

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 08 July 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

Philip Hope and John Bridges, The Tutbury Practice
Two members of the public
Mary Danby, Clerk

Public Forum

Mrs Pearce referred to emails that she had sent to the Parish Council advising that she had contacted ESBC's Enforcement Services regarding missing CCTV sign at the former Craythorne Golf site, illegal travellers on the Craythorne Road playing field and an incident with a dog at the Craythorne travellers site. She also thanked the council for dealing so efficiently with the illegal travellers. **Agreed** that ESBC be advised regarding the missing CCTV sign at the former Craythorne Golf site and that dogs are able to get through the gate at the Craythorne traveller site.

The Tutbury Practice

Mr Bridges said that the Practice had been advised that a Rolleston resident had raised a query asking if a satellite sub-branch could be provided in Rolleston. He said that this is not currently possible but he had sourced the details of the East Staffordshire Voluntary Car Scheme which had been passed to the Parish Clerk. The Clerk confirmed that these had been passed to the resident for which she was very appreciative and hoped to be able to use the service in the future

Mr Hope said that the Tutbury surgery has reached its capacity and they are looking at the possibility of establishing a branch surgery. He asked if there would be an interest in the village for this and if so, whilst this proposal was in its very early stages, he asked if the council would write to the Integrated Care Board (ICB) supporting the proposal. **Agreed** that the proposal would be of interest to the village and that a letter of support be sent to the ICB.

44. Apologies for absence
Emily Fenn and Millie Marsden, Youth Representatives

45. Declarations of Interest and Dispensations
None declared.

46. Planning matters
46.1 Planning applications

Application No.	Location	Proposal
P/2024/00582 No objection	70 Station Road	Demolition of existing side porch to facilitate erection of a two storey side extension and single storey rear extension
P/2024/00607 No objection	Arrandale Hall Grounds	Installation of cladding to the first floor and paint the bricks to the ground floor in white on all elevations

P/2024/00608	Alderbrook Lodge Burnside	Felling of Poplar tree (T2) and multi-stemmed Willow (T3) to be reduced down to 3m in height and then managed as a pollard
No objection		
P/2024/00616	57 Church Road	Erection of a single storey front extension, part single storey, part two storey, part first floor rear extension and a detached single garage
No objection		
P/2024/00625	Alderbrook Lodge Burnside	Mature Oak to have major deadwood removed (T1) (TPO No 1)
No objection		
P/2024/00660	The Croft House 11 Station Road	Reduction in height and reduction of lateral branches extending over the highway by 1.5m or nearest suitable growth point, prune back from adjacent property to provide a clearance of 2m and crown thin by 5% of one Copper Beech tree (T1) and all over crown reduction by 1.5m or to the nearest suitable growth point and crown raise to 2m over the lawn of one Weeping Willow tree (T2)
No objection		
P/2024/00674	Garden land opposite Old Hall Cottage Mosley Mews	Reduce by up to 2 metres one Laurel tree group (T1), reduce by up to 3 metres one Holly Tree (T2)
No objection		

- 47. Minutes Resolved** That the Minutes of the meeting held on 10 June 2024 be approved and signed as a true record.

48. Matters arising

Minute No. 29 Matters arising - Public Forum: Travellers site, Craythorne Road

It was noted that an application had yet to be submitted for the fencing, etc that had been installed at the above site. **Agreed** that ESBC be requested to provide an update on when the application will be submitted as it is now seven months since the fencing was installed and six months since the Planning Enforcement Officer visited the site.

Minute No. 10 Matters arising re Minute No. 182.3 Letter to stables

It was reported that the content of the letter had been finalised but it was difficult to confirm the addresses for these to be mailed. **Agreed** that Councillor Stewart, accompanied by another Councillor would hand deliver the letters.

Minute No. 11.9 Cattle Dock

It was reported that work was progressing well.

Minute No. 30.3 14/16 Burnside

Councillor Peirce confirmed that ESBC Enforcement Services had been contacted regarding the properties and they had raised a case.

Minute No. 30.5

Councillor Appleby reported that:

- 9 or 10 questionnaires had been returned regarding the proposed improvements to the Elizabeth Avenue play area.
- A resident had complained about loud music being played by youths on the skate ramp – they had been advised to report this nuisance to the Police.
- The Brewers 10K run organisers (BACT) will provide information regarding the route, etc at the September council meeting.
- SCC had cleared blocked drains in the village.

Minute 38.2 Clean-up day

It was reported that the Transport Festival Committee had agreed to donate £500 to the council: £250 for the refurbishment of the Burnside railings and £250 towards the cost of plants in the planters on the railings. The Committee if would be possible to have a plaque on the railings mentioning that they have donated to the upkeep.

Councillors agreed that rather another plaque being erected on the railings, the council would prefer that a combined sign noting the contributions of the council, Civic Trust and Transport Festival, it was also agreed that an additional three planters were wanted for the Burnside railings. **Agreed** that the Transport Festival Committee be asked if it would be willing to contribute the £250 towards the cost of an additional planter rather than a plaque.

Minute 42.2 Tafflands: Zip wire

It was reported that this work had been completed.

Minute 43 Elizabeth Avenue playing field

It was reported that the advice had been sought from NALC's legal team regarding the issue of unauthorised gates giving access to the field.

49. Councillors' reports

- 49.1 Councillor Storer reported that there had been vandalism on the Platinum Orchard which had seen some branches broken, he added that he had repaired the damage. **Agreed** that the vandalism, with photos, be published on the council's website and Facebook page.

He also reported that the mowing and strimming on the Platinum Orchard site was much better this time.

- 49.2 Councillor Peirce reported that:

- He had attended the virtual Parish Forum where information on proposed legislation entitled Martyn's Law was received together with information on Prevent, a duty on those with safeguarding responsibilities for keeping children, young people and adult learners safe in schools, colleges and further education independent training providers
- He had contacted Trent & Dove regarding the overgrown hedges on the jitty from Beacon Road to Dodslow Avenue.
- Asked that letters be sent to several householders regarding overgrown hedges (details to be given to the Clerk).
- The pavement outside 18 Burnside was badly cracked – he would report this to the County Council for urgent repair.

- 49.3 Councillor Houston reported that:

- Hedges on two Beacon Road properties were encroaching on pedestrian access (details to be given to the Clerk so that letters could be sent requesting that the hedges be cut back).
- Footpath 14: hedge at the Tafflands end needs to be cut back. Councillor Appleby said that he would do this work.
- A latch on a bin door on The Croft was broken. **Agreed** that the Contractor be asked to repair the latch.

49.4 Councillor Sanderson referred to a Dwellings estate agent board that had been erected on the Burnside railings. The Clerk had contacted the agent asking them to remove the board but as this had not been done it had been taken down and put into the Almshouse garden awaiting collection.

49.5 Councillor Robson reported that the Jubilee Orchard Working Party would next meet on 20 July and 31 August.

49.6 Councillor Sharples reported that yellow bags had been put by the grit box by the Old Post Office. She was advised that these belonged to Staffs Highways and they were used to weight down the road signs whilst work was being done in the village.

She also reported that she and Millie (Youth Representative) would be visiting the School in the next few days regarding the Elizabeth Avenue play area.

49.7 Councillor Appleby:

- Sought assistance as he was unsure about the mowing contract specification for Anslow Lane. **Agreed** that he and another Councillor should walk the Lane with the Contractor.
- Asked if the flood information provided by the Environment Agency could be uploaded to the website.

49.8 Councillor Stewart:

- Reported that she would circulate the draft Rollestonian insert for comment (deadline for submission: 14 July).
- Reported that the Deacon family had done outstanding work in helping to clear-up and make repairs following the incursion by travellers on the Craythorne Road playing field. **Agreed** that a letter of thanks be sent.
- Asked that Councillor Peirce be added as an Administrator on the council's Facebook page – **Agreed.**
- Reported that she had met with a Walford Road resident regarding a Silver Birch on the boundary of his property and the Jinny Trail which was shadowing/overhanging his garden. She also reported that several other trees required attention and asked for authority to seek a quotation for the necessary works. **Agreed**
- Reported that the hedges beyond Dovecliff Hall, Dovecliff Road needed to be cut back. **Agreed** that this be reported to Stretton PC for action as appropriate.

50. Financial Matters

50.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Clear Insurance Management Ltd	2024/25 Insurance premium	BACS (pd 11/06/24)	1,631.88	0.00
Q&A Planning Ltd	Professional fees (Proposed MUGA)	BACS (pd 13/06/24)	2,220.00	370.00
gov.uk.pay	Land Registry search fee re Dodslow Avenue island (ownership)	Debit Card (pd 13/06/24)	6.00	0.00
P Gould	Mowing contract	BACS	1,354.58	0.00
Parish Online	Annual subscription	BACS	228.00	38.00
IONOS Cloud Ltd	PC Website hosting	DD	8.40	1.40
Clerk	Salary and expenses	BACS	1,328.86	0.00
Toolchimp Ltd	Replacement padlocks (Craythorne playing field)	Debit Card (pd 24/06/24)	359.85	59.98

J Deacon	Craythorne car park lock/unlock June £187.20 Environmental contract £1,376.10 Tafflands: Tree works £60.00 Byrkley Close: Emergency tree works £180.00 The Croft: Signs £108.00 Craythorne: Reinstatement after Travellers £1,422.00	BACS	3,333.30	555.55
ESBC	Bin emptying 2 nd qtr 2024/25	BACS	1,499.76	249.96
Emma V Smith	Updating Honours Board	BACS	160.00	0.00
Viking Direct	Stationery, postage stamps	BACS	124.48	5.98
Microsoft	Microsoft 365 software licence renewal	Debit Card (pd 04/07/24)	148.32	24.72
ASAP Stamps Ltd	Accounts: Invoice stamp	Debit Card (pd 04/07/24)	48.00	8.00
Ricoh UK Ltd	Photocopier: Qtrly rental £113.41 Qtrly copy charges £142.39	BACS	255.80	42.63
			12,707.23	1,356.22

Resolved That the above payments be approved.

50.2 Bank reconciliation as at 30 June 2024

		Bank Accounts		Total £
		Treasurer's £	Instant Access £	
01 April 2024	Bank Statement	17,846.45	83,735.29	101,581.74
Movement in funds to date	PLUS Income	50,624.57	2,626.05	53,250.62
	LESS Expenditure	30,873.21	0.00	30,873.21
30 June 2024	Bank Statement	37,597.81	86,361.34	123,959.15

Resolved That the above was a true record.

50.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 30 June 2024 were:

	Opening funds 01/04/2024 £	Movement in funds to date £	Available funds 30/06/2024 £
Environmental improvements	8,931.41		8,931.41
Brook Hollows	13,151.72	(625.22)	12,526.50
Play areas	20,000.00		20,000.00
S106 College Fields	745.11		745.11
MUGA (Fees)	8,000.00	(1,850.00)	6,150.00
Total	50,828.24	(2,475.22)	48,353.02

51. Receipts and payments to 30 June 2024

Resolved That the report be noted.

52. Station Road bus stop, opposite Needwood Avenue (Minute No. 22.5 refers)

The council was advised that Staffordshire Highways had provided costings to:

- a) Install an extended hardstanding (£10,750 plus VAT)
- b) Polycarbonate bus shelter, if required (c£3,000 plus VAT)

The council was also advised that Bellway Homes had agreed to make a donation of £1,000 towards the project.

Agreed That residents be consulted on the following options via the Rollestonian insert:

- a) extended hardstanding only
- b) extended hardstanding and a polycarbonate bus shelter
- c) extended hardstanding and a brick or timber bus shelter

and that contributions be sought towards the cost if the preference is in favour of Option C.

It was further agreed that the County Council be advised that the council is considering all the above options and it is aware of potential costs and seeking feedback, etc and it is hoped that the council will be in a position to confirm its decision at its September meeting.

53. Biodiversity: Local councils (Minute No. 30.1 refers)

Resolved That:

- a) The council adopt the Biodiversity Policy (Attachment A).
- b) Quotations be sought for a Biodiversity Audit to be undertaken on PC-owned land.
- c) A Working Group be established to consider the Biodiversity Audit report and to recommend an Action Plan to be implemented by the council.

54. Banking arrangements (Minute No. 33 refers)

Information had been received via NALC/SPCA regarding the Financial Services Compensation Scheme from which it was confirmed that, unless the council wished to do so, there was no requirement to open an account with another banking institution.

Resolved That the council retain its current banking arrangements.

55. ESBC: Separation Distance and Amenity Supplementary Planning Document (SPD) – Consultation

Resolved That the council is happy with the draft SPD.

56. Brook Hollows: Ward Enhancement Programme (WEP) funding application

Councillor Badcock explained that a WEP application submitted by the Civic Trust on behalf of the Friends of Brook Hollows was due to be considered by the WEP Panel on 11 July and he asked that the council agree to send an email supporting the application.

Agreed that an email in support of the application be sent to ESBC.

57. Craythorne playing field – travellers: Update

Councillor Stewart gave an update on actions taken following illegal travellers being on the Craythorne playing field from the evening of 17 June until the afternoon of 21 June.

Councillors agreed that consideration needs to be given to securing the entrance to the Craythorne car park and that this should be an agenda item for the September council meeting. It was also agreed that a document for internal use only be compiled to advise on the procedure to be followed should a similar incident happen in the future.

58. S106 Sport England funds

Resolved That Greengage Ecology's quotation in the sum of £2,680 plus VAT to provide the Biodiversity Net Gain report required for the MUGA planning application be retrospectively approved.

It was noted that Councillor Peirce had agreed to chase the supplier for the MUGA quotation and that he would liaise with Rolleston FC for a copy of a proposed alternative MUGA/pitch layout which would then need to be provided to Q&A Planning.

59. Flooding

Resolved that the updated provided by the Environment Agency be noted.

It was noted that Jacob Collier MP had been elected following the General Election and it was agreed that Councillor Stewart would make contact with his office and provide him with information relating to flood mitigation for the village which had been worked on by Kate Kniveton, his predecessor.

60. Financial Regulations

Resolved That the revised Financial Regulations be adopted and implemented with immediate effect.

61. Footpath walks

It was noted that all the Public Footpaths had been walked and action taken to remedy any issues that had been identified.

62. Correspondence

62.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

62.2 Comms Log

The Comms Log has been regularly circulated to all councillors.

62.3 Rolleston Scout Group: Rollestonbury 2024

Resolved That the request to use the Meadow View Open Space for parking for the event be approved subject to the same conditions as applied to the previous event. It was further resolved that the council accepts the offer of a £100 donation for use of the site.

62.4 Friends of John of Rolleston Primary School (FOJORPS)

Resolved That FOJORPS be given may hang a banner on the Elizabeth Avenue play area for a temporary period from 1st September – 31st December 2024. It is hoped that this will give FOJORPS sufficient time to raise funds for a noticeboard. Permission would have to be sought for a noticeboard to be installed on its land, but the council indicated that it would be willing to give permission for it to be installed close to the back entrance of the school.

62.5 Rolleston Civic Trust

Resolved That:

- a) That the request to use the Elizabeth Avenue playing field for a car boot sale on 14 September be approved subject to the ground being reinstated by the Civic Trust should there be any damage as a result of the car boot sale.
- b) That the request for funding for a Tree Safety Inspection Course be declined as it was felt that this was unnecessary for Councillors. The Civic Trust to be advised that if the need arises in the future, the council will seek training through the Staffordshire Parish Councils' Association and there may be an opportunity to open attendance to other parish councils and the Civic Trust.

63. 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.

64. Quotations

64.1 Brookside: Middle bridge

Resolved That Phil Gould be requested to quote for the right-hand side only.

64.2 Jinny Trail: Footpath from road to platform

Resolved That John Deacon's quotation in the sum of £120.00 plus VAT per annum to cut the hedge on both side, clear the path of fallen branches and strim twice a year be accepted.

64.3 Elizabeth Avenue playing field

Resolved That John Deacon's quotation in the sum of £1,120.00 plus VAT to supply and erect two treated softwood gates and gate posts, post and rail fence all softwood treated, materials and labour be accepted.

64.4 Tafflands slide mound: Replacement safer surfacing

Resolved That:

- a) DCM Surfaces quotation in the sum of £4,032.00 plus VAT to supply and install 48m² of Premium Eco Mulch Surface at a depth of 40mm be accepted.
- b) John Deacon's quotation in the sum of £1,500.00 plus VAT for groundworks to accommodate the above surfacing be accepted.

64.5 Tafflands: Replacement zip wire

Resolved That Playdale Playgrounds quotation be deferred until such time as sufficient funds are available for this project.

The meeting closed at 9.25pm

Signed

Date

**Rolleston on Dove Parish Council
Biodiversity policy**

In accordance with the Duty imposed on parish councils by Section 40 of the Natural Environment and Rural Communities Act (NERC) 2006, updated by Section 102 of the Environment Act 2021, Rolleston on Dove Parish Council will in exercising all its functions have regard to the purpose of conserving biodiversity.

Biodiversity means the variety of life around us and includes every species of plant and animal, the genetic material that makes them what they are, and the communities that they form. Biodiversity is essential in sustaining the living networks, or 'ecosystems', that provide us all with health, wealth, food and the vital services our lives depend on. It is a core component of sustainable development, underpinning economic development and prosperity.

To help Rolleston on Dove Parish Council meet its Biodiversity Policy it commits to carrying out a Biodiversity Audit and:

- The Parish Council will consider the potential impact on biodiversity represented by planning applications.
- The Parish Council will, as far as possible, conserve the biodiversity of the land it manages. It will adopt beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work. Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- Rolleston on Dove Parish Council undertakes to work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the Parish.
- The Parish Council will, wherever possible, raise public awareness of biodiversity issues. It will, where feasible, involve the community in biodiversity projects on its land including, for example, tree planting, wildflower meadows, birdbox making. The Parish Council will communicate information and raise awareness of biodiversity through its website and social media.

This Policy was adopted by Rolleston on Dove Parish Council on 08 July 2024 and will be reviewed every five years at the Annual Parish Council Meeting.