

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 09 May 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

Julia Baker, ESBC

David Hughes, Environment Agency

Mr & Mrs Gates

Mr & Mrs Woolley

One member of the public

Mary Danby, Clerk

Rollestonian of the Year 2021

Councillor Stewart presented the Rollestonian of the Year 2021 award to the Woolley family in recognition of the many years that the family had run the Rolleston Service Station. The Service Station closed in 2021 when David Woolley and his sister Maureen Gates retired. The award was accepted by David Woolley and his sister Maureen Gates.

Brook Hollows: Update

Julia Baker gave the following report on the Brook Hollows restoration project:

As you were all aware the engineering side of the project had been put on hold due to the significant flooding in the area and the EA's necessary work on a new flood model.

In the meantime the Friends of group have been fully established and are working well alongside our Open Spaces team and I have been told how much work they have put into the area. Also the other parts of the project such as the tree works and the pathways are being looked at by ESBC's Open Spaces team and will be delivered alongside other works.

So now moving on to the engineering side of which we have been in email discussion with Dave and his colleagues from the EA in particular over the past few weeks concerning Brook Hollows including the restoration project with the chosen option of 4a. Following this Dave along with other EA officers produced a report of findings, recommendations and conclusions.

So as far as Option 4a was concerned this was to set the bypass channel level substantially lower than the waterfall - this we now know would stop the flow over the waterfall which is something we definitely wanted to avoid and wouldn't be acceptable by the residents. The other immediate effect would be to drop the water levels across the lake but that would uncover more silt banks that are currently obscured by shallow water. Also option 4a is initially likely to significantly increase the amount of silt being passed down to the lower part of the river with the likelihood of an increase of flood risk locally which both the EA and ESBC would like to avoid.

With these findings ESBC took the decision that option 4a just isn't viable for us to deliver.

So moving on to the recommendations – These would be to carry on with the improvements including tree works, pathways and the good work of the Friends of Group. With the funding available and designated to the engineering side this now be spent on desilting the lake. This would retain the waterfall and lake with the surrounding area looking more appealing and more attractive to certain types of wildlife. This is the route that ESBC would like to go down and this is also acceptable by the TTTV and Louise agrees the heritage lottery fund would be fully supportive of this. I know the Parish Council had agreed to put some funding into this project and we would need to know if this is still acceptable to you and I understand if you want to discuss this and let me know your decision later.

The next steps for ESBC on this project would be to look at the Land Drainage Consent needed for the work and also to produce a tender to go out to specialist contractors with a view to the desilting taking place as soon as possible.

Modelling

Mr Hughes said that landowners would be approached and asked if they would plant trees on their land – Government funding is available for this purpose.

In response to Councillors queries Mr Hughes said:

- Silt will need to be removed from the lake, the contractors will be able to move the silt and build up the land level; alternatively it would be disposed of in the local area.
- It had yet to be decided if the silt trap would be repaired or replaced.
- Silt build-up by the former Brookhouse Hotel would be removed.
- Silt build-up by the Spread Eagle will not be removed as a problem has not been seen in the area, but this could be looked at again if this becomes a problem.
- Modelling: surveying has been done and hydrogeology is now being looked at and they were working on the modelling now and hoping this would be done by end June.*

***Post meeting note**

Mr Hughes provided the following information via email on 11 May:

I've been thinking about when someone asked me when the modelling would be ready for Rolleston in the meeting. I said that I thought we would see modelling results back at the end of June. I feel like I need to clarify that. I believe that would be when the first model results come back and give us something to look at and an impression of how the area floods. We would then check to see if that modelling accurately reflects what people have seen on the ground. After that, we will probably re-run that model with a number of potential options included to see what their effects might be. I feel like I might have given the impression that the modelling would be fully resolved by the end of June. That will not be the case. I don't want to mislead the residents, so I'd be grateful if you could pass that revised message along please. Any questions, please give me a ring.

Resolved That the financial commitment originally made in the sum of £10,000 towards the Brook Hollows restoration project be re-confirmed to ESBC.

Public Forum

No questions or comments were put by members of the public.

1. Election of Chair

Resolved That Councillor Stewart be elected Chair for the ensuing year.

2. Election of Vice Chair

Resolved That Councillor Sanderson be elected Vice Chair for the ensuing year.

3. Apologies for absence

None, all Councillors were present at the meeting.

4. Declarations of Interest and Dispensations

Councillor Stewart declared a non-pecuniary interest in Planning Application No. P/2022/00419 and took no part in the discussion thereon.

5. **Appointment of Committees, Sub-Committees and Working Groups**

Committee / Sub-Committee / Working Group	Current Membership
Contracts Working Group	Cllrs Badcock, Houston, Robson, Sanderson, Stewart

6. **Appointment of representatives on Outside Bodies**

Outside Body	Representative(s)
RoDSEC	Cllrs E McManus, S McManus and Toon
Rolleston Almshouse Trust	Cllrs Robson and Sanderson
Rolleston United Foundation	Cllr Toon

7. **Planning matters**

7.1 **Planning applications**

Application No.	Location	Proposal
P/2022/00340	35 Knowles Hill	Hip to gable roof alteration including rear dormer extension to facilitate loft conversion, and installation of porch and bay window to front elevation
No objection		
P/2022/00419	Land adjacent to Coney Grey South Hill	Erection of a new dwelling and garden room
<p>Objection: Insufficient parking provision is shown on the plans for the proposed six bedroomed property. The Parish Council believe that three parking spaces are required as a garage will not be provided as part of the development.</p> <p>Comments:</p> <ul style="list-style-type: none"> ▪ The Planners are asked to ensure that there is sufficient room for refuse bins to be taken between the two properties ▪ Screening should be installed to screen the development from the Jinny Nature Trail ▪ Installation of a charging point for an electric vehicle to be considered by the applicant ▪ Does the Draft SPD Climate Change and Sustainable Development currently out for consultation apply to this proposed development? 		
P/2022/00429	Home Farm Mulberry Barn Church road	Installation of new flue and pipework to the North East elevation associated with the installation of a new boiler
No objection		

8. **Minutes**

Resolved That the Minutes of the meeting held on 11 April 2022 be approved and signed as a true record.

9. **Matters arising**

Minute No. 209 Sport England

Agreed That a small Working Group be established with Rolleston FC as it was felt that the council should be offering more help and support and to fully understand the minimum requirement for the proposed changing facilities. Councillors Appleby, Badcock, Sharples and Stewart agreed to represent the council at the Working Group meeting on 07 June. **It was further agreed** that the Club be given a deadline of 31 July 2022 to provide their final proposal / plan for consideration by the council at its September meeting.

Minute No. 213 County Councillor's report

Councillor Stewart reported that she had spoken with Councillor White and he explained that he is not required to attend parish council meetings, however he would provide regular reports of matters affecting the Parish. Councillor Stewart raised with him that plateau works on land adjacent to 97 Station Road and how these had been stopped by the Planning Enforcement Officer. She had also referred to the pot holes on Station Road and that the road needed to be resurfaced. Councillor White said that the Station Road resurfacing was due to have been done in the previous financial year but insufficient funds were available to complete the work. Five other projects had been affected by the lack of funding and he was working to ensure that all six projects were put to the top of the list for funding to enable these to be done during the 2022/23 financial year.

Minute No. 215.6

It was noted that straps had reappeared in a tree on the Rolleston side of the Jinny Trail. **Agreed** that the straps be left in situ unless there are multiple complaints made about them in the future.

10. County Councillor's report

Councillor White was not present at the meeting (see Minute 9 above).

11. Borough Councillor's report

Councillor Toon reported that it was the beginning of a new municipal year and committees would be re-established at a meeting on 13 May, the Leader, Deputy Leader, etc would be elected at the meeting and the new Mayor would also be "made".

She reported that she had spoken with Planning officers about planning issues in the Parish and would continue to do so.

12. Parish Councillors' reports

12.1 Councillor Appleby reported that:

- Craythorne Farm were looking into the possibility of a barrier on 'Gypsy Lane' like the one on the entrance to the Craythorne Road playing field.
- The Police had been notified regarding bonfires which had occurred on both the Craythorne Road playing field car park and behind the driving range shed at Craythorne Golf.
- A barrier had been put on the entrance to the old Golf Club equipment shed.

12.2 Councillor Scott reported that rats had been seen in the Hall Grounds. He was advised to report this to ESBC's Environmental Health Officers.

12.3 Councillor Badcock reported that the waterfall on Brook Hollows had been done. The next step was to do the metalwork which was due to be done in the next few weeks. There is a possibility that a seat will put on one side and grass on the other side.

12.4 Councillor Sharples reported:

- The thank you letters sent to the three owners of the boundary wall to the rear of The Croft had been appreciated.
- Request for a light on The Croft: The Clerk had referred the request to the PCC who had responded to Councillor Sharples saying that they do not have the finances for such a project.
- She asked if the council could have done anything to help RoDESC who had had to cancel an event. Councillors explained that several of the groups due to play that evening had pulled out, which meant that the event was not viable.

12.5 Councillor Robson said that the Jubilee Orchard was looking quite spectacular at the moment.

- 12.6 Councillor Houston reported that a kerb stone on the corner of Garrett Square and Forest School Street had been broken by a Bellway delivery vehicle. He had reported this the Bellway site office. **Agreed** that the council should report this formally to Bellway and ask that the kerb stone be replaced / repaired as soon as possible.
- 12.7 Councillor Stewart reported that:
- Repairs were needed to left and right hand steps of Jinny and handrail right hand side – the contractor would be asked to do this work.
 - Platinum Orchard: The donor had offered more trees which could be planted later in the year. **Agreed** that the generous offer be accepted.
 - Footpath walks: These are normally undertaken in July – Councillor Stewart undertook to email all councillors.
 - A wicker sculpture had been offered for the Jubilee celebration; the donor would like it to go on the Spread Eagle. Councillor Stewart undertook to email photographs of the wicker sculpture to all councillors for their consideration as concerns raised that it is not a suitable area to plant bedding or locate more items under the tree due to access and lack of watering facilities.
 - Councillor Badcock had provided photographs of equipment which could potentially be installed on Elizabeth Avenue – Councillor Stewart undertook to provide the information to all councillors.
 - A resident of Hall Road had contacted the council regarding the poor state of the perimeter of the field was which adversely affecting residential properties. Councillors confirmed that this was not a parish council matter as the field is in private ownership and that the resident should be advised to contact the landowner.

13. Internal Audit

13.1 Internal Audit Report for the year ended 31 March 2022

Resolved That the report be noted.

13.2 Re-appointment of Internal Auditor

Resolved That Toplis Associates Ltd be re-appointed as the council's Internal Auditor for the 2022/23 financial year.

13.3 Public Rights period for the 2021/22 Annual Governance and Accountability Return (AGAR)

Resolved That the Public Rights period be as follows:

Date of announcement: 31 May 2022

Public Rights period: 01 June – 14 July 2022 inclusive

14. Financial Matters

14.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Kedel Ltd	Replacement board to repair litter bin on The Croft	BACS	19.80	3.30
P Gould	Mowing contract	BACS	1,171.07	0.00
Ricoh UK Ltd	Photocopier: Qtrly Rental	BACS	113.41	18.90
Toplis Associates Ltd	Internal Audit 2021/22	BACS	171.50	28.58
Sign Craft	Platinum Orchard sign	BACS	72.00	12.00
Rolleston Civic Trust	Rollestonian newsletter inserts x 4 2021/22	BACS	533.16	0.00
Fenland Leisure Products Ltd	Replacement seats for Tafflands zip wire	BACS	174.00	29.00
Clerk	Reimbursement: Stationery £10.99 Anti-Virus software £39.99	BACS (pd 20/04/22)	50.98	8.50

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St Mary's PCC	OGSR: Room hire for February and March meetings	BACS	40.00	0.00
IONOS Cloud Ltd	RPC Website	DD	5.99	1.00
Brierley Crystal	Rollestonian of the Year 2021 Award	BACS (pd 25/04/22)	94.23	15.70
Clerk	Salary and expenses	BACS	1,166.16	0.17
Freeola Ltd	Village website	DD	13.86	2.31
Clerk	Reimbursement: 2 No. Rollestonbury tickets (part of the Rollestonian of the Year Award)	BACS (pd 28/04/22)	27.50	0.00
Tunncliffe Signs & Graphics Ltd	Happy to Chat plaque	BACS	14.52	2.42
Rialtas Business Solutions Ltd	Accounts software: Annual Support and Maintenance Licence	BACS	154.80	25.80
J Deacon	Lock/unlock Craythorne barrier (April) £180.00 Environmental Contract £1,058.64 Jinny Trail: Dig out Ash roots, small trees, clean ditch £720.00 Relocate interpretation Panel £72.00 Platinum Orchard: Dig out Cherry tree self-sets and suckers, brambles, etc £540.00 Tafflands Zip wire: Replace wire seats £43.20	BACS	2,613.84	435.64
P Gould	Burnside & Brookside: Remove Himalayan Balsam from the banks of the Brook	BACS	365.00	0.00
Clerk	Reimbursement: MS Office licence	BACS (pd 05/05/22)	129.99	21.67
O2	Council mobile	DD	18.35	3.06
TOTALS			6,950.16	608.05

Resolved That the above payments be approved.

14.2 Bank reconciliation at 30 April 2022

		Bank Accounts		Total
		Treasurer	Instant Access	
01 April 2022	Bank Statement	£ 8,574.16	£100,698.22	£109,272.38
Movement in funds to date	PLUS Income	£44,897.45	£ 1,309.22	£ 46,206.67
	LESS Expenditure	£ 6,818.28	-	£ 6,818.28
30 April 2022	Bank Statement	£46,653.33	£102,007.44	£148,660.77

Resolved That the above was a true record.

14.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 30 April 2022 were:

	Opening EMR funds 01/04/2022 £	Movement in EMR funds to date £	Available EMR funds 30/04/2022 £
Environmental improvements	3,111.39	(304.00)	2,807.39
Brook Hollows	50,000.00	0.00	50,000.00
Play areas	3,642.00	0.00	3,642.00
Andy Starbuck seat	351.00	(324.00)	27.00
Total	57,104.39		56,476.39

14.4 **Actual income/expenditure to 30 April 2022**

Resolved That the report be noted.

15. **Review of policies**

Resolved That:

- a) The review of the Standing Orders be deferred to the next meeting to enable advice to be sought from the SPCA regarding Standing Order 28.
- b) No revisions or amendments were required for the Anti-Fraud & Corruption Policy and the Members and Officers Subsistence/Mileage 2022.

16. **Flooding information**

Resolved That the revised information be approved and that an A3 version be displayed in the noticeboards from October 2022 and that the information be circulated as an additional insert in the September issue of the Rollestonian.

17. **ESBC: Climate Change Draft SPD consultation May 2022**

Resolved That the following queries be put to ESBC:

- It was noted that the draft SPD is heavily based on the Local Plan. The Rolleston NDP is based on the Local Plan. Will the SPD enable changes or require changes to be made to Local Plan policies? Will the SPD enable changes or require changes to be made to the Rolleston NDP?
- Is the Parish Council able to use any of the policies in the draft SPD during the consultation process?

Post meeting note:

ESBC's Principal Planning Policy Officer responded as follows:

- *The Climate Change SPD doesn't include new policy or change the local plan. Its role is simply to explain how existing policies in the Local Plan are to be interpreted and give suggestions to developers how to make their proposals more sustainable. SPD's don't go through a formal examination process, so can only amount to guidance and do not carry the same weight as an adopted plan.*
- *Yes it's fine to reflect the draft SPD in comments, but it's important to note in such comments that it's a draft. This means it could change before it's adopted based on consultation responses. That means at the moment it has limited weight in decision making.*

18. **Correspondence**

18.1 **Staffordshire Parish Councils' Association (SPCA)**

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

18.2 **Communications Log**

The Comms Logs had been circulated to all councillors.

18.3 **St Mary's Church – churchyard maintenance – request for assistance**

The PCC had written requesting that the council consider including the churchyard in its next Village Clean-up Day.

Councillors felt unable to include the churchyard in the next Village Clean-up Day, as they believe that the council needs to concentrate on its own land. Councillors suggested that the PCC consider organising its own Clean-up Day and encourage volunteers to undertake the required work.

19. **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.

20. **Mowing Contract**

Resolved That the contractor be asked, whenever possible, to mow the play areas and playing fields as early as possible in the day during school holidays.

21. **Quotations**

21.1 **Himalayan Balsam**

Resolved That P Gould's quotation to strim Himalayan Balsam from along the Brook banks on Burnside and Brookside in the sum of £65.00 per strim be accepted on the proviso that only one strim be completed during June 2022 and that additional strims are to be done only when requested by the council.

The meeting closed at 9.40pm

Signed

Date