

**MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD AT ROLLESTON SCOUT HQ ON TUESDAY 22 JUNE 2021 COMMENCING AT 7.30 PM**

PRESENT

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

In attendance

Three members of the public
Mary Danby, Clerk

PUBLIC FORUM

The members of the public expressed their concerns, which they had submitted to ESBC, regarding Planning Application No. P/2021/00373.

24. Apologies for absence

Councillors Badcock, E McManus and S McManus.

25. Declarations of Interest and Dispensations

None declared.

26. Planning matters

26.1 Planning applications

Application No.	Location	Proposal
P/2021/00373	Craythorne Therapy and Small Animals Farm Craythorne Road	Change of Use of land to mixed use for the keeping of horses (existing) and as a residential caravan site for two gypsy families, each with two caravans, including laying of hardstanding, erection of 2 no. ancillary amenity building and installation of 2 x septic tanks
Objection – see Annex 1		
P/2021/00567	78 Walford Road	Erection of a two storey side and single storey front extension
No objection		
P/2021/00643	Cliff House Dovecliff Road	Erection of part first floor and two storey rear extension and extension to existing outbuilding to provide double garage with first floor storage including change of use of land to form part of domestic curtilage (Revised Scheme)
No objection		
P/2021/00789	Magnolia cottage 21 Brookside	Crown reduction of 1 Magnolia (T1) in front garden by 2m reducing height from 5m to 3m and felling of one Fir tree (T2) in rear garden
No objection		
P/2021/00791	Alderbrook Lodge Burnside	Felling of one Conifer hedge consisting of 40 trees
No objection		

P/2021/00792	Thornley Hollows 2 Church Road	Crown raise 6 Yew trees (T1-T6) to 4m and cut back lateral stems, crown lift one Yew tree (T7) to 3-4m, crown lift one Yew tree (T8) to 3m, fell 5 Conifer trees
No objection		

26.2 Planning advice

Agreed That the Chair be authorised to approach a planning consultant to act on the council's behalf regarding Planning Application No. P/2021/00373, the Chair to confirm costs for retrospective approval at the next meeting.

27. Minutes

Resolved That the Minutes of the meeting held on 05 May 2021 be approved and signed as a true record.

28. Matters arising

9. 238 – s106 Working Group

- Councillors had met with the council's contractor to review the RoSPA reports on the play areas – quotations had been submitted for consideration by the council (see Minute 42).
- Councillor Sanderson reported that he and the council's contractor had met with Bill Peacock regarding drainage on Tafflands. The contractor had been given authority to dig a test trench – a quotation had been submitted for consideration by the council (see Minute 42).

12. 12.3 re Footpath 14

Councillor Badcock had met with the landowner who had reported that he and his family are often disturbed by the noise of the metal gate closing.

Agreed That the council's contractor be asked to fix a rubber damper to the gate as a short-term measure.

29. County Councillor's report

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

- The Civils works on Beacon Road were due to be completed in the next couple of days and will move on to the drainage attenuation on Craythorne Road. This involves the installation of drainage storage crates in the verge area between Beacon Road/ Craythorne Road junction and the end of the ditch courses.
- The works area will move to Chapel Lane in late July and once complete, surfacing throughout from mid-August.
- The Station Road drainage repairs will be carried out in late July/ early August.

Dovecliff Road build-out

The County Council has inspected the site and agreed that this has been done incorrectly. Councillor White has been in the process of resolving this with the contractor since the works were completed. In summary, it will be moved at no cost to the taxpayer and the contract under which they were engaged is now under review.

30. Borough Councillor's report

Councillor Toon reported that the Washlands planning application had been approved by the Planning Committee.

31. Parish Councillors' reports

31.1 Councillor Toon reported that:

- She had received a complaint that the roadworks appear not to be being done as quickly as expected. Councillor Stewart referred to the County Councillor's report (Minute no. 29) which states that the works are going well and are on time.
- Residents were reporting problems with footballers late at night on the Elizabeth Avenue playing field and cars speeding in the road.
Agreed That these issues be reported to the local Police.
- Councillor Toon asked what the council was doing about seeking new councillors to fill the vacancies. Councillor Stewart responded that the council would commence a campaign to attract potential co-optees – this will start with an article in the council's newsletter which will be published in the next issue of the Rollestonian.

31.2 Councillor Houston reported that:

- There had been three HGVs delivering to the Co-op at the same time 9am on Wednesdays causing traffic problems, especially with the ongoing roadworks going on in the village.
Agreed That the council write to the Co-op to ask if they could arrange to stagger or change their delivery times; that the police be asked to look at the problem.
- He asked if Tutbury and Rolleston share a Traffic Warden.
Agreed That the County Council be asked if a Traffic Warden covers the village.
- The contractor's roadworks signs from Beacon Road/School Lane/Chapel Lane are located on a blind bend and obscure drivers' vision.
Agreed That the issue be raised with the Site Manager.
- He asked for details of the Flooding Public Meeting and how he could arrange to attend the meeting. He was advised that the meeting would be via Zoom, and it was being arranged by the MP's office, anyone wishing to attend the meeting should email the MP to register their interest.

31.3 Councillor Robson reported that:

- He had displayed both sets of Byelaws in the Starbucks noticeboard. He also said that he would take over the display/removal of notices, etc.
- The blacksmith's gate was finished and ready for installation. Councillor Stewart agreed to provide a plan illustrating that the gate could be installed to the rear of the horse plinth by the Almshouses wall, close to the memorial tree.
- He noted that the next RoDSEC meeting would take place in September and that this may be the end of the organisation. If this is the case, the Almshouses Christmas Tree will need to be picked up by someone else. He felt that there was a need to educate the village of the need for people to come forward to take on the work done by RoDSEC.

32. Internal Audit Report for the year ended 31 March 2021

Resolved: That:

- The Clerk be thanked for getting the council through the audit without any comments.
- The report be noted.

33. Annual Governance and Accountability Return 2021/21

33.1 **Section 1 – Annual Governance Statement 2020/21**

Resolved: That:

- 33.1.1 The council prepared its accounting statements in accordance with the Accounts and Audit Regulations.
- 33.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
- 33.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.
- 33.1.4 The council had during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
- 33.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.
- 33.1.6 The council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
- 33.1.7 The council had responded to matters brought to its attention by internal and external audit.
- 33.1.8 The council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
- 33.1.9 The Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2020 be approved and the Chair be authorised to sign the document.
- 33.2 **Section 2 – Accounting Statements 200/21**
Resolved That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2021 be approved and that the Chair be authorised to sign the document.

34. Financial Matters

34.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Retrospective approval of payments made between the May and June meetings:				
PC Specialist Ltd	Laptop for Clerk's use	BACS	709.00	118.17
Toplis Associates Ltd	Internal Audit fee 2020/21	BACS	158.83	26.47
Greenaway Timber Products	Supply and deliver 1 No. Fingerpost (Footpath No. 9 Tutbury Road)	BACS	144.00	24.00
Hardy Signs Ltd	Byelaws signs	BACS	266.64	44.44
Burton Environmental Services Ltd	Removal of disposal of asbestos shed on Beacon Road allotment	BACS	660.00	110.00
Brookside & Brookside Court residents	Distribution of remaining EA grant	BACS	6,974.55	0.00
Rolleston Scout Group	Buy a Brick donation	BACS	50.00	0.00
NBB Recycled Furniture	Bollard posts (Meadow View)	BACS	1,536.00	256.00
BHIB Ltd	Insurance premium 2021/22	BACS	1,105.61	0.00
O2	Council mobile	DD	10.86	1.81

Clerk	Reimbursement re purchase of replacement basketball backboard	BACS	154.99	25.83
Clerk	Reimbursement re software for new laptop	BACS	130.71	21.79
Clerk	Reimbursement re replacement padlocks for Craythorne	BACS	60.66	10.11
Rolleston Scout Group	Scout HQ room hire (June RPC meeting)	BACS	45.00	0.00
Clerk	Reimbursement re replacement padlocks and stationery	BACS	162.60	27.10
Payments for approval:				
1&1 IONOS Ltd	RPC website	DD	5.99	1.00
P Gould	Mowing contract	BACS	1,127.33	0.00
Clerk	Salary and expenses	BACS	1,115.80	4.68
HMRC	NI/PAYE (1 st quarter 2021/22)	BACS	1,572.56	0.00
C Stewart	Reimbursement re Zoom Pro monthly subscription	BACS	14.39	2.40
J Deacon	Environment Contract £1,019.10 Tafflands slide & mound £3,480.00 Extra work on mound £597.60 Hanging gate posts £300.00 Swinging beam repair (H&S) £234.72 Remove paint from Tafflands slide £64.80 Remove roof boards from Tafflands shelter (H&S) £64.80 Ken Bradley bench refurbishment £292.80	BACS	6,053.82	1,008.97
O2	Council mobile	DD	17.03	2.84
Staffordshire Parish Councils' Association	Training fee (2 delegates – Planning making effective representations)	BACS	60.00	0.00
Playsafety Ltd	Pre-installation RoSPA inspection on play tractor	BACS	474.00	79.00
		TOTALS	22,610.37	1,764.61

Resolved That the above payments be approved.

34.2 Bank reconciliation as at 31 May 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	PLUS Income	38,861.50	902.51	39,764.01
	LESS Expenditure	23,912.66	0.00	23,912.66
31 May 2021	Bank Statement	27,823.88	62,603.31	90,427.19

Resolved That the above was a true record.

34.3 2021/22 Budget as at 31 May 2021

Resolved That the report be noted.

34.4 Transfer of Funds

Resolved That the Clerk be authorised to transfer £7,634.75 from the Instant Access Account to the Treasurer’s Account to cover the distribution of the remaining EA funds to Brookside and Brookside Court residents.

34.5 Request for funding

Resolved That the funding request from East Staffordshire Family Support Service (Harvey Girls and Dads4Dads) be refused as the council has a policy to only support village-based organisations.

35. Project Priorities 2021/22

Councillor Stewart tabled a draft list of projects which the council may wish to consider undertaking and asked that Councillors give these some thought to these in the coming months.

Resolved That Councillor Stewart be authorised to seek a tree surgeon to inspect the trees on the Jinny Trail and quotes be sought on the agreed specification.

36. Annual footpaths walk

Agreed That the footpath walks be arranged for late July (dates to be confirmed).

37. Monitoring of contracts

37.1 Contracts Working Group

Councillor Robson agreed to fill the vacancy on the Working Group. The Working Group is now comprised of Councillors Badcock, Houston, Robson, Sanderson and Stewart.

37.2 Village area allocations

Councillor Sanderson agreed to monitor the Spread Eagle Island, etc and Councillor Houston agreed to take over monitoring Tafflands. The complete list is confirmed as:

Area	Councillor currently covering the area
Craythorne playing field and woods	Ellen McManus
Elizabeth Avenue playing field	Mike Robson
Fiddlers Lane (Bridleway)	Michael Badcock
Grass verges / islands on Anslow Lane, Beacon Road, Shotwood Close, Beacon Drive, Dodslow Avenue, Elizabeth Avenue and Twentylands	Bob Houston
Jinny Trail	Steve McManus
Jubilee Orchard	Mike Robson
Meadow View	Bob Houston
Shotwood Close grass verges and Public Open Space	Michael Badcock
Spread Eagle Island, Jamie's Garden and Brookside for the full length from the road bridge to the footbridge adjacent to the former Brookhouse Hotel, including St Mary's Church North wall grass verge	Steve Sanderson
Tafflands	Bob Houston
The Croft and Burnside from the Co-op shop to the bridge at the junction of Church Road and Burnside	Steve Sanderson
Village Gateways: Verges along all main access roads - Station Road, Church Road, Knowles Hill and Rolleston Road	Clare Stewart

38. Rollestonian of the Year

Deferred to the next meeting.

- 39. The Queen's Green Canopy (QGC0: Planting a tree for the Platinum Jubilee)**
Resolved That the council would not apply for a sapling(s) pack as it has already agreed to plant new trees as an ongoing project.
- 40. Correspondence**
- 40.1 Staffordshire Parish Councils' Association (SPCA)**
The SPCA's weekly newsletters had been circulated to all councillors.
- 40.2 Communications Log**
The weekly Comms Log had been circulated to all councillors.
- 40.3 Elizabeth Avenue playing field**
A resident had complained to the council that the entrance to the Elizabeth Avenue playing field from Beacon Road is inaccessible for a double buggy or wheelchair.
Agreed That the council will investigate the available options to resolve this issue.
- 40.4 Chairs on the Croft**
Agreed That permission be given for St Mary's Church to place chairs on the top end of The Croft, near the OGSR, to give people somewhere to sit, socially distanced, to have refreshments during the annual Garden Sunday on 11 July from 1-6pm.
- 41. 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.
- 42. Quotations**
Resolved That:
- 42.1 Repairs required arising from the RoSPA report:**
J Deacon's quotation in the total £1,661.00 plus VAT to undertake the necessary repairs at Tafflands, Craythorne, Meadow View and Elizabeth Avenue be accepted.
- 42.2 Drainage on Tafflands – phase 1**
J Deacon's quotation in the total £2,620.00 plus VAT to undertake drainage works on the slide/swinging beam side of the Spider's Web, tapping into existing drains, be accepted.
- 42.3 Meadow View – Replacement posts for main area**
Deferred to the October council meeting.
- 42.4 Craythorne Playing Field**
J Deacon's quotation in the sum of £98.00 plus VAT to repair post and rail hole cut in the hedge and remove waste hedge cuttings be accepted.
- 42.5 Tafflands**
J Deacon's quotation in the total sum of £581.60 plus VAT to remove and replace the stepping stones and remove and replace rubber safety mats under the swings be accepted.
- 42.6 Byelaws signs**
J Deacon's quotation in the sum of £191.02 plus VAT to mount and fix the Byelaws signs be accepted.

- 42.7 **Spare posts for use at The Croft and Shotwood Close Public Open Space**
Kedel Ltd's quotation in the sum of £154.99 plus VAT for the supply and delivery of 5 No. posts be accepted.
43. **Andy Starbuck commemorative seat (Minute Nos. 106.10, 158, 218 and 244 refer)**
Agreed That, subject to the family's agreement, the seat be installed on The Croft.
44. **S106 Working Group recommendation**
Deferred to the next meeting.
45. **Play tractor**
The RoSPA pre-installation Safety Inspection Report was received by the council. The report highlighted issues which need to be resolved prior to installation. Councillor Robson was authorised to take the lead with the council's contractor and TREATS on finalising the project.

The meeting closed at 9.55pm

Signed

Date

Application No. P/2021/00373

Proposed Change of Use of Land to Mixed Use for the keeping of Horses (existing) and as a Residential Caravan site for two Gypsy Families, each with two caravans, including laying of hardstanding, erecting of 2 ancillary amenity buildings and installation of 2 x septic tanks on Land at Craythorne Road, Rolleston on Dove

Rolleston on Dove Parish Council is the body responsible for preparing the Rolleston on Dove Neighbourhood Development Plan.

The Rolleston on Dove Neighbourhood Development Plan, together with the adopted Local Plan, forms the statutory development plan for the area. Section 38 of the Planning and Compulsory Purchase Act requires determination of planning applications to be made in accordance with the development plan, unless material considerations indicate otherwise.

The application has raised significant concern in the village and the Parish Council has received an unprecedented number of objections from residents regarding the application. Disappointment was also felt by residents regarding the quality of the application by the applicant with a lack of relevant required supporting documentation and a plan of good quality and the inaccuracies in the address details, i.e. Stretton when it is Rolleston.

Having reviewed the planning application, the Parish Council has requested the Borough Councillor, Councillor Beryl Toon, to call in the application for consideration by the Planning Committee. The Parish Council objects to the proposed development on the following grounds:

Rolleston on Dove Neighbourhood Development Plan

Policy H1 requires development to take place within the settlement boundary of Rolleston on Dove. The application site is outside the settlement boundary.

Policy D2 lists criteria to be applied to development proposals. The application proposals breach this policy due to the lack of pedestrian access and lack of sustainable drainage system to reduce flood risk and manage surface water runoff.

Application and supporting information

- The application site is located in a designated Strategic Green Gap (SGG1). The SGG1 was introduced to prevent the coalescence of Rolleston on Dove with Stretton and Burton upon Trent. The Design and Access Statement refers to permitted development on land adjacent to the proposal site, but the permitted site does not fall within the SGG1.
- Highways:
 - Craythorne Road is a narrow unlit country road, no footpath is provided.
 - The limited access to the application site would be problematic for service vehicles, e.g. refuse vehicles and vehicles servicing the septic tank, to enter and exit the site. Servicing of the site will therefore raise highway safety issues.
 - There is already a permitted residential site on Craythorne Road; people access the Craythorne Road playing field for sport and recreational use and there is an application pending for the former Craythorne Golf Club – the proposed development will add to the adverse impact of increased traffic using the road.
- Drainage:

Information has not been provided on how surface water drainage will be dealt with given the additional hardstanding proposed. Craythorne Road already floods at a point of access with Beacon Road, without a proper scheme for managing surface water there is a probability that the proposals could lead to more flooding of the road.

Failure to comply with the development plan

The development plan comprises of the Rolleston on Dove Neighbourhood Development Plan (made in May 2021) and the East Staffordshire Borough Local Plan (2012-2031). Planning law requires that applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise. The Parish Council are of the opinion that the following policies, which are applicable to the development, are breached by the proposals.

Local Plan Policy SP8

The application site is some distance from Rolleston and is not contiguous with the settlement boundary – there is a conflict relating to the proximity of settlements. The proposed development must not adversely affect the amenity enjoyed by existing land users.

Local Plan Policy SP18

The stated criteria must be addressed for small development to specifically meet a need on a suitable site outside the settlement boundary:

- No evidence of need has been provided for the proposals.
- The assessed need is not specified.
- The site is not within or on the edge of a settlement. The site is completely divorced from Rolleston.
- The site is not within easy reach of local services and facilities. The closest bus stops are over 800 metres away from the site.
- Section 3.139: No need has been identified in the Borough for new/additional gypsy pitches.

Local Plan Policy SP19

- The application site does not have good access to local services and schools. The primary school is 800m from the site, 270m of which from the site entrance to Beacon Road has no footpath and is unlit making it unsafe for children to walk to school.
- Policy SP19 states that if and when a need is identified the Borough Council will set pitch/plot targets and will identify sites to meet the need through a development plan. The Borough Council has not allocated any sites in a development plan and its Annual Monitoring Reports have not indicated a need to do so.

Local Plan Policy SP29

Policy SP29 states that the Borough Council will seek to protect, maintain and enhance biodiversity and geodiversity in considering proposals for development. A Biodiversity Assessment has not been submitted with the proposals.

Policy SP1

The proposals do not demonstrate compliance with the principles of sustainable development. The introduction of urban development will harm the open character of the countryside.

Other Material Considerations

- The application is not essential to the support and viability of an existing lawful business or the creation of a new business appropriate in the countryside in terms of type of operation, size and impact and supported by relevant justification for a rural location.
- The proposals do not re-use existing buildings.
- The proposals do not provide any required infrastructure.
- The proposals do not attempt to improve the landscape or conserve a feature of acknowledged importance.

Conclusion

Rolleston on Dove Parish Council objects to the above planning application on the following grounds:

- The proposals are not in accordance with the Rolleston on Dove Neighbourhood Development Plan Policies D2 and H1

- The proposals do not meet the Local Plan Strategic Policies 1, 8, 18, 19 and 29, as set out above.
- A statement of need for gypsy or traveller accommodation has not been provided.
- The application is not essential to the support and viability of an existing lawful business or the creation of a new business appropriate in the countryside in terms of type of operation, size and impact and supported by relevant justification for a rural location.
- The application does not provide facilities for the use of the general public or local community close to an existing settlement which is reasonably accessible on foot, by bicycle or public transport.
- The proposals do not re-use existing buildings.
- The proposals do not provide any required infrastructure.
- The proposals do not attempt to improve the landscape or conserve a feature of acknowledged importance.
- The development site does not sit within the Strategic Green Gap (SGG1).