

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 09 December 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

Millie Marsden and Lydia Press, Youth Representatives

Mary Danby, Clerk

Public Forum

No members of the public were present at the meeting.

124. Apologies for absence

None, all Councillors were present at the meeting.

125. Declarations of Interest and Dispensations

Councillor Robson declared a non-pecuniary interest in Planning Application No. P/2024/01167 as his property backs onto the application site.

126. Planning matters

126.1 Planning applications

Application No.	Location	Proposal	Comment
P/2024/01053	93A Station Road	Conversion of existing detached garage to form an annex, raising of ridge height and eaves to facilitate a first floor and erection of front and rear dormers	No objection
P/2024/01144	Land opposite Norwood Cottage Hall Grounds	Felling of one Sycamore tree (T1) and overall crown reduction by 2m to give a nice all round shape of one Sycamore tree (T2) (both of TPO-1AA1)	Objection to the felling of one Sycamore tree (T1): No justification has been given for the felling of the protected tree. The tree, which has existed since the Mosley estate, appears to be healthy and its felling would be detrimental to the visual amenity of the area. No objection to the overall crown reduction by 2m of one Sycamore tree (T2)

P/2024/01162	238 Station Road	Retention of “as built” dwelling including first floor garage conversion and link to existing dwelling	No objection
P/2024/01167	Grey Gable Hall Grounds	Application under Section 73 to vary Conditions 2 and 3 of planning permission P/2022/01151 for the erection of a part first floor part two storey front, side and rear extension to change the cladding material to the first floor walls	No objection

127. Minutes

Resolved That the Minutes of the meeting held on 11 November 2024 be approved and signed as a true record.

128. Matters arising

Public Forum – Travellers site, Craythorne Road

ESBC Councillor Smedley to be requested to provide an update on the queries she had agreed to put to the Planning team.

Minute No. 109 re Minute No. 91 (Cattle Dock)

It was reported that the plants had been planted and that an interpretation panel had been installed.

Minute No. 92.7, 3rd bullet point

It was reported that the SCC Community Fund application had been approved, that the grant had been received and that the Purchase Order had been issued to John Deacon.

Minute No. 110.3

Councillor Badcock reported that the work to repair the North wall of the Brook Hollows waterfall had been completed.

Minute No. 110.8

It was noted that Severn Trent had confirmed that the council could apply for funding through its Community Fund. Councillor Badcock agreed to look at submitting an application for trees for the Platinum Jubilee Orchard.

Minute No. 113

Councillor Stewart had approached the MP and she had received the same response as that sent to a resident. She agreed to approach him again to request that a follow-up public meeting be arranged.

129. Councillors’ reports

129.1 Councillor Sharples thanked Councillor Appleby for decorating the council’s Christmas tree for the St Mary’s Christmas Tree Festival.

129.2 Councillor Robson reported that:

- He had spoken with a person seeking clarification on rules regarding dogs off leads on

council land as he had been approached by an ESBC CCE Officer on Tafflands. Councillors undertook to check what signage had been put in place by ESBC and whether the area was included in the Public Spaces Protection Order – Control of Dogs.

- He had attended the recent ESBC Climate Change forum – the slides from that meeting had been provided to all Councillors.

129.3 Councillor Storer commented that Meadow View and the Platinum Jubilee Orchard were looking good thanks to the work done by both of the council’s contractors.

129.4 Councillor Stewart reported that:

- The council had been copied into an email regarding the archive of village material held by individual residents and how this might be stored in the future. The council had previously suggested that the material could be lodged with the County Record Office but this had not been progressed by the History Group. Councillor Sharples agreed to approach the Church Warden to see if there was space in the Church for the material to be stored.
- She had asked the council’s contractor to dispose of some fallen branches on the Jinny Trail and a Lidl trolley that had appeared on the Craythorne car park.
- There is a deadline of 14 January for the council’s Rollestonian insert, she added that this will include details of the Rollestonian of the Year Award and asked if the council wanted to cease having nomination boxes at Starbucks and Rolleston Club as these were not used last time. **Agreed** that nomination boxes cease to be used and that all nominations should be made through the form on the council’s website and by email or letter to the Clerk.

130. Financial Matters

130.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Rolleston Station Heritage Group	Cattle Dock: Refund (plants quantity reduced after the order had been placed)	BACS	169.00	0.00
P Gould	Mowing contract £1,354.58 Clear leaves from Dodslow Avenue island and surrounding road £50.00	BACS	1,404.58	0.00
Clerk	Salary and expenses	BACS	1,883.12	0.58
HMRC	NI/PAYE 3 rd qtr 2024/25	BACS	1,567.19	0.00
The Croft Christmas Trees	Village Christmas tree	BACS	165.00	0.00
IONOS Cloud Ltd	Hosting PC website	DD	8.40	1.40
J Deacon	Environmental contract £1,376.10 Craythorne barrier lock/unlock £216.00 Station Road: Sand bunkers base and relocate 1 no. sand bin £912.00 Jinny Trail: Tree works £42.00	BACS	2,546.10	424.35
O2	Council mobile	DD	21.80	3.63
		Total	7,765.19	429.96

Resolved That the above payments be approved.

130.2 Bank reconciliation at 30 November 2024

		Current Account £	Deposit Account £	Total £
01 April 2024	Bank Statement	17,846.45	83,735.29	101,581.74
Movement in funds to date	PLUS Income	127,204.79	8,675.15	135,879.94
	LESS Expenditure	90,223.14	18,717.15	108,940.29
30 November 2024	Bank Statement	54,828.10	73,693.29	128,521.39

Resolved That the above was a true record.

130.3 Earmarked Reserves

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

	Opening funds 01/04/2024 £	Movement in funds to date £	Available funds 30/11/2024 £
Environmental improvements	8,931.41	(1,625.00)	7,306.41
Brook Hollows	13,151.72	(3,825.22)	9,326.50
Play areas	20,000.00	(6,256.82)	13,743.18
S106 College Fields	745.11	(745.11)	0.00
MUGA (Fees)	8,000.00	(6,765.00)	1,235.00
Total	50,828.24	(19,217.15)	31,611.09

130.4 Inter-account transfer

The council noted that the sum of £18,717.15 had been transferred on 22 November 2024 from the council's Business Bank Instant Account to the council's Treasurer's Account (movement of Earmarked Reserves expended to date).

131. Receipts and payments to 30 November 2024

Resolved That the report be noted; the council provisionally agreed to consider a 5% increase on the precept subject to the 2025/26 budget being agreed at the January 2025 meeting.

132. Agreed projects 2024/25

Resolved That replacement of the Tafflands zip wire be added to the list.

133. Risk Assessment (Updated)

Resolved That the updated Risk Assessment be adopted.

134. Dignity at Work Policy (Updated)

Resolved That the updated Policy be adopted.

135. Flooding

The latest EA update was noted.

It was reported that the MP had provided the EA's letter in response to his request for an update on flood mitigation works in the village. The EA's letter concludes saying:

Our current focus is on completing the first stage business case that will identify all the options for managing flood risk and then recommend which ones could be affordable and deliverable. Those options will then progress to the next business case stage which will identify a preferred option. If, as we suspect, Property Flood Resilience (PFR) is shown to be

the most likely option, this will likely take about 18 months to commence. Each property will have to be assessed for suitability and the homeowner will have to agree to the works being undertaken. We have agreed to extend the offer to any householder who missed the scheme promoted by Staffordshire County Council a few years ago.

Councillor Stewart agreed to write to the MP to advise him that residents have been through PFR before.

Councillor Badcock asked the council if it would be willing to offer the £2000 flooding budget to a group of Brookside residents to enable them to work with the EA on a flood mitigation project. Councillors referred to the public meeting where a similar suggestion had been made and no-one came forward to take this forward. It was also stated that the budget is for purchasing sandbags, flood signs, etc.

136. Platinum Jubilee Orchard: Proposed Friends Group

Councillor Storer said that he would like to see a Friends group established from residents of Meadow View and Meadow Fields. There was significant discussion on whether this should be a formal group with a Chair, Treasurer, Secretary and a bank account but it was felt to be too early to try to go down this route. Councillor Storer said he was wanting people to come forward to take an interest in the Orchard and help look after it; he was also keen to see villagers, especially young people, taking advantage of the fruit in years to come.

Agreed That a letter be compiled to be distributed to residents, Dove WI and the Civic Trust asking if they would like to make a donation towards purchasing more fruit trees, stakes and tree guards for the Orchard with a view to these being planted in the Spring.

137. Village Directory 2025

Councillors were requested to send amendments for the next issue to be sent to Councillor Stewart as soon as possible (see also Minute No. 129.4, 3rd bullet point).

138. Correspondence

138.1 Comms Log

The Comms Log had been regularly circulated to all councillors.

138.2 Mature Road Users Safety Resource

The council received information advising that Staffordshire County Council were seeking to deliver a project on road safety for mature residents. They were looking to make contact with councils who want to get involved or could provide SCC with details of local groups that regularly meet and cater for elderly residents.

Resolved That the information be received without comment.

138.3 Friends of John of Rolleston Primary School (FoJoRPS): Noticeboard (Minute No. 62.4 refers)

FoJoRPS had approached the council asking for an extension to the permission to display the temporary banner on the Elizabeth Avenue playing field; they also asked if the council would consider relocating its noticeboard from the front of the school to close to the gate at the rear of the school.

Resolved That:

- Permission be given for the temporary banner to be displayed until Easter 2025.

- The council's contractor be asked to quote to replace the glass in the noticeboard doors with clear polycarbonate; remove the noticeboard from its current location and make the ground good, install the noticeboard close to the gate at the rear of the school.

138.4 Flooding signs request

A Marston Lane resident had asked if there were any flooding signs that can be put out to prevent vehicles being driven down the lane during flooding incidents.

Agreed That before considering whether to provide the signs, the council asked that the resident confirm who would put the signs out and who would store them. The resident should also be made aware that residents cannot legally close the road.

139. 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.

140. Website and email migration

Councillors considered a report detailing quotations for a new website and email migration.

Agreed That further points be put to the council's preferred supplier and that a final decision be made at the January 2025 meeting.

141. Quotations

141.1 Elizabeth Avenue: Removal of all skateboard equipment

Resolved That John Deacon's quotation in the sum of £500 plus VAT be accepted to remove all metal work, make the tarmac area safe and dig a test hole to determine the depth of tarmac and sub-base to enable a more accurate quotation to be given to remove materials and top soil area.

141.2 Brookside

Resolved That John Deacon's quotation in the sum of £100 plus VAT be accepted to remove one bush, remove all dead tree and bush roots, level ground from footbridge to end of wall by tree, re-seed in the Spring.

141.3 Craythorne car park

Quotation deferred pending response from Amey asking if they will supply and plant Hawthorn whips to close gaps in the hedge created when the car park was used as a temporary compound during highway works in the village.

142. Sport England funds: Proposed MUGA

Following a robust discussion on Sport England's objection to the Pre-App submitted by the planning consultant on behalf of the council it was **Agreed that:**

- Councillor Stewart was authorised to liaise with the planning consultant and ESBC's planning team to ascertain if there is any chance that a planning application would succeed.
- The outcome from the discussions with the planning consultant and ESBC planning team be considered in open session at the next meeting of the council together with full costs to enable a decision to be made on the next step(s) to be taken by the council.

143. Footpath 14 (Minute No. 119.6 refers)

The council considered correspondence from the landowner indicating that they believed that the council had taken over the role of maintaining the footpath and that agreed works had yet to be completed.

Resolved That Councillor Stewart be authorised to respond to the landowner confirming that the council has never agreed to take over maintaining the footpath and that the works had been completed with the landowner’s permission.

The meeting closed at 9.05pm

Signed

Date