

Rolleston on Dove Parish Council - Minutes of Meeting

Minutes – Meeting held Monday 12th June 2017, 730pm

Location	Old Grammar School, Rolleston on Dove
Attendees:	Cllr Wyatt, Cllr Sanderson, Cllr Robson, Cllr Gooding County Cllr P White, 23 members of the public were in attendance
Distribution:	Attendees, those who gave apologies, Website, Burton Mail, County Councillor Philip White
Chairman:	Cllr J Wyatt
Next Meeting:	June 16th 2017 7:00pm Planning Sub-Committee, Rolleston Club Committee Room July 10th 2017 7:30pm Full PC meeting, Grammar School Room
Purpose of Meeting: To discuss regular parish council business AGENDA ITEMS <ol style="list-style-type: none"> Presentation of Rollestonian of Year Award Public Question Time And Presentation Of Petitions Apologies For Absence Declarations Of Interest Clerks Report (part 1) <ul style="list-style-type: none"> Planning Applications Planning Decisions and Other Planning Matters Minutes Of Meeting Held On 8th May (To Approve) Report Of County Councillor Report Of Borough Councillor Report Of Parish Councillors Matters Arising From Minutes Of Previous Meeting Neighbourhood Plan Stiles Best Kept Village Website Tractor Replacement Clerks Report (part 2) <ul style="list-style-type: none"> Correspondence Received Finance Accounts For Payment And Income Items For Next Agenda AOB Confidential Items	

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
1.	PRESENTATION OF ROLLESTONIAN OF THE YEAR		
1.1	Cllr Wyatt presented the Starbuck Families with their award of Rollestonian of the Year. Cllr Wyatt talked about the important role they have played in creating community spirit in the village. They have always been friendly and welcoming to visitors and residents alike. They have provided so much more than simply a shop and a post office, and that they will be missed by all. The Parish Council wishes them well for the future.		
1.2	Cllr Wyatt stated that a board showing a Rollestonian of the Year Roll of Honour will be produced. It is hoped it will be displayed in the Grammar School Room.		
2.	PUBLIC QUESTION TIME AND PRESENTATION OF PETITIONS		
2.1	<p>Mr Chinn wished to give his opinion on the former Brookhouse Hotel planning application. Mr Chinn in the past has spoken with the Environment Agency at times of flooding, and has evidence of flooding right back to the 1880's.</p> <p>Two residents of Alderbrook Close supported Mr Chinn, adding that their gardens had flooded in 2001 and 2012 (2012 into the house) from the car park. They didn't believe the development will do anything to ease flooding and may increase the risk. They also stated that traffic increases should be a consideration, especially at school times. They did add that they were pleased that the main building was going to be addressed.</p> <p>Mr Gawthorpe expressed his concern over the amount of parking spaces in the plans. The houses have spaces for two cars, the flats have one each, and there are three visitors' spaces, which he doesn't believe to be enough. He is also concerned about the narrow entrance.</p> <p>Mr Bradbury expressed his concern over the removal of existing trees beyond the garage and hotel which will have a huge impact on the vista, and may also increase the risk of flooding.</p> <p>Mrs Maxfield stated that whilst many of the trees will be removed, a new row will be planted.</p> <p>Mrs Wright informed the meeting that there may be a Tree Preservation Order on a tree in the garden of the former hotel.</p> <p>A resident of Alderbrook agreed that the outbuildings will need demolishing but is concerned about her loss of privacy.</p> <p>A resident of Brookside asked whether the scheme would include any flood preventions. Her property suffered extensive flooding in 2012 and</p>		

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	believes the development will further increase the risk to residents on Brookside (approximately 15 houses). The resident stated that she is happy with the development of the existing building but not on the carpark.		
2.2	Chairman thanked everyone for their contributions.		
2.3	PCSO Katie Fellows asked if anyone wanted to report any issues. Mrs Maxfield reported break-ins at the Brookhouse on Sunday. Mr Baker informed PCSO Fellows that the sign outside the Station site was vandalised last weekend. Mr Chinn bought up evidence of fire setting, drug misuse and anti-social behaviour at Brook Hollows. Cllr Sanderson asked if there was any feedback on a whether a large group of youths on bikes near the Great Northern pub had caused any anti-social behaviour. PCSO Fellows was not aware of any, but would pass the observation on to the Town Centre Team.		
3.	APOLOGIES FOR ABSENCE		
3.1	Apologies received from Cllrs J Toon, B Toon, E McManus, S McManus, Jacob Fowkes and James Parslow Youth Representatives.		
4.	DECLARATIONS OF INTEREST		
4.1	Cllr Sanderson and Cllr Robson both declared an interest in the planning application for the Almshouses, as they are both part of the Charitable Trust.		
5.	CLERKS REPORT (PART 1)		
5.1	PLANNING APPLICATIONS		
5.1.1	P/2016/01659 – Conversion of former hotel and coach house to form 10 residential units and the erection of 8 new dwellings comprising 2 pairs of semi-detached dwellings and 4 detached dwelling, including the erection of a single storey rear extension, demolition of an existing outbuilding and conservatory – land at former Brookhouse Hotel Cllr Robson opened the discussion stating that the building is in a state of disrepair and deteriorating quickly, and would therefore welcome development of some sort to bring the building back to life. Cllr Robson went on to echo however the concerns raised by the public. Cllr Gooding discussed flood risk and flood management, and noted that there was no traffic study to research the effect the development may have on Station Road. More importantly the settlement boundary in the Local Plan shows the development to be half in and half outside the settlement boundary. The main hotel and outbuildings are within the	Clerk to make objections and comments <i>Complete</i>	13.6.17

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	settlement boundary but the carpark and therefore the new build houses are not. This should automatically preclude building on the car park. Cllr Sanderson reiterated this point and sought clarification on which outbuildings are to be demolished and which are to be developed. It was proposed that the comments and objections from the public plus those noted by Cllrs should be fed back to the Planning Officers i.e. flooding risk, traffic study, new builds are outside the settlement boundary, listed buildings, significant mature trees will be removed and the TPO, and parking availability, but that flats would be welcomed for affordable housing as would the development of the Main Building.		
5.1.2	P/2017/00459 – Crown reduction by 2 - 3 metres of one Cedar tree at 6 Knowles Hill Cllrs had no objection to this application.		
5.1.3	P/2017/00639 - Installation of 8 UPVC windows to replace existing timber windows at 4 Shotwood Close Cllrs wish to object to this application on the grounds of the original condition of building that wooden frames to be used.	Clerk to make comment <i>Complete</i>	13.6.17
5.1.4	P/2017/00431 - Construction of pitched roof over existing flat roofed rear extensions and replacement of front dormer windows at the Almshouses, Burnside. These are listed buildings. Cllrs have no concerns with this application as the pitched roofs will not be visible from the roadside		
5.2	PLANNING DECISIONS AND OTHER PLANNING MATTERS		
5.2.1	Mr Edwards raised an application which had been missed – additional documentation for the retirement bungalows at Craythorne Road (P/2016/01507). It was agreed an extension to comments be requested from the Planning Officer as no notice had been sent to the Parish Council. Chairman thanked Mr Edwards for raising this item. <i>Post meeting note: a Planning Sub-Committee Meeting was held Friday 16th June. Notes contained within Clerks report for July.</i>	Clerk <i>Complete</i>	16.6.17
5.2.2	All planning decisions were noted from the Clerks Report.		
6.	MINUTES OF THE MEETING HELD ON 8TH MAY 2017		
6.1	Accepted as a true and accurate record and signed accordingly.		
7.	REPORT OF COUNTY COUNCILLOR		
7.1	Cllr White expressed his pleasure that gullies were being emptied. Church Road and Station Road have been completed; others to be done		

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	are School Lane, Chapel Lane, Marston Lane, Beacon Road and Beacon Drive, Craythorne Road and The Lawns. Cllr White requested residents report faults personally via Staffordshire County Council Highways.		
7.2	Cllr White also noted that pot holes had been completed on Beacon Road, Station Road, School Lane, the Lawns and Chapel Lane. Further repairs to Station Road are ongoing. Cllr White explained that the County Council are concentrating on quality repairs.		
8.	REPORT OF THE BOROUGH COUNCILLOR		
8.1	Councillor B Toon was not in attendance, and a report was not received.		
9.	REPORT OF PARISH COUNCILLORS		
9.1	<p>Cllr Gooding</p> <p>He has yet to see any improvement on Brookside and Burnside, most significantly the middle footbridge. He requested also that weed killer is applied on spread eagle bridge. Clerk noted that she is meeting with the Contractor later in the week.</p> <p>Cllr Sanderson</p> <p>Reported work required on the Village sign and the planters need repainting by the Spread Eagle bridge. He reported that three stiles are in need of repair as observed on the village footpaths walk on Sunday morning. Cllr Sanderson also requested a letter of thanks be sent to Janet Sanderson, Janet Stone and Cathy Warren for planting up the village planters.</p> <p>Mr Chinn questioned the footpaths being passable adjacent to the boundary fence on Brook Hollows. Cllr Wyatt agreed on a site visit between the Clerk and Mr Chinn.</p> <p>Cllr Robson</p> <p>After attending the Burton in Bloom meeting he noted that there are areas of significant work done with their assistance. This is an organisation the PC should join and develop a relationship with.</p> <p>Cllr Wyatt</p> <p>Reported that there are lots of roads through the village with weeds along the edges and this lets the area down. Cllr Wyatt requested Cllr White do what he can to arrange for the spraying of the highways. It was added that the Public cannot do this as a licence is needed. It was noted that this is a recent observation therefore Highways must have done the spraying in the past. Cllr Wyatt noted from his own experience that pulling up weeds may damage the tarmac surface.</p>	<p>Clerk <i>Complete</i></p> <p>Clerk to write <i>Complete</i></p> <p>Clerk to arrange</p> <p>Cllr White</p>	<p>July meeting</p> <p>23.6.17</p> <p>20.6.17</p> <p>Update at July meeting</p>
10.	MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
10.1	The table of actions was discussed and updated as attached.		
10.2	The Civic Trust have requested a meeting with the Parish Council regarding the tree project. A date will be arranged in part 2.		
10.3	Cllr Sanderson reported that a bin had been accidentally set alight by a discarded bbq. The bin has since been replaced by ESBC.		
11.	NEIGHBOURHOOD PLAN		
11.1	The Steering Group met in May with 7 members, but one member has since resigned.		
11.2	The Group met with ESBC 22 nd May. ESBC have provided notes on what needs addressing in the NHDP and the group met again on 5 th June to work through the items. This evening Cllr Gooding was hoping to propose to the PC that the current NHDP would be withdrawn, but Naomi Perry (ESBC) is taking advice on how this can be done legally. There is a question over what status the plan has presently. Cllr Gooding noted that at a previous meeting Cllr B Toon thought there was some weight to the plan in its current form but ESBC are not sure about this. Cllr Sanderson understood that there is no rush to withdraw the plan.		
11.3	Cllr Sanderson asked if there was any clarification over whether the consultation with residents needed to be carried out again. Cllr Gooding commented that a lot is out of date but can be included. Mr Baker stated that the Artwork is still available if required.		
12.	STILES		
12.1	As no information had been received, the Clerk agreed to visit the farmers explaining that we wished to change some stiles to enable easier access to the countryside for more people and that funding would be sought through sponsorship and or grants.	Clerk <i>Ongoing</i>	23.6.17
13.	BEST KEPT VILLAGE		
13.1	The Sub-Committee is struggling to find a date to meet. Another meeting will be attempted before the next full PC meeting.	Clerk	10.7.17
13.2	Anecdotal feedback is that the village is not presented as well as it has been previously, but that it was gratifying to see the numbers who helped on clean-up day, including the 32 volunteers from the Ahmadiyya Muslim association (burton branch).		
14.	WEBSITE		
14.1	Cllr Wyatt has come up with a specification including essential, ideal and desirable components. Essential: overview, contacts, accounts, planning, links to others, calendar of events and PC meeting papers.	Cllr Wyatt	July Meeting

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	<p>Ideal: weather, news, Facebook, Twitter</p> <p>Desirable: events bookings</p> <p>It was proposed by Cllr Sanderson and seconded by Cllr Gooding that quotes are obtained in time for the meeting in July.</p>		
15.	TRACTOR REPLACEMENT		
15.1	Carry forward to July.	Jacob Fowkes, Cllr J Toon	July Meeting
16.	CLERKS REPORT (PART 2)		
16.1	CORRESPONDENCE RECEIVED		
16.1 .2	It was proposed by Cllr Wyatt that this item be moved on future agendas to after Councillors Reports. The Approval of the Minutes of the Previous Meeting to be moved to before Matters Arising. This was agreed for subsequent agendas to improve the flow of meetings.	Clerk <i>Complete</i>	July Meeting
16.1 .3	A letter from St Marys Church regarding the trees near the churchyard wall was discussed. Whilst clarification is awaited on which trees, it was agreed that the self-set trees growing through the base of the wall on the corner need removing, but cutting down trees completely, may do more damage than good to the wall. Clarification awaited.	Clerk to arrange removal of self-sets	1.7.17
16.1 .4	The letter from Mr Maxfield was read out in support of his Planning Application for the former Brookhouse Hotel planning application.		
16.1 .5	The letter from Mr Storer was discussed and it was agreed that a further letter be sent explaining that we approve of the planting of Hawthorne bushes, but request a timescale of when the rest of the wood will be removed pointing out that he further cut hedges down when we asked him not to and asking him if he is sure he is allowed to plant the fruit trees and bulbs on land which may or may not be his	Clerk <i>Complete</i>	23.6.17
16.1 .6	All other correspondence was noted from Clerks Report.		
16.2	FINANCE		
16.2 .1	Cllr Wyatt talked through the bank reconciliation explaining that they include the first precept payment covering April – September 2017 and £30,000 funding for property level flood resilience from the Environment Agency which the PC is responsible for administering. The PC aims to ring fence £10,000 in reserve for prudence in case of unforeseen expenditure.		
16.3	ACCOUNTS FOR PAYMENT AND INCOME		
16.3	All invoices were agreed and signed accordingly. Thanks were noted to		

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.1	local business Bramble Rose for sponsoring the banners for clean-up day.		
16.3 .2	Not included in the Clerks Report were two invoices for payment from John Deacon; one for back pay of the annual rise to the contract and general village repairs of £17.69 and £365.36 respectively. An invoice from SLCC for attendance at the Regional Roadshow needs to be signed before payment is made. <i>Post Meeting note: SLCC invoice no longer required as roadshow cancelled</i>	Clerk to arrange for the invoice to be signed <i>Complete</i>	16.6.17
17.	ITEMS FOR THE NEXT AGENDA		
17.1	Website, Brookside, Tractor, BKV, Data Protection, Stiles		
17.2	It was agreed that there will be no full Parish Council meeting in August unless urgent business demands it.		
18.	CONFIDENTIAL PART 2		
18.1	Members of the Public were thanked for their attendance and left at this point.		
18.2	Councillors briefly reflected on the earlier discussions about the former Brookhouse planning application.		
18.3	Cllrs agreed to fund the purchase of the Red Ensign to fly on Merchant Navy Day in September and also to look for other dates of significance when different flags can be flown.	Clerk to order Flag and inform Graham Jacks <i>Complete</i>	3.9.17
18.4	Clerk presented figures for the Roll of Honour for Rollestonian of the Year. Clerk to send round the costs and pictures for a decision in July.	Clerk <i>Complete</i>	20.6.17
18.5	Quotes for bollards around the Shotwood Close Open Space and re-attaching the slabs on top of the bridge pillar along the Jinnie Trail were both approved. The work on Shotwood Close will be delayed until the official transfer of the land is received. Clerk has requested an update on this from ESBC Legal Team. <i>Post Meeting Note: Land Transfer Agreement has been incorrectly signed and will be sent out again.</i>		
18.6	Cllr Wyatt proposed that a PC funded mobile phone be purchased which can be passed to the Chair or Vice Chair else when the Clerk is on holiday and unable to respond to queries. This will improve accessibility and responsiveness of the Clerk. It was agreed that the Clerk to Councillors, Contractors and residents check the network coverage	Clerk <i>Complete</i>	20.6.17

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	before going ahead.		
18.7	Cllr Wyatt proposed two training courses are funded for the Clerk. One on 'Time Management' and the other on 'Writing For Business'. After some discussion both courses of £299 including VAT each were approved. <i>Post meeting note: 10% discount given on booking both courses</i>	Clerk to book <i>Complete</i>	23.6.17
18.8	Cllr Wyatt presented a document worked on jointly by Clerk and Chair detailing new performance targets for the Clerk. This will help manage expectations and have a base with which to make decisions on annual pay increments. After a short discussion these were approved, and the Clerk and Chairman will review at their weekly one-to-one meeting.	Clerk and Chairman <i>Ongoing</i>	ongoing
18.9	It was agreed to meet with the Civic Trust about the Tree Project on the evening of Friday 16 th June. <i>Post meeting note: This meeting did not go ahead as the date did not suit the Civic Trust</i>		

Table of Matters Arising from May 2017 Meeting.

Minute Ref	Action	Responsibility	Status	Comments
8.1	Attendance at Burton in Bloom meeting, give BKV presentation	M Robson, B Toon, E McManus	complete	
8.2	Sewerage running off Jinnie Trail	Clerk	Complete	
11.1	Planning application to be commented on	Clerk	Complete	
14.1	Thanks to the Toons to be placed in noticeboards	Clerk	Complete	
15.1	Contract increase in scope of work	Clerk	ongoing	Awaiting quote from Contractors
	Spread Eagle Wall to be repaired with blue bricks	Clerk	Complete	
	Spread Eagle Island Bench to be repaired	Clerk	Complete	

	Village sign at Spread Eagle Island to be re-painted	Clerk	ongoing	Civic Trust have looked back in their records and the PC agreed to fund however it needs sanding back, re-painting and the side pieces of the sign will need replacing. Quote required for this work
	Dead Tree at Brookside Hotel	Clerk	Complete	
	Jinnie Trail broken branches, leaning Tree	Clerk	Complete	
	Pot holes on The Lawns	Clerk	complete	
	Spring growth covering signs throughout the village	Clerk	ongoing	Have requested J Deacon complete this item
	Station Road Potholes	Clerk	ongoing	some have been marked for repair, some have been completed others are awaiting repair, however inspector does not have control over resurfacing. Clerk to get exact locations of all ongoing faults and continue to report
	Bus stop near Meadow view needs straightening	Clerk	ongoing	reported, order raised to straighten but as its not considered a risk it will take a while to complete
15.3	Broken sign and stile towards Shotters Hill	Clerk	ongoing	letter sent
15.4	Speed repeater signs for Anslow Lane	Clerk	ongoing	requested and chased
15.5	Tree trunks to be removed from Jinnie Trail	Clerk	not yet progressed	
15.6	Slabs on bridge pillar at Jinnie Trail to be made safe	Clerk	ongoing	Quote received
15.7	Phone box on Beacon Road to be reported	Clerk	ongoing	will be repaired within 5 days and is scheduled for removal once power has been disconnected at some point before the end of the year

15.8	Civic Trust Tree Project	M Robson	ongoing	await further contact from Civic Trust
15.9	Honours paperwork to be shared	J Toon, Clerk	not yet progressed	
15.10	Mr Storer, trees on Meadow View	Clerk	Complete	
17.1	Stiles	Clerk	ongoing	letter sent
18.1	Thanks to the lady who voluntarily litter picks weekly	Clerk	Complete	
	BKV Sub-Committee to be organised	J Wyatt, Clerk	ongoing	struggling to find a date
18.2	Overgrown pavement near Anslow Lane	Clerk	not yet progressed	
19.1	New website	J Wyatt, S McManus	ongoing	July
20.1	Tractor replacement	J Toon, J Fowkes	ongoing	July
21.1	Data protection	S McManus	ongoing	July
23.1	Use of PC land approved	Clerk	Complete	
24.1	Badge to be ordered for Chain of Office	Clerk	ongoing	ordered, but there will be a delay due to backlog from Mayor Making
24.2	Correspondence to be PDF	Clerk	ongoing	
25.2	Reply to Resident re Starbucks	Clerk	Complete	