

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

**PRESENT**

Councillor S McManus (in the Chair)

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

**In attendance**

County Councillor White

3 Members of the Public

Mary Danby, Clerk

**ROLLESTONIAN OF THE YEAR**

Councillor S McManus presented John Morris with the Rollestonian of the Year Award 2019.

**PUBLIC FORUM**

No questions or comments were put to the council.

**48. APOLOGIES FOR ABSENCE**

Jacob Fowkes, Youth Representative

**49. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**50. PLANNING**

**50.1 Planning Applications**

Application No.	Address	Proposal
P/2019/00583	36 Twentylands	Erection of part two storey and single storey front and first floor side extension, pitched roof over existing flat roofed side extension
No objection		
P/2019/00653	The Old Hall, Hall Grounds	Crown raising of 2 Yew trees by 5 metres and crown raising of 1 Yew tree by 3 metres (TPO 1A)
No objection		
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)
No objection		
P/2019/00671	17 Burnside	Felling of 1 Lawson Cypress tree and crown reduction by 30% of 2 Lawson Cypress trees
No objection but photographs/better information would have been useful		
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
No objection but photographs/better information would have been useful		

P/2019/00706	The Old Hall, Hall Grounds	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
No objection		
P/2019/00774	Rolleston Rectory, Church Road	Felling of 2 Leylandii trees
No objection		
P/2019/00785	St Mary's Close, Church Road	Reduction in height of 11 Leylandii Cypress trees and reduce overhanging branches back to boundary of 81 The Lawns
No objection		

**50.2 Planning Decisions**

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

**50.3 Planning Appeals**

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

**50.4 East Staffordshire Borough Council (ESBC)**

**Supplementary Planning Document consultations**

Councillors were advised that ESBC had prepared two draft Supplementary Planning Documents (SPD) and were inviting the council's views. Supplementary Planning Documents provide guidance on key development plan policies and how they will operate.

The **Shopfronts SPD** provides advice on what important features make a good, well designed shopfront. The guidance will ensure the Borough continues to have vibrant and attractive town and local centres.

The **Separation Distance and Amenity SPD** provides advice on spacing standards for new residential developments to ensure that existing and future residents have a good level of amenity and privacy to enjoy the place where they live.

The two SPDs would be published for consultation from **Monday 24 June - Monday 05 August 2019**. The council's views were welcomed on the documents. Any representations will be considered and reported to ESBC Members with any proposed changes to the documents and, if accepted, adopted for use in determining planning applications.

**RESOLVED** That the above consultation documents be received and noted.

**50.5 Staffordshire County Council (SCC):**

**Consultation – Revised Statement of Community Involvement**

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

**51. MINUTES**

**RESOLVED** That the Minutes of the Council meeting held on 10 June 2019 be approved and signed as a true record.

**52. MATTERS ARISING**

**POLICE**

It was noted that there had been several complaints by residents of anti-social behaviour on the Elizabeth Avenue Playing Field and a plea was made that people report all incidences to the Police, as PC Parden had asked at the previous meeting.

**Minute No. 11 – Village Map**

Councillor Stewart confirmed that the Village Map had not been reinstalled as promised by Mitchells & Butlers.

**AGREED** That the Clerk chase Mitchells & Butlers for confirmation as to when the map will be installed.

**Minute No. 11 – Tractor**

It was noted that the tractor had yet to be moved from the contractor's yard. The council agreed that a deadline of end July 2019 be given for the tractor to be moved - Councillor Wyatt said he would contact the Youth representative in this matter.

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

The Clerk reported that a response was awaited from Staffordshire Highways.

**Minute 14.3(d) – John Bull Sign**

The Chair reported that the sign had been completed and was now in situ.

**Minute No. 32 Borough Councillor's Report**

The Clerk was asked to chase the contractor for the quotation to refurbish the posts and chains on the Spread Eagle Island so that an application could be made to the Councillors' Community Fund as soon as possible.

**53. COUNTY COUNCILLOR'S REPORT**

Councillor White reported that:

- Drains had been cleared and roadworks undertaken in the village. He added that three drains on Station Road had not been cleared this was because vehicles had been parked over them – the team had visited the village twice to clear any not cleared on the first visit).
- The Environment Agency had agreed to fund a large bore pipe on Beacon Road.
- The Marston Lane works were being done now.
- Shobnall Road/Forest Road, Burton on Trent will be closed from end July for six weeks.

Councillor Sanderson referred to the presence of green dye in the Brook on 06/07 July which had been reported to the Environment Agency. Councillor White said this might have been something done by Severn Trent (it would not have been done by the County Council).

**54. BOROUGH COUNCILLOR'S REPORT**

Councillor Toon reported that:

- The Brook Hollows work would now be starting in the early Spring 2020.
- She had been approached by a resident regarding the removal of dog litter bins by E.on when replacing streetlights in the village. ESBC had replaced one bin at Knowles Hill and Councillor Toon said she had taken up the need for replacement of dog litter bins to be installed throughout the village with the ESBC.

Councillor Badcock asked if a presentation could be made at a Public Meeting or at a parish council meeting to inform villagers about the Transforming the Trent Valley Project (which includes Brook Hollows) and that regular updates be provided to the council via email.

**AGREED** That the Clerk approach the relevant ESBC officer to ask if she would be willing to make a presentation and provide regular updates, as requested above.

**55. PARISH COUNCILLORS' REPORTS**

55.1 Councillor Sanderson:

- a) Subject to a formal request from the council, the Civic Trust were willing to contribute 50% of the cost of purchasing bulbs for the Spread Eagle Island.

**AGREED** That the Clerk contact the Civic Trust as requested above.

- b) Forest School Street – Japanese Knotweed was completely covering the boundary fence of a residential property

**AGREED** That the Clerk report the above to Staffordshire Highways.

- c) Grass cutting – it was noted that in the area where the Civic Trust are to plant trees the grass was not being cut according to the contract, the contract states that 1m wildlife gap should be left whereas a gap of 1.5/2m was being left uncut.

**AGREED** That this be raised with the contractor at the Contractors' Meeting.

- d) Allocation of village areas – does this need to be reviewed?

**AGREED** That this matter be an agenda item for the September meeting.

55.2 Councillor Badcock asked that suitable areas for an allotment site be investigated by the Environment Committee.

**AGREED** That the Clerk make the following enquiries of ESBC:

- a) When is the current Rolleston Allotment site lease due to expire?  
b) When does ESBC estimate that the site will be required as an extension to the cemetery?  
c) How much notice will be given to the Allotment Association / allotment tenants when ESBC confirms that the site is required?

55.3 Councillor Wyatt reported that road signs were obstructed by vegetation on the sharp bend to Tutbury and into the village, outside the Jinny Trail and the 30mph sign.

**AGREED** That Staffordshire Highways be requested to cut back the vegetation on the sharp bend on the road to Tutbury and that the council's contractor be requested to cut back the vegetation and clean the signs at the other locations referred to above.

55.4 Councillor Gooding:

- a) Road drains on the Spread Eagle Island/Brookside had not been cleared even though vehicles had been moved.

**AGREED** That this matter be reported to Staffordshire Highways

- b) A pothole on Brookside had not been filled, even though two others had been.

**AGREED** That this matter be reported to Staffordshire Highways.

55.5 Councillor Stewart:

- a) The previous Clerk had given her a small village map (a copy of the one to be reinstalled on The Spread Eagle pub) and she asked if the council would like this to be laminated and displayed on the council's noticeboard at the Old Grammar School Room.

**AGREED** That the map should be laminated and displayed at the Old Grammar School Room.

- b) The Field Drive street sign had yet to be replaced by ESBC.

**AGREED** That the Clerk chase ESBC for the sign to be replaced as soon as possible.

- c) Jinny Trail: At least two metal seats are not being trimmed.

**AGREED** That this matter be added to the list for discussion at the Contractors' Meeting.

55.6 Councillor S McManus:

- a) A resident had complained about vegetation obstructing a footpath from Elizabeth Avenue/Beacon Road to the school – the Clerk had requested the council's contractor to undertake the necessary works.

- b) Neighbourhood Plan – initial comments had been received from the Independent Examiner and the questions were to be considered by the Neighbourhood Plan Committee.

- c) A resident had raised a complaint regarding a raised manhole cover at the top of Beacon Road – this had been reported to Staffordshire Highways

## **56. ENVIRONMENT COMMITTEE**

**RESOLVED THAT:**

- a) The Committee be comprised of:  
Councillors Badcock, E McManus, S McManus, Gooding, Robson, Sanderson, Stewart and Wyatt

- b) The Committee meet bi-monthly, commencing with the following dates:

Monday 12 August 2019  
Monday 02 September 2019  
Monday 04 November 2019  
Monday 06 January 2020

- c) The Committee include members of the public as well as representatives from village organisations.

- d) Councillor S McManus undertook circulate a poster inviting people to attend the meeting on 12 August.

## **57. CONTRACTORS MEETING**

**RESOLVED** That the Contractors Meeting be arranged to take place at the Old Grammar School Room on Monday 12 August at 6.30pm and that the contractors be invited to attend the meeting.

**58. FINANCIAL MATTERS**

**58.1 Schedule of payments**

<b>Payee</b>	<b>Description</b>	<b>Payment Method</b>	<b>Gross £</b>	<b>VAT £</b>
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	142.60	-
Clerk	Clerk's salary	BACS	670.44	-
Staffordshire Parish Councils' Association	Chairmanship Skills training (2 no. delegates)	BACS	35.00	-
East Staffordshire Borough Council	Emptying bins (Q2)	BACS	846.02	141.00
J Deacon	Environmental Officer - £894.84 Tafflands/Craythorne Playing Field: Replacement of rotten post and 2 rails - £72.00 Craythorne Car Park: Replacement of 5 No rotten posts that form barrier to portacabin - £240.00	BACS	1,206.84	201.14
Rolleston Club	Sponsorship: Village Gala classes	BACS	50.00	-
Karin Kay	Reimbursement re bulbs for The Spread Eagle Island	BACS	38.94	6.49
iD Mobile	Clerk's mobile	DD (25/07/19)	28.76	4.79
1&1 IONOS Ltd	Website – basic monthly fee	DD	5.99	1.00
		<b>TOTALS</b>	<b>4,527.54</b>	<b>403.12</b>

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

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

The Bank Reconciliation was noted.

**58.3 2019/20 Budget as at 30 June 2019**

The Budget to date was noted. The Clerk was asked to vire budgets to fill the new cost centres provided by the accounting software and to include Earmarked Reserves in future reports.

**59. ACTION POINTS**

The report was noted.

**60. ROLLESTON FOOTPATHS**

Barry Edwards had contacted the council regarding inaccuracies in the footpaths leaflet – he had previously alerted the council to the inaccuracies in December 2017, but the leaflet had not been amended.

Mr Edwards also referred to an approach he had made to the County Council asking them to adopt British Standards for footpath stiles, but they had refused to do so as their default position. A previous parish council Chair had stated in January 2018 that British Standards was the way forward and Mr Edwards sought confirmation that the Burton Conservation Volunteers (BCV) had been instructed to work to these when replacing stiles for the parish council.

Councillor Stewart had looked at the footpath leaflet and agreed that there were inaccuracies which she was willing to take the lead in rectifying.

The Clerk confirmed that the BCV had not been instructed to undertake any works as the council was still waiting for one of the landowner's permission to access their land.

Councillor Badcock felt that there would be interest from residents in sponsoring stiles and said that this could be launched as an article in the council's Rollestonian insert in the future. He also urged the council to consider if the existing stiles could be replaced with a kissing gate option.

Councillor Stewart said that Village Walks had been arranged to take place on Thursday 12 July at 7.30pm and Sunday 14 July at 10.30am.

**RESOLVED THAT:**

- a) Councillor Stewart be authorised to take the lead on rectifying the footpaths leaflet
- b) An article seeking sponsors for stiles be included in the council's Rollestonian insert (date to be agreed)
- c) The kissing gate option to replace the existing stiles be investigated by the Clerk

**61. CORRESPONDENCE**

**61.1 Church Road sewage issue**

A resident, who has been and continues to be in communication with Severn Trent and County Councillor White, had written providing information relating to an ongoing sewage issue on Church Road. The resident had asked that the County Councillor ensure that the drains are cleared as a priority as sanitary items had recently been discovered in the road.

County Councillor White noted that the Shotwood Close/Marston Lane drains had been jetted some time ago and sanitary items were not present in the drains.

**61.2 Environment Committee**

Bryan Chinn and Barry Edwards had both contacted the council with lists of issues for consideration by the Environment Committee.

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

61.3.1 The weekly SPCA bulletins had been forwarded to all councillors.

61.3.2 The council was reminded that the trial 6 month membership would end on 13 September and Councillors were asked to confirm if it wished to remain a member of the SPCA/NALC at a cost of £196 for the remainder of the 2019/20 financial year.

**RESOLVED** That the council remain a member of the SPCA and that the fee of £196 for the remainder of the financial year be accepted.

**61.3.3 The Croft, Burnside**

A request had been received on behalf of residents of The Croft to temporarily place a skip on The Croft.

**RESOLVED** That the residents be requested to contact the council directly clarifying what they want to do, when and how long for.

**61.3.4 Purchase Request – Bulbs**

Karin Kay sought reimbursement in the sum of £38.94 for the purchase of 100 no Daffodil bulbs and 100 no Crocus bulbs to be planted on the Spread Eagle island.

**RESOLVED** That the request be approved.

**61.3.5 10<sup>th</sup> Rolleston Village Gala – Monday 26 August 2019**

**Class Sponsorship**

The council was asked to consider sponsoring the Gala, either by a general donation or sponsorship of a specific class/classes.

**RESOLVED** That the council agrees to sponsor Gala classes in the sum of £50.

**62. 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.

**63. DEFIBRILLATOR**

Councillors received information and costings for a defibrillator and external heated cabinet.

**RESOLVED** That Councillor Gooding would liaise with Rolleston Club to ascertain if the Committee would consider relocating the existing defibrillator if the council purchased, installed and maintained a heated outdoor cabinet.

**64. FOOTPATH BARRIER**

**RESOLVED THAT:**

- a) Installation costs be obtained from the council’s contractor
- b) Confirmation as to whether permission is required to install footpath barriers and if so who from
- c) Potential sites to be identified during the Village Walks

**65. PUBLIC GALLERY**

**RESOLVED THAT:**

- a) Councillors should speak clearly and concisely so that members of public can follow discussions.
- b) The layout of the tables to be reconsidered and chairs for members of the public to be moved closer to the tables.

The meeting closed at 10.05 pm

Signed .....

Date .....