

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 13 May 2024 commencing at 7pm**

Present

Councillor Stewart (in the Chair)

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

In attendance

ESBC Councillors Lock and Smedley

Four members of the public

M Marsden, Youth Representative

Mary Danby, Clerk

Public Forum

Travellers site, Craythorne Road

Members of the public addressed the Parish Council outlining their concerns regarding the above site. Councillors gave an update on the various issues which had been taken up with the Planning Officers by the ESBC Ward Councillors; it was noted that the Parish Council had yet to receive a response from the Planning Manager and it was agreed that if this was not forthcoming in the near future this should be escalated to ESBC's Head of Regeneration and Development.

1. Election of Chair

Resolved That Councillor Stewart be elected Chair for the ensuing year.

2. Election of Vice Chair

Resolved That Councillor Peirce be elected Vice Chair for the ensuing year.

3. Apologies for absence

Councillor Pierce and E Fenn Youth Representative

4. Declarations of Interest and Dispensations

None declared.

5. Appointment of Committees, Sub-Committees, Working Groups, etc

	Current Membership
Contracts Working Group	Cllrs Houston, Pierce, Robson, Sanderson, Stewart
Elizabeth Avenue Play Area Working Group	Cllrs Appleby, Houston and Peirce and Millie Marsden, Youth Representative
Stretton/Rolleston Parish Councils' Liaison Representatives	Cllrs Appleby and Badcock

6. Appointment of representatives on Outside Bodies

Outside Body	Current Representative(s)
RoDSEC	Cllr S McManus
Rolleston Almshouse Trust	Cllrs Appleby and Sanderson
Rolleston United Foundation	Cllr Stewart

7. Village area allocations

Resolved That village areas allocated to councillors to monitor against the two contract specifications are as follows:

Area	Councillor
Craythorne playing field and woods	Ellen McManus
Elizabeth Avenue playing field	Simon Appleby
Fiddlers Lane (Bridleway)	Michael Badcock
Grass verges on Anslow Lane and Beacon Road	Simon Appleby
Jinny Trail	Steve McManus
Jubilee Orchard	Mike Robson
Meadow View	Billy Storer
Shotwood Close grass verges and Public Open Space	Michael Badcock
Spread Eagle Island, Jamie's Garden and Brookside for the full length from the road bridge to the footbridge adjacent to the former Brookhouse Hotel, including St Mary's Church North wall grass verge	Vivien Sharples
Tafflands	Bob Houston
The Croft and Burnside from the Co-op shop to the bridge at the junction of Church Road and Burnside	Steve Sanderson
Village gateways - verges along all main access roads: <ul style="list-style-type: none"> ▪ Church Road ▪ Knowles Hill and Rolleston Road ▪ Station Road 	Vivien Sharples Andy Peirce Clare Stewart

8. Planning matters

8.1 Planning applications

Application No.	Location	Proposal
TPO 462	4 Beacon Road	Proposed TPO for the 2 No. Cedar trees in the front garden of the property
Objection on the following grounds: <ul style="list-style-type: none"> ▪ The Cedar trees (T1 and T2) are too big for the space they are in ▪ They have no amenity value ▪ They are planted too close together 		
P/2024/00246	6 Blacksmiths Yard Burnside	Replacement of wooden framed windows and doors to UPVC on the rear and right elevations
No objection		
P/2024/00258	26 Station Road	Erection of a side link extension between main house and detached garage, replace existing 'lean to' front canopy with larger Oak frame pitched roof canopy, convert garage loft space into habitable room including the addition of an external staircase, door, dormer and Velux windows, erection of a detached Oak frame gazebo to the rear garden and the installation of automatic timber gates on brick piers to driveway entrance and removal of one Birch tree (TPO 1)
No objection		

P/2024/00394 No objection	4 Beacon Road	Felling of 1 Willow tree (T1 of TPO 427)
P/2024/00414 No objection	Thornley Hollows 2 Church Road	Erection of a pergola located in the rear garden
P/2024/00427 No objection	Brantwood Moseley Mews	Felling of 1 Cherry tree, all round reduction to one Beech tree
P/2024/00428 No objection	Kimberley Church Road	Overall crown reduction by up to 3m of five Yew trees and crown raise to 5.6m over the road of one Yew tree (TPO 1)

9. Minutes

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

10. Matters arising

Public Forum (re Craythorne Golf site)

It was noted that an earth bund had been created by the landowner following discussions with ESBC.

Minute No. 181 (re Minute Nos. 165 and 155 – Flooding)

It was noted that final details of the Public Meeting were yet to be provided by the MP.

Minute No. 182.3

It had been noted that there were horse hoof prints in Tafflands and on Footpath 14. **Agreed** that a letter be sent to all the stables in the village reminding them that the Byelaws prohibit the riding of horses on Parish Council land.

Minute No. 182.6

ESBC's Planning Enforcement Officer had advised that there is no legal time limit to allow for the submission of the application.

Minute No. 182.8, 2nd bullet point

Councillor Sharples thanked the Clerk for investigating whether a "hook" latch could be fitted to the Meadow View play area gate and confirming that due to health and safety concerns this type of latch cannot be fitted.

11. Councillors' reports

- 11.1 County Councillor White had previously confirmed that pot holes were to be filled on Craythorne Road and top dressing applied to various roads in and around the village.
- 11.2 Councillor Badcock reported that he had been advised that the Surveyor's report on the Brook Hollows waterfall should be received by 17 May – he asked that this be forwarded to the ESBC Ward Councillors on receipt.
- 11.3 Councillor Appleby confirmed that the Elizabeth Avenue Working Group were to consult with the parents and carers of children at the JoRPS.

He also reported that he had received confirmation of the number of incidents attended at the Craythorne Golf site by the Police and Fire Service.

11.4 Councillor S McManus gave an update on the work required on the website to meet the revised website accessibility criteria from October 2024; he said that he was also looking at alternative quotes to migrate the website to a gov.uk domain host.

11.5 Councillor Robson referred to the recent work done at the Jubilee Orchard and thanked those who had attended on the day. He also noted that the Sharing Shelf was working well.

He noted that the council would soon have to publish the 2023/24 audit information on the noticeboards and was concerned that other groups may overlap with their materials. **Agreed** that those groups who display material on the noticeboards be advised of the need for the audit information to be visible at all times and to ensure that they do not cover any of the information.

11.6 Councillor Storer expressed concern about the mowing at the Platinum Orchard. Councillor Stewart agreed to meet with him to look at this area and agree the appropriate action to be taken.

11.7 Councillor Sanderson reported that he had met with the Playdale representative on 17 April – he had expected to be meeting with one of their engineers but a repair/support person had arrived instead. They had looked at the safer surfacing for the slide mound and the Elizabeth Avenue play area and arrangements had now been made for a site meeting with the Regional Sales Manager on 23 May.

It was noted that the engineer's visit was subject to a fee which had to be paid prior to the meeting. **Agreed** that the council seek to be reimbursed as the engineer's visit had not taken place as arranged.

11.8 Millie Marsden, Youth Representative reported that she would be attending a meeting with the Civic Trust regarding the arrangements for the proposed Fun Run.

11.9 Councillor Stewart reported that:

- The council's Contractor had reported that a zip wire leg is beginning to fail and will need to be replaced later this year. **Agreed** that Councillors Stewart and Peirce arrange to meet with the contractor to discuss this issue and that if necessary quotations be sought to replace the zip wire.
- The Mowing Contractor had reported that the Willows on Burnside, opposite the Club needed to be trimmed as they were making it difficult to trim that area.
- Work was due to start on the Cattle Dock in June.
- The felled tree on South Hill, backing onto the Jinny Trail had been diseased, the earth that had been disturbed when the tree was removed had not yet been reinstated.

12. **Internal Audit Report for the year ended 31 March 2024**

Resolved That the report, which had not raised any comments or recommendations, be noted.

13. **Annual Governance and Accountability Return (AGAR) year end 31 March 2024**

13.1 **Section 1 – Annual Governance Statement 2023/24**

Resolved: **That:**

- 13.1.1 The council prepared its accounting statements in accordance with the Accounts and Audit Regulations.
- 13.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
- 13.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.
- 13.1.4 The council had during the year given all persons interested the opportunity to inspect and ask questions about this authority's accounts.
- 13.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.
- 13.1.6 The council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
- 13.1.7 The council had responded to matters brought to its attention by internal and external audit.
- 13.1.8 The council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

Resolved That the Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2024 be approved and the Chair be authorised to sign the document.

13.2 Section 2 – Accounting Statements 2023/24

Resolved That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2024 be approved and that the Chair be authorised to sign the document.

14. Public Rights period for the 2023/24 Annual Governance and Accountability Return (AGAR)

Resolved That the Public Rights period be as follows:

Date of announcement: 31 May 2024

Public Rights period: 03 June – 12 July 2024 inclusive

15. Financial Matters

15.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Rolleston Village Fayre Society	£137 Grant Aid (approved at the PC meeting on 08 April)	BACS (pd 09/04/24)	100.00	0.00
O2	Council mobile (April invoice)	DD (Pd 23/04/24)	21.80	3.63
Brierley British Crystal Ltd	Rollestonian of the Year Award 2023	Debit Card (pd 23/04/24)	81.05	13.13
Playdale Playgrounds Ltd	Engineer site visit to discuss surfacing options for the Tafflands slide mound	BACS (pd 23/04/24)	180.00	30.00
M&M Tree and Garden Services	Tree works: The Croft/Almshouses boundary	BACS	2,250.00	0.00

Staffordshire Parish Councils' Assn	Training fee	BACS	90.00	15.00
IONOS Cloud Ltd	RPC Website	DD	8.40	1.40
Hardy Signs Ltd	Signs (The Croft and Jinny Trail)	BACS	214.80	35.80
P Gould	Mowing contract	BACS	1,354.58	0.00
Erasmus Darwin Museum	Jubilee Orchard: Labels	BACS	7.35	0.00
Freeola	Village website	DD	14.76	2.46
Clerk	Salary and expenses	BACS	1,372.96	0.00
J Deacon	Craythorne gate: Lock/unlock £216.00 Environmental contract £1,376.10 Craythorne: Reseed under railings £345.60 Craythorne: Install replacement kissing gate £36.00 Craythorne Woods: Cut-up and clear fallen Pine tree £60.00	BACS	2,033.70	338.95
Staffordshire Parish Councils' Assn	Annual subscription	BACS	495.00	0.00
O2	Council mobile (May invoice)	DD	21.80	3.63
McAfee	Anti-Virus software licence	Debit Card (pd 07/05/24)	79.99	13.33
Lock Shop Direct	Replacement lock for the Jinny Trail gate	Debit Card (pd 07/05/24)	43.86	7.31
P Gould	The Croft: Turf around Oak tree, supply Meadow turf and top soil	BACS	150.00	0.00
Kim Squires Internal Audit Services	Fee for completing Internal Audit for the year ending 31/03/2024	BACS	179.90	0.00
M Robson	Reimbursement: Laminating pouches (Jubilee Orchard)	BACS	16.95	2.83
		TOTALS	8,716.90	467.47

Resolved That the above payments be approved.

15.2 Bank reconciliation as at 30 April 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	48,318.57	2,435.82	50,754.39
	LESS Expenditure	8,498.17	0.00	8,498.17
30 April 2024	Bank Statement	57,666.85	86,171.11	143,837.96

Resolved That the above was a true record.

15.3 Earmarked Reserves

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

	Opening funds 01/04/2024 £	Movement in funds to date £	Available funds 30/04/2024 £
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

16. Receipts and payments to 30 April 2024

Resolved That the report be noted.

17. S106 Sport England funds

Councillors received an update from the Planning Consultant which put several queries for the council to consider; the consultant had also advised that they would liaise with ESBC to ascertain if Bio Diversity Net Gain is necessary for the application. **Agreed** that a call be arranged with the Planning Consultant and that the council be represented by Councillors Stewart, S McManus and Storer.

18. Flooding

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

19. Council priorities 2024/25

Resolved That the revised priorities list be noted.

20. Review of policies

Resolved That the following policies do not require any amendments:

- Anti-Fraud & Corruption Policy
- Members and Officers Subsistence/Mileage 2024/25
- Standing Orders

It was further resolved that the 9th bullet point of the Rollestonian of the Year criteria to be amended to read: "Serving Parish Councillors are not eligible for the award; they may not make any nominations."

21. Clean-up day and annual footpath walks

Deferred to the next meeting.

22. Correspondence

22.1 Staffordshire Parish Councils Association

The weekly Bulletins had been circulated to all councillors.

22.2 Communications Log

The Communications Log had been regularly circulated to all councillors.

22.3 Memorial plaque request

Resolved That the family's request to be permitted to attach a rebutted plaque in memory of John Underhill on the Oak seat inside the Spread Eagle Island bus shelter be approved.

- 22.4 **Rolleston Village Fayre Society**
Resolved That the Society's request that the council operate the gazebo on The Croft on August Bank Holiday Monday be approved.
- 22.5 **Bus shelter**
Resolved That the comments made by a Meadow View resident regarding the bus stop on Station Road, near to Needwood Avenue be noted and that enquiries be made of the County Council to ask if they will either provide a larger hardstanding or, preferably, a bus shelter. It was further agreed that quotations be sought for a polycarbonate shelter should the County Council not agree to providing one.
- 23. 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.
- 24. Quotations**
- 24.1 **Bus shelter, top of Knowles Hill**
Resolved That John Deacon's quotation to remove the bus shelter be deferred.
- 24.2 **Elizabeth Avenue goal posts**
Resolved That John Deacon's quotation in the sum of £364.00 plus VAT to relocate two goal posts be accepted.
- 24.3 **The Croft: Dog signs**
Resolved That John Deacon's quotation in the sum of £90.00 plus VAT to replace one old sign with new and supply and install a metal post for another sign be accepted.
- 24.4 **Brookside**
Resolved That John Deacon's quotation to repair damage to grass verge below the footbridge in the sum of £85.00 plus VAT be accepted.
- 24.5 **Brookside**
Resolved That John Deacon's quotation to strim the Brook banks on Brookside and Burnside to remove Himalayan Balsam be deferred.

The meeting closed at 9.05pm

Signed

Date