

**MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL  
HELD AT JOHN OF ROLLESTON PRIMARY SCHOOL, CHAPEL LANE  
ON MONDAY 13 SEPTEMBER 2021 COMMENCING AT 7.30 PM**

**PRESENT**

Councillor Stewart (in the Chair)

Councillors Houston, E McManus, S McManus, Robson, Sanderson and Toon

**In attendance**

Three members of the public

Mary Danby, Clerk

**PUBLIC FORUM**

Mr Forman asked for confirmation of the proposed location for the Andy Starbuck memorial seat which was given by Councillors.

**68. Apologies for absence**

Councillor Badcock

**69. Declarations of Interest and Dispensations**

Councillor Stewart declared a disclosable no-pecuniary interest in P/2021/01071 as she lives close to the application site. Councillor Sanderson took the Chair for the item and Councillor Stewart took no part in the discussion/decision on the application.

**70. Planning matters**

**70.1 Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2021/00786	Oaklea Rolleston Road	Erection of a replacement detached garage/store
No objection		
P/2021/00923	60 Hall Road	Erection of a single storey front extension to form porch
No objection		
P/2021/01120	Land adjacent to 373A Tutbury Road	Outline application for the erection of up to 46 dwellings including details of access
Comment: The Parish Council supports the applicant's proposals to: a) Retain the majority of hedgerows and trees within the application site, and b) To extend the existing TRO for 30m past the site access.		
P/2021/01071	Land adjacent to Coney Grey South Hill	Installation of a portacabin
Comment: It was noted that the Applicant states that the method of disposal of foul sewage is "Unknown". The Parish Council asks what will be done about sewage and utilities, i.e. water, electricity, etc for the portacabin?		

P/2021/01092	Grace Cottage Anslow Lane	Erection of a part single part two storey side extension
No objection		
P/2021/01094	Jubilee Lodge Fiddlers Lane	Crown reduce by up to 30%, 3.5 metres one Oak tree (TPO 1)
No objection		
P/2021/01096	Adjacent to the entrance at Alders Reach, adj 3 Brookside	Reduction in height to 7m to seven Yew trees (T1-T8)
No objection		
P/2021/01100	Brookhouse Hotel 39 Station Road	Felling of four Holly trees (T1, T2, T5 and T6), Laburnum (T3) and Photinia (T4), cut back Sycamore tree 15m from property (T7)
No objection in principle but ask that suitable replacement trees be planted.		
P/2021/01139	Twinkleberry Cottage 12 Beacon Road	Crown reduction by 3% of one Yew tree (T1)
No objection		
P/2021/01147	Brook Bank 21 Station Road	Crown reduction of top growth by 3m and remove branch growing over conifer hedge to one Willow tree (T1)
No objection		
P/2021/01155	Ormuz Cottage Mosley Mews	Reduce canopy by 60% to one Magnolia and remove low hanging and rubbing branches to reduce shading and reduce risk of damage to garage roof to one Oak tree
No objection		
TPO 427	4 Beacon Road	TPO made on 23 August 2021 regarding a Willow (T1) situated close to the front boundary of 4 Beacon Road. The TPO came into force on a temporary basis on 23 August and will remain in force for six months, during which time ESBC will decide whether the Order should be given permanent status. The Order has been made because the tree is considered to be of high amenity value, is a healthy specimen and a valuable ecological habitat.
Objection on the following grounds: The tree is pushing the wall out and has raised the footpath (as shown in the attached photographs submitted by the property owner with Planning Application No. P/2020/01245). The tree should be removed in the interests of pedestrians and road users' safety.		
P/2021/01167	Brookfield House Brookside	Felling of 1 Scots Pine tree
No objection		

P/2021/01174	Spread Eagle Hotel Church Road	Crown lift canopy by up to 3 metres of 1 Weeping Willow tree
No objection in principle but ask that the crown lift be uniform, not only that section overhanging the Spread Eagle Hotel's land.		

**71. Minutes**

**Resolved** That the Minutes of the meeting held on 12 July 2021 be approved and signed as a true record.

**72. Matters arising**

**55. Casual Vacancy (second bullet point)**

Councillors were advised that letters had been sent to de Ferrers 6<sup>th</sup> Form and Rolleston Scouts (Explorers Unit), but no responses had been received. Letters to be re-sent and that the possibility that being a Youth Representative may be of interest to those undertaking the Duke of Edinburgh Award.

**57. Rolleston of the Year (second bullet point)**

**Agreed** That the Honours Board be updated as soon as possible.

**60.1(c) Sport England and s106 funds**

Councillor Stewart confirmed that the meeting with Rolleston FC had taken place. The Club have been asked to respond to the Parish Council before RPC's December 2021 meeting.

**62. Blacksmith's Gate**

It was noted that John Deacon had done a very good job in installing the Blacksmith's gate. **Agreed** that a letter of thanks be sent to Mr Deacon.

**73. County Councillor's report**

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

**Beacon Road/School Lane/Chapel Lane works**

The footpath replacement process should be complete before the end of September following which the final stage of the works will be the full resurfacing of the carriageway which is due to take place during school half term which is the week commencing Monday 25 October.

**Traffic Regulation Order Consultation**

The results of the consultation are now being assessed and final recommendations on the changes will be made this autumn.

**Dovecliff Road build-out**

The build-out on Dovecliff Road is expected to be moved to the correct position this autumn. The contractor responsible for the error will be completing the remedial works at their own cost. I will let the Parish Council have the exact date when it is confirmed.

**Rolleston Road traffic calming**

I have noted and am supportive of the request by the Parish Council as part of the consultation for the new housing development between Rolleston Road and Tutbury Road for measures to reduce vehicle speeds on Rolleston Road. As the Parish Council knows, this has been one of my priorities for some time and I have recently met with highways officials

to request that an ask for funding for this together with similar measures for Knowles Hill is included in the s106 contributions for the site.

**John of Rolleston School**

I am pleased to report that I am now a governor at the John of Rolleston which is a welcome return to the school where I studied myself 30 (+!) years ago.

**74. Borough Councillor's report**

Councillor Toon said that she was unable to provide a report as she had been unable to attend meetings for personal reasons.

**75. Parish Councillors' reports**

75.1 Councillor Robson reported difficulties in displaying legal notices on the noticeboards when there are other "live" notices or posters already on display. He was advised that the legal notices must take precedence for the stated periods and other notices should be covered or taken down if necessary during that period.

He had been asked if planning permission was required for tree works outside the Conservation Area or on non-TPO'd trees. It was confirmed that planning permission was not required in this circumstance.

75.2 Councillor E McManus reported that there were Estate Agents boards at the junction of Church Road/Shotwood Close and on Walford Road. **Agreed** that the Estate Agents be asked to remove their signs.

75.3 Councillor Sanderson reported that the planting in the troughs would be changed to Primulas for the Winter season and the Spring planting would be changed to mixed Violas and Polyanthus. He also reported that the conifers in the tubs on Jamie's Garden and the Station Road bus shelter would be changed to Cordylines.

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

**1. Bus Shelter on Church Road at the end of Hall Road**

He and Cllrs Stewart and Sanderson had met on site on 10 August, they agreed to investigate putting a brick built shelter on the grass area behind the existing pavement. This would be similar to those which already exist in the village but not so deep. A resident had agreed to fund this to a maximum of £10,000. The Clerk is progressing this matter to see if it is agreeable to all parties involved.

**2. Brook Hollows**

The Friends of Brook Hollows was developing nicely. 23 people had attended a site meeting with David Hughes, EA to discuss how flooding could be reduced in the village by work done on the site. It is understood that vigorous discussions took place with little in the way of agreement. His contact details will be passed onto Mr Hughes, and he will contact him and arrange to meet on site.

ESBC's Open Spaces team they will, in the next month, clear the vegetation on the north side of the stream below the waterfall and the vegetation on both sides of the waterfall. Then the waterfall itself will be cleaned repaired, re-pointed and repainted. This is just the bridge itself as the contractor could not the sides due to vegetation. Four new rubbish bins will be bought and fitted. The Open Spaces team will talk on site to the Tree

Preservation team to agree tree work and if necessary the planting of new trees. Once the vegetation has been cleared the waterfall light will be examined and any necessary work undertaken. This is just the first phase of the work most of which is being financed privately and he has another site meeting with them on 07 October.

75.5 Councillor Stewart reported that:

- Contract review meetings had been held with both contractors, some things were noted on both sides and quotations had been requested for some works which are outside the contracts.
- The Civic Trust had contacted the council regarding Himalayan Balsam on the Brook banks on Burnside and Brookside. The council had ascertained that Spring is the best time to remove the Balsam and a quotation had been requested from the council's contractor for this work.
- The council had been invited to participate in the Advent Festival – Lighting the Way – and Councillors were asked if they wished to support the event. **Agreed** that the council would participate in the Festival – Councillor Stewart agreed to lead on this project.
- The horse memorial plinth and the blacksmith's gate were in situ; the interpretation panel was underway.
- Works raised in the 2020 RoSPA reports had been done; drainage works was being done on Tafflands and quotations accepted for tree works on Tafflands.
- Footpath 14 – Councillor Stewart had agreed to meet with the landowner to discuss the council's plans to stone the footpath.
- The Police report had been distributed at the meeting. Councillors said that figures would be more meaningful than percentages; they were pleased to see that issues on Elizabeth Avenue were being progressed by the Police.

**76. Financial Matters**

**76.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
<b>Councillors are requested to retrospectively approve the following which fell due for payment during the Summer recess:</b>				
Clerk	Reimbursement: Sign for Footpath 14 gate	BACS (05/08/21)	23.88	3.98
Freeola Ltd	Village website: Qtrly charge	DD (06/08/2021)	13.86	2.31
J Deacon	Environmental Officer £1,019.10 Meadow View: Dig in and concrete 27 posts £608.40 Craythorne playing field hedge: repair hole post and rail cut by intruders £117.60 Craythorne car park fence: fence gap where old rails had been removed £84.00 Jubilee Orchard: Refill water butt £30.00	BACS (10/08/2021)	1,859.10	309.85
Clerk	Clerk's salary and expenses	BACS (10/08/2021)	1,121.17	0.00
Viking	Postage stamps and stationery	BACS (10/08/2021)	91.36	3.88
Ricoh UK Ltd	Photocopier: Qtrly rental / copy charge	BACS (10/08/2021)	228.98	38.16

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C Stewart	Reimbursement re Zoom Pro subscription	BACS (10/08/2021)	14.39	2.40
P Gould	Mowing contract	BACS (10/08/2021)	1,127.33	0.00
John of Rolleston Primary School	Room hire (July meeting)	BACS (10/08/2021)	45.00	0.00
Clerk	Reimbursement re replacement padlocks for Craythorne Road playing field	BACS (10/08/2021)	58.70	9.79
1&1 IONOS Ltd	RPC Website	DD (12/08/2021)	5.99	1.00
Hardy Signs Ltd	Skateboard ramp safety notice	BACS (13/08/2021)	60.00	10.00
O2	Council mobile	DD (23/08/2021)	17.03	2.84
<b>Sub Total</b>			<b>4,666.79</b>	<b>384.21</b>
<b>Payments due as at 13 September:</b>				
C Stewart	Reimbursement: Zoom Pro subscription	BACS	14.39	2.40
Rialtas Business Solutions Ltd	Move accounts software to new laptop	BACS	30.00	5.00
Online Playgrounds	Replacement brackets for swings at Tafflands	BACS	100.80	16.80
CPA Horticulture Ltd	Softwood PlayGrade chippings for the Mound at Tafflands	BACS	330.00	55.00
1&1 IONOS Ltd	RPC Website	DD	5.99	1.00
P Gould	Mowing contract	BACS	1,127.33	0.00
Clerk	Reimbursement: Bluebell bulbs	BACS (02/09/2021)	154.50	25.75
Clerk	Salary and expenses	BACS	1,116.42	0.00
HMRC	NI/PAYE 2 <sup>nd</sup> quarter 2021/22	BACS	1,091.13	0.00
Clerk	Reimbursement: Water butt (for Spread Eagle Island)	BACS (06/09/2021)	92.99	15.50
J Deacon	Environmental Officer £1,019.10 Memorial horse stone £300.00 Elizabeth Avenue playing field (clear brambles) £78.00 Jamie's Garden (move litter bin, install horse plinth) and Spread Eagle Island (install blacksmith's gate) £442.40 Craythorne Road playing field (replace bolt on goal post) £43.20 Footpath 14 (strim, cut back/remove Blackthorn and Brambles) £390.00	BACS	2,252.70	375.45
O2	Council mobile	DD	17.03	2.84
Mazars LLP	2020/21 Audit fee	BACS	408.00	68.00
<b>Sub Total</b>			<b>6,741.28</b>	<b>567.74</b>
<b>TOTAL</b>			<b>11,408.07</b>	<b>951.95</b>

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

**76.2 Bank reconciliation as at 31 August 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	50,279.17	3,722.92	54,002.09
	<b>LESS</b> Expenditure	44,815.51	7,634.75	52,450.26
31 August 2021	Bank Statement	18,338.70	57,788.97	76,127.67

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

**76.3 2021/22 Budget as at 31 August 2021**

**Resolved** That the report be noted.

**76.4 Conclusion of Audit for the Year Ended 31 March 2021**

The Clerk reported that, at the external Auditor's request, the figures in Box 9 (Fixed Assets) on the Annual Return for 2019/20 and 2020/21 had had to be restated as the council had retrospectively adjusted its 2019/20 Asset Register.

The Clerk reported that the external Auditor had certified the council's accounts for the year ended 31 March 2021 – no minor issues for improvement for the 2021/22 financial year had been raised for the council's consideration.

**Resolved** That the above be noted.

**77. Code of Conduct for Councillors – Updated**

**Resolved** That the Council adopt the updated Code of Conduct for Councillors with immediate effect.

**78. Village clean-up day**

**Agreed** that the Village clean-up day take place on Tafflands on Saturday 30 October from 10am – 1pm. The date coincides with the Civic Trust's litter pick. Councillor Stewart will liaise with the Beavers to plant Bluebell bulbs; the Civic Trust had asked if they could have the chippings arising from the Craythorne tree works for the Brook Hollows paths; logs will be available on the Craythorne car park for collection by members of the public.

**79. Craythorne Road car park**

Staffordshire Highways (Amey) will stone the car park, the fence and hedge will need to be reinstated. Councillor Stewart will request SCC/Amey to provide the labour and machinery to replace the railings rather than paint the existing ones as they had originally offered. The Amey Charity Day could be used to replace the railing separating the car park and the field – RPC to pay for the materials and Amey would provide free labour/equipment.

**80. Village Christmas tree**

Mr Tom Martin had contacted the council advising that he was stepping down from various activities, including ordering the village Christmas tree. He also advised that the delivery date, erection and decoration of the tree had historically been arranged through RoDSEC to tie in with "Carols around the Christmas tree".

Mr Martin said that the illuminated tree on the Almshouse lawn had become an established feature of the Christmas season and he asked if the council would wish to establish its future policy before Advent arrives.

**Agreed That:**

- The council will pay for the Christmas tree.
- The Civic Trust be approached and asked if it was willing to take on erecting and decorating the tree, noting that the lights would need to be PAT tested.
- The council would not take on organising “Carols around the Christmas tree”.

**81. Correspondence**

**81.1 Staffordshire Parish Councils’ Association (SPCA)**

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

**81.2 Communications Log**

The weekly Comms Log had been circulated to all councillors.

**81.3 Elizabeth Avenue playing field (Minute Nos. 50 and 40.3 refer)**

The council’s decision that the existing barriers will remain in situ was relayed to the complainant. The complainant had responded saying that, whilst she understands what the council was saying, she felt that there would be other ways of addressing the issue as presumably the other gate to the park that she can access would also allow quad bikes, etc access as it allows her buggy through currently.

The council restated its original decision, i.e. that the existing gate will remain in situ.

**81.4 Commemorative planting request**

The council had received a request to plant a Buddleia close to the Rolleston Station sign on the Jinny Trail in memory of their father. The council **agreed** to the request subject to the Station Heritage Group confirming its preferred location for the Buddleia to be planted.

**82. 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.

**83. Applications for Co-option onto the council**

**Resolved** That Simon Appleby and Robin Scott be co-opted onto the council.

**84. Quotations**

**RESOLVED That:**

a) **Backless benches - Tafflands**

4 No. backless benches be purchased from NBB Recycled Furniture at a total cost of £780 plus VAT (free delivery).

b) **Litter bins - Tafflands\***

2 No. Premium litter bins complete with lid and galvanised liner be purchased from NBB Recycled Furniture at a total cost of £670 plus VAT (free delivery).



c) **Ground fixing kits**

Ground fixing kits for the benches and bins be purchased from NBB Recycled Furniture at a total cost of £169 plus VAT (free delivery).

d) The council's contractor be asked to quote to install the benches and bins.

**\*Post Meeting Note:** The Clerk was advised after the meeting that ESBC empty the bins on Tafflands and that 240L wheelie bins are used for this purpose, not the smaller litter bins. The litter bins have therefore not been ordered and quotations will be tabled at the council's October meeting for 2 No. Wheelie Bin Stores.

**85. Staffordshire County Council: S115E licence to site memorial bench on Brookside**

**Resolved** That the Chair and Vice Chair be authorised to sign the Licence on behalf of the council.

The meeting closed at 10pm

Signed .....

Date .....