

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 13 March 2023 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

2 Youth Representatives
2 Members of the public
Mary Danby, Clerk

Public Forum

Mr & Mrs Baker referred to the incident in January which saw a car come off the road and into their garden, causing significant damage. They expressed concern at the lack of traffic calming at this entrance into the village and said that lots of children and people congregate on the path at the bend and they wanted to impress on the council that this was not a one-off incident. Mrs Baker said that she had emailed the County Council but had not received a response.

The Chair said that the Mr & Mrs Baker's neighbours had attended the previous meeting and the council had taken the actions from that meeting by raising the concerns with ESBC, Staffordshire Highways, County Councillor White and the local Police with a view to seeking traffic calming at the junction of Rolleston Road / Knowles Hill.

Agreed That:

- The Clerk would pass the email addresses for the County Councillor and Richard Rayson (Strategic Community Infrastructure Manager Stafford Borough and East Staffordshire Borough) to Mr & Mrs Baker.
- The local PCSOs be contacted with a request for a mobile speed camera(s) to be deployed on Rolleston Road and Knowles Hill.

165. Apologies

None, all Councillors were present at the meeting.

166. Declarations of Interest and Dispensations

Councillor Houston declared a non-pecuniary interest in Planning Application No. P/2022/00235 as he knows the applicant.

167. Planning matters

167.1 Planning applications

Resolved That the following observations be submitted to ESBC:

Application No.	Location	Proposal
P/2022/01398	2 Brookside Court Brookside	Erection of a single storey rear extension
No objection		
P/2023/00072	Adj to the Brook Burnside	Reduction back to original pollard points of approx 30% to 2 Weeping Willow trees (T1 and T3) and reduction of approximately 1 metre 20% (T2) and 30% (T4) to 2 Weeping Willow trees
No objection		

P/2023/00106	Adj to the Brook Burnside	Crown raise up to 4 metres to 6 Lime trees (T5-T10)
No objection		
P/2023/00136	Rolleston Cricket Club Dovecliff Road	Erection of replacement practice nets
No objection		
P/2023/00151	2 Brookside Court Brookside	Listed Building consent for the erection of a single storey rear extension
No objection		
P/2023/00155	21 Twentylands	Raising of ridge height to facilitate the erection of a two storey front infill extension, two first floor front extensions and a two storey rear extension, installation of a rear dormer extension, erection of front porch, installation of first and second floor side windows, installation of solar panels to the rear and cladding to all elevations.
No objection		
P/2023/00208	Westfield House Burnside	Crown reduce by 3-4 metres all around one Yew tree
No objection		
P/2023/00232	23 Beacon Road	Felling of Tulip tree
No objection but Councillors ask that a suitable replacement tree be planted		
P/2023/00233	St Mary's Church Church Road	Felling of one Birch tree (T1) growing out of a grave causing structural damage to the grave
No objection		
P/2023/00235	Kimberley Church Road	Felling of one Lawson Cypress tree
No objection		
P/2023/00265	Thornley Hollows 2 Church Road	Felling of four Conifer trees
No objection		

168. Minutes

Resolved That the Minutes of the meeting held on 13 February 2023 be approved and signed as a true record.

169. Matters arising

Minute No. 153.3.2 (2nd bullet point)

Councillor Stewart reported that ESBC had installed posts to prevent vehicles from accessing the Meadow View jitty.

Minute No. 153.3.2 (4th bullet point)

It was noted that the Planning Officer had not supplied the requested update. **Agreed** that the request be escalated to Sal Khan, ESBC Head of Service.

Minute No. 153.3.4 (2nd bullet point)

Councillor Sanderson reported that he followed up the replacement of the damaged Cordyline plant with County Councillor White.

Minute No. 162.3 Access to Tafflands from the Rolleston Manor estate

Councillor Stewart reported that she had met with the contractor and he was going to provide a quotation to build-up the drop from the timber footbridge, stone the path through to Tafflands and install a drain to take the water away.

170. Councillors' reports

170.1 County Councillor White reported:

- The major roadworks on Station Road are now complete and I think we can all be very happy with the transformation of the road.
- We have had mixed feedback on the scale of the speed humps on the road, much of it positive but some raising concerns about their height and impact. As a result, the humps will be adjusted to make them less impacting but without reducing the overall effect on excess vehicle speeds on the road. This will be done at no further cost to Staffordshire taxpayers.
- The footways which have not been fully reconstructed have now received structural patching where required and will shortly receive a new surface layer which will keep them in a good condition for 10+ years.
- I have noted the recent accident at the top of Knowles Hill/Rolleston Road. While this is still under Police investigation I do not want to comment on the cause of the accident itself, but the Parish Council will be aware that I have been working for some time to secure improved traffic calming for Rolleston Road and Knowles Hill. This is most likely to come from s106 funding from a nearby housing development and I am working with the relevant planning officers to try and secure this.
- Asked that the council publicise a School Crossing Patrol vacancy for the John of Rolleston School.

Agreed That council disagrees with the planned adjustments to the speed humps and is of the opinion that they should be left as they are. Councillors said that the speed humps are working in slowing down vehicles and reducing emissions from speeding traffic, but they sought clarification that the existing height does not inhibit ambulances when they are travelling at speed in an emergency situation.

170.2 Borough Councillor Toon said that the dredging of the Brook Hollows lake should have started on 13 March but this had not been possible as there was a concern that the field was too wet for the work to start. She also reported that cycle tracks were being installed in Burton.

170.3 Parish Councillors' reports

170.3.1 Councillor Toon reported that drains were blocked in the village.

170.3.2 Councillor E McManus reported:

- A resident had mentioned that the council's insert in the Rollestonian is bland and asked if the inserts could contain decisions made by the council and why the decisions had been made. Councillor Stewart said that the council could look at how it communicates with the village and she suggested that this could be an agenda item for the May meeting.
- Cars were parking on the double lines around the school and towards the Spread Eagle. **Agreed** that County Councillor White be asked if he could explain what the procedure is for following-up on where double yellow lines have been installed to check that they are

working properly. Councillors also noted that there are a few “ups and downs” in the road surface on Station Road which are filling with water.

170.3.3 Councillor S McManus reported that the website had been tidied up, some pages had been removed and links were now more succinct.

170.3.4 Councillor Appleby noted that the Peveril development had commenced on Craythorne Road. Councillor Houston asked if there was a Construction Management Plan (CMP) Councillor Houston asked for sight of the CMP and it was **agreed** that this would be provided to him.

170.3.5 Councillor Badcock referred to a political flyer citing significant funding would be available for a village enhancement programme. As the Parish Council had not been consulted or informed of this programme, the comments on the village enhancement scheme in the leaflet circulated in the village by a political party was, in his opinion, disrespectful to the Parish Council and all the hard work that the voluntary, unpaid, Councillors do in the village. He said that he had contacted Thomas Deery, Interim Head of Regeneration, ESBC who confirmed in an email that the programme had not been launched yet and would go to the April Cabinet meeting. Mr Derry had confirmed that Rolleston was in the proposed area.

Councillor Stewart reported that she had received an email from one of the parties to the flyer informing her that the programme had been delayed until after the election. She said that she would contact those associated with the flyer to say that their comments are noted and the council looks forward to working with the duly elected Borough Councillors.

170.3.6 Councillor Sharples reported that:

- She had received a request for more cutting back to be done from the entrance to the Jinny Trail. Councillor Stewart advised that this area is regularly maintained as appropriate for a Nature Trail.
- She had received a request that Councillors name be put in the Rollestonian insert. **Agreed** that this would be done in the first issue after the May elections.
- She had received a request for a dog litter bin to be installed – she would provide the location details to the Clerk to enable a request to be made to ESBC.
- The Jinny Inn had reported that the business had been hit by the Station Road works and the Clerk had advised that a claim could be made to the County Council.
- There are a plethora of old planning notices around the village, could ESBC be asked to remove these? Councillors advised that these can be removed provided the consultation dates have passed.
- The planters at the entrances to the village were looking good.

170.3.7 Councillor Sanderson asked that the contractor be commended for the excellent work he had done with the bridge and gate on the Tafflands end of Footpath 14.

170.3.8 Councillor Robson reported that:

- He had given a talk on the Jubilee Orchard to the Burton 3A.
- Suggested that the bollards on the grass verge outside the Co-op could be replaced with medium-sized stones – **Agreed** that the suggestion be passed to Staffordshire Highways.

170.3.9 Councillor Houston reported that an insufficient number of posts had been installed when replacing the railings at the Craythorne Road playing field car park (it was noted that the posts had been ordered against the specification provided by SCC/Amey). **Agreed** that the railings be monitored.

170.3.10 Councillor Stewart reported that:

- She had Chaired the recent RoDSEC AGM.
- She and Councillor Badcock had arranged to meet with Dave Hughes, EA at Burnside to discuss what the council can do regarding the railings and Brook.
- The meeting with two residents and the tree surgeon regarding trees on the Jinny Trail had yet to be arranged.

171. Youth Representatives' report

The Youth Representatives reported that vehicles congregate near the butchers for the School and this causes problems for other road users. Advised that this is a Police matter and also referred to Minute No. 170.3.2 (2nd bullet point) above.

172. Financial Matters

172.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
AOS Online	Stationery	Debit Card (pd 14/02/23)	24.11	4.02
Cartridge People Ltd	Stationery	Debit Card (pd 14/02/23)	49.75	8.29
Burton Tree Care	Jinny Trail tree works	BACS (pd 17/02/23)	990.00	0.00
P Gould	Mowing Contract £1,171.07 Additional pre-season cut (requested by Staffs Highways) £275.00	BACS	1,446.07	0.00
Clerk	Salary and expenses	BACS	1,263.66	0.00
Glasdon UK Ltd	Supply 1 No. Invicta metal bin	BACS	765.17	127.53
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
HMRC	NI/PAYE 4 th quarter 2023/23	BACS	1,241.67	0.00
Bradleys Tax & Accountancy Services	Payroll service 2022/23	BACS	114.00	19.00
Urban Vision Enterprise CIC	Support re Meadow View play area planning application	BACS	2,970.00	495.00
Boston Seeds Ltd	Lawn Seed (Brook Hollows – Donor funds)	BACS	185.99	1.00
J Deacon	Environmental contract: £1,058.64 Craythorne car park lock/unlock: £168.00 Jinny Trail steps repair and repair stile at Cornmill Lane end of footpath: £110.40 Footpath 14 (Tafflands end: gate, etc) £780.00 Tafflands, repair fire damaged low hut: £878.40	BACS	2,995.44	499.24
Rolleston Civic Trust	Rollestonian inserts 2022/23	BACS	608.00	0.00
O2	Council mobile	DD	18.35	3.06
Rolleston PCC St Mary's	OGSR hire: Jan, Feb & March 2023	BACS	60.00	0.00
		TOTAL	12,738.20	1,158.14

Resolved That the above payments be approved.

172.2 Bank reconciliation at 28 February 2023

		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	137,719.49	14,925.33	152,644.82
	LESS Expenditure	99,235.38	28,623.92	127,859.30
28 February 2023	Bank Statement	47,058.27	86,999.63	134,057.90

Resolved That the above was a true record.

172.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 28 February 2023 were:

	Opening funds 01/04/2022 £	Available funds as at 28/02/2023 £
Environmental improvements	3,111.39	2,452.39
Brook Hollows	50,000.00	45,457.30
Play areas	3,642.00	3,642.00
Andy Starbuck seat	351.00	0.00
s106 College Fields	0.00	1,079.57
Total	57,104.39	52,631.26

It was further resolved that: The unspent funds from Play Areas (Nominal Code 4200) and Projects (Nominal Code 4300) at Year End be moved to the Play Areas Earmarked Reserve to retain funds to meet future needs. The General Reserves at Year End would be retained at c£45,000.

172.4 Re-appointment of Internal Auditor

Resolved That Toplis Associates Ltd be re-appointed to act as the council's Internal Auditor for the 2023/24 financial year.

173. Receipts/payments to 28 February 2023

Resolved The report be noted.

174. Extension to the Meadow View play area

Councillors had previously been made aware ESBC had approved the council's planning application to extend the Meadow View play area.

Playdale had previously advised the council that they were unable to hold the original quotation (£44,465.42 plus VAT) beyond 30 November 2022 due to the rising cost of materials. Due to the timeframe for the planning process through to ESBC granting approval, including council agreement for the appointment of the planning consultant, the council was unable to place the order by this date.

Playdale were asked to re-quote for exactly the same specification as previously accepted by the council at the July 2022 meeting and a quotation in the sum of £49,096.26 plus VAT had been received. Playdale's standard payment terms are 50% deposit paid within 7 days of placing an order.

ESBC had confirmed that the value of the s106 funds available for the council to draw down for the above project is £43,428.00. Based on this figure, there was a shortfall of £5,668.26 on Playdale's net quotation cost.

Resolved That:

- Playdale's revised quotation in the sum of £49,096.26 plus VAT be accepted.
- The £5,668.26 shortfall be met as follows: £1,079.57 (s106 funds) and £4,588.69 (from the Play Areas Earmarked Reserve (see also Minute 155.3 above)).

175. Rollestonian of the Year

Resolved That:

- The revised Award criteria be approved (Annex 1 attached).
- Nominations for the 2022 Award be invited through publicity in the council's Rollestonian insert, the council's website and Facebook page and posters on noticeboards. Closing date for nominations end June 2023 for consideration by the council at the July meeting and the Award presented at the September council meeting.

176. The Local Government Boundary Commission for England:

Consultation on division boundaries for Staffordshire County Council (Minute No. 159 refers)

Agreed That the local Government Boundary Commission for England be advised that the parish council is happy with the Ward boundary as it stands.

177. Sport England funds (Minute No. 160 refers)

The council received a report outlining the progression of actions from the initial meeting. Information was given regarding the Football Foundation Pitch Improvement Programme (PIP) and the Football Foundation's Small Grant Fund. The council felt there was insufficient clarity to enable decisions to be made. Councillors also expressed concern regarding the S106 Agreement condition, reiterating the concerns expressed at the July 2021 meeting (Minute No. 60.1(b)).

Agreed that:

- This item be deferred pending receipt of further information regarding the Pitch Improvement Programme.
- ESBC be approached outlining the council's concerns regarding the S106 Agreement condition and seeking confirmation of the process and cost of the condition being varied.

178. Rolleston FC – FA PIP Report maintenance plan

Deferred to the next meeting so that information requested in Minute No. 177 above can be considered.

179. Craythorne Road playing field car park

The council received an update on the car park and portacabin removal following Amey's use of the car park for a temporary compound during the Station Road works, Amey community work and dates for completion.

It was noted that Hawthorn whips had not yet been planted in the hedge. **Agreed** that Amey be asked to plant these as soon as possible.

It was noted that the gate half-way down the car park will be locked.

It was noted that new railings were not as expected due to insufficient posts having been installed, albeit that the posts had been ordered against the specification provided by Amey. **Agreed** that the railings be monitored and a decision be made at a later date if more posts were found to be necessary.

180. Peveril Homes Ltd: Street Naming request

The council considered a request from Peveril Homes that it accept the street name for their Craythorne Road development to being named after Terry Wragg, a long serving employee who had tragically died last year.

Agreed That the council would prefer to see the street named after Tom Martin and that the preferred street name was "Martin Close". It was further agreed that if this name was not acceptable to Peveril Homes the council's preferred street name would be "Wragg Close".

181. Annual review of policies

a) Resolved That the following policies be approved without any changes being necessary:

Asset Register
Document Retention and Disposal Policy
Information and Data Protection Policy
Publication Scheme
Statement of Internal Control and Annual Review of Effectiveness of Internal Control

b) Resolved That the following policy be approved with minor amendments to the Footnote (Page 12) and Document History (page 16):

Financial Regulations

182. Community Library project

The Youth Representatives presented a report outlining progress with the Community Library project and they asked that a small budget be allowed to buy Perspex and a sign.

Resolved That:

- The council support the project and thanked the Youth Representatives for bringing it to fruition.
- A budget of £100 be allocated for the purchase of Perspex and a sign.
- A letter of thanks be sent to the Kindergarten Manager for her support and assistance with the project.

183. Annual Parish Meeting

It was noted that the Annual Parish Meeting (APM) will take place at the Old Grammar School Room on 24 April 2023 beginning at 7.30pm and that invitations had been sent to local groups. The formal notice would be displayed on noticeboards and uploaded to the council's website and a link be put on the Facebook page.

Councillors E and S McManus agreed to publicise the APM on the council's website and Facebook page.

184. Correspondence

184.1 Staffordshire Parish Councils' Association

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

184.2 Communications Log

The Comms Logs had been circulated to all councillors.

184.3 Coronation of His Majesty the King – 06 May 2023

RoDSEC's Chairman had asked if the council were planning to organise anything for the King's Coronation. It was suggested that, subject to the Donor's consent, a commemorative plaque could be installed on the new Church Road bus shelter.

Deferred to the next meeting to enable a quotation(s) for a plaque to be sourced and the Donor's response to be received.

184.4 Knowles Hill Traffic Management Scheme

A Knowles Hill resident had contacted the council (copied to Councillor White) about the recent vehicle incident at the junction of Knowles hill/Beacon Road and asking that a Traffic Management Scheme be implemented as a priority.

Agreed That the resident be advised that members of public had attended the January meeting to express their concerns regarding road safety on Rolleston Road, Knowles Hill and the Knowles Hill/Beacon Road junction. The council had initiated the actions from that meeting by raising the concerns with ESBC, Staffordshire Highways, County Councillor White and the local Police with a view to seeking traffic calming at the junction of Rolleston Road / Knowles Hill.

184.5 Funds given by Bellway to ESBC for building of the new estate

A joint letter from RoDSEC and Rolleston Civic Trust had been received explaining that a Freedom of Information request had been made of ESBC regarding the money paid by Bellway to ESBC in relation to the Rolleston Manor development. ESBC's response had raised further questions which it was hoped that the Parish Council could assist.

The Chair said she had spoken with the Civic Trust Chairman and explained the Sports and Community Facilities elements of the funds. She had offered to speak at a Civic Trust meeting to give an update, which had been declined for the present and she had reiterated that the parish council meetings are open to the public where members of the public can hear discussions on all issues.

184.6 Rolleston Cemetery

ESBC had contacted the council advising that they were working with a consultant to look at the potential for expanding Rolleston Cemetery. The works were purely exploratory at this stage and it was stressed that this does not affect the immediate future of Rolleston allotments but is more of a case of long-term resource planning on behalf of ESBC.

Councillors asked that the council be consulted on what the next phase will be and the timescales involved.

184.7 Rolleston Brook update

The council received an update from Dave Hughes, EA with regard to the recent de-silting work that had been carried out and the dredging of the Brook Hollows lake. He added that the findings of the modelling exercise will be presented to residents when these are ready.

He said that arrangements had been made for Councillors Stewart and Badcock to meet with Mr Hughes on 23 March to discuss additional works on Burnside that the council are interested in having carried out. **Agreed** that consideration be given to an update being uploaded to the website and Facebook page following the meeting with Mr Hughes.

184.8 **Police: Statistics report**

The report had been circulated to all councillors.

The meeting closed at 10.15pm

Signed

Date

Rolleston on Dove Parish Council
Rollestonian of the Year Award criteria

- For the purpose of this award any individual person(s) or group of any age who live, work or volunteer in the parish is eligible.
- The award may be presented to an individual, individuals or group meeting the above criteria and who have served the community above and beyond that which could be considered normal or who have achieved exceptional heights in their field (sport, arts, etc.).
- All nominations must be supported by reasons demonstrating how they have benefited the village/residents.
- All nominations must have a nominator contact (e.g. email address which will only be used for the purpose of this award nomination if required).
- The nomination form should offer guidance e.g. examples of reasons against the criteria that might be used to support the nomination.
- Incomplete nominations (with no reasons or nominator details) or nominations completed in bulk will not be accepted.
- The award may be given to any individual(s) or group more than once.
- The award may be given posthumously.
- Serving Parish Councillors are not eligible for the award; however they may make nominations which they may not then vote on.
- The award continues to be presented at the Annual Parish Meeting.
- Methods of promotion to include Parish Council website, Facebook page, posters, Rollestonian insert and other village organisations to be asked to promote the award.
- Methods to submit nominations to include email, letter or text to the Parish Council phone number/Parish Council email, an online form available via the website and use should be made of a QR code to take you to the form, and boxes in various village locations.
- The existing Parish Council voting process to remain as is.

Criteria agreed: 13 March 2023

This criteria will be regularly reviewed.