

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Tuesday 27 September 2022 commencing at 7.30pm**

**Present**

Councillor Stewart (in the Chair)

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

**In attendance**

Evie Hetherington, Youth Representative

Mary Danby, Clerk

Janet Sanderson and Karin Kay

**Public Forum**

No comments/issues raised.

**52. Apologies**

Councillors Robson and Sharples

**53. Declarations of Interest and Dispensations**

None declared.

**54. Spread Eagle Island: Progress report**

Mrs Sanderson and Mrs Kay said it was now approximately 10 years since the re-designing and landscaping of the Spread Eagle Island. In that time they had seen the area becoming more established with improvement year on year. From comments extended to them when working on the Island it would seem to be a much appreciated focal point of the village.

During the early years the watering aspect of the area had been somewhat difficult. They much appreciated the arrival of the water butt followed recently by a second one. They were also very thankful for the assistance of Mr John Deacon by filling the water butts in times of need.

At its inception the design took into account the conditions both on the Island and in the weather. It had become obvious to most people that our climate and seasons are changing, resulting in a far hotter and drier environment. As a consequence of this several of the plants originally used struggle to survive, resulting in sub-standard displays. They had therefore decided that they need to re-think part, but not all, of the planting scheme and to introduce plants which are better equipped to deal with the heat and lack of rain which we are now regularly experiencing.

The planned changes would take approximately 9–12 months to complete, beginning in 2022. The length of time was in order to keep costs to a minimum.

They are currently propagating a new selection of plants from seed and cuttings. This will reduce the costs by home cultivation. To purchase mature plants would be cost prohibitive. There will be a small expense incurred for some seed and compost. They would benefit from the purchase of the compost as soon as possible; this would amount to four bags of multi-purpose compost.

The new planting would be in a matrix pattern and carried out in early spring 2023. As with the previous planting the new design will provide a succession of interest.

**Resolved** That the planned enhancement for Spread Eagle Island meets with the Parish Council's approval; that the council will fund the purchase of the seed and compost in partnership with Rolleston Civic Trust in time for this coming autumn. The council thanked Mrs Sanderson and Mrs Kay for the work they do on the Island, saying that it looks superb.

**55. Planning matters**

**55.1 Planning applications**

**Resolved** That the following observations be submitted to ESBC:

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2021/01601	The Cottage 3A Cross Lane	Change of Use of existing building and erection of a new building to form two mixed use storage units (residential / commercial)
No objection		
P/2022/00901	8 Croft Close	Erection of front porch, single storey side and rear link extension, conversion of outbuilding to form additional accommodation and raising of ridge height to facilitate loft conversion including rear former window and Juliette balcony
Objection on the following grounds:		
<ul style="list-style-type: none"> <li>▪ Neighbouring properties would be overlooked by the proposed raised ridge height to facilitate the loft conversion including rear dormer and Juliette balcony</li> <li>▪ The proposed development would result in a loss of privacy for neighbouring properties</li> <li>▪ The proposed development is an overdevelopment of the site</li> </ul>		
P/2022/00919	Coppice View 10 Lodge Hill	Erection of a pergola enclosure around external hot tub and freestanding sub awning
No objection		
P/2022/00948	Coppice View 10 Lodge Hill	Installation of oil tank in front of existing garage
No objection		
P/2022/00978	The Laurels Fiddlers Lane	Proposed single storey side extension and installation of Cabrio rooflight
No objection		
P/2022/01017	84 Meadow View	Proposed single storey side and rear extension, new pitched roof over existing garage and relocation and alterations to boundary treatment
It was noted that the application states that trees are to be removed, Councillors ask that suitable replacement trees be planted.		
P/2022/01020	Brook Hollows Spinney Wood The Lawns	Crown lift all trees which are overhanging boundary onto farmland to 5.2 metres to G1 (mixed species) on southern boundary; felling of 4 x Salix spp. (Willow) to ground level located on either side of watercourse on north west woodland boundary (G2); felling of any trees up to 300mm dbh from within 1.5 metres of water's edge surrounding historic fishing pond (G3); felling of any Acer pseudoplatanus (Sycamore) of up to 300mm dbh from whole woodland with a condition allowing for an ongoing repetition of such removals to Brook Hollows Spinney (TPO No 1)
No objection		

P/2022/01042 No objection	29 The Lawns	Erection of a single storey rear and side extension
P/2022/01053 No objection	58 Church Road	Erection of a single storey side extension and rear canopy

**56. Minutes**

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

**57. Matters arising**

**Minute No. 43 (Minute No. 29.8, third bullet point re Footpath 14 refers)**

Councillor Stewart reported that she, Councillor Badcock and the contractor had met on site with the landowners. The landowners wanted to keep the land totally natural with no stoning, they also did not want cycles on the land. Councillors considered the extent to which public funds could be used to improve private land, albeit that a public footpath crosses the land.

**Agreed** that the contractor be asked to quote to repair the gate into Tafflands and improve the muddy area only in front of the gate.

**Minute No. 46.6 (Third bullet point re Compost bins)**

Councillor Stewart reported all the compost bins had now been collected or delivered.

**58. County Councillor's report**

I had a site meeting on 27 September with various senior highways officers including Will Painter (project engineer) and Allan Smith (site manager) to run through the phasing of the Station Road work.

As you will have noticed the works have commenced in the area opposite the Scout HQ where the team are currently reconstructing the driveways and footways (pavement) and laying new kerbing. They will continue working along the road towards the cricket club until half-term week (24 October) when they will move to the junction of School Lane and will work intensively to complete the kerbing, footway replacement etc in that area while the school is closed for the holidays. They will then switch back to complete whatever is remaining of the work heading towards the cricket club which is expected to take until early December.

The footways from 94 Station Road to School Lane are being fully reconstructed along with the driveways and strip of footway closest to the road along to the junction with Meadow View. The rest of the footway up to the cricket club build out is mostly structurally sound so this will receive repairs where necessary and then be covered with a new top-layer which will be as durable as the fully reconstructed area. Due to the nature of the materials used for this process, it will be happening in the spring rather than during the reconstruction works. This reduces disruption and unnecessary use of materials with the associated financial and environmental cost.

Works during this period will also include the cleansing and repair of drainage systems, replacement of ironworks and improvements to the bus stop locations.

The carriageway replacement works will commence in December and a further update will be provided about this closer to the time.

The work on the relocation of the build-out on Dovecliff Road will take place in two phases. This week, E.ON will be installing electrical connections on site. Following this, most likely in late October the work to relocate the build out itself will take place but this will be timed to fit with a

stage in the road reconstruction scheme that involves the least disruption. Advance notice of this will be provided.

You will also have noticed the extensive patching repairs on the Elizabeth Avenue estate, Brookside and Neville Close. This is in advance of those roads, together with Knowles Hill and Burnside (where preparatory patching will also take place) also receiving a new top-layer road surface next year. This “micro-asphalt” treatment has been used for a number of years in Staffordshire and has a 15-20 year lifespan.

Finally, I can also report that I am in the process of agreeing a footways renewal programme which will see the majority of other footways in the village repaired and renewed in a similar fashion to Station Road. This is not yet finalised but will hopefully take place next year.

All in all, this will see Rolleston receive one of the most comprehensive highways upgrades completed anywhere in the county in recent years and should leave the village road network in a very good condition for many years to come.

**Resolved** That a query be put to Councillor White asking what electrical works E.ON doing with regard to the relocated build-out on Dovecliff Road.

**59. Borough Councillor’s report**

Councillor Toon said that concern had been expressed regarding the retention of the artefacts following Molson Coors decision to close the Brewery Centre. She had asked that ESBC keep an eye on what was happening on the site.

**Agreed** That ESBC be written to saying that it is known that a lot of the artefacts were donated into the Brewery’s care and asking that everything is done to ensure that the artefacts are retained and dealt with properly and catalogued for history purposes.

**60. Parish Councillors’ reports**

60.1 Councillor Houston referred to vandalism that had taken place in the last two months on Tafflands and Brook Hollows. Councillor Badcock said that there had been three incidents on Brook Hollows (graffiti, bin fire, bird feeder destroyed) – he said that residents had reported that they had not seen a Police presence for a long time.

**Agreed** That the Police be asked to have an improved presence in the village and that a report be made to the November council meeting. **It was also agreed** that ESBC be asked to protect Brook Hollows better.

60.2 Councillor Sanderson said that he had been approached by two residents complaining about the telephone system at the Tutbury Health Centre. He had explained that this was not a Parish Council responsibility and they were advised to contact the Practice Manager and the CCG. Councillor Badcock said that he was a member of the Patient Forum and he would raise this issue with the Practice.

60.3 Councillor Appleby said that he had reported to ESBC to July that rubbish had been dumped at the former Craythorne Golf Centre, this had not been removed and more rubbish had been dumped there – he had reported this to ESBC.

He reported that the landowner of the Craythorne Therapy and Small Animals Farm had been served Notice to remove the building materials that had been dumped on the site. This had not been removed and more materials had been dumped there. The County Council Officer was going to visit the site again. **Agreed** that the County Council be advised that the Parish Council is unhappy that the landowner has not adhered to the Notice requiring him to remove the dumped material from the site.

60.4 Councillor Stewart reported that:

- A meeting had been arranged with Naomi Perry and Barbara Toy on general planning matters. Councillors asked that clarification be sought on two or three specific planning applications and why the Parish Council's objections are not borne in mind when deciding on planning applications, i.e. applications are approved but the Parish Council is not told why its objections could not be upheld.
- The Fire & Rescue Service had confirmed that the Police are not automatically asked for assistance.
- The parking of the vehicle on the Meadow View jitty appeared to have ceased following the owner having been spoken to by a Police Officer.
- The Craythorne barrier had been damaged at the weekend – the contractor had repaired the damage.
- Damage had also occurred overnight to the Craythorne barrier on another occasion.
- A QR code had been included on the new footpath leaflets. She asked for Councillors to take the leaflet holders/leaflets for display at village outlets. The QR code was to be put onto the village map but it had been noted that the map had faded in the sunlight. **Agreed** that Clive Baker be asked to quote to replace the existing village map.
- Clean-up Day – deferred to the October meeting.
- Rollestonian of the Year nomination boxes – these need to be made smaller and decorated; are they required? **Agreed** that a nomination form be included in the Rollestonian Newsletter; consideration to be given to a voting form to be put on the website.
- Tree works were required to finish the Jinny Trail. **Agreed** that a quotation be sought for the works. Councillors also noted that RPC trees on the bank at The Croft were getting very big – **Agreed** that a quotation be sought for the works.

61. Youth Representative's report

- Councillors Badcock and Sharples were making arrangements to speak to de Ferrers pupils and she would be joining them with a view to encouraging another student to become a Youth Representative.
- She mentioned traffic problems around the junction of School Lane and Station Road at school times and asked if there was anything that could be done to ease this situation. She was advised that this was a Police matter.
- She had provided details to Councillor Stewart of a pump track she had seen for skateboards and bikes and wondered if this might be considered for the Elizabeth Avenue playing field. Councillor Stewart agreed to forward the details to all Councillors.

62. Financial Matters

62.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement: Stationery	BACS	74.44	12.41
Ricoh UK Ltd	Copy charges (£124.14) Rental charge (£113.41)	BACS	237.55	39.59
St Mary's PCC	OGSR Room hire April-June 2022	BACS	100.00	0.00
P Gould	Mowing contract	BACS	1,171.07	0.00
J Deacon	Environmental contract (£1,058.64) Craythorne car park: Lock/unlock July (£186.00) Paint for contract painting (£400.79) Spread Eagle Island: Connect water butts together (£44.06)	BACS	1,689.49	265.47
Clerk	Salary and expenses	BACS	1,173.66	0.82
Freeola	Village website	DD	13.86	2.31
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
P Gould	Strim Brook banks to clear from the water	BACS	65.00	0.00

Mazars LLP	External audit fee YE 31/03/2022	BACS	480.00	80.00
O2	Council mobile	DD	18.35	3.06
JMP 2000 Ltd T/A Reflect Print Shop	Village Walks leaflet	BACS	244.44	0.00
P Gould	Mowing contract	BACS	1,171.07	0.00
Playsafety Ltd	RoSPA: Annual play area inspections	BACS	352.80	58.80
Rolleston Club	Replacement defibrillator parts	BACS	25.00	0.00
Clerk	Salary and expenses	BACS	1,161.56	0.00
HMRC	NI/PAYE 2 <sup>nd</sup> qtr 2022/23	BACS	1,161.42	0.00
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
J Deacon	Environmental Contract £1,058.64 Craythorne: Lock/unlock barrier (August 2022) (£186.00) Tafflands: Remove burnt out bin; Elizabeth Avenue playing field: supply and install cable ties to swing frame (£93.47) Supply wood preserver to treat posts on Jamie's Garden and Spread Eagle Island bus shelter (£31.50) Elizabeth Avenue: Replace basketball backboard, install new signage to ¼ pipe, secure ¼ pipe ramp to ground, provide and fit new rawlbolts, paint basketball stand (£220.80)	BACS	1,590.41	253.68
O2	Council mobile	DD	18.35	3.06
		<b>TOTAL</b>	<b>10,760.45</b>	<b>721.20</b>

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

#### 62.2 Bank reconciliation at 31 August 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	<b>PLUS</b> Income	60,671.06	2,917.56	63,588.62
	<b>LESS</b> Expenditure	33,746.83	-	33,746.83
31 August 2022	Bank Statement	<b>35,498.39</b>	<b>103,615.78</b>	<b>139,114.17</b>

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

#### 62.3 Earmarked Reserves

**Resolved** That the council's Earmarked Reserves (EMRs) at 31 August 2022 were:

	Opening funds 01/04/2022	Movement in funds to date	Available funds as at 31/08/2022
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	£(351.00)	£0.00
s106 College Fields	£0.00	£11,753.25	£11,753.25
<b>Total</b>	<b>£57,104.39</b>	<b>£11,098.25</b>	<b>£68,202.64</b>

**63. Actual income/expenditure to 31 August 2022**

**Resolved** That the report be noted.

**64. Conclusion of External Audit Year Ended 31 March 2022**

**Resolved** That it be noted that the External Auditor had signed off on Audit with no comments and no actions required. The Conclusion of Audit notice and audited AGAR had been displayed on noticeboards and had been uploaded to the website.

**65. Sport England funds: Update**

Councillor Stewart reported that Rolleston FC had explored the two options to provide a changing facility at Craythorne: brick built and modular construction. Both options were cost prohibitive as these exceeded the available Sport England funds. ESBC had also advised that the shipping container could not be paid for out of the Sport England funds and this would require planning permission.

**Resolved that:**

- ESBC be advised that a changing facility is not feasible as the Sport England funds are insufficient.
- A meeting with ESBC be arranged to discuss how the funds could be used.

**(Voting on the above: 8 for, 1 abstention – vote carried)**

**It was also agreed that:**

- Rolleston FC be advised that they need to apply for planning permission to site a shipping container on the Craythorne Road playing field car park
- The Club will need to enter into a Lease with the Parish Council to install the shipping container on its land – the Lease will be on a peppercorn rent
- The Club will be responsible for insuring the shipping container and its contents

**It was further agreed that** this item be an agenda item for the November 2022 meeting (i.e. after a meeting has taken place with ESBC).

**66. Play areas: RoSPA annual inspections**

It was noted that the Elizabeth Avenue play area was beginning to show its age. The contractor had been provided with a copy of the inspection reports and asked to visit all the sites with a view to quoting for any necessary works.

**67. 2023 Local Elections**

The SPCA had advised that elections for Parish and Town Councillors in Staffordshire (excluding Newcastle District) will be on 04 May 2023. For some Parish and Towns this could affect the date for their May (Annual Meeting) meeting.

Councillors were requested to note that, so that the required notice can be given to councillors, the date of the May council meeting would need to change from Monday 08 May 2023 to Tuesday 16 May (the Clerk is unavailable on 15 May).

**Agreed** That the revised date of the May 2023 meeting be noted.

**68. ESBC: Climate Change and Sustainable Development Supplementary Planning Document (SPD)**

It was noted that ESBC had adopted the above document on 16 August 2022.

**69. ESBC: Draft Housing Choice Supplementary Planning Document (SPD)**

Deferred to the October 2022 meeting.

**70. ESBC: Dog bag dispenser project**

ESBC had advised that it was undertaking a project aimed at tackling the issue of dog fouling across the Borough. Parish councils had been asked if they would be interested in having dog bag dispenser units provided by ESBC (the bags would be an ongoing cost for the parish councils).

Councillors recalled that dog bag dispensers had been provided in the village some years ago and they had been discontinued due to the cost of the bag refills; they also noted that there is a Law that requires dog walkers to carry these bags to ensure that they are able to clean up any dog fouling and they agreed that they do not wish to reinstate this initiative.

**Resolved** That the offer be declined.  
**(Voting on the above: 8 for, 1 abstention – vote carried)**

**71. Smaller Authorities Audit Appointments (SAAA):**

**Option to opt out of the SAAA central external auditor appointment arrangements**

Smaller Authorities' Audit Appointments Ltd (SAAA) have been responsible for procuring and appointing external auditors to all opted-in smaller authorities since its establishment in 2017 by the then Department of Communities and Local Government, following the closure of the Audit Commission. The initial 5-year appointing period ended with the passing of the deadline for submission of 2021-22 Annual Governance and Accountability Returns. The next 5-year appointing period runs from 2022-23 until 2026-27 and the SAAA has undertaken a procurement exercise to appoint auditors to each County area from 01 April 2022.

All authorities require an appointed external auditor but must be given the option to opt-out of the central procurement and appointment scheme. However, the process of appointing its own external auditor is onerous. The council's arrangements for external audit over the past five years by Staffordshire's centrally appointed auditors Mazars have proceeded smoothly.

The Council is therefore asked to take no action and to remain part of the central scheme for the appointment of external auditors for the 5-year period 2022-23 to 2026-27.

**Resolved** That the council does not wish to opt-out of the SAAA central external auditor appointment arrangements for the 5-year period 2022-23 to 2026-27.

**72. Staffordshire County Council: Climate Change Fund**

Deferred to the October 2022 meeting.

**73. NALC/SLCC Civility & Respect project**

NALC and SLCC believe that now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility & Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation in our sector. The pledge will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

NALC and SLCC were inviting councils to sign up to the Civility & Respect Pledge.

**Resolved** That the council sign up to the Civility & Respect Pledge.

**74. Rolleston Station: Cattle dock**

Councillors had met with Station Heritage Group representatives to discuss the cattle dock. It was noted that the cattle dock is getting to the stage where work must be done. A builder had advised that an inspection is needed and a specification drawn up to enable a quote to be given for the work.

Councillor Toon said that she would speak with the Station Heritage Group about funding opportunities from ESBC.

**Agreed** That a structural engineer be sourced to inspect the cattle dock and provide a specification of works to be done.

**75. Proposed bus shelter, Church Road (opposite junction with Hall Road): Update**

**Resolved** That the update be noted.

**76. St Mary's Advent Festival 25-28 November 2022**

**Agreed** That the council will decorate an artificial tree for the Advent Festival and that Councillor Sharples be asked if she is willing to lead the project, assisted by the Youth Representative and Councillor Appleby.

**77. Correspondence**

**77.1 Staffordshire Parish Councils' Association**

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

**77.2 Communications Log**

The Comms Logs had been circulated to all councillors.

**77.3 Police report**

The latest report had been circulated to all Councillors.

**78. 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.

The Youth Representative left the meeting.

**79. S106 Funds: Proposed extension to the Meadow View play area (LGA 1972, Schedule 12A, Part 1, para. 2 – Exempt information)**

The council considered further comments submitted by a resident.

**Resolved** That the resident be advised that their comments had been considered and noted by the Parish Council. The Parish Council stressed that the Tutbury agreement, like all s106 Agreements, is unique to its locality - the College Fields s106 Agreement specifically states that the s106 funds should be spent within the vicinity of the development.

The resident was also to be advised that, as previously explained, the Parish Council will be making a planning application to ESBC for the extension to the existing Meadow View play area – they will be consulted by ESBC and they will have the opportunity to voice objections/ support/comments as part of the planning process.

**80. Quotations**

**80.1 Proposed extension to the Meadow View play area: Planning application support**

**Resolved That:**

- Urban Vision Enterprise CIC's quotation for professional planning support in the sum of £2,475 plus VAT be accepted. (It was noted that this figure excludes travel costs c£40 and any Local Authority fees, plans, drawings or preparation of technical reports other than those in the proposal.)
- b3architecturaldesign's quotation for planning drawings to support the planning application in the sum of £1,417.15 (VAT not applicable) be accepted.

80.2 **Tafflands: Replacement litter bins**

Deferred pending confirmation from ESBC that it can deal with bin bags used in the proposed bins.

80.3 **Jinny Trail steps**

John Deacon's quotation to repair two steps on the Rolleston side, create three new steps on the Blue Cross side and fit hand rail to one side in the sum of £299.00 plus VAT be accepted.

80.4 **Platinum Orchard (Minute 12.7, second bullet point refers)**

That, subject to confirmation that there is sufficient space, the Donor's offer of an additional four Plum trees be accepted. Once confirmation has been received, the following may be ordered:

▪ **Blackmoor Nurseries**

4 No. tree ties and stakes, including delivery                      **£24.89 plus VAT**

▪ **John Deacon**

To dig holes and supply soil if needed                                      **£60.00 plus VAT**

The meeting closed at 10pm

Signed .....

Date .....