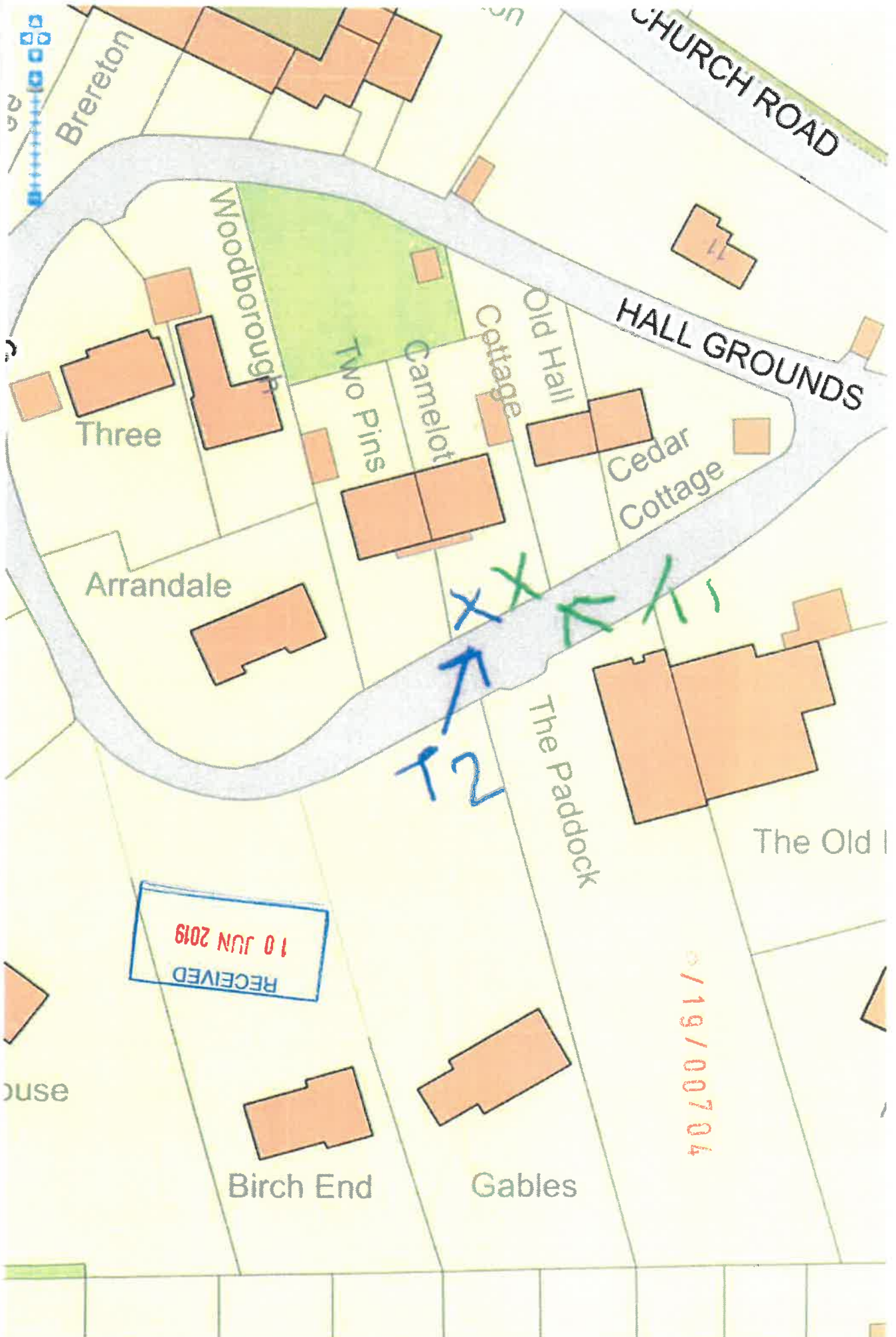
### 10. Trees - Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

Date (cannot be pre-application)

08/06/2019







Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

**Publication of applications on planning authority websites.**

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

**1. Trees Location**

Number	<input type="text"/>
Suffix	<input type="text"/>
Property name	<input type="text" value="The Old Hall"/>
Address line 1	<input type="text" value="Hall Grounds"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Rolleston On Dove"/>
Postcode	<input type="text" value="DE13 9BS"/>



If the location is unclear or there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Easting (x)	<input type="text" value="423286"/>
Northing (y)	<input type="text" value="327742"/>
Description	<input type="text"/>

**2. Applicant Details**

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Paul"/>
Surname	<input type="text" value="Taylor"/>
Company name	<input type="text"/>
Address line 1	<input type="text" value="The Old Hall, Hall Grounds"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>

## 2. Applicant Details

Town/city	Rolleston On Dove
Country	
Postcode	DE13 9BS
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

## 3. Agent Details

Title	Mr
First name	Henry
Surname	Hall
Company name	Stockley Park Tree Services
Address line 1	Stockley Park Farm
Address line 2	Hanbury Road
Address line 3	
Town/city	Anslow Gate
Country	
Postcode	DE13 9PJ
Primary number	
Secondary number	
Fax number	
Email	

## 4. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

☒ Yes ☐ No

Are you wishing to carry out works to tree(s) in a conservation area?

☒ Yes ☐ No

## 5. Identification of Tree(s) and Description of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. You should use the same numbering on your sketch plan (see help for sketch plan requirements).

Please provide the following information:  
- Tree species



## 5. Identification of Tree(s) and Description of Works

- The number used on the sketch plan; and
- A description of the proposed works.

Where trees are protected by a Tree Preservation Order you must also provide:

- Reasons for the work; and where trees are being felled
- Proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with one standard ash in same position.

Tree 1 - Cherry Tree - Reduce by 30% and raise to 2 metres from ground level, roadside branches are conflicting with traffic and tree needs reducing all round to leave a balanced canopy. ✓

Tree 2 - Yew Tree next to Cherry - Requires crown raising to 5 metres above road to give clearance for larger vehicles, reduce lowest branch extending towards the old hall by up to 2 metres. ✓

Tree 3 - Yew tree next to tree 2 - Requires crown raising to 5 metres above road to give clearance for larger vehicles. ✓

## 6. Trees - Additional Information

### For all trees

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes).

It would also be helpful if you provided details of any advice given on site by an LPA officer.

### For works to trees covered by a TPO

Please note: If none of the proposed work involves trees covered by a TPO, please answer 'No' to the two questions below

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application MUST be accompanied by the necessary evidence to support your proposals (see guidance notes for further details).

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall

☐ Yes ☐ No

If Yes, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. Alleged damage to property - e.g. subsidence or damage to drains or drives.

☐ Yes ☐ No

If Yes, you are required to provide for:

- Subsidence: A report by an engineer or surveyor (to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals) and a report from an arboriculturist to support the tree work proposals.

- Other structural damage (e.g. drains walls and hard surfaces): Written technical evidence from an appropriate expert, including description of damage and possible solutions.

### Documents and plans (for any tree)

Are you providing additional information in support of your application (e.g. an additional schedule of work for question 'Identification of Tree(s) and Description of Works')?

☐ Yes ☐ No

## 7. Tree Ownership

Is the applicant the owner of the tree(s)?

☐ Yes ☐ No

## 8. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number

## 9. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

### 9. Authority Employee/Member

It is an important principle of decision-making that the process is open and transparent.

... Yes    ☐ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

### 10. Trees - Declaration

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Date (cannot be pre-application) 28/05/2019





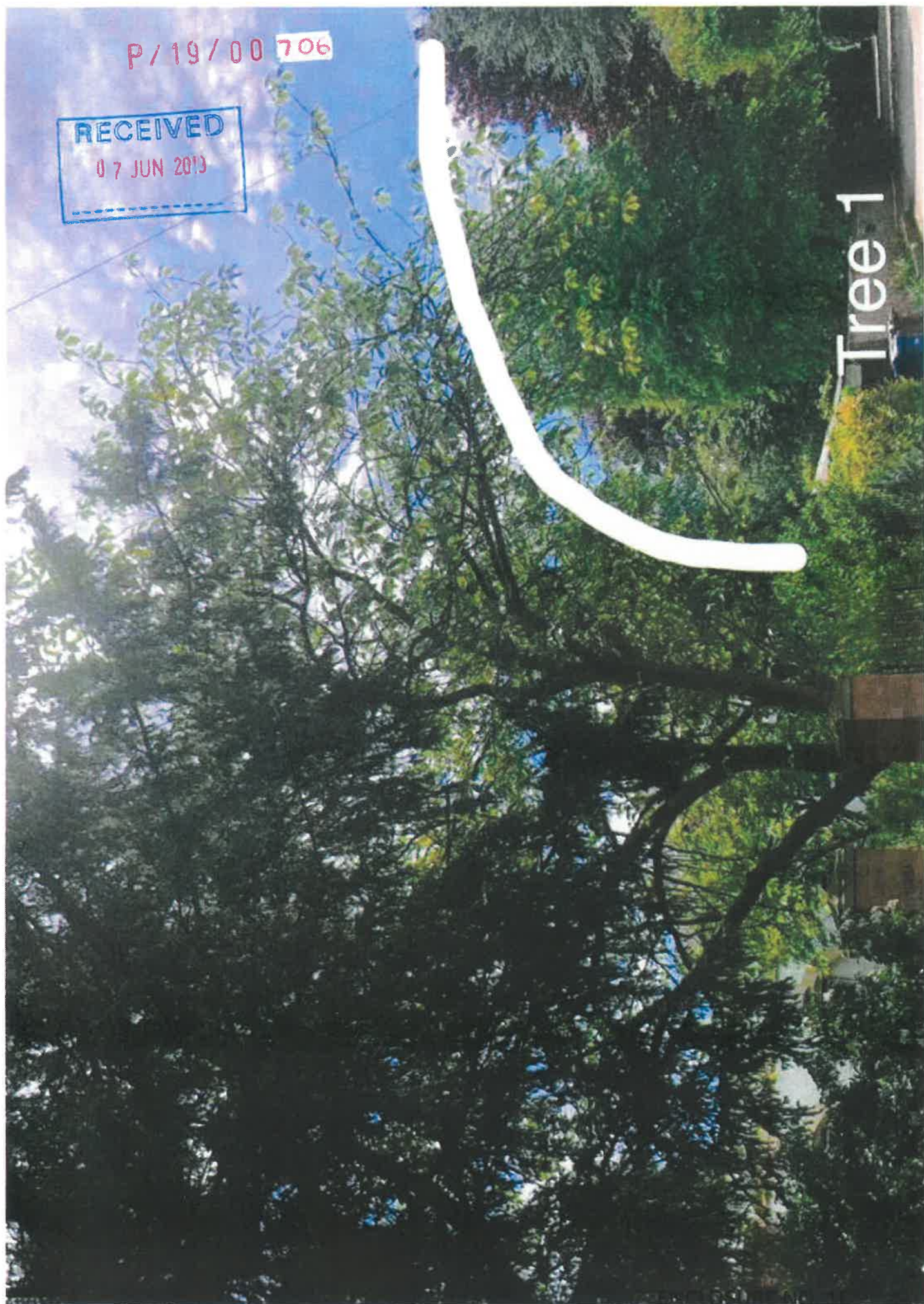


P/19/00 706

RECEIVED

07 JUN 2013

Tree 1





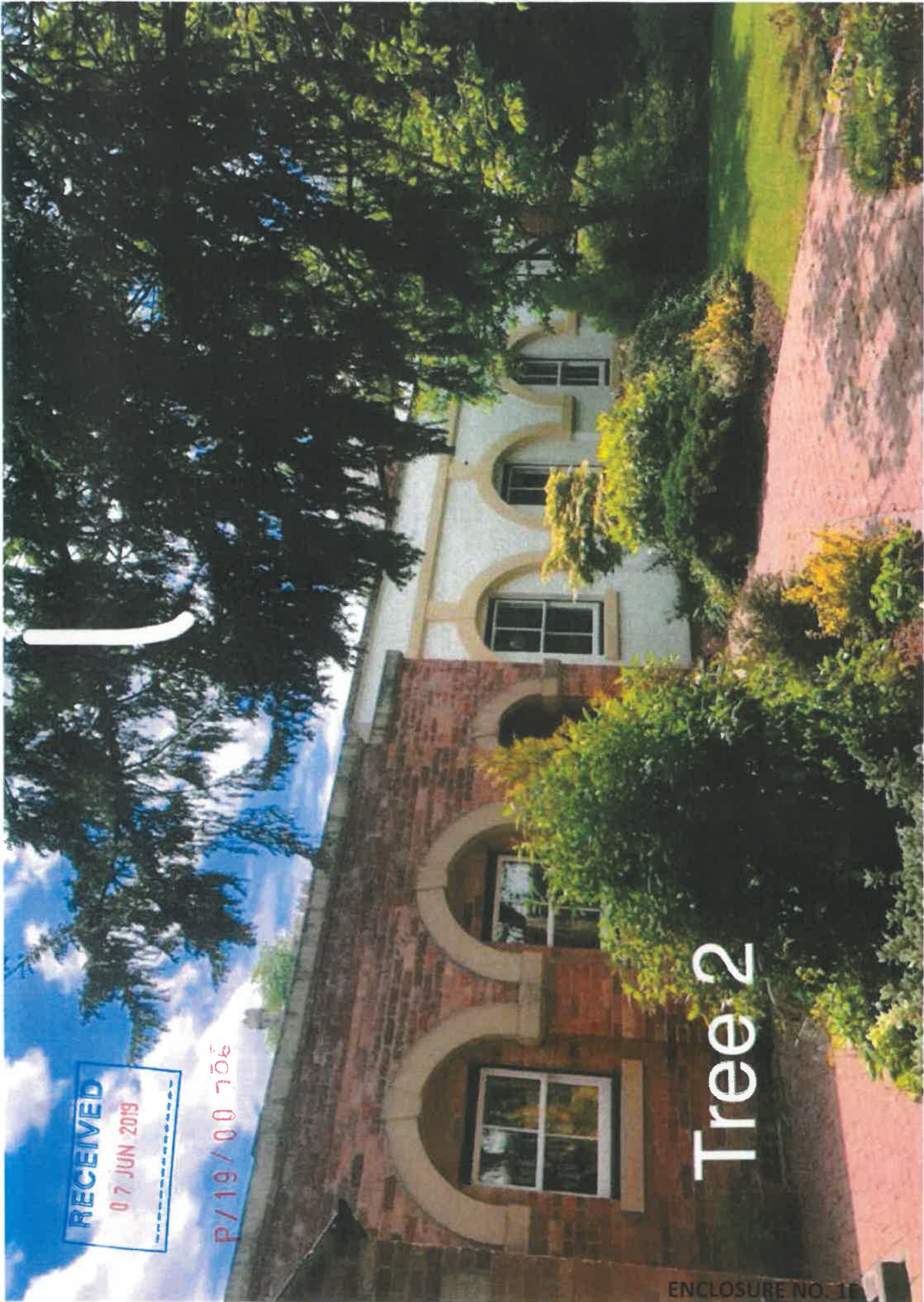
RECEIVED  
07 JUN 2013

P/19/00 706

Tree 1

ENCLOSURE NO. 1E





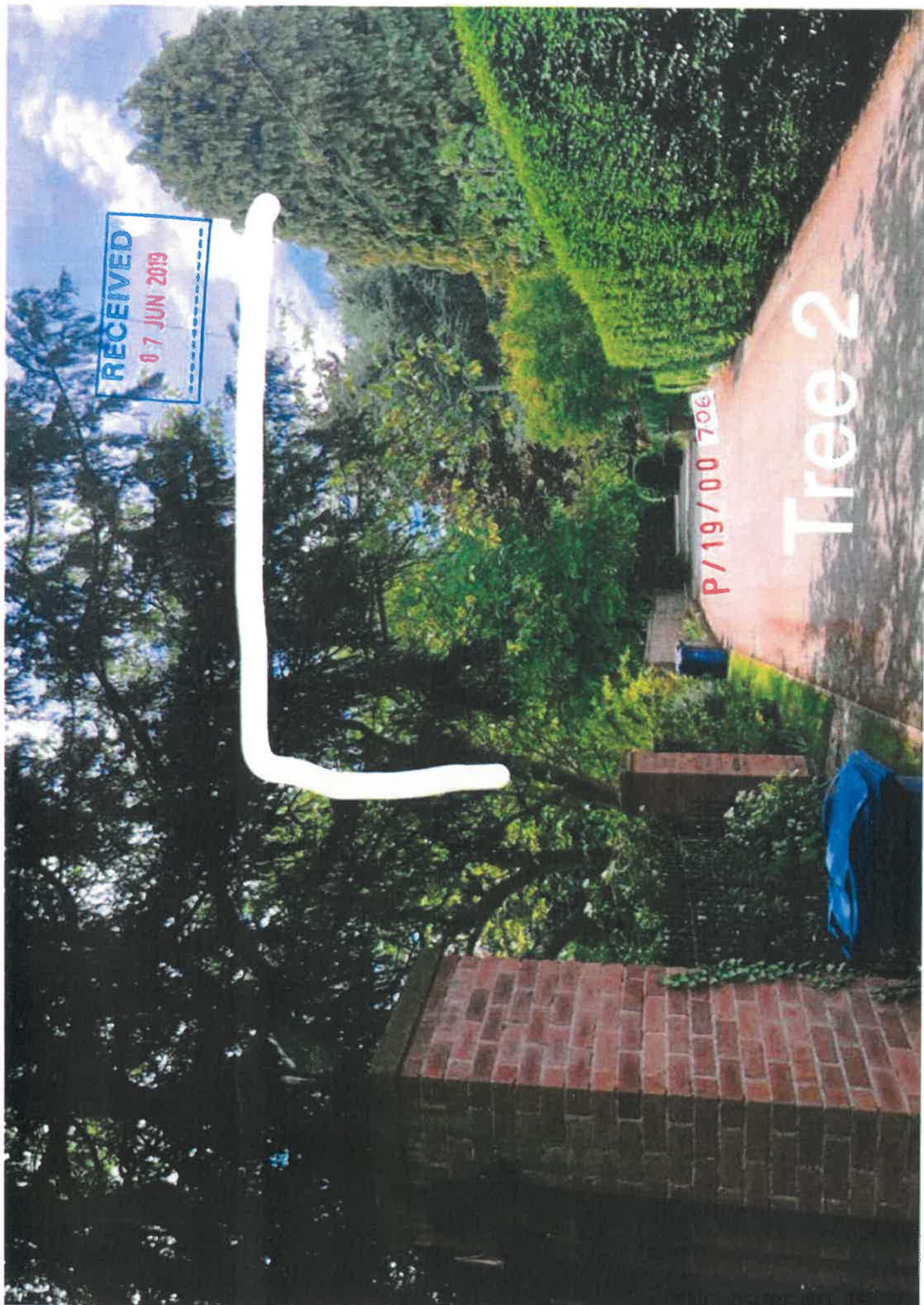
RECEIVED  
07 JUN 2019  
HONG KONG SAR GOVT  
LAND AND NATURAL RESOURCES  
DEPARTMENT

P/19/00 706

Tree 2

ENCLOSURE NO. 1





RECEIVED  
07 JUN 2019

P/19/00 706

Tree 2





# Tree 2

**ENCLOSURE NO. 1E**



**MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL**  
**HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE**  
**ON MONDAY 10 JUNE 2019 COMMENCING AT 7.30 PM**

**PRESENT**

Councillor S McManus (in the Chair)

Councillors E McManus, Robson, Sanderson, Stewart, Toon and Wyatt

**In attendance**

County Councillor White

PC Parden and PCSO Evans

7 Members of the Public

Mary Danby, Clerk

**PUBLIC FORUM**

Barry Edwards congratulated Councillors S McManus and Stewart on their appointment as Chair and Vice-Chair respectively.

Mr Edwards queried why the council had requested PSPOs to be implemented for all public areas as Police records show that there are no anti-social problems in the village, he added that he has never encountered anti-social behaviour on the Shotwood Close Public Open Space. He said that he would object when the requests come out for consultation by ESBC. Bryan Chinn seconded Mr Edwards comments.

Barry Gooding asked when the drains on Burnside would be cleared – the Chair asked that the Clerk raise this issue again with Staffordshire Highways (copied to County Councillor White).

Mr Gooding said that a dog walker had spoken to him about drug abuse near the school area on the Elizabeth Avenue playing field.

**POLICE**

The Chair referred to the reported presence of drug paraphernalia on the Elizabeth Avenue playing field. PC Parden said that the Police had received complaints from residents about anti-social behaviour on the playing field and nuisance parking of vehicles blocking resident's drives. The PCSO had spoken to the keepers of the vehicles.

Mr Gooding informed the Police about foil having been found on the Elizabeth Avenue playing field, but needles had not been mentioned. PC Parden said that the Police would be interested to get involved in this and asked that people report all incidences to them. He said that they would increase their patrols in the area.

Councillor Sanderson said that drug taking had been reported in Craythorne Woods and the Craythorne Lane car park – PC Parden said that they would increase their patrols in the area.

**26. APOLOGIES FOR ABSENCE**

Jacob Fowkes, Youth Representative

**27. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**28. PLANNING**

28.1 Planning Applications

Application No.	Address	Proposal
P/2019/00531	57 Church Road	Erection of a detached building for use as garage and Occupational Therapy Room for occupants Query raised that the location may be outside the village boundary
P/2019/00548	55 Beacon Road	Rear dormer extension to facilitate loft conversion No objection
P/2019/00670	18 Brookside	Felling of 1 Sycamore tree Tree report requested to support the application as it was felt that insufficient information had been provided
P/2019/00691	Thornley Hollows, 2 Church Road	Crown reduction by up to 1.5 metres of 2 Yew trees and crown reduction by up to 2 metres of 1 Holly tree No objection

28.2 Planning Decisions

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

29. MINUTES

**RESOLVED** That the Minutes of the Annual Council meeting held on 14 May 2019 be approved and signed as a true record subject to the following amendments:

Page 1, Minute No. 7 Delete Cllr Stewart's duplicated name from the Environment Committee  
Page 3, Minute No. 11 Re: Tafflands Play Area  
Amend "... were no dead ..." to read "... were not dead ..."  
Page 4, Minute No. 12(f) Amend "... during of operational ..." to read "... during operational ..."

30. MATTERS ARISING

**Minute No. 7 Appointment of Committees and Sub-Committees**

Councillor Robson said he would like to join the Environment Committee. The Chair responded saying that Committees would be formed formally at the July meeting.

**Minute No. 11 – Village Map**

A query was raised as to whether the map had been installed on the Spread Eagle wall as advised by the Management Company – Councillor Stewart said she would check to see if it had been installed.

**Minute No. 11 – Tractor**

It was noted that the tractor had yet to be moved from the contractor's yard. Councillor Wyatt said he would contact the Youth representative for an update.

**Minute No. 11 – Damaged Post on Burnside**

The Clerk reported that Staffordshire Highways had not responded.

**AGREED** That the Clerk chase Staffordshire Highways for a response (copied to County Councillor White) for a response.

**Minute No. 14(c) - Defibrillator**

The Chair reported that he had been approached about the need for an external defibrillator to be installed in the village.



**AGREED** That the Clerk obtain quotations for an external defibrillator and cabinet.

**Minute 14.3(d) – John Bull Sign**

The Chair reported that the contractor had purchased the new wood which has been shaped and will be installed shortly.

**31. COUNTY COUNCILLOR'S REPORT**

Councillor White had nothing of note to report.

**32. BOROUGH COUNCILLOR'S REPORT**

Councillor Toon reported that:

- ESBC were in the process of signing off on their part of Brook Hollows.
- She had been approached by a resident asking why the council did not want cycles on the Jinny Trail.
- She encouraged the council to apply as soon as possible to the ESBC Councillors' Community Fund (CCF); she asked that the Clerk inform the Station Heritage Group that the CCF was now open for applications.

**33. PARISH COUNCILLORS' REPORTS**

**33.1 Councillor Stewart:**

- a) The Jinny Trail needed to be tidied up.

**AGREED** That the Clerk chase the contractor on the timing for this work to be done.

- b) The council needs to address the contractor's contracts as some areas have been identified which are not in the current contractors.

**AGREED** That the contracts be an Agenda item for a future meeting of the council.

**33.2 Councillor Robson:**

- a) Reported that the replacement street lighting program seems to have come to a stop as no work has been done for around 1½ months.

**AGREED** That the Clerk make enquiries as to when the work will recommence.

- b) The Jubilee Orchard will be open on 16 June as part of "Garden Sunday".

- c) Asked if the commemorative plaque had been installed on the Elizabeth Avenue play area. The Chair confirmed that the plaque was now in place.

**33.3 Councillor Sanderson:-**

- a) Reported that a resident had contacted him about the Dodslow Avenue jitty complaining about weeds and the hedge which was very overgrown. The council's contractors had been instructed undertake works to improve the jitty whilst paying heed to the need to be aware of nesting birds.

The resident had also mentioned that another resident who used a mobility scooter had difficulty in negotiating the "hoop" at either end of the jitty (these inhibit access by motorcycles).

**AGREED** That the Clerk make enquiries on suitable alternative barriers which would allow a mobility scooter to access the jitty but prevent motorcycles from doing so.

- b) Asked where the BKV posters were. He also said that he had seen that other villages had put laminated copies of posters in bus shelters and asked if this was something that could be considered for future years. The Chair responded saying that the posters were with RoDSEC as they were going to be displayed at the Old Grammar School Room for the Peace Festival.

33.4 Councillor Toon said that the drains around the village were blocking up and needed clearing.

33.5 Councillor S McManus reported that a post on the Spread Eagle Island had been hit by a vehicle. The post is split down the middle, but it was still firmly in position and cannot be moved. The contractor will monitor the condition of the post as it will eventually need to be replaced due to water ingress.

**34. EARMARKED CAPITAL RESERVES AND ENVIRONMENT AGENCY EARMARKED RESERVE (Minute Nos. 15(a) and 15(b) refer)**

**RESOLVED THAT:**

- a) The report be received and noted.
- b) The annual footpath walks be arranged and that an audit of the council's assets be undertaken at the same time.
- c) The first meeting of the Environment Committee be arranged to take place as soon as possible after the July 2019 RPC meeting.
- d) The current Potential Capital Projects list should be considered by the Environment Committee and possibly added to. Members of the public were encouraged to submit ideas for potential projects.
- e) The s.106 funding from the College Field development should be kept in mind for future projects.

**35. FINANCIAL MATTERS**

**35.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
Freeola Ltd	Website: Hosting (quarterly charge)	DD (Paid 10/05/19)	13.10	2.18
PEAC (UK) Ltd	Copier rental (Q2)	DD (Paid 03/06/19)	210.74	35.12
1&1 IONOS Ltd	Village website	DD	5.99	1.00
Manor Park Nurseries	Compost for planters	BACS	37.80	6.30
P Gould	Mowing contract	BACS	1,198.23	-
The Screeners Ltd	Signage (Craythorne Lane Playing Field)	BACS	51.00	8.50
Clerk	Clerk's salary	BACS	670.44	-
Clerk	Expenses	BACS	111.41	1.34
Woodland Nurseries	Summer plants for planters	BACS	300.00	-
iD Mobile	Clerk's mobile	DD (25/06/19)	28.76	4.79
HMRC	Q1: NI/PAYE	BACS	623.76	-
J Deacon	Environmental Officer	BACS	894.84	149.14

Payee	Description	Payment Method	Gross £	VAT £
J Deacon	Elizabeth Avenue: Site memorial plaque	BACS	72.00	12.00
J Deacon	Spread Eagle bridge kerbs	BACS	108.00	18.00
Midshire Systems	Business Photocopier – quarterly charges: Copies (£294.13) Warranty Charge (£50.46)	DD	344.59	57.43
<b>TOTALS</b>			<b>4,670.66</b>	<b>295.80</b>

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

**35.2 Bank Reconciliation as at 31 May 2019**

The Bank Reconciliation was noted.

**36. FOOTPATHS AND STILES**

The Clerk reported that the two landowners had been contacted:

The landowner of Footpath Nos. 2, 3 and 4 had given written permission for the council to access his land to undertake the works identified in the Burton Conservation Volunteers (BCV) survey report.

The landowner of Footpath No. 5 had not yet responded and a follow-up letter was to be sent.

**RESOLVED** The BCV be contacted regarding progressing work on Footpath Nos. 2, 3 and 4.

**37. ELIZABETH AVENUE PLAYING FIELD – REQUEST**

Councillors were informed that the following request has been made on behalf of the John of Rolleston Primary School:

“We are having an activity for the children at John of Rolleston Primary School to have a dining experience on a big red double decker bus. As you know access to both school sites does not lend itself to getting a bus on site and we are therefore hoping that you can help us and allow us to use the Parish Council land that backs onto the junior site? The aim is for all the children to have their lunch on the bus over four days. Dates are 24th to 27th June inclusive. The bus can turn up on site and either stay (if it is secure enough) or be moved and brought back each day. The first sitting is at 11.30am and all finished by around 2pm.”

**RESOLVED** That the request be approved subject to the following provisos:

- The bus must only use the area to the left of the gate from Elizabeth Avenue and all manoeuvres of the vehicle must be kept away from the football pitch on the site.
- Any damage caused to the ground by the vehicle must be reinstated to the parish council's satisfaction.
- The parish council will not be held responsible for the vehicle's security.

**38. VILLAGE DIRECTORY**

The Clerk reported that she had completed updating the Village Directory. The council had previously spoken about purchasing a coloured light card and printing the Directory “in house”. The cost to buy the paper and print the Directory would be no more than £240 plus VAT.

**RESOLVED** That the Village Directory be printed in house on Ivory coloured light card and arrangements made for it to be distributed with the next issue of the “Rollestonian” at a cost not exceeding £240 plus VAT.

**39. ACTION POINTS**

**RESOLVED** That the document be received and noted.

**40. CORRESPONDENCE**

**40.1 Parking on Station Road/School Lane**

The Clerk reported that a resident had contacted the council regarding parking problems on Station Road/School Lane. The resident had been advised that the parish council has no jurisdiction in parking issues and the details she had given in her email (with her personal details redacted) had been forwarded to the PCSO with a request that he and his colleagues undertake an investigation with a view to passing information on to the relevant departments within Highways or the Safer Roads Partnership.

**RESOLVED** That the report be noted.

**40.2 Staffordshire Parish Councils' Association (SPCA)**

The weekly SPCA Bulletins had been forwarded to all councillors.

**40.3 Rolleston Village Gala Committee**

The Committee had requested permission for them to use The Croft for the Gala Day on Monday 26 August 2019.

**RESOLVED** That the request be agreed subject to the proviso that any damage to the ground must be reinstated to the parish council's satisfaction (councillors will inspect The Croft after the event and the committee will be advised if any reinstatement is required).

**40.4 Rolleston Almshouses**

The Chairman of Trustees had written to the council informing councillors "that the work to lay a gas main under The Croft and into the 6 almshouses is due to start on 8 July 2019 and will last 2 weeks. This is subject to the legal easements being completed and, in that regard, I am awaiting documentation which will need signing on behalf of ourselves and the Parish Council. I will forward it for signature as soon as I have it. I have approved the draft deed which commits the contractor to reinstate disturbed land. The legal costs are being paid by our Charity. I am grateful to Steve Sanderson for assisting in the process.

We are also hoping to start renovation work to numbers 2 and 12 in July, which is long awaited (literally 6 years!) and very exciting. The builder has asked if he may site a compound on The Croft in which he would be able to keep his equipment during the contract which is due to last 12 weeks. This is subject to him taking responsibility for insuring it against damage, or theft. On the condition that no liability whatsoever would fall on the Parish Council, could I formally request permission for that to be facilitated."

**RESOLVED** That request for the builder's compound to be sited on the Croft be agreed subject to the proviso that any damage to the ground must be reinstated to the parish council's satisfaction (councillors will inspect The Croft when the compound has been removed and the Trustees will be advised if any reinstatement is required).

**40.5 Jinny Trail**

One of ESBC's Community & Civil Enforcement Officer's had contacted the council saying that he had noticed that the Jinny Trail was overgrown, and the footpath had become a lot thinner. He asked if the foliage could be cut back.

**RESOLVED** That the contractor be asked when this work would be done (Minute No. 33.1 above also refers to this issue).



**41. ROLLESTONIAN OF THE YEAR**

The Clerk advised the council that the following people had been nominated by members of the public:

Andy Starbuck  
Bryan Chinn  
Elspeth and Dennis Dickinson  
Fiona Peck  
Francis (Fran) Wright  
Graham Jacks  
Janet Stone  
John Carlton, Phil Docksey and the team who have strimmed the Churchyard grass  
John Morris  
John Phillips  
Len Torr  
Liam Holmes  
Maggie Michie  
Michael Wardell  
Rev'd Ian Whitehead  
Sylvia Martin

**RESOLVED** That councillors would vote on the nominations in the closed session of the meeting (Minute No. 45 refers).

**42. 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.

**43. CO-OPTIONS**

**RESOLVED** That Michael FJ Badcock and Barry Gooding be co-opted onto the council.

**44. LAND MATTERS**

**RESOLVED THAT:**

- 44.1 Councillor S McManus would assist Councillor Toon in providing information for the Statutory Declaration required by the solicitor (Minute No. 23.1 refers).
- 44.2 The information relating to the garden land rents be noted (Minute No. 23.2 refers).
- 44.3 The information regarding the allotment rents for the Beacon Road allotments be noted (Minute No. 23.3 refers)
- 44.4 The County Council's Legal Services be engaged to register the Elizabeth Avenue Playing Field and Meadow View Play Area with HM Land Registry in the council's name at a cost of £400 plus disbursements and VAT (cost assumes no complications are encountered in the process).

**45. CLERK'S MOBILE**

**RESOLVED** That the existing contract with iD mobile not be renewed and a 36 month business contract be taken with [www.a1connect.co.uk](http://www.a1connect.co.uk) in the sum of £25 per month plus VAT (no upfront cost).

**46. ROLLESTONIAN OF THE YEAR**

**RESOLVED** That the Rollestonian of the Year 2019 be awarded to John Morris. The presentation will be made to Mr Morris at the July RPC meeting.

**47. QUOTATIONS**

**RESOLVED THAT:**

**47.1 Craythorne Car Park Posts**

The quotation in the sum of £200 plus VAT submitted by John Deacon to replace 5 no. 6ft posts that form a barrier to the portacabin be accepted.

**47.2 Cast iron litter bin by the Spread Eagle Island**

The quotation in the sum of £225 plus VAT submitted by John Deacon to shot blast the bin and apply two coats of paint be accepted. The contractor was to be asked to leave this work in abeyance until such time as the quotation for the posts and chains had been considered/accepted so that the quotations could be combined in an application to be made to the ESBC Councillor's Community Fund for funding towards the project.

The meeting closed at 9.30 pm

Signed .....

Date .....

ROLLESTON ON DOVE PARISH COUNCIL ACTION					
Month	Minute Ref	Action	Responsibility	Comments	Status
September 2018	13	Craythorne Playing Fields	Clerk	See May 2019	
January 2019	6	Reinstatement of map on The Spread Eagle wall	Clerk	Landlord has agreed to reframe the map and reinstall at no cost to the council	By w/e 07/06/19 Mitchells & Butlers gave a 4-6 week time frame from 23/04/19 for the map to be installed during planned maintenance works on the premises. Cllr Stewart undertook to check that the map was in situ (RPC meeting 10/06/19 refers)
Feb-19	8.7	Burnside railings and bridges	Clerk	Staffordshire Highways to be asked to undertake the replacement/repair of the post/railing and claim the cost from the vehicle owner's insurance	Request made to Richard Rayson, Staffs Highways on 16/05/19. Follow-up sent 12/06/19 (copied to County Cllr White)
	12.3	Footpaths/stiles	Clerk	Works identified by the Burton Conservation Volunteers Survey to be progressed, starting with obtaining landowners permission for the works to be undertaken	SCC's PROW Team gave the Clerk the contact details for two landowners - letters were sent to them both on 23/05/19. One positive response has been received, a follow-up letter was sent to the 2nd landowner on 14/06/19
	12.5	Village Directory	Clerk	To be printed in house and distributed with the Autumn issue of the Rollestonian	Paper purchased on 14/06/19 and printing / folding commenced
	17	Spread Eagle Island sign	John Deacon	To be cleaned	May/June 2019
	17	Tractor	Jacob Fowkes	Progress to be reported to July RPC meeting	08/07/2019
	Part 2	Beacon Road Electricity Sub-station	Clerk	Lease with E.on to be completed and land registered with HM Land Registry	RPC's solicitor wrote to the solicitors acting for Western Power of 12 <sup>th</sup> April asking them if they would be prepared to complete the Lease on the basis of the current unregistered title but have received not response. The Clerk has asked that Western Power's solicitors be chased for a response.
May 2019	Part 2, Minute 23.1	Craythorne Lane Playing Field and Beacon Road site	Clerk	Decision made to engage SCC Legal Services to undertake the necessary work to secure the First Registration of the two sites in RPC's name.	SCC Legal Services were engaged on 16/05/19.
June 2019	Public Forum	Burnside: Drains	Clerk	Staffordshire Highways to be contacted again asking when the drains on burnside and throughout the village would be cleared	Email sent to Staffordshire Highways on 12/06/19 (copied to County Cllr White)

Actions Points  
September 2018 – May 2019 inclusive

	30	Damaged post on Burnside	Clerk	Staffordshire Highways to be contacted again asking for a response	Ongoing	Email sent to Richard Rayson on 12/06/19 (copied to County Cllr White)
	30	Defibrillator	Clerk	Quotations to be sourced for a defibrillator and heated external cabinet	08/07/2019	Quotations sourced and tabled at July meeting
	33.1	Jimny Trail	Clerk	Contractor to be chased for confirmation of when the Trail will be tidied	Completed	Footpath cleared on 13/06/19
	33.2	E.on Street Lighting Renewal Program	Clerk	Enquiries to be made to find out when the renewal program will recommence	Ongoing	On E.on's advice, Staffordshire Highways were to be contacted for an update however as a specific location could not be provided Highways would only provide a generic email response. The Clerk therefore contact County Cllr White and asked if he could assist.
	33.3	Footpath barriers	Clerk	Quotations to be sourced for alternative footpath barriers	08/07/2019	Quotations sourced and tabled at July meeting
	36	Footpaths and stiles	Clerk	Replacement stiles, footpath works - identified in BCV survey report	Ongoing	Positive response received from one landowner, follow-up letter sent to the 2nd landowner. BCV contacted and asked if they would be able/willing to supply hardcore, Waymarkers, etc and to request on this basis
	Part 2, Minute 44.4	Elizabeth Avenue Playing Field and Meadow View Play Area	Clerk	Decision made to engage SCC Legal Services to undertake the necessary work to secure the First Registration of the two sites in RPP's name.	Ongoing	SCC Legal Services were engaged on 12/06/19.
	Part 2, Minute 45	Clerk's mobile	Clerk	Decision made to not renew the current contract and that a business contract be arranged for the Clerk's mobile	Ongoing	Not actioned as at 23/06/19 as confirmation was yet to be received from the previous Clerk that the existing supplier has been advised that the contract will not be renewed and when the date that the contract will terminate.

TO BE ACTIONED BY OTHER AGENCIES/LOCAL AUTHORITIES

Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
December 2018	15	Yellow lines / one-way system on School Lane		Added to Action Points list		