

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 10 June 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
One member of the public
Mary Danby, Clerk

Public Forum

No comments or questions were put to the council.

25. Apologies for absence

Emily Fenn and Millie Marsden, Youth Representatives

26. Declarations of Interest and Dispensations

None declared.

27. Planning matters

27.1 Planning applications

Application No.	Location	Proposal
P/2024/00375	Two Pins Hall Grounds	Remove one stem, remaining two stems reduce by height by up to 5m and crown reduce by up to 2.5m of one Beech tree (T1), reduce crown/height by up to 5m and width by up to 3m of one Silver Birch tree (T2), reduce height by up to 5m and crown reduce by up to 4m of one Sycamore tree (T3)
No objection		
P/2024/00506	Brookhouse Hotel Brookside	Discharge of condition numbers 3, 4, 5, 6 7 and 8 of planning permission P/2020/00255 relating to conversion of former hotel and coach house to create 10 residential units including the demolition of an existing conservatory and small section of hotel
No objection		
P/2024/00511	Westmorland Cottage Hall Grounds	Pollard two Lombardy Poplar trees at points approximately 50% of its current height (T1 and T2) (TPO No 1)
No objection		
P/2024/00543	10 Station Road	Reduce crown height by 1.5 metres cutting back to natural growth points, cut back side limb by 1 metre to provide clearance from touching the roof of 14 Station Road
No objection		

P/2024/00558 No objection	7 Church Road	Felling of 2 x Norway Spruce trees forming group G42
P/2024/00567 No objection	18 Burnside	Remove two dead or dying trunks from one multi-stemmed Alder tree
P/2024/00579 No objection	7 Church Road	Felling of 1 x Sycamore tree (TPO No 1)

28. Minutes

Resolved That the Minutes of the meeting held on 13 May 2024 be approved and signed as a true record.

29. Matters arising

Public Forum: Travellers site, Craythorne Road

It was reported that ESBC had confirmed that they have to give sufficient time for the applicant to take the required actions.

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

It was reported that the letter was in progress but it was difficult to identify the stable owners. It was noted that it had cost the council £244 to repair damage at the Meadow View open space caused by a bolted horse and it was agreed that this information be included in the letter.

Minute No. 11.7 Playdale site meeting

Councillor Sanderson reported that a meeting had taken place with Playdale's Area Manager to discuss safer surfacing for the Tafflands slide mound. Details of Playdale's safer surfacing supplier were provided and the council was advised to contact them direct for a quotation, but she would arrange for a quotation to be provided by Playdale as well. The Area Manager agreed to provide quotations to replace the zip wire and a replacement piece of play equipment at the Elizabeth Avenue play area. It was noted that the quotations had not yet been received and the Clerk was asked to chase Playdale for these.

Minute No. 11.8 Civic Trust Fun Run

Councillor Sharples reported on behalf of Millie Marsden, Youth Representative on a recent meeting where the Civic Trust confirmed that they were looking to hold the fun Run on Sunday 06 or 13 July 2025 and they would be formally approaching the council for permission to use its land for part of the run. The Civic Trust have arranged for St John Ambulance to be in attendance and they have confirmation that their Public Liability insurance will cover the event.

Minute No. 11.9 Cattle Dock

The Station Heritage Group had advised the council that work had been delayed due to the weather but the builder hoped to be able to confirm the start date by 14 June.

Minute No. 22.4 Information gazebo

It was noted that currently the only information that the council had for the information gazebo were the Footpath Walk leaflets and it was agreed that a display of photographs of work done during the year by the council's contractor and information provided on projects in progress, etc be provided.

Minute No. 22.5 Bus shelter

The County Council had responded saying that they could help with the extension of the hardstanding and the installation of a bus shelter but wondered if the council was in a position to fund any of the work either fully or in part.

Agreed That:

- The County Council be asked to provide indicative costs so that a decision could be made on whether the council was able to fund any of the work.
- Bellway Homes be approached to ask if they were able to provide funding towards the work as the numbers of people using the bus stop had increased significantly from the Rolleston Manor development.

Minute No. 24.5 Brookside

Councillor Appleby was thanked for strimming the Brook banks on Brookside and Burnside. He was asked to provide quotations for waders to be purchased by the council to enable him to undertake this work in the future.

30. Councillors' reports

- 30.1 Councillor E McManus reported that she had been approached by a member of the public asking if the council had a Biodiversity Policy. Councillor Stewart reported that the Clerk had also been approached by the same person with this enquiry. **Agreed** that this be an agenda item for the next meeting.
- 30.2 Councillor S McManus reported that:
- RoDSEC are proposing to close down next year which will be its 25th anniversary. RoDSEC want to organise one last big event (theme yet to be decided) and he and Ellen had agreed to re-join the Committee to assist with the event.
 - The footpath to the left of the Jinny Trail was very overgrown and he and Ellen had cleared this, he queried whether this should be added to the Environmental Contract. **Agreed** that John Deacon be asked to quote to clear the footpath twice a year.
- 30.3 Councillor Robson referred to 14/16 Burnside where the trees are now reaching to the other side and the bridge is rusty and detract from the view of the Almshouses. **Agreed** that the deterioration of the building and dead trees be reported to ESBC.
- 30.4 Councillor Sanderson referred to two large, deep pot holes on Chapel Lane – he was advised to report these to Staffordshire Highways via the online reporting portal.
- 30.5 Councillor Appleby reported that:
- The Elizabeth Avenue play area questionnaire had been sent to JoRPS Head Teacher for distribution to parents/carers.
 - He had reported the Jubilee Orchard accident to SCC and Councillor White – Councillor White had responded saying that there is a scheme being designed by Knowles Hill which should be ready to show the community within the next couple of months.
 - He had reported blocked drains to the County Council.
 - Stretton PC/Rolleston PC Liaison Group:
 - BACT 10K Run 20 October – BACT are taking over marshalling duties and the route will be changed. BACT will attend a Rolleston PC meeting to discuss the arrangements for this year's run.
 - ESBC update re Craythorne Golf: They had served a Community Protection Warning on the landowner under the Anti-Social Behaviour, Crime and Policing Act 2014, with various requirements including the removal of the concrete domes and railings displaying No Entry signage, securing the land at relevant places and removing any

swing structures. They had also served a Boarding Up Notice regarding the building open to entrance on the land to the left hand side – this had not been complied with and they were in the process of obtaining quotes to undertake works in default. They had raised with the Police who are aware of the issues regarding the land and are considering any diversionary measures/activities for the youths that may enter the land. The graffiti had been photographed and had been referred to ESBC's Street Services Team for removal.

- County Councillor Peters had submitted the residents petition re heavy lorries on Craythorne Road.

30.5 Councillor Houston reported that:

- BT had yet to remove the telephone box on Burnside. **Agreed** that BT be asked to arrange for its removal.
- Fencing and gates at Elizabeth Avenue need to be replaced. **Agreed** that the council's contractor be asked to quote for this work.
- Bench on Craythorne needs to be strimmed. **Agreed** that the council's contractor be asked to ensure this is done as soon as possible.
- Jitty from Station Road to Meadow View has Brambles growing out onto the pavement. **Agreed** that this be reported to ESBC for action as appropriate.

30.6 Councillor Storer reported that the wildlife strips on the Platinum Orchard were not being cut. He was advised that this would be brought up at the upcoming Contract Review meeting.

30.7 Councillor Peirce reported that the pavement on Church Road, towards Tutbury was very overgrown with Nettles, etc. He was asked to provide the exact location to the Clerk so that the landowner could be asked to cut back the vegetation.

Councillors also noted that the verges on the entrance to Shotwood Close were overgrown and needed to be cleared – landowner to be asked to ensure that the vegetation is cut back.

30.8 Councillor Sharples reported:

- The Nursery were happy to send out the Elizabeth Avenue play area questionnaire to parents/carers.
- Strimming was not being done near the white house on The Croft. She was advised that this would be brought up at the upcoming Contract Review meeting.

30.9 Councillor Badcock reported that he had been working with Tim Salmon on a funding application for Ward Enhancement Programme funding for Brook Hollows.

30.10 Councillor Stewart reported that:

- She had attended ESBC Mayor's D Day event with Councillor Sharples.
- A complaint had been received following receipt of the council's letter regarding an overgrown hedge – she had spoken with the resident's son and explained why the letter had been sent. Councillor Stewart confirmed that the Clerk had rewritten the template letter to make it clear on what/could not be done during the bird nesting season.
- ESBC's Mayor had sent an invitation to attend the raising of the flag on Armed Forces Day.

31. Financial Matters

31.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Woodside Nurseries	Summer planters including XL extra planters and spare plants for troughs	BACS	550.00	0.00
IONOS Cloud Ltd	PC Website (hosting)	DD	8.40	1.40
P Gould	Mowing contract	BACS	1,354.58	0.00
HMRC	NI/PAYE 1 st qtr 2024/25	BACS	1,347.12	0.00
Clerk	Salary and expenses	BACS	1,350.26	0.75
Rolleston Station Heritage Group	Contribution to Cattle Dock works	BACS	1,472.60	0.00
O2	Council mobile	DD	21.80	3.63
J Deacon	Craythorne car park lock/unlock £223.20 Environmental Contract £1,376.10 Brookside: Repair damage to grass verge below footbridge £102.00 Jinny Trail – Cattle dock: Clear vegetation, etc in readiness for builder £600.00 Jinny Trail: Erect sign on gate mid-way down Trail £36.00 Meadow View: Repair damage to grass caused by horse hooves £288.00	BACS	2,625.30	437.55
Astle Paterson Ltd	Legal services in connection with Lease at Craythorne Playing field	BACS	1,093.20	182.20
			9,823.26	625.53

Resolved That the above payments be approved.

31.2 Bank reconciliation as at 31 May 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	50,534.57	2,527.73	53,062.30
	LESS Expenditure	16,832.22	0.00	16,832.22
31 May 2024	Bank Statement	51,548.80	86,263.02	137,811.82

Resolved That the above was a true record.

31.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 31 May 2024 were:

	Opening funds 01/04/2024 £	Movement in funds to date £	Available funds 31/05/2024 £
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		8,000.00
Total	50,828.24	(625.22)	50,203.02

32. Receipts and payments to 31 May 2024

Resolved That the report be noted.

33. Banking arrangements

Councillors were advised that Lloyds Bank had advised that the council would not be covered by the Financial Services Compensation Scheme (FSCS) if financial firms fail as the combined funds held exceed £85,000. As the council's combined funds exceed this figure, the Clerk recommended that the council consider spreading its risk by putting funds into an account with another bank. **Agreed** that the Clerk report to the next meeting on the options available to council.

34. S106 Sport England funds

Councillors were advised that:

- The revised quotation had yet to be received from the MUGA supplier.
- The planning consultant had spoken with various people about the proposed MUGA; Councillor Stewart would meet with Rolleston FC's Club Chairman and Secretary to discuss the proposal.
- The Biodiversity Net Gain report quotation had not yet been received.
- The council's contractor was happy with the proposed location of the MUGA and he had explained the position of the drains on the site.

35. Flooding

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

36. Brook Hollows

Councillor Badcock reported that ESBC had provided the Surveyor's report which had made several recommendations – ESBC had asked for quotations for these. **Agreed** That ESBC be thanked for providing the report to the council and asked to provide an update on progress on actions arising from the recommendations.

37. Rolleston Station Heritage Group: Cattle Dock

Resolved That the Group's request for funding to meet the shortfall I the project costs in the sum of £472.60 be retrospectively agreed and that this be paid at the same time as the previously agreed £1,000 contribution, making a total contribution of £1,472.60.

38. Footpath walks and Clean-up day

38.1 Footpath walks

Agreed That the Chair will allocate footpaths to individual councillors, that the footpaths be walked at least once a year and that the Clerk be advised when the walks have been completed and any remedial works that may be required.

38.2 Clean-up day

Agreed That:

- $\frac{1}{3}$ of the Burnside railings be cleaned and painted annually, beginning with the Almshouses section this year – date to be agreed.
- The Civic Trust be approached for volunteers to help on the day.
- Sponsors be invited to provide paint brushes and paint; Transport Festival Committee be approached for consideration for funds to be given for this purpose.

39. Correspondence

39.1 Staffordshire Parish Councils Association

The weekly Bulletins had been circulated to all councillors.

39.2 Comms Log

The Comms Log had been regularly circulated to all councillors.

39.3 Vibe2ThriveCiC

Resolved That the council's original response that it is felt that they would be better placed approaching local schools and youth organisations be reiterated.

40. 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.

41. Insurance renewal

Resolved That the council re-enter into a three-year Long Term Undertaking with Clear Councils, and that the renewal premium for 2024/25 in the sum of £1,637.82 be accepted.

42. Quotations

42.1 Tafflands: Suggested drainage plan – entrance to Tafflands

Resolved That John Deacon's suggested drainage plan be accepted in the sum of £1,224.00 plus VAT.

42.2 Tafflands: Zip wire

Resolved That John Deacon's quotation in the sum of £774.00 plus VAT to replace the wooden post with a metal post be accepted.

43. Elizabeth Avenue playing field

Resolved That:

- Letters be sent to properties where unauthorised gates had been installed giving access to the playing field advising that these should be removed and the fencing made good.
- John Deacon be asked to quote to repair the ground damage caused from use for parking during the Transport Festival and the Community Day events.

The meeting closed at 8.55pm

Signed

Date