

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 11 March 2024 commencing at 7pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Badcock, Houston, E McManus, S McManus, Peirce, Robson, Sanderson, Sharples and Storer

In attendance

ESBC Councillors Lock and Smedley

Four members of the public

E Fenn, Youth Representative

Mary Danby, Clerk

Public Forum

Craythorne Road

Three Craythorne Road residents addressed the Parish Council and asked that any issues which may impact on Craythorne Road residents be shared between Stretton and Rolleston Parish Councils. This could include planning applications (and their conditions), anti-social behaviour, road maintenance, etc and even the Jinny Trail. They asked if a Parish Partnership would be feasible.

Councillors said that previous attempts to meet with Stretton Parish Council representatives had not materialised.

Agreed that Stretton Parish Council be approached with a request that two Rolleston Councillors meet informally with two Stretton Parish Councillors to discuss the issues raised by the residents.

Ward Enhancement Programme (WEP): Cattle Dock application

Clive Baker, Station Heritage Group and Councillor Badcock reported that the WEP funding had been agreed in the sum of £10,383 and that an Equality and Health Inequalities Impact Assessment (EHIA) form had to be completed before the funds could be released. Mr Baker also tabled a Health & Safety Policy for volunteers working on the Jinny Trail and with the Group.

Mr Baker advised that the works were scheduled to commence in June 2024 and that the council's contractor should be asked to clear the vegetation one week before the building works start.

Agreed That the council was happy with the EHIA form and that the Group should submit this to ESBC as soon as possible.

It was further agreed that the council would write to Walford Road residents whose properties back onto the Jinny Trail to inform them of the works.

161. Apologies for absence

M Marsden, Youth Representative

162. Declarations of Interest and Dispensations

None declared.

163. Planning matters

163.1 Planning applications

Application No.	Location	Proposal
P/2023/01367	7 Church Road	Demolition of existing dwelling and erection of a replacement dwelling including works to trees protected by TPO No 1A and the Rolleston Conservation Area
Objection: The proposed development is in the Conservation Area and it is out of keeping with surrounding properties (Rolleston on Dove Neighbourhood Development Plan, Section 8 Character and Design, Policy D2 Design of New Development refer)		
P/2024/00022	27 Alderbrook Close	Erection of a part two storey, part single storey, part first floor rear/side extension with Juliet balcony, front canopy extension and alterations to the windows and door on the front elevation and also on the rear elevation of the garage
No objection		
P/2024/00053	Rolleston Kindergarten 4 The Lawns	Application under Section 73 to vary Condition 4 of planning permission P/2021/00598 for the conversion of first floor flat to form 2 further playrooms and an office in association with the existing nursery school and provision of before/after school clubs between the hours of 0800-0900 hours and 1600-1730 hours for up to 15 children to allow a change of operating hours to 0800-1730 hours and increase the number of children to 25
No objection		
P/2024/00103	30 Shotwood Close	Erection of new entrance porch (Amended Scheme)
No objection		
P/2024/00109	The East Lodge Hall Grounds	Application under Section 73 to var Condition 2 attached to planning application P/2022/01158 (extensions and alterations to existing dwelling) to amend the previous approval by proposing an additional roof light, increased floor area and internal spiral staircase and relocation of external steps
No objection		
P/2024/00133	The East Lodge Hall Grounds	Application under Section 19 of the Planning (Listed Building/Conservation Areas) Act 1990 to vary Condition 2 of P/2022/01163 (extensions and alterations to existing dwelling) to amend the previous approval by proposing an additional roof light, increased floor area and internal spiral staircase and relocation of external steps
No objection		

P/2024/00162	4 Beacon Road	Fell to ground level two Cedar trees, two Conifer trees, one Golden Conifer tree
Comment: Regarding the proposed planting of a hedge, the Parish Council has expressed a preference that biodiverse plants, e.g. Beech, Privet or Yew, be planted rather than Laurel		
P/2024/00196	The Spinney Church Road	Felling of 2 Conifers
No objection		

164. Minutes

Resolved That the Minutes of the meeting held on 12 February 2024 be approved and signed as a true record.

165. Matters arising

Minute No. 149 (137.8, second bullet point)

Councillor Stewart reported that due to the weather it had not been possible to chip the felled trees.

Minute N. 150.3, second bullet point

Councillor Stewart reported that council's contractor would be asked to stone the area around the gate as no wood chippings were available (see Minute No. 149 above).

Minute No. 150.6, second bullet point

Councillor Robson reported that the Laurel had been removed and it was believed that a hazard had not been revealed and he asked if anything needed to be done.

Agreed that this was a matter for the Almshouse Management Committee to determine.

Minute no. 150.9, third bullet point

Councillor Stewart reported that further amendments had been requested for the Village Directory, these had been done and the revised Directory had been uploaded to the website. She added that Tutbury Flower Club had asked if they could display their posters on the council's noticeboards.

Agreed that the Club's posters could be displayed.

Minute No. 155 Flooding

Councillor S McManus agreed to create a new page on the website for flooding information. It was noted that the MP had written to some residents regarding the Rolleston Brook Flood Alleviation Scheme and advising that she was proposing to host a public meeting. Some Councillors reported that they had responded individually to register their interest in attending the meeting, however it was noted that the council should have received the information.

Agreed that the MP be advised that the council was surprised not to have been sent the letter, asked why only certain residents had received the letter and advised that the Council wished to be invited to attend the proposed public meeting.

Minute No. 156.3 Geocache boxes

Councillor Robson reported that he had not been contacted by Rolleston Scouts regarding the placing of Geocache boxes but it would appear that these had been located around the village, including one in the Jubilee Orchard.

Minute No. 156.4 Dog waste bin request

It was noted that ESBC had installed a dog litter bin at the requested location.

166. Councillors' reports

- 166.1 ESBC Councillor Smedley encouraged everyone to complete an ESBC survey on how people would like to pay for car parking.
- 166.2 ESBC Councillor Lock thanked Councillor Badcock for the tour of Brook Hollows, he said that the remedial works had been actioned, he also said that the structural survey report had not yet been received by ESBC.
- 166.3 Councillor Badcock reported that ESBC were going to provide trees on Brook Hollows to replace trees that had fallen or had been felled.
- 166.4 Councillor Sanderson reported that the tree works at The Croft/Almshouse boundary will be completed in April.
- 166.5 Councillor Storer reported he was looking at the potential for extending the number of fruit trees on the Platinum Orchard.
- 166.6 Councillor Appleby reported:
- There had been another vehicle accident at the top of Knowles Hill.
Agreed that Staffordshire Highways, County Councillor White and Staffordshire Police be informed of the accident and advised that the Council asks that traffic calming measures be now considered on Knowles Hill/Rolleston Road to stop this speeding before a death occurs.
 - The drains on Church Road were full due to rubble from a drain/water pipe issue which is already known about.
Agreed that County Councillor White be requested to escalate this with County Council Officers to see this issue resolved as soon as possible.
 - That he had spoken with some Brookside residents who asked if the road could be widened as the verge had been destroyed by vehicles manoeuvring to turn in the road, they had also asked if the Ford could be permanently closed as the only users are 4x4 s in warmer weather using it for fun.
Agreed that County Councillor White be asked to liaise with Highways Officers and ask that they consider the residents requests.
- 166.7 Councillor Houston reported that the ditch/drain to the new play area is completely blocked.
Agreed that the council's contractor be asked to investigate this issue.
- 166.8 Councillor S McManus reported that he had been asked to look into the website accessibility compliance rules which were changing in October 2024. He said that he will give more thought on what needs to be done to ensure compliance; he said he would also look at website providers who host in a compliant way with a gov.uk domain - he said that he will report back to a future council meeting.
- 166.9 Councillor E McManus reported two estate agent boards.
Agreed that the estate agents be contacted and requested to remove their boards.
- 166.10 Councillor Robson reported:
- That the visitors to the Jubilee Orchard had commented on the excellent standard of work done by the council's contractor.
 - The next Jubilee Orchard working party would be held on 06 April.

166.11 Councillor Sharples reported that she and Millie Marsden, Youth Representative had liaised with Rolleston Civic Trust and they had confirmed that they would be happy to work with the Youth Representatives regarding the Trust's Fun Run. Councillor Stewart asked that the Civic Trust be advised that it must have its own insurance in place for the event as this would not be covered under the council's policy.

166.12 Emily Fenn, Youth Representative thanked those who had provided books for the Community Library.

167. Financial matters

167.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
P Gould	Mowing contract	BACS	1,327.99	0.00
Hardy Signs Ltd	Stile numbering plaques: £277.20 Asset labels: £198.00	BACS	475.20	79.20
HMRC	NI/PAYE 4 th qtr 2023/24	BACS	1,347.12	0.00
IONOS Cloud Ltd	RPC website	DD	8.40	1.40
Clerk	Salary and expenses	BACS	1,329.76	0.00
Bradleys Tax & Accountancy Services	Payroll service 2023/24	BACS	114.00	19.00
J Deacon	Craythorne car park lock/unlock February: £174.00 Environmental Contract: £1,200.49 Jamie's Garden – Posts: £1,543.20 Meadow View – Self-set Sycamores: £744.00 Jubilee Orchard: £1,008.00	BACS	4,669.69	778.28
Rolleston PCC St Mary's	OGSR Room hire January-March 2024	BACS	60.00	0.00
Sign Craft	Jubilee Orchard Sharing Shelf sign	BACS	42.00	7.00
O2	Council mobile	DD	20.80	3.47
			9,394.96	888.35

Resolved That the above payments be approved.

167.2 Bank reconciliation at 29 February 2024

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2023	Bank Statement	79,325.65	87,040.63	166,366.28
Movement in funds to date	PLUS Income	146,796.66	25,856.64	172,653.30
	LESS Expenditure	(197,207.44)	(29,254.33)	(226,461.77)
29 February 2024	Bank Statement	28,914.87	83,642.94	112,557.81

Resolved That the above was a true record.

167.3 Earmarked Reserves

Resolved That the council’s Earmarked Reserves (EMRs) at 29 February 2024 were:

	Opening funds 01/04/2023 £	Available funds 29/02/2024 £
Environmental improvements	2,360.39	584.39
Brook Hollows	45,272.31	13,151.72
Play areas	17,132.11	11,463.86
S106 College Fields	44,507.57	745.11
MUGA (fees)	0.00	8,000.00
Total	109,272.38	33,945.08

168. Receipts and payments to 29 February 2024

Resolved That the report be noted.

169. Sport England funds

Councillors received quotations from a company recommended by ESBC for planning consultancy services to advice on planning strategy to secure planning permission for the construction of a MUGA on the Craythorne Playing Fields. Q+A Planning had quoted for:

- Stage 1 – Application preparation and submission
- Architect’s fees to prepare the required existing and proposed site layout plan showing the proposed sporting provision
- Stage 2 – Post submission monitoring and negotiations

Resolved That Q+A Planning’s quotation in the total sum of £5,350 plus VAT and expenses/disbursements be accepted.

Councillor Stewart agreed to contact ESBC to advise them of the above decision and ask that they assist with the points raised by the planning consultants in their quotation which need ESBC input.

170. Flooding

Councillors received further information, including an example map showing surface water risk which had been provided by the EA. It was noted that the map did not extend to the Parish boundaries.

Agreed that:

- The EA be asked to provide an extended map showing the boundaries of the village.
- A page for flooding information be added to the council’s website.

171. Policy reviews

Resolved that:

- The Asset Register be amended include changes/purchases made during the 2023/24 financial year.
- The Financial Regulations be amended (Footnote, page 12) to include the most recent thresholds for Public works (construction) and Public contracts for goods or services.
- Amendments were not required for the following:

- Document Retention and Disposal Policy
- Information and Data Protection Policy
- Publication Scheme
- Statement of Internal Control and Annual Review of Effectiveness of Internal Control

172. ESBC: Promotion of the Call for Sites 2024

Resolved That the information be received without comment.

173. Correspondence

173.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's newsletters had been circulated to all councillors.

173.2 Communications Log

The Communications Log had been circulated regularly to all councillors.

173.3 John of Rolleston Primary School: Community Day 08 June 2024

Permission had been sought for access to use the Elizabeth Avenue playing field for parking for the Community Day.

Agreed that permission be granted.

173.4 Rolleston United Foundation

The Foundation provided an update of contact details and a change of Officers.

Agreed that the information be noted.

173.5 Friends of Brook Hollows

A request had been received asking if information requesting to support them by buying a ticket in the East Staffordshire Community Lottery.

Agreed that the request be declined as it does not meet the criteria set out in the council's Social Media and Electronic Communication Policy.

173.6 Doveside WI

Permission had been sought to hold a picnic on The Croft on the afternoon of 14 August.

Agreed that permission be granted.

173.7 Burton Market Hall Traders Association: Community Family Fun Day

Agreed that the information be received without comment.

173.8 Rolleston Scouts: Defib cabinet

The council were informed that Rolleston Scouts had agreed to purchase a defibrillator which will be installed externally on the Scout HQ wall. A quotation in the sum of £600 had been obtained for the heated cabinet to house the defibrillator and the council was asked to consider funding this purchase.

Resolved That the council agree to make a grant in the sum of £600, as set out above (\$137 expenditure).

174. Exclusion of 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.

175. Quotations

175.1 Craythorne Car park: Reseeding under railings

Resolved That John Deacon’s quotation in the sum of £288.00 plus VAT be accepted to rotavate and level soil full length of car park, blend soil to edge of stone and under railings to grass on playing field, reseed and roll.

176. Rollestonian of the Year

Resolved That Tim Salmon be announced as Rollestonian of the Year 2023 and that the presentation be made at the Annual Parish Meeting on 22 April.

The meeting closed at 9.15pm

Signed

Date