

# Rolleston on Dove Parish Council

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Our Ref: MD

02 March 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 09 March 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. FLOODING IN THE VILLAGE**

Including:

- Actions taken by the parish council
- Retrospective approval for the purchase of 25 No. packs of Hydrosnakes from CSI Products Ltd at a cost of £340.00 plus VAT
- To consider whether additional flood protection items should be purchased for distribution to properties affected by fluvial (river) flooding
- Brook Hollows Project – flood resilience scheme
- To consider whether the council should adopt a Community Flood Plan, as recommended on the Environment Agency's website (template Plan attached, **ENCLOSURE NO. 1**)

### **4. PLANNING MATTERS**

#### 4.1 Planning applications

Planning Application No.	Address	Proposal
P/2019/01123	Willowfields 18 Dovecliff Road	Formation of a dropped kerb and formation of a parking area
P/2019/01125	Sunnydale 20 Dovecliff Road	Formation of a dropped kerb and formation of a parking area
P/2020/00094	6 Bladon's Yard	Listed Building Consent for the replacement of two windows and one external door in the south wall (ground floor and first floor), and replacement of one window in the east wall (ground floor) to the rear
P/2020/00146	The Grey House School Lane	Removal of five Sorbus trees
P/2020/00203	Brookside Cottage 10 Alders Reach	Crown reduction in height of 1 Beech tree (T10 or to nearest growing point, and removal of end tip weight on the lateral branches by 1.5m – 2m or suitable growing point

#### 4.2 Planning decisions

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
Permitted		
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
Listed Building Consent granted		
P/2019/01513	2 Lodge Hill	Erection of a 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
Permitted		
P/2020/00068	19 Station Road	Crown reduction in width to give 2.5m clearance of building and reduction in height by 2m and pruning of lateral branches to one Beech tree
The LPA has no objection to the work and does not propose to make a TPO in this instance		

5. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 10 FEBRUARY 2020 (ENCLOSURE NO. 2)

6. TO CONSIDER MATTERS ARISING FROM THE PREVIOUS MEETING

7. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR
8. TO RECEIVE A REPORT FROM THE BOROUGH COUNCILLOR
9. TO RECEIVE REPORTS FROM PARISH COUNCILLORS
10. TO CONSIDER FINANCIAL MATTERS

10.1 Schedule of payments (as at 29 February 2020)

Payee	Description	Payment Method	Gross £	VAT £
EE Ltd	Council mobile	DD (paid 19/02/2020)	24.00	4.00
Mrs M Danby	Reimbursement re skip hire (Brookside)	BACS (paid 20/02/2020)	200.00	33.33
Mrs M Danby	Reimbursement re skip hire (Brookside)	BACS (paid 24/02/2020)	200.00	33.33
Centrewire Ltd	Supply gate (Walford Road)	BACS	306.00	51.00
Viking	Postage stamps/stationery	BACS	22.64	1.15
Notice Me	Bus shelter information boards	BACS	483.50	80.58
Staffordshire Parish Councils Association	Local Councillor training course fee	BACS	20.00	-
Urban Vision Enterprise CIC	Rolleston on Dove NDP (final invoice)	BACS	900.00	150.00
1&1 IONOS Ltd	RPC website (Basic monthly fee £5.99; SiteLock Basic annual fee £14.25)	DD	20.24	3.37
P Gould	Mowing contract	BACS	1,198.23	-
Information Commissioner's Office	Annual Data Protection fee	DD (paid 02/03/2020)	35.00	-
PEAC (UK) Ltd	Photocopier rental (quarterly)	DD (paid 03/03/2020)	210.74	35.12
Complete Storage & Interiors Ltd	Hydrosnakes	BACS	408.00	68.00
Clerk's salary	Clerk's salary and expenses	BACS	873.34	-
HMRC	NI/PAYE (Final quarter 2019/20)	BACS	948.59	-
<b>TOTAL</b>			<b>5,850.28</b>	<b>459.88</b>

10.2 Bank Reconciliation as at 29 February 2020

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2019	Bank Statement	13,292.23	53,081.15	66,373.38
Movement in funds to date	<b>PLUS</b> Income	71,877.11	5,472.13	77,349.24
	<b>LESS</b> Expenditure	(67,214.42)	(2,000.00)	(69,214.42)
		17,954.92	56,553.28	74,508.20
29 February 2020	Bank Statement	17,954.92	56,553.28	74,508.20

11. 2019/20 BUDGET AS AT 29 FEBRUARY 2020 (ENCLOSURE NO. 3)

**12. STAFFORDSHIRE COUNTY COUNCIL:**

**DOVECLIFF ROAD ROLLESTON - STATUTORY CONSULTATION (ENCLOSURE NO. 4)**

Staffordshire County Council is proposing to alter the traffic calming features and parking prohibitions along Dovecliff Road, Rolleston on Dove. These amendments have been proposed to provide improved visibility and safer passing locations in order to improve road safety.

*The traffic calming improvements involve moving the Westbound traffic calming build-out 20m further west from its existing position along with any supporting road traffic signs and markings. The parking restrictions proposed along Dovecliff Road are:*

*From the boundary of No. 46 – End of the new traffic calming island:*

- *Proposed introduction of Prohibition of Parking - No Waiting at Any Time restriction.*

The consultation period will operate from Thursday 27th February to Friday 13th March 2020.

**13. TO REVIEW PITCH HIRE FEES FOR THE CRAYTHORNE ROAD FOOTBALL PITCHES**

**14. ANNUAL REVIEW OF THE FOLLOWING POLICIES (circulated electronically to all councillors):**

- Standing Orders
- Financial Regulations
- Statement of Internal Control and Annual Review of Effectiveness of Internal Control
- Asset Register
- Information & Data Protection Policy

**15. ACTION POINTS (ENCLOSURE NO. 5)**

**16. COLLEGE FIELD: S106 AGREEMENT**

**17. COLLEGE FIELD DEVELOPMENT (ENCLOSURE NO. 6)**

**18. STAFFORDSHIRE COUNTY COUNCIL: GRASS CUTTING AND WEED CONTROL**

Councillor Helen Fisher, Cabinet Member for Highways and Transport sent the following information to parish and town councils:

Routine programmes of work to control the growth of grassed verges and weeds within the highway are funded by the County Council, as the Local Highway Authority, in order to maintain visibility, reduce damage to the road structure and, therefore, improve safety for road users. As one of our existing delivery partners undertaking highway grass cutting on the County Council's behalf, I write to update you on the Council's review of both the grass cutting and weed control service.

The funding for highway grass cutting has remained unchanged for a significant number of years and discussions have been taking place between our respective officers to establish what level of service can be achieved within the existing budget. Alongside these discussions, our inventories of grassed areas are being reviewed to enable benchmarking of service levels and cost across the county.

From April 2020, the County Council intends to specify a minimum of six grass cuts on highway verges per season. Enhancement of this level of service by local delivery partners and/or other community groups, who wish to maintain and improve the appearance of the public realm, continues to be welcomed.

Also from April 2020, routine weed spraying will take place once per season in both urban and rural areas where a kerb exists (along the top of kerb and channel) and, additionally, at the back of footway against a hard edge such as a wall or fence in urban locations. Due to regulations associated with the toxicity of weed spraying chemicals, the solution used is only effective on growing plants and

spraying is only undertaken where weeds are present. Specific treatment of injurious weeds, such as Japanese Knotweed, will continue to take place as necessary.

More information and the opportunity to make comment on the service levels defined above are available at <https://www.staffordshire.gov.uk/Highways/Weeds-Grass-Trees-Hedges/Grass.aspx>.

## **19. STAFFORDSHIRE FIRE & RESCUE SERVICE SAFETY PLAN 2020-2024 CONSULTATION**

The Fire & Rescue Service are seeking views on their draft Safety Plan 2020-2024:

“With help from our people and our communities, we are developing our Safety Plan 2020-2024, that will set out our priorities for the next four years.

Our new Safety Plan 2020-2024 will outline the priorities we will adopt and the approach we will take to ensure we do not compromise on our commitment to protecting our local communities, reducing risk and maintaining firefighter safety. A draft version of this document is available <https://www.staffordshirefire.gov.uk/media/2567/draft-safety-plan-2020-2024.pdf>.

We welcome your views about our plans for the future as your opinions really do matter and by listening to them, we can make sure we continue to meet the needs of our communities. Visit <https://www.surveymonkey.co.uk/r/YMP58PB> to take part in a short survey about our plans.

Consultation on the draft Safety Plan 2020-2024 runs from 17 February until 22 March 2020.”

## **20. CORRESPONDENCE**

### **20.1 Staffordshire Parish Councils’ Association (SPCA)**

The weekly SPCA Bulletins have been forwarded to all councillors.

### **20.2 Elizabeth Avenue: Request re goals**

A resident of Elizabeth Avenue has contacted the council via its Facebook page. He asks if the nets on the goals at the Elizabeth Avenue playing field could be taken down and relocated to the Craythorne Road playing field so that he and other residents do not experience the anti-social behaviour and parking issues they had last summer.

## **21. 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.

## **22. CO-OPTION APPLICATION**

## **23. QUOTATIONS (ENCLOSURE NO. 7 – COUNCILLORS ONLY)**

## **24. PARISH COUNCIL WORKING PRACTICES**

# community flood plan

## Parishes and communities working together

<b>Community or group</b>		<b>Address</b>	
<b>Floodline Quickdial Number</b>		<b>Which Environment Agency flood warnings are you registered to receive?</b>	
<b>Local flood warning trigger</b> <i>i.e. when water reaches bottom of the bridge</i>			
<b>Date</b>			

## Contents

### 1. Actions to be taken before a flood

- A - Locations at risk of flooding: flood warnings
- B - Locations at risk of flooding: locations at risk of flooding / sources of flooding
- C - Locations at risk of flooding: map showing direction of flooding

### 2. Actions to be taken during a flood

- A - Local flood actions
- B - Local volunteers / flood wardens
- C - Important telephone numbers
- D - Available resources
- E - Arrangements between authorities
- F - Vulnerable residents, properties and locations

### 3. After a flood

- A - Reputable contractors

## 1A – Locations at risk of flooding: Flood warnings

From the information you have available, make a list of areas liable to flood and the level of warning which would affect them.

<b>Area number</b>	<b>Location of risk</b>	<b>Trigger level</b>	<b>Actions</b>
Area 1			
Area 2			
Area 3			
Area 4			
Area 5			
Area 6			
Area 7			
Area 8			



## 1B – Actions to be taken before a flood: Locations at risk of flooding / source of flooding

Insert details of areas at risk from flooding and the direction of flooding. Include maps and if possible, details of existing defences.

<b>Area number</b>	<b>Location at risk</b>	<b>Source of flooding</b>	<b>Direction of flooding</b>
Area 1			
Area 2			
Area 3			
Area 4			
Area 5			
Area 6			
Area 7			
Area 8			

## 1C – Actions to be taken before a flood: Map showing direction of flooding

Include a map in the flood plan showing the flood risk area and direction of flooding.



## 2A – Actions to be taken during a flood: local flood actions

Identify local flood actions.

<b>Area number</b>	<b>Location at risk</b>	<b>Action / trigger</b>	<b>Local action</b>	<b>Equipment required</b>	<b>Time required</b>
Area 1					
Area 2					
Area 3					
Area 4					
Area 5					
Area 6					
Area 7					
Area 8					



## 2C – Actions to be taken during a flood: Important telephone numbers

Make a list of important telephone numbers so all the information you require during an incident is readily available.

<b>Organisation</b>	<b>Telephone (office hours)</b>	<b>Telephone (out of hours)</b>	<b>Fax</b>
<b>Floodline</b>			
<b>Environment Agency</b>			
<b>District Council</b>			
<b>County Council</b>			
<b>County Contracting</b>			
<b>Fire &amp; Rescue Service</b>			
<b>Police</b>			
<b>Ambulance Service</b>			
<b>Housing Unit</b>			
<b>Environment Unit</b>			
<b>Water Company</b>			
<b>Electricity Company</b>			
<b>Gas Company</b>			
<b>Telecommunications Company</b>			
<b>Adjacent Town/Parish Councils</b>			

## 2D – Actions to be taken during a flood: Available resources

Identify available resources.

Organisation	Resource	Number	Location	Notes

## 2E – Actions to be taken during a flood: Arrangements between authorities

Details of specific arrangements between the various authorities to be included here.

<b>Organisation(s)</b>	<b>Agreed arrangement</b>







MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL  
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE  
ON MONDAY 10 FEBRUARY 2020 COMMENCING AT 7.30 PM

**PRESENT**

Councillor Stewart (in the Chair)  
Councillors Badcock, Gooding, Peate, Robson, Sanderson, Toon and Wyatt

**In attendance**

County Councillor White  
Mary Danby, Clerk

**PUBLIC FORUM**

No members of the public were present at the meeting.

**POLICE**

No report had been provided.

**168. APOLOGIES FOR ABSENCE**

Councillors E McManus and S McManus.

**169. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Gooding declared a non-pecuniary interest in Planning Application Nos. P/2019/00999 and P/2019/01481 as he is a Rolleston Club Committee member.

**170. PLANNING**

**170.1 Planning Applications**

Planning Application No.	Address	Proposal
P/2019/00999	Rolleston Club, 15 Burnside	Conversion of existing store to form office, infill of open yard to form food preparation area and single storey extension to form WC
No objection		
P/2019/01481	Rolleston Club, 15 Burnside	Construction of pitched roof over existing flat roof and erection of single storey side extension to bowls pavilion to form implement store and front bay window replacement
No objection		
P/2020/00011	124 Beacon Road	Erection of single storey and first floor extensions
No objection		
P/2020/00068	19 Station Road	Crown reduction in width to give 2.5m clearance of building and reduction in height by 4-5m and pruning of lateral branches to one Beech tree
No objection		
P/2020/00073	Brookside	Crown raising by up to 3m and slight pruning of 5 Cherry trees and 4 Silver Birch trees and crown

		raising by up to 2m and slight pruning of 2 Cherry trees
No comment		
P/2020/00077	Brook Bank, 21 Station Road	Felling of 1 Conifer tree, 1 Cherry tree and 1 Laburnum tree and crown reduction in height of 1 Willow tree by 6 metres and crown lift over the ford by 3 metres
No objection		
P/2020/00083	Rolleston House, Hall Grounds	Crown reduction by up to 25% of 1 Walnut tree
No objection		

**170.2 Planning Decisions**

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

**171. MINUTES**

**RESOLVED** That the Minutes of the Council meeting held on 13 January 2020 be approved and signed as a true record.

**172. MATTERS ARISING**

**Minute No. 160.5 (third bullet point)**

Councillor Sanderson reported that he spoken to the resident and advised him on progress in attempting to resolve the issue. It was also reported that the MP's office had responded to the request that support be given in resolving the barrier issue and they said that they were attempting to resolve the land ownership of the passage. Councillor Badcock suggested that he and Councillor S McManus meet on site with a Trent & Dove Housing to try to find a solution at no cost to the parish council. County Councillor White said he would make enquiries at the County Council regarding the land ownership.

**AGREED** That Councillor Badcock arrange a site meeting, as set out above, if he thinks this will be beneficial.

**Minute No. 160.6 (third bullet point)**

The Village Map had been erected at the Spread Eagle.

**Minute No. 164 – College Fields: s106 Agreement**

Councillor Stewart reported that:

- a) A meeting had been arranged on 02 March with the football teams who use the Craythorne Road football pitches
- b) A play equipment supplier will be providing advice and costings which will be considered by the Care for Rolleston Group on 02 March.
- c) Discussions are continuing with the Staffordshire FA.

**173. COUNTY COUNCILLOR'S REPORT**

County Councillor White said that:

- Issues arising from the Bellway development had been noticed and had been reported to ESBC.
- The County Council was setting its 2020/21 Budget on 13 February.
- As a member of the Health & Wellbeing Board he was asking parish councils to publicise the Government's advice to the public in what to do to stop the spread of illnesses such as the 'flu and coronavirus.

**174. BOROUGH COUNCILLOR'S REPORT**

Borough Councillor Toon said that:

- ESBC was in the process of setting its 2020/21 Budget, adding that projects such as Washlands, High Street/Station Street had finance already in place.
- Borough Councillor Sonia Andjelkovic had died suddenly, and Councillor Toon said she would be much missed by all who knew her.

**175. PARISH COUNCILLORS' REPORTS**

175.1 Councillor Badcock referred to the Brook Hollows article in the parish council's recent newsletter (distributed with the Rollestonian) and said that three people had already contacted the council asking for information on the project.

175.2 Councillor Wyatt said that a tree had come down on Knowles Hill and he and three other residents had dealt with it and cleared the road. A thank you was to be put onto the council's website and/or Facebook page thanking the residents.

175.3 Councillor Toon reported that she had been approached by Beacon Road residents who continued to experience problems at their properties due to the blocked drain. They also reported that grille was missing from the drain and bottles could be seen going down the drain from Craythorne Road.

**AGREED** That County Councillor White be chased for confirmation of when the Beacon Road works will be commenced.

Councillor Toon also asked when the damaged post/rail on Burnside would be repaired as it was rusting badly leading to concerns for public safety.

**AGREED** That a photograph be taken of the damaged post/rail be provided to the Clerk so that this can be forwarded to Staffordshire Highways asking that the repair be carried out as a matter of urgency.

175.4 Councillor Robson reported that:

- The edited Allotment Tenancy Agreement had been sent to the SPCA for review. Councillor Stewart thanked Councillor Robson and the Clerk for their work on the Agreement.
- Dog bags had been put into the compost bin at the Jubilee Orchard.

**AGREED** That a sign be put on the compost bin saying that dog bags should not be put into the bin.

- The drain rods were available from him for distribution to councillors.

175.5 Councillor Sanderson said that a resident had complained about the location of the new sand bin opposite the Co-op as it is unsightly, and he had explained why the bin had been installed at the location.

175.6 Councillor Peate gave an update on his contact with British Hydro and it had been confirmed that the feeding-in tariff scheme had been closed. He had been informed that there were four companies in the general area who may be interested but he asked whether such a scheme was feasible at this time for Brook Hollows and whether he should seek advice from one of the four companies.

**AGREED** That Councillor Peate speak to ESBC before seeking further advice.

175.7 Councillor Stewart reported that:

- Councillors contact details need to be removed from the Village website and a link inserted directing people to the parish council's website.
- Leaflet holders had been purchased to hold the Village Footpaths maps and she asked for volunteers to distribute the holders/maps to local groups/outlets.
- Village Clean-up day – Saturday 29 February, 9am – 12 noon at Tafflands. Brambles need to be cleared along the path and trees need to be tidied. It was **AGREED** that two quotations be sourced from tree surgeons to attend on the day with a team, truck and chipper; a skip be ordered; publicity be put on the council's website, Facebook page and noticeboards and the Care for Rolleston Group be asked to publicise the event.

## 176. FINANCIAL MATTERS

### 176.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
EE Ltd	Council mobile	DD (paid 20/01/2020)	24.00	4.00
Staffordshire Playing Fields Assn	2019/20 Subscription	BACS	20.00	-
Hardy Signs Ltd	Self-adhesive labels (for RPC Asset items)	BACS	150.00	25.00
Sign Craft Bretby	Village Map	BACS	30.00	5.00
1&1 IONOS Ltd	RPC Website (Basic monthly fee £5.99; Domain renewal £11.99, SSL Business Licence £65.98)	BACS	83.96	13.99
Mrs M Danby	Reimbursement re purchase of a Sharps Disposal Kit	BACS (paid on 24/01/2020)	43.74	7.29
Freeola	Village website – qtlly charge	DD	13.86	2.31
Mrs M Danby	Reimbursement re purchase of leaflet holders for the Village Footpaths leaflets	BACS (paid on 27/01/2020)	20.82	3.47
P Gould	Mowing contract (£1,198.23) Mowing of 2 grass verges on Shotwood Close (£22.00)	BACS	1,220.23	-
Rolleston Civic Trust	Parish Council insert to Rollestonian February, May, August, November 2019	BACS	516.00	-
JT & RA Deacon	Environmental Officer (£894.84) Supply tractor tyres and disposal of old tyres and tubes (£322.00)	BACS	1,216.84	202.81
Staffordshire County Council	Legal fees re 1 <sup>st</sup> Registration of Land at Craythorne Road Playing Fields and Beacon Road	BACS	1,280.00	200.00
Barricade Ltd	Metal seat (Pro Forma invoice - Replacement for Spread Eagle Island)	BACS	584.40	97.40
Clerk	Clerk's salary and expenses	BACS	887.15	-
		<b>TOTAL</b>	<b>6,091.00</b>	<b>561.27</b>

**RESOLVED** That the above payments be approved.

**176.2 Bank Reconciliation as at 31 January 2020**

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2019	Bank Statement	13,292.23	53,081.15	66,373.38
Movement in funds to date	<b>PLUS</b> Income	71,637.11	5,260.11	76,897.22
	<b>LESS</b> Expenditure	(60,547.98)	(2,000.00)	(62,547.98)
		24,381.36	56,341.26	80,722.62
31 January 2020	Bank Statement	24,381.36	56,341.26	80,722.62

**RESOLVED** That the above was a true record.

**177. 2019/20 BUDGET AS AT 31 JANUARY 2020**

**RESOLVED THAT:**

- a) The Budget report be noted.
- b) Earmarked Reserves – EA funding: Brookside residents be written to asking if they would like to claim for flood prevention measures for their property. Councillors Badcock and Gooding said they would hand deliver the letters and speak to residents.

**178. ACTION POINTS**

**RESOLVED** That the report be noted.

**179. COLLEGE FIELDS: S106 AGREEMENT (Minute Nos. 141 and 164 refer)**

An update had been provided under Minute No. 172 (Matters Arising).

**180. ROLLESTON NEIGHBOURHOOD DEVELOPMENT PLAN: DRAFT REFERENDUM TIMETABLE**

It was noted that ESBC had not provided a copy of the updated Plan. Councillors felt it important to publicise the referendum as widely as possible, e.g. the council's website and Facebook page, posters.

**RESOLVED THAT:**

- ESBC be requested to provide a copy of the updated NDP.
- A poster be commissioned at a cost of c£100 to be inserted into a poster frame which would then be put into different locations in the village in the run-up to the referendum polling day.
- Stretton Parish Council to be asked if they were willing to share their NP publicity flyer which had been distributed to all households in the parish.

**181. THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND:  
CONSULTATION ON WARD BOUNDARIES FOR EAST STAFFORDSHIRE BOROUGH COUNCIL**

**RESOLVED** That the above be received with no comment.

**182. CORRESPONDENCE**

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

The weekly SPCA Bulletins had been forwarded to all councillors.

182.2 **Meadow View signage**

A Meadow View resident had contacted the council regarding confusion for delivery/service companies with addresses in Meadow View and Meadow Fields. The resident had been informed that, as street name signage is one of ESBC's responsibilities, his communication had been forwarded to ESBC's Building Consultancy Team for consideration/action.

182.3 **College Field**

A resident had contacted the council expressing his strong views regarding the College Field residential development.

**RESOLVED** Councillors felt that the correspondent had expressed his strong views using an unfortunate choice of words and determined that the correspondent be advised that as the matter is outside the Parish Council's remit there was no further action.

183. **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.

184. **QUOTATIONS**

**RESOLVED THAT:**

a) **Tree Works – Burnside (Minute No. 160.2 refers)**

M&M Tree and Garden Services quotation in the sum of £200.00 be accepted subject to their meeting on site with Councillor Gooding to agree the scope of works prior to the Planning Application (Conservation Area) being submitted to ESBC on the council's behalf.

b) **Information Boards**

3 No. Information Boards be ordered from NoticeMe for installation in the brick bus shelters at a cost of £125.99 each plus delivery and VAT.

c) **Installation of new seat at the Spread Eagle Island**

JT & RA Deacon's quotation in the sum of £45.00 plus VAT be accepted.

d) **Jinny Trail: Steps handrail**

JT & RA Deacon's quotation in the sum of £385.00 plus VAT be accepted.

e) **Spread Eagle bus shelter: Damaged step**

JT & RA Deacon's quotation in the sum of £65.00 plus VAT be accepted.

The meeting closed at 9.38 pm

Signed .....

Date .....

ROLLESTON ON DOVE PARISH COUNCIL

2019/20 BUDGET AS AT 29 FEBRUARY 2020 AND 2020/21 BUDGET

Nominal Code	Description	Current Budget £	Actual to 29/02/2020 £	Budget 2020/21 £
<b>100</b>	<b>Income</b>			
1076	Precept	60,049	60,049	68,300
1090	Interest Received	15	25	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	-	5,143	-
	<b>Income</b>	<b>61,729</b>	<b>69,858</b>	<b>70,522</b>

Nominal Code	Description	Current Budget £	Actual to 29/02/2020 £	Draft Budget 2020/21 £
<b>200</b>	<b>Administration</b>			
4000	Staff salary	10,309	9,394	13,672
4020	Employer's National Insurance	232	174	625
4030	Payroll Services	-	95	78
4050	Use of Home as Office	102	94	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	775	700
4125	Stationery	300	324	200
4127	Village Directory	173	173	150
4130	Postage	45	60	50
4140	Council mobile	243	244	240
4150	Subscriptions	385	404	500
4160	Training	362	362	140
4170	Election expenses	116	116	-
4190	Mileage expenses	435	531	400
4195	Parking fees	15	9	12
4200	Play areas	5,000	339	5,000
4210	RPC Website	94	137	100
4211	Village website	45	46	45
4220	IT/Software	160	191	250
4230	s.137 Expenditure	50	50	100
4240	Mowing	15,524	13,543	16,000
4250	Bin emptying	2,820	2,820	3,000
4260	Trees	2,780	2,485	2,000
4270	Environmental contract	11,686	10,840	12,000
4320	Capital expenditure	800	453	400
4330	Other administration	1,559	1,655	2,000
4999	Contingency	2,500	3,971	5,000
	<b>Expenditure</b>	<b>60,757</b>	<b>53,361</b>	<b>67,254</b>
	<b>TOTAL EXPENDITURE</b>	<b>60,757</b>	<b>53,361</b>	<b>67,254</b>
	<b>TOTAL INCOME</b>	<b>61,729</b>	<b>69,858</b>	<b>70,522</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>972</b>	<b>16,497</b>	<b>3,268</b>



Coding	Description	Opening Funds £	Actual to 29/02/2020 £	Remaining Funds £
<b>Earmarked Reserves</b>				
4400/320	BKV/Environ improvements	10,000	1,315	8,685
4410/321	EA funding	24,372	7,399	16,973
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
	<b>TOTAL</b>	<b>53,398</b>	<b>9,064</b>	<b>44,334</b>

## Built Communities

2 Staffordshire Place  
Tipping Street  
Stafford  
ST16 2DH

Telephone: 0300 111 8000

Email: [andrew.cartlidge@staffordshire.gov.uk](mailto:andrew.cartlidge@staffordshire.gov.uk)

Please ask for: Andrew Cartlidge

Our Ref: ADC/ DOVECLIFF ROAD/SCC/CDT6627-1850-02

Date: 27<sup>th</sup> February 2020

### Proposed Traffic Calming improvements – Dovecliff Road, Rolleston on Dove

Dear Sir/Madam,

I am writing to advise you Staffordshire County Council is proposing to alter the traffic calming features and parking prohibitions along Dovecliff Road, Rolleston on Dove.

These amendments have been proposed to provide improved visibility and safer passing locations in order to improve road safety.

I enclose a copy of drawing ref: **CDT6627-1850\_R01\_01\_P1 – Consultation Drawing** which illustrates the proposals in plan.

***The traffic calming improvements involve moving the Westbound traffic calming build-out 20m further west from its existing position along with any supporting road traffic signs and markings.***

***The parking restrictions proposed along Dovecliff Road are:***

**From the boundary of No. 46 – End of the new traffic calming island:**

- ***Proposed introduction of Prohibition of Parking - No Waiting at Any Time restriction.***

The proposals aim to provide improved visibility for vehicles giving way, allowing approaching vehicles to be seen earlier.

This letter forms part of the formal traffic regulation order consultation process and we wish to receive comments you may have regarding the proposal and should you have any formal objections to be proposed works.

Yours faithfully,

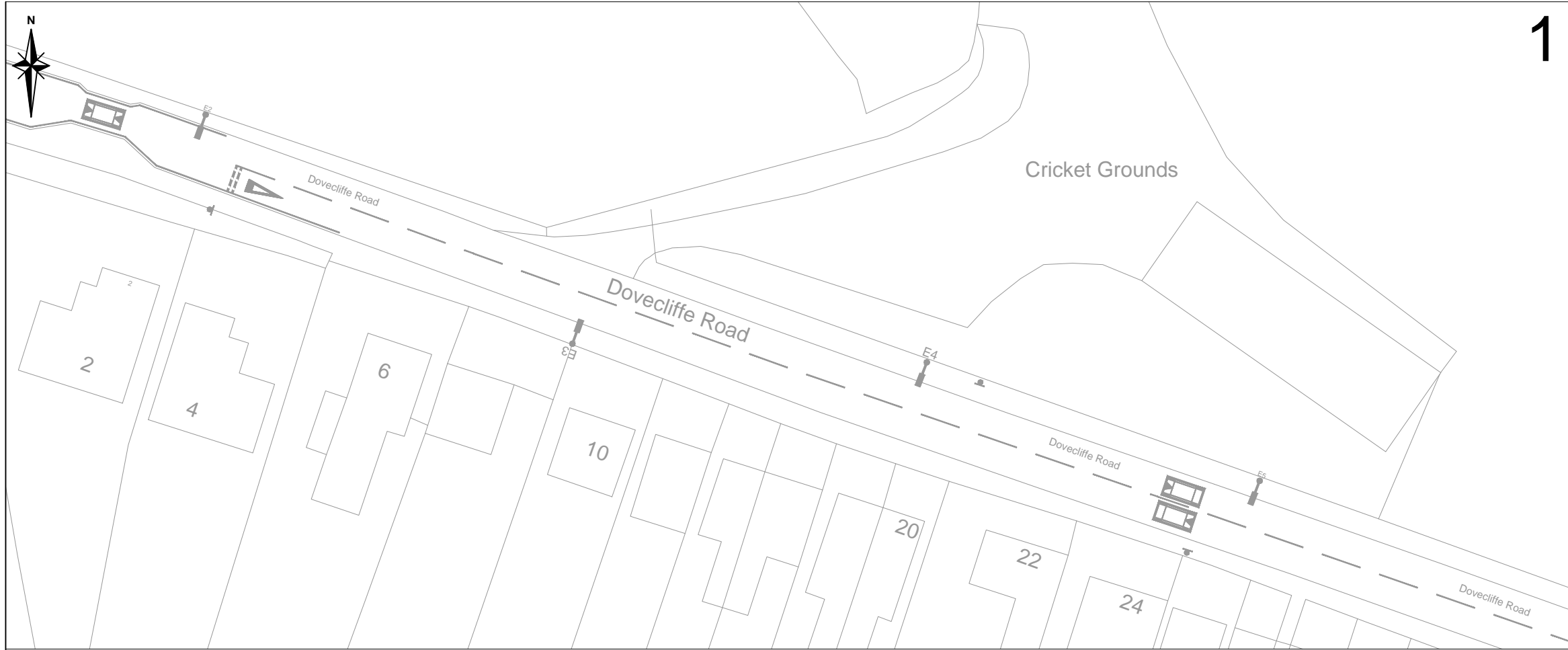
*A. Cartlidge*

Andrew Cartlidge  
Civil Engineer  
Staffordshire Design Hub



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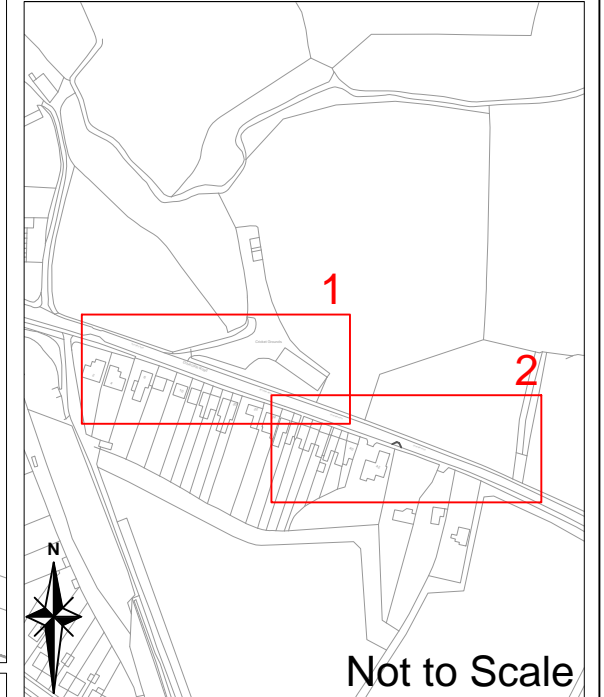
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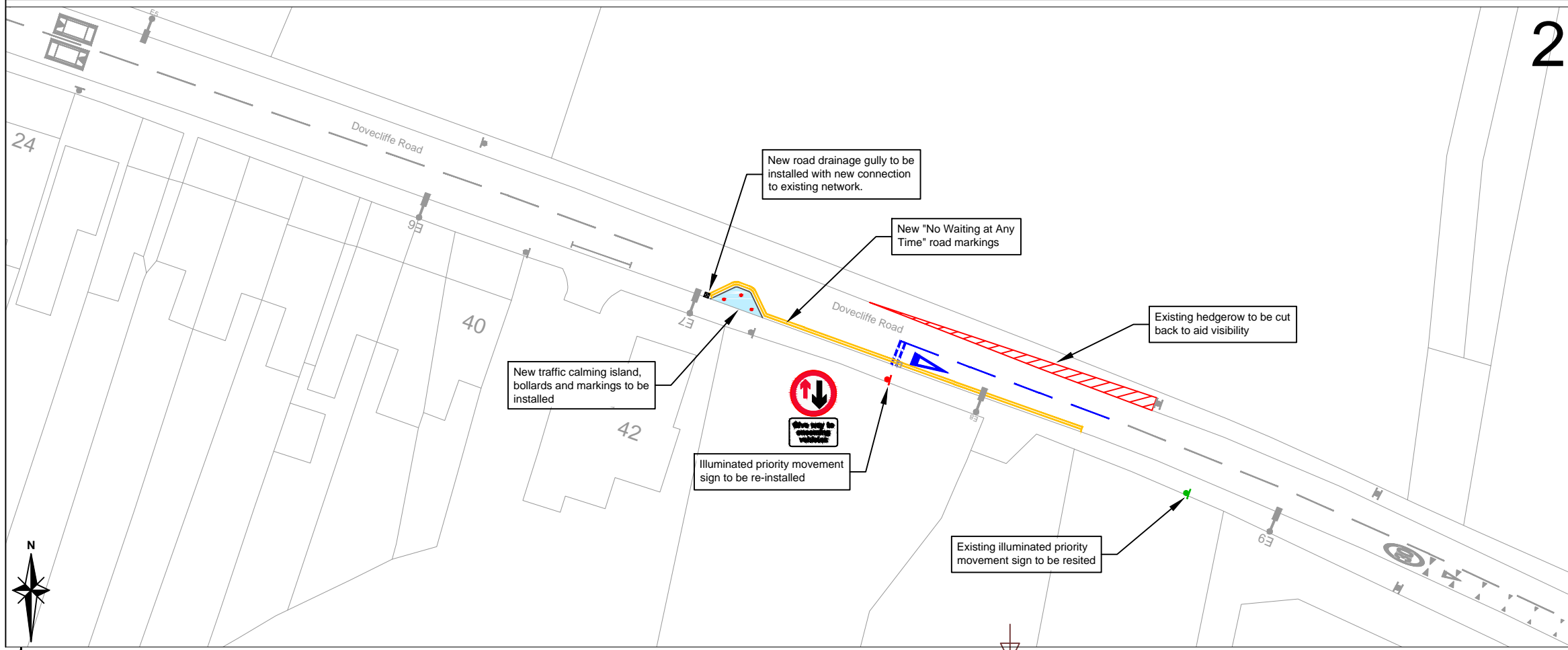
1

**Consultation Key**

<b>Key New Civil work</b>	<b>Apparatus to remain in situ</b>
Build Out Dimensions W=2,000mm, L=5,500mm with reboundable bollards	Road Lighting Column
☑ New Gully	General road markings
<b>New Signage &amp; Road Markings</b>	Road Speed Cushion
White road markings	Site Clearance
Yellow road markings	Highway foliage
Illuminated traffic signage	Illuminated traffic signage



File Name: J:\Highways\East\Schemes\DHP\2018-19\CDT6627-1850 - Dovecliff Road, Rolleston\CAD\Disciplines\WIP.1 Live Drgs\CDT6627-1850\_R00\_General Drawings.dwg  
 Layout Name: CDT6627-1850-R01-01 Consultation



2

1	Revised consultation drawing	ADC	30/01/2020
Rev	Detail	By	Date
Revisions			
Original Version	Preliminary		<input checked="" type="checkbox"/>
Drawn: ADC	For comment		<input type="checkbox"/>
Design: ADC	For tender		<input type="checkbox"/>
	For construction		<input type="checkbox"/>
	As constructed		<input type="checkbox"/>
	Other		<input type="checkbox"/>
Date:	FEB 2020		

Checked by: [Yellow box]  
 Approved by: (Drawing NOT approved if this box is empty) [Yellow box]



Project Name  
**C91 Dovecliff Road, Rolleston on Dove**

Drawing Title  
**Consulting  
 Consultation Drawing -  
 Amended proposals**

Grid reference: 425208 327675  
 Original Drawing Size: A3 Dimensions: m  
 Scale: Not to Scale Copyright © Amey

Drawing No  
**CDT6627/1850/R01/01**

Rev  
**P1**

Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
March 2019	Part 2	Beacon Road Electricity Sub-station	Clerk	Lease with Western Power to be completed.	Ongoing	The solicitor has been requested to complete the lease with Western Power.
June 2019	36	Footpaths and stiles	Clerk	Replacement stiles, footpath works - identified in BCV survey report	Ongoing	The applications made to the County Council CPI fund for contributory funding for works on Footpaths 2, 4, 5 and 18 (as per BCV survey report) was successful but they said that the works need be completed no later than 31 March 2020. BCV have advised that they cannot undertake the works until mid-June at the earliest - SCC have been advised of this delay and a decision is awaited on whether the funds will be ring-fenced or if a new application will have to be made on 1st April. Decision on the free stile kits is awaited. The Diocese of Lichfield has been contacted for permission for the stile to be replaced with an accessible kissing gate on Footpath No. 6, no response has been received despite a follow-up email having been sent.
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.
September 2019	77(d)	Exploration of a new allotment site	All	Added to Action Points list	Ongoing	
October 2019	100(a)	Tractor			Ongoing	The tractor has been taken to the National Brewery Centre for works to be completed to make it suitable for children's play
January 2020	163	Action Points - Burnside railings and bridges	Clerk	Quotations to be sought for the railings and bridges to be refurbished/repainted.	Ongoing	Quotations will be an agenda item for consideration at the March meeting.
February 2020	175.3	Parish Cllr Reports (Cllr Toon)	Clerk	County Cllr to be chased for confirmation of when the Beacon Road works will be commenced	Ongoing	County Cllr White responded, copied to Cllr Toon saying that "The overall situation with the condition of Beacon Road both above and below ground is one of my biggest concerns and is something I have been raising with senior management at the County Council for some time. I will continue to do so until we have a full and long-term solution."
	175.3	Parish Cllr Reports (Cllr Toon)	Clerk	Damaged post and rail - Burnside.	Ongoing	Photograph of the badly rusting post and rail to be sent to Staffordshire Highways asking that the repair be carried out as a matter of urgency. This was emailed to Highways on 11 February and a follow-up email was sent to Cllr White on 25 February as no response had been received.
	177	EA Earmarked Reserve	Clerk	Letter to be sent to Brookside residents asking if they would like to claim for flood prevention measures for their property	Deferred	The Chair and Vice-Chair agreed that the letter be deferred following the recent flooding and the adverse impact that this had had on some Brookside residents.
	184	Tree Works - Burnside		M&M Tree & Garden Services' quotation was accepted subject to their meeting with Cllr Gooding on site to agree the scope of works.	Ongoing	The resulting revised quotation is significantly higher than the original quotation and is an agenda item for the March meeting for consideration.

Actions Points

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		

**NOTES OF MEETING WITH BELLWAY HOMES  
ON 18 FEBRUARY 2020 HELD ON SITE BETWEEN 2:30 pm – 3:30 pm.**

**Attendees:**

Richard Holland, Bellway Construction Director  
Richard Beesley, Bellway Area Construction Manager  
Andy Adams, Bellway Site Manager  
Philip White, County Councillor representative and estate resident  
George Allen, ESBC Borough Councillor representative with responsibility for enforcement  
David Ward, ESBC Enforcement Officer  
Clare Stewart, Parish Council (PC) Acting Chair and resident

**Brief Summation**

1. Meeting commenced with an outline by Bellway of how they had planned, and were going to implement, their approach to the development site construction, timelines/phases and deliverables on site:
  - a. Building all the road network and installing site infrastructure first – first house in October 2020.
  - b. Plan to have the balancing pond area completed, fenced in and planted for the summer 2020 and available to village residents to walk around.
  - c. There will be a large compound in the middle of the site for their building materials storage and deliveries before houses are started.
2. Acknowledgement made by all of the fact that it is a difficult site to access and is a long term development requiring a positive working relationship.
3. Explanations of why Bellway have approached initial matters as they have done which links to the phases of site construction.
4. Councils representatives raised the many issues/complaints they were receiving from estate residents and village residents.
5. Acknowledgement by Bellway of the need to communicate far more with residents on the estate and to use the PC for wider communications out to the village residents.
6. Areas of enforcement regarding CMTP discussed which enforcement officer talked through and which are being monitored:
  - a. Lack of wheel washing facilities initially not installed leading to mud on estate roads, mud on main village road.
  - b. Road sweepers not in use often enough.
  - c. Parking up whilst waiting of delivery lorries on roads in the estate and on Station Road.
  - d. lack of provision of CMTP copy to estate residents directly.
7. All felt it was positive that yellow lines have not been put down, rather that the site manager was discussing with estate residents on individual basis parking arrangements.
8. All agreed they wish to develop positive working relationships with all parties including estate residents and village residents as this is a long term development.

### **Outline of initial phase**

- First construction is the tarmac road that leads immediately from site entrance to the estate residents car parking compound – this will be in place by **28 February 2020**.
- This will have a grate over which they will wash lorries before they leave the site.
- Parking compound will be available to estate residents off this tarmac road by **end of March 2020** (with lights, security and safe walkway).

### **Immediate Actions / mitigation until tarmac road is laid**

1. 3 banksmen to remain in place with communication devices to supervise all vehicle movements through the estate.
2. Clods of mud to be knocked off wheels before they leave site.
3. A road sweeper will follow all lorries off the site as soon as they exit the site down through the estate to the main road (all day) to remove clods of mud from the roads. Lorries will be held on-site until a road-sweeper is ready to follow them.
4. A 2<sup>nd</sup> road sweeper has been booked to ensure constant coverage (this was done during the meeting).
5. Bellway to work with suppliers on better staggering of deliveries to avoid lorries parking up and to not park up at the bottom of the estate/on blind corners.
6. No contractors are allowed to park on estate roads and are not allowed to work on site if they do as this is part of their induction which the site manager will enforce.
7. Bellway to draft and issue a newsletter outlining the phases of the construction plan to estate residents directly and to the village via the PC - **date TBC by Bellway – preferably before end of Feb 2020?**
8. PC representative will provide update to the rest of the PC and the village residents.
9. All noncompliance matters to be referred to Site Manager and David Ward.

### **Longer term actions:**

1. Next full meeting of these attendees - date to be before the PC meeting Monday 09 March 2020 and to be held on site.
2. Regular dialogue/updates to be in place between PC and site manager – weekly call/meeting with Andy and Clare/Steve.
3. Bellway to update estate residents regularly via newsletter which PC would like to be involved in.
4. PC to then update village residents.