



# Rolleston on Dove Parish Council

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

03 February 2020

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 10 February 2020** 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/2019/00999	Rolleston Club, 15 Burnside	Conversion of existing store to form office, infill of open yard to form food preparation area and single storey extension to form WC
P/2019/01481	Rolleston Club, 15 Burnside	Construction of pitched roof over existing flat roof and erection of single storey side extension to bowls

		pavilion to form implement store and front bay window replacement
P/2020/00011	124 Beacon Road	Erection of single storey and first floor extensions
P/2020/00068	19 Station Road	Crown reduction in width to give 2.5m clearance of building and reduction in height by 4-5m and pruning of lateral branches to one Beech tree
P/2020/00073	Brookside	Crown raising by up to 3m and slight pruning of 5 Cherry trees and 4 Silver Birch trees and crown raising by up to 2m and slight pruning of 2 Cherry trees
P/2020/00077	Brook Bank, 21 Station Road	Felling of 1 Conifer tree, 1 Cherry tree and 1 Laburnum tree and crown reduction in height of 1 Willow tree by 6 metres and crown lift over the ford by 3 metres
P/2020/00083	Rolleston House, Hall Grounds	Crown reduction by up to 25% of 1 Walnut tree

### 3.2 Planning decisions

The following planning decisions have been notified:

Planning Application No.	Address	Proposal
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)
Consent granted		
P/2019/01356	Well House, Hall Grounds	Overall crown reduction by up to 1 metre of 1 Cedar tree
The LPA has no objection to the work and does not propose to make a TPO in this instance		
P/2019/01457	Oakhurst, 36 Dovecliff Road	Erection of a single storey rear extension
Permitted		
P/2019/01503	Rolleston Rectory, Church Road	Crown reduction by up to 4 metres of 1 Magnolia tree, crown reduction by up to 1.5 metres of 1 Cherry tree, crown thin by 20% and removal of 4 branches of 1 Beech tree and repollarding of 1 Apple tree to original pollard points
The LPA has no objection to the work and does not propose to make a TPO in this instance		
P/2019/01161	The Old Orchard, Church Road	Retention of trellis
Permitted		

4. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 13 JANUARY 2020 (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 03 February 2020)**

Payee	Description	Payment Method	Gross £	VAT £
EE Ltd	Council mobile	DD (paid 20/01/2020)	24.00	4.00
Staffordshire Playing Fields Assn	2019/20 Subscription	BACS	20.00	-
Hardy Signs Ltd	Self-adhesive labels (for RPC Asset items)	BACS	150.00	25.00
Sign Craft Bretby	Village Map	BACS	30.00	5.00
1&1 IONOS Ltd	RPC Website (Basic monthly fee £5.99; Domain renewal £11.99, SSL Business Licence £65.98)	BACS	83.96	13.99
Mrs M Danby	Reimbursement re purchase of a Sharps Disposal Kit	BACS (paid on 24/01/2020)	43.74	7.29
Freeola	Village website – Qtrly charge	DD	13.86	2.31
Mrs M Danby	Reimbursement re purchase of leaflet holders for the Village Footpaths leaflets	BACS (paid on 27/01/2020)	20.82	3.47
P Gould	Mowing contract	BACS	1,198.23	-
Rolleston Civic Trust	Parish Council insert to Rollestonian February, May, August, November 2019	BACS	516.00	-
JT & RA Deacon	Environmental Officer	BACS	894.84	149.14
Clerk	Clerk's salary and expenses	BACS	887.15	-
		<b>TOTAL</b>	<b>3,882.60</b>	<b>210.20</b>

**9.2 Request for a new Direct Debit to established**

Councillors are requested to agree for a Direct Debit (DD) to be established for payment of the annual Data Protection Fee renewal payable to the Information Commissioner's Office (ICO).

There is a cost saving to establishing the DD. Payment by cheque is currently £40 per annum, payment by DD is currently £35 per annum.

**9.3 Bank Reconciliation as at 31 January 2019**

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2018	Bank Statement	13,292.23	53,081.15	66,373.38
Movement in funds to date	<b>PLUS</b> Income	71,637.11	5,260.11	76,897.22
	<b>LESS</b> Expenditure	(60,547.98)	(2,000.00)	(62,547.98)
		24,381.36	56,341.26	80,722.62
31 January 2020	Bank Statement	24,381.36	56,341.26	80,722.62

**10. 2019/20 BUDGET AS AT 31 JANUARY 2020 (ENCLOSURE NO. 2)**

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

**12. COLLEGE FIELDS: S106 AGREEMENT**

**13. ROLLESTON NEIGHBOURHOOD DEVELOPMENT PLAN: REFERENDUM TIMETABLE (ENCLOSURE NO. 4)**

**14. THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND:  
CONSULTATION ON WARD BOUNDARIES FOR EAST STAFFORDSHIRE BOROUGH COUNCIL**

The Commission is undertaking an electoral review which will recommend new electoral arrangements for ESBC. They will propose:

- The total number of councillors elected to the council in the future
- The number of wards
- The number of councillors representing each ward
- Ward boundaries, and
- The names of wards

The Commission are minded to recommend that 37 councillors should be elected to ESBC in the future. This is 2 fewer than the current number of councillors.

In drawing up new electoral wards the Commission must balance legal criteria, namely:

- To deliver electoral equality: where each councillor represents roughly the same number of electors as others across the borough;
- That the pattern of wards should, as far as possible, reflect the interests and identities of local communities;
- That the electoral arrangements should provide for effective and convenient local government.

The effect of the above recommendation on Rolleston on Dove would be as follows:

One ESBC councillor – unchanged  
Electorate increased from 2683 to 2917

The publication consultation will close on 23 February 2020.

If the council wishes to put forward a view on the recommendation it would need to ensure that evidence is provided to support the submission.

**15. CORRESPONDENCE**

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

The weekly SPCA Bulletins have been forwarded to all councillors.

**15.2 Meadow View signage**

A resident of Meadow View contacted the council via email:

"After putting it off for some time I now find it necessary to highlight to the council an increasing problem I am experiencing. It is not unusual for me, over the space of a month to answer the door 3 or 4 times to people either delivering goods or services that I had not ordered, to discover that they had been requested by people living in 'Meadow Fields' and not Meadow View'.

Now some would ask the question why these two roads have such similar names when they join together, but having said that, I am asking the council if they would consider renewing the signage at the junction of 'Station Road' and 'Meadow View', and make it read the same as the next junction off 'Station Road' on to 'Needwood Avenue'. This would then make the new sign read

MEADOW VIEW  
leading to  
Meadow Fields

If this problem could be reviewed by the council at your next meeting it would be much appreciated as I am sure it would go a long way in solving the continuing problem.”

The resident has been informed that, as street name signage is one of ESBC's responsibilities, his request has been forwarded to ESBC's Building Consultancy Team for consideration/action.

15.3 **Rolleston FC**

The Club contacted the council regarding the poor drainage from the football pitches which has meant that many games have had to be cancelled this season. The Club provided photographs of a potentially blocked pipe and a potentially blocked ditch. The Clerk arranged for the council's contractor to inspect the issues raised and he confirmed that the pipe was not blocked, and that water was running freely in the ditch. The Club were advised of the outcome of the inspection and that the council was looking at all aspects regarding the pitches.

16. **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.

17. **QUOTATIONS (ENCLOSURE NO. 5 – COUNCILLORS ONLY – TO FOLLOW)**

**MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL**  
**HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE**  
**ON MONDAY 13 JANUARY 2020 COMMENCING AT 7.30 PM**

**PRESENT**

Councillor S McManus (in the Chair)

Councillors Gooding, E McManus, Peate, Robson, Sanderson, Stewart and Toon (from 8.40pm)

**In attendance**

1 Member of the Public

County Councillor White

Mary Danby, Clerk

**PUBLIC FORUM**

No comments or questions were put by the member of the public.

**POLICE**

The PCSO had provided a report prior to the meeting which had been circulated to all Councillors.

**153. APOLOGIES FOR ABSENCE**

Councillors Badcock and Wyatt.

**154. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**155. PLANNING**

**155.1 Planning Applications**

<b>Planning Application No.</b>	<b>Address</b>	<b>Proposal</b>
P/2019/01466	2-12 Burnside	Installation of new window to ground floor rear elevation and repair and replace dormer windows to front elevation
No objection		
P/2019/01472	2-12 Burnside	Listed building Consent for internal and external alterations to include thermal upgrade to external walls and dormer window, insulate and re-roof of existing flat roof to rear, formation of first floor bathroom to No. 12 including window to side, installation of additional ground floor rear window
No objection		
P/2019/01503	Rolleston Rectory	Crown reduction by up to 4 metres of 1 Magnolia tree, crown reduction by up to 1.5 metres of 1 Cherry tree, crown reduction in height by up to 5 metres and spread by up to 2.5 metres of 1 Beech tree and repollarding of 1 Apple tree to original pollard points
No objection		

Planning Application No.	Address	Proposal
P/2019/01513	2 Lodge Hill	Erection of two storey rear extension, front porch, alterations to the front, rear and side dormer windows and infill extension to the front elevation to extend integral garage
No objection		

155.2 **Planning Decisions**

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

156. **MINUTES**

**RESOLVED** That the Minutes of the Council meeting held on 09 December 2019 be approved and signed as a true record subject to the following amendment:

**Minute No. 134 re Minute No. 116.1**

Text to be amended from "... reported that he and the Clerk had contacted ..." to read "... reported that he had advised a resident to contact Trent & Dove Housing; the Clerk had also contacted Trent & Dove Housing ...".

157. **MATTERS ARISING**

**Minute No. 137.4 (third bullet point)**

It was reported that the overgrown path was not Blue Cross land, it came under Staffordshire Highways responsibility. The path will be cleared by volunteers on a Village Clean-up day.

158. **COUNTY COUNCILLOR'S REPORT**

County Councillor White said that now the County Council was out of purdah he had lots of road repairs to be followed up on. He also mentioned the Stronger Towns Fund which would see Burton upon Trent awarded up to £25million to invest into the town centre and gateways into the town. He said that he sat on the recently established Town Deal Board and that there were two parish council representatives on the Board. He encouraged the parish council to put suggestions for improvements to either of the parish council representatives.

159. **BOROUGH COUNCILLOR'S REPORT**

No report was available.

160. **PARISH COUNCILLORS' REPORTS**

160.1 Councillor Gooding referred to flooding which was still happening on Burnside due to the drains being blocked.

160.2 Councillor Robson said that:

- He had updated the resources on the Jubilee Orchard, and these were now available on the council's website.
- He had witnessed a pedestrian soaked by a passing vehicle outside Rolleston Club due to the flooding outside the Club on Burnside. County Councillor White said he is chasing the drains issue up with Staffordshire Highways and he suggested that the parish council write to the newly elected MP raising the issue of the lack of funding to the County Council for highways maintenance and improvements. Councillor Gooding suggested that the trees opposite the Club need to be trimmed to reduce the level of leaf fall which in turn blocks the drains.

**AGREED** That quotations be sought for trimming of those trees owned by the parish council.

160.3 Councillor Stewart reported that:

- The left-hand handrail on the stairs to the field from the Jinny Trail were unsteady and needed to be repaired.

**AGREED** That the council's contractor be requested to inspect the handrail and provide a quotation for the necessary repairs.

- Two dates had been agreed for Village Clean-up days:  
Saturday 29 February (Tafflands)  
Saturday 16 May (The Croft and Brook)

160.4 Councillor Peate noted that the TTTV report excluded a water generating turbines scheme for the site due to lack of funding and he asked if he could be permitted to speak to British Hydrological Society who may be able to give advice in this matter. The request was agreed.

160.5 Councillor Sanderson reported that:

- A resident of Dodslow Avenue had noted that street lighting had been replaced in some parts of the village and said that the lighting on the Avenue was very poor and he asked when these would be replaced. Councillor Sanderson had responded saying that the replacement work was being done on a rolling programme. County Councillor White undertook to take this up at the County Council with a view to confirming the date when the lights would be replaced.
- He noted that the bend in the road to Stretton, near to the Dovecliff Hotel entrance was again flooded with water run-off. The Parish Clerk had previously supplied County Councillor White with information provided by the Blue Cross and they had requested that Staffordshire Highways provide a gulley on their land at this location to help take away the water.
- Dodslow Avenue barrier: Trent & Dove Housing had unsuccessfully attempted to confirm the landowner responsible for the barrier and they were unwilling to remove it. It was agreed that the Parish Council would not remove the barrier due to Health and Safety implications. Councillor S McManus agreed to write to the local MP asking her to make representations for help in resolving this issue. Councillor Sanderson agreed to visit the resident to explain the actions being taken to resolve the issue.

160.6 Councillor S McManus reported that:

- He had had a positive meeting with the School who were seeking to get a better relationship with the parish council and had ideas for the Best Kept Village initiative.
- The Care for Rolleston Group had recently had a very positive meeting.
- The Village Map frame had been taken down from the Spread Eagle, repaired and repainted ready for the new Map to be mounted and re-installed at the Spread Eagle.

## **161. FINANCIAL MATTERS**

### **161.1 Schedule of payments**



Payee	Description	Payment Method	Gross £	VAT £
EE Ltd	Council mobile	DD	24.00	4.00
East Staffordshire Borough Council	Bin emptying	BACS (paid 30/12/19)	846.02	141.00
P Gould	Mowing contract	BACS	1,198.23	-
Midshire Business Systems	Photocopier: Copy charge	BACS	172.98	28.83
1&1 IONOS Ltd	RPC Website	DD	5.99	1.00
Clerk	Clerk's salary and expenses	BACS	933.32	3.84
Kingfisher Direct Ltd	2 No. Grit bins	BACS	367.18	61.20
Archer Signs & Panels Ltd	8 No. "Caution Flood Ahead" signs	BACS	578.83	96.47
JT & RA Deacon	<ul style="list-style-type: none"> <li>▪ Collect, site and fill two new sand bins (£84.00)</li> <li>▪ Environmental Officer (£894.84)</li> </ul>	BACS	978.84	163.14
Burton Tree Care	Jinny Trail: Tree works	BACS	325.00	-
Ray Marketing Ltd	Rolleston on Dove Footpath Walk leaflet	Chq. No. 002878	336.00	56.00
		<b>TOTAL</b>	<b>5,766.39</b>	<b>555.48</b>

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

**161.2 Bank Reconciliation as at 31 December 2019**

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2018	Bank Statement	13,292.23	53,081.15	66,373.38
Movement in funds to date	<b>PLUS</b> Income	71,637.11	5,257.72	76,894.83
	<b>LESS</b> Expenditure	(55,563.05)	(2,000.00)	(57,563.05)
		29,366.29	56,338.87	85,705.16
31 December 2019	Bank Statement	29,366.29	56,338.87	85,705.16

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

**162. 2019/20 BUDGET AS AT 31 DECEMBER 2019, 2020/21 BUDGET AND 2020/21 PRECEPT DECLARATION**

**RESOLVED THAT:**

- a) The Budget to date was noted.
- b) The 2020/21 Budget be approved.
- c) A Precept of £68,300 be declared on the East Staffordshire Borough Council

**163. ACTION POINTS**

**RESOLVED THAT:**

**Burnside railings and bridge:** Quotations be sought for these to be refurbished and repainted; the council's contractor be requested to quote for steam cleaning the railings and bridge.

**164. COLLEGE FIELDS: S106 AGREEMENT (Minute No. 141 refers)**

Councillor S McManus reported that ESBC had responded to the queries put to them at the meeting on 04 December 2019 and they had indicated that it may be possible to change the s106 Agreement, but the council needs to say what it is looking for.

He also reported that he was in contact with the Staffordshire FA with a view to seeking advice on the Craythorne Road football facilities.

The Councillors considered a list of potential projects on which the two s106 funds (£50k and £150k) might be used – this list was broken down into the two funding bands.

**RESOLVED THAT:**

- a) The Clerk contact the football teams who use the Craythorne football pitches to invite them to a meeting to discuss whether changing facilities are required.
- b) A play equipment supplier to be invited to visit the play areas and advise/quote for improvements to the facilities at each site.
- c) Councillor S McManus to continue his discussions with the Staffordshire FA.

**165. CORRESPONDENCE**

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

The weekly SPCA Bulletins had been forwarded to all councillors.

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

**165.2 12<sup>th</sup> Rolleston Transport Festival**

The Rolleston Transport Festival Organising Committee seek permission to use the Croft for the showing of vehicles and erection of gazebos at this year's Transport Festival and the use of the Elizabeth Avenue playing field for visitor parking on Bank Holiday Monday 25 May.

If permission is granted the area will be covered by the Organising Committee's event insurance and will also be included in their safety assessment for the event.

**RESOLVED** That permission be granted, as set out above.

**166. 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.

**167. QUOTATIONS**

**RESOLVED THAT:**

**a) Tractor**

JT & RA Deacon's quotation in the sum of £238.33 plus VAT be accepted together with the disposal of old tyres and tubes at a cost of £30.00 plus VAT.

**b) Craythorne Car Park**

JT & RA Deacon's quotation in the sum of £1,277.50 plus VAT be accepted.

- c) Alley from field to Walford Road (Minute Nos. 81.1 and 148(c) refer)**  
JT & RA Deacon's quotation in the sum of £145.00 plus VAT be accepted.

The meeting closed at 8.57 pm

Signed .....

Date .....

DRAFT

**ROLLESTON ON DOVE PARISH COUNCIL**

**2019/20 BUDGET AS AT 31 JANUARY 2020 AND 2020/21 BUDGET**

Nominal Code	Description	Current Budget £	Actual to 31/01/2020 £	Budget 2020/21 £
<b>100</b>	<b>Income</b>			
1076	Precept	60,049	60,049	68,300
1090	Interest Received	15	22	27
1100	Grants & Donations Received	-	2,150	-
1110	Council Tax Support Grant	1,665	1,665	1,665
1200	Garden rents		125	125
1220	Allotment rents	-	6	15
1230	Beacon Road Substation Lease	-	120	30
1250	Football pitch fees	-	575	360
1999	Other income	-	4,943	-
	<b>Income</b>	<b>61,729</b>	<b>69,655</b>	<b>70,522</b>

Nominal Code	Description	Current Budget £	Actual to 31/01/2020 £	Draft Budget 2020/21 £
<b>200</b>	<b>Administration</b>			
4000	Staff salary	10,309	8,563	13,672
4020	Employer's National Insurance	232	174	625
4030	Payroll Services	-	95	78
4050	Use of Home as Office	102	84	124
4100	Insurance	3,051	3,051	3,200
4110	Audit Fees	406	406	515
4120	Photocopier: Rental/Maint.	790	619	753
4121	Photocopier: Copy charge	775	775	700
4125	Stationery	300	324	200
4127	Village Directory	173	173	150
4130	Postage	45	57	50
4140	Council mobile	243	224	240
4150	Subscriptions	385	384	500
4160	Training	362	362	140
4170	Election expenses	116	116	-
4190	Mileage expenses	435	488	400
4195	Parking fees	15	9	12
4200	Play areas	5,000	339	5,000
4210	RPC Website	94	67	100
4211	Village website	45	34	45
4220	IT/Software	160	191	250
4230	s.137 Expenditure	50	50	100
4240	Mowing	15,524	12,322	16,000
4250	Bin emptying	2,820	2,820	3,000
4260	Trees	2,780	2,485	2,000
4270	Environmental contract	11,686	9,826	12,000
4320	Capital expenditure	800	453	400
4330	Other administration	1,559	789	2,000
4999	Contingency	2,500	2,404	5,000
	<b>Expenditure</b>	<b>60,757</b>	<b>47,685</b>	<b>67,254</b>
	<b>TOTAL EXPENDITURE</b>	<b>60,757</b>	<b>47,685</b>	<b>67,254</b>
	<b>TOTAL INCOME</b>	<b>61,729</b>	<b>69,655</b>	<b>70,522</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>972</b>	<b>21,970</b>	<b>3,268</b>

Coding	Description	Opening Funds £	Actual to 31/01/2020 £	Remaining Funds £
<b>Earmarked Reserves</b>				
4400/320	BKV/Environ improvements	10,000	1,314	8,686
4410/321	EA funding	24,372	7,066	17,306
4420/322	Brook Hollows	10,000	-	10,000
4430/323	Bus Shelter - Knowles Hill	8,026	-	8,026
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	650
	<b>TOTAL</b>	<b>53,398</b>	<b>8,730</b>	<b>44,668</b>

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 by the council.</b>
	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	The solicitor has been requested to complete lease with E.on.
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 28/08/19 requesting a response by 03/09/19. <b>Trevor Mellor, Staffs Highways responded on 12/09/19 "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 cannot give a date to when this work will be carried out."</b>
June 2019	36	Footpaths and stiles	Clerk	Replacement stiles, footpath works - identified in BCV survey report	Ongoing	Applications made to the County Council CPI fund for contributory funding for works on Footpaths 2, 4, 5 and 18 (as per BCV survey report) and free stile kits - decisions awaited. The Diocese of Lichfield has been contacted for permission for the stile to be replaced with an accessible kissing gate on Footpath No. 6
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	RPC has raised a query with SCC regarding the site boundary on the roadside of the Meadow View site - Highways show an uneven boundary on their Asset Register. RPC has requested that the boundary be revised so that the whole of site to the roadside is in RPC's ownership.

Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
September 2019	77(d)	Exploration of a new allotment site	All	Added to Action Points list	Ongoing	
October 2019	100(a)	Tractor			Ongoing	TREATS have agreed to undertake the works, John Deacon requested to liaise with TREATS re transport of tractor to the National Brewery Centre where the works will be undertaken. Play Safety Ltd to undertake a post installation inspection (£395 plus VAT). RPC to identify tractor location and to install safer surfacing prior to installation. Replacement tractor tyres ordered via John Deacon.
January 2020	160.2	Burnside - Trees	Clerk	Quotations to be sought for trimming trees owned by RPC to reduce the level of leaf fall which in turn blocks the drains	Completed	Quotations invited from four tree surgeons - deadline of 5th February given (to be considered at the February RPC meeting).
	160.3	Jinny Trail - Stairs	Clerk	Quotation to be requested from RPC's contractor for the left-hand handrail on the stairs to be repaired	Completed	Quotation requested - deadline of 31st January given (to be considered at the February RPC meeting).
	160.3	Village Clean-up days	Clerk	Contractors to be advised of the February and May dates and asked if they are available to attend	Completed	Both contractors advised of the dates and asked if they are available to attend - responses yet to be received.
	162	2020/21 Precept	Clerk	2020/21 Precept to be declared on ESBC	Completed	Precept declared on 14th January.
	163	Action Points - Burnside railings and bridges	Clerk	Quotations to be sought for the railings and bridges to be refurbished/repainted; RPC contractor to be asked to quote to steam clean the railings and bridges	Ongoing	Invitations to quote for refurbishing/repainting the railings and bridges sent to 12 companies - deadline of 27th February given (to be considered at the March RCP meeting).
	164	College Fields: s106 Agreement	Clerk	Football teams to be invited to a meeting to discuss whether changing facilities are required at the Craythorne Road playing field	Completed	Four football clubs invited to an informal meeting on Monday 2nd March at 7pm at the OGSR.
	164	College Fields: s106 Agreement	Clerk	A play equipment supplier to be invited to visit the play areas to advise/quote for improvements to the facilities at each site	Completed	Arrangements made for a play equipment supplier to visit each play area, as requested by the council.
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 Neighbourhood Planning Referendum Timetable Thursday 7 May 2020

Publication of Information Statement & Specified Documents	Thursday 26 March 2020
Publication of Notice of Referendum	Tuesday 31 March 2020
Last Date for Registration	Tuesday 21 April 2020
Receipt of Postal Vote Applications	5:00 pm Thursday 22 April 2020
Publication of Notice of Poll	Wednesday 29 April 2020
Receipt of Proxy Vote Applications	5:00 pm Wednesday 29 April 2020
Appointment of Poll and Count Observers	Thursday 30 April 2020
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 1 May 2020
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 7 May 2020
Last Day to Issue Replacement Postal Ballot Papers	5:00 pm Thursday 7 May 2020
Day of Poll	7:00 am to 10:00 pm Thursday 7 May 2020

Dated Monday 03 February 2020

Issued by East Staffordshire Borough Council