

**MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL  
HELD ON TUESDAY 05 MAY 2021 COMMENCING AT 7.30 PM**

**PRESENT**

Councillor Stewart (in the Chair)  
Councillors Badcock, Houston, Sanderson and Toon

**In attendance**

Mary Danby, Clerk

**PUBLIC FORUM**

No members of public were in attendance.

**1. Election of Chair**

**RESOLVED** That Councillor Stewart be elected Chair for the ensuing year.

**2. Election of Vice Chair**

**RESOLVED** That Councillor Sanderson be elected Vice Chair for the ensuing year.

**3. Apologies for absence**

Councillors Gooding, E McManus, S McManus, Robson and Wyatt.

**4. Declarations of Interest and Dispensations**

None declared.

**5. Appointment of Committees, Sub-Committees and Working Groups**

<b>Committee / Sub-Committee / Working Group</b>	<b>Membership</b>
Contracts Working Group	Cllrs Badcock, Gooding, Houston, Sanderson, Stewart
s106 Working Group	Cllrs Badcock, Houston, E McManus, S McManus, Robson, Stewart

**6. Appointment of representatives on Outside Bodies**

<b>Outside Body</b>	<b>Representative(s)</b>
RoDSEC	Cllr B Toon
Rolleston Almshouse Trust	Cllrs Robson and Sanderson
Rolleston United Foundation	Cllr B Toon

**7. Planning matters**

**7.1 Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2021/00280 No objection	3 Hall Road	Erection of a single storey rear extension
P/2021/00422 No objection	Lane End Farm	Change of Use of mixed ancillary residential accommodation and office accommodation to ancillary residential accommodation only

P/2021/00471 No objection	7 Dovelea	Erection of a two storey rear and side extension and erection of a first floor front extension
P/2021/00578 No objection	130 Walford Road	Erection of a single storey rear extension

7.2 **Planning Decisions**

**Resolved** That the planning decisions be noted.

8. **Minutes**

**Resolved** That the Minutes of the meeting held on 22 April 2021 be approved and signed as a true record.

9. **Matters arising**

**237. 2021/22 Project priorities**

The Chair undertook to compile a list for consideration at the June meeting.

**238. s106 Working Group**

The Chair said that she would meet with the contractor week commencing 10 May to review the RoSPA reports on the play areas. Councillors Houston and Sanderson agreed to accompany the Chair.

10. **County Councillor's report**

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

I expect there will be many mentions this evening of the extraordinary year we have seen since the last annual meeting of the Parish Council and I hope of the extraordinary good humour, resilience and kindness Rolleston people have shown during the pandemic.

As the lead authority for public health in Staffordshire, the County Council has been at the forefront of the response to COVID-19 and I must also pay tribute to the exceptional council officers I work with who performed brilliantly ensuring essential services continued while dealing with the challenges of ensuring vulnerable people remained safe and in receipt of the necessities of life, supporting the NHS in the rollout of testing and vaccination programmes and helping protect local jobs and services. Many of our officers worked for months without a break, many of them in front-line roles with the health risks that came with this.

The success of the vaccine programme (I was very pleased to have had my first COVID jab earlier this week) means we can all look forward to a better future and the County Council is at the forefront of ensuring we can re-open our society safely and that we do not have any backwards steps. We all have our role to play in this by ensuring we follow public health advice and acting responsibly.

While the pandemic has dominated our lives, it has been good to see the progress of the long anticipated scheme to address the flooding issue on and above Station Road which will also see the Beacon Road, School Lane and Church Lane road and footways resurfaced. Particular thanks must go to the Parish Council for allowing the end of the Craythorne car-park to be used as a depot for the works and I am pleased that this will also result in some improvements to the car park.

As we on the eve of the elections, I will not talk about future plans as the Parish Council is – rightly – a non-political organisation but I think I can say that there is more that I expect we can get done for the village by ensuring the Parish, Borough and County Councils continue to work positively together as we have now done for some time.

Finally, can I thank the Parish Council and especially the Chair and Clerk for their excellent work supporting the community throughout the last twelve months and to outgoing Chair Steve McManus for his hard-work, energy and service to the parish. Your professionalism and commitment is hugely appreciated by me and I am sure by the vast majority of villagers.

I look forward to seeing you again when face-to-face meetings recommence.

**11. Borough Councillor's report**

Councillor Toon reported that Councillor Patricia Ackroyd had been elected Mayor and Councillor Philip Hudson had been elected Deputy Mayor.

**12. Parish Councillors' reports**

12.1 Councillor Toon reported that Marston Lane flooded with the recent rain and that there were still a few blocked drains in the village.

12.2 Councillor Sanderson reported that:

- A derelict car was still on the old petting farm site, Craythorne Road. The Chair advised that he should report this to ESBC.
- There were still problems with cars coming into the village following completion of the Dovecliff Road build-out. He said that double-yellow lines were required up to the first drive and one car's length beyond that point. The Chair advised that he should report this to County Councillor White.

12.3 Councillor Badcock reported that he had written to the landowner asking that permission be given for the council to improve the footpath from Beacon Road to Craythorne Woods.

12.4 Councillor Stewart reported that:

- She had spoken at the Planning Committee meeting regarding the application for land adjacent to 97 Station Road. The application had been approved but the applicant would also need to obtain permission from the other landowner and Severn Trent Water for the swale.
- A Beaver Leader had contacted her suggesting that they plant Bluebells in the Craythorne Woods in the autumn. Councillor Stewart said that she was hoping that a Clean-up Day could be arranged in October and that the Bluebell planting could be done at that time.
- She and the Clerk had attended the SPCA's Code of Conduct course, they would also be attending SPCA's Planning course in June.
- The council had been contacted regarding anti-social behaviour at the derelict barn on the former golf club. The Clerk had reported the issues to ESBC Community & Civil Enforcement Officers, the Police and the Fire & Rescue Service – the responses will be collated and provided to all councillors when these are received.
- Councillor Gooding had passed on a request that a bus shelter be provided at the Shotwood Close bus stop, opposite Hall Road. Councillors Sanderson and Toon said that

the County Council had previously said that the site was too narrow. The Clerk was seeking clarification from both the County Council and ESBC.

**13. Internal Audit Report for the year ended 31 March 2021**

Deferred to the June meeting as the report had not been received.

**14. Annual Governance and Accountability Return 2021/21**

Deferred to the June meeting as the Internal Auditor's section had not been received.

**15. Financial Matters**

**15.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
Ricoh UK Ltd	Photocopier: Copy charges (Dec-Mar incl) £113.03 Rental (1 <sup>st</sup> quarter) £113.41	BACS	226.44	37.74
P Gould	Mowing contract	BACS	1,127.33	0.00
1&1 IONOS Ltd	RPC website	DD	5.99	1.00
Freeola	Village website	DD	13.86	2.31
SPCA	Training fee (1 No. delegate)	BACS	30.00	0.00
C Stewart	Reimbursement re Zoom Pro monthly	BACS	14.39	2.40
Clerk	Salary and expenses	BACS	1,657.68	0.34
Rialtas Business Solutions	Alpha software: Annual support and maintenance licence	BACS	148.80	24.80
J Deacon	Environmental Officer £1,019.10 Tutbury Road stile and fingerpost £150.00 The Croft: No parking sign £42.00 Emergency repair to Craythorne car park barrier £190.80	BACS	1,401.90	233.65
Glasdon UK Ltd	Sand bin (Brookside)	BACS	310.55	51.76
		<b>TOTALS</b>	<b>4,936.94</b>	<b>354.00</b>

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

**15.2 Bank reconciliation as at 28 April 2021**

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2021	Bank Statement	12,875.04	61,700.80	74,575.84
Movement in funds to date	<b>PLUS</b> Income	210.00	901.98	1,111.98
	<b>LESS</b> Expenditure	7,351.23	0.00	7,351.23
28 April 2021	Bank Statement	5,733.81	62,602.78	68,336.59

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

**16. Rolleston Scouts: Buy a brick**

Rolleston Scouts are in the middle of a building project to expand the capacity of the HQ building to welcome new members to Beavers, Cubs and Scouts. People can get involved and leave their permanent mark on the new build through a 'Buy a Brick' fundraising initiative.

**Resolved** That a 2 line brick be bought for a £50 donation (LGA 1972, s137).

**17. Review of policies**

**17.1 Standing Orders**

**Resolved** That minor amendments to cross references made through the document be approved.

**17.2 Anti-Fraud & Corruption Policy**

**Resolved** That no amendments were required.

**17.3 Members & Officers Subsistence/Mileage 2021**

**Resolved** That no amendments were required.

**17.4 Social Media & Electronic Communication Policy**

**Resolved** That amendments be made to clarify items regarding the council's website and Facebook page.

**18. ESBC Consultation: Removal of Public Call Box**

ESBC had received notification of a proposal by British Telecommunications Plc (BT) for the removal of the public call box outside the former Post Office, Station Road, Rolleston (O1283 812011 – there were an average of four calls per month). BT had posted a notice within the kiosk on 10 March 2021 stating that they were thinking about removing the payphone and giving a deadline for responses to be made to the Local Authority by 21 May 2021.

**Resolved** No objection because of the low usage but it is disappointing to lose a community amenity.

**19. Draft Meeting Schedule 2021/22**

**RESOLVED That:**

- The Meeting Schedule be approved.
- A Contracts Working Group meeting be arranged to take place before the July Contract Review meetings. All councillors were asked to provide a report to the Clerk on their areas by mid-June.

**20. Correspondence**

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

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

**20.2 Communications Log**

The Clerk had circulated the weekly Comms Log to all councillors. The Chair said that Planning Decisions would no longer be included on Agendas as these are included on the weekly Comms Log.

**21. 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.

**22. Quotations**

**Resolved That:**

**1) Replacement laptop**

PC Specialist Ltd's quotation in the sum of £582.50 plus VAT for a replacement laptop be accepted.

eBuyer's quotation in the sum of £96.65 plus VAT for Microsoft 365 Business Standard and £12.48 plus VAT for McAfee Anti-Virus Total Protection software be accepted.

**2) Insurance renewal**

BHIB's quotation in the sum of £1,105.61 pa for a 3 year long term agreement plus free Parish Online subscription be accepted.

**3) Meadow View: Posts to stop vehicles driving through**

NBB Recycled Furniture's quotation in the sum of £1,280.00 plus VAT be accepted.

**4) Meadow View posts (see also 3 above)**

J Deacon's quotation in the sum of £432.00 plus VAT to install the above posts be accepted. Mr Deacon to be requested to move the soil arising from the work onto the path in the Woods.

**5) Repair and re-hang 2 No. gates**

J Deacon's quotation in the sum of £250.00 plus VAT to repair and re-hang gates at the Craythorne Road car park and the Jubilee Orchard be accepted.

**23. Andy Starbuck commemorative seat (Minute Nos. 106.10, 158, 218 and 244 refer)**

Deferred to the next meeting to enable information and costs on licences to be obtained if the seat were to go on County Council land.

The meeting closed at 8.30pm

Signed .....

Date .....