

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 19 June 2023 commencing at 7.30pm**

Present

Councillor Stewart (in the Chair)
Councillors Appleby, Badcock, Houston, E McManus, S McManus and Sanderson

In attendance

Mobile CCTV Enforcement Officer, ESBC
E Fenn, Youth Representative
Mary Danby, Clerk

Mobile CCTV Enforcement Officer, ESBC

The Officer gave an explanation of his role and an update on incidents at the Craythorne Golf site.

Public Forum

No members of the public were present at the meeting.

26. Apologies for absence

Councillors Robson and Sharples and E Hetherington, Youth Representative.

27. Declarations of Interest and Dispensations

None declared.

28. Planning matters

28.1 Planning applications

Application No.	Location	Proposal
P/2023/00155	21 Twentylands	Erection of a two storey front infill extension, two first floor front extensions and a two storey rear extension, erection of front porch, installation of first floor side window, installation of solar panels to the rear and cladding to all elevations.
No objection		
P/2023/00513 and P/2023/00544	The East Lodge Hall Grounds	Application under Section 73 to vary Condition 2 attached to planning application P/2022/01158 to amend the previous approval by proposing a carport (rather than a garage), a reduced driveway area, relocation of steps and the inclusion of a glazed link between the underground multi use room
No objection		
P/2023/00515	18 Church Road	Demolition of existing front conservatory to facilitate the erection of a single storey front extension
No objection		

P/2023/00531	Winter House Hall Grounds	Felling of one Laurel tree (Tag 583), felling of one Holly tree (Tag 586), felling of one Sycamore tree (Tag 587), felling of one Sycamore tree (Tag 590), selectively prune back low level growth to around 3 metres above ground level to give clearance to shrubbery beneath of one Laurel tree (Tag 579), remove larger deadwood only of one Sycamore tree (Tag 580), central stem to be reduced to a post pruning height of approximately 6-7 metres to limit leggy growth and consolidate of one Holly tree (Tag 582), crown lift low section of crown over the drive so that post pruning there is around 3 metres clearance above drive surface of one English Yew tree and clear Laurel and Aucuba shrub within a radius of 1 metre from trunk base (Tag 584), removal of central clump around Sycamore with tag 587, the clump closest to Holly tree with tag 586 reduce stems to around 4 metres above ground level, cutting back to near points of current regeneration and allow to regrow and clump closet to Laurel with tag 589 remove of one Laurel tree (Tag G588), removal of dead and dying back branches within the crown of one Laurel tree (Tag 589), target prune to remove entirely the lowest whorl or branches, leaving the largest wound of around 90mm in diameter at a point that the adjacent trunk diameter is around 320mm and subordinate the leading section of the secondary stem on the south eastern side reducing the height of the leading stem by around 1 metre resulting in pruning wounds of around 30mm in diameter and remaining secondary growth extending roughly due south towards the drive should be reduced by around 1 metre of one English Oak tree (Tag 591) and cut back small diameter basal Sycamore suckers and selectively removing and cutting back Holly saplings and Laurel regeneration and sever Ivy off one Sycamore tree (Tag 592)
No objection		
P/2023/00551	Ravenswood Tutbury Road Rural	Conversion and extension of existing detached outbuilding into annex accommodation, within garden land including installation of solar panels
No objection		
P/2023/00592	The Old Hall Hall Grounds	Felling of one Eucalyptus tree
No objection subject to a suitable replacement tree being planted		

P/2023/00639	3 Marston Lane	Erection of a two storey side extension and single storey rear extension, front dormer window, render and clad external walls, widen existing drive to provide additional parking and access to proposed garage
No objection		
P/2023/00649	The Croft Burnside	Reduction in height to 1 Cypress tree to be reduced in height by 6 - 7m leaving a finished height of circa 7m (T1), re-pollarding of Willow tree to original points of cutting, around 4m of growth to be removed (T2), reduction all around by 4-5m to 1 Sycamore tree (T3)
No objection		
P/2023/00681	Tudor House 3 Church Road	Crown reduce by up to 3 metres one Holly tree (T1), one Birch tree (T3) and one Beech tree (T4), crown reduce one Cypress tree (T2) and one Holly tree (T6) by up to 2 metres and crown reduce one Cypress tree (T5) and one Birch tree (T7) by up to 4 metres
No objection		

29. Minutes

Resolved That the Minutes of the meeting held on 16 May 2023 be approved and signed as a true record.

30. Matters arising

Minute No. 10 (Minute No. 189 refers)

Councillor Stewart reported that the resident queried why the council does not sell any of its land and they were advised to email the council if they wished to formally ask if they could purchase the garden land.

Minute No. 10 (Minute No. 190.3.3 refers)

It was noted that the Community Library had gone live.

Minute No. 12.2

Councillor E McManus reported that ESBC's contractor had now completed the works.

Minute No. 12.3

It was agreed that a final 'push' for Rollestonian of the Year nominations should be made on the Facebook page and website.

31. Councillors' reports

31.1 Councillor Badcock asked that the council consider changing the meeting start time from 7.30pm to 7pm as he thought that this would be more amenable to Councillors.

Agreed That the meeting start time be changed to 7pm for a trial period from September-December 2023.

31.2 Councillor S McManus reported that the website calendar connection had been lost but he had now updated the plugin and it was now working. He asked to be advised if any Councillor becomes aware of problems with the website so that these can be rectified.

31.3 Councillor Appleby reported that:

- Peveril Homes had removed their two signs guiding people to their Craythorne Road development.
- There had recently been a flooding incident at the junction of South Hill/Station Road. Councillors said that the drains needed to be flushed as they were not allowing water to get away. Councillor Stewart agreed to report the issue to Staffordshire Highways.
- He asked what was happening regarding the Willow tree on the bank adjacent to the Spread Eagle Inn. Councillor Stewart said that Mitchells & Butler's (M&B) Estates Department had been contacted on several occasions without response.
Agreed that ESBC be asked to liaise with M&B to see any necessary works undertaken on the Willow tree.

31.4 Councillor Houston reported that:

- An unknown person had applied weedkiller along the Platinum Orchard boundary which had killed the plants and herbs that had recently been planted.
Agreed that a letter be sent to properties which abut the boundary advising them that weedkiller had been used and asking that if they became aware of anyone doing this in future that they inform the council as weedkiller use is not allowed on any council land.

31.5 Councillor Sanderson reported that:

- The landowner had trimmed back the Station Road hedge by the bus shelter bend but they had left the cuttings on the grass verge.
Agreed that the landowner be asked to collect and remove the cuttings from the verge.
- The replacement Hawthorn whips planted on the Craythorne Road car park had all died.
Agreed that Amey be requested to replace the Hawthorn whips.
- The Spread Eagle Island garden volunteers would be having a plant sale on Garden Sunday, monies raised would be used for bulbs for the Spread Eagle Island garden and a small donation would be given to the Church.
- He had noted that a gate had been installed from the Rolleston Manor estate which gives access onto the field, a "Keep out, private property sign" had been put on the gate into the estate. Councillor Stewart advised that the council had previously been alerted to the gate by a Walford Road resident who had been informed that this was a private matter as the council does not own the land.

31.6 Emily Fenn, Youth Representative reported she and her fellow Youth Representative, Evie Hetherington, would be joining Councillor Sharples this week to undertake the Contract Review inspection.

31.7 Councillor Stewart reported that:

- There had been a deliberate arson attempt on the tall playhouse on Tafflands, it was believed that this had happened on the evening of Saturday 17 June and was discovered early on the Sunday morning. The council's contractor made the structure safe on the Sunday and the Clerk had reported the incident to the Police.
Agreed that Councillor Houston speak with the contractor to find potential methods to protect the structure from fire damage in the future. Decision on what to do with the playhouse deferred to the next meeting.
- Additional keys had been purchased for the noticeboard outside Starbucks, Councillors were asked if they would be able to update the noticeboard when necessary. Councillors Appleby and Sanderson offered to hold a key and update the noticeboard when asked to do so.
- Councillors were asked to collect the Rollestonian of the Year nomination boxes from the Club and Starbucks. Councillor Sanderson agreed to do this.
- Craythorne Road car park railings: An explanation was given of issues arising from the railings expanding and detracting due to the heat and that the long length of railing was thought to be adversely impacting on this. A suggestion was put that stile(s) could be used to create one or two breaks into the railings.
Agreed that a discussion was required between Councillors and Amey to agree to a solution to the identified issues.

- It was noted that the new steel fencing around the Meadow View play area had a gap in it which must be closed.
Agreed that Playdale be advised and asked to rectify this as a matter of urgency.

32. Financial Matters

32.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Rolleston Village Fayre Society	£137 donation (agreed at May 2023 meeting)	BACS (Pd 17/05/23)	100.00	0.00
Post Office	Postage stamps	Debit Card (Pd 19/05/23)	98.00	0.00
Burton Tree Care	Burnside tree works: Willow and Limes	BACS (Pd 25/05/23)	875.00	0.00
P Gould	Mowing contract £1,327.99 Strim Brook banks (14 th & 27 th May) £130.00	BACS	1,457.99	0.00
Manor park Nurseries	Compost (Jamie's Island planters)	BACS	22.50	3.75
IONOS Cloud Ltd	RPC Website	DD	6.46	1.08
O2	Council mobile	DD	20.80	3.47
Clerk	Salary and expenses	BACS	1,253.96	0.33
HMRC	2023/24: 1 st quarter NI/PAYE	BACS	1,241.67	0.00
J Deacon	Environmental contract £1,200.49 Craythorne barrier lock/unlock: £186.00 Elizabeth Avenue playing field - remove fly tipped cuttings: £86.40 Brook Hollows – metal railings: £2,496.00 (Donor funds)	BACS	3,968.89	661.48
Woodside Nurseries	Summer planting of Burnside troughs	BACS	400.00	0.00
Greenbarnes Ltd	Additional keys for the Starbucks noticeboard	BACS	12.93	2.15
TOTALS			9,458.20	672.26

Resolved That the above payments be approved.

32.2 Bank reconciliation at 31 May 2023

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2023	Bank Statement	79,325.65	87,040.63	166,366.28
Movement in funds to date	PLUS Income	66,967.70	2,108.09	69,075.79
	LESS Expenditure	(71,124.38)	(0.00)	(71,124.38)
31 May 2023	Bank Statement	75,168.97	89,148.72	164,317.69

Resolved That the above was a true record.

32.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 31 May 2023 were:

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 30/04/2023 £
Environmental improvements	2,360.39	(50.00)	2,310.39
Brook Hollows	45,272.31	(5,525.00)	39,747.31
Play areas	17,132.11		17,132.11
S106 College Fields	44,507.57	(25,627.69)	18,879.88
Total	109,272.38	(31,202.69)	78,069.69

33. Receipts/payments to 31 May 2023

Resolved That the report be noted.

34. Communications Strategy (Minute No. 170.3.2 13 March 2023 refers)

During discussion it was felt that a new Strategy was not necessary, merely that the council needs to ensure that things that have been done are publicised on the website and the Facebook page. Equally, it was felt that where something had happened, e.g. the recent fire damage on Tafflands this should also be publicised and residents asked to come forward if they had any information.

It was noted that the council's Social Media and Electronic Communication Policy (page 1) states "If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council" and it was felt that any Councillor could fulfil this requirement.

Agreed That:

- The Social Media and Electronic Communication Policy, page 1 section headed "Communications from the Council will meet the following criteria", 5th bullet point be amended to read "If it is official Council business it will be moderated by either a councillor or the Clerk to the Council."
- The village organisations be contacted and asked to send their publicity posters to the council for uploading to the website and Facebook page.

35. Rollestonian insert

The council considered a proposal from the Civic Trust that the council's Rollestonian insert be incorporated within the main Rollestonian booklet. Four pages could be allocated to the council to put forward anything it wished and this would save the council c£180 per year as the cost would reduce from £145 per edition to £100 per edition.

Resolved That the council accepts the above proposal and the council's insert be incorporated within the Rollestonian booklet with effect from the Autumn 2023 edition.

36. Council's priorities 2023/24

Councillors considered the draft priorities which were tabled by the Chair.

Agreed that Reference Nos. 9 (Burnside railings) and 19 (S106 Sport England monies) be moved up the priority listing. The reasons for this were that:

- (a) It was felt to be achievable for Councillors and volunteers to repair and repaint the Burnside railings by breaking the work down into sections to be completed over time, and
- (b) There was a need to resolve how the condition on the S106 Sport England monies might be varied and the monies reallocated to other uses.

37. S106 Sport England funds / Football Foundation (Minute No. 194 11 October 2022 refers)

Councillors were advised that it appears a Deed of Variation is indeed the way forward. ESBC suggested that the next step, given the pitch report received by the Parish Council, and the

views of the football team would be a meeting between Parish Council, ESBC, Bellway and Sport England, which ESBC are happy to facilitate if the Parish Council asks them to arrange. However, in order to do this the Parish Council would need to know what it wants to do with the money instead and be able to justify it at the meeting.

Agreed That the council will arrange a meeting to be held in July 2023 where Councillors will consider the potential projects which might be possible using the S106 Sport England funding; the short list of potential projects would then be put to residents as a consultation exercise to identify the most beneficial use of the funding for the village. A meeting could then be requested via ESBC once this process has been concluded.

38. Annual footpath walks

Agreed That the Chair would email all Councillors to agree the dates for the 2023 footpath walks.

39. Correspondence

39.1 Staffordshire Parish Councils' Association (SPCA)

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

39.2 Communications Log

The Communications Log had been circulated regularly to all councillors.

39.3 Supporting the delivery of Health and Wellbeing initiatives with town and parish councils
Resolved That the correspondence received via the SPCA be noted.

39.4 St Mary's Church – Request to use The Croft

A request has been received for permission for the Local Vocals Community Choir to sing on The Croft on Sunday 02 July 2023 at 3pm when it is Garden Sunday, with gardens open throughout Rolleston to raise money for St Mary's Church.

Resolved That permission be given for the Choir to sing on The Croft as stated above and that the organisers be advised to contact RoDSEC for advice regarding Public Liability insurance cover, whether any permission is required regarding the public performance (ESBC) and Public Performance Licensing (PPL).

39.5 Rolleston Scout Group – Request to use the Meadow View open space for car parking for "Rollestonbury"

Resolved The council declined the offer of a donation and gave its permission for the use of the land as a one-off event for the requested purpose under the following conditions:

- The Scout Group must write to all Meadow View residents as soon as possible saying that it has liaised with the Parish Council which has given permission for the Meadow View open space to be used for car parking for the Rollestonbury 2023 event. They are asked to include the information provided to the council, together with the map, in the letter to residents.
- The Scout Group are asked to arrange for a Security Guard to be present on the site all night and that this information be included in the letter to residents.
- It was noted that the Scout Group will make good any significant damage to the land but they are also asked to make good any damage that may occur to any of the perimeter posts.

40. 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.

41. Quotations

41.1 Bridge over ditch from the Rolleston Manor estate to the Craythorne Road playing field

Resolved That the council prefers the quotation submitted by JT & RA Deacon to install a replacement bridge able to accommodate powered wheelchair users and that this work be done on a 50/50 basis of shared costs with ESBC.

41.2 Additional planters (Minute n. 12.3 refers)

Deferred to the next meeting.

41.3 Craythorne Road playing field: Accessible kissing gate (Minute No. 12.7 refers)

Resolved That the following quotations be accepted:

Jacksons Fencing

1 No. Mobility kissing gate kit 1.5m gate plus five posts and 12 rails (Jakcured)
£387.00 plus VAT and delivery

J Deacon

Remove kerb stones and old stile and install new kissing gate
£478.00 plus VAT

It was further resolved that the car park area in front of the kissing gate be hatched in yellow and marked "No parking".

The meeting closed at 9.32pm

Signed

Date