



# Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)  
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Our Ref: MD

04 November 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 11 November 2019** commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

*MDanby*

Mary Danby  
Clerk

## **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.

## **POLICE**

Report by the Police Officer/PCSO covering the village.

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

Planning Application No.	Address	Proposal
P/2019/01119	Cherry Tree, 10 Shotwood Close	Erection of a single storey rear extension and replacement of all existing windows
P/2019/01212	The Copper Beech, South Hill	Crown lift in height of 1 Copper Beech tree to give 4.3 metre clearance and partial crown reduction of 1 metre in spread to clear phone lines (TPO 24)

Planning Application No.	Address	Proposal
P/2019/01316	23 Beacon Road	Erection of a single storey side and rear extension, raising of roof to existing side extension and alterations to and additional windows

### 3.2 Planning decisions

The following planning decisions have been notified:

Planning Application No.	Address	Proposal
P/2019/00961	86 Walford Road	Erection of two storey side and single storey front extensions
Permitted		
P/2019/01132	Woodborough, Hall Grounds	Felling of 2 Lawson Cypress trees
The LPA has no objection to the work and does not propose to make a TPO in this instance		
P/2019/01138	The Spinney, Church Road	Crown reduction of up to 2m of 2 Silver Birch trees
The LPA has no objection to the work and does not propose to make a TPO in this instance		
P/2019/01142	The Old Orchard, Church Road	Felling of 3 Leylandii trees and crown reduction in height by 1.5m of 4 Leylandii trees
The LPA has no objection to the work and does not propose to make a TPO in this instance		

### 3.3 East Staffordshire Borough Council (ESBC):

#### Local Validation Checklist – 2019 review

ESBC has carried out a review of the local validation requirements (previously provided to Councillors via email) on which they invite the council's views by Tuesday 12 November 2019. ESBC's website provides the following Summary of Amendments to the Local Planning Validation List:

- Further clarity on information requirements and cases when information not required.
- Provided a Heritage Statement pro-forma for completion, in order to provide sufficient detail and also guidance notes to assist.
- Retail Impact Assessment and Sequential test sections have been split into two sections. We have added an additional category relating to Loss of Retail/Community facilities.
- Foul and surface water drainage section now refers specifically to SUDS.
- An additional section specifically referring to the Cannock Chase SAC Statement or unilateral undertaking.
- Transport Assessment/Travel Plans sections have been combined.
- Tree Assessment/Tree Survey sections have been combined.
- We have produced an application matrix to help assist with what information is required per application type.
- Sections removed\*:
  - Affordable Housing Statement
  - Health Impact Assessment
  - National Forest
  - Section 106 information/Draft Heads of Terms
  - Statement of Conformity
  - Telecommunications
  - Utilities Statement

- Viability Assessment
- Wind Turbine

\*Some of this information may be required post validation subject to the application type and scale. It may be appropriate to include some of the items with your submission should you know it will be required, in order to avoid delays.

4. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 14 OCTOBER 2019 (ENCLOSURE NO. 1)
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. TO CONSIDER FINANCIAL MATTERS

#### 9.1 Schedule of payments (as at 01 November 2019)

Payee	Description	Payment Method	Gross £	VAT £
EE Ltd	Clerk's mobile	DD (Paid 19/10/19)	24.00	4.00
Barnett Tree Services	Tree works at Shotwood Close POS and The Croft (Millennium Oak )	BACS	800.00	-
Clive Baker	Contribution to software costs re Village Footpaths Leaflet and Village Map	Chq. No. 2875	100.00	-
Freeola	Village website (quarterly charge)	DD (Paid 08/11/19)	13.86	2.31
1&1 IONOS	RPC Website: Monthly fee	DD (Paid 07/11/19)	5.99	1.00
P Gould	Mowing contract	BACS	1,198.23	-
Clerk	Clerk's salary and expenses	BACS	738.63	0.17
		<b>TOTAL</b>	<b>2,880.71</b>	<b>7.48</b>

#### 9.2 Bank Reconciliation as at 31 October 2019

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01/04/18	Bank Statement	13,292.23	53,081.15	66,373.38
Movement in funds to date	<b>PLUS</b> Income	71,184.03	2,664.00	73,848.03
	<b>LESS</b> Expenditure	(39,895.22)	(2,000.00)	(41,895.22)
		44,581.04	53,745.15	98,326.19
31/10/19	Bank Statement	44,581.04	53,745.15	98,326.19

#### 10. INTERIM INTERNAL AUDIT

The Internal Auditor completed the Interim Internal Audit on 16 October 2019. He said that he was very pleased with the condition of the accounting records and the overall governance of the council's business. He asked that two minor changes be implemented as soon as possible:

1. Please include the Bank reconciliation statements in the Minutes. This is for security and transparency and is usual in most councils.
2. Please ask the two councillors who sign off the invoices for payment to date and sign the sheet containing the invoices for approval as per your Financial Regulations (Section 6.5)

The Internal Auditor said that these are requirements in the council's Financial Regulations and can therefore be checked by the External Auditor.

The Clerk has implemented the requested minor changes:

- The October Minutes include the September Bank reconciliation
- The cover sheet detailing the invoices for payment has been amended to include spaces for signature and dating by those councillors agreeing that the invoices and payments agree

**11. 2019/20 BUDGET AS AT 31 OCTOBER 2019 AND DRAFT 2020/21 BUDGET (ENCLOSURE NO. 2)**

The council is requested to receive the budget report and to consider its needs and potential projects for the 2020/21 financial year so that the draft budget can be prepared for consideration at the December meeting (the Precept must be declared at the January 2020 meeting at the latest).

**12. ACTION POINTS (ENCLOSURE NO. 3)**

**13. COLLEGE FIELDS: S106 AGREEMENT**

Deferred from the previous meeting

**14. CORRESPONDENCE**

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

The weekly SPCA Bulletins have been forwarded to all councillors.

**14.2 Church Road: Drains**

Barry Edwards contacted the council regarding water surcharging out of a gulley and a manhole on Saturday 26 October and asked if the council can help in resolving this issue. Mr Edwards also contacted the council separately reporting that the manhole cover had lifted by 60mm. The Clerk reported these issues to Staffordshire Highways.

**14.3 Church Road: Overgrown hedge**

A resident reported that an overgrown hedge at a private residence on Church Road was obstructing the footpath, making it difficult to negotiate safely at night. A letter was sent to the householder asking them to consider cutting the hedge.

**14.4 Rolleston Footpath No. 5: Electric Fence**

Several residents reported that an electric fence had been erected on 17 October which was blocking the footpath through to Tutbury. The landowner was contacted on 18 October asking them to liaise with their tenant to relocate the electric fence to enable walkers to use the footpath. The council was notified on 21 October that the fence had been repositioned.

**14.5 National Community Energy Campaign (ENCLOSURE NO. 4)**

**15. 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.

16. **PROPERTY LEVEL FLOOD RESILIENCE (ENCLOSURE NO. 5 – COUNCILLORS ONLY)**
17. **QUOTATIONS (ENCLOSURE NO. 6 – COUNCILLORS ONLY)**
18. **ADAPTING A TRACTOR FOR CHILDREN’S PLAY (Minute No. 100 refers) (ENCLOSURE NO. 7 – COUNCILLORS ONLY)**
19. **SHOTWOOD CLOSE: BOLLARDS (ENCLOSURE NO. 8 – COUNCILLORS ONLY)**

**MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL**  
**HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE**  
**ON MONDAY 14 OCTOBER 2019 COMMENCING AT 7.30 PM**

**PRESENT**

Councillor S McManus (in the Chair)

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

**In attendance**

Julia Baker, ESBC

8 Members of the Public

Mary Danby, Clerk

**PUBLIC FORUM**

A resident of Dodsloew Avenue raised three issues with the council:

- She explained the problems an elderly disabled neighbour who must use a mobility scooter – he is unable to go through the barrier on the jitty to/from Beacon Road and he is only able to go out from his front entrance with a great deal of difficulty. She asked if the barrier could be removed. The Council Chairman explained that the council was already aware of the issue and was exploring options to resolve this situation.
- She wanted to say “thank you” to all those involved with ensuring that the flytipping on the Craythorne Road track was removed.
- She said that the hedge along the jitty had been cut and the cuttings had been left on the ground, weeds were also growing again resulting in the area looking a mess. The Council Chairman said that this will be investigated.

**POLICE**

PCSO Evans had advised that he was unable to attend the meeting and he had provided a written report which was circulated at the meeting.

**TRANSFORMING THE TRENT VALLEY**

Julia Baker introduced herself, saying that she works for East Staffordshire Borough Council in the Regeneration section and that she was at the meeting to summarise the project delivery of Brook Hollows under the Transforming the Trent Valley Partnership Scheme.

The Transforming the Trent Valley Landscape Partnership Scheme consists of several Delivery Partners such as Staffordshire Wildlife Trust, Trent Rivers Trust and East Staffordshire Borough Council along with several supporting partners – in all there are 18 partners involved. Their purpose is to celebrate the waterways, industries and the communities that are the life-force of this rapidly evolving river valley landscape and which have shaped and continue to influence its form and use.

The total project will cost £4.75 million to deliver and the national heritage fund have awarded them a grant of £2.66 million. The rest will come from in kind time, volunteering and by securing additional grants and donations.

Their projects will be delivered under three themes:

- Connecting Communities through Action
- River Valley Connections and
- Transforming the Landscape

Brook Hollows falls under the Transforming the Landscape theme and will be delivered by East Staffordshire Borough Council.

The work will consist of restoration including some removal of silt from the lake to reduce current levels and looking to create an engineering solution to reduce future silting taking place.

Alongside this will be an ongoing programme of woodland maintenance which will ensure the best possible environment for wildlife and inform visitors of the history of the site by developing its heritage and if possible, identify and replace some of the original specimen trees planted in the 19<sup>th</sup> century.

The site can also be somewhere to hold annual events celebrating the heritage and nature for the benefit of the local and wider community.

Volunteering days can be held that will help to maintain the area and develop skills. Also, education opportunities will be provided for children from inner wards of Burton and the surrounding area.

The scheme is designed to provide the best balance between restoring the water area to a standard that provides a utility that people can derive a variety of benefits and within a budget that provides best value. This ambition is not only aimed at achieving best value for the works but also the ongoing maintenance.

The project was due to start in September 2019 but owing to the delay in receiving the funding and after considering all of the facts and the pre-works needed to be done on the project and lastly the limited timespan in a year we have to do the actual work it was decided that the pre-works such as surveys and the procurement exercise to appoint a contractor would begin in February next year. The actual engineering works would take place in September 2020 followed by additional tree works. In 2021 the footpath and heritage works would be concluded with the delivery of four educational visits from 2021-2023 covering the lifespan of the project of 5 years.

Julia then invited questions/input from councillors and members of the public:

- Members of the public asked if it was possible to install additional lighting, and perhaps a security camera because problems are being experienced with people using drugs at Brook Hollows.
- Designated, accessible footways were requested.
- The area is very overgrown, and no swans had been seen this year, possibly because the island sides are too steep for the cygnets to negotiate to return to the nest on the island
- A resident said that there used to be fish in Brook Hollows but there are none there now.
- A resident queried the depth of the trench – Julia responded saying that this will depend on how much silt is to be removed.
- In response to a query from the Council Chairman, Julia said that an ecological survey and a bat survey will be done in February 2020 and the results should be available in March. An engineering contractor is to be procured and a scheme should be available by the end of June 2020.
- A resident said that water comes from the Black Brook and she asked if this is part of the proposed work. Julia said that the flow of the water will be looked at.
- A resident queried if effluent from farming was permitted to drain into Brook Hollows.

Julia concluded by saying that she will provide updates to the council. The Council Chairman said that these would be available via the council's website and Facebook page and Julia will be invited to a future meeting as the scheme progresses.

**88. APOLOGIES FOR ABSENCE**  
Councillor Robson  
County Councillor White

**89. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**90. PLANNING**

**90.1 Planning Applications**

Application No.	Address	Proposal
P/2019/00954 No objection	Netherfield Grange, 175 Station Road	Change of use of land for the riding of horses and formation of a ménage for private use
P/2019/01021 No objection	Craythorne Farm, Craythorne Road	Retention of outbuildings as restaurant/café (Class A3), shops (Class A1), hair salon/beauty and cattery (Sui Generis)
P/2019/01132 No objection	Woodborough, Hall Grounds	Felling of 2 Lawson Cypress trees
P/2019/01138 No objection	The Spinney, Church Road	Crown reduction in height of up to 8 metres of 1 Silver Birch tree
P/2019/00142 No objection	The Old Orchard, Church Road	Felling of 3 Leylandii trees and crown reduction in height by 1.5m of 4 Leylandii trees
P/2019/01161 No objection	The Old Orchard, Church Road	Retention of trellis

**90.2 Planning Decisions**

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

**90.3 East Staffordshire Borough Council (ESBC):**

**Draft Supplementary Planning Documents for consultation**

ESBC had prepared two draft Supplementary Planning Documents (SPD) on which they invite the council's views by Friday 18 October 2019:

- The **Housing Choice SPD** provides applicants, developers including housing associations and other registered providers, valuers and landowners with information about the Council's requirements, to assist them in planning new housing developments and making planning applications. The final SPD when adopted will replace the Housing Choice SPD adopted in 2016.
- The **Planning Obligations SPD** provides advice to customers and interested parties on when Planning Obligations (also known as S106) are likely to be required as part of new development and the process in agreeing the S106 through the application process. This SPD does not introduce new obligations or policies but lists all potential requirements in one document to assist applicants.

**RESOLVED** That the above documents be noted.



**90.4 Planning Appeal decisions**

**RESOLVED** That the planning Appeal decisions regarding Land at the Brookhouse Hotel, Brookside be noted.

**91. MINUTES**

**RESOLVED** That the Minutes of the Council meeting held on 09 September 2019 be approved and signed as a true record.

**92. MATTERS ARISING**

**Minute No. 74.1**

Councillor Wyatt reported that the vegetation around the 40mph sign had not been cleared and that the hedge on Knowles Hill had also not been cut back.

**AGREED** That the contractor be requested to undertake the above work as soon as possible.

**93. COUNTY COUNCILLOR'S REPORT**

Councillor White was unable to attend the meeting and he had provided an update via email:

"In terms of an update, I am pleased to confirm that the refurbishment of the pedestrianised section of Station Street will be going ahead early in the new year as a joint venture between Staffordshire County Council and East Staffordshire Borough Council.

In addition, East Staffordshire has been successful in getting through to the final round of bidding for the Towns Fund, which will offer up to £25 million for improvements to the town focused on transport connectivity, technology, skills and culture.

These two successes represent the first results of the new closer working relationship between Staffordshire County Council and East Staffordshire Borough Council and there will hopefully be much more to come.

While, primarily a Network Rail project, I can also report that the delayed repair works to the railway station bridge in Burton, where Network Rail are strengthening and waterproofing the bridge, should be complete by the start of November. Staffordshire County Council will be resurfacing the road and reconfiguring the station forecourt at the end of the repair works to allow buses to pull in rather than stopping on the main road and will also be improving access for disabled users. As mentioned above, the delay is due to the Network Rail works not the County Council element!"

**94. BOROUGH COUNCILLOR'S REPORT**

Councillor Toon reported that the Washlands project is going forward and it will see the area regenerated.

**95. PARISH COUNCILLORS' REPORTS**

**95.1** Councillor Toon reported that:

- a) An elderly resident had contacted her regarding a blocked ditch opposite her property – the resident had attempted to clear this herself but had been unable to do so. Councillor Toon was concerned about the Health & Safety issues of the resident attempting to resolve the problem herself and she had given her the County Councillor's contact details so that he could be asked to resolve the issue. Councillor Toon also reported that the resident had telephoned Staffordshire Highways to report the problem but had been told that complaints could only be logged online – on being told that the resident does not have a computer, she was told to

go to a neighbour to use their computer. This was a totally unsatisfactory way of dealing with the resident's complaint.

**AGREED** That a letter of complaint be sent to Staffordshire Highways regarding the way the resident was dealt with by their Customer Services Team.

- b) Station Road – a resident had asked how high the hedge in front of Mr Deacon's yard was going to get to.

**AGREED** That Mr Deacon be requested to level the top of the hedge.

- 95.2 Councillor Sanderson asked if a letter of thanks could be sent to the Spread Eagle pub for their hanging baskets – this was agreed.

He said that the planters will be changed this week.

- 95.3 Councillor Badcock referred to the flytipping problem on the track on Craythorne Road (Minute No. 74.3 refers) saying that this had now been removed after Bryan Chinn had contacted Andrew Griffiths MP, who in turn had taken the matter up with ESBC's CEO.

**AGREED** That a letter be sent to Andrew Griffiths MP, Bryan Chinn and Louise Kemplay (ESBC) to thank them for their assistance in resolving the problem.

- 95.4 Councillor Wyatt reported that:

- The Jinny Trail path was overgrown with nettles.

**AGREED** That the contractor be asked to clear the path.

- The Craythorne barrier posts were in poor condition.

- Footpath 18 (Craythorne Playing Field to College Fields) was flooded.

- Trees are impinging on the Ford by the Brookhouse making access by vehicle difficult.

**AGREED** That a quotation be sought for any works necessary on RPC owned trees and that the resident responsible for the Willow tree be advised of the problem.

- 95.5 Councillor Stewart reported that:

- The Willow tree at 4 Beacon Road had been cut but was now unbalanced with most branches being to one side of the tree.

**AGREED** That ESBC's Tree Officer be requested to inspect the tree and advise the householder on what needs to be done with the tree.

- The Field Drive road sign had been replaced.

- 95.6 Councillor Gooding reported that:

- Burnside: roadside drains opposite the Club were blocked and needed to be cleared.

- Shrubs were overhanging the footpath to the rear of the Spread Eagle Island.

**AGREED** That the householder be advised of the problem and requested to undertake any necessary maintenance.

- Brookside: Could ESBC be requested to send the road sweeper to clean the road as it was very dirty? **AGREED**
- Had the mowing contract finished? Councillor S McManus said that the contractor had agreed to do an extra cut free of charge if necessary.

95.7 Councillor S McManus circulated a letter he had received regarding a proposal to move the chicanes on Station Road.

**AGREED** That Councillor S McManus should write to Rt Hon Andrew Griffiths MP to ask for his support in grouping this with other yellow lines around the village.

## 96. FINANCIAL MATTERS

### 96.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Value Products Ltd	Heated outdoor defibrillator cabinet	BACS (Paid 10/09/19)	595.14	99.19
Clerk	Reimbursement re play area signage and mobile phone case	BACS (Paid 12/09/19)	17.64	2.39
EE Ltd	Clerk's mobile	DD (Paid 19/09/19)	24.78	4.13
ESBC	Bin emptying (quarterly)	BACS (Paid 02/10/19)	846.02	141.00
1&1 IONOS	RPC Website: Monthly fee	DD (Paid 07/10/19)	5.99	1.00
P Gould	Mowing contract	BACS	1,198.23	-
Clerk	Clerk's salary (£670.44) and Clerk's expenses (£80.14)	BACS	750.58	-
Midshire Business Systems	Photocopier: Copy charges (quarterly)	DD	301.55	50.26
Staffordshire Parish Councils' Assn	Balance of membership fee for 2019/20	BACS	196.00	-
J Deacon	Environmental Officer (£894.14), Replace broken post at The Croft (£30.00); Fit 4 No signs to Children's play areas at Meadow View and Elizabeth Avenue (£42.00)	BACS	966.14	161.14
		<b>TOTAL</b>	<b>4,902.07</b>	<b>459.11</b>

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

### 96.2 Bank Reconciliation as at 30 September 2019

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01/04/18	Bank Statement	13,292.23	53,081.15	66,373.38
Movement in funds to date	<b>PLUS</b> Income	71,184.03	2,664.00	73,848.03
	<b>LESS</b> Expenditure	(39,895.22)	(2,000.00)	(41,895.22)
		44,581.04	53,745.15	98,326.19
30/09/19	Bank Statement	44,581.04	53,745.15	98,326.19

**RESOLVED** That the above was a true record.

**97. 2019/20 BUDGET AS AT 30 SEPTEMBER 2019**

**RESOLVED THAT:**

- a) The Budget to date was noted.
- b) The football pitch fees be reviewed at the March 2020 meeting of the council.

**98. BRITISH TELECOMMUNICATIONS CONSULTATION ON REMOVAL OF PUBLIC CALL BOXES – ROLLESTON**

The council had been consulted on the proposal by BT to remove the telephone kiosk from outside the Post Office, Station Road. There was also an opportunity for the council to “adopt” the kiosk.

**RESOLVED THAT:**

- a) The council did not wish to adopt the telephone kiosk
- b) BT should remove the telephone kiosk from the above location

**99. BEST KEPT VILLAGE (BKV) COMPETITION 2019 – JUDGES COMMENTS**

The BKV Judges comments were noted and it was agreed that these will be considered in depth by the Environment Group.

**100. ACTION POINTS**

**a) Tractor (see also Minute Nos. 70 and 77)**

Councillor Gooding reported that the Claymills Pumping Station group were unwilling to take on the work to make the tractor suitable for use for children’s play.

**RESOLVED THAT:**

- i) Play Safety Ltd (RoSPA) be asked for advice
- ii) TREATS to be asked if they would be able to take on the work (as advised by Play Safety Ltd)

**101. ROLLESTON VILLAGE FOOTPATHS LEAFLET (Minute 78.1) refers**

**RESOLVED THAT:**

- a) The Village Footpath leaflet be approved subject to minor amendments
- b) The leaflet be put to Barry Edwards and Rolleston Civic Trust for review prior to going to print
- c) 1,000 folded leaflets be printed at a cost of £233.33 plus VAT and that the leaflets be made available at various venues in the village (i.e. Cricket Club, Post Office, Rolleston Club, etc) and Burton Library.
- d) The leaflet be available as a download from the RPC website

- e) An article be included in the next council newsletter which would be inserted in the Spring issue of the Rollestonian saying that the leaflet had been reprinted and could be downloaded from the website.

**102. Village Map**

Councillors reviewed the draft Village Map and they asked that open spaces, cemetery and allotments be added.

**AGREED** That all councillors were asked to submit their comments to Councillor Stewart for collation and passing on to Mr Baker.

**103. COLLEGE FIELDS: S106 AGREEMENT**

**RESOLVED THAT:**

- a) ESBC be asked what is the process with drawing down the s106 funding?
- b) This item be included on the Agenda for the next meeting.

**104. STILES (Minute No. 78.4 refers)**

The Clerk reported that:

- a) The Landowner of Footpath Nos. 2,3 and 4 has confirmed that he would not wish to see kissing gates installed as stiles are much safer for livestock.
- b) The Landowner of Footpath No. 5 has still not contacted either the SCC Public Rights of Way (PROW) Officer or the parish council. The PROW Officer had established that "as highway authority they have the power or right to maintain, alter or remove any structure of work on, over or under land that neither belongs to the highway authority, nor forms part of a highway for which we are the highway authority. In relation to section 291 "structure" includes a bridge, fence, barrier or post and 'work' includes tunnel, ditch, gutter, watercourse, culvert, drain, soakaway or pipe. The word structure does not seem to indicate that we can enter land to repair a stile which doesn't really help in this situation."

The PROW Officer asked whether an approach to the NFU may help to see if they can get the Landowner to contact either him or the parish council. The Clerk contacted the NFU, but they said that "unfortunately we would not be able to assist in this matter. Due to data protection legislation, we are not able to confirm whether the Landowner is a member of the NFU or not." The Clerk has relayed the NFU's response to the PROW Officer with a request as to how this matter can now be progressed.

**RESOLVED THAT:**

- a) The Clerk be authorised to progress the agreed works on Rolleston Footpath Nos. 2, 3 and 4.
- b) Rolleston Footpath No. 18 (middle section) have hardcore laid where the ground gets waterlogged and muddy and a kissing gate was to be installed.

**105. CORRESPONDENCE**

**105.1 Meadow View (Minute No. 81.4 refers)**

The resident was informed of the council's decision to install "no dogs in the play area" signs, noted that the area is covered by a Byelaw and that it is not possible to patrol the area due to the additional costs involved in so doing. The resident has responded saying that the Byelaw

is ignored by many users and he believes that the council's actions "will have no effect whatsoever".

**RESOLVED** That the above be noted but there was little more that the council do to allay the resident's concerns.

**105.2 Tree issue – Walkway from Station Road to Meadow View (next to the post box)**

**RESOLVED** That this item be considered under Minute No. 108.

**105.3 Shotwood Close Public Open Space**

Bryan Chinn contacted the council on behalf of the Shotwood Close Residents Association regarding tree works recently undertaken on the Public Open Space and asking what had prompted the council's decision to fell one of the trees. An explanation was provided to Mr Chinn.

Mr Chinn also mentioned that residents had commented that it is impossible for children to run among the trees on the Public Open Space due to branches being near the ground and he asks if the council plans to "coppice" the trees to a suitable height for children to run under them.

**RESOLVED** That the tree surgeon's advice/quotation be sought.

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

The weekly SPCA bulletins had been forwarded to all councillors.

**106. 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.

**107. PROPERTY LEVEL FLOOD RESILIENCE**

**RESOLVED THAT:**

- a) The resident be advised that a contribution not exceeding £1,000 was agreed subject to proof of purchase being provided to the council.
- b) The remaining Environment Agency funds be considered at the next meeting of the council.

**108. QUOTATIONS**

**RESOLVED THAT:**

a) **Jitty: Beacon Road to Dodslow Avenue**

The request that the existing barrier be removed or replaced with a motorcycle inhibitor which permits access by mobility scooter users be passed to ESBC.

b) **Craythorne Car Park**

The quotation supplied by John Deacon be accepted to:

- To break up approximately 50 metres of Car Park surface to approximately 150mm deep from existing tarmac, full width of the Car Park
- Level and top up with 20 ton of MOT type 1 road stone
- Fill deep holes on rest of Car Park
- Vibrate roll broken surface

Supply 20 ton stone	£340 plus VAT
Labour, digger and roller	£300 plus VAT
<b>TOTAL COST:</b>	<b>£640.00 plus VAT</b>

**c) Jinny Trail: Steps handrail**

- i) That the Burton Conservation Volunteers (BCV) be contacted and asked if they wanted to quote to renew 12 posts Class 4 long lasting and 3 handrails
- ii) If the BCV are not able to assist, John Deacon's quotation in the sum of £188.50 plus VAT be accepted.

**d) Tree issue – Walkway from Station road to Meadow View (next to the post box)**

The quotation supplied by Barnett Tree Services regarding a Silver Birch tree be accepted to:

- Reduction in height by 40%
- Small crown re-shape and reduction also
- All debris removed from site and area left tidy

**Total cost: £335.00**

The meeting closed at 10.05 pm

Signed .....

Date .....

**ROLLESTON ON DOVE PARISH COUNCIL**

**2019/20 BUDGET AS AT 31 OCTOBER 2019 AND DRAFT 2020/21 BUDGET**

Nominal Code	Description	Current Budget £	Actual to 31/10/2019 £	Draft Budget 2020/21 £
<b>100</b>	<b>Income</b>			
1076	Precept	60,049	60,049.00	63,130
1090	Interest Received	15	15.30	25
1100	Grants & Donations Received	-	2,150.00	-
1110	Council Tax Support Grant	1,665	1,665.00	
1200	Garden rents		125.00	125
1220	Allotment rents	-	6.00	15
1230	Beacon Road Substation Lease	-	120.00	30
1250	Football pitch fees	-	525.00	360
1999	Other income	-	4,805.58	-
	<b>Income</b>	<b>61,729</b>	<b>69,460.88</b>	<b>63,685</b>

Nominal Code	Description	Current Budget £	Actual to 31/10/2019 £	Draft Budget 2020/21 £
<b>200</b>	<b>Administration</b>			
4000	Staff salary	10,309	5,824.68	10,825
4020	Employer's National Insurance	232	115.92	252
4050	Use of Home as Office	102	55.74	111
4100	Insurance	3,051	3,050.94	3,200
4110	Audit Fees	406	406.30	515
4120	Photocopier: Rental/Maint.	790	393.29	745
4121	Photocopier: Copy charge	698	583.01	550
4125	Stationery	300	269.97	150
4127	Village Directory	173	173.14	100
4130	Postage	45	41.30	50
4140	Clerk's mobile	243	163.54	240
4150	Subscriptions	385	384.32	500
4160	Training	362	362.40	140
4170	Election expenses	116	116.02	-
4190	Mileage expenses	435	345.15	400
4195	Parking fees	15	7.99	12
4200	Play areas	5,000	338.96	5,000
4210	RPC Website	94	51.80	100
4211	Village website	45	22.47	45
4220	IT/Software	160	155.02	250
4230	s.137 Expenditure	50	50.00	100
4240	Mowing	15,524	8,387.61	16,000
4250	Bin emptying	2,820	2,115.06	3,000
4260	Trees	2,780	900.00	2,000
4270	Environmental Contract	11,686	6,331.46	12,000
4320	Capital expenditure	800	452.50	400
4330	Other administration	1,636	177.79	2,000
4400	BKV/Environ Improvements	-	32.00	-
4999	Contingency	2,500	2,304.12	5,000
	<b>Expenditure</b>	<b>60,757</b>	<b>33,612.50</b>	<b>63,685</b>
	<b>TOTAL EXPENDITURE</b>	<b>60,757</b>	<b>33,612.50</b>	<b>63,685</b>
	<b>TOTAL INCOME</b>	<b>61,729</b>	<b>69,460.88</b>	<b>63,685</b>
	<b>NET INCOME OVER</b>	<b>972</b>	<b>35,848.38</b>	<b>0</b>



Coding	Description	Opening Funds £	Actual to 31/10/2019 £	Remaining Funds £
<b>Earmarked Reserves</b>				
4400/320	BKV/Environ improvements	10,000	1,039.50	8,960.50
4410/321	EA funding	24,372	6,258.00	18,114.00
4420/322	Brook Hollows	10,000	-	10,000.00
4430/323	Bus Shelter - Knowles Hill	8,026	-	8,026.00
4440/323	Craythorne fence & car park		-	
4450/323	Jubilee Orchard tree removal		-	
4460/323	Noticeboard - Knowles Hill		-	
4470/324	Shotwood Close POS	1,000	350.00	650.00
	<b>TOTAL</b>	<b>53,398</b>	<b>7,647.50</b>	<b>45,750.50</b>

ROLLESTON ON DOVE PARISH COUNCIL

Actions Points

January - October

2019 inclusive

Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
February 2019	8.7	Burnside railings and bridges	Clerk	The bridges and railings need some maintenance works to be undertaken and repainting is necessary.	Ongoing	Request made to Richard Rayson, Staffs Highways on 16/05/19. Follow-up sent 12/06/19 (copied to County Cllr White). It has since been confirmed that the bridges and railings are not SCC's responsibility and the Clerk advised the council that RPC has engaged contractors on several occasions in the past to undertake maintenance/painting of the bridges and railings. <b>At its meeting on 14/05/19, Minute No. 24 the council RESOLVED THAT: a) Following receipt of information from the council's historical records which confirms that the parish council had commissioned and paid for maintenance/painting works on the Burnside and Brookside railings in the past, the council accepts responsibility for maintaining the railings going forward. b) Given that the maintenance works will require a significant financial commitment it was agreed that the works be broken into smaller sections and that the first section would be the railings around the John Bull sign on the Spread Eagle Island. Councillor Stewart would provide photographs of the work required on this section for discussion on the next council agenda.</b>
	12.3	Footpaths/stiles	Clerk	Works identified by the Burton Conservation Volunteers (BCV) Survey to be progressed, starting with obtaining landowners permission for the works to be undertaken.	Ongoing	SCC's PROW Team gave the Clerk the contact details for two landowners - letters were sent to them on 23/05/19. One positive response has been received, a follow-up letter was sent to the 2nd landowner on 14/06/19 to which no response was received. The Clerk contacted the PROW Officer who also attempted to contact the landowner - no response had been received as at 27 August 2019 and the Clerk has approached the Officer for advice on how to proceed. The PROW Officer has also been asked to clarify what funding RPC can apply for to offset the costs of the proposed works.
	17	Tractor	Cllr Gooding	Progress to be reported to October RPC meeting.	Ongoing	As the former Youth Representative had been unable to complete this project before going to University the council has asked Cllr Gooding to liaise with the Pumping Station to <u>progress this project</u> .
	Part 2 (March 2019)	Beacon Road Electricity Sub-station	Clerk	Lease with E.on to be completed and land registered with HM Land Registry.	Ongoing	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. <b>This matter is now in abeyance pending 1st Registration of the land with HM Land Registry.</b>
May 2019	Part 2, Minute 23.1	Craythorne Road 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.	Ongoing	SCC Legal Services were engaged on 16/05/19. Further information has been provided to enable a Witness Statement to be drafted for swearing by Cllr Toon - the draft statement has not yet been received from Legal Services.

ROLLESTON ON DOVE PARISH COUNCIL

Actions Points

January - October

2019 inclusive

June 2019	30	Damaged post on Burnside	Clerk		Ongoing	Email sent to Richard Rayson on 12/06/19 (copied to County Cllr White). The email was passed to Trevor Mellor who was dealing with this matter. A follow-up email was sent on 12th July as no response had been received. A further follow-up email was sent on 28th August requesting a response by 3rd September. <b>Trevor Mellor, Staffs Highways responded on 12th September "Sorry that this has taken so long to deal with as SCC still say that this fence is not ours to maintain. A job has been raised to make repairs to the damaged fence in Burnside. Thank you for the info and the incident number this has now been forwarded to our partners to hopefully schedule these works and to recharge the costs to the drivers insurance. Unfortunately I can not give a date to when this work will be carried out."</b>
June 2019	33.3	Footpath barriers	Clerk	Quotations sourced for alternative footpath barriers and these were considered at the July meeting. Quotation for removing existing barrier and installing replacement considered at the October meeting. Councillors were informed that the Clerk understood that the jitty was the responsibility of ESBC.		Passed to ESBC as the jitty is that Authority's responsibility.
June 2019	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 requote on this basis. A further report was provided in the September 2019 RPC agenda. 1st landowner to be asked if he would accept kissing gates to replace the existing stiles. The landowner does not want kissing gates as stiles are safer for livestock. A response has yet to be received from the 2nd landowner - an update was provided in the October 2019
June 2019	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 RPC's name.	Ongoing	SCC Legal Services were engaged on 12/06/19. Additional information was requested, which has been provided.
September 2019	77(d)	Exploration of a new allotment site	All	Added to Action Points list	Ongoing	
October 2019	100(a)	Tractor		Play Safety Ltd (RoSPA) to be asked for advice in adapting a tractor for play use; TREATS to be asked if they would be able to take on the work (as advised by Play Safety Ltd)	Ongoing	Advice has been received from Play Safety Ltd and this has been sent to TREATS asking if they are able to do the work. Play Safety Ltd's charge for a post installation inspection is £395 plus VAT.
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		

**ROLLESTON ON DOVE PARISH COUNCIL**  
**11 NOVEMBER 2019**

**AGENDA ITEM NO. 14.5**  
**NATIONAL COMMUNITY ENERGY CAMPAIGN**

The council has been contacted by Power for People:

We are a not-for-profit organisation campaigning for the Local Electricity Bill – that we authored – to become law. The Bill is currently supported by a cross-party group of 115 MPs.

The Bill aims to solve the current problem whereby local renewable energy generators, such as community energy groups, are unable to sell energy that they generate to local people. This is because of the huge setup and running costs involved in doing so.

The Bill would fix this problem by establishing a Right to Local Supply that would make the costs of selling locally generated clean energy proportionate to the scale of the operation. This would benefit the existing community energy groups across the country and, even more excitingly, create the opportunity for huge growth in such groups and other local clean energy providers.

If the Bill became law it would be excellent news for Parish and Town Councils that wished to set up their own energy companies to sell locally generated renewable energy to local people, as the set up and running costs involved would be proportionate and thus a fraction of what they are now. The revenues received by such councils could be ploughed back into local emissions reduction schemes and other local services and facilities.

**Could you please help by doing the following?**

- 1. Pass a motion in support of the Local Electricity Bill.** A model resolution is below.
- 2. Sign up to the campaign** which you can do here: [www.powerforpeople.org.uk/sign-up](http://www.powerforpeople.org.uk/sign-up)

**Council Draft Resolution**

That *[insert council's name]*

- (i) acknowledges the efforts that this council has made to reduce greenhouse gas emissions and promote renewable energy;
- (ii) recognises that councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity;
- (iii) further recognises
  - that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
  - that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and
  - that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;

- (iv) accordingly resolves to support the Local Electricity Bill, currently supported by a cross-party group of 115 MPs, and which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply; and
- (v) further resolves to
- inform the local media of this decision,
  - write to local MPs, asking them to support the Bill, and
  - write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or [info@powerforpeople.org.uk](mailto:info@powerforpeople.org.uk)) expressing its support.