

**MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD ON MONDAY 08 FEBRUARY 2021 COMMENCING AT 7.30 PM**

PRESENT

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

In attendance

PC Parden
PCSO Leadlay
1 Member of the public
Mary Danby, Clerk

PUBLIC FORUM

Mr Edwards asked if there had been any movement by ESBC on the s106 funds arising from the College Fields development. Councillor Stewart said that she had chased ESBC and their response was still awaited. Councillor Gooding suggested that it might be beneficial to ask for a meeting, Councillor S McManus said that a meeting had taken place in November 2020 when several actions had been taken away by ESBC and those were the queries where their response was awaited.

177. ELECTION OF CHAIR

RESOLVED That Councillor Stewart be elected as Chair for the remainder of the municipal year.

178. ELECTION OF VICE CHAIR

Councillor Sanderson offered to stand as Vice Chair on the proviso that this would be in the capacity of a support mechanism and point of contact during the Chair's absence.

RESOLVED That Councillor Sanderson be elected as Vice Chair for the remainder of the municipal year.

179. APOLOGIES FOR ABSENCE

Councillor Toon.

180. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

181. PLANNING

181 .1 Planning Applications

Application No.	Location	Proposal
P/2020/01462	Fern Bank Tutbury Road Rural	Outline application for erection of a single dwelling with all matters reserved
No objection		
P/2020/01467	22 Station Road	Erection of a front canopy, single storey side and rear extension, raising of ridge height to facilitate additional accommodation and the erection of a detached ancillary building
No objection in principle but would ask that a condition be applied that the development be approved for residential use only		

P/2020/01493	Brookhouse Hotel 39 Station Road	Conversion and alterations of former Hotel outbuilding to form a residential unit including demolition of part of building
No objection		
P/2020/01505	Brookhouse Hotel 39 Station Road	Listed Building Concern for the demolition of part of former Hotel outbuilding to facilitate the conversion and alterations to form a residential unit
No objection		
P/2021/00009	The Firs Hall Grounds	Felling of 2 Sycamore trees (TPO 1)
No objection		
P/2021/00015	Powerscourt House 8 Station Road	Felling of 1 Silver Birch tree and 1 Pear tree and crown reduction by up to 10% of 3 Fruit trees
No objection		
P/2021/00083	41 Burnside	Erection of a part two storey part single storey side and front extension and formation of new vehicular access
No objection		
P/2021/00096	The Grey House School Lane	Re-pollarding of 1 Horse Chestnut tree to give a finished height of 7 metres
No objection		
P/2021/00102	17 Brookside	Felling of Norway Spruce (Picea abies) (T1) and Leylandii (T2), trimming back of branches interfering with telephone lines to 4 x Silver Birch (Betula pendula) (T3-T6), crown lifting to 4m to 3 x Norway Spruce (T7-T9)
No objection		

181.2 Planning Decisions

RESOLVED That the planning decisions be noted.

182. POLICE

PC Parden reported that reports of anti-social behaviour and crime in the area are generally low at the moment. They continue to undertake drug stops and Covid-19 breaches. They had noted that the Craythorne Road playing field car park had been open during the evening recently and advised that it be locked to prevent people gathering there – the council advised that there had been a short period when the gate had not been locked but this was now being done.

PC Parden noted that the old Craythorne golf club was a magnet for people to gather and asked if this came under the council's responsibility. He was advised that this area is owned by The Leavesley Group, Alrewas.

He referred to a request from a resident that Chapel Lane be closed due to the road being flooded. The resident had been directed to Staffordshire Highways as the Police will only get involved in an emergency.

Councillor Houston reported that 14-16 year olds had congregated on the Elizabeth Avenue playing field on the previous Friday and Saturday evenings. PC Parden said that they will monitor the situation there.

183. MINUTES

RESOLVED That the Minutes of the Council meeting held on 11 January 2021 be approved and signed as a true record.

184. MATTERS ARISING

Minute No. 146 Dodslow Avenue

Councillor Sanderson reported that no further issues had been raised.

Minute No. 148.2 Landslip on the Jinny Trail

Councillor Stewart reported that Stretton Parish Council had publicised on Facebook that the overflow was not the only problem causing the flooding, the drainage pipes that flow under the bank and away from the Trail have collapsed in one section and tree roots in other areas are not helping the flow. Stretton Parish Council were currently working with a land and drainage specialist to tender for works to rectify this and improve the drainage all along the Stretton part of the Trail.

Minute No. 167.2 Craythorne Woods – spare logs

A query was put on what was going to happen with the spare logs arising from the Craythorne Woods tree works. After considerable discussion, it was agreed that the spare logs would be made available for residents to collect on 27 February between 10am – 12 noon.

POST MEETING NOTE: The logs were collected by the council's contractor on health and safety grounds for storage at his yard until a later date when the council will make them available to parishioners after they have been cut into manageable sizes.

Minute No. 176(b) Gravestone of a Mosley Horse (Minute Nos. 114 and 125 refer)

Councillor Sanderson had circulated photographs of the gravestone which had cleaned up well. He had spoken with the people who maintain the flower beds on the Spread Eagle Island and they had said that the stone should not be installed there as it would overflow the area. The same comment was made regarding Jamie's Garden. The Almshouses was also discounted as a potential location as very few people would be able to see the stone.

AGREED That the gravestone be installed on The Croft.

185. COUNTY COUNCILLOR'S REPORT

Councillor White had provided the following report as he was unable to attend the meeting:

- Beacon Road, Chapel Lane, School Lane and Station Road drainage scheme works were to be started the last week in Feb – they were completing the final details of it at present.
- Chapel Lane work started early on this repair given the nature of the standing water on-going issues – the gully and Victorian baffle plate in Chapel Lane had been replaced however the drain under Station Road has collapsed so will need to be replaced – the current situation after the first day of work was that whilst water may pool if it rains but it will flow and drain away.

- Build-out at Dovecliffe Road now the legal objections have been dealt with, work is to start in April.
- Dropped kerb raising identified by Councillor Wyatt is to be done as part of final work on the repairs to the railings on Burnside when they need to come back and finish tarmac/concrete after allowing settling time which is why they have been left as is for now.
- Expressed his concern regarding the flooding matters along Brookside and Burnside and obtaining full updates from the Environment Agency (who have met with the MP) and he asked Councillor Stewart to raise the proposal that the council request a formal meeting including SCC, ESBC and Rolleston Parish Council with the Environment Agency.

186. BOROUGH COUNCILLOR'S REPORT

No report was available.

187. PARISH COUNCILLORS' REPORTS

187.1 Councillor Badcock reported:

- The TTTV had recently met with Parish Councillors via Zoom but nothing specific to Rolleston had been raised. The Friends of Brook Hollows Group continues to grow.
- He and Councillor Gooding had met with David Hughes, Environment Agency. Mr Hughes had advised that the flood risk study work had not progressed due to Covid-19 and changes within the Environment Agency.

187.2 Councillor Wyatt reported:

- That the Knowles Hill hedge had been trimmed.
- The bollards opposite the Co-op and The Lawns were dirty and need to be cleaned.
- Craythorne Road: Noted that there was a lot of litter on both sides of the road and he offered to litter pick the area.

187.3 Councillor Gooding reported :

- That the drain closest to the Spread Eagle had not been cleared when the vehicle was in the village recently. Councillor Wyatt said that he had already reported this to Staffordshire Highways.
- It was a year since the majority of Brookside had been flooded on 16 February 2020 and in the last few weeks Brookside was flooded and by the Co-op on burnside. David Hughes, Environment Agency had been told during their meeting that this was unacceptable. Councillor Gooding said he would keep chasing the Environment Agency for the flood risk study.

Councillor Stewart said that the MP had met with the Environment Agency who had been told that it was due to the water not getting down the drains and gullies. County Councillor White had suggested that the parish council join forces with ESBC/SCC and the MP to get the Environment Agency to do something by joint pressure.

Councillor Gooding said that Brookside is the Environment Agency's responsibility; Station Road / Chapel Lane is the County Council's responsibility.

187.4 Councillor E McManus reported:

- That a poster had been uploaded to Facebook for the TTTV project.

- The council's Facebook page had passed 1000 members this month.

187.5 Councillor S McManus reported:

- That a Cricket Club member had asked for a litter picker to clear Craythorne Road.
- Fly tipping on Station Road at the bottom of the Jinny Trail had been reported.
- It was noted on a recent walk through Tutbury that pavements had been swept thoroughly.
AGREED That the Clerk seek confirmation from Tutbury PC on who had done this work – if this was ESBC a request was to be made that they thoroughly sweep pavements in Rolleston; if the work had been done by a contractor, their details be requested to enable a quotation to be sought.

187.6 Councillor Sanderson reported that:

- Station Road had flooded past the bottom of South Hill. He thought that more flood signs were required and said that he was happy to store these. Councillor S McManus said that he had put several in the Jinny Inn car park and asked that someone check to see if these were still there before purchasing more signs.
- The council's contractor had said that he could not locate the sand bin on the Jinny Inn's car park so this one had not been refilled recently.
AGREED That the Clerk contact the Jinny Inn and seek confirmation of the sand bin's location.
- Patio materials and a fence panel had been dumped on the path between Meadow View and the School site original development, near the Station Road post box.
AGREED That the situation be monitored as it was felt it was probably a temporary measure.

187.7 Councillor Stewart reported:

- It had been confirmed that the damaged circular bench on The Croft was teak, not oak. A resident had offered to repair the bench free of charge using teak he already has in his possession.
AGREED That the resident's kind offer be accepted.
- Walford Road – a resident had contacted the council asking for trees located on the Jinny Trail which were overhanging his garden to be cut back.
AGREED That the trees be assessed to ascertain what works are necessary.
- Horses had recently been reported as being on the Craythorne Road playing field. There was only one sign on the car park displaying the Byelaws and it was felt necessary to have signs at other access points.
AGREED That a quotation be sought for additional signs.

188. FINANCIAL MATTERS

188.1 **Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement re Invitation to Tender advertisement in the Burton Mail	BACS (paid 18/01/21)	192.96	32.16
O2	Council mobile	DD	8.40	1.40
P Gould	Mowing contract	BACS	1,250.14	0.00
Ricoh UK Ltd	Photocopier: Qtrly rental	BACS	113.41	18.90
1&1 IONOS Ltd	RPC Website	DD	83.96	13.99
Information Commissioner's Office	Data protection renewal fee	DD	35.00	0.00
Freeola	Village website: Qtrly charge	DD	13.86	2.31
Clerk	Clerk's salary and expenses	BACS	895.85	0.00
Burton Tree Care	Tree works: Craythorne Woods	BACS	1,575.00	0.00
C Stewart	Reimbursement re Zoom Pro subscription	BACS	14.39	2.40
J Deacon	Environmental Contract £914.53 Sand bins: supply sand and refill, removal and disposal of used full sandbags £318.00	BACS	1,232.53	205.42
TOTAL			5,415.50	276.58

RESOLVED That the above payments be approved.

188.2 Bank Reconciliation as at 31 January 2021

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2020	Bank Statement	10,607.39	56,555.45	67,162.84
Movement in funds to date	PLUS Income	78,195.88	5,144.39	83,340.27
	LESS Expenditure	65,154.39	-	65,154.39
31 January 2021	Bank Statement	23,648.88	61,699.84	85,348.72

RESOLVED That the above was a true record.

189. ACTUAL INCOME AND EXPENDITURE AS AT 31 JANUARY 2021

RESOLVED That the report be noted.

190. CRAYTHORNE ROAD PLAYING FIELD: PITCH HIRE FEES

RESOLVED That the hire fees remain unchanged for the 2021/22 financial year.

191. ROLLESTON NEIGHBOURHOOD PLANNING REFERENDUM: 06 MAY 2021

ESBC had advised the council that the elections due to take place in May were now formally going ahead. As such, it was the intention to hold the referendum on the Rolleston on Dove Neighbourhood Plan at the same time. The referendum is due to be held on Thursday 06 May 2021 along with the Police, Fire & Crime Commissioner Election, County Council Elections and the Eton Park By Election. The count will be held on Monday 10 May, with the approximate start time of 11am.

RESOLVED That a publicity flyer be produced, professionally printed and distributed by councillors to all households in April; that the Referendum be publicised on the council's website and Facebook page.

192. ROLLESTON CIVIC TRUST: WILDFLOWER GARDEN PROPOSAL (Minute No. 132 refers)
STAFFORDSHIRE COUNTY COUNCIL: CONSENT TO PLACE AN OBJECT ON, IN OR OVER A HIGHWAY

RESOLVED That the Clerk be authorised to sign the Consent on behalf of the council.

193. CONTRACTS SUB-COMMITTEE (Minute No. 167.6 refers)

RESOLVED THAT:

- a) The Contracts Sub-Committee be established and be comprised for five councillors: Councillors Stewart, Gooding, Sanderson, Wyatt and Badcock
- b) The Sub-Committee's remit be:
 - i) Evaluate the tenders for the Mowing and Environmental contracts and make recommendations to the March meeting on the preferred contractor(s).
 - ii) Agree the draft contracts for approval by the council.
 - iii) To undertake quarterly reviews of work done.

194. MODEL CODE OF CONDUCT

Deferred to a future meeting.

195. COMMUNITY FLOOD PLAN (DRAFT)

Deferred to a future meeting.

196. PARISH COUNCIL FACEBOOK PAGE

Deferred to the next meeting of the council.

194. CORRESPONDENCE

194.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's weekly newsletters had been circulated to all councillors.

194.2 Westbury Estate and College Field

Mr Edwards had provided background information relating to his objection to ESBC's discharging of the planning condition relating to surface water drainage on the College Field development.

Councillor Stewart explained that the MP and ESBC had been requested to give an update on their understanding of the situation. ESBC advised that they had raised the issue of the culvert with Bellway and the County Council (as the Local Flood Authority) and their responses were awaited. The parish council was therefore able to confirm that Mr Edwards was already in contact with the relevant people.

Whilst accepting that information was awaited by ESBC, councillors asked that a meeting be arranged by the MP with all relevant people and that that meeting take place prior to the parish council's next meeting.

194.3 Walford Road: Passage between Nos. 62 and 64 to the field

A resident had contacted the council regarding the above passage asking if the surface could be repaired and noting that dog bags were often discarded and that nettles overgrow the passage in summer. (See also Minute No. 196(c)).

194.4 **Vice Lord Lieutenant's letter to parish councils**

The Vice Lord Lieutenant had written to all parish councils to asking for their help in identifying the County's unsung heroes of the past 12 months. Councils were encouraged to write a citation for anyone felt to be worthy of national recognition. Staffordshire is underrepresented in the twice-yearly National Honours lists, principally because citations are not submitted. The Clerk was asked to download the nomination form and circulate it to all councillors.

194.5 **Chapel Lane flooding**

A resident had contacted the council regarding the worsening problems with flooding due to a drain issue on Chapel Lane. The Clerk had passed the concerns to County Councillor White, who responded detailing the engineering work that would be delivered over the next two months which will see the problem permanently resolved. The resident was grateful for County Councillor White's efforts to get the drains problem sorted.

194.6 **Proposed double yellow lines – Station Road**

A resident had contacted the council expressing concerns that the council had supported the implementation of double yellow lines on Station Road. The Clerk had confirmed to the resident that the council had agreed to support the proposed double yellow lines on Station Road and that this proposal had not been approved. The resident was advised that the pre-consultation feedback had been provided to the County Councillor and that the County Council, as the highway's authority, would conduct a formal consultation with residents before any decisions were made.

194.7 **Dog Fouling**

A resident had contacted the council about the increase in dog fouling around the village and asked if the parish council could do anything to try and minimise the problem. The Clerk had advised the resident that the responsibility rests with ESBC and website links were provided which give advice on how dog fouling can be reported.

195. **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.

196. **QUOTATIONS**

RESOLVED THAT:

a) **Payroll Service**

That Bradleys Accountancy & Taxation Services be engaged to provide the council's payroll service at a cost of £90 plus VAT per annum with effect from 01 April 2021.

b) **ESBC: Bin Emptying Service 2021/22**

RESOLVED That ESBC's quotation of £3,886.48 plus VAT per annum be accepted for the 2021/22 bin emptying service.

c) **Walford Road Jitty**

J Deacon's quotation to fill the large hole and cut back the ivy in the sum of £60.00 plus VAT be accepted.

d) **Memorial bench outside the Jubilee Orchard**

J Deacon's quotation to remove bench from site; dry, rub down and treat with two coats of Sadolin durable wood stain, including underside; labour and materials in the sum of £164.00 plus VAT be accepted.

The Clerk left the meeting at 9.35pm

- 197. Staffing Matter**
RESOLVED That the Parish Clerk be awarded an increment rise to scp 19 with effect from 01 January 2021.

The meeting closed at 9.40 pm

Signed

Date