

MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD ON MONDAY 09 NOVEMBER 2020 COMMENCING AT 7.30 PM

PRESENT

Councillor S McManus (in the Chair)

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

In attendance

1 Member of the public

Mary Danby, Clerk

PUBLIC FORUM

Mr Edwards referred to ESBC Councillor Allen's comment at the previous parish council meeting that "nothing could be done once consent had been given" for planning applications. Mr Edwards had provided information to the parish council Chair on how a planning application can be changed post approval. Councillor S McManus agreed to forward this information to Councillor Allen.

120. APOLOGIES FOR ABSENCE

Councillor Houston

121. CASUAL VACANCY

Councillors were informed ESBC had advised that they did not receive a request for an election, the council had been advised that it should proceed to Co-opt a new councillor.

The Co-option Notice had been displayed on noticeboards in the village giving a closing date of 30 November 2020 for applications to be received by the Clerk, the applications will then be considered by the council at its December 2020 meeting.

RESOLVED That the information be noted.

122. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Gooding declared a prejudicial interest in Minute Nos.129 and 139 as he is a recipient of funding from the Environment Agency grant.

123. PLANNING

123 .1 Planning Applications

Application No.	Location	Proposal
P/2020/00914	35 Shotwood Close	Erection of a part single storey, part two storey side extension and single storey rear extension
No objection in principle but clarification sought as to whether the proposed extension(s) will be across the whole width of the property		
P/2020/00959	Smallholding 10 Tutbury Road Rural	Conversion of existing garage to form ancillary accommodation
No objection		
P/2020/01007	Oak Cottages 12 Dovecliff Road	Conversion of existing dwelling house into 3 flats

Objection, the proposed development will add to parking issues in an area which already has parking challenges		
P/2020/01050	The Old Barn Chapel Lane	Felling of 1 Cypress tree
The LPA required a response prior to the Parish Council meeting, as no responses had been received from Councillors a submission of "No comment" had been made on behalf of the council.		
P/2020/01084	1 Marston Lane	Erection of a first floor rear extension
No objection		
P/2020/01128	Lane End Farm Rolleston Lane	Erection of a cloistered/covered walkway to the North and East elevations
No objection		
P/2020/01130	The Old Barn Chapel Lane	Reduce 3 over extended side lateral branches by up to 3 metres of 1 Ash tree (T304 of TPO1)
No objection		
P/2020/01146	Tudor Hollow 3 Church Road	Crown lift by up to 1.5 metres and prune away from building of 1 Yew tree, crown lift by up to 2.5 metres from roof of 1 Sycamore tree, crown reduction in height by up to 2.5 metres of 1 Lawson Cypress tree and an overall crown reduction by up to 3 metres of 2 Birch trees and 1 Beech tree
No objection		
P/2020/01185	41 Church Road	Erection of a single storey side extension to form a garage
No objection		
P/2020/01212	Roscavan South Hill	Reduce any branches extending out of the canopy reducing back in line with the canopy, crown raise to approximately 4 metres above ground level and reduce any branches overhanging the neighbour's garage to give 3 metres clearance to one Oak tree (TPO 24)
No objection		
P/2020/01214	Orchard Barn School Lane	Crown reduction in height and garden side width by 1-2m and lower thinning to 5 Leylandii trees
No objection		

123.2 Planning Decisions

RESOLVED That the planning decisions be noted.

124. MINUTES

RESOLVED That the Minutes of the Council meeting held on 12 October 2020 be approved and signed as a true record.

125. MATTERS ARISING

Minute No. 106.2 Flag opposite the Spread Eagle

Councillor E McManus reported that the Scouts confirmed that the banner will be moved as soon as possible.

Minute No. 106.3 Drains

Councillor Gooding noted that County Councillor White had said that the gully cleaner was due to visit the village to clear the drains and he would confirm the date of that visit.

AGREED That Councillor White be requested to confirm the date when the gully cleaner will be in the village to clear the drains.

Councillor Wyatt also noted that there is a significant build-up of fallen leaves on pavements in the village – The Lawns, Church Road and Burnside were specifically mentioned.

AGREED That ESBC be requested to confirm the date when the sweeper will be in the village to clear the fallen leaves.

Minute No. 106.6 Brookside footbridge

Councillor Stewart reported that the contractor had cut back the bushes on the Brookside footbridge.

Minute No. 106.8 Dodslow Avenue

Councillor Sanderson reported that he was chasing Severn Trent for the work on the drain to be completed.

Minute No. 106.9 Knowles Hill

Councillor Wyatt reported that the contractor had cleared the weeds.

Minute No. 106.10 Andy Starbuck memorial

Councillor Gooding had not yet been able to speak to the family.

Minute No. 114 Gravestone of a Mosley horse

The council's contractor will move the stone to his yard, he will also see if can clean the stone without damaging it.

126. COUNTY COUNCILLOR'S REPORT

No report was available.

127. BOROUGH COUNCILLOR'S REPORT

Councillor Toon reported that:

- ESBC has asked that people report rough sleepers to them.
- A lot of people had said that they did not know about the Covid-19 testing. Councillor S McManus said that the council had publicised the testing on its website, Facebook page and noticeboards. Councillor Toon said that she had let some people know about the testing but not everyone has access to social media or visit the noticeboards. A suggestion was put that the council could display laminated posters around the village in the future.

Councillor Sanderson asked if there had been any feedback on the testing results. Councillor S McManus said that the County's Director of Health had provide some information, but he had gone back to him asking for clarity. Councillor Toon said that it was unlikely that detailed information could be released publicly.

Councillor Toon said that the take-up at the Scout HQ had been good, the main problem had been that people had had difficulty in making an appointment.

- Stickers had been put onto blue bins reminding people what could and could not be recycled.
- There had been no progress in getting answers on the College Field development site drainage concerns.
- The Station Street works had been completed but only two seats had been provided within the scheme and a request had been made for more seating to be installed.

128. PARISH COUNCILLORS' REPORTS

128.1 Councillor Toon reported:

- She had been approached by two people saying that they would like to see bird/bat boxes in Craythorne Woods.
- Quite a lot of people were not enamoured with the proposed one-way system on Chapel Lane. Councillor S McManus said that all the feedback received on the pre-consultation should be sent unfiltered to the County Council and that he would check through the responses to see if there is anything that changes the council's view and he asked that all councillors read all the responses in preparation for this to be discussed at the next meeting. The council may need to revisit the proposals for Chapel Lane/School Lane/Beacon Road and the parking for the Jinny Trail. Councillor Stewart said that double yellow lines had been proposed due to parking on a blind bend by people using the Jinny Trail.

128.2 Councillor Stewart reported that a resident had contacted her asking questions about the recent Covid-19 testing in the village. It was agreed that the resident be advised to contact the County Council in this matter.

128.3 Councillor Badcock reported that ESBC were waiting for the Environment Agency's report on Brook Hollows. He also said that a Staffordshire Wildlife Officer (a partner in the TTTV project) wanted to set-up a Friends of Brook Hollows Group.

AGREED That the Clerk contact village organisations to ask them to each nominate a representative to sit on the proposed Friends of Brook Hollows Group.

128.4 Councillor Gooding reported:

- That the recent additional cut of the grass verges could have been to a better standard.
- That he would speak with the tree surgeons in early December when they are due to complete the tree works and ask that they tidy up the work previously done.
- The railings towards the corner on Burnside were leaning.

128.5 Councillor S McManus:

- Reported that County Councillor White had brought two County Councillors (responsible for Highways and Communities) and the Head of Legal to the village. Three areas were discussed during the visit:

a) **Railings full length of the Brook**

They had agreed that the railings were in poor condition and would only continue to deteriorate. Highways will get a price for repair and possible replacement of the railings – replacement would be SCC’s standard specification, as found outside schools. Councillor S McManus had asked for two prices to be sourced: one to SCC’s standard and a second one for replacement on a like for like basis to see if the village could fund the difference in cost.

b) **Beacon Road**

They had walked Beacon Road to get a better understanding of the drainage issues.

c) **Footpath 18**

They had walked the footpath behind Walford Road to the Jinny Trail which is the subject of a Section 53 application (Footpath 18) lodged by the council 10 years ago. The Councillors could see the logic and were in full support, especially when it was explained that the council’s desire was to extend north of Station Road to create a fully circular walk. However, the Head of Legal was more realistic and said that we effectively have two options:

1. Let the application run its course - this could be another 10 years given the backlog.
2. Get the landowners agreement and we can then push it through as an agreed change. This will still take a year or so but clearly more preferable. There will also be a cost which could be c£1k to the PC (the County Council agreed to matched costs).

The first hurdle will be landowner agreement. The Head of Legal said that one issue is that his research suggested that the land is unregistered - not unusual - so as well as permission they would need to prove that they own it. If this incurred a cost it may fall down there.

One thing suggested was that we also propose changing the line of the footpath from Craythorne Road which officially (Ordnance Survey) runs diagonally across the field, but unofficially people walk down the line of the hedge. This may be preferable to the landowner and help them be affable.

Councillor Badcock said that there would also be an additional cost to the council of around c£300 to install signage which had been requested by the landowner; diverted footpath signs would also be required.

Councillor S McManus asked the council if it wished to commit c£1,300 to accelerate the S53 application.

RESOLVED Not to accelerate the S53 application as the council could not justify the cost.

Councillor Stewart asked if the landowner could retract permission for the footpath. Councillor S McManus said that they could not do this for the official existing footpath but could possibly do so for the permissive footpath.

AGREED That the County Council be requested to clarify the situation regarding permissive footpath rights.

Councillor Badcock asked that it be Minuted that he thinks it is a disgrace that it takes the County Council 10-20 years to resolve these applications.

- He had spoken with Naomi Perry, ESBC:
 - a) **Neighbourhood Plan:** She had confirmed that we are just waiting for the Referendum to be held and that the Referendum costs would be fully borne by ESBC.
 - b) **College Fields – Sport England funds:** Due to index linking the original £150,000 had grown to £171,000. This money has been paid to ESBC and they are waiting for a plan on what the parish council want to do with money, subject to confirmation that it does not have to be used on providing changing facilities. Ms Perry referred to a scheme that had been introduced in Tutbury where a Trust Fund had been created to which local groups could apply for funding, saying that this may be something that Rolleston might want to consider. The criteria would be set by the parish council and applications could be considered by a Board comprised of parish council and possibly village representatives.
 - c) **College Fields – s106 funds:** Due to index linking the original £50,000 had grown to £60,000 but this had not yet been paid to ESBC. Ms Perry was asked to find out when the money will be available, and the parish council will then consider how it wishes to spend the money on community facilities.

The parish council has seven years in which to spend both funding pots.

129. FINANCIAL MATTERS

129.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement re Skip hire (Dovecliff Road clean-up day)	BACS (paid 12/10/2020)	235.00	39.17
Clerk	Reimbursement re paper for Village Directory	BACS (paid 13/10/2020)	51.27	8.55
ESBC	Locking of Craythorne Road playing field gate (period 25/07/2020 – 31/03/2021)	BACS	522.32	87.05
Hardy Signs Ltd	Craythorne Road playing field – new gate signs	BACS	74.40	12.40
Viking	Postage stamps/stationery (Traffic Management pre-consultation letters)	BACS	197.13	11.19
Phil Gould	Mowing contract	BACS	1,250.14	0.00
EE	Council mobile	DD	9.68	1.61
B Gooding	Property flood resilience protection	BACS	551.00	0.00
1&1 IONOS	RPC Website	DD	5.99	1.00
Freeola	Village website	DD	13.86	2.31
Clerk	Clerk's salary and expenses	BACS	893.14	1.99

J Deacon	Glebe Field: Rebuild stile £120.00 Environmental Officer £914.53 Glebe Field: Footpath posts, supply and install £187.20	BACS	1,221.73	203.62
Woodside Nurseries	Winter plants for planters	BACS	275.00	0.00
Staffordshire Football Assn	FA Pitch Improvement Programme Visit and Report fee	BACS	50.00	0.00
TOTAL			5,350.66	368.89

RESOLVED That the above payments be approved.

129.2 Bank Reconciliation as at 31 October 2020

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2020	Bank Statement	10,607.39	56,555.45	67,162.84
Movement in funds to date	PLUS Income	77,081.92	3,566.29	80,648.21
	LESS Expenditure	46,736.48	-	46,736.48
31 October 2020	Bank Statement	40,952.83	60,121.74	101,074.57

RESOLVED That the above was a true record.

130. DRAFT 2021/22 BUDGET AND ACTUAL INCOME AND EXPENDITURE AS AT 31 OCTOBER 2020

Councillor S McManus asked Councillors to consider potential projects/commitments for the 2021/22 financial year and to bring these to the next meeting, noting that there was an increased need for play equipment maintenance and management of trees and that this needs to be considered when setting the Precept at the January 2021 meeting.

RESOLVED That the report be noted.

131. ACTION POINTS

RESOLVED That the report be noted.

132. ROLLESTON CIVIC TRUST

The Civic Trust had approached the council with a proposal to have a wildflower bed on the grass verge at the top of Knowles Hill/Beacon Road.

Councillors supported the initiative in principle, stating that it needs to be clear who would be responsible for maintaining the area, i.e. it should not fall to the council. A grass verge measuring 1m from the roadside should be maintained and a suitable fence should be installed and maintained between the mown area and planted areas. The fence and plants should not be of a height that obscures roads users' vision at the junction.

RESOLVED That the council supports the initiative in principle and that the points set out above be put to the Civic Trust, together with the contact details for Councillors Robson and Sanderson who had volunteered to provide liaison between the Trust and the council for the project.

133. FOREST SCHOOL STREET HEDGE

Councillor S McManus explained that the hedge on the council's land on the Meadow View Open Space and abutting properties on Forest School Street had previously had branches taken off which were overgrowing properties. The hedge was quite high, and residents had requested that it be reduced in height. He asked Councillors to visit the site and look at the hedge. He added that the council's contractor had been asked for his opinion on what can be done.

AGREED That this matter be deferred to the next meeting.

134. MEADOW VIEW OPEN SPACE – OAK POSTS

The council's contractor had reported that one of the oak posts at the Meadow View Open Space was broken and that he would replace it if he had a suitable piece of wood. He also mentioned that several of the posts are getting towards the end of their life and the council will need to consider what it wants to do. He said that it is unusual these days to install oak posts unless it is a special area as oak is expensive and it is more usual to install metal posts instead.

Councillors said they did not want to see metal posts installed and a suggestion was put to install composite posts instead (these have already been installed on The Croft and the Shotwood Close Open Space).

AGREED That the contractor be asked how long he thinks the existing posts will last and that composite posts be installed when the existing posts are no longer viable.

135. CRAYTHORNE WOODS: TREE MANAGEMENT PLAN

Councillor Stewart had met with a Tree Surgeon to discuss creating a management plan with immediate, medium and long term objectives for the Woods. The site visit indicated that there is a need to look to remove dead and diseased trees (seven days' work, chipped on site); then a longer term management plan would be required, i.e. crown lopping, clearing some trees, etc. The guestimate for the immediate work is c£3,500, other quotations will be required due to the value of the works required to enable a decision to be made by the council.

Councillors queried whether the Woodland Trust might be able to help with the work and thereby reduce the cost of those works.

RESOLVED That Councillor Stewart (a) ask the Tree Surgeon to provide a formal proposal and quotation and (b) approach the Woodland Trust to ask if they are able to help by undertaking the required tree works.

136. CORRESPONDENCE

136.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's weekly newsletters had been circulated to all Councillors.

136.2 Resident's query

A resident had contacted the council asking why the England flag is not flown in the village.

Councillors noted that the England flag is flown on St George's Day and the Staffordshire flag is flown on the County Day.

AGREED That no changes would be made to the flying of the Union flag at other times.

136.3 Request to plant a tree on The Croft

A request had been received to plant a commemorative tree on The Croft.

AGREED That the request be declined as the area is used by several village organisations for events which are held across the year and there are already sufficient trees on the site.

136.4 Rolleston Manor Court Rolls

Mr T Martin had contacted the council: *"I have been holding these recovered Court Rolls for four years. The History Friends agree that there is no further interest in holding them in the village and that they should be transferred to the archives at Stafford Record Office. If the Parish Council approves I will liaise with the Curator and arrange their transfer."*

AGREED That it is happy for the Rolleston Manor Court Rolls to be transferred to the Stafford County Records office.

136.5 Rolleston Civic Trust

The following message had been received:

You might be interested to know that the Civic Trust has managed to obtain 400 plants from ESBC gardens in Stapenhill at no cost. We are considering who to give these to in the village. Ideas so far have been the Almhouses, the bus stop garden and the orchard project on Beacon Road. The Civic Trust asked if the council wanted to suggest other sites.

Councillors noted that there is a planting scheme already planned for the Spread Eagle island bus stop garden and more information would be required before agreeing to any plants being planted at the Jubilee Orchard.

AGREED That clarification be sought on the types of plants being provided by ESBC to enable a decision to be made on whether these can be planted at the Spread Eagle island bus stop garden and the Jubilee Orchard.

137. 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.

138. QUOTATIONS

138.1 Damaged concrete post on burnside

RESOLVED That the quotation provided by JT Deacon in the sum of £100.00 plus VAT accepted.

138.2 Additional works on the mound at Tafflands

RESOLVED That the quotation provided by JT Deacon in the sum of £498.00 plus VAT be accepted.

138.3 Base for children's play tractor

RESOLVED That the quotation provided by JT Deacon in the sum of £1,024.50 plus VAT be accepted.

- 138.4 **Play bark safer surfacing for children’s play tractor and the mound/slide at Tafflands**
RESOLVED That the quotation provided by CPA Horticulture in the sum of £1,207.50 including delivery plus VAT be accepted.
- 138.5 **Additional cuts of SCC Highways areas (Minute No. 109 refers)**
RESOLVED That the quotation provided by P Gould in the sum of £275.00 be retrospectively approved.
- 138.5 **Footpath 18 – Craythorne Playing Field**
RESOLVED That the quotation provided by JT Deacon in the sum of £250.00 plus VAT be accepted.
- 138.6 **Footpath 3 (Shotwood Close – Shotwood Hill)**
RESOLVED That the proposed works are unnecessary, the quotation would therefore not be progressed.
- 139. PROPERTY LEVEL RESILIENCE**
RESOLVED That the £6,257 currently uncommitted funds be retained as an Earmarked contingency fund.

The meeting closed at 9.30 pm

Signed

Date