

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 10 July 2023 commencing at 7.30pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, E McManus, S McManus, Robson, Sanderson and Sharples

In attendance

ESBC Councillors Gaskin and Lock

Rachel Anderson, Locality Officer East Staffordshire, Support Staffordshire

T Salmon

4 Friends of Brook Hollows

Clive Baker, Rolleston Station Heritage Group

E Fenn and E Hetherington, Youth Representatives

Mary Danby, Clerk

Support Staffordshire Volunteer Awards 2023

Rachel Anderson, Locality Officer East Staffordshire presented certificates to Tim Salmon and the Friends of Brook Hollows.

Public Forum

No comments or queries were put to the council.

42. Apologies for absence

Councillors Badcock and Houston.

43. Declarations of Interest and Dispensations

None declared.

44. Planning matters

44.1 Planning applications

Application No.	Location	Proposal
P/2022/01332	4 Station Road	Remodelling of dwelling including raising of ridge height, part one and a half storey and single storey side and rear extension, including front and rear dormers, front porch canopy and alterations to existing access (Revised)
No comment		
P/2023/00658	Land opposite Norwood Cottage Hall Grounds	Application under Section 73 to vary Condition 2 (Plans) and Condition 8 (Materials) attached to the Detailed planning application P/2021/01193, for the erection of a detached dwelling to amend the proposed roof tiles
No comment		
P/2023/00674	Alder Brook Barn 62 Church Road	Felling of one Silver Birch tree, crown reduction by up to 1.5 metres of one Silver Birch tree (T2), two Cherry trees (T3) and (T5) and one Sycamore (T4)
No objection		

P/2023/00677 No objection	Doveland Anslow Lane	Raising of ridge height to facilitate a first floor front extension and forward facing dormer and the erection of a two storey front gable extension
P/2023/00688 No objection	Spread Eagle Hotel Church Road	Pollarding and crown reduction by removing 4 metres off every branch of one Willow tree
P/2023/00737 No objection	20 Brookside	Erection of a front porch and flood barrier
P/2023/00744 No objection	Lavender Cottage Chapel Lane	Reduction by 1.5m to one Rowan tree (T1), reduction by 3-4m to one Birch tree (T2), felling of 2 Cherry, 1 x multi-stem Lilac, 2 x Ash (T3, T4 and T5)

45. Minutes

Resolved That the Minutes of the meeting held on 19 June 2023 be approved and signed as a true record.

46. Matters arising

Minute No. 31.5 (First bullet point)

It was noted that despite a recent trimming, the hedge was encroaching onto Station Road and was reducing visibility for drivers. **Agreed** that the issue be reported to Staffordshire Highways.

It was also noted that the hedge from the Dovecliff Hotel towards Stretton village was very overgrown and needed to be cut back. **Agreed** that the issue be reported to Stretton Parish Council.

Minute No. 34 Communications Strategy

It was noted that the agreed amendment to the Social Media and Electronic Communication Policy did not meet the council's intentions and it was **agreed** that the policy remain unaltered temporarily and that the reworded proposed text be considered at the September meeting.

47. Councillors' reports

47.1 County Councillor White had provided the following update via email:

I have a couple of highways updates which although not in Rolleston itself, may be of interest to parishioners.

Wetmore Road, Wharf Road and Hawkins Lane are going to be subject to overnight closures 8pm to 6am this week while structural repairs of key areas is carried out. This is prior to those roads receiving a new top surface later this year.

The A38 Claymills junction will be undergoing a full structural maintenance, drainage, kerbing and resurfacing scheme commencing 21 August and due to complete on 16 September. This will mean overnight closures running from 9pm -5am on most nights.

As ever, please let me know if there is anything else you would like to discuss and I will be happy to help.

47.2 ESBC Councillor Lock reported that the Councillors Community Fund (CCF) had been launched; the Community Regeneration Fund (CRF) was currently on hold and the Village Enhancement

Programme had been renamed Ward Enhancement Programme (WEP) and was likely to launch in the Autumn. He said that an upper limit of £50,000 per application would be applied and applications will need to be match funded.

ESBC Councillor Gaskin said that he was a member of the CCF Panel which would next meet on 10 July, he added that an £1,500 upper limit per project had been applied for the current financial year.

47.3 Councillor Sanderson reported that:

- The Spread Eagle Island plant sale on Garden Sunday had raised £136. A donation of £25 had been donated to the Garden Sunday charity and the remaining proceeds would be used to plant a mixture of Allium, Crocus and Narcissus bulbs ready to flower next Spring and a King Charles III rose had also been purchased to be planted later this year.
- As Chairman of the Rolleston Almshouses Charity:
 - He thanked the council for giving permission for a skip to be temporarily sited on The Croft.
 - Reported that the Trustees had expressed concern regarding two trees on the boundary of the Almshouses with The Croft, one tree was on The Croft and the other on the Almshouses property. The trees need maintenance as they are very overgrown. The Trustees asked that the council obtain quotations for the necessary tree works and the Trust would pay 50% of the cost of those works. **Agreed** that the council obtain quotations as requested by the Trust and that the offer of 50% of the total costs be accepted. (Councillors Robson and Sanderson would meet on site with tree surgeons, quotations to be sent to the Clerk.)

47.4 Councillor Robson reported that he would be meeting with both WIs at the Platinum Orchard to discuss creating a herb garden, this would be maintained by the WIs once established. The contractor's assistance was requested with creating the area which would be separated from the mowing area. **Agreed** that Councillor Robson be given authority to work with the WIs regarding the proposed herb garden and that he liaise with the contractor so that a quotation could be provided for consideration at the September meeting.

47.5 Councillor Appleby:

- Suggested that the council could post on the council's website and Facebook page issues that Councillors and the Clerk had reported to Staffordshire Highways. Councillors felt that this would not be beneficial. **Agreed** that a post be uploaded signposting how people could report issues themselves to the appropriate Authority.
- Asked that the contractor be permitted to remove the cuttings from an overgrown hedge on the Brook near the Co-op, the work would take approximately one hour. **Agreed** that the contractor be authorised to do this work.
- Asked who was responsible for removing ESBC planning notices which were left in situ around the village. ESBC Councillor Gaskin said that he would take this query to the Planning Department and report back to the next meeting.

47.6 Councillor Sharples:

- Asked if the white railings by the former Brookhouse Hotel could be looked at as they are not in a good condition. Councillor Stewart advised that these were included in the list of tasks to be undertaken in the Council's Priorities 2023/24.
- Earth had been put on the path from the Spread Eagle car park to the Old School House – Councillors said that they would inspect this area.
- Emily Fenn, Youth Representative had sought work experience at the County Council through Councillor White and this will happen at some point.

47.7 Emily Fenn, Youth Representative reported she and her fellow Youth Representative, Evie Hetherington, had visited the Kindergarten and worked with the children to design a poster; she also reported that the Community Library was being used.

47.8 Councillor Stewart:

- Thanked everyone for all they had done over the last few weeks.
- A meeting had taken place with Amey where the railings are signed off; Amey will return in the Autumn to replant with new Hawthorn whips and re-stone/re-lay some parts of the car park surface where it is going into holes or needs MOT dust. It was noted that under the railings needs to be levelled, stone removed and seeded. **Agreed** that a quotation be obtained for this work and that another quotation be obtained to provide a stile in the gap to give access onto the playing field.
- Playdale had completed the Meadow View play area works. £2,099.75 S106 funds remained available to drawdown on application to ESBC and it was agreed that these funds should be used to improve the original Meadow View play equipment, etc.
- She had spoken with the person who had asked that an accessible access be provided from the Craythorne car park onto the playing field.
- A resident had suggested that the stiles be numbered to make it easier to report issues as and when they arise. Councillor Stewart undertook to look into this.
- A Clean-up Day would be arranged to take place on a Saturday in September (date to be notified) on Tafflands to clear vegetation and a general tidy up and improve visibility of the area. Both contractors would be required to attend on the day.

48. Financial Matters

48.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
HS Jackson & Son (Fencing) Ltd	Mobility kissing gate kit	DC (Pd 21/06/23)	526.80	87.80
IONOS Cloud Ltd	RPC website	DD	5.41	0.90
ESBC	Reimbursement of Cost of Election	BACS	121.30	0.00
Playdale Playgrounds Ltd	Meadow View play area (balance)	BACS	29,457.76	4,909.63
Clerk	Salary and expenses	BACS	1,245.66	0.00
P Gould	Mowing contract	BACS	1,327.99	0.00
J Deacon	Environmental contract £1,200.49 Craythorne barrier lock/unlock: £180.00 Brook Hollows – paths: £10,560.00 (Donor funds) Cable ties, wood preserver, teak oil: £67.27 Fiddlers Lane (trees removal), Brook (remove hedge cuttings, etc), Craythorne playing field (tree branches removal): £170.40	BACS	12,178.16	2,029.69
Replacement Keys Ltd	Keys for the small noticeboards	DC (Pd 03/07/23)	9.05	1.51
ESBC	Bin emptying: 2 nd qtr 2023/24	BACS	1,377.19	229.53
Microsoft	Annual Microsoft 365 Business Standard software licence	DC (pd 05/07/23)	148.32	24.72
Viking Office UK Ltd	Copy paper	BACS	58.80	9.80
Ricoh UK Ltd	Photocopier (Qtrly charges): Copies £77.38 Rental: £113.41	BACS	190.79	31.80

P Gould	Strimming Brook banks (June 2023)	BACS	65.00	0.00
O2	Council mobile	DD	20.80	3.47
GCL Product Ltd	Rubber grass mats (Tafflands)	DC (Pd 10/07/23)	109.42	18.24
CPA Horticulture Ltd	PlayGrade bark chippings	BACS	380.02	63.34
		TOTALS	47,222.47	7,410.43

Resolved That the above payments be approved.

48.2 Bank reconciliation at 30 June 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	66,997.70	2,164.88	69,162.58
	LESS Expenditure	(80,036.38)	(0.00)	(80,036.38)
30 June 2023	Bank Statement	66,286.97	89,205.51	155,492.48

Resolved That the above was a true record.

32.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 30 June 2023 were:

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 30/06/2023 £
Environmental improvements	2,360.39	(489.00)	1,871.39
Brook Hollows	45,272.31	(7,605.00)	37,667.31
Play areas	17,132.11		17,132.11
S106 College Fields	44,507.57	(25,627.69)	18,879.88
Total	109,272.38	(33,721.69)	75,550.69

49. Receipts/payments to 30 June 2023

Resolved That the report be noted.

50. Council's priorities 2023/24 (Minute No. 36 refers)

The updated Priorities list was noted.

51. Public Footpath 9 – Brook Hollows (Eastern boundary)

A request had been made that the council consider strimming Footpath 9 where it runs along the Eastern boundary of Brook Hollows. It was suggested that this work be done twice a year (late Spring and early Autumn) and that, if agreed, a quotation be sought for consideration at the September meeting. It was noted that the work had been done; that the first part of the area is ESBC SCC land, not parish council and that no further action was necessary.

52. RPC contracts: Considerations for Councillors

Councillors considered the Chair's report and it was **Agreed** that:

- The current contracts and specifications should be tidied up.
- Councillors to report back to the Chair by mid-August on their individual areas noting any anomalies or issues in the current specifications which need to be addressed / considered

for the new contract period. The collated information will be considered by the Contracts Working Group when it meets in September.

53. Correspondence

53.1 Staffordshire Parish Councils' Association (SPCA)

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

53.2 Communications Log

The Communications Log had been circulated regularly to all councillors.

53.3 Staffordshire Police

The July Police report was noted.

54. Cattle Dock wall

Clive Baker, Rolleston Station Heritage Group explained that a site meeting had been held following which an acceptable specification had been quoted for. The quotation did not include clearing vegetation or laying a MOT roadstone pathway in front of the wall - the council agreed that its contractor be asked to quote for this work.

The Group were looking to make an application to the Heritage Lottery to meet the cost of the quotation and asked that, if successful, the council place the order as the Group cannot reclaim VAT. The council agreed to this request and gave the Group the go ahead for the application to be made.

55. 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.

56. Tafflands

Councillors noted the actions taken regarding an recent incident and agreed that appropriate precautions had been put in place.

57. Quotations

57.1 Additional planters (Minute no. 12.3 refers)

Deferred to the next meeting.

57.3 Cattle Dock wall

Resolved That the quotation from Gabriel Builders Ltd in the sum of £9,883.00 plus VAT be noted at this stage (see also Minute No. 54 above).

57.4 Fire damaged High hut, Tafflands

Resolved That John Deacon's quotation to repair the High Hut in the sum of £915.00 plus VAT be accepted. It was noted that an insurance claim would be made to cover the cost (less £125 excess which would be funded from Nom. Code 4200 (Play Areas)).

58. Rollestonian of the Year 2022

Resolved That Graham Jacks be announced as Rollestonian of the Year 2022 and that the presentation be made at the September meeting of the council.

The meeting closed at 9.30pm

Signed

Date