

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Monday 14 November 2022 commencing at 7.30pm**

**Present**

Councillor Stewart (in the Chair)

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

**In attendance**

Evie Hetherington and Emily Fenn, Youth Representatives

Mary Danby, Clerk

**Public Forum**

No members of the public were present at the meeting

**98. Apologies**

None, all Councillors were present.

**99. Declarations of Interest and Dispensations**

Councillor Robson declared a non-pecuniary interest in Planning Applications No.

P/2022/01151 as the property adjoins his property.

**100. Planning matters**

**100.1 Planning applications**

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

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2022/00506	Burton Road Farm Burton Road Tutbury	Retention of barn for the storage of a steam roller
No objection		
P/2022/01052	Dale Cottages 10 Dovecliff Road	Installation of pitched tiles roof to front bay window
No objection		
P/2022/01151	Grey Gable Hall Grounds	Erection of a part first floor part two storey front, side and rear extension
No objection		
P/2022/01161	The Old Dairy	Erection of a single storey front extension and open porch, installation of doors to the front and rear elevation, installation of additional roof light on rear elevation
No objection		
P/2022/01225	Moseley Mews Cottage Moseley Mews	Felling of one Field Maple (T2)
Query: Why does the Field Maple (T2) need to be felled? No reason or explanation is given on the application form.		

P/2022/01228	4 Wren Cottage Knowles Hill	Crown lift by 3m and prune back from telephone wire by 0.5m to one Sweet Chestnut tree (T1), crown reduce by 30% and remove branch growing over greenhouse to one Black Walnut tree (T2), crown lift by 5m to one Redwood tree (T3)
No objection		
P/2022/01229	11 Highbank Church Road	Crown lift to 2m and tidy up post pruning stubs and prune back from garage by 1.5m to one Yew tree, crown lift to 3m and prune back from garage by 1.5m to one Yew tree, crown clean/deadwood and remove limb that grows over/on the telephone wire and drive to one Oak tree, remove damaged hanging branch to one Pine tree (W19 and 234 of TPO No 1)
No objection		
P/2022/01238	Rosemary Cottage Rolleston Road	Demolition of existing conservatory and detached garage, erection of a single storey rear and side extension and detached garage
No objection		
P/2022/01241	Moseley Mews Cottage Moseley Mews	Reduce crown of one Sile Birch tree by approximately 25% (TPO No 1)
No objection		
P/2022/01251	Adj to 31 Burnside	Erection of a detached dwelling and construction of vehicular access
Comment: Query as to the highway safety of the proposed vehicular access onto Elizabeth Avenue		
P/2022/01259	Lodge Cottage 2 Brookside	Listed Building Consent for the installation of a new gas supply, boiler, flue and ground meter box (Revised Scheme)
No objection		

**101. Minutes**

**Resolved** That the Minutes of the meeting held on 10 October 2022 be approved and signed as a true record.

**102. Matters arising**

**Minute No. 85 re Minute No. 60.4 (First bullet point re meeting with ESBC)**

Councillor Stewart, accompanied by Councillors Appleby and Sanderson had met with Naomi Perry and Barbara Toy. The ESBC Officers covered general planning matters, adding that the Parish Council can put questions to them by email or telephone before it responds to applications. Councillors queried why the Parish Council does not receive all planning decision notices – the Officers agreed to look into this and respond via email in due course. It was noted that Officers have discussions with applicants to ensure applications are prepared as well as possible.

**Minute No. 88.1 (Station Road bus shelter)**

The contractor cannot check this during the current road works but he will do so as soon as access is possible to the bus shelter.

**Minute No. 74 (Cattle Dock)**

Clive Baker had provided the contact details for the structural engineers who had advised on the Scout HQ project, the company would be contacted to ask if they would visit the site and quote to undertake a full inspection and provide a specification for the repair works to the facing wall.

**103. County Councillor's report**

Councillor White had reported that one section of footway is to be replaced, the kerb works are continuing and the drain at Netherfield Grange/Station Road will be repaired by Severn Trent.

**104. Borough Councillor's report**

Councillor Toon said that the Market Hall survey was continuing and repairs to the roof are being considered. Concern remains about the future of the National Brewery Centre artefacts.

**105. Parish Councillors' reports**

105.1 Councillor Toon reported that leaves on pavements around the village are very slippery when wet and need to be removed. **Agreed** that ESBC be requested to clear the pavements around the village as soon as possible.

105.2 Councillor E McManus reported that Ivy is growing through the Rolleston Road bus shelter and needs to be removed. **Agreed** that the contractor be asked to check the bus shelter to confirm that it is in a safe condition and remove the Ivy where possible.

105.3 Councillor Houston said that the bollards on the Dovecliff Road build-out were difficult to see on the approach from Stretton. **Agreed** that this issue be raised with the County Councillor.

105.4 Councillor Robson reported that the gate barrier between the Rolleston and Stretton sections of the Jinny (i.e. in the middle of the trail) is very muddy and bark chippings need to be put there. **Agreed** that this would be done.

105.5 Councillor Sanderson reported that there had been a problem on Dodslow Avenue where the pavement is uneven and had caused a resident to fall. He had raised this with Trent & Dove Housing and they had repaired the pavement.

He reported that a resident is prepared to remove all the leaves from the gutters opposite Rolleston Club and he had asked that the Parish Council provide him with a Hi Vis vest for health and safety purposes during this work. **Agreed** that the request be declined as the Parish Council is not responsible for the gutters.

105.6 Councillor Sharples reported that Angie Gillespie had organised a much enjoyed Bonfire event for the Almshouses residents and she asked that a letter be sent to her thanking her for organising this community event.

She added that everyone who attended the Brook Hollows clean-up event had been provided with a small drink by the shop.

105.7 Councillor Badcock reported:

- That he had been contacted by email on the weekend of 22 October by a resident regarding flooding at the bottom of Anslow Lane, he had forwarded the email to County Councillor White

Councillor White responded saying that he had visited the site with an Inspector and they had found that the gully lids at the entrance to Anslow Lane were covered with leaves which had blocked them. The gully lids on Knowles Hill were clear of leaves. Given the Knowles Hill side had drained effectively the previous day but the Anslow Lane side did not, he said that this indicated that the issue was with leaves. He and the Inspector cleared the leaves and confirmed that the interiors of the gullies were clear so there should not be an issue with drainage if there was further heavy rain.

Councillor Badcock asked that an email be sent to Councillor White thanking him dealing with this issue so quickly.

- That dredging of the Brook Hollows lake was progressing, funding was available for this work and the Officer had liaised with adjoining landowners for the silt to be put there in February or October 2023 at the latest. If this is not possible the TTTV money will run out. He asked that an email be sent to the TTTV Project Manager expressing the Parish Council's appreciation for the work she is doing on this project.

105.8 Councillor Appleby reported that:

- He had reported the Anslow Lane grit box to the County Council.
- He had yet to receive an update from the PCSO on when the speed gun would be available for use on Anslow Lane.
- He asked why the verges on Anslow Lane – Tutbury Road Rural were not litter picked. Councillor Stewart confirmed that this was not done as this was not included in the Environmental Contract.
- Athelstan Way bus stop – litter: He asked that ESBC be requested to install a litter bin at this location.
- The building materials had yet to be removed from the Craythorne Small Animals and Therapy Centre.
- ESBC were to issue a Notice on the owner of the former Craythorne Golf Club to remove the rubbish dumped there.

105.9 Councillor Stewart reported that:

- A new Village map will be installed soon on the external wall of the Spread Eagle Inn.
- She would be meeting with a tree surgeon on the Jinny Trail on 18 November and invited other Councillors to accompany her at the meeting.
- She had met with the contractor regarding Footpath 14 and a quotation had been provided for the Parish Council's consideration.
- The meeting with the ESBC Officers had touched on the implications for the Sport England funds if the Parish Council do not want to progress the changing facilities due to lack of finances. **Agreed** that the Parish Council approach Sport England directly to discuss the possibility of varying the S106 Agreement to see the funds used for other purposes in the village.
- She had attended the virtual Parish Council Forum meeting organised by ESBC where Ben Adams, Police Crime and Fire Commissioner had addressed the meeting.
- She had spoken with a Town Planner who was seeking the Parish Council's support for a mixed use housing development on land just outside the settlement boundary of Rolleston. He had been advised to write formally for a response.

- She asked if the muddy path from the Bellway estate to the Meadow View play area should be looked at by the Parish Council. **Agreed** that the play area be completed first and the path looked at after this work has been done.
- She asked what the Parish Council wanted to do regarding the Willow trees and railings on Burnside, adding that Mink had been seen on Burnside and Brookside. **Agreed** that the Parish Council does not take ownership of the Willows and railings but it will arrange for the necessary tree works to be done to the Willows and look to clean and paint the railings as a service to the community. It was also agreed that the Parish Council would, if necessary, investigate engaging a professional company to trap the Mink at a cost of £90 for two traps and £40 each to humanely remove them.

Councillor Stewart agreed to liaise with the Amey Site Manager to ask if they could clean and paint the railings.

Councillor S McManus agreed to ask the Canal & River Trust for information on dealing with the Mink. Councillor Badcock said he would liaise with ESBC and ask if they are able to assist in dealing with the Mink.

Councillor Badcock agreed to approach the Environment Agency to seek their view of cleaning/painting the Burnside railings.

#### 106. Youth Representative's report

Evie gave an update on the Community Library project and agreed to provide details of the proposed book cabinet for comment.

#### 107. Financial Matters

##### 107.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
ESBC	Brook Hollows – Grounds maintenance works (funded from Earmarked Funds)	BACS (paid 17/10/22)	17,103.24	0.00
Clerk	Reimbursement: Skip hire £290.00, Land Registry fee £6.00	BACS (paid 20/10/22)	296.00	0.00
Clerk	Reimbursement: Fruit trees £91.35, Tree stakes/ties £29.87	BACS (paid 24/10/22)	121.22	0.00
Ricoh UK Ltd	Photocopier (quarterly charges): Rental £113.41, Copy charges £46.91	BACS	160.32	26.72
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
Freeola Ltd	Village website	DD	13.86	2.31
Woodside Nurseries	Winter planting of planters	BACS	350.00	0.00
P Gould	Mowing contract £1,171.07 Strim Brook bank £65.00	BACS	1,236.07	0.00
Clerk	Salary and expenses	BACS	1,164.06	0.42
J Deacon	Craythorne car park: Lock/unlock (October) £186.00 Environmental contract £1,058.64 Undercharged VAT on two previous invoices £13.67	BACS	1,258.31	221.11
Office Depot International (UK) Ltd	Stationery	BACS	43.90	7.32

O2	Council mobile	DD	18.35	3.06
		<b>TOTAL</b>	<b>21,771.32</b>	<b>261.94</b>

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

**107.2 Bank reconciliation at 31 October 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	105,353.56	4,396.36	109,749.92
	<b>LESS</b> Expenditure	62,320.97	-	62,320.97
31 October 2022	Bank Statement	<b>51,606.75</b>	<b>105,094.58</b>	<b>156,701.33</b>

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

**107.3 Earmarked Reserves**

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

	Opening funds 01/04/2022 £	Movement in funds to date £	Available funds as at 31/10/2022 £
Environmental improvements	3,111.39	(304.00)	2,807.39
Brook Hollows	50,000.00	(17399.24)	32,600.76
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>-6,300.76</b>	<b>50,803.40</b>

**108. Receipts/payments to 31 October 2022 and draft 2023/24 budget**

**Resolved** That the report be noted and that Councillors give thought to the draft 2023/24 budget in readiness for the December meeting of the Parish Council.

**109. Proposed extension to the Meadow View play area**

Councillors were requested to consider the draft planning application and associated documentation prior to submission to ESBC.

**Resolved** That, subject to minor typographical errors being corrected and the inclusion of a map indicating the footpaths from the Bellway estate to the play area, the Parish Council approved the planning application and associated documentation for submission to ESBC.

**110. Elizabeth Avenue play area / pump track (Minute No. 89 refers)**

Deferred to the next meeting (as part of the draft budget considerations).

**111. Rolleston on Dove Neighbourhood Development Plan (NDP)**

The Chair reminded the Parish Council that the NDP was made in May 2021 and covers the period up to 2033. The NDP ideally to be reviewed in May 2026 and then every five years thereafter.

**112. Village Directory 2023**

The Parish Council was asked if it wished to publish a revised Village Directory with the Rollestonian in the New Year, cost comparison for the Directory to be produced in house and by an external printer were provided for consideration.

**Agreed** That the Rolleston Civic Trust be asked if the Village Directory could be included in the Rollestonian instead of being a separate insert.

**113. Correspondence**

**113.1 Staffordshire Parish Councils' Association**

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

**113.2 Communications Log**

The Comms Logs had been circulated to all councillors.

**113.3 Police report for October 2022**

The Police report was noted.

**113.4 Rolleston Civic Trust: Proposed fun run**

The Civic Trust sought permission to use part of the Parish Council's land at Tafflands and the Craythorne Road playing field as part of the proposed 3k fun run to be held in June 2023.

**Resolved** That the Parish Council has no objection to its land being used for the proposed fun run.

**113.5 Community Library**

The owner of the Rolleston Kindergarten had informed the Parish Council of their plans to establish a community library with the aim of developing a love of reading in the children and hopefully the wider community.

**Agreed** That the Parish Council supports the proposed community library; Councillor Sharples and the Youth Representatives added that they would liaise with the Kindergarten to pool ideas.

**114. Exclusion of the press and public**

**Resolved** That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expanded 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.

**115. Staffing matters**

**Resolved That:**

- Following confirmation from NALC/SLCC that the pay increase for 2022 had been agreed, backdated to 01 April 2022, the increase be applied to the Clerk's salary (scp 20) with immediate effect.
- The Parish Council also agreed to increase the Clerk's annual leave entitlement by one day (pro rata) with effect from 01 April 2023 (as notified by NALC/SLCC).

**116. Quotations**

**116.1 Footpath 14**

Deferred pending the upcoming 2023/24 budget considerations.

116.2 **Tafflands**

**Resolved** That John Deacon’s quotation to take two trees down and remove roots, take out two tree stumps and remove roots and remove all from site in the sum of £60.00 plus VAT be accepted.

116.3 **Tafflands: Replacement litter bin(s)**

**Resolved** That one Invicta bin be purchased from Glasdon UK Ltd at a cost of £637.64 plus VAT (to be installed by John Deacon).

116.4 **Burnside: Tree works**

One quotation had been sourced in the sum of £1,480.00 to deadwood 6 No. Lime trees and pollard 2 No. mature Willow trees.

**Resolved** That, subject to another quotation being sourced for comparison, the cheaper of the two quotations be accepted.

116.5 **Cattle dock retaining wall, Jinny trail**

**Resolved** That the quotation in the sum of £1,950.00 plus VAT to prepare the specification to rebuild the existing platform wall be declined; the quotation to be forwarded to the Station Heritage Group with the recommendation that they apply to ESBC’s Councillor Community Fund to fund the cost of the specification preparation.

The meeting closed at 9.40pm

Signed .....

Date .....