

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 08 November 2021 commencing at 7.30pm**

Present

Councillor Stewart (in the Chair)

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

In attendance

Mary Danby, Clerk

108. Apologies for absence

Councillors Badcock and Toon.

109. Declarations of Interest and Dispensations

Councillor Stewart declared a non-prejudicial interest in Planning Application No. P/2021/01372 (she lives opposite the application site).

110. Planning matters

110.1 Planning applications

Application No.	Location	Proposal
P/2021/01338	The Brookhouse Station Road	Felling of Yew tree
No comment		
P/2021/01350	69 Meadow View	Application for a Certificate of Lawfulness for the retention of a single storey rear extension
No comment		
P/2021/01363	19 Brookside	Overall crown reduction back to previous reduction points to one Tulip tree (T1) by approx 1.5-2m
No objection		
P/2021/01364	18 Brookside	Crown reduction to one Beech tree (T1) by approx 2m, crown clean and clear lamp post
No objection		
P/2021/01372	Beresford House South Hill	Felling of 1 Western Red Cedar tree (T2 of TPO 223)
The Tree Officer is asked to undertake a site visit to ensure that the tree needs to be felled		
P/2021/01389	The Cedar Cottage Hall Grounds	Cut back by up to 3 metres to clear access and crown raise over garage to give up to 1.5 metre clearance of 1 Cedar tree and cut back by up to 1.5 metres of 1 Cherry tree
No objection		
P/2021/01398	9 Brookside	Reduce crown back to previous pruning points, crown lift by 2m to one Walnut tree (T1) and crown reduction by 3m and crown lift by 2m to one Birch tree (T2)
No objection		

111. Minutes

Resolved That the Minutes of the meeting held on 11 October 2021 be approved and signed as a true record.

112. Matters arising

88.3 Land at the Brookhouse Hotel, Brookside

Councillor Sanderson reported that there had been three acts of vandalism on the former Brookhouse Hotel.

93.8(b) Councillor Appleby reported that more Sorn vehicles were being taken apart on the site and there was a growing pile of tyres. **Agreed** that this issue be raised with ESBC.

93.9(b) Councillor Stewart reported that the wood chippings from the tree works had been put on the paths during the Village Clean-up Day.

93.9(d) Councillor Stewart asked the council how Baronet Oswald Moseley should be referred to on the interpretation panel. **Agreed** that the first reference to "Squire" to be changed to read "Squire (the Baronet)" and "Squire" be used thereafter in the text.

101(a) Councillor S McManus reported that the "Tommy" had been put into position for the Remembrance period, but it was looking a little sad and may need to be replaced for next year.

107. Councillor Robson reported that he had paced the site and he had confirmed to the Clerk that six tree could be easily accommodated on the site. **Agreed** that:

- Quotations for tree stakes be sourced
- The council's contractor be asked to quote to dig the holes
- The school be asked if they would like pupils to plant the trees
- Householders whose properties overlook the area be advised of the proposal
- The council's mowing contractor be advised of the proposal

113. County Councillor's report

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

- The works in the village have now been completed
- He will now focus on the flooding at the Anslow Lane/Knowles Hill junction

Councillors asked when Station Road would be resurfaced and what the lead time is for yellow lines to be installed on Station Road.

114. Borough Councillor's report

Councillor Toon was unable to attend the meeting and had been unable to provide a report.

115. Parish Councillors' reports

115.1 Councillor Houston said that dog fouling was an increasing problem in the village. **Agreed** that ESBC's CCEO team be requested to visit the village.

115.2 Councillor Sanderson asked that a letter of thanks be sent to Gordon Stewart who had put in many hours in awful conditions at the recent Clean-up Day. **Agreed** that a thank you letter be sent.

115.3 Councillor S McManus reported that the Civic Trust had established a new online village calendar in an attempt to co-ordinate all the events in the village. He said that RPC's dates had been uploaded, as had those of some of the village organisations.

115.4 Councillor Appleby reported that:

- The Beacon Road verges had been reinstated.
- There had been no news yet from the County Council as to whether permission would be given for Daffodil bulbs to be planted on a section of the Beacon Road grass verge. **Agreed** that the bulbs be planted along the Church wall on The Croft and that council's contractors be advised of this proposal.
- Young people were parking on Gypsy Lane. **Agreed** that this issue be reported to ESBC and the Police.
- He referred to parking issues being experienced by residents of Fairfield Avenue and the belief that parking had been promised as part of the development. He was advised that residents should take this issue up with ESBC.

115.5 Councillor Robson reported on a "Spotted Rolleston" Facebook posting regarding a blocked drain on Chapel Lane. It was noted that the County Councillor had responded saying that the drain cleaning machine would be visiting the village now that the road works had been completed.

115.6 Councillor Scott said that he was looking to combine a potential Farmers Market and allotment provision into a climate change framework project. He said that he hoped the council would permit him to attend a climate change conference being organised by WALC in the New Year (see Minute No. 120).

115.7 Councillor Badcock was unable to attend the meeting, but he had provided a written report:

The work on the Lower Lake in Brook Hollows moves forward slowly. The bank leading down to the water's edge has been strimmed back and ESBC Open Spaces team tell me that this will now be cut and maintained. Further clearance work on this bank is planned, including the cutting back of the brambles at the side of the waterfall. ESBC Open Spaces team are awaiting delivery of the replacement litter bins and an order to do work on the bridge over the waterfall is being placed, with the work being planned for Spring. Prices for the paths on the north side from the Lawns to the waterfall bridge and on the south side from the bottom of Knowles Hill to the steps are being obtained. The paths will be all weather and 1.8 metres wide.

The Friends have got off to a really good start. A considerable amount of training has been undertaken and delivered by ESBC and Burton Conservation Volunteers. A number of activities have taken place on the site. I would like the council to consider emailing Tim Salmon, to congratulate him on the progress made so far, and ask him to pass on the PC's appreciation to all the Friends' volunteers. **Agreed** that Tim Salmon be written to as requested.

115.8 Councillor Stewart:

- a) Asked that a thank you letter be sent to Janet Sanderson for sorting out the planters which are not maintained by the contractor. **Agreed** that the letter be sent as requested.
- b) Asked that a thank you letter be sent to Allison Gordon, Beaver Scout Leader for the work she did in arranging for the Beaver Scouts and Cub Scouts to attend and plant bulbs at the recent Clean-up Day. **Agreed** that the letter be sent as requested.
- c) Temporary signage had been installed at the Craythorne Road car park advising the winter closing time.
- d) Asked for ideas to be sent to her for decorating the council's Christmas tree for the St Mary's Advent Festival.
- e) Advised that the Contractor Review Meetings had been held prior to the council meeting. It was noted that there had been positive feedback from members of the public on the work done by John Deacon on the mound. Phil Gould had referred to a post on the footpath which prevented him from accessing Craythorne from Tafflands and he asked if this could be

removed. It was noted that the post had been installed to stop quad bikes, etc accessing Craythorne. **Agreed** that Mr Gould be asked, as a compromise, if he would be happy if the council were to look to replacing the post with a removeable bollard.

116. Financial Matters

116.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Burton Tree Care	Tree works (PO Nos. 28, 29 & 30 covering work on 3 separate days – works arranged as a 3-day block for ease of access)	BACS (pd 25/10/21)	990.00	0.00
Hardy Signs Ltd	Byelaws signs	BACS	68.64	11.44
Royal British Legion	Remembrance Wreath	BACS	17.00	0.00
P Gould	Mowing contract	BACS	1,127.33	0.00
Warwickshire & West Midlands Assn of Local Councils	WALC Annual Conference – Delegate fee x 1	BACS	12.00	2.00
Ricoh UK Ltd	Photocopier: Copy charges: £116.82 Rental: £113.41	BACS	230.23	38.37
Rolleston Club	Reimbursement of defibrillator pads/battery	BACS	178.00	0.00
1&1 IONOS Ltd	RPC website	DD	5.99	1.00
C Stewart	Reimbursement re Zoom subscription	BACS	14.39	2.40
Freeola	Village website	DD	13.86	2.31
Clerk	Salary & expenses	BACS	1,140.72	0.00
J Deacon	Environmental contract	BACS	1,019.10	169.85
Painted Projects	Updating of Honours Board	BACS	160.00	0.00
Woodside Nurseries	Winter planters planted and delivered and extra plants	BACS	275.00	0.00
		TOTAL	5,252.26	227.37

Resolved That the above payments be approved.

116.2 Bank reconciliation as at 31 October 2021

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
Opening funds: 01 April 2021		12,875.04	61,700.80	74,575.84
Movement in funds to date	PLUS Income	87,771.67	3,723.92	91,495.59
	LESS Expenditure	65,950.34	7,634.75	73,585.09
Funds: 31 October 2021		34,696.37	57,789.97	92,486.34

Resolved That the above was a true record.

117. Actual income/expenditure to 31 October 2021 and Draft 2022/23 budget

The Clerk presented a first attempt at the 2022/23 draft budget. The draft budget took account of known costs and also built-in an increased budget allowance for maintenance of the aging play equipment and introduced a new budget line “Projects” which would provide funding for projects from the council’s Project Priority list.

The draft budget assumed a 5% increase on the precept, but the council was advised that ESBC had yet to advise whether the Council Tax Support Grant(CTSG) would be paid in 2022/23 and whether SCC would provide funding for cutting grass verges in the Parish.

The draft budget as tabled would see a shortfall between income received and expenditure which would be funded from the General Reserve carried forward at Year End.

The council accepted that there was a continuing, growing need for the council to maintain play equipment, council-owned assets and trees in its ownership and also to meet residents expectations for the village.

The Clerk said that she anticipates that ESBC will provide confirmation of the Council Tax Base to be used for 2022/23 and whether the CTSG will be paid in time for the next meeting

Agreed that the Clerk be thanked for her work on the draft budget, that the information be noted and that the council bear this in mind when considering the draft budget at the next meeting.

118. Project Priorities

- a) It was noted that the Jinny Trail tree works need to be done this financial year and that there was funding in place for this work. **Agreed** that:
- Councillor Stewart be authorised to meet with a tree surgeon(s) to advise on what works are required and that quotations be sought for that work.
 - That John Deacon be asked to remove a self-set Ash at the side of the Trail path.
- b) **Agreed** that the ageing timber bus shelter on Knowles Hill be removed from the Priorities List and that it be kept under review and the shelter be removed as and when it is considered to be unsafe.
- c) **Agreed** that a review was required of the trees along the Brook banks on Burnside (see also Minute No. 121).
- d) **Agreed** that the request to plant a tree for HM The Queen's Platinum Jubilee be removed from the Priorities list.
- e) **Agreed** that the area on Meadow View where the donated plum trees are to be planted be named "The Platinum Orchard" in recognition of the HM The Queen's Platinum Jubilee.

119. s106 Working Group

The Notes of the s106 Working Group meeting held on 01 November were received.

Agreed that the council's preferred use of the s106 funds is to fund the indicative cost of additional infant play equipment at Meadow View (£43,428 max budget plus VAT), the replacement railing/posts with the two rails, posts spaced at 2m option (£11,753.25 plus VAT) and any residual funds be used to provide replacement wheelie bin stores, picnic tables, benches, etc. ESBC to be asked if the proposed use of the funds is acceptable under the s106 Agreement so that quotations can be sourced for play equipment, etc.

120. Local Council Climate Action Day Conference

Councillor Scott requested that the council approve his attendance at the above virtual conference at a fee of £30 plus VAT.

The one-day online workshop from the Centre for Sustainable Energy will support Town and Parish Councillors make sense of the scale of the issue and take action in the way that is most appropriate to their area and spheres of influence. It will help Councillors to make the beginning

of a practical action plan for their parish or town and be better equipped to address the climate emergency.

Resolved That Councillor Scott be authorised to attend the above conference at a cost of £30 plus VAT.

121. Burnside: Trees on the Brook banks (Minute No. 93.3(c) refers)

Councillors received an update on the attempts made to clarify who is responsible for the bank area adjacent to the Spread Eagle's boundary. ESBC had confirmed that they do not hold this information. The Environment Agency advised that Asset Performance the trees are unlikely to cause an increase in flooding. If a branch or tree fell into the channel, this would cause a risk and Asset Performance would attend site to remove it. Routine maintenance of trees belongs to a private individual in the form of the riparian owner. There does not seem to be a registered owner of the channel according to the Land Registry website. The EA advised that when disputes of this kind have been taken to Court before, very often judges decide that the landowners either side of a river channel actually own to the middle of the channel. That would suggest that the Spread Eagle would be responsible for trees on their side and potentially SCC Highways might be responsible for the trees on the side next to the road.

Agreed That a survey be undertaken once all the leaves have dropped off the trees and that a plan of action be devised and be put to the responsible owners to action. There was also an option to request a meeting with M&B's Estates Officer in an attempt to resolve the situation.

122. Community flood plan (Draft) (2020/21 Minute No. 195 refers)

Councillor Stewart had undertaken to prepare a shorter, two-page document and she sought the council's views on what information should be included.

Agreed that the document should contain contact numbers, the location of sand bins and sand bags with a map.

123. RoSPA Inspection Reports – Findings and Actions

Agreed that John Deacon be requested to advise on what remedial works should be undertaken and to quote for those works.

124. Correspondence

124.1 Staffordshire Parish Councils' Association (SPCA)

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

124.2 Communications Log

The weekly Comms Log had been circulated to all councillors.

124.3 ESBC: Polling District Review 2021

Resolved That the document be received without comment.

124.4 Verges for Wildlife

Resolved That a request from Sustainability Matters Stafford to publish a survey on the council's Facebook page be declined.

124.5 Have your say on policing, and fire and rescue in Staffordshire

Resolved That the communication be received without comment.

124.6 Broadband service

A resident had contacted the council regarding the poor broadband service they are receiving from BT. Councillor Stewart reported that a colleague had given technical advice which had been passed onto the resident and that no further contact had been received from them.

124.7 Police

The Police had provided a report was circulated to all Councillors at the meeting. It was noted that there was no mention of reports of drug issues in Brook Hollows and the Clerk was requested to advise the Police of this omission.

125. Exclusion of the Press and Public

Resolved That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as amended 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 main area (Minute Nos. 42.3 and 105(a) refer)

This item had been deferred from the previous meeting to enable the existing posts to be inspected – it had been confirmed that the posts do not need to be replaced at this time.

b) Replacement bin surrounds – Tafflands (Minute Nos. 84(b) and 105(b) refer)

This item had been deferred from the previous meeting to enable confirmation of budget availability to be confirmed. The replacement bin surrounds have been added to the list of potential projects to be funded from the s106 funds.

c) Footpath 14 (Beacon Road to Tafflands) (Minute No. 105(c) refers)

This item had been deferred from the previous meeting to enable confirmation of budget availability to be confirmed. This item has been left in abeyance pending confirmation of potential funding through SCC and TTTV.

d) Footpath 14 – Beacon Road end gates (Minute No. 105(d) refers)

This item had been deferred from the previous meeting to enable confirmation of budget availability to be confirmed. This item was deferred again pending the results of an investigation to confirm if an accessible kissing gate can be installed to replace the existing gate.

e) Craythorne Road car park: Locking/Unlocking

The Clerk asked ESBC on 18 October when the current contract was due to be renewed and we were advised that the contract would end on 31 October. ESBC were asked to obtain a quotation for the new contract. Given the quoted cost, comparative quotations were sought and ESBC were asked to arrange for the contract to be extended by two weeks from 01 November to enable the council to decide on what it wanted to do. Quotations were tabled for consideration for an annual contract commencing on 15 November to lock/unlock.

Resolved That J Deacon's quotation in the sum of £5 plus VAT per day (£1,825 pa plus VAT) to lock/unlock the Craythorne Road car park barrier be accepted and that the contract commence on 15 November 2021.

f) Installation of Byelaw sign (access onto Meadow View from Forest School Street)

Resolved That J Deacon's quotation in the sum of £40 plus VAT to site and fix the sign be accepted.

g) Walford Road jitty

Resolved That J Deacon's quotation in the sum of £27 plus VAT to clear nettles, weeds and remove from site be accepted.

h) Access to Meadow View: Footpath from Forest School Street

Resolved That J Deacon's quotation in the sum of £314.00 plus VAT to sort out fence, remove old concrete post, remove slabs, replace with MoT Type 1 stone, etc be accepted.

The meeting closed at 9.45pm

Signed

Date