



Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)
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Our Ref: MD

06 January 2020

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council to be held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 13 January 2020** commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

POLICE

Report by the Police Officer/PCSO covering the village.

1. **TO RECEIVE APOLOGIES**
2. **DECLARATIONS OF INTERESTS AND DISPENSATIONS**
3. **PLANNING MATTERS**
 - 3.1 **Planning applications**

Planning Application No.	Address	Proposal
P/2019/01466	2-12 Burnside	Installation of new window to ground floor rear elevation and repair and replace dormer windows to front elevation
P/2019/01472	2-12 Burnside	Listed building Consent for internal and external alterations to include thermal upgrade to external walls and dormer window, insulate and re-roof of

		existing flat roof to rear, formation of first floor bathroom to No. 12 including window to side, installation of additional ground floor rear window
P/2019/01503	Rolleston Rectory	Crown reduction by up to 4 metres of 1 Magnolia tree, crown reduction by up to 1.5 metres of 1 Cherry tree, crown reduction in height by up to 5 metres and spread by up to 2.5 metres of 1 Beech tree and repollarding of 1 Apple tree to original pollard points
P/2019/01513	2 Lodge Hill	Erection of two storey rear extension, front porch, alterations to the front, rear and side dormer windows and infill extension to the front elevation to extend integral garage

3.2 Planning decisions

The following planning decisions have been notified:

Planning Application No.	Address	Proposal
P/2019/01119	10 Shotwood Close	Erection of a single storey rear extension and replacement of all existing windows
Permitted		

4. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 09 DECEMBER 2019 (ENCLOSURE NO. 1)

5. TO CONSIDER MATTERS ARISING FROM THE PREVIOUS MEETING

6. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR

7. TO RECEIVE A REPORT FROM THE BOROUGH COUNCILLOR

8. TO RECEIVE REPORTS FROM PARISH COUNCILLORS

9. TO CONSIDER FINANCIAL MATTERS

9.1 Schedule of payments (as at 03 January 2020)

Payee	Description	Payment Method	Gross £	VAT £
EE Ltd	Council mobile	DD	24.00	4.00
East Staffordshire Borough Council	Bin emptying	BACS (paid 30/12/19)	846.02	141.00
P Gould	Mowing contract	BACS	1,198.23	-
Midshire Business Systems	Photocopier: Copy charge	BACS	172.98	28.83
1&1 IONOS Ltd	RPC Website	DD	5.99	1.00
Clerk	Clerk's salary and expenses	BACS	933.32	3.84
Kingfisher Direct Ltd	2 No. Grit bins	BACS (to be paid when the bins have been delivered)	367.18	61.20
Archer Signs & Panels Ltd	8 No. "Caution Flood Ahead" signs	BACS	578.83	96.47
		TOTAL	4,126.55	336.34

9.2 **Bank Reconciliation as at 31 December 2019**

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2018	Bank Statement	13,292.23	53,081.15	66,373.38
Movement in funds to date	PLUS Income	71,637.11	5,257.72	76,894.83
	LESS Expenditure	(55,563.05)	(2,000.00)	(57,563.05)
		29,366.29	56,338.87	85,705.16
31 December 2019	Bank Statement	29,366.29	56,338.87	85,705.16

10. **2019/20 BUDGET AS AT 31 DECEMBER 2019, 2020/21 BUDGET AND 2020/21 PRECEPT DECLARATION (ENCLOSURE NO. 2)**

11. **ACTION POINTS (ENCLOSURE NO. 3)**

12. **COLLEGE FIELDS: S106 AGREEMENT**

13. **CORRESPONDENCE**

13.1 **Staffordshire Parish Councils' Association (SPCA)**

The weekly SPCA Bulletins have been forwarded to all councillors.

14. **EXCLUSION OF THE PRESS AND PUBLIC**

Chair to move:

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.

15. **QUOTATIONS (ENCLOSURE NO. 4 – COUNCILLORS ONLY)**

MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE
ON MONDAY 09 DECEMBER 2019 COMMENCING AT 7.30 PM

PRESENT

Councillor S McManus (in the Chair)
Councillors Gooding, E McManus, Robson, Sanderson, Stewart and Wyatt

In attendance

4 Members of the Public
County Councillor White
Mary Danby, Clerk

PUBLIC FORUM

Residents spoke on the problems with a blocked drain outside 29 Beacon Road and explained the difficulties they had had in getting a response from Staffordshire Highways. A Highways Inspector had now visited the site and a drain clearing machine had attended on 04 December, but they could not resolve the issue because there was a blockage between two drains. County Councillor White said that he was aware of the Work Order that had been raised to rectify the problem and he would ensure that the Flood Alleviation Team were aware of the Order.

A resident raised the issue of traffic chaos at Anslow Lane/Co-op caused by parking for the shop, asking if there was anything that could be done to resolve this issue. Councillor S McManus said that the parish council had reported this issue on several occasions; Councillor Wyatt said that Staffordshire Highways had said they have no intention to make a pull in for parking outside the Co-op.

POLICE

A report was not available as the PCSO was not in attendance at the meeting.

130. APOLOGIES FOR ABSENCE

Councillors Badcock and Toon.

131. DECLARATIONS OF INTEREST AND DISPENSATIONS

All councillors declared a non-pecuniary interest in Planning Application No. P/2019/01370 as they know the applicant.

132. PLANNING

132.1 Planning Applications

Application No.	Address	Proposal
P/2019/01324	22 Alderbrook Close	Retention of playhouse in rear garden and fencing No comment other than the Parish Council does not like to see retrospective applications.
P/2019/01370	Hilltop, South Hill	Overall crown reduction by 30% of 1 Walnut tree, 1 Sycamore tree, 1 Holly tree and 1 Hawthorn tree and removal of a single limb of 1 Hawthorn tree (TPO 24) The entire parish council declared an interest in the above application at the council meeting held on 9 th December as the applicant is known to all councillors, therefore no comment is submitted on this occasion.

Application No.	Address	Proposal
P/2019/01447	Thorny Hollows, 2 Church Road	Erection of a single storey rear extension, replacement windows, re-rendering of dwelling, erection of a detached triple garage, conversion alterations of existing outbuilding to form ancillary accommodation
Comment: The parish council would like the garage to be rendered to be in keeping with the rest of the proposed development		
P/2019/01457	Oakhurst, 36 Dovecliff Road	Erection of a single storey rear extension
No objection		

132.2 Planning Decisions

RESOLVED That the planning decisions set out in the agenda be noted.

133. MINUTES

RESOLVED That the Minutes of the Council meeting held on 11 November 2019 be approved and signed as a true record subject to the following amendment:

Minute No. 114 County Councillor's Report

▪ **Several drains around the village were full which needed to be cleared:**

Text to be amended from "... when the brook is in flood" to read: "... when the brook is not in flood"

134. MATTERS ARISING

Minute No. 114 County Councillor's Report

Councillor Gooding noted that the Burnside drains had still not been cleared by Staffordshire Highways. He said that the trees cause the drain problems and the trees need to be trimmed and dropped leaves cleared to avoid the problem.

Minute No. 116.1

Councillor Sanderson reported that he and the Clerk had contacted Trent & Dove regarding the height of the hedge, which had now been cut.

Minute No. 116.2

As the Blue Cross had not responded, the Clerk was asked to contact them for a response.

Minute 116.4

Councillor Gooding reported that the Club believed the defibrillator belonged to the parish council.

AGREED That the defibrillator be added to the council's Asset Register.

135. COUNTY COUNCILLOR'S REPORT

County Councillor White said that there was little to report as the County Council had been in purdah until after the General Election. He said that the Flood Risk Team were using the latest data from the recent flooding to inform their proposals, e.g. holding tanks will be included in the proposals and they will speak to landowners for permission to install these in the ground. The tanks will decrease the flow rate of water.

136. BOROUGH COUNCILLOR'S REPORT

No report was available.

137. PARISH COUNCILLORS' REPORTS

137.1 Councillor Robson referred to the recent tree works on the Millennium Oak and asked for confirmation of the works commissioned by the council.

AGREED That the Clerk would circulate the requested information to all councillors.

137.2 Councillor E McManus said that it had been a positive month on the council's Facebook page and there had been several Member requests.

137.3 Councillor S McManus reported that the council had been approached by a Duke of Edinburgh student looking for opportunities for voluntary work. He had attended the recent Station working day (accompanied by his father). Councillor McManus asked councillors to pass on details of any suitable volunteering opportunities in the village so that these could be passed to the student.

137.4 Councillor Stewart asked that:

- Abode be contacted and asked to remove their sales sign at the bottom of South Hill.
- The footpath sign and post just past the Jinny Trail needed to be cleaned and the vegetation removed – the Clerk was asked to contact the contractor to ask him to do this work.
- The path alongside the Blue Cross land had overgrown and was covering the path making it difficult for pedestrians with pushchairs, wheelchairs, etc to use it. Blue Cross to be contacted and asked to undertake the necessary works.

137.5 Councillor Gooding said that the pothole on Brookside was still to be filled.

137.6 Councillor Wyatt noted that the gully from Brook Hollows to the Co-op was full of leaves and he offered to clear the gully if the council was happy for him to do so – this offer was gratefully accepted.

138. FINANCIAL MATTERS

138.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement: <ul style="list-style-type: none"> ▪ Replacement portable hard drive (laptop back-up) £43.38 ▪ Stationery £47.80 	BACS (Paid 13/11/19)	91.18	15.20
EE Ltd	Council mobile	DD (Paid 19/11/19)	24.00	4.00
Rolleston Club	Installation and fixture of Defibrillator to outside wall of Rolleston Club	BACS	100.00	-
Barnett Tree Services	Tree works at public footpath between Meadow View and Station Road (reduction of large Birch tree)	BACS	335.00	-
1&1 IONOS	RPC Website: Monthly fee	DD (Paid 29/11/19)	5.99	1.00
P Gould	Mowing contract	BACS	1,198.23	-
Clerk	Clerk's salary and expenses	BACS	775.81	10.81
HMRC	NI/PAYE (3 rd quarter)	BACS	623.76	-
Ladywell Accountancy Services	PAYE <ul style="list-style-type: none"> ▪ Year 2018/19 Liaison with HMRC and year end filing £20.00 	BACS	95.00	-

	<ul style="list-style-type: none"> ▪ Year 2019/20 Operation and RTI filing £75.00 			
Painted Projects	Updating of Honours Board	BACS	160.00	-
	VOIDED CHEQUE	Chq. No. 2876	-	-
P A Martin	Christmas Tree (Almshouses)	Chq. No. 2877	125.00	-
PEAC (UK) Ltd	<ul style="list-style-type: none"> ▪ Photocopier rental (Qtrly) £210.74 ▪ Annual Service Fee £60.00 	DD (Paid 03/12/19)	270.74	45.12
JT & RA Deacon	<ul style="list-style-type: none"> ▪ Environmental Officer £894.84 ▪ Craythorne Car Park – fence repair £90.00 ▪ Jinny Trail: Posts and handrail £226.20 ▪ Spread Eagle Island: Cast iron litter bin £270.00 ▪ Supply sand and refill Station Road sand bin £72.00 	BACS	1,553.04	258.84
		TOTAL	5,357.75	334.97

RESOLVED That the above payments be approved.

138.2 Bank Reconciliation as at 30 November 2019

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01/04/18	Bank Statement	13,292.23	53,081.15	66,373.38
Movement in funds to date	PLUS Income	71,449.61	5,255.56	76,705.17
	LESS Expenditure	(49,450.46)	(2,000.00)	(51,450.46)
		35,291.38	56,336.71	91,628.09
30/11/19	Bank Statement	35,291.38	56,336.71	91,628.09

RESOLVED That the above was a true record.

139. 2019/20 BUDGET AS AT 30 NOVEMBER 2019 AND DRAFT 2020/21 BUDGET

RESOLVED THAT:

- a) The Budget to date was noted.
- b) The Band D Council Tax be increased by £5 to enable the Public Footpath maintenance programme to be continued and in recognition that the cost of tree works is increasing year on year. The Clerk was requested to amend the draft Budget on this basis so that the 2020/21 budget for approval and the Precept declared at the January meeting of the council.

140. ACTION POINTS

RESOLVED That the report be noted.

141. COLLEGE FIELDS: S106 AGREEMENT

Councillor S McManus reported on a meeting that he and Councillor Gooding had had with ESBC Officers and said ESBC had been asked to clarify various points.

ESBC said that the next step would be when the work is about to start and the s106 monies should be paid to ESBC prior to that work starting and they said that RPC would be consulted at that time.

Councillor S McManus asked that councillors bring their ideas on how the £150,000 s106 monies should be/could be used in the vicinity of the development site to the January council meeting.

RESOLVED That the above be noted.

142. WEBSITE ACCESSIBILITY STATEMENT

RESOLVED That the Website Accessibility Statement be approved and adopted.

143. ROLLESTON VILLAGE FOOTPATHS LEAFLET

RESOLVED That, subject to the final amends being incorporated, the leaflet be approved to go to print.

144. VILLAGE MAP

Councillor Stewart reported that the final amends had been incorporated on the map and the frame will be taken down and repaired in readiness for the new map to be displayed.

RESOLVED That the Village map be approved.

Councillor Robson said it would be useful if a map could be produced showing the location of the defibrillators, grit bins, sandbags, etc. Councillor S McManus said there was a proposal from the Care for Rolleston Group that noticeboards would be installed in the bus shelters.

145. CORRESPONDENCE

145.1 Staffordshire Parish Councils' Association (SPCA)

The weekly SPCA Bulletins had been forwarded to all councillors.

RESOLVED That this be an agenda item for the next meeting.

145.2 Station Road: Surface water flooding

Two residents had contacted the council as several of their neighbours were having flood doors fitted and they wanted to know how they could apply for contributory funding to enable them to fit flood doors at their properties. The Clerk explained that the residents had not accessed funding from the parish council and suggested that they contact the Environment Agency.

The Clerk had since received confirmation from SCC's Flood Risk Team of the funding accessed by residents and this information had been circulated to all councillors.

145.3 Rolleston Community Day: 13 June 2020

The Friends of John of Rolleston Primary School had requested permission to use the Elizabeth Avenue playing fields as a car park for the Rolleston Community Day on 13 June 2020.

RESOLVED That permission be granted, as set out above.

145.4 Rolleston Almshouse

The Almshouse Trustees had sanctioned some work at the rear of 6 Burnside at the request of the resident there who found the rear path across her garden a little steep and uneven. John Deacon had agreed to dig out the old path and provide a 3 feet wide new path with a lower gradient. Mr Deacon said that to do the work he will need to bring his mini digger and a trailer from the Spread Eagle car park across The Croft. He did not anticipate causing significant damage to the Croft and proposed to carry out the work when conditions are better than at present, but hopefully before Christmas.

The Parish Council's consent was sought for Mr Deacon to access Almshouse land via the Croft, occasioning as little damage as possible.

RESOLVED That permission be granted, as set out above.

145.5 Footpaths

Barry Edwards had contacted the council asking the parish council ensures the network of footpaths around the village are kept in a reasonable condition. He also asked if the parish council had planted, or had plans to plant, a tree to replace the Silver Birch recently removed from Shotwood Close Public Open Space.

RESOLVED That a request be made to the Shotwood Residents Association for Councillor S McManus to speak with them about a replacement tree on the Public Open Space.

146. EXCLUSION OF THE 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.

147. APPLICATION FOR CO-OPTION ONTO THE COUNCIL

RESOLVED That Robert Peate be co-opted onto the council.

148. FOOTPATHS

RESOLVED THAT:

a) Rolleston Footpath No. 6

The landowner's permission be sought to replace a timber stile with a mobility accessible kissing gate; BCV to be requested to quote to install the gate and the gate be included on the County Council's CPI application for contributory funding – maximum cost anticipated to be c£405 plus VAT and delivery.

b) Rolleston Footpath Nos. 2, 4, 5 and 18

The works set out in the BCV Survey be approved for Footpath Nos. 2, 4 and 5 and a mobility accessible kissing gate be installed on Footpath No. 18 (Craythorne Playing Field) at a maximum cost of £2,100.53 plus VAT and delivery (an application is to be made for contributory funding from the County Council's CPI fund).

c) Alley from Field to Walford Road (Minute no. 81.1 refers)

A pedestrian gate be installed at a cost of £200.00 plus VAT, delivery and installation.

149. PROPERTY LEVEL FLOOD RESILIENCE

RESOLVED THAT:

a) Subject to confirmation of the thickness of the plastic, 2 No. 400 litre heavy duty grit bins be ordered from gritbins.net at a total cost of £305.99 plus VAT (free delivery)

b) 6 No. drain rods be ordered from protecdirect.co.uk at a total cost of £9.30 plus VAT and delivery)

c) Councillor Wyatt would obtain 10 No. orange High Vis vests free of charge

d) 8 No. "Caution Flood Ahead" signs be ordered from Archer Safety Signs at a total cost of £520.00 plus VAT and delivery

**150. QUOTATIONS
RESOLVED THAT:**

a) Jinny Trail: Tree works

Burton Tree Care's quotation be accepted in the sum of £325.00

b) Brookside: Tree works

Deferred until such time as councillors have inspected the works undertaken on the Jinny Trail, if these are acceptable Burton Tree Care's quotation be accepted in the sum of £385.00

c) Tractor

Councillor Wyatt to source an alternative quotation for tyres, if unsuccessful JT & RA Deacon's quotation in the sum of £238.33 plus VAT was to be accepted.

d) Craythorne Car Park

Deferred to the next meeting of the council to enable comparative quotations to be sourced.

151. BEACON ROAD ALLOTMENTS

RESOLVED That the Tenancy Agreement be approved and adopted. Tenancy Agreements are to be issued with effect from April 2020.

The Clerk was requested to leave the meeting.

**152. PARISH CLERK
RESOLVED THAT:**

a) The Parish Clerk's hours be increased from 16 hours per week to 20 hours per week with effect from 01 January 2020 and that the hours be reviewed at the July 2020 meeting.

b) The Parish Clerk be awarded an increment rise to scp 18 with effect from 01 January 2020.

The meeting closed at 10.30 pm

Signed

Date

ROLLESTON ON DOVE PARISH COUNCIL

2019/20 BUDGET AS AT 31 DECEMBER 2019 AND 2020/21 BUDGET

Nominal Code	Description	Current Budget £	Actual to 31/12/2019 £	Draft Budget 2020/21 £
100	Income			
1076	Precept	60,049	60,049	68,300
1090	Interest Received	15	20	27
1100	Grants & Donations Received	-	2,150	-
1110	Council Tax Support Grant	1,665	1,665	1,665
1200	Garden rents		125	125
1220	Allotment rents	-	6	15
1230	Beacon Road Substation Lease	-	120	30
1250	Football pitch fees	-	575	360
1999	Other income	-	4,943	-
	Income	61,729	69,653	70,522

£48.99 Band D (£5 increase on 2019/20)

Nominal Code	Description	Current Budget £	Actual to 31/12/2019 £	Draft Budget 2020/21 £
200	Administration			
4000	Staff salary	10,309	7,731	13,672
4020	Employer's National Insurance	232	174	625
4030	Payroll Services	-	95	78
4050	Use of Home as Office	102	74	124
4100	Insurance	3,051	3,051	3,200
4110	Audit Fees	406	406	515
4120	Photocopier: Rental/Maint.	790	619	753
4121	Photocopier: Copy charge	775	631	700
4125	Stationery	300	324	200
4127	Village Directory	173	173	150
4130	Postage	45	51	50
4140	Council mobile	243	204	240
4150	Subscriptions	385	384	500
4160	Training	362	362	140
4170	Election expenses	116	116	-
4190	Mileage expenses	435	424	400
4195	Parking fees	15	9	12
4200	Play areas	5,000	339	5,000
4210	RPC Website	94	62	100
4211	Village website	45	34	45
4220	IT/Software	160	191	250
4230	s.137 Expenditure	50	50	100
4240	Mowing	15,524	11,124	16,000
4250	Bin emptying	2,820	2,820	3,000
4260	Trees	2,780	2,160	2,000
4270	Environmental contract	11,686	9,011	12,000
4320	Capital expenditure	800	453	400
4330	Other administration	1,559	455	2,000
4999	Contingency	2,500	2,404	5,000
	Expenditure	60,757	43,932	67,254
	TOTAL EXPENDITURE	60,757	43,932	67,254
	TOTAL INCOME	61,729	69,653	70,522
	NET INCOME OVER EXPENDITURE	972	25,721	3,268

Coding	Description	Opening Funds £	Actual to 31/12/2019 £	Remaining Funds £
Earmarked Reserves				
4400/320	BKV/Environ improvements	10,000	1,315	8,686
4410/321	EA funding	24,372	6,258	18,114
4420/322	Brook Hollows	10,000	-	10,000
4430/323	Bus Shelter - Knowles Hill	8,026	-	8,026
4440/323	Craythorne fence & car park		-	
4450/323	Jubilee Orchard tree removal		-	
4460/323	Noticeboard - Knowles Hill		-	
4470/324	Shotwood Close POS	1,000	350	650
	TOTAL	53,398	7,923	45,476

Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
February 2019	8.7	Burnside railings and bridges	Clerk	The bridges and railings need some maintenance works to be undertaken and repainting is necessary.	Ongoing	Request made to Richard Rayson, Staffs Highways on 16/05/19. Follow-up sent 12/06/19 (copied to County Cllr White). It has since been confirmed that the bridges and railings are not SCC's responsibility and the Clerk advised the council that RPC has engaged contractors on several occasions in the past to undertake maintenance/painting of the bridges and railings. At its meeting on 14/05/19, Minute No. 24 the council RESOLVED THAT: a) Following receipt of information from the council's historical records which confirms that the parish council had commissioned and paid for maintenance/painting works on the Burnside and Brookside railings in the past, the council accepts responsibility for maintaining the railings going forward. b) Given that the maintenance works will require a significant financial commitment it was agreed that the works be broken into smaller sections and that the first section would be the railings around the John Bull sign on the Spread Eagle Island. Councillor Stewart would provide photographs of the work required on this section for discussion by the council.
	Part 2 (March 2019)	Beacon Road Electricity Sub-station	Clerk	Lease with E.on to be completed and land registered with HM Land Registry.	Ongoing	The Beacon Road site has now been registered with HM Land Registry and the solicitor will now be requested to complete <u>lease with E.on.</u>
May 2019	Part 2, Minute 23.1	Craythorne Road Playing Field and Beacon Road site	Clerk		Completed	Registration with HM Land Registry for both sites has now been completed.
June 2019	30	Damaged post on Burnside	Clerk		Ongoing	Email sent to Richard Rayson on 12/06/19 (copied to County Cllr White). The email was passed to Trevor Mellor who was dealing with this matter. A follow-up email was sent on 12th July as no response had been received. A further follow-up email was sent on 28/08/19 requesting a response by 03/09/19. Trevor Mellor, Staffs Highways responded on 12/09/19 "Sorry that this has taken so long to deal with as SCC still say that this fence is not ours to maintain. A job has been raised to make repairs to the damaged fence in Burnside. Thank you for the info and the incident number this has now been forwarded to our partners to hopefully schedule these works and to recharge the costs to the drivers insurance. Unfortunately I cannot give a date to when this work will be carried out."
June 2019	36	Footpaths and stiles	Clerk	Replacement stiles, footpath works - identified in BCV survey report	Ongoing	Application made to the County Council CPI fund for contributory funding for works on Footpaths 2, 4, 5 and 18 (as per BCV survey report). The PCC has been requested to give permission for the stile to be replaced with an accessible kissing gate on Footpath No. 6. John Deacon has been requested to quote to install the gate on the alley from the field to Walford Road.
June 2019	Part 2, Minute 44.4	Elizabeth Avenue Playing Field and Meadow View Play Area	Clerk	Decision made to engage SCC Legal Services to undertake the necessary work to secure the First Registration of the two sites in RPC's name.	Ongoing	RPC has raised a query with SCC regarding the site boundary on the roadside of the Meadow View site - Highways show an uneven boundary on their Asset Register. RPC has requested that the boundary be revised so that the whole of site to the roadside is in RPC's ownership.

Actions Points

Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
September 2019	77(d)	Exploration of a new allotment site	All	Added to Action Points list	Ongoing	
October 2019	100(a)	Tractor			Ongoing	TREATS have agreed to undertake the works, John Deacon requested to liaise with TREATS re transport of tractor to the National Brewery Centre where the works will be undertaken. Play Safety Ltd's to undertake a post installation inspection (£395 plus VAT). RPC to identify tractor location and to install safer surfacing prior to installation. Councillor Wyatt to source an alternative quotation for tyres - to be reported at the January meeting.
	127 (Part 2)	Quotations		Comparative quotes for Craythorne fence to be sourced	Completed	Agenda item for January meeting.
TO BE ACTIONED BY OTHER AGENCIES/LOCAL AUTHORITIES						
Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
December 2018	15	Yellow lines / one-way system on School Lane		Added to Action Points list		