

MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE
ON MONDAY 11 NOVEMBER 2019 COMMENCING AT 7.30 PM

PRESENT

Councillor Stewart (in the Chair)
Councillors Badcock, Gooding, E McManus (from 9.15pm), S McManus (from 9.15pm), Robson, Sanderson,
Toon (from 9.20pm) and Wyatt

In attendance

2 Members of the Public
Mary Danby, Clerk

PUBLIC FORUM

Mr Baker reported that tree branches were overhanging the platform at the Station and these needed to be looked at. He said he was happy to meet with the tree surgeon on site.

AGREED That the tree surgeon be requested to meet with Mr Baker on site and to quote for the works to deal with the overhanging branches.

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.

109. APOLOGIES FOR ABSENCE

County Councillor White

110. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Stewart declared a non-pecuniary interest in Planning Application No. P/2019/01212 as she lives near the applicant.

111. PLANNING

111.1 Planning Applications

Application No.	Address	Proposal
P/2019/01119 No objection	Cherry Tree, Shotwood Close	Erection of a single storey rear extension and replacement of all existing windows
P/2019/01212 No objection	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)
P/2019/01316 No objection	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
P/2019/01356 No objection	Well House, Hall Grounds	Overall crown reduction by up to 1 metre of 1 Cedar tree

111.2 Planning Decisions

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

111.3 East Staffordshire Borough Council (ESBC):

Local Validation Checklist – 2019 Review

ESBC had carried out a review of the local validation requirements on which they invited the council's views.

RESOLVED That the above document be noted.

112. MINUTES

RESOLVED That the Minutes of the Council meeting held on 14 October 2019 be approved and signed as a true record.

113. MATTERS ARISING

Public Forum re Jitty from Dodslow Avenue – Beacon Road

The Clerk reported that ESBC had said that the jitty is Trent & Dove's responsibility not theirs. Trent & Dove had been approached and they had checked the jitty for the reported hedge cuttings but these had been removed, they also said that they were checking to confirm the identity of the legal owner of the area in question before commenting on the request for the barrier to be removed.

Minute No. 92

Councillor Wyatt reported that the vegetation around the 40mph sign had now been cleared.

Minute No. 95.4

Councillor Robson reported that the grass on the verge between the Brookside footbridges needs to be strimmed back to the kerb.

AGREED That the contractor be requested to strim the grass as set out above.

Minute 95.6

Councillor Gooding reported that the road sweeper had not cleaned Brookside and he requested that ESBC be asked to clean the road every week as it was very dirty due to the frequent flooding being experienced.

AGREED That ESBC be requested to clean the road, as set out above.

Minute No. 104

Rolleston Footpath No. 5

At the Clerk's request, Councillor Badcock had assisted in obtaining the written permission of the three landowners over which the footpath runs. Councillor Badcock was thanked for his assistance.

Councillor Gooding asked why the cost should fall to the parish council to replace stiles etc. Why does the County Council does not carry out its statutory obligations regarding the maintenance of public footpaths? Councillors responded saying that the County Council had re-evaluated all the County's footpaths and all of those in Rolleston were now classed as Category C (as set out in the Rights of Way Charter).

The Clerk reported that she had been asked to provide a report to the next meeting outlining the scope of works to be done, costs and timescales for Footpath Nos. 2, 3, 4, 5 and 18.

Minute No. 107(a)

AGREED That the text be amended to read "The resident be advised that a contribution not exceeding £1,000 was agreed subject to proof of purchase being provided to the council (funded from the Environment Agency Earmarked Reserve)."

114. COUNTY COUNCILLOR'S REPORT

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

“Due to purdah, there are very few announcements from the County Council, but I can confirm that work continues on the flood prevention works for the village. While there were areas of roadside flooding, it is notable that following the works that have already been completed on Craythorne Road despite a huge volume of rain two weekends ago there was no threat to the properties on Station Road. I will provide an update on this project at the next Parish Council meeting.

I am aware of the erosion of the bank opposite 18 Brookside and I am working on this issue.”

Councillors asked that it be noted that on Station Road it was felt that whilst this was the case on this occasion it does not mean that will not be a threat in the future. The flood threat was therefore still there for those properties.

It was also noted that:

▪ **Several drains around the village were full which needed to be cleared:**

The last two drains in Burnside, on the same side as the brook, before the junction of Burnside with Church Road/Station Road appear to be blocked. It has been argued in the past that this is when the brook level is too high, but the other drains on Burnside work OK when the brook is not in flood. We cleared the leaves, and they drained away, the last two do not.

▪ **A section of Beacon Road between two drains had flooded recently, presumably due to one drain needing to be cleared:**

The council knows that water runs out of the open ditches on to the road, in Craythorne Road, at its junction with Beacon Road. This water flows downhill along Beacon Road and floods the area by the school and the butchers (School Lane/ Chapel Lane junction). On 09 November the water was NOT running off Craythorne and School Lane was NOT flooded, but water was coming up out the drain about 200 yards along Beacon Road, flowing along the road, then going down the next drain. It is assumed there must be a blockage between these two drains.

▪ **The road outside Starbucks and at the bottom of Anslow Lane had flooded on the morning 11 November:**

It appears this water is coming up out of drains rather than running off the fields by Anslow Lane.

RESOLVED THAT:

- a) The above information be passed to Councillor White and the Environment Agency for information and investigation.
- b) Councillor White be asked to support the Community Paths Initiative funding application when this is submitted in December/January.

115. BOROUGH COUNCILLOR'S REPORT

No report was available.

116. PARISH COUNCILLORS' REPORTS

- 116.1 Councillor Badcock referred to the Dodsloew Avenue jitty where a section of hedge was now c12' high and needs to be cut down to an appropriate height.

AGREED That Trent & Dove be asked to address the above issue.

He also noted that the manhole cover on Church Road was raised and dirty water was flowing out of it; it also reported that an inspection cover on the right hand side of the road was missing.

AGREED That the above issues be reported to Staffordshire Highways.

- 116.2 Councillor Sanderson asked that all Councillors look at the planters when they are in the village and they deadhead the plants and remove any tree leaves to prolong the life of the plants.

He also reported that the buildings were still intact on site of the proposed petting farm (which had not been permitted) and these should have been demolished. He had noted that there was a vehicle on the site and c15 pallets of building materials could be seen.

AGREED That the Planning Enforcement Officer be requested to visit the site.

He reported that water was coming off the field on the bend near the Dovecliff Hotel entrance (opposite the Blue Cross site) – this causes a road safety issue in winter as the water freezes over. The Blue Cross had previously indicated that they would undertake drainage works – the Clerk was asked to contact the Blue Cross for an update on those works.

- 116.3 Councillor Robson reported that he had completed a Year End update on the Jubilee Orchard which would be uploaded to the website in due course.

He noted that the Environment Group had changed its name to Care for Rolleston and he wondered if the group’s scope might include helping vulnerable individuals in the village by completing minor tasks/works for them.

- 116.4 Councillor Gooding reported that the defibrillator cabinet had been installed on the external wall of the Club and it had been commissioned and was fully operational. The Clerk, at the Club’s request, had registered the defibrillator with the West Midlands Ambulance Service. He asked that the new location and its 24/7 availability be publicised on the council’s website and Facebook page.

The Clerk noted that the defibrillator had been bought by the Club using funding from the then County Councillor, the defibrillator did not therefore belong to the council which explained why it had not been included on the council’s Asset Register. The Clerk was asked to search the council’s Minutes to confirm this information. It was noted that the relocation of the defibrillator had been done at the council’s request and it was agreed that the council would reimburse the Club for the installation fee (c£75).

- 116.5 Councillor Wyatt noted that the signs and bollards at the junction of Station Road/Burnside and opposite the Co-op needed to be cleaned – the Contractor was to be asked to undertake this work.

117. FINANCIAL MATTERS

117.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
EE Ltd	Council 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	-
C 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
P Gould	<ul style="list-style-type: none"> ▪ Weedkiller application (Beacon Road and Jinny Trail): £40.00 ▪ Mowing Shotwood Close POS 10 April – 16 September 2019: £300.00 	BACS	340.00	-
J Deacon	<ul style="list-style-type: none"> ▪ Environmental Officer £894.84 ▪ Craythorne Car Park £768.00 	BACS	1,662.84	277.14
Woodside Nurseries	Planters: Winter planting	BACS	275.00	-
The Royal British Legion	Remembrance Wreath	BACS	17.00	-
		TOTAL	5,175.55	284.62

RESOLVED That the above payments be approved.

117.2 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	PLUS Income	71,184.03	2,664.00	73,848.03
	LESS 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

RESOLVED That the above was a true record.

118. INTERIM INTERNAL AUDIT

The Internal Auditor had 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 informed the council that she had 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

RESOLVED That the Internal Auditor's recommendations and the Clerk's actions in implementing those recommendations be noted.

119. 2019/20 BUDGET AS AT 31 OCTOBER 2019 AND DRAFT 2020/21 BUDGET

RESOLVED THAT:

- a) The Budget to date was noted.
- b) Councillors consider items and potential projects to be included in the 2020/21 budget, e.g. trees, Craythorne fence, stiles, Burnside fencing, sign cleaning, ditches/drains, recycling bins together with their likely costs for consideration at the next meeting.
- c) The Precept level to be considered at the next meeting by which time ESBC should have notified the tax base level and whether the Council Tax Support Grant would be paid next year.

120. ACTION POINTS

Burnside railings and bridges

Councillor S McManus suggested that an expert review of the condition and works required was necessary so that the work could be properly budgeted for and timescales agreed.

121. COLLEGE FIELDS: S106 AGREEMENT

The Clerk informed the council that ESBC had responded saying that no payments relating to application P/2012/00636 for any section 106 sums due had been received.

RESOLVED That a meeting be requested with the ESBC's Planning Solicitor and/or Planning Support and Local Land Charges Manager to discuss how payment of the s106 sums due will be progressed and whether it is possible to change the detail of how the Sport England funds can be used.

122. CORRESPONDENCE

122.1 Staffordshire Parish Councils' Association (SPCA)

The weekly SPCA Bulletins had been forwarded to all councillors. It was noted that advice had been given regarding the need for an accessibility statement to be published on the website.

RESOLVED That this be an agenda item for the next meeting.

122.2 Church Road: Drains

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

122.3 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 had been sent to the householder asking them to consider cutting the hedge.

122.4 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.

122.5 National Community Energy Campaign

RESOLVED That the campaign was not applicable to the council and therefore the request to pass a motion in support of the Local Electricity Bill was declined.

122.6 Staffordshire Parish Councils' Association (SPCA): Annual General Meeting

Notice had been received of the SPCA's AGM which will be held on Monday 02 December 2019.
RESOLVED That the Clerk represent the council at the SPCA AGM.

123. ROLLESTON VILLAGE FOOTPATHS LEAFLET (REVISED)

Councillors were informed that all the points raised on the previous draft leaflet had been incorporated. Mr Baker was asked if the text could be only left justified, rather than fully justified to avoid words being hyphenated. Mr Baker said that he would make the requested amendment. The final draft version would be circulated to all councillors prior to going to print.

RESOLVED THAT:

- a) The Village Footpath leaflet be approved subject to the above minor amendment.
- b) The leaflet be put to Barry Edwards and Rolleston Civic Trust for review prior to going to print.
- c) Mr Baker be praised and thanked for his work.

124. VILLAGE MAP

Councillors reviewed the draft revised Village Map which had been amended to incorporate points raised on the previous version, they asked that consideration be given to the layout of photos and identification of play areas, important buildings, etc. The final draft version would be circulated to all councillors prior to going to print.

RESOLVED THAT:

- a) The Village Map be approved subject to the above minor amendments.
- b) Mr Baker's offer to approach Bretby Signs for a quotation to supply a frame for the Village Map (to be the same size as the existing frame but using safety glass/Perspex to meet current safety standards) be accepted.

125. 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.

126. PROPERTY LEVEL FLOOD RESILIENCE

RESOLVED That quotations be sought for:

- 2 No. sand bins
- Post mounted signs warning of road closed due to flooding
- Drain clearing sticks/rods
- Hi viz jackets

127. QUOTATIONS

RESOLVED THAT:

- a) **Brookside/Shotwood Close: Tree works**
Deferred to enable comparative quotations to be sought for consideration at the next meeting.
- b) **Elizabeth Avenue: ¼ pipe ramp**
John Deacon's quotation in the sum of £48 plus VAT to re-fix the ramp be accepted.

128. ADAPTING A TRACTOR FOR CHILDREN'S PLAY
RESOLVED THAT:

- a) TREATS be commissioned at a fee of £100 to undertake the works as set out by RoSPA PlaySafety Ltd.
- b) The council will provide the safer surfacing on which the tractor will be installed (location to be agreed).
- c) RoSPA PlaySafety Ltd's fee of £395 plus VAT to undertake a post installation inspection be accepted.

129. SHOTWOOD CLOSE: BOLLARDS

RESOLVED That the bollards be left in situ until such time as a utility company may need to remove them for works on the footpath, at which time the council will relocate the bollards to the 1.8m demarcation line on completion of those works, as agreed with Staffordshire Highways.

130. CRAYTHORNE PLAYING FIELD

RESOLVED THAT:

- a) The reported damage be noted and the Chair's action in instructing the contractor to undertake the necessary repair at a cost of c£100 be retrospectively agreed.
- b) Consideration be given to repairing the section of fencing from the stile.
- c) The Chair's offer to investigate potential funding sources to replace the fencing in its entirety be accepted.

The meeting closed at 9.37 pm

Signed

Date