

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Monday 11 September 2023 commencing at 7pm**

**Present**

Councillor Stewart (in the Chair)

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

**In attendance**

2 No. PCSOs

ESBC Councillors Lock and Smedley

Graham Jacks, family and Rolleston Scout Group representatives

Clive Baker, Rolleston Station Heritage Group

A Peirce and W Storer

E Hetherington, Youth Representative

Mary Danby, Clerk

**Rollestonian of the Year Award 2022**

Councillor Stewart presented the Rollestonian of the Year Award 2022 to Graham Jacks.

**Public Forum**

**The PCSOs** reported that they had spoken with a Meadow View resident who had queried that CCTV was to be installed on the Tafflands play area. Councillor Stewart confirmed that this was an agenda item for discussion at the meeting and a decision had not yet been made. The PCSOs said that the resident had also referred to anti-social behaviour and drinking on the Tafflands play area. They said that no incidents had been reported to the Police. Councillor Stewart said that incidents had not been reported to the council. The PCSOs also said that the resident asked if an alcohol ban could be put on the area but they had said that the Police have to have evidence provided to them for them to support such a request.

Councillor Appleby asked if a speed camera could be used on Rolleston Road/Knowles Hill, this was something that had been requested previously by the council. PCSO Leadlay said that the location was on the list for the deployment of a speed camera, but there is a long list of requests for the equipment.

**Clive Baker, Rolleston Station Heritage Group** said that the Station site is being maintained and monthly working parties are being held. He said that they are starting to make an application to the Heritage Lottery Fund and they are working with the Parish Council on the cattle dock wall. Councillor Badcock suggested that the Group look at making an application for a Biffa grant – Mr Baker said that they would look into this potential funding avenue.

**59. Apologies for absence**

Councillors Robson and Sharples.

**60. Declarations of Interest and Dispensations**

None declared.

**61. Co-option applications**

Councillor Stewart asked the council to note the Co-option process to be followed by the council. Councillors asked that two minor amendments be made which were agreed (Attachment A).

Councillor Stewart said that there were two vacancies on the council and following publicity seeking interested people to come forward applications had been received from Andy Peirce and Billy Storer. She invited Mr Peirce and Mr Storer give the council more information about themselves in support of their applications, following which the council were asked to vote.

**Resolved** That Andy Peirce and Billy Storer be co-opted to fill the two vacancies on the council and that they will be summoned to attend the next council meeting.

**62. Planning matters**  
**62.1 Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2023/00703	Burton Road Farm Burton Road	Erection of a detached garage, conversion and extension to existing garage to form Annex, and single storey front extension and porch to existing dwelling
No objection		
P/2023/00779	The Hollies Chapel Lane	Conversion of existing first floor store to form a games room including the installation of conservation roof lights and solar panels to the existing roof, along with the partial demolition and rear single-store extension of the existing carport including the replacement of the existing roof and a new entrance gate
No objection		
P/2023/00937	The East Lodge Hall Grounds	Application under Section 73 to vary Condition 2 attached to planning application P/2022/01158 (extensions and alterations to existing dwelling) 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 and the proposed extension, with ground level garden above the new subterranean areas
No objection		
P/2023/00977	24 Meadow View	Erection of a single storey rear infill extension, front porch and pitched roof to existing flat roofed garage
No objection		
P/2023/00982	The East Lodge Hall Grounds	Application under Section 19 of the Planning (Listed Building/Conservation Areas) Act 1990 to vary Condition 2 of P/2022/01163 (extensions and alterations to existing dwelling) 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 and extension, with ground level garden above the new subterranean areas
No objection		

**63. Minutes**

**Resolved** That the Minutes of the meeting held on 10 July 2023 be approved and signed as a true record subject to the last sentence in Minute No. 51 being amended to read as follows (amended text in *italics*):

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.

**64. Matters arising**

**Minute No. 46 re Minute No. 31.5 (First bullet point)**

It was also noted that the hedge from the Dovecliff Hotel towards Stretton village had not yet been cut back. **Agreed** that the issue be reported again to Stretton Parish Council.

**Minute No. 47.4**

Report regarding the proposed WI Herb Garden deferred to the next meeting.

**Minute No. 47.8**

**2<sup>nd</sup> bullet point:** Councillor Stewart reported that she was still chasing SCC regarding the replacement Hawthorn whips and finishing the car park surfacing

**5<sup>th</sup> bullet point:** Councillor Stewart reported that there had been a lot of positive feedback regarding the recently installing accessible kissing gate at Craythorne.

**65. Planning Committee meeting minutes**

**Resolved** That the minutes of the Planning Committee meeting held on 07 August 2023 be approved and signed as a correct record.

**66. Councillors' reports**

66.1 ESBC Councillor Lock advised that he had reported some items of equipment to ESBC for repair on the Ealand Road play area.

He gave an update on the Ward Enhancement Programme: The following is a draft awaiting approval, so there may be some tweaks to come. The current plan is for the scheme to launch this Autumn. Grants will be accepted from £10-£50k (match funding is not mandatory but will be very beneficial in assessment)

There are four key criteria:

- Area (Max 3 points, Rolleston: 1)
- Heritage and Tourism (3: both, 2: one of them, 1: neither of them)
- Community support (3: community groups and PC, 2: one of them, 1: neither of them)
- Prosperity (3: Direct impact, 2: indirect impact, 1: no impact)

Projects need a minimum of 8 points to get to panel.

66.2 Councillor S McManus said that there is an intermittent issue with the calendar on the council's website and he asked that he be advised if anyone notices that the calendar is not visible.

66.3 Councillor Houston reported that Bellway lorries were accessing the estate between 7.30/8.30am and he had met with them and reminded them that they should not be in the village before 9.30am.

66.4 Councillor Sanderson reported that a parent had mentioned that she thought the spinner on the Meadow View play area goes too fast for young children. **Agreed** that Playdale be asked to confirm that the spinner is correctly set-up.

66.5 Councillor Appleby:

- ESBC had said that no further issues had been reported at the former Craythorne Golf Club site.

- Referred to the outstanding Planning Application P/2021/00373. Councillor Lock asked that the email trail be sent to him to enable him to follow this up with ESBC's Planning officers.
- The Brewers Fun Run on 29 October will follow the same route as last year, i.e. it will go through Rolleston, but no information had been provided to the council about this to date. **Agreed** that BACT be asked for detailed information regarding road closures so that this can be uploaded to the council's website and Facebook page.

66.6 Councillor Badcock:

- Tabled photographs of small plaques affixed to benches provided by Matlock Bath Parish Council and he asked if this was something the council might want to do. **Agreed** that with effect of September 2023 small plaques containing the council logo and "Provided by Rolleston on Dove Parish Council" be affixed to new benches purchased by the council.
- He also gave an update on works on Brook Hollows, including the preparation of an area either side of the waterfall where 500 daffodils will be planted by the volunteers; Burton Conservation Volunteers will be creating a reed bed and the silt trap at the lower part will be emptied.
- Referred to remarks on "Spotted Rolleston" concerning the lack of fibre broadband in the village. **Agreed** that enquiries be made of Open Reach on their plans to install fibre broadband in Rolleston.

66.7 Evie Hetherington said that she had done her last area walk with Councillor Sharples before she goes to university.

66.8 Councillor Stewart passed on Verity Connor's huge thanks to the council for allowing the plaque for her son to be put on the bench on The Croft.

**67. Financial Matters**

**67.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
<b>To retrospectively approve the payments made during the Summer recess:</b>				
Staffordshire Wildlife Trust	Contribution to Brook Hollows lake restoration	BACS (pd 11/07/23)	10,000.00	0.00
Playdale Playgrounds Ltd	Engineer visit to assess surfacing around embankment slide	BACS (pd 20/07/23)	180.00	30.00
Sutcliffe Play Ltd	Replacement seats and chains for Meadow View swings	Debit Card (pd 25/07/23)	533.76	88.96
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
Freeola	Village website	DD	13.86	2.31
Clerk	Salary and expenses	BACS	1,251.96	0.00
P Gould	Mowing contract £1,327.99 Brook: bank strimmed £65.00 Meadow View: area around play area mowed £24.00	BACS	1,417.99	0.00
St Mary's PCC	OGSR Hire (April – June 2023)	BACS	60.00	0.00
O2	Council mobile	DD	20.80	3.47
J Deacon	Environmental contract £1,200.49 Craythorne barrier lock/unlock £186.00 Brook Hollows – Brid mouth fence (Donor funds) £4,977.54 Tafflands slide and high hut / Out of Scope works (itemised on invoice) £307.20	BACS	6,671.23	1,111.87

**Rolleston on Dove Parish Council**  
**11 September 2023**

Staffordshire Parish Councils' Assn	Planning training fee (1 delegate)	BACS	36.00	6.00
Mazars LLP	2022/23 Audit fee	BACS	504.00	84.00
P de Jager & Sons Ltd	Daffodil bulbs (Brook Hollows – Donor funds)	Debit Card (pd 17/08/23)	117.18	19.53
Tutbury Crystal	Rollestonian of the Year Award 2022	Debit Card (pd 18/08/23)	68.00	11.33
Cartridge Shop UK Ltd	Printer cartridges	Debit Card (pd 21/08/23)	39.84	6.64
<b>Payments due as at 04 September 2023</b>				
P Gould	Mowing contract	BACS	1,327.99	0.00
Clerk	Salary and expenses	BACS	1,243.86	0.00
HMRC	NI/PAYE 2 <sup>nd</sup> qtr 2023/24	BACS	1,241.67	0.00
J Deacon	Craythorne car park lock/unlock: £186 Environmental contract: £1,200.49 Craythorne: Install kissing gate £573.60 Tafflands: Repairs to fire damaged High Hut: £1,098.00 Remove branches from Brook: £30 Craythorne: Railings/posts: £679.20	BACS	3,767.29	627.88
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
Freeola	Domain name (Auto-renewal)	DD	13.30	2.22
Playsafety Ltd	RoSPA Inspection Reports (Craythorne, Elizabeth Avenue and Tafflands)	BACS	299.40	49.90
02	Council mobile	DD	20.30	3.47
<b>TOTAL</b>			<b>28,840.41</b>	<b>2,049.58</b>

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

**67.2 Bank reconciliation at 31 August 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	<b>PLUS</b> Income	79,161.80	13,300.89	92,462.69
	<b>LESS</b> Expenditure	(147,652.66)	(11,009.10)	(158,661.76)
31 August 2023	Bank Statement	10,834.79	89,332.42	100,167.21

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

**67.3 Earmarked Reserves**

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

	<b>Opening funds 01/04/2023 £</b>	<b>Movement in funds to date £</b>	<b>Available funds 31/08/2023 £</b>
Environmental improvements	2,360.39	(489.00)	1,871.39
Brook Hollows	45,272.31	(30,650.60)	14,621.71
Play areas	17,132.11	(5,668.25)	11,463.86
S106 College Fields	44,507.57	(44,507.57)	0.00
<b>Total</b>	<b>109,272.38</b>	<b>(81,315.42)</b>	<b>27,956.96</b>

**68. Receipts/payments to 31 August 2023**

**Resolved** That the report be noted.

**69. Conclusion of Audit for the year ended 31 March 2023**

Councillors were advised that Mazars LLP, the council's external auditor, completed the 2022/23 audit with no comments or recommendations for the council to consider.

The Notice of Conclusion of Audit and AGAR Sections 1, 2 and 3 had been published on the council's website and the noticeboards and on 14 August 2023.

**Resolved** That the report be noted.

**70. Sport England funds**

- Councillor Stewart gave an update of her recent conversation with Mark Rizk, ESBC's Head of Corporate and Environment Services regarding the council's request for the variation of the S106 condition on how the funds should be used and the process to be completed prior to a meeting being arranged with Sport England, Bellway, ESBC and the parish council.

Mr Rizk thinks that the council are going about this the right way and verbally supports the council as he understands why we cannot put in changing rooms / drain the field, etc. He said though that it is a Sports England decision rather than ESBC ultimately as it is their money. He asked that she go back to him after this meeting when we have discussed and voted on the actions from the S106 Working Group formally with the agreed decisions/actions. He will then facilitate an initial meeting with Sports England so they can see where we are and advise what exactly they will be looking for / detail required.

- The council was asked to approve the actions and plan agreed at the informal council meeting held on 07 August 2023. **Agreed that:**
  - **Governance** be approved and that the Working Group meet in September (date to be confirmed).
  - **Workstream 1 – consultation** be approved with the proviso that the timeline may be amended dependent on the outcome of the call/meeting with Sport England.
  - **Workstream 2 – The plan** be approved in principle.
  - **Workstream 3 – Stakeholder management** be approved in principle.

Councillor Stewart was authorised to update Mark Rizk and to seek a call/meeting with Sport England to ascertain their view of the above proposed way forward and advise on exactly what they will be looking for and the detail required to consider allowing the requested variation of condition.

**71. S106 Funds**

**Resolved That:**

- The application to ESBC for the drawdown of the remaining S106 funds (£2,099.75) for the following items be retrospectively approved at a total cost of £2,703.82 plus VAT, the shortfall (£604.07) will be funded from the Play Areas Earmarked Reserve.

- Repair and repaint the original play equipment
- Purchase and install 1 No. bench
- Install a new land drain
- Purchase and install 1 No. replacement litter bin

**72. RoSPA Annual Inspections**

Councillor Stewart tabled a summation of the inspection findings and actions following the 2023 RoSPA inspections. She confirmed that she would be meeting with the council's contractor to discuss the findings and what works are required.

**Resolved** That the report be noted.

**73. Social Media and Electronic Communications Policy (Revised)**

**Resolved** That the revised Policy be approved and that the authorised administrators are Councillors E McManus, S McManus and Stewart and the Clerk.

**74. Tafflands CCTV Proposal**

ESBC's Mobile Enforcement CCTV Officer had offered to install a CCTV camera at the Tafflands play area. The camera would be in situ for an initial period not exceeding four weeks. If the council wished to accept this offer, the Officer requires an application to be completed giving permission for the camera to be used, the council would also be required to purchase signage advising that CCTV recording was in progress on the site.

**Resolved** That the offer be accepted and the Officer's advice be sought in completing the application form and providing the required information.

**75. Staffordshire Parish Council's Association: Annual General Meeting**

Councillors were given details of the SPCA's AGM which will be held on 30 October 2023.

**Resolved** That the information be noted.

**76. The Local Government Boundary Commission for England (LGBCE): Consultation on draft recommendations for division boundaries in Staffordshire**

**Resolved** That the information be received without comment.

**77. Correspondence**

**77.1 Staffordshire Parish Councils' Association (SPCA)**

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

**77.2 Communications Log**

The Communications Log had been circulated regularly to all councillors.

**77.3 Concessionary travel**

The County Council in partnership with the Department of Transport were promoting Concessionary Bus Travel for older and disabled people who live in Staffordshire. They want to encourage people to apply for a concessionary bus pass if they eligible and use it for free off peak travel – applications can be made at [www.staffordshire.gov.uk/BusPasses](http://www.staffordshire.gov.uk/BusPasses). Posters had also been provided and it was agreed that these would be displayed on the council's noticeboards.

Prior to exclusion of the Press and public, Councillor Stewart, on behalf of the council, wished Evie well with her university studies and thanked her for her input as a Youth Representative.

**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.

**79. Quotations**

**79.1 Additional planters**

**Resolved That:**

- A resident's offer of a donation of £800 be accepted towards the cost of 4 No. additional planters be accepted
- 4 No. baskets, 8 pairs liners be purchased from Amberol Ltd at a cost of £1,039.20 plus VAT (including delivery) (the £239.20 shortfall will be met by the council).
- Woodside Nurseries quotation in the total sum of £140.00 be accepted for feed, compost and plants (Summer and Winter) for the additional planters be accepted.
- The Civic Trust be asked if it is willing to contribute 50% of the cost of plants for the additional planters.

**79.2 Cattle Dock wall**

**Resolved** That John Deacon's quotation to clear vegetation at ground level and 1 metre away from wall on top of Dock, remove tree root out of wall and remove all waste from site in the sum of £500.00 plus VAT accepted in principle and that the order be deferred until such time as funding for the overall project has been secured.

**79.3 Tree works: The Croft/Almshouse boundary (Minute No. 47.3 refers)**

**Resolved** That the quotation provided by M&M to Section fell a mature Ash leaving a low stump and works to a tri-stemmed Sycamore (2 x stem to be removed, 1 x stem reduced in size to form a more compact crown) in the total sum of £2,250 be accepted – 50% of the cost be funded by the Rolleston Almshouse Trust.

**79.4 Tree works: Shotwood Close Open Space**

**Resolved** That the quotation provided by Ben Binns to cut back a Beech by 1m on the boundary side of 56 Church Road and remove a Sycamore in the total sum of £365 be accepted provided that the Sycamore root is ground out once felled.

**79.5 Stiles: Numbering**

**Resolved** That Hardy Signs Ltd's quotation to supply 40 No. 3mm aluminium faced panel with graphics, graphic size 75mm x 50mm at a cost of £220.00 plus VAT be accepted.

**79.6 Wooden planter, verge near to the Jinnie Inn**

**Resolved** That Staffordshire Highways be requested to remove the planter in the interests of highway safety.

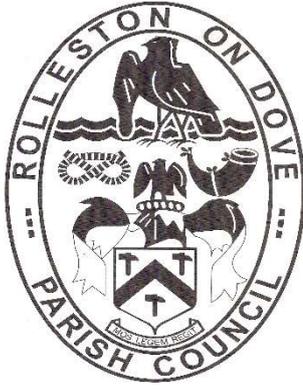
**80. Contracts Working Group**

Councillor Stewart provided an update of a Working Group meeting held on 04 September which had considered proposed amendments to the Environmental Contract and Mowing Contract specifications and draft contracts. The Working Group will next meet on 16 October and the final draft specifications and contracts will be put to the council for approval at its November meeting.

The meeting closed at 9.25pm

Signed .....

Date .....



# Rolleston on Dove Parish Council

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## **Co-option process to be followed at the Parish Council meeting on 11<sup>th</sup> September 2023:**

- Candidates will be given three minutes to introduce themselves to Councillors, give information on their background and experience and explain why they wish to become a member of the Parish Council. Councillors will be given the chance to ask questions of the candidates.
- Only councillors present at the meeting may nominate, second or vote upon a person to fill the vacancy. A councillor may only nominate or second one candidate per vacancy.
- The Chair will offer opportunity for debate on the order of priority to offer co-option to the candidates. The process will be carried out in the public session and there will be no private discussions between Councillors prior to a vote being taken. However, where the Parish Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Parish Council should resolve to exclude members of the Press and public. In most cases, the candidates will also be asked to leave the room while this process takes place. The candidates, members of the Press and public rejoin the meeting once any debate has finished.
- Voting for the new Councillors will be by a show of hands. Councillors have one vote each per candidate.
- An absolute majority vote is required for each candidate from all Councillors present and entitled to vote. If there are more than two candidates for one vacancy and no-one at the first count receives a majority, the candidate with the least number of votes will be eliminated and the remainder must be put to the vote again until an absolute majority is obtained (LGA 1972 Sch. 12, Para 39). One person will be chosen for each vacancy.
- In the event of a tie the Chair has the casting vote, where this would result in a majority. In the event of a tie with more than 2 candidates, the Chair shall have the casting vote on which candidate is eliminated. The vote is then made again with 2 candidates remaining.
- The successful candidate is then declared co-opted to the Council and summoned to attend the next Council meeting.
- The process is repeated for vacancy 2.

The Parish Council is not obliged to co-opt to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply. The SPCA has confirmed that it would not be necessary for the council to provide reasons why a candidate was (or was not) co-opted to be a member of the council.