

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 13 November 2023 commencing at 7pm**

Present

Councillor Stewart (in the Chair)

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

In attendance

ESBC Councillors Gaskin and Smedley

E Fenn and M Marsden, Youth Representatives

Mary Danby, Clerk

Public Forum

No members of the public were present.

99. Apologies for absence

Councillors Sharples and Storer.

100. Declarations of Interest and Dispensations

None declared.

101. Planning matters

101.1 Planning applications

Application No.	Location	Proposal
P/2023/01055	Smallholding 8 Tutbury Road Rural	Erection of a two storey side extension with enclosed balcony and single storey rear extension
No objection		
P/2023/01102	4 Alderbrook Close	Demolition of existing rear extension to facilitate the erection of a single storey rear extension, installation of roof light and removal of chimney stack
No objection		
P/2023/01123	33 Burnside	Erection of a two storey side and part first floor rear extension
No objection		
P/2023/01145	Public Open Spaces Shotwood Close	Felling of one Sycamore tree and cut back one Beech tree by 1.5 metres from boundary
No comment (Parish Council's own application)		
P/2023/01174	The Plantation Fiddlers Lane	Coppice to ground level one Ash tree (45cm diameter) (T1), reduce end weight back to sound wood on one Ash tree (90cm diameter) (T2), and coppice to 50cm above ground level one Leylandii (30cm diameter) (T3) of TPO1 Rolleston
No objection		

P/2023/01200	Rolleston Almshouse Burnside	Felling of 1 Ash tree and removal of outer 2 stems and crown reduction by up to 20% of remaining stem of 1 Sycamore tree
No comment (Parish Council's own application)		

102. Minutes

Resolved That the Minutes of the meeting held on 09 October 2023 be approved and signed as a true record subject to the following amendments:

Minute No. 86.4, 3rd paragraph be amended to read "... The Environment Agency **have responsibility for** the lake."

Minute No. 86.7 be amended to read "... despite having **escalated** the issue.....".

103. Matters arising

Public Forum (Rolleston Station Heritage Group)

Councillor Stewart reported that the drafting of the WEP application was in progress.

Minute No. 86.4

It was noted that the de-registration of the Parish Council's association with the lake had been completed.

104. Councillors' reports

104.1 ESBC Councillor Gaskin reported that:

- Arrangements were being put in place for the Stay Warm and Food Banks schemes.
- He had ascertained that the Planning Dept do not remove cable ties where planning notices have been displayed in rural areas.

104.2 ESBC Councillor Smedley reported that the recycling centre would be closed on Monday 20 November and Tuesday 21 November for urgent repairs to the road surface.

104.3 Councillor Peirce said that the hedge on the left-hand side coming down Knowles Hill was badly overgrown and needs to be cut back.

He also said that the Knowles Hill bus shelter was in poor condition and asked what the plans were for it. **Agreed** that this be reviewed in March 2024.

104.4 Councillor Sanderson reported:

- Spread Eagle Island: The volunteers had done maintenance works and had purchased two bags of farmyard manure for the area. They had also weeded around the bus shelter. Around £120 was left from the sale of plants earlier in the year and he said that the volunteers would like to retain these funds to purchase bulbs and plants for the Island. **Agreed** that the Parish Council is happy for the volunteers to retain the funds for this purpose.
- The Station Road hedge was in the process of being cut. **Agreed** that a letter of thanks be sent to the landowner when the hedge cutting had been completed.

104.5 Councillor Appleby reported:

- CCTV had not yet been installed at Tafflands and he was liaising with ESBC regarding this being done.
- He continued to be in liaison with the PCSO regarding arranging Speed Awareness sessions on Knowles Hill/Rolleston Road and Anslow Lane. He referred to parking on double yellow lines around the school which had been reported to the Parish Council by a resident. **Agreed** that this should be reported to the Police and that they be asked to monitor/patrol the area to ensure that people are deterred from doing so.

- The landowner had until 17 November 2023 to remove 200 tonnes of rubble from the Craythorne Therapy and Small Animals Farm, Craythorne Road.

104.6 Emily Fenn, Youth Representative reported:

- The Pop-Up event had taken place at the Jubilee orchard on 10 November.
- More books are needed for the Community Library.
- A competition had been run for the poster design for the Community Library with a £10 book token as a prize for the winner. She asked that the Parish Council approve the purchase of the token – this was **Agreed**.

104.7 Councillor Stewart reported:

- The S106 funds had been released by ESBC to fund the remaining works on Meadow View.
- The Contractor Review meetings had taken place.
- She and Councillor Appleby had met with the Contractor at Elizabeth Avenue to discuss the RoSPA report – actions had been agreed and quotation(s) will be provided for consideration at a future meeting.
- Amey had agreed to the remedial works at the Craythorne Road car park – works under the railings to level the surface ready for grass seeding have been started, the car park surface will be made good and replacement Hawthorn whips will be provided.
- The PCSO had contacted the Parish Council regarding the statistical data reports and asking if Councillors would prefer to access the information themselves on the internet (Staffordshire-PFCC.gov.uk) or if they would prefer that reports continue to be provided. **Agreed** that the Parish Council asks that the reports continue to be provided; it was further **Agreed** that the reports would be circulated to Parish Councillors and not included on agendas going forward.

105. Financial matters

105.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Clear Insurance Management Ltd	Additional premium to add the Coronation bus shelter and the extended Meadow View play area to the council's insurance policy	BACS (pd 17/10/23)	54.15	0.00
P Gould	Mowing contract	BACS	1,327.99	0.00
Revive Recycled Plastics Ltd	Replacement posts for Meadow View open space	BACS	2,805.54	467.59
Freeola Ltd	Village website	DD	13.86	2.31
Clerk	Salary and expenses	BACS	1,299.66	0.00
Burton Conservation Volunteers	Creation of a new reed bed at Brook Hollows (Donor funds)	BACS	669.99	0.00
J Deacon	Craythorne car park lock/unlock October: £186.00 Environmental contract: £1,200.49 Brook Hollows: Preparation for Daffodils (Donor funds): £960.00 Footpath 14 Ditch improvement works: £120.00 Craythorne playing field – new path from Bellway estate bridge to Tafflands Woods: £1,140.00	BACS	3,890.89	648.48

	Craythorne playing field – replace square post and post and rail fence from entrance to Woods towards Craythorne Road: £294.40			
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
Viking Direct	Postage stamps	BACS	152.94	0.99
Burton Tree Care	Tree works: Jinny Trail (Ash tree overhanging a Walford Road property)	BACS (pd 02/11/23)	280.00	0.00
Woodside Nurseries	Planters refilled for Winter	BACS	425.00	0.00
NALC	Training fee	Debit Card (pd 07/11/23)	39.22	6.54
O2	Council mobile	DD	20.80	3.47
P Gould	Strim Brook banks September £65 Mowed verge near the middle bridge £35	BACS	100.00	0.00
TOTAL			11,086.03	1,130.38

Resolved That the above payments be approved.

105.2 **Bank reconciliation at 31 October 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	125,959.80	22,888.87	148,848.67
	LESS Expenditure	(162,751.47)	(11,009.10)	(173,760.57)
31 October 2023	Bank Statement	42,533.98	98,920.40	141,454.38

Resolved That the above was a true record.

105.3 **Earmarked Reserves**

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

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 31/10/2023 £
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
Total	109,272.38	(81,315.42)	27,956.96

106. **Draft 2024/25 Budget and Receipts/payments to 31 October 2023**

Resolved That:

- The report be noted.
- A new expenditure line “Flooding” be added to the draft Budget.
- The Clerk to provide a report detailing the effect on Council Tax bands for a number of different precept options for comparison at the next meeting.

107. Flooding incident 20 October 2023

Councillors referred to the problems experienced in the village as a result of Storm Babet. It was noted that the Parish Council is unable to solve the issues but it can put pressure on the Ward County Councillor and the Environment Agency to resolve/alleviate flooding in the village.

Councillor Badcock asked the Parish Council to consider doubling the precept as a one-off as a contribution to the Environment Agency for flood alleviation works for the village. The suggestion did not meet with support and it was **Agreed** that this suggestion would not be progressed as the responsibility lies with the County Council and the Environment Agency.

Agreed That:

- The Environment Agency be pressurised for funding for sand bins, sand bags, sand and signs as these costs are currently met by the Parish Council.
- Fold up/down flood warning signs affixed to street furniture be investigated.
- Consideration be given to laying concrete around the sand bins to make them easier to access in wet conditions.
- “Flooding” be a standard item on agendas going forward.
- Dave Hughes, Environment Agency be invited to attend the next meeting to discuss the recent flooding in the village and to ask him to clarify how the £100k funding from the Government will be used.
- ESBC and the County Council be lobbied for more frequent visits for road sweeping and gully cleaning due to flooding.

108. Sport England funds

Agreed That Councillor Stewart will collate the requested information for submission to Sport England in support of the request for the condition to be varied.

109. Correspondence

109.1 Staffordshire Parish Councils’ Association (SPCA)

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

109.2 Communications Log

The Communications Log had been circulated regularly to all councillors.

109.3 Zero Hour re Climate and Ecology Bill

Resolved That whilst the information regarding the second reading of the Climate and Ecology Bill be received without comment.

109.4 Knowles Hill road surfacing improvements

Hadyn Vernon had contacted the council saying that the road surfacing improvements recently completed by Staffordshire Highways had led to increased vehicle speeds and the opportunity to improve highway safety had been missed.

Councillors noted that the email had been copied to County Councillor White and they felt that he would discuss the comments with Highways Officers. It was also noted that Councillor Appleby is in liaison with the PCSO’s regarding arranging Speed Awareness sessions on Knowles Hill/Rolleston Road and Anslow Lane (Minute No. 104.5 refers).

109.5 **Station Road flooding**

Councillors noted County Councillor White's response to queries put by a Station Road resident regarding the recent flooding incident.

110. **P/2021/00373 (Minute No. 86.3 refers)**

Councillors discussed the Parish Council's previous submission on the above planning application at length.

Councillors raised concern regarding the amount of water that came off the Application site during the recent Storm Babet and it was felt that the Application could well cause more flooding elsewhere when there is already evidence that:

1. The area where one of the pitches and brick-built amenity blocks is to be positioned was under water and has been before and is therefore not suitable.
2. There is considerable water run-off from the site already in heavy rain, and this is the primary cause for water flowing down the road and into the centre of the village.

Considerably more hardcore for hardstanding is planned in the Application and brick-built amenity blocks which will reduce further the fields ability to soak up rain water and cause more water run off onto Craythorne Road.

Resolved That:

- The drainage paragraph in the Parish Council's original submission should not be amended but the above discussion could be reported when the Parish Council is invited to speak at ESBC's Planning Committee when the application is to be decided.
- The photographs and commentary tabled at the meeting be forwarded to Dave Hughes, (Environment Agency), the County Council's Flood Team, ESBC Planning Officers and the County Councillor.

111. **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.

112. **Contract Review meetings**

Councillors received the Notes from the recent Contract Review meetings.

Agreed That:

- The Lounging Bar located at Tafflands should be removed.
- A request that extra grass cuts where this is needed be considered was not approved as the ground is too wet and more rain was forecast.

113. **Quotations**

113.1 **The Croft**

Resolved That:

Burton Tree Care's quotation in the total sum of £640.00 be accepted to:

- Remove dead Purple Plum tree
- Reduce large Beech tree by 25% and raise crown to 3 metres (by the OGSR)
- Raise crown on small Oak tree to 2.5 metres
- Raise crown on London Plane tree to 2.5 metres

All arisings to be chipped and taken away. Conservation Area Planning Application to be submitted to ESBC on behalf of the Parish Council.

113.2 Jubilee Orchard

Resolved That John Deacon's quotation in the total sum of £840.00 plus VAT be accepted to:

- Edge six borders with decking boards, 50mm square pegs
- Cut farmer's hedge, bushes and dead trees and remove from Orchard
- Make and fix product shelf to gate

113.3 The Croft: Oak tree root

Deferred to the next meeting.

114. 2024/27 Environmental and Mowing Contracts

Resolved That the tender documentation (Contracts, Specifications and Maps) be approved on 3-year fixed price for both contracts and the Clerk be authorised to go out to tender.

115. Staffing Matters

Resolved Following confirmation from NALC/SLCC that the pay increase for 2023 had been agreed, backdated to 01 April 2023, the increase be applied to the Clerk's salary (scp 20) with immediate effect.

The meeting closed at 9.15pm

Signed

Date