

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road on
Monday 09 March 2026 commencing at 7pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Badcock, Gallone, Houston, E McManus, S McManus, Peirce, Sanderson and Storer

In attendance

Emma Sharp, Community Flood Officer – Staffordshire, Severn Trent Water

Four members of the public

Alice Peck, Youth Representative

Mary Danby, Clerk

Public Forum

No comments/queries were put to the council.

167. Serious concerns about safety on Church Road and Marston Lane

Resolved That Standing Orders be suspended to permit Marston Lane residents to speak regarding a letter they had sent to the Parish Council regarding concerns with (a) traffic inappropriately using Marston Lane and (b) speeding traffic on Church Road. The letter suggested several measures to resolve those issues.

Agreed That the Parish Council would provide the residents' letter to the County Councillor and that the following requests be highlighted:

- Improved signage for Marston Lane and Church Road to stop inappropriate vehicles using the Lane when there are issues/closures on the A38
- Double yellow lines on the Marston Lane/Church Road junction
- A speed reduction be introduced on part of Church Road
- Replacement/repair of the speed cushions on Church Road

An additional suggestion was agreed to be put to the County Councillor that Marston Lane be made a No Entry lane for the Rolleston section (at the Dove bridge). The Clerk was requested to contact the Marston on Dove Parish Meeting Chair to ask if this something they might want to consider requesting for their end of the Lane.

Councillors asked that an update be provided on the proposals being considered by Staffordshire Highways regarding Marston Lane and confirmation that the above suggestions would be considered.

Resolved That Standing Orders be reinstated.

168. Emma Sharp, Community Flood Officer – Staffordshire, Severn Trent Water

Ms Sharp introduced herself to Councillors, saying that the team had been established last summer and had been active since November 2025. She was reaching out to introduce herself and begin building connections with key partners across councils and other authorities involved in flood risk management.

She said that her role focuses on supporting communities across Staffordshire in understanding flood risk, promoting resilience, and facilitating collaborative approaches to flood mitigation. In addition, she will also be acting as a key point of contact for communities across Staffordshire – responding to questions and concerns related to flooding and helping to bridge the gap between local communities and the technical teams at Severn Trent. Her aim is to ensure that community voices are heard and reflected in their flood risk management work.

Ms Sharp said that she will be working closely with local authorities, the Environment Agency and other stakeholders to help deliver meaningful outcomes for their customers and the environment.

Ms Sharp responded as follows in response to Councillors comments:

- She stressed that customers should report issues to Severn Trent so that a business case can be formed and funding sought, e.g. for new sewers, etc.
- Problems with drains should be reported to Severn Trent and Staffordshire County Council.
- She would look into issues reported by Councillors regarding drains at the jct Anslow Lane/Knowles Hill and on Burnside.
- She would look into the ongoing issue with a drain on Church Road.

Councillor Stewart thanked Ms Sharp for attending the meeting.

169. Apologies for absence

Councillor Robson.

170. Declarations of Interest and Dispensations

None declared.

171. Planning matters

171.1 Planning applications

Resolved That the following comments be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2026/00152	The Goldstone 93A Station Road	Installation of window to ground floor elevation	No objection
P/2026/00162	The Lodge 4 Lodge Hill	Change of use to residential curtilage and retention of hardstanding	No objection
P/2026/00165	1 Walford Road	Erection of a single storey rear extension, alterations to existing garage including the erection of a pitched roof and a new external wall, erection of a new pitched roof canopy along the front elevation to facilitate loft conversion, alterations to the fenestration, installation of roof	No objection

		lights and alterations to existing roof	
P/2026/00167	Craythorne Manor Craythorne Road	Change of use of land to use as residential caravan site for 6 gypsy families, each with two caravans including no more than one static caravan/mobile home, laying of hardstanding and erection of 6 no. ancillary amenity buildings, septic tanks, associated boundary treatment and retention of water treatment system and brick housing	Objection – see Annex 1
P/2026/00184	Spread Eagle Hotel Church Road	Erection of new pergola arch with associated painting and lighting, erection of 3m high Oak posts and associated lighting to rear garden and internal courtyard, installation of new handrails to external ramps, re-build sections of damaged external boundary wall, installation of 4 replacement shutters, replacement of 5 first floor windows and cills, repairs to all external decoration including all window frames, cills, doors, architraves, guttering, downpipes and fascias, installation of 2 new external fire doors, removal of 9 existing planter brackets and replacement with 5 new planters to existing brackets, and alterations to car park to provide one additional accessible car parking space	Comments: 1. Light pollution from the arch opening into the courtyard may affect residents of the Almshouses. 2. We trust that all conservation and listed building regulations will be met.
P/2026/00185	Spread Eagle Hotel Church Road	Listed Building Application: External and internal alterations to include replacement flooring, alterations to existing bar, installation of new joinery screens, fixed seating and handrails to ramps and stairs, installation of new partition walls and relocation of internal door, installation of replacement doors, rebuilding sections of boundary wall, replacement of existing shutters, installation of new door threshold, canopy repairs, installation of new external fire doors, installation of	Comments: 1. Light pollution from the arch opening into the courtyard may affect residents of the Almshouses. 2. We trust that all conservation and listed building regulations will be met.

		frosted films to all windows on church elevation, replacement of five first floor windows and cills, repairs to first floor sash window, installation of replacement planter brackets, removal of snow guards from wall, repair of tiles to bay window roof, installation of new handrails to existing external ramps and lighting to arch opening to external courtyard and timber repair to apex timber tail and moulding to existing canopy	
P/2026/00189	Tutbury Road	Erection of signage on the approach to Tutbury Road	No objection
P/2026/00190	Old Hall Cottage Mosely Mews	Crown reduction in height up to 2 metres of one Pine tree (T1), felling of one Holly tree (T2) and overall crown reduction up to 20% to provide clearance from telephone wires of one Prunus tree (T3)	No objection
P/2026/00192	Highbank 11 Church Road	Felling of one Sycamore tree and crown reduction up to 30% of one Yew tree (W19 of TPO 1)	No objection
P/2026/00194	Highbank 11 Church Road	Felling of one Prunus tree (T4) and cut back branches overhanging roadside and reduction in height to achieve a manageable Laurel shrub (T3)	No objection
P/2026/00203	Oaklea Rolleston Road	Retention of detached garage and store	No objection
P/2026/00225	16 Wragg Close	Erection of a rear conservatory	No objection
P/2026/00232	Highbank 11 Church Road	Reduce Laurel hedge to a height of 1 metre (H1)	No objection

172. Minutes

Resolved That the Minutes of the meeting held on 09 February 2026 be approved and signed as a true record.

173. Matters arising

Minute 153 re Sport England funds

Councillor Stewart reported that due to the lack of response the varying of the S106 condition she would now escalate this with ESBC. She also reported that ESBC had confirmed that the wording of the proposed variation clause was sufficiently loose to enable the Parish Council's preferred use of those funds to be agreed.

Minute 153 re trees on the Jinny Trail

Councillor Stewart asked that the tree surgeon be chased for a date when the works would be completed.

Minute No. 154.9 First bullet point

Councillor Stewart asked that the contractor be chased for a date when the resistograph assessment would be undertaken on the two Lime trees on The Croft.

Minute No. 164.3 Replacement tree offer

The tree surgeon had met with Councillor Robson and agreed the location for a Ginkgo Biloba to be planted. It was noted that the tree surgeon will grind down the stump of the felled Plum tree and with permission he had removed several Plum saplings from the Spread Eagle land behind the bollards.

174. Councillors reports

- 174.1 Councillor Gallone reported on the latest data collected from the SID. He queried what speed vehicles were (or could be) travelling at when past the SID and continuing into the village, this was because the speed at the SID (second reading) was higher than that at the first reading. **Agreed** That the Police be requested to undertake another speed check on Knowles Hill which should be conducted during school term time.
- 174.2 Councillor Sanderson reported that an advertising sign had been erected on the Walford Road street sign. **Agreed** that the business be contacted and requested to remove the sign.
- He also reported that the volunteers who maintain the Spread Eagle Island garden had reported that bird droppings were causing a major problem with the grass. **Agreed** that Councillor Stewart would liaise with the council's mowing contractor for advice.
- 174.3 Councillor Storer reported that he had conducted a tree audit on the Platinum Jubilee Orchard and all were budding and looking really good.
- 174.4 Councillor Houston reported that two village residents had asked him why buses travel through the village empty. Councillors were of the opinion that village residents for the service was not high but the village is on a route which serves other villages, e.g. Stretton, where the need is greater.
- 174.5 Councillor Peirce noted that water was flowing on Church Road again from the drain(?); the council's contractor had coned off the area and County Councillor White had been informed of the issue.
- 174.6 Councillor Appleby reported on a caravan that had been dumped on Craythorne Road and that the vehicle towing it had been identified; he also reported that ESBC's CCEO were dealing with the dog owner following complaints regarding consistent dog fouling on the Elizabeth Avenue playing field.
- 174.7 Alice Peck, Youth Representative asked if a community fridge could be established so that people who were going to be away could leave food for others to take rather than this going to waste. Councillors thought that use of the sharing shelf at the Diamond Jubilee Orchard could be expanded to include non-perishable goods – Councillor S McManus agreed to compile a Facebook post to publicise this opportunity.
- 174.8 Councillor S McManus reported that Lords-and-Ladies, a poisonous plant had found to be growing in the plant beds and hedgerow at the Diamond Jubilee Orchard – a suitably worded sign would be erected to warn users of the site.

174.9 Councillor Stewart reported:

- The council's objection to P/2026/00093 land south of Craythorne Road, Stretton had been submitted.
- Work to re-stone the Jinny Trail path was in progress.
- Work to remove dangerous trees and branches on Tafflands had been completed by the council's contractor and a volunteer resident.
- The council's mowing contractor had jet washed one of the white bridges in the village. **Agreed** that he be thanked for doing this work.
- It was noted that Staffordshire Highways had said that they would clear the Tutbury Road Rural to provide safe passage for pedestrians but this work had yet to be done. **Agreed** that a timeline for the work to be completed be requested from Staffordshire Highways.
- Stretton Parish Council had asked for information on how Youth Representatives could be encouraged to work with the council and the type of activities they could be engaged in – this information had been provided.

175. Financial matters

175.1 **Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
Forvis Mazars LLP	2024/25 External audit fee	BACS (Pd 10/02/26)	504.00	84.00
Amazon	Printer drum	Debit card (Pd 11/02/26)	74.29	12.38
B Gallone	Reimbursement: Refreshments	BACS (Pd 13/02/26)	16.86	0.25
Doveside and Rolleston WIs	S.137 Grant Aid (Minute No. 140 refers)	BACS (Pd 13/02/26)	120.00	0.00
Hornbeck Ltd T/A Farm Signs	Brook Hollows: Signs for alongside footpath (Donor funds)	Debit Card (Pd 13/02/26)	43.80	7.30
Hardy Signs Ltd	Craythorne car park signs	BACS	120.00	20.00
Staffordshire Playing Fields Assn.	Annual subscription	BACS	20.00	0.00
Rolleston Civic Trust	PC inserts into the Rollestonian 2025/26	BACS	340.00	0.00
P Gould	Mowing contract	BACS	1,354.58	0.00
HMRC	NI/PAYE: 4 th qtr 2025/26	BACS	1,734.61	0.00
Clerk	Salary and expenses	BACS	1,509.39	0.00
J Deacon	Environmental contract: £1,376.10 Craythorne car park lock/unlock: £201.60 Craythorne car park, install new signs: £120.00 Tafflands: Tree works £576.00 Station Road remove post, fill holes and re-seed: £90.00	BACS	2,363.70	393.95
Bradleys Accountancy Practice Ltd	Payroll service 2025/26	BACS	132.00	22.00
St Mary's Parish Church	OGSR hire: 2025/26 PC meeting	BACS	290.00	0.00
Lloyds Bank	Bank charges	DD	4.25	0.00

O2	Council mobile	DD	15.60	2.60
		Total	8,643.08	542.48

Resolved That the above payments be approved.

175.2 Bank reconciliation at 28 February 2026

		Community Account	Instant Access Account	Total
01 April 2025	Opening balances	£ 15,667.27	£77,360.20	£ 93,027.47
Movement in funds to date	PLUS Income	£112,226.18	£10,052.42	£122,278.60
	LESS Expenditure	£ 90,916.83	£ 0.00	£ 90,916.83
28 February 2026	Bank Statement	£ 36,976.62	£87,412.62	£124,389.24

Resolved That the above was a true record.

175.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 28 February 2026 were:

	Opening funds 01/04/2025	Movement in funds to date	Available funds 28/02/2026
Environmental improvements	£ 7,100.00	(£ 640.00)	£ 6,460.00
Brook Hollows	£ 9,326.50	(£1,836.50)	£ 7,490.00
Play areas	£20,250.00		£20,250.00
Speed Indicator Device	£11,000.00	(£5,377.00)	£ 5,623.00
Total	£47,676.50	(£7,853.50)	£39,823.00

176. Receipts and payments to 28 February 2026

Resolved That the receipts and payments to 31 January be noted.

177. S106 Funds

Councillor Stewart stressed that pending agreement and signature of the S106 Variation Agreement by the relevant parties nothing relating to the use of the S106 funds had been agreed other than the replacement of the zip wire on Tafflands. See also Minute No. 171 above.

178. Flooding

178.1 Councillor Stewart reported on the meetings that had been arranged by the EA in association with SCC, Severn Trent, the MP and the parish council. The meetings took place on 12 February; eight households had attended the invite only session for PFR eligible properties and six households had attended a separate meeting for those with properties who are at risk in the 1:100 year flood extent.

178.2 The latest progress report was received from the Environment Agency (EA). Councillors asked that the following queries be put to the EA:

1. Arrangements to be made for Nos. 6, 8 and 10 The Lawns to be included in those properties eligible for Property Resilience Funding (these properties were not currently include in the list).

2. Clarification regarding funding for the PRF scheme as the EA's February progress report says that this is subject to funding being identified, yet Jacob Collier MP said in an email dated 06 April 2025 that *Burton & Uttoxeter will receive £159,000 to protect against severe flooding issues in the area. The Government funding will be provided as part of local flood defence schemes at Rolleston Brook, Marchington Brook, Dovecliff Weir and Burton Town.*
3. Councillors asked that the EA write to residents in the 1:100 year flood risk area to provide an update following the recent public meetings.

179. Martyn's Law

Councillors noted at the recent Parish Council meeting that the RTF Committee are working towards meeting the criteria required for when Martyn's Law comes into force later this year and they asked that a report be provided after this year's Festival on how those arrangements worked and what, if anything, needs to be put in place going forward.

180. Memorial benches and plaques policy

Resolved That:

- Given the existing number in management the Parish Council is not seeking to increase the number of dedicated benches during the period 01 March 2026 – 31 March 2027 inclusive and will only consider requests for benches in new locations in exceptional circumstances.
- The Policy be adopted and that it be reviewed on in March annually.

181. Policy reviews

Resolved That the following policies be reviewed with no amendments being necessary:

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

182. Local Government Reorganisation in Staffordshire: Consultation

Councillors were advised that the government had launched its formal consultation on Local Government Reorganisation (LGR) in Staffordshire. The statutory consultation sought views on the five proposals that the Ministry of Housing Communities and Local Government (MHCLG) had received from Staffordshire and Stoke-on-Trent's principal councils.

Resolved That the council's preferred option was Option 1 submitted by Cannock Chase District Council, East Staffordshire Borough Council, Stafford Borough Council, Stoke-on-Trent City Council proposed 2 unitary councils. These would comprise the current areas of:

- **North Staffordshire:** Newcastle-under-Lyme, Staffordshire Moorlands and Stoke-on-Trent
- **South Staffordshire:** Cannock Chase, East Staffordshire, Lichfield, South Staffordshire, Stafford and Tamworth

The Clerk was authorised to submit the council's preferred option; Councillors were reminded that they could individually respond to the consultation.

183. Correspondence

183.1 SPCA Bulletin

The SPCA Bulletin and other information had been regularly provided to Councillors.

183.2 Comms Log

The Comms Log had been regularly provided to Councillors

183.3 Staffordshire Search & Rescue Team – Donation request

Councillors considered a request for a donation towards the cost of a specialist drone that would allow the Staffordshire Search & Rescue Team to cover more areas across the county more quickly.

Resolved That the request be declined as the council has a policy of giving donations/grants only to local organisations.

183.4 Parish Council sponsorship of St Mary's Church clock (Minute No, 164.4 refers)

The council was advised that the Almshouses are unfortunately unable to help with the funding for the Church clock, the council was therefore requested to reconsider the request.

Resolved That the council offer a donation of £100 towards maintaining the Church clock. Councillors also suggested that the PCC could approach other village organisations requesting financial assistance.

184. Exclusion of 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.

185. Quotations

185.1 Craythorne Road: Traffic survey (Minute No. 154.1 refers)

Resolved That:

- Dynamic Transport Planning's quotation in the sum of £695 plus VAT be accepted to undertake a traffic survey for a 14-day period of the Rolleston section of Craythorne Road from 13 April 2026.
- Councillors asked that the quotation and contact details be provided to Stretton Parish Council as this may be something they may wish to do for the Stretton section.

185.2 Additional SID posts: Financial information

Resolved That:

- The information be noted.
- Staffordshire Highways Officers be asked to meet with a Parish Councillor(s) to discuss if it would be acceptable to install additional SID posts at the following locations:

Jct Church Road/Brookside; Anslow Lane and Station Road

185.3 ESBC: Bin emptying 2026/27

Resolved That ESBC's quotation in the sum of £5,354.88 pa (£1,338.72 per qtr) to empty the council's 11 No. 240L bins on a fortnightly basis be accepted.

186. Rollestonian of the Year 2025

Resolved That Lee Cooke be announced as Rollestonian of the Year 2025 and that the presentation be made at the Annual Parish Meeting on 27 April.

The meeting closed at 9.07pm

Signed

Date

DRAFT

Annex 1

Application No. P/2026/00167

Proposal: Change of use of land to use as residential caravan site for 6 gypsy families, each with two caravans including no more than one static caravan/mobile home, laying of hardstanding and erection of 6 No. ancillary amenity buildings, septic tanks, associated boundary treatment and retention of water treatment system and brick housing

Rolleston on Dove Parish Council considered the above planning application at its meeting on 9th March 2026 and agreed:

- A) That the ESBC Ward Councillor(s) be requested to call the application in for consideration by the Planning Committee.
- B) That the Parish Council objects to the above application on the following grounds:
 1. Several Conditions set out in the original planning application permission (P/2021/00373) are still in breach, namely:

Condition 2	a) The Site Layout Plan was not adhered to and the site extended by 50% without permission. b) Both mobile homes were not positioned in accordance to the Site Layout Plan resulting in both being far more visible from the road. c) The fencing erected was not as per the Fencing Details submitted - instead of rural post and rail fencing, domestic 5 foot panels were erected on top of concrete posts and 1 foot gravel boards resulting in far higher fencing.
Conditions 3, 5, 6 and 12	It is understood (and confirmed by ESBC in 2025) that pre-development Conditions to supply samples of building materials, vehicle visibility splays, a scheme to incorporate a sustainable drainage system and details of ecological enhancements to provide trees and bat/bird nesting facilities were not provided.
Condition 4	Porous materials should be used on the site for hardstanding - it is not certain how porous the hardstanding is but the Applicant also laid down non-porous block paving on areas where the land held water in bad weather and built a substantial brick-paved entrance and internal drive.
Condition 7	All existing hedgerows to the front to be retained. The Applicant removed c30-35 feet of old hedgerow, at the same time building a bricked wall entrance and two large metal gates and stone lion embellishments, all without permission.
Condition 8	No external lighting to be installed. This has been installed all round the existing plot and visible through fencing and from overlooking buildings.

2. Biodiversity net gain (BNG): The Parish Council requests the measures required to meet the shortfall as calculated in the BNG report are not permitted to be offset elsewhere but planted at the site location which is in a strategic green gap that has now had significant hedging removed and green areas paved over.
3. ESBC's Local Plan Policy Performance Tracker, August 2025 clearly said that ESBC is "on track" in providing required pitches, is there a need to provide the requested additional facilities/amenities?