

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 12 February 2024 commencing at 7pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Houston, Peirce, Robson, Sanderson, Sharples and Storer

In attendance

ESBC Councillor Lock

Two members of the public

E Fenn and M Marsden, Youth Representatives

Mary Danby, Clerk

Public Forum

Mr Foschtinski, Netherfield Grange explained the long-standing problem he experiences with water flooding down Needwood Road onto his drive, adding that Severn Trent were aware of the problem and that ESBC had drawn a line under the issue. He asked if the Parish Council could advise on who he could contact to see the issue resolved. ESBC Councillor Lock asked that Mr Foschtinski provide the documentation trail to him so that he could take this up with ESBC.

Ms Ashby apologised to the Parish Council for not having responded to it regarding the planned works at her property, including the West gates, and said that she would do so as soon as possible (Minute No. 119 refers).

145. Apologies for absence

Councillors Badcock, E McManus and S McManus.

146. Declarations of Interest and Dispensations

None declared.

147. Planning matters

147.1 Planning applications

Application No.	Location	Proposal
P/2024/00024	The Croft House 11 Station Road	Reduction in height of up to 1 metre or the nearest suitable growth point. Crown raise by up to 0.5 metre to aid with grass cutting one Magnolia tree (T1)
No objection		
P/2024/00068	The Old Orchard Church Road	Fell two Conifer trees (T1 and T2), reduce height by up to 3 metres one Conifer tree (T3), crown raise by up to 1 metre and remove low hanging branches back to boundary wall one Yew tree (T4), reduce height and sides by up to 1 metre one Conifer tree (T5)
No objection, though it was noted that photographs would have been useful.		

P/2024/00075	The Croft Burnside	Remove 3 lowest branches to Pine (T1), reduce Maple (T3), Birch (T4) back to original points of cutting, pruning, remove crossing branches, shorten elongates limbs and crown raise Maple (T5), cherry (T6) and Rowan (T7), reduce height of Cypress tree (T8) to 3-4m
No objection		
TPO 459	Land adjacent The Croft Burnside	The TPO was made following the Local Planning Authority objecting to a Section 211 Notice (Tree Notice) application for works to the Beech tree (P/2023/01377)
No objection		
P/2024/00085	39 Church Road	Partial demolition of existing attached garage to facilitate the erection of a part two storey part single storey side extension with associated render, roof lights and extension of existing front porch roof
Comment: The Planning Officer may wish to consider whether the proposed render is appropriate for the area.		

148. Minutes

Resolved That the Minutes of the meeting held on 08 January 2024 be approved and signed as a true record.

149. Matters arising

Minute No. 136 (Minute Nos. 107 and 123)

As there had been no response from County Council Flood Team asking if funding was available to the Parish Council to purchase flood warning signs, etc the Clerk was asked to chase them for a response.

Minute No. 137.8, second bullet point

Request agreed for authority to instruct a tree surgeon to chip the timber from the felled trees.

Minute No. 142

Councillors noted that the drains on Anslow Lane, Church Road and Station Road had yet to be cleared. **Agreed** that the County Councillor be contacted and asked that priority be given to the drains being cleared ASAP as there had almost been another flood over the previous weekend (the EA's article in the Rollestonian be attached for his information).

150. Councillors' reports

150.1 ESBC Councillor Lock reported that:

- The funding streams will continue for the 2024/25 financial year.
- ESBC had received £1m grant to deliver a food waste scheme, he would provide details when these are available.

150.2 Several Councillors reported that they had been approached by residents concerned at alleged breaches of planning conditions regarding P/2021/00373. **Agreed** that the concerns be reported to ESBC's Planning Enforcement Officer.

- 150.3 Councillor Appleby reported:
- A tree at 4 Beacon Road was overhanging the pavement. **Agreed** that the resident be asked to arrange for the appropriate tree works to be undertaken.
 - Jinny Trail: the area around the gate at the boundary between Rolleston and Stretton was very muddy. Councillor Stewart agreed to ask the Parish Council's contractor to put down wood chippings at this location.
- 150.4 Councillor Sharples reported:
- She had liaised with the Chair regarding the flooded path across the Elizabeth Avenue playing field which had been reported to her by a resident.
 - She would be undertaking the quarterly contracts inspections in her allocated areas with the Youth Representatives.
 - Asked if, when the time is right, it would be useful for a Google form to be used to consult with students on the use of the S106 funds.
- 150.5 Councillor Sanderson reported:
- He had received a complaint that the footpath opposite the former Brookhouse Hotel was getting unwalkable due to mud from the recent flooding and he asked if this could be cleared by the Parish Council's contractor. Councillor Stewart undertook to speak with the contractor and ask if he would inspect the area to see what could be done.
- 150.6 Councillor Robson reported:
- The Jubilee Orchard Working Party will go ahead on 24 February.
 - The flower beds and the Laurels were being taken up outside the Almshouses. He said that the removal of the Laurels will leave a 1ft gap which may pose a hazard and he asked if a post could be installed to close the gap. Advised to speak with the Parish Council's contractor for advice on how this potential hazard could be resolved.
- 150.7 Councillor Houston:
- Reported that Bellway need to repair the damage to pavements and kerbs before they leave the site. **Agreed** that Bellway be contacted (copied to ESBC Planning Dept) and reminded that this work needs to be done ASAP.
 - Asked if bird / bat boxes could be installed on Tafflands. Councillor Robson agreed to liaise with the Scouts to ask if they would like to undertake this as a project.
- 150.8 Millie Marsden, Youth Representative:
- Asked if it would be possible to consider organising a Park Run type of event on Parish Council land. Advised to liaise with Rolleston Civic Trust as it was understood that they were considering organising a similar event.
 - Advised that the Community Library needed some TLC which would be looked at.
- 150.9 Councillor Stewart reported:
- Rolleston FC's planning application to site two shipping containers to be used solely for storage purposes on the Craythorne Road playing Fields car park had been approved. **Agreed** that the Clerk be authorised to instruct a Solicitor to draft a lease between the Parish Council and Rolleston FC giving permission to site the shipping containers on the site at a peppercorn rent (£1 pa) subject to the Parish Council being able to relocate the containers if necessary to accommodate the proposed MUGA should Sport England agree to the S106 condition being varied.
 - The Parish Council's contractor had installed the stile in the railings between the car park and the playing field at Craythorne Road.
 - The Village Directory had had to be amended after publication – the amended version had been uploaded to the Parish Council's website and provided to the Civic Trust.

- Reminded Councillors and Youth Representatives about the opportunity for students to apply for a small grant from the Rolleston United Foundation.

151. Financial matters

151.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
O2	Council mobile (January invoice)	DD (pd 24/01/24)	20.80	3.47
Amazon	Copy paper	Debit Card (pd 18/01/24)	22.89	4.17
Ricoh UK Ltd	Photocopier qtlly charges: Copies £94.28 Rental: £113.41	BACS	207.69	34.61
P Gould	Mowing contract	BACS	1,327.99	0.00
ESBC	Contribution to Craythorne footbridge	BACS	762.00	127.00
St Mary's PCC	Room hire (OGSR) July-Dec 2023	BACS	100.00	0.00
Information Commissioner's Office	Data protection renewal fee	DD	35.00	0.00
Clerk	Salary and expenses	BACS	1,374.76	0.00
J Deacon	Environmental contract: £186.00 Craythorne gate lock/unlock: £1200.49 Craythorne car park – stile: £244.80 Emergency tree works: £304.80 Tafflands - remove tree branches: £84.00 Supply sand for sand bins on Station Road and clear flood debris from Brookside: £238.80	BACS	2,258.89	376.48
Freeola	Village website 1 st qtr 2024/25	DD	13.86	2.31
JMP 2000 Ltd	Print Village Directory 2024	BACS	187.34	0.00
Traffic Safety Products Ltd	3 pks of 10 Red traffic cones 750mm	Debit Card (pd 02/02/24)	320.97	53.49
Erasmus Darwin Museum	Jubilee Orchard: Labels	BACS	4.30	0.00
O2	Council mobile (February invoice)	DD	20.80	3.47
UK Safety Store	15 No. "Caution flood ahead" metal signs complete with stanchion and fixings	BACS	1,432.62	238.77
IONOS Cloud Ltd	RPC website	DD	92.39	15.40
TOTAL			8,182.30	859.17

Resolved That the above payments be approved.

151.2 Inter-account transfer

The Parish Council was requested to note that the sum of £18,245.23 had been transferred from the Business Instant Bank Account to the Treasurer's Account (Earmarked Reserves expenditure paid originally from the Treasurer's Account).

Resolved That the information be noted.

151.3 Bank reconciliation at 31 January 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	146,726.66	25,752.06	172,478.72
	LESS Expenditure	(189,068.83)	(29,254.33)	(218,323.16)
31 January 2024	Bank Statement	36,983.48	83,538.36	120,521.84

151.4 Earmarked Reserves as at 31 January 2024

	Opening funds 01/04/2023 £	Available funds 31/01/2024 £
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
Total	109,272.38	25,945.08

152. Receipts and payments to 31 January 2024

Resolved That the report be noted.

153. Re-appointment of Internal Auditor

Resolved That Kim Squires Internal Audit Services be re-appointed to undertake the 2024/25 Internal Audit at a fee of £170.

154. Sport England funds

Councillor Stewart reported that ESBC had given the contact details of the consultancy that had worked on the Fountain School's MUGA application and they were currently working on one for the Branston Locks development. She had spoken with the consultancy and they will be submitting a quotation for consideration at the next Parish Council meeting.

Councillor Stewart also reported that Rolleston FC were happy with the proposal to provide a MUGA and they will be willing to provide a statement of support if required for the application.

155. Flooding

A Councillor had requested that a separate section be provided on the Parish Council's website giving contact information for the relevant authorities and information provided by the EA.

Traffic cones and "Caution flood ahead" road signs had been ordered and these will be stored with the Parish Council's contractor for use in times of flood. It was noted that a Chapel Lane resident had offered to store cones and signs which could be accessed by residents when necessary.

Councillors received an update on the work related to flooding undertaken by the Environment Agency in Rolleston and a draft output from the model which showed an

extreme event (1% chance of occurring in any year) which is greater than anything the EA has recorded in the village previously. **Agreed** that the EA be requested to provide clarification on the information contained in the update and to confirm what information it would be appropriate to upload to the Parish Council’s website.

Councillor Peirce reported that the left-hand side of the bank on Brookside towards the former Brookhouse Hotel was badly eroded. **Agreed** that this be reported to the EA.

156. Correspondence

156.1 Staffordshire Parish Councils’ Association (SPCA)

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

156.2 Communications Log

The Communications Log had been circulated regularly to all councillors.

156.3 Rolleston Scout Group: Advice on placement of Geocache boxes

The Scouts had approached the Parish Council asking for advice and permission to locate 12 Geocache boxes on Parish Council land. **Agreed** that permission be given and that Councillor Robson would liaise with the Scouts in this matter.

156.4 Dog waste bin request

A resident had requested a dog litter bin be installed at the stile which comes from the field from Rolleston onto Cornmill Lane. **Agreed** that ESBC be asked to install a dog litter bin at the requested location.

156.5 Rolleston Transport Festival Committee

The Committee had asked for the Parish Council’s permission to use The Croft for showing of vehicles and erection of gazebos on Monday 27 May 2024 for the 14th Transport Festival, and also the use of Elizabeth Avenue playing field for visitor parking. If permission was granted the area will be covered by the Committee’s event insurance and will also be included in their safety assessment for the event. **Agreed** that permission be given for Parish Council land to be used as set out above.

156.6 Royal Garden Parties 2024

Resolved That the information be noted.

157. 2024/25 Meeting Schedule

Resolved That the following meeting schedule be approved:

Day	Date	Time	Description	Venue
2024				
Monday	13 May	7pm	Annual Parish Council	OGSR
Monday	10 June	7pm	Parish Council	OGSR
Monday	08 July	7pm	Parish Council	OGSR
Monday	09 September	7pm	Parish Council	OGSR
Monday	14 October	7pm	Parish Council	OGSR
Monday	11 November	7pm	Parish Council	OGSR
Monday	09 December	7pm	Parish Council	OGSR
2025				
Monday	13 January	7pm	Parish Council	OGSR
Monday	10 February	7pm	Parish Council	OGSR
Monday	10 March	7pm	Parish Council	OGSR

Monday	14 April	7pm	Parish Council	OGSR
Monday	28 April	7pm	Annual Parish Meeting	OGSR
Monday	12 May	7pm	Annual Parish Council	OGSR

158. 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.

159. Quotations

159.1 Station Road: Sand bins (Minute No. 142 refers)

Resolved That John Deacon’s quotations be accepted to:

- a) Create base for the sand bins in the sum of £69 plus VAT
- b) Relocate sand bin from Brook Hollows to Station Road in the sum of £70 plus VAT

160. Contracts Working Group: Recommendations re Environmental and Mowing contracts 2024-27

Resolved The Parish Council award the Environmental and Mowing Contracts on a fixed-price three year contract to the following contractors:

JT & RA Deacon, Environmental Contract £13,761 per annum
Phil Gould Garden Design and Maintenance, Mowing Contract £16,255 per annum

It was further resolved that the 2024/25 budget allocation to the following Nominal Codes be adjusted as follows:

Nom. Code	Description	2024/25 Budget	Revised Budget
4240	Mowing Contract	£17,530	£16,255
4270	Environmental Contract	£13,200	£13,761
4275	General R&M and Out of Scope Works on RPC land	£ 5,000	£ 5,741

The meeting closed at 8.50 pm

Signed

Date