

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 11 October 2021 commencing at 7.30pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Badcock, Houston, E McManus, S McManus, Robson, Sanderson, Scott and Toon

In attendance

Three members of the public

Mary Danby, Clerk

Public Forum

The members of the public each put their concerns to Councillors regarding Planning Application No. P/2021/01193.

86. Apologies for absence

None – all Councillors were present.

87. Declarations of Interest and Dispensations

None.

88. Planning matters

88.1 Planning applications

Application No.	Location	Proposal
P/2021/01191 No objection	108 Walford Road	Erection of a front porch
P/2021/01193 Objection on the following grounds: <ul style="list-style-type: none"> ▪ The proposed building is too large for the small plot ▪ The proposed building is in an elevated position resulting in loss of light to neighbouring properties ▪ The proposed building will be overlooking neighbouring properties to the side and rear resulting in loss of privacy ▪ Risk of damage to the two TPO trees on the site ▪ The proposed building is not in keeping with surrounding area 	Land opposite Norwood Cottage Hall Grounds Erection of a detached dwelling – Revised Scheme to include bay and dormer windows	
P/2021/01196 No objection	36 Alderbrook Close	Erection of a two storey side extension and front ground floor bay window
P/2021/01239 No objection	Westmorland Cottage Hall Grounds	Cut back branches overhanging onto 67 Hall Road, Rolleston from one Sycamore tree (TPO No 1)
P/2021/01246 No objection	22 Station Road	Erection of a detached ancillary building (Revised Scheme)

P/2021/01252	33 Church Road	Erection of a first floor rear extension and Juliet balcony
No objection		
P/2021/01271	Highbank 11 Church Road	Reduce crown of one Apple tree (T20), felling of one Goat Willow tree (T3), removal of a dead branch (T4)
No objection		
P/2021/01305	Highbank 11 Church Road	Cut bank branches growing against the telephone wire to one Yew tree (T1) (TPO No 1)
No objection		

88.2 P/2021/01071

It was noted that a portacabin had been delivered to the site which was not as described in the application, and which had not been put into the position identified on the plan.

Agreed That ESBC be informed of the above and asked to clarify whether a decision had been made on the application.

88.3 Land at the Brookhouse Hotel, Brookside

A Councillor queried when the development works would commence on the above site.

Agreed That ESBC be asked if they are able to give an update on when the works will commence.

89. Minutes

Resolved That the Minutes of the meeting held on 13 September 2021 be approved and signed as a true record.

90. Matters arising

72. Sport England and s106 funds (Minute 60.1(c) refers)

In response to a query, Councillor Stewart confirmed that Rolleston FC had been requested to respond to the s106 Working Group meeting on 01 November, not the December Full Council meeting.

75.4. Brook Hollows

Councillor Badcock had attended a meeting on 07 October where he had been assured that the vegetation on both sides of the waterfall would be cleared within two weeks.

80. Village Christmas tree

Councillor Stewart confirmed that the quotation for the tree had been received (£135) and that the order would be placed as soon as the Civic Trust and Almshouse had confirmed that Public Liability insurance was in place (as requested by the council's insurer).

91. County Councillor's report

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

I am pleased to report that the final stages of the roadworks in the centre of the village are progressing to plan, and the resurfacing of Beacon Road is now largely complete.

The resurfacing of School Lane and Chapel Lane will take place during the school half term holidays (week commencing Monday 25 October) following which the works should be complete barring any minor "snagging items" that arise.

The discussions with the contractor regarding correcting the positioning of the build-out on Dovecliff Road should be finalised this month following which I will hope to have a date for the corrective works to share with you.

Now the works to address the flooding on Station Road, School Lane and Chapel Lane are nearing their completion my focus will shift to securing the resurfacing of other key roads and footways within the village and addressing the remaining surface water flooding issues at the junction of Knowles Hill/Anslow Lane and at Marston Lane.

As ever, please let me know if there is anything else I can be of assistance with or if any other matters arise at the meeting.

92. Borough Councillor's report

Councillor Toon reported that:

- The Bargates planning application had been approved.
- She was pleased to note that the Station Heritage Group had achieved a Gold award in the RHS's "It's Your Neighbourhood" category.
- ESBC had confirmed that there is no need for a technical review of the Local Plan and that the area still has more than a five year land supply for housing.
- Three new refuse lorry drivers had been recruited who would be starting work in November which should ease the collection issues experienced recently.
- ESBC may issue bags for cardboard.
- There is a huge problem with fly tipping in the Borough.

93. Parish Councillors' reports

93.1 Councillor Houston said that he had been approached by a resident regarding the self-set Sycamore trees in the Church grounds which were adversely affecting natural light to their property. He asked who could be contacted in an attempt to resolve this issue.

Agreed That the Clerk will provide Councillor Houston with the contact details for the Estates Team at the Diocese of Lichfield, and the St Mary's PCC.

93.2 Councillor Sanderson said that he had been approached by residents regarding the condition of Station Road, and he noted that this had been referred to in the County Councillor's report (Minute No. 91).

He also reported that the missing watering can from the Spread Eagle island had been retrieved from near the Old Grammar School Room door.

93.3 Councillor Robson reported that:

- a) The dead tree at the junction of Shotwood Close had been removed.
- b) A fridge and a sofa had been fly tipped on Fiddlers Lane. **Agreed** That the fly tipping be reported to ESBC.
- c) He asked who is responsible for the Willow trees on the Brook bank, Burnside. The query arose because the Spread Eagle Inn appear to suggest that they are not responsible for the trees, however the trees are hanging in the Brook and need to be managed. **Agreed** that ESBC be asked if they hold information to clarify or confirm who is responsible for the bank area adjacent to the Spread Eagle's land boundary.

93.4 Councillor S McManus reported that ESBC own the now unused Claverhouse allotment site next to Stapenhill cemetery and that they wish to extend into this site but there are questions about the suitability of the soil and probable need to raise the ground level. ESBC propose giving the Rolleston Allotment Committee a new two-year lease whilst this matter is resolved.

He also reported that the Phil Irwin is the new Chair of RoDSEC.

- 93.5 Councillor E McManus reported that there were two Estate Agents boards at the junction of Church Road/Shotwood Close. **Agreed** that the Estate Agents be asked to remove their signs.
- 93.6 Councillor Badcock reported on confusion around what is planned by the TTTV at Brook Hollows, and he tabled the plans dated 2019 for information. Councillors said that they had not seen the plans previously and queried who had been consulted and when the consultation referred to by TTTV had been conducted.
- Agreed** that the appropriate ESBC Officer be asked to attend a council meeting to provide an update on where we are with the Brook Hollows project and that David Hughes, Environment Agency also be invited to the same meeting.
- 93.7 Councillor Scott confirmed the information provided by Councillor S McManus regarding the allotments.
- 93.8 Councillor Appleby reported that:
- a) That more SORN vehicles were arriving at the Craythorne Therapy and Small Animals Farm, Craythorne Road which he had reported to ESBC. ESBC had responded saying that it cannot do anything whilst the planning application is under consideration.
 - b) Elizabeth Avenue swings – the spikes on top of the frame need to be replaced and the swing seats need to be cleared of bird droppings.
- 93.9 Councillor Stewart reported that:
- a) The Craythorne car park will be closed week commencing 18 October when the compound will be removed and the car park stoned and the fence and hedge will be reinstated, as agreed with SCC/Amey.
 - b) The tree surgeon will be undertaking tree works in Craythorne Woods over three days from 19 October.
 - c) The latest RoSPA Inspection Reports had been received – these will be provided to all Councillors and will be an agenda item for the November meeting.
 - d) The final draft of the interpretation panel had been circulated to all Councillors and the minor amendments requested will be passed to Clive Baker for action.
 - e) The council’s contractor had identified an access from Forest School Street onto the Meadow View open space where a Byelaws sign had not been installed. **Agreed** that a Byelaws sign be purchased and installed.

94. Financial Matters

94.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Manor Park Nurseries	Plants	BACS	9.00	1.50
Viking	Postage stamps / stationery	BACS	100.20	2.53
Sutcliffe Play	Replacement swing seats	BACS	126.24	21.04
1&1 IONOS Ltd	RPC website	DD	5.99	1.00
P Gould	Mowing contract £1,127.33 Jinny Trail path: weeds sprayed on both sides £95.00	BACS	1,222.33	0.00
Clerk	Salary and expenses	BACS	1,125.23	1.32
C Stewart	Reimbursement: Zoom Pro subscription	BACS	14.39	2.40
Clerk	Reimbursement: Clean-up Day supplies	BACS	42.96	7.18
ESBC	Empty bins (3 rd quarter 2021/22)	BACS	1,165.94	194.32

Staffordshire Playing Fields Association	2021/22 Subscription	BACS	20.00	0.00
J Deacon	Environmental contract £1,019.10 Phase 1 drainage on Tafflands £3,144.00 Tafflands (fit new seats, clean/treat fingerpost signs, remove 5 No. dead trees, works to tall and low platforms) £1,639.20 Tafflands (steppingstones and rubber mats) £697.92 Install Byelaws signs £229.22 Base for play tractor £1,229.40	BACS	7,958.84	1,326.47
Staffordshire Parish Councils' Association	Be a Better Councillor course – 2 delegates	BACS	100.00	0.00
Playsafety Ltd	Annual RoSPA inspections	BACS	345.60	57.60
John of Rolleston Primary School	Room hire (September meeting)	BACS	35.00	0.00
NBB Recycled Furniture	Backless benches	BACS	1,114.80	185.80
O2	Council mobile	DD	17.03	2.84
		TOTAL	13,403.55	1,804

Resolved That the above payments be approved.

94.2 Bank reconciliation as at 30 September 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	87,771.67	3,723.41	91,495.08
	LESS Expenditure	51,599.75	7,634.75	59,234.50
30 September 2021	Bank Statement	49,046.96	57,789.46	106,836.42

Resolved That the above was a true record.

95. Old Grammar School Room (OGSR) – Hire fees

Councillors were asked to note that the council will be invoiced in the sum of £25 per hire for the OGSR. The hire fee had been queried with the Church, and the Council had been advised that in order to keep the OGSR available they have caretaker, cleaning and utility costs. They rely on contributions from users of the building to reduce the drain on Church finances, which are seriously depleted after 18 months with reduced income.

Resolved That:

- a) The above information be noted.
- b) The practice of holding the s106 Working Group meetings via Zoom be reviewed at the January meeting.

96. 2021/22 Budget as at 30 September 2021

Resolved That the report be noted.

97. 2022/23 Budget

Resolved That the project priorities list be circulated to all Councillors for consideration at the next meeting.

98. Village clean-up day

Councillor Stewart reported that the Civic Trust will be undertaking their regular litter pick on the same day (30 October); chippings arising from the tree works will be laid on paths; logs will be distributed from the Craythorne car park; the Beavers will be planting Bluebells and there will be a general tidy up on Tafflands and Craythorne. The clean-up day will be publicised on the council's Facebook page.

Agreed That the above be noted.

99. Update: SCC/Amey Charity Day – Craythorne Road playing field railings

The Site Manager confirmed on 01 October that:

- a) They will come back to do the work when the agreed materials have arrived (c4 months delivery time after order placed).
- b) If the council pays the supplier direct a mark-up would not have to be paid to Amey.

Councillors were asked to confirm their preferred specification for the replacement railings and posts and whether they wished to replace the existing stile with an accessible gate.

Resolved That:

- a) The preferred specification is for the railings and posts to be replaced with an additional rail and additional posts (2m apart).
- b) The stile be replaced with an accessibility gate.
- c) SCC/Amey seek quotations for the above and that the council apply to ESBC to draw down funds from the s106 Agreement to fund items (a) and (b) above.

It was further **resolved** that the gate and rail across the car park near to the portacabin be reinstalled two posts closer towards the portacabin than it was originally, and that the gate be located near the hedge side rather than the field side.

100. Potential s106 projects

Councillors received an update on the potential s106 projects which had been suggested by the s106 Working Group.

Arrangements had been made for Councillor Stewart to meet on site with a play equipment supplier on 14 October to discuss inclusive play equipment for younger children at Meadow View and a facelift for Tafflands, including replacement of the aerial runway. Councillors Appleby and Houston agreed to accompany Councillor Stewart at the site visit. Quotations will be considered at the November s106 Working Group meeting.

Councillors were informed that a Meadow View resident had expressed robust concerns at any proposal to put additional or new picnic tables and benches on the Tafflands play area and enquiring whether the backless benches were replacements for the existing timber benches.

Agreed That the TTTV application for funding towards blossom trees and Bluebells in Craythorne Woods be delayed to 2022.

Post meeting note: It was clarified to the resident that the backless benches were replacements.

101. Preparation for Remembrance 2021

The Royal British Legion had asked parish councils to consider purchasing a "Tommy".

Resolved That:

- a) The council do not purchase a "Tommy" and that the one bought previously be erected for this year's Remembrance period.

b) Remembrance wreaths be ordered.

102. Village areas – Councillor responsibilities

Resolved That the distribution of Councillor responsibilities are as follows:

Area	Councillor
Craythorne playing field and woods	Ellen McManus
Elizabeth Avenue playing field	Simon Appleby
Fiddlers Lane (Bridleway)	Michael Badcock
Grass verges on Anslow Lane, Beacon Road, Beacon Drive, Dodslow Avenue and Elizabeth Avenue	Simon Appleby
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, 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	Robin Scott
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: <ul style="list-style-type: none"> ▪ Verges along Church Road, Rolleston Road and Station Road ▪ Verges along Knowles Hill 	Clare Stewart Simon Appleby

103. Correspondence

103.1 Staffordshire Parish Councils’ Association (SPCA)

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

103.2 Communications Log

The weekly Comms Log had been circulated to all councillors.

104. 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.

105. Quotations

RESOLVED That:

- a) **Replacement posts – Meadow View**
Deferred to the next meeting to enable the existing posts to be inspected.
- b) **Replacement bin surrounds - Tafflands**
Deferred to the next meeting to enable confirmation of budget availability to be confirmed.
- c) **Footpath 14 (Beacon Road to Tafflands)**
Deferred until such time as the landowner has been consulted fully on the council's proposals.
- d) **Footpath 14 – Beacon Road end gates**
Deferred to the next meeting to enable confirmation of budget availability to be confirmed.
- e) **Tafflands: Dead trees**
J Deacon's quotation in the sum of £120 plus VAT to remove two dead trees, including roots; supply soil and make level and reseed be accepted.
- f) **Benches (Minute No. 84(a) refers)**
J Deacon's quotation in the sum of £72 plus VAT to remove and dispose of old wooden benches and fix four new benches onto grass be accepted.

106. Andy Starbuck memorial seat
Resolved That due to objections to the proposed location on Brookside the memorial seat be installed on The Croft. It was agreed that Councillors Stewart and Sanderson will meet with Mrs Starbuck to discuss the council's recommendation and agree a mutually acceptable location on The Croft.

107. Fruit trees offer
Resolved That an offer from a donor who wished to remain anonymous of five or six fruit trees to be planted be on Meadow View (in the area behind where the new posts had been installed) be accepted in principle and quotations be sought for the trees, tree stakes and the digging of holes. It was accepted that the council would bear the cost of the tree stakes and digging the holes.

The meeting closed at 9.55pm

Signed

Date