

**Minutes of a meeting of Rolleston on Dove Parish Council held at the Old Grammar School Room,
Church Road on Monday 14 October 2024 commencing at 7pm**

Present

Councillor Peirce (in the Chair)

Councillors Badcock, E McManus, S McManus, Robson, Sanderson and Sharples

In attendance

One member of the public

Mary Danby, Clerk

Public Forum

Craythorne Road: Trees

Mrs Pearce referred to damage being caused to trees by large vehicles delivering to the Rolleston Leas development. She said that the Clerk had provided her with the County Councillor’s contact details and she had sent him photographs illustrating the damage. Councillor White responded saying that a Highways Officer would inspect the damage and try to identify who is responsible for the trees. Mrs Pearce said that the majority of damage was being caused to trees on the right-hand side as you leave Rolleston, though some damage was occurring to trees on the left-hand side of the road.

Agreed that:

- A letter be sent to the developer reminding them that it is the Site Manager’s responsibility to ensure that the road is kept clean of mud and that delivery vehicles do not cause issues when visiting/exiting the site. Damage to be trees will be reported to the developer and a request made that they consider assisting with the cost of any remedial works needed.
- The Parish Council arrange for trees on its land, i.e. from Tafflands to the Craythorne playing field car park to be inspected and if any are overhanging the road quotations be sought to cut back branches where necessary.

87. Apologies for absence

Councillors Appleby, Houston, Stewart, Storer and Millie Marsden, Youth Representative.

88. Declarations of Interest and Dispensations

Councillors E and S McManus declared a non-pecuniary interest in P/2024/01016 as they live close to the application property.

89. Planning matters

89.1 Planning applications

Application No.	Location	Proposal
P/2024/00982	The Spinney Church Road	Crown raise one Sycamore tree by removing four lower limbs which overhang Church Road, lower limb reduction by approx 3 metres of one Yew tree, crown raise one Holm Oak tree by removing one lower limb which overhangs Church Road, lower limb reduction, cut back to main junction at approx 3 metre height of one Yew tree, trim back one Holly tree to property boundary line and felling of one self-set Sycamore tree
No objection		

P/2024/00984	Home Farm Church Road	Trim one Laurel by approx 2 metres and removal of one single low small branch from one Oak tree which is overhanging Mulberry Barn
No objection		
P/2024/00985	Well House Hall Grounds	Crown reduction of 2m also a 1m reduction on the sides, to previous cut points of one Blue Cedar tree (T1)
No objection		
P/2024/00993	14 Knowles Hill	Reduce in height and width by up to 4 metres of a group of Yew trees (made up of four Yew trees), felling of one Plum tree and one Damson tree, removal of snapped branches from one Plum tree and crown raise lowest branches to 3 metres of one Copper Plum tree
No objection		
P/2024/01010	2 Oak Tree Close	Crown reduce by 3m and crown raise by 2.5m to one Oak tree (T1)
No objection		
P/2024/01016	The Copper Beech South Hill	Crown reduction by 2.5-3 metres overhanging the neighbouring property (South side) to bring a more balanced shape and crown reduction of the rest of the tree by 1.5-2 metres to bring in protruding growth and reduce the overhang to the garage of one Copper Beech tree. All reduction pruning cuts taken back to a suitable growth point (branch collar) of at least one-third diameter of the branch removed (T4 of TPO442)
No objection		
P/2024/01029	4 Beacon Road	Felling of two Cedar trees (T1 and T2 of TPO462)
No objection		
P/2024/01033	Home Farm Church Road	Removal of two limbs from one self-set Holly tree (T1), fell to ground level one Laurel tree and one self-set Sycamore tree (T2 and T7), cut back/prune lower branches by up to 2 metres to maintain shape one Laurel tree and one Holly tree (T3 and T4), and cut back/prune lower branches by up to 3 metres to maintain shape and restrict excess growth of two Laurel trees (T5 and T6) (TPO1)
No objection		

- 90. Minutes Resolved** That the Minutes of the meeting held on 09 September 2024 be approved and signed as a true record.

91. Matters arising

Minute No. 69 re Minute No. 48 (Letter to stables)

It was agreed that the letter should not be sent at this time as there had been no further incidents.

Minute No. 69 re Minute No. 48 (Cattle Dock)

The council was advised that a Silver Birch had been removed, trees coppiced and the Station Heritage Group had agreed a planting scheme.

Minute No. 69 re Minute No. 49.2 (pavement outside 18 Burnside)

It was noted that the pavement had collapsed further. **Agreed** that this be reported again to the County Council.

Minute No.69 re Minute No. 49.8 4th bullet point

It was noted that the tree works on the Jinny Trail had been completed.

Minute No. 69 re Minute No. 56 Brook Hollows WEP

It was noted that the WEP funded works had been completed.

92. Councillors' reports

92.1 ESBC Councillor Smedley had provided the following report regarding the Craythorne Road Traveller Site:

She had been in contact with the Planning Manager and she had confirmed that an application had been submitted on 04 October, however it can take some time to actually register the application as often information is missing. Councillor Smedley said that she is not aware that this is the case with the particular application but as at 11 October it was not showing as registered. She said that the Parish Council and the ESBC Ward Councillors will be notified once registered.

92.2 Councillor Badcock reported that he had spoken with a resident who was enjoying using the Community Library for books to read to their grandchildren.

92.3 Councillor Sanderson reported that:

- The planters for Burnside were being delivered to him on 15 October, the Contractor will need to install these before the annual Transport Festival.
- A tree on The Croft was overhanging a resident's garage roof. **Agreed** that tree surgeons be invited to quote for the necessary works and apply for permission from ESBC as the area lies within the Conservation Area.
- The volunteers will be working on the Spread Eagle Island on 11 October to plant the Tete a Tete daffodils.

92.4 Councillor Robson reported that:

- The Civic Trust had advised that a representative from the Enviro Grant wanted to visit the Diamond Jubilee Orchard to see the three compost bins provided by their grant.
- The Anslow Lane/Burnside junction was bone dry after the last bout of heavy rain; it was assumed that the recent drain clearance works conducted by Staffordshire Highways had resolved the problem at this location.
- Visitors to the Rolleston Cemetery and Allotments had reported several near misses at the blind junction of Fiddler's Lane/Church Road. He thanked the Clerk for passing a request to County Councillor White and Staffordshire Highways for improvements to be made at this junction.

92.5 Councillor Sharples reported that:

- During the recent Contract Inspection walk she had noted that the railings opposite Jamie's Garden need to be repainted and she requested that this location be the first section to be repainted when the project to start painting the Burnside railings commences.
- The roadside Rolleston Cemetery sign had yet to be replaced by the County Council. The Clerk confirmed that this had previously been requested but the County Council, whilst accepting the request, had indicated that it was not a priority task.
- She had attended the recent Planning training offered through the SPCA and she had found it very useful.
- She thanked the Parish Council for sharing the Shoebox Appeal via its social media platform.
- The Civic Trust had confirmed that the Fun Run will take place on 20 July 2025 and that the council will receive a letter seeking permission to use its sites as part of the route.

92.6 Councillor Peirce reported that:

- The tenant farmer's hedges on both sides of Knowles Hill need to be cut back but we understand that this should be done by December.
- A vehicle is parking on the grass verge close to the Burnside/Anslow Lane junction.
Agreed that this should be reported to the Police and Staffordshire Highways.

92.6 In her absence, Councillor Peirce presented Councillor Stewart's report:

- The Rollestonian article and flooding update had both been sent to the Editor.
- MUGA progression - we await the SE response
- RoSPA findings reviewed with the Contractor on site, quotes sought for items agreed to progress which are on the agenda. Tafflands and Elizabeth Ave are really showing their age. Playdale came out free of charge to look at the carousel at Meadow View where the surface has moved causing the metal edge to raise up slightly on one section.
- The majority of stiles/kissing gates had had numbers installed on them (three remained to be completed).
- The Station Heritage Group have agreed the planting scheme and are ordering direct from ESBC.
- She had met with the Contractor regarding the Jinny Trail steps and asked for quote for both sides. Councillor Badcock was going to complete the County Council's Community Fund grant application which has a deadline of 03 November. It was noted that if successful the Parish Council would be required to match fund the SCC grant (maximum £1500). She added that one step had completely gone and the Contractor had been requested to repair this ASAP due to Health & Safety concerns. **Agreed** that the Parish Council were willing to match fund the SCC Community Fund application to a maximum of £1500.
- Asked that Councillors try to attend Remembrance Day service. The Clerk had ordered the council's Remembrance Wreath.
- Reminded the council that it had said that it would consider ordering large poppies for lamp posts as requested by a resident. These cost £5 each including VAT and come with two cable ties to attach to a lamp post or fencing as required and they are reusable.
Agreed that 20 No. large poppies be ordered for installation on the Spread Eagle Island fencing.

93. Financial Matters

93.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Forvis Mazars LLP	External Audit fee YE 31 March 2024	BACS	756.00	126.00
DCM Surfaces	Tafflands slide: Safer surfacing	BACS	4,838.40	806.40
Staffordshire Parish Councils' Assn	Planning training fee (2 delegates)	BACS	72.00	12.00
Viking Office UK Ltd	Address labels and postage stamps	BACS	107.13	3.09
P Gould	Mowing contract £1,354.58 Mower repair £132.00	BACS	1,486.58	22.00
Staffordshire Playing Fields Assn	Subscription	BACS	20.00	0.00
IONOS Cloud Ltd	Council website	DD	8.40	1.40
Clerk	Salary and expenses	BACS	1,329.76	0.00
J Deacon	Environmental contract £1,376.10 Craythorne barrier lock/unlock £216.00 Tafflands: Drainage £1,468.80 Tafflands slide – groundworks for safer surfacing £1,800.00 Platinum Orchard: Cherry trees £144.00 Tafflands/Craythorne Woods: Willow trees (Emergency works) £228.00 Tafflands: Remove Lounging Bar £54.00	BACS	5,286.90	881.15
O2	Council mobile	DD	21.80	3.63
ESBC	Bin emptying 3 rd qtr 2024/25	BACS	1,499.76	249.96
Rolleston Civic Trust	Donation of VAT towards WEP payment for Environmental improvements at Brook Hollows (Donor funds)	BACS	3,200.00	3,200.00
Ricoh UK Ltd	Photocopier: Copy charge 2 nd qtr 2024/25 £65.59 Rental 2 nd qtr 224/25 £113.41	BACS	179.00	29.83
B Binns	Tree works: Shotwood Close	BACS	365.00	0.00
Q&A Planning Ltd	Professional fees (proposed MUGA)	BACS	900.00	150.00
Burton Tree Care	Tree works: Jinny Trail	BACS	480.00	0.00
Mrs C Stewart	Reimbursement: Screws to fix ID nos. to stiles/kissing gates	BACS	5.69	.95
Manor Park Nurseries	Compost	BACS	25.20	4.20
Poppy Shop Ltd	20 No. large Poppies	Debit Card	85.00	14.17
			20,666.62	5,504.78

Resolved That the above payments be approved.

93.2 Bank reconciliation as at 30 September 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	104,132.67	5,199.97	109,332.64
	LESS Expenditure	60,965.42	0.00	60,965.42
30 September 2024	Bank Statement	61,013.70	88,935.26	149,948.96

Resolved That the above was a true record.

93.3 Earmarked Reserves

Resolved That the council’s Earmarked Reserves (EMRs) at 30 September 2024 were:

	Opening funds 01/04/2024 £	Movement in funds to date £	Available funds 30/09/2024 £
Environmental improvements	8,931.41	(1,625.00)	7,306.41
Brook Hollows	13,151.72	(625.22)	12,526.50
Play areas	20,000.00		20,000.00
S106 College Fields	745.11	(245.93)	499.18
MUGA (Fees)	8,000.00	(5,515.00)	2,485.00
Total	50,828.24	(8,011.15)	42,817.09

94. Receipts and payments to 30 September 2024

Resolved That the report be noted.

95. Website and email migration

Councillor S McManus gave an update on his research regarding the increasing pressure to move all government services to a .gov.uk domain, and he asked the council to consider the following options:

1. Do nothing – perfectly OK but increasingly against best practice.
2. Register a .gov.uk domain for email only.
3. Register a .gov.uk domain for email and website with options:
 - a) The website remains where it is with new domain redirected (confirmed that this is OK and actually considered a secure route). Least amount of work but possibly not the best permanent solution.
 - b) Migrate the website to an approved supplier. Most upheaval and cost but possibly the best long term solution.

Agreed That Councillor S McManus be authorised to write a specification suitable to meet Option 3(a) and obtain quotations from a selection of government approved suppliers with a view to a report being presented to a future meeting of the council.

96. Flooding

The council received the latest report provided by Dave Hughes, Environment Agency (EA).

Councillor Peirce reported that Reeds had taken root at several points of the Brook and that he would be raising this issue with Mark Swain, EA.

97. RoSPA: Annual play equipment inspections

The council received a summation of the inspection findings and actions following the 2024 RoSPA inspections.

Resolved That the report be noted.

98. Correspondence

98.1 Comms Log

The Comms Log had been regularly circulated to all councillors.

- 98.2 **Staffordshire Parish Councils' Association (SPCA): 85th Annual General Meeting**
Agreed That the information regarding the AGM be noted.
- 98.3 **Alderbrook Close: Parking issues**
Agreed That correspondence from a resident regarding parking issues on Alderbrook Close, the actions taken by the Clerk and the PCSO's response be noted.
- 98.4 **Staffordshire Commissioner for Police, Fire & Rescue and Crime: Have your say on Policing and Fire & Rescue in Staffordshire**
Agreed That the above be noted without comment.
- 98.5 **Defibrillator Fund**
Agreed That the information be noted without comment.
- 98.6 **ESBC: Consultation on Statement of Licensing Policy including a Review of the Cumulative Impact Policy**
Agreed That the information be noted without comment.
- 98.7 **ESBC: Review of Statement of Gambling Policy 2025-2028**
Agreed That the information be noted without comment.
99. **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
100. **Biodiversity Net Gain (BNG) (Minute No. 81 refers)**
Resolved That the member of the public be advised that the council discussed this at some length and the consensus was that the Parish Council does not have either the resources or expertise to undertake a project of this nature. It was suggested that the best way forward would be for him to set up a working group comprising interested individuals from the Parishes affected, i.e. Stretton and Rolleston, and to that end it was suggested that he contact the Editor of the Rollestonian to place a piece in the next issue. The council wished him every success with this endeavour and will of course be available to consider any plans or applications he may put forward when they have been compiled.
101. **Sport England Funds: Proposed MUGA**
Resolved That the update be received and it was hoped that Sport England's response to the pre-app would be available for the next meeting of the council.
102. **Biodiversity Audit**
Resolved That consideration of this be deferred to the 2025/26 financial year.
103. **Quotations**
- 103.1 **Meadow View/Tafflands**
Resolved That John Deacon's quotation in the sum of £210 plus VAT to carry out work on Meadow View play area and Tafflands following the RoSPA report be accepted.
- 103.2 **Craythorne car park: Bollards**
Resolved That John Deacon's quotation in the sum of £1265 plus VAT to provide and install 2 No. concrete bollards on the Craythorne car park be accepted.

103.3 **The Croft** (Minute No. 82.6 refers)
Agreed That revised quotations be sought to exclude The Croft/White House boundary hedge.

103.4 **Shotwood Lane**
Resolved That John Deacon’s quotation in the sum of £75 plus VAT to repair the Shotwood Lane stile be accepted.

103.5 **Diamond Jubilee Orchard**
Agreed That the tree surgeons be requested to re-quote to include grinding out the 6 No. Cherry tree roots and exclude the tree branches overhanging the electricity sub-station.

104. **Copyright matters**
Resolved That the Clerk’s report be received and noted.

The meeting closed at 9.20pm

Signed

Date