

MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE
ON MONDAY 09 SEPTEMBER 2019 COMMENCING AT 7.30 PM

PRESENT

Councillor S McManus (in the Chair)
Councillors Badcock, E McManus, Sanderson, Stewart and Wyatt

In attendance

PCSO Evans
County Councillor White
3 Members of the Public
Mary Danby, Clerk

PUBLIC FORUM

No questions or comments were put to the council.

POLICE

PCSO Evans introduced himself to the council and spoke to the Crime Statistics Report previously provided to Councillors. The report showed an overall decrease in crime of 30% this year compared to 2018. The biggest reductions were:

- More serious violent crime with injury: -100%
- Arson: -60%
- Personal robbery: -50%

Councillors raised the issue of people littering gas cannisters around the village, specifically at the Craythorne Road car park and Elizabeth Avenue. Youths were also reported hanging around the street at Elizabeth Avenue. Councillors also raised the issue of youths congregating in their vehicles at the Craythorne Road car park and dropping fast food litter from their vehicles and not using the litter bin, causing unnecessary work for the council's contractor. PCSO Evans said that he would continue to visit both sites and that he would also speak to people in their cars to remind them not to drop litter.

Councillors asked for an update on the recent break-ins at the Scouts HQ and the Cricket Club. PCSO Evans said that both cases have gone to the Resolution Centre.

66. APOLOGIES FOR ABSENCE

Councillors Gooding, Robson and Toon.

67. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

68. PLANNING

68.1 Planning Committee – Minutes

RESOLVED That the Minutes of the Planning Committee meeting held on 12 August 2019 be approved as a true record.

68.2 Planning Applications

Application No.	Address	Proposal
P/2019/00889 No objection	The Croft, Burnside	Erection of a roofed pagoda at the rear of the house
P/2019/00958 No objection	40 Church Road	Felling of one Sycamore tree Whilst Rolleston on Dove Parish Council has no objection to the above planning application, Councillors commented that it would have been useful to have more detail, e.g. photographs and a tree surgeon's report (mention is made in the application that advice had been taken from a tree surgeon).
P/2019/00961 No objection	86 Walford Road	Erection of two storey side and single storey front extensions
P/2019/00976 No objection	40 Alderbrook Close	Erection of a single storey link extension between dwelling and garage
P/2019/00992 No objection	16 Burnside	Removal of a limb of 1 Ash tree overhanging 18 Burnside

68.3 Planning Decisions

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

69. MINUTES

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

70. MATTERS ARISING

Minute Nos. 11 and 52 – Tractor

It was noted that this had not been progressed and that the council would need to take over this project as the Youth Representative was now going to University. See Minute 77(a)

71. ENVIRONMENT COMMITTEE

71.1 RESOLVED That the Minutes of the Environment Committee meeting held on 12 August 2019 be approved as a true record.

71.2 Councillor S McManus reported that the Committee had met for a second time on 02 September at slightly different issues had been put forward. He asked the council to consider whether the Committee should be either a committee of the council or a new village group reporting to the council. Councillor S McManus said that the new group would need Terms of Reference and governance/funding would need to be put into place.

RESOLVED THAT:

- a) The committee be a new village group chaired by the Parish Council Chair.
- b) Councillor S McManus write the Terms of Reference, etc for the group
- c) A small amount of funding be made available to the group in a similar manner as operated for the Station Heritage Group.

72. COUNTY COUNCILLOR'S REPORT

Councillor White reported that:

- The Shobnall Road works had been completed on time
- The Burton railway station bridge was taking a little longer than anticipated to complete due to issues encountered during the works

Councillor S McManus asked for an update on the College Field Village Green application. Councillor White said that the Countryside and Rights of Way Panel meeting will take place on 20 September and he will make a presentation to that meeting. He said that the recommendation is to refuse the application and a final decision will be made at the Panel meeting.

73. BOROUGH COUNCILLOR'S REPORT

No report was available.

74. PARISH COUNCILLORS' REPORTS

74.1 Councillor Wyatt:

- a) He had noted the increase in tree and vegetation growth around the road signs and that the 40mph sign was now in the hedge. He asked if the council's contractor could be asked to clear the road signs in the interests of safety.

AGREED That the contractor be requested to clear the road signs.

- b) Knowles Hill – growth onto the road from the hedge on the right hand side of the road is a potential road safety hazard. He asked if the council's contractor could be asked to cut the hedge back.

AGREED That the contractor be requested to cut the hedge back from the road.

- c) Craythorne Road car park – there were potholes which need to be filled to prevent potential damage to users' vehicles.

AGREED That the contractor be asked for his view on the condition of the car park and for his quotation to fill the potholes.

74.2 Councillor Sanderson said that he was now Vice Chair of the Almshouse Committee (he is RPC's nominated representative on the committee).

- A Station Road resident had reported a persistent bonfire nuisance which prevents people from having their windows open on warm evenings/nights. On the Clerk's advice, the resident had obtained the relevant forms from ESBC and she was looking for other people to come forward who were affected by the bonfires.
- The overgrown hedge on Station road, which had not been cut for around 14/16 months, had been reported to Staffordshire Highways (Ref. No. 4170804).
- The log was still in the brook – contractor to be chased to deal with this as soon as possible.
- Signs had appeared on the Spread Eagle island railings – contractor to be asked to remove these.

74.3 Councillor Badcock referred to the longstanding problem of flytipping which was accruing on the path adjacent to the Craythorne Road playing field. The Clerk had previously reported the problem to ESBC on several occasions. Councillor Badcock said that he had contacted ESBC and they had displayed signs asking the landowner to contact them. The landowner had come forward and said that he would remove the rubbish but two weeks later it is still there and in fact it is being added to. He asked that Borough Councillor Toon be asked to take this up at ESBC and try to get this sorted out as soon as possible. He said that he would continue to chase this up with ESBC.

AGREED That Borough Councillor Toon be asked to take this matter up at ESBC.

74.4 Councillor Stewart reported that the Willow tree at 4 Beacon Road was overhanging the road and footway and needs to be cut back.

AGREED That the householder be requested to cut the tree back.

75. FINANCIAL MATTERS

78.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Councillors retrospectively approved the following which fell due for payment during the Summer recess:				
East Staffordshire Borough Council	Election costs	BACS (22/07/19)	116.02	-
1&1 IONOS	RPC Website: Monthly fee	DD (07/08/19)	5.99	1.00
Freeola Ltd	Village website: Qtrly charge	DD (09/08/19)	13.86	2.31
Clerk	Clerk's salary (£670.44) Clerk's expenses (£79.82)	BACS (12/08/19)	750.26	2.33
Evergreen Office Supplies Ltd	Stationery	BACS (12/09/19)	38.52	6.42
P Gould	Mowing contract	BACS (12/09/19)	1,198.23	-
J Deacon	Environmental Officer (£894.84); Refurbishment of John Bull sign (£339.30)	BACS (12/09/19)	1,234.14	205.69
Mazars LLP	Audit fee for year ended 31 March 2019	BACS (22/08/19)	360.00	60.00
iD Mobile Ltd	Clerk's mobile	DD (25/08/19)	28.76	4.79
		Sub Total	3,745.78	282.54
Payments due as at 09 September:				
S McManus	Reimbursement re purchase of maps in support of 1 st Registration of the Beacon Road and Craythorne Road Playing Field sites	BACS	88.78	14.80
J Deacon	Jinny Trail: Supply sleepers and concrete in for Cattle Dock information panel	BACS	84.00	14.00
Staffordshire Parish Councils' Assn	Planning Course	BACS	282.40	-
Playsafety Ltd	2019 RoSPA inspections	BACS	341.40	56.90
P Gould	Mowing contract	BACS	1,198.23	-
Clerk	Clerk's salary (£670.44), Clerk's expenses (£48.89)	BACS	719.33	-
HMRC	NI/PAYE – Qtr. 2/4	BACS	623.76	-
PEAC (UK) Ltd	Photocopier: Qtrly rental	DD (03/09/19)	210.74	35.12
1&1 IONOS	RPC Website: Monthly fee	DD (07/09/19)	5.99	1.00
J Deacon	Environmental Officer (£894.84); Craythorne Road playing field – install signs (£42.00)	BACS	936.84	156.14

Barnett Tree Services	Jinny Trail: Emergency call out – removal of large Ash limb lying in private garden on top of shed, fencing and garage	BACS	450.00	-
		Sub Total	4,941.47	277.96
		TOTAL	8,687.25	560.50

RESOLVED That the above payments be approved.

75.2 Bank Reconciliation as at 31 August 2019

The Bank Reconciliation was noted.

75.3 2019/20 Budget as at 31 August 2019

The Budget to date was noted.

76. COMPLETION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2019

Councillors were informed that the External Auditor had signed off on the audit for the year ended 31 March 2019 and that no issues had been raised for the council's attention. The Completion Notice and full Annual Governance and Accountability Return had been displayed on the council's website as required under the current Regulations.

RESOLVED That the above be noted.

77. ACTION POINTS

a) Tractor (see also Minute No. 70)

It was noted that the Youth Representative had now left the council as he was starting University and it therefore fell to the council to resolve this matter.

RESOLVED THAT:

i) Councillor Gooding be requested to liaise with his contacts at the Pumping Station so that the tractor can be moved there and works undertaken to make it suitable for installation into a play area.

ii) Consideration be given to the location where the tractor will be installed.

b) Village Map (see also Minute No. 78.2)

Councillors considered whether a claim should be made on M&B for the map and frame to be replaced at their cost. Councillors agreed that, as the council could not provide evidence of the map and frame being undamaged prior to it being removed, this matter would be not progressed. The Clerk informed the council that M&B were arranging for the frame to be repainted at their cost as soon as possible.

c) Allocation of village areas to councillors

It was agreed to leave this in abeyance as the new village environmental group were keen to be involved with monitoring areas of the village.

d) Exploration of a new allotments site: To be added to Action Points.

78. ROLLESTON FOOTPATHS

78.1 Footpaths Leaflet

Councillor Stewart gave update on progress to date, adding that she was working with Clive Baker who had provided the artwork for the previous version. Mr Baker had offered to do the artwork free of charge but would welcome a donation towards the cost of the software. Councillor Stewart asked if it was necessary to include the footpath distances on the new leaflet.

RESOLVED THAT:

- a) A donation be made to Mr Baker towards the cost of software.
- b) Footpaths distances be removed on the new version of the footpaths leaflet except for the longer footpaths which take walkers to Tutbury.
- c) Comparative quotations be sought by Mr Baker and Councillor Wyatt for print runs of 2000 and 3000 quantities of the leaflet.
- d) A copy of the leaflet be distributed to every household with the Rollestonian.

78.2 Village Map

Mr Baker agreed to prepare a revised version of the Village Map for the council's approval.

78.3 Footpath Walks

Councillors Stewart and Wyatt confirmed that all the footpaths had been walked.

78.4 Stiles

The Clerk provided a comprehensive report giving an update on progress to date, including comparative quotations for metal and timber kissing gate options. Councillors felt that it would be beneficial to install some kissing gates if contributory funding could be accessed from the County Council's Community Paths Initiative.

RESOLVED THAT:

- a) The report be noted.
- b) The landowner of Footpath Nos. 2, 3 and 4 be contacted and asked if he would be amenable to kissing gates being installed instead of simply replacing the existing stiles.
- c) An update be provided to the next council meeting.

79. 2019 RoSPA REPORTS

The RoSPA play safety inspection reports for the council's four play areas had been circulated to all councillors. Councillors were generally pleased with the reports. Councillor S McManus undertook to write up the tasks to be completed and this list would then be provided to the council's contractor to enable to quote for those works.

RESOLVED THAT:

- a) Councillor S McManus write up the tasks to be completed, as set out above.
- b) The bolt on the Craythorne Road goal be replaced as soon as possible.
- c) The fence at the Elizabeth Avenue play area be welded as soon as possible.

80. COLLEGE FIELDS: S106 AGREEMENT

It was noted that Councillor Gooding had asked for this item to be included on the Agenda for consideration but as he was absent from the meeting it was agreed that this item be deferred.

81. CORRESPONDENCE

81.1 Walford Road: Request for a gate to alley

The council had been contacted by a resident of Walford Road with two dogs who enjoy walking in the fields in the village. The resident says that "Unfortunately, there have been a few occasions when they have run from the far side of the field, through the alleyway, onto the road at the top of Walford Road. This is a risk to them and any passing motorists or cyclists. I have spoken to other dog owners and some of them have experienced a similar problem with their dogs. This could be easily resolved with the installation of a gate, similar to the one leading onto Beacon Road from the fields."

RESOLVED That the requested gate be included in the list of works to be undertaken on footpaths/stiles.

81.2 **Marston Lane: Litter bin request**

A resident who voluntarily regularly collects litter in the village has requested that a litter bin be installed at the parking area next to the river.

RESOLVED THAT:

- a) The request be agreed provided that ESBC will regularly empty the bin.
- b) A bin was required ½ along the Jinny Trail but ESBC had previously said that their vehicles could not access the site to empty the bin, therefore a bin had not been installed. It was noted however that there is a bin at the Stretton end of the Trail and ESBC were to be contacted to ask if they emptied this bin and if so they were to be asked to confirm that if RPC were to install a bin they would regularly empty it.
- c) ESBC to be contacted to ask (i) what its policy is on the provision of recycling bins and (ii) to ask if they will install recycling bins around the village, or at least at the Craythorne Road Car Park and at the Co-op.

81.3 **Damage around the village**

A resident had contacted the council to report:

Brook Hollows: The perimeter fence/edging next to Brook Hollows by the side of The Lawns road bridge is damaged. The Clerk had reported this to ESBC who said that an Officer would be sent to investigate the problem.

Brookside: The cobbled kerb in Brookside, near to Brook House, is damaged and is missing stones. The Clerk had reported this to Staffordshire Highways via its online reporting tool on 30 July.

RESOLVED THAT:

- a) The above reports be noted.
- b) ESBC to be informed that a bin was leaning at Brook Hollows.

81.4 **Meadow View**

The following has been passed to the parish council by ESBC. A resident of Meadow View had contacted ESBC expressing his concerns with the number of dogs running freely in the park where children are playing, and he thought better patrolling and signage should be used to reduce the risk to children. The resident also asks if the play area could have a sign suggesting stronger penalties for people not having their dogs on leads at all times. He stressed that something needs to be done.

Councillors noted that the council has Byelaws signage in place, and it is not viable/possible to have someone patrolling the area as the resident asks.

RESOLVED That “No dogs in the play area” signs be purchased and installed at the Meadow View and Elizabeth Avenue play areas (two signs at each location).

81.5 **Staffordshire Parish Councils’ Association (SPCA)**

The weekly SPCA bulletins had been forwarded to all councillors.

81.6 Easement for gas supply under The Croft

Councillors were advised that the Rolleston Almshouse Charity had supplied the completed Deed of Easement dated 25 July 2019 for retention by the council.

82. 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.

83. DEFIBRILLATOR

Councillors were advised that the Rolleston Club are happy for the defibrillator to be relocated and will continue to monitor and maintain the defibrillator within a heated outdoor cabinet (cabinet to be provided by the council).

RESOLVED That a Public Access Defibrillator Cabinet be purchased from www.firstaid4less.co.uk at a cost of £495.95 plus VAT.

84. FOOTPATH BARRIER

Councillors were advised that:

- a) Permission would be required from either ESBC or the County Council to install footpath barriers.
- b) The contractor's quotation had not yet been received.

RESOLVED That this item be deferred pending receipt of the contractor's quotation.

85. TREE WORKS

Reports had been received of problems with the Millennium Oak and trees on Shotwood Close Public Open Space. Quotations had been received and were considered by councillors.

RESOLVED That the tree surgeon (Barnett Tree Services) be asked if the two jobs could be "rolled" into one at a reduced cost (the combined quotations currently totalled £1,000) and that the works be undertaken as soon as possible.

86. JAMIE'S GARDEN – QUOTATION RE POSTS AND CHAINS

RESOLVED That John Deacon's quotation in the sum of £275.00 plus VAT to treat the oak posts and paint chains be accepted and that the works be funded from the BKV Earmarked Reserve.

87. OLD RAILWAY TRACK, NR ROLLESTON ON DOVE

RESOLVED That the correspondent be advised that the council would be interested in having a discussion.

The meeting closed at 9.30 pm

Signed

Date