

## Rolleston on Dove Parish Council - Minutes of Meeting

Minutes – Meeting held Monday 8<sup>th</sup> May 2017, 730pm

Location	<b>Old Grammar School, Rolleston on Dove</b>
Attendees:	Cllr Sanderson, Cllr Robson, Cllr Gooding, Cllr Brown, Cllr E McManus, Cllr S McManus, Cllr J Toon, Cllr B Toon, James Parslow (Youth Rep), Jacob Fowkes (Youth Rep),  County Cllr P White, four members of the public were in attendance
Distribution:	Attendees + Website, Burton Mail, County Councillor Philip White
Chairman:	Cllr S Sanderson / Cllr J Wyatt
Next Meeting:	<b>June 12<sup>th</sup> 2017 7:30pm</b>
<p><b>Purpose of Meeting: To elect a Chairman and Vice Chair and discuss regular parish council business</b></p> <p><u>AGENDA ITEMS</u></p> <ol style="list-style-type: none"> <li>1. Election Of Chairman</li> <li>2. To Accept The Chairman's Declaration Of Acceptance Of Office</li> <li>3. Election Of Vice Chair</li> <li>4. To Accept The Vice Chairman's Declaration Of Acceptance Of Office</li> <li>5. Members To Be Given Opportunity To Update Register Of Members Interests (Blank forms circulated ahead of the meeting)</li> <li>6. To Note Or Appoint Representatives On Outside Bodies (Current Members noted below) <ul style="list-style-type: none"> <li><i>Rolleston Almhouse Trustee - Cllr Sanderson, Cllr Robson</i></li> <li><i>Rolleston United Foundation - Cllr B Toon</i></li> <li><i>Semi-Rural Neighbourhood Forum - Cllr J Toon, Cllr Wyatt</i></li> <li><i>RODSEC - Cllr J Toon, Cllr B Toon</i></li> <li><i>John of Rolleston School Governors - Cllr Gooding</i></li> </ul> </li> <li>7. To Note Or Appoint Representatives On Parish Council Sub Committees (Current Members noted below) <ul style="list-style-type: none"> <li><i>Planning Applications Committee - Cllr J Toon, Cllrs Sanderson, Cllr Gooding and Cllr Robson</i></li> <li><i>Recreational Sub-Committee - Cllr Wyatt, Cllr B Toon, Cllr Sanderson and Cllr Robson</i></li> <li><i>Highways Sub-Committee - Cllr Wyatt, Cllr Sanderson and Cllr J Toon</i></li> <li><i>Alliance of Parish Councils - Cllr J Toon, Cllr Wyatt, Cllr Sanderson plus 1 x vacancy</i></li> <li><i>Best Kept Village -</i></li> </ul> </li> <li>8. Public Question Time And Presentation Of Petitions</li> <li>9. Apologies For Absence</li> <li>10. Declarations Of Interest</li> <li>11. Clerks Report (part 1)</li> </ol>	

<p>Planning Applications</p> <p>Planning Decisions and Other Planning Matters</p> <p>12. Minutes Of Meeting Held On 10<sup>th</sup> April (To Approve)</p> <p>13. Report Of County Councillor</p> <p>14. Report Of Borough Councillor</p> <p>15. Report Of Parish Councillors</p> <p>16. Matters Arising From Minutes Of Previous Meeting</p> <p>17. Neighbourhood Plan</p> <p>18. Stiles – to be carried forward to next meeting (no information available at this stage)</p> <p>19. Best Kept Village/Village Clean Up Day</p> <p>20. Website</p> <p>21. Tractor Replacement</p> <p>22. Data Protection</p> <p>23. Rollestonian of the Year</p> <p>24. Clerks Report (part 2)</p> <p>Correspondence Received</p> <p>Finance</p> <p>Accounts For Payment And Income</p> <p>Items For Next Agenda</p> <p>Confidential Items</p>
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	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	Cllr Sanderson opened the meeting and welcomed Councillors and Members of the Public.		
<b>1.</b>	<b>ELECTION OF CHAIRMAN</b>		
<b>1.1</b>	Councillor B Toon proposed Cllr Wyatt for Chairman which was seconded by Cllr Sanderson. All other Cllrs voted in favour and Cllr Wyatt was duly elected.		
<b>2.</b>	<b>TO ACCEPT CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE</b>		
<b>2.1</b>	Cllr Wyatt signed the relevant form. He thanked Cllr Sanderson for his Chairmanship over the last 24 months, which had been a difficult time. Cllr Sanderson thanked all Cllrs in return.		
<b>3.</b>	<b>ELECTION OF VICE CHAIR</b>		
<b>3.1</b>	Cllr B Toon proposed Cllr Robson who declined the position due to his family relationship with the new Chairman, and the potential conflict. Cllr J Toon proposed Cllr S McManus who declined the position due to work commitments. Cllr Robson proposed Cllr Sanderson. Cllr Sanderson agreed with the proviso that he would serve 12 months only.		

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	Cllr S McManus confirmed that if the proposal was to be repeated in 12 months, he would accept any nomination due to planned changes in personal circumstances. All voted in favour of Cllr Sanderson.		
<b>4.</b>	<b>TO ACCEPT VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE</b>		
<b>4.1</b>	Cllr Sanderson signed the relevant form.		
<b>5.</b>	<b>REGISTER OF UPDATE OF REGISTER OF INTERESTS</b>		
<b>5.1</b>	All Councillors returned their updated forms.		
<b>6.</b>	<b>TO NOTE OR APPOINT REPRESENTATIVES ON OUTSIDE BODIES</b>		
<b>6.1</b>	There are no changes to representatives this year. It was noted that Cllrs E McManus and S McManus are members of RODSEC but as individuals not as Cllrs.		
<b>7.</b>	<b>TO NOTE OR APPOINT REPRESENTATIVES ON SUB COMMITTEES</b>		
<b>7.1</b>	Cllr Wyatt to be added to each committee.		
<b>7.2</b>	There are no changes to sub-committees this year.		
<b>7.3</b>	The Best Kept Village Sub-Committee was created with Cllr E McManus, Cllr S McManus, Cllr Gooding and Cllr Wyatt.		
<b>8.</b>	<b>PUBLIC QUESTION TIME AND PRESENTATION OF PETITIONS</b>		
<b>8.1</b>	Mr Baker informed the PC that the next Burton in Bloom Meeting is being held on Tuesday 23 <sup>rd</sup> May at 2pm at Scout HQ and requested a Councillor attend. It was decided that Cllrs Robson and E McManus and perhaps Cllr B Toon to attend. The BKV presentation will be given to the meeting.	Cllrs Robson E McManus B Toon	23 May
<b>8.2</b>	Sewerage running off the Jinnie trail has been reported but as there has been no movement, the Clerk to report again.	<i>Complete</i>	
<b>9.</b>	<b>APOLOGIES FOR ABSENCE</b>		
<b>9.1</b>	County Cllr Philip White will be in attendance later in the meeting. It was noted that Cllr Brown has resigned since the last meeting meaning there are now three Cllr vacancies which have been advertised.		
<b>10.</b>	<b>DECLARATIONS OF INTEREST</b>		
<b>10.1</b>	Cllrs B Toon and J Toon declared an interest in the planning application P/2017/00440. Neither Cllr will comment on the application.		
<b>11.</b>	<b>CLERKS REPORT PART 1</b>		
	<b>PLANNING APPLICATIONS</b>		
<b>11.1</b>	P/2017/00440 Erection of an attached dwelling, land adjacent 49 Beacon Drive. Cllrs had no objection to the application but note parking for two vehicles should be maintained.	<i>Complete</i>	

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	<b>PLANNING DECISIONS AND OTHER PLANNING MATTERS</b>		
11.2	Noted from Clerks report.		
12.	<b>MINUTES OF MEETING HELD ON 10<sup>TH</sup> APRIL</b>		
12.1	Minutes approved and signed accordingly.		
13.	<b>REPORT OF THE COUNTY COUNCILLOR</b>		
13.1	An email report from Cllr White was tabled (and is included at the back of the minutes)		
14.	<b>REPORT OF THE BOROUGH COUNCILLOR</b>		
14.1	<p>Due to Purdah, no decisions have been made since the last meeting. Cllr B Toon will be stepping down as Mayor in 11 days. She thanked the residents, and she stated that she is very proud of Rolleston. Cllr B Toon has met many Charitable volunteers over the last 12 months, and cannot praise them enough. The final total for fund raising has yet to be announced.</p> <p>Application P/2016/01507 for Outline application for the erection of up to 32 retirement living bungalows, communal hub with 2 retirement living apartments above, and including details of access is being re-submitted.</p>	Picture and thanks into Noticeboard <i>Complete</i>	
15.	<b>REPORT OF PARISH COUNCILLORS</b>		
15.1	<p><u>Cllr Sanderson</u> – Reported further developments on Craythorne Road with what looks like signage for a petting farm. Clerk has spoken with Planning Enforcement and it is proposed to be development of a sensory garden/farm for disabled Children. A Planning Application is imminent from those renting the land.</p> <p><u>Cllr Gooding</u> – Noted that the contracts have not been extended to include the increase in the scope of work e.g. Brookside. Clerk to increase the scope of the contract to include all work in Brookside and put to the Contractors. Additional quote may need to be considered. Sets along Brookside to be re-set on Clean-up Day. The spend on materials was approved.</p> <p><u>Cllr B Toon</u> – Still getting complaints about blocked gullies and also requests for information on the Bungalows development on Craythorne Road, residents seem enthused by the development to allow downsizing.</p> <p><u>Jacob Fowkes</u> – There are lose and missing sets on Brookside, the Spread Eagle Wall has been knocked down again, the bench by Spread Eagle has been damaged, and the sign needs re-painting.</p> <p><u>Cllr Robson</u> – There is a branch growing over the bridge at the former Brookhouse showing no sign of spring growth. If this rots and falls it may cause an injury. Clerk to write to the owner. Along with the knocked over</p>	<p>Clerk to meet with the Contractors</p> <p>Clerk, Jacob</p> <p>Clerk</p>	<p>22 May <i>Complete</i></p> <p>Before June Meeting <i>Complete</i></p> <p>5th June</p>

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	<p>brickwork at the Spread Eagle, the previous repair included red bricks instead of the blues which are in keeping. Clerk to contact the Landlord. A tractor in a park in Lichfield caught Cllr Robson's eye with regards to our tractor replacement. Photograph to be distributed.</p> <p>The spreadsheet of activities/outstanding actions requested at the back of the minutes.</p> <p><u>Cllr Sanderson</u> – Tiles have been laid on the site of the former ticket hall and gents toilets at the Station. There are branches broken and hanging over the path along the Jinnie trail.</p> <p><u>Cllr Wyatt</u> – Pot holes on the Lawns are now much bigger, speed signs still covered in mildew and by spring growth have not been addressed by Highways, nor have the Station Road potholes.</p> <p>The Bus Stop at Meadow View has been hit and needs straightening.</p>	<p>Clerk to contact tree surgeon</p> <p>Clerk to contact Highways and Bus Companies</p>	<p><i>Complete</i></p> <p>22 May</p> <p>29 May</p> <p><i>Complete</i></p>
<b>15.2</b>	Minutes of the April meeting state that if signets are seen on the lake, the fence to the weir will be installed. However since then Civic Trust have installed them.		
<b>15.3</b>	Clerk to contact the Farmer with regards the broken footpath sign on the footpath across Shotters Hill to Tutbury.	Clerk	19 May
<b>15.4</b>	There is no news on the request for Speed Repeater signs on Anslow Lane. Cllr Wyatt noted there are many on a strip of road near Carsington Water which is a 30mph zone which proves their need.	Clerk to contact Highways again	Before June Meeting
<b>15.5</b>	Trees have fallen along the Jinnie Trail, for which the lower trunk has been cut and removed, but the upper 2/3 of the tree remain lying on the railway embankment which look unsightly.	Clerk to contact Tree Surgeon to action	Before the June Meeting
<b>15.6</b>	Tree has been cut back by Jinnie Trail bridge but slabs on top of bridge pillar need straightening / securing. Ask for a quote from John Deacon for the slabs on the pillar at the bridge	Clerk	22 May <i>Complete</i>
<b>15.7</b>	Phone box on Beacon Road still needs reporting.	Clerk	15 May
<b>15.8</b>	Cllr Robson noted that he will work with the Civic Trust on the tree project, but will await their lead.	Cllr Robson	Await contact from Civic Trust
<b>15.9</b>	Cllr J Toon noted that 17.2 Should read about nominations for Lord Lieutenant awards – details for honours list to be circulated.	Clerk and Cllr J Toon	Before June meeting

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
15.1 0	Clerk to contact Mr Storer asap regarding the trees cut down near his boundary.	Clerk	15 May
16.	<b>NEIGHBOURHOOD DEVELOPMENT PLAN</b>		
16.1	Cllr Gooding went through minutes of the meeting which have been circulated to other Cllrs. They have also pencilled in another meeting with the Steering Group. The meeting discussed the reasons for being a Tier one village, and what needs updating. They have to confirm with ESBC how far back in the process it need to go. Items to be updated are the table with number of houses, clarification on the village boundary, the section about the school. Another parish NHDP tabled as an example.		
17.	<b>STILES</b>		
17.1	No response received from letter to land owners Clerk to write again to the farmer every month until a reply a received.	Clerk	22 May
18.	<b>BKV / CLEAN UP DAY</b>		
18.1	A thank you on behalf of the PC to be sent to the lady who voluntarily litter picks in the village. Discussions on the work to be done at the weekend and the priorities and team leaders given to each worksheet. A meeting of the BKV Sub-Committee to be organised to discuss Strategy	Clerk <i>Complete</i>  Clerk / Cllr Wyatt	15 May <i>Complete</i>
18.2	County Councillor Phillip White joined the meeting and re-iterated the report which was read out earlier. He will report to the meeting regarding the clearing of gullies. He stated that Highways are now committed to longer term and higher quality repairs, than have been actioned in the past. A resident has reported an overgrown pavement on the way to Anslow Lane which needs addressing. Congratulations given to Cllr White.	Clerk to contact John Deacon	22 May
19.	<b>WEBSITE</b>		
19.1	Moving forward has been slow due to issue with the one provider. Work will be done on the specification ahead of the June PC meeting.	Cllrs Wyatt and S McManus	Before 26 May
20.	<b>TRACTOR REPLACEMENT</b>		
20.1	Jacob is continuing with looking into the replacement for the tractor. An scrap tractor could be sourced as per the discussion earlier in the meeting. There will be a cost for sanitising the tractor. Another example in Shobnall Playing fields – sanitised by filling the engine block with concrete, along with another at Chatsworth.	Jacob Fowkes, Cllr J Toon	June meeting

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<b>21.</b>	<b>DATA PROTECTION</b>		
<b>21.1</b>	A document was circulated prior to the meeting. According to the GDPR (formally data Protection Act) the PC are classed as a data processor as we publish minutes with names contained within, therefore we should be registered with the Information Commissioner (£25 per annum). For this we need a policy. Cllr S McManus proposed we accept this policy at the June meeting, giving Cllrs time to digest it. As well as the website there is a lot of historical information on the current website, therefore we need our policy in place before May 2018. Cllr Wyatt asked about the right to be forgotten? As the PC are legally bound to publish certain information this doesn't apply. All Cllrs voted in favour of this course of action. It was further agreed that the policy be sent ESBC for their opinion and see if they have a proforma.	Cllr S McManus	June meeting
<b>22.</b>	<b>ROLLESTONIAN OF THE YEAR</b>		
<b>22.1</b>	Voting took place and with a vote of 9 out of 10 in favour of the Starbuck Family for their contribution to the village. Rollestonian of the Year roll of honour to be developed which can be fixed in a prominent place eg the OGS room or similar.	Clerk to suggest organise	June meeting <i>Complete</i>
<b>23.</b>	<b>CLERKS REPORT (PART 2)</b>		
	<b>CORRESPONDENCE RECEIVED</b>		
<b>23.1</b>	All requests for use of PC land as per Clerks Report were approved.		<i>Complete</i>
<b>23.2</b>	Standing Orders were suspended at 21:30.		
	<b>ITEMS FOR THE NEXT AGENDA</b>		
<b>23.3</b>	Tractor, NHDP, (apologies from Jacob and Cllr S McManus and Cllr E McManus), AOB, BKV.		
<b>24.</b>	<b>ANY OTHER BUSINESS</b>		
<b>24.1</b>	Plants have been ordered for the Troughs and a new badge to be ordered for the Chairman's Chain of Office.	Clerk to order	June meeting <i>Complete</i>
<b>24.2</b>	In future all correspondence to be PDF'd to preserve an un-alterable copy of letters sent.	Clerk	Ongoing
<b>25.</b>	<b>CONFIDENTIAL PART 2</b>		
<b>25.1</b>	Members of the public and the Youth Representatives were thanked for their attendance and left at this point.		
<b>25.2</b>	A letter has been received from a resident regarding the contribution to the village made by the Starbuck family. They have requested some sort of commemoration and a village wide collection be made. After a discussion it was decided that the PC were not comfortable with giving	Clerk to reply to resident by letter	22 May <i>Complete</i>

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	public money to individuals but if another village organisation wanted to organise this they could. It was noted that the Rollestonian of the Year award to the whole family was a fitting tribute.		

**Report of County Councillor Philip White**

I am both delighted and humbled that the people of Rolleston and the other communities in Dove Division have chosen me to be their County Councillor.

There is a lot of work to do so I am pleased to have been able to get started at a very productive first meeting with my fellow county councillors on Saturday morning. I already have a number of other meetings and councillor training sessions in my diary for the remainder of May.

In Rolleston, I will be prioritising the clearing of our gullies and essential repairs to our road network, but I am also keen to hear from you about your priorities and concerns. I am also keen to hear about opportunities to help improve our beautiful village where I may be able to be of help.

We are very fortunate to have such a well-run Parish Council and so many active community groups in Rolleston and I am looking forward to working with you all in a positive and constructive manner over the next four years.