

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 11 April 2022 commencing at 7.30pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Badcock, Houston, E McManus, S McManus, Sanderson, Sharples and Toon

In attendance

Three Rolleston FC representatives

Mary Danby, Clerk

Public Forum

207. Apologies for absence

Councillor Robson

208. Declarations of Interest and Dispensations

None declared.

209. Sport England funds

Rolleston FC had previously been asked to provide a feasibility report on the proposed use of Sport England funds arising from the College Fields development. The funds are part of the s106 Agreement entered into by the developer, the Agreement states that the Sport England funds should be used to provide a changing facility on the Craythorne Road playing field site.

The Club had separately contacted the council with an interim proposal to change the existing portacabin for a shipping container to provide a secure storage facility and they saw this as a potentially long-term solution to complement the proposed changing room. The Club has the funding for this proposal.

The Club had looked at two options for the changing facility: a modular building and a brick built one. They would look to the council to provide the management of the services to be installed in the changing room. Councillors were disappointed that estimates costs had not been provided in the report. The Club said that contractors were unable to provide quotations until a preferred design had been agreed. Councillors noted that it would have been helpful if the Club had said what they want provided in the building, how it would be managed, security, etc.

The Club representatives said they knew how much funding was available for the project from the Sport England funds, and they would consider sponsorship options (i.e. buy a brick) and other fundraising avenues if necessary. The Club would also be able to contribute funds to the project. In response to a Councillor's question, they confirmed that the funds set aside for the shipping container could also be put to the changing room project if necessary.

The Club was reminded that planning permission for a changing facility and possibly the shipping container would be required and they were advised to take advice from ESBC.

The Club representatives took questions from Councillors:

Q If the council were looking for quotations it would provide a specification for contractors to quote against. Has the Club done that for the changing room facility?

A No, this has not been done as the specification needs to be agreed by both the council and the Club.

Q Does the Club has a preference for the modular or brick build?

A They would prefer a brick built facility as they think this would fit in better with the aesthetics of its surroundings and the village.

Q Has the Club thought about security?

A Yes, they have obtained a quotation for this service

The Club were advised to give more thought to the project and to come back to the council once they had got costs against a full design specification. They were advised that the design needs to be functional, starting small with the capacity to extend if necessary over time.

In summary, the Club was asked to consider:

- What are the basic facilities that are needed?
- What is needed to enable prices to be sourced, i.e. specification agreed, drawings done, investigate planning permission for the shipping container and the changing room building
- They were asked to obtain cost for both the modular and brick built options
- They were asked to obtain the costs of providing services to the changing facility
- The council confirmed that the changing facility would need to be located where the portacabin is currently sited

The Club representatives agreed to do the additional work requested on the report and they will advise when they are in a position to provide the costed options to the council.

210. Planning matters

210.1 Planning applications

Application No.	Location	Proposal
P/2022/00336	Westfield House Burnside	Reduction in height of 3 metres and bring in the side branches to clear the property and match up to the new height by 1-1.5m to one Yew tree (T1)
No objection		
TPO 435	17 Brookside	4 No. trees (3 x Norwegian Spruce and 1 x Silver Birch) in the front garden of the property
No objection		

211. Minutes

Resolved That the Minutes of the meeting held on 14 March 2022 be approved and signed as a true record.

212. Matters arising

Minute No. 189.2 P/2020/00614 Land off Craythorne Road

The Clerk confirmed that no response had been received from ESBC. **Agreed** that this be escalated with ESBC for a response to be given.

Minute No. 194.7

First bullet point – Jinny Trail

Councillor Badcock asked if the barrier between the Rolleston and Stretton parishes on the Jinny Trail was necessary, could this not be removed? **Agreed** that a meeting be sought with Stretton Parish Council representatives to discuss matters relating to the Jinny Trail.

Second and third bullet points – Himalayan Balsam, Brook Hollows

It was noted that the Friends of Brook Hollows were currently pulling out Himalayan Balsam on the site.

213. County Councillor’s report

No report was available. **Agreed** that Councillor White be requested to provide a report if he is unable to attend meetings in the future.

214. Borough Councillor’s report

Councillor Toon reported that Councillor George Allen had been elected Leader of the Council. She also reported that events were being held in the Market Hall between 09 – 23 April.

215. Parish Councillors’ reports

215.1 Councillor Appleby reported that:

- Bonfires had been lit behind the shed on former Golf Club land – the Police were notified and are taking action.
- Laughing gas cylinders have been found on ‘Gypsy Lane’ and the Craythorne Road playing field – the Police have been notified.
- ESBC’s Planning Enforcement Officer has agreed that the number of vehicles on the Craythorne Therapy and Small Animals Farm is in breach of planning regulations and enforcement action will be taken.
- Bonfires had been noted on Brook Hollows.
- He had received two complaints about the rise in the Parish Council’s precept. He was advised what this meant in money terms to advise back to the residents and he was given clarification on his question about the Brook Hollows Earmarked Reserve.

215.2 Councillor Sanderson reported that:

- He had asked the Clerk to report that a resident on Station Road had ‘land grabbed’ what was believed to be Highways grass verge. After significant discussion it was **Agreed** that the complaint be retracted as an individual incident should not be reported when there are other similar potential issues which had not been raised with Staffordshire Highways.
- The increasingly poor condition of Station Road was noted. **Agreed** that Councillor White be asked to confirm when the scheduled resurfacing works would be done.
- He had seen a report on social media suggesting that the Parish Council be asked to provide dog bags on Brook Hollows. **Agreed** that as Brook Hollows is owned by ESBC, the parish council would not provide the bags.

215.3 Councillor Badcock reported that:

- The boundary wall to the rear of The Croft had been repaired by the owners of the three residential properties at their own cost. He asked that thank you letters be sent to the three residents. **Agreed** that the thank you letters be sent.
- He had come across “Happy to Chat” benches which were now prolific around the country and beyond and he asked if the council would nominate a bench where a “Happy to Chat” plaque could be put on the bench. **Agreed.**

215.4 Councillor Sharples reported that:

- She had contacted the de Ferrers Academy and she and Councillor Badcock would be meeting with 6th Form students to talk to them about the Parish Council with a view to two Rolleston pupils being nominated as Youth Representatives on the council.
- She had been asked if an additional litter bin and lighting could be installed on the rear of The Croft. Councillors explained that there was already a bin located on The Croft and it was suggested the St Mary's PCC be contacted regarding the lighting request. **Agreed** that the lighting request be referred to the PCC for consideration.
- It had been noted that the Burnside railings, in particular one of the bridges, needed to be repainted. Councillors explained that it was unclear as to who owned the railings.

215.5 Councillor S McManus reported that:

- The Canal and River Trust clean off boundary stones, etc using a wire brush and simply repaint these on an annual basis. This avoids the need to use chemicals and detergents which might be detrimental if they entered the water. He suggested this might be an option for the Burnside railings and bridges.
- The issue with the website where the diary had disappeared had been resolved.

215.6 Councillor E McManus queried the removal of ropes being used as swings on the Jinny Trail. It was confirmed that the council had received a complaint via Stretton PC of anti-social behaviour and health and safety concerns from a resident. The ropes were being taken down on 12 April. **Agreed** that the removal of the ropes proceed but if these were to be replaced in the future consideration be given to not removing them again.

215.7 Councillor Stewart reported that:

- Logs from the Jinny Trail had been moved to the station area.
- She had provided the contact details for ESBC's Climate Change Officer to the Clerk. Councillors were asked to send any issues to the Clerk that they wished to be raised with the Officer.
- It was noted that tree works in the Jubilee Orchard had been completed to a high standard. **Agreed** that the tree surgeon be thanked for doing this work.
- It was noted that the block paving works around the benches on The Croft had made a huge visual improvement. **Agreed** that the Contractor be thanked for doing this work.

216. Financial Matters

216.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
IONOS Cloud Ltd	RPC Website	DD	5.99	1.00
David Ogilvie Engineering Ltd	Memorial plaque	BACS	82.75	12.80
Viking	Stationery £60.80 Postage stamps £219.98	BACS	280.78	10.71
P Gould	Mowing contract	BACS	1,171.07	0.00
Staffordshire Parish Council's Association	2022/23 Subscription	BACS	403.08	0.00
Clerk	Salary and expenses	BACS	1,161.79	0.00
SLCC	Annual subscription	BACS	144.00	0.00
ESBC	Bin emptying (1/4)	BACS	1,223.08	203.85
J Deacon	Craythorne barrier lock/unlock (March) £186.00 Environmental contract £1,019.10		2,138.70	356.45

	Benches on The Croft £364.80 Install Andy Starbuck seat £388.80 Tafflands – emergency tree works £180.00			
O2	Council mobile	DD	18.35	3.06
Clerk	Reimbursement: Lever arch files	BACS	15.98	2.66
TOTAL			6,645.57	590.53

Resolved That the above payments be approved.

216.2 Bank reconciliation as at 31 March 2022

		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	90,129.47	47,556.17	137,685.64
	LESS Expenditure	94,430.35	8,558.75	102,989.10
Funds: 31 March 2022		8,574.16	100,698.22	109,272.38

Resolved That the above was a true record.

216.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves at Year End were:

	Closing funds 31/03/2022 £	Opening funds 01/04/2022 £
Environmental improvements	3,111	3,111
Brook Hollows	50,000	50,000
Play areas	3,642	3,642
Andy Starbuck seat (donations)	351	351
Total	57,104	57,104

217. Actual income/expenditure to 31 March 2022

Resolved That the report be noted.

218. Internal Auditor's report

The report had not been received – deferred to the May meeting.

219. Annual Governance and Accountability Return (AGAR)

219.1 Section 1 – Annual Governance Statement 2021/22

Resolved: That:

219.1.1 The council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

219.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

219.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.

219.1.4 The council had during the year given all persons interested the opportunity to inspect and ask questions about this authority's accounts.

219.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.

219.1.6 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.

219.1.7 The council had responded to matters brought to its attention by internal and external audit.

219.1.8 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.

Resolved That 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.

219.2.1 Section 2 – Accounting Statements 2021/22

Resolved That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2022 be approved and that the Chair be authorised to sign the document.

220. s106 Funds - Update

The council applied for a partial drawdown of funds for the Craythorne Road playing field fencing project on 10 January 2022 and ESBC had advised that the decision process could take up to 12 weeks to complete. The Clerk contacted ESBC's Planning Support & Local Land Charges Officer seeking confirmation on when the decision to release funds will be made. She had responded saying:

"Before, we can release the funds we have to complete an Executive Decision Record with it being S106 monies to account for its spend. The EDR is in the process of being signed off. Unfortunately, it is a lengthy process but I have chased this up again this morning and awaiting a response. The EDR accounts for the full amount of the schedule which means for future requests I will be able to raise a BACS request to release the money straightaway to the Parish Council. Once it's been signed I will let you know and release the initial funds you requested."

221. Review of Policies

222.1 The following policies were reviewed and amended where necessary:

- Community Engagement Policy
- Code of Practice for Handling Complaints
- Disciplinary Procedure
- Environment Policy
- Health and Safety Policy
- Openness and Transparency Policy
- Risk Management Policy
- Training Policy

222.2 Memorial Benches and Plaques Policy

Resolved That, subject to the removal of paragraph 11 from the draft policy, the Memorial Benches and Plaques Policy be approved.

223. Flooding information

The draft document was presented for consideration and Councillors requested minor amendments be made and that it be made into an A3 poster for bus shelters. Deferred to the May meeting.

224. Correspondence

224.1 NALC Smaller Councils Committee

The Chair of the Smaller Councils Committee had written to all smaller councils to inform them of the topics currently being considered and asking if there were any other topics that the Committee should be considering.

Resolved That councillors are happy with the topics currently being considered.

224.2 Staffordshire Parish Councils' Association (SPCA)

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

224.3 Communications Log

The Comms Logs had been circulated to all councillors.

224.4 Staffordshire County Council:

Statutory Consultation - CDT6627-1850, Dovecliff Road, Rolleston on Dove

Resolved That the council reiterate its preference for Option 1.

225. 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.

226. Meadow View Play Area

Resolved That the Invitation to Tender for an extension to the Meadow View play area for younger children be approved and the Clerk was authorised to publish the required documentation on the Government's Contracts Finder website.

227. Quotations

227.1 Jinny Trail

Deferred pending discussions with Stretton PC.

227.2 The Croft: Platinum Jubilee bench (Minute No. 200 refers)

Resolved That the following quotation from J Deacon be accepted:

To install the Platinum Jubilee bench on The Croft to the same specification as the Andy Starbuck seat

Supply new block paving, concrete and stone

£350.00 plus VAT

227.3 **Platinum Orchard**

a) **Resolved** That the following quotation from Signcraft at Bretby be accepted:

1 No. 700mm x 400mm white Dibond, aluminium composite material sign panel,
complete with vinyl cut text and digital printed logo
£60.00 plus VAT

b) **Resolved** That the following quotation from J Deacon be accepted:

Supply and install 2 No. 5 x 3 wooden posts; sand, gravel and cement, dig in and fix above sign	£40.00
Labour	£72.00
£112.00 plus VAT	

228. **Rollestonian of the Year 2021**

Resolved That the award be presented to The Woolley Family.

The meeting closed at 9.25pm

Signed

Date