

Rolleston on Dove Parish Council - Minutes of Meeting

Minutes – Meeting held Monday 10th July 2017, 730pm

Location	Old Grammar School, Rolleston on Dove
Attendees:	Cllr Wyatt, Cllr Sanderson, Cllr Robson, Cllr Gooding, Cllr E McManus, Cllr S McManus, 4 members of the public
Distribution:	Attendees, those who gave apologies, Website, Burton Mail, County Councillor Philip White
Chairman:	Cllr J Wyatt
Next Meeting:	July 18th 2017 6:30pm Village Walks part 2, The Croft August 21st 2017 7:30pm Best Kept Village Sub Committee meeting September 11th 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"> 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 Report of County Councillor Report of Borough Councillor Report of Parish Councillors Correspondence received Minutes of meeting held on 12th June 2017 (to approve) Matters arising from minutes of previous meeting Neighbourhood plan Brookside Data protection Stiles Best Kept Village competition Website Tractor replacement Clerks report (part 2) <ul style="list-style-type: none"> Finance Accounts for payment and income Items for next agenda 	

Confidential Items - Members of the Public and Youth Representatives will be requested to leave at this point.

Amendments to contract

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
1.	PUBLIC QUESTION TIME AND PRESENTATION OF PETITIONS		
1.1	Chairman welcomed all those in attendance.		
1.2	Mr Martin wished to query how the village sign is to be painted, and noted that it should be turned every three years. Clerk confirmed that it's the framing only which is being repaired and repainted by Mr Deacon, and not the picture itself.		
1.3	It was also confirmed that the sign has been turned in recent years.		
2.	APOLOGIES FOR ABSENCE		
2.1	Apologies received from Cllr J Toon, Cllr B Toon, and County Cllr Philip White.		
3.	DECLARATIONS OF INTEREST		
3.1	Chairman noted that the Owners of The Lodge, Chapel Lane are friends of his family so will abstain from commenting on the two planning applications at that address.		
4.	CLERKS REPORT (PART 1)		
4.1	PLANNING APPLICATIONS		
4.1.1	Chairman tabled the notes from the Planning Sub-Committee Meeting held on 16 th June regarding the Craythorne Road application for 32 Retirement Bungalows (P/2016/01659). Chairman also noted the application discussed via email before the meeting for the crown reduction of a Magnolia and Cherry tree at Topiary Cottage, Station Road (P/2017/00491)		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
4.1.2	<p>P/2017/00677 – Change of use from Chapel D1 to dwelling house C3 including demolition of single storey rear extension, ramp and outbuildings and alterations to existing building including installation of roof lights, windows and door.</p> <p>The application states that there are no public rights of way across the land. This is not the case. Either side of the building have been used for over 30 years as public rights of way for children to get from Station Road to Chapel Lane safely, used more often as coaches cannot get down Chapel Lane. It was suggested that with suitable fencing a footpath along one side wouldn't take much of the land. It was noted that the design retains the character of the building which is a positive, but that it should be kept as a permanent residence. The development will have a detrimental impact on the school as parking spaces will be lost permanently, but also disruption whilst the building work is taking place. This will be further impacted by potential building work on Craythorne Road and at the former Brookhouse Hotel. The school will need to seriously consider parking and safe transport to school. It was noted whether the PC should consider use of Elizabeth Avenue playing fields. Clerk to request feedback from SCC on the public right of way and challenge the application on section 6 of the application.</p> <p><i>Post meeting note: Clerk emailed the School to inform them of this application.</i></p>	<p>Clerk to make comment <i>Complete</i></p> <p>September agenda <i>Complete</i></p>	<p>12.7.17</p> <p>11.9.17</p>
4.1.3	<p>P/2017/00821 six meter crown lift one Beech tree TPO 240, The Lodge, Chapel Lane.</p> <p>It was noted this is a very old established tree, in a very scenic area of the village. The plot was built on around 20 years ago. Cllrs could see the need for the tree work, however questioned whether six meters could potentially damage and kill the tree. As there were no photos or a report on the state of the tree, Clerk to request a Tree Officer visit the site.</p>	<p>Clerk to make relevant representations <i>Complete</i></p>	12.7.17
4.1.4	<p>P/2017/00794 30% crown reduction from 15 m down to 10.5 m four small leafed Lime trees, 30% crown reduction from 20 m down to 14 m one large mature Ash tree, 50% height reduction from 9 m to 4.5 m a small group of Thorn and Holly trees, 40% height reduction from 15 m down to 9 m, one Conifer tree, 20% crown thin one Apple tree and one Holly tree, 30% height reduction from 13 m down to 9 m one Birch tree and removal of one Willow tree, The Lodge, Chapel Lane.</p> <p>As with the previous application at the same address there are no pictures or tree reports. Clerk to request a Tree Officer visit the site.</p>	<p>Clerk to make relevant representations <i>Complete</i></p>	12.7.17

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4.1. 5	<p>The following application was received after the Clerks Report was written and will need to be considered this evening. P/2017/00569 – Retention of land and buildings as a mixed use as agricultural and education as a small animal farm, land at Craythorne Road.</p> <p>It is a sympathetic design giving beneficial for access to animals; however this is a retrospective application which is to be discouraged. The application states there are no hedges or trees on site. The site is bordered by hedges to the front. Section 16 of the application states that there will be no waste or effluent removed from site. However there are currently temporary toilet facilities which must be being emptied somewhere. There is also the animal waste which will need to be dealt with either on site or elsewhere. There is some question whether there will be a connection of a new toilet block to the main sewer. The opening times of 9-3 will coincide with the peak flow of traffic and this is made worse by the lack of observational splay to the entrance. There is no provision for the parking of coaches or mini-buses on site, and there is a question over whether 20% disabled car parking is sufficient given the nature of the development.</p> <p>There is also a question over what is to happen with the track from one field to another that the PC was able to put a stop to last year.</p>	<p>Clerk to make relevant objections</p> <p><i>Complete</i></p>	12.7.17
4.2	PLANNING DECISIONS AND OTHER PLANNING MATTERS		
4.2. 1	<p>Recent planning decisions were noted from Clerks Report. There have been two further applications permitted since the report was written which are a crown reduction by 1-1.5 metres of a cedar tree at 6 Knowles Hill and the erection of a single storey side extension to form a conservatory at Burnside House, Burnside.</p>		
5.	REPORT OF COUNTY COUNCILLOR		
5.1	<p>Cllr White was not in attendance but did send a report which was read out by the Clerk.</p> <p>“Please accept my apologies as I will not be attending this evening’s meeting of the Parish Council.</p> <p>I can report that I have continued to push the County Council Highways team to continue with the good work they have carried out in the village which have seen many potholes repaired and the gullies on Station Road and Church Road cleared since May. I have made it clear that I expect the other key gullies in our areas of flood risk to be cleared before the winter and have received assurances that this will be done.</p> <p>I have made representations regarding a weed-spray for the village and</p>		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	<p>expect this to happen imminently.</p> <p>Following an incident on Knowles Hill in the early hours of 22nd June which led to a vehicle entering the village from Stretton leaving the carriageway and crashing into the ditch on the left hand side of the road I have arranged to meet with Inspector Champeau of Staffordshire Police to receive a report on the incident and to discuss options to improve road safety in this part of the village. I will report back on this matter at the next Parish Council meeting.</p> <p>While it falls just outside Rolleston Parish, I would also like to inform the Parish Council that I am in the process of establishing a working group to resolve the parking and road safety issues on Harehedge Lane. This is a particular concern for the families of children attending De Ferrers Academy and Outwoods Primary School. This is a difficult problem but I am determined to find a solution which improves the safety of pedestrians and motorists using this road.</p> <p>Please let me know if you would like any assistance or information regarding any issues that arise at tonight's meeting and do please encourage any members of the public with issues to contact me if I can be of help.</p> <p>I look forward to seeing you at the next meeting of the Parish Council."</p>		
5.2	It was noted that the Planning application for the houses off Harehedge Lane includes a provision for off road parking which may solve the Harehedge Lane parking issue. Clerk to comment back to Cllr White.	Clerk <i>Complete</i>	12.7.17
6.	REPORT OF THE BOROUGH COUNCILLOR		
6.1	Councillor B Toon was not in attendance as she was presenting the YMCA Burton with a cheque for £7,500 from her year of Mayoral fundraising. She did send a short report which the Clerk read out.		
6.2	<p>East Staffordshire Borough Council are to move out of the Maltsters on Wetmore Road and back into the Town Hall as the lease on the Maltsters is coming to an end and the Town Hall now has vacant rooms; ESBC are hoping to install new style parking meters that will allow card payments; work on Brook Hollows consultation is progressing well; and the Red House Farm development has been successfully appealed by the Council. It was noted that this development was not in the Local Plan and that ESBC has sufficient housing stock.</p> <p>It was noted that Cllr B Toon has also presented a cheque for £8k to Age UK, and approximately £13k to the Almshouses Trust. The PC will pass on their thanks to Cllr B Toon in person at the next meeting.</p>		

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7.	REPORT OF PARISH COUNCILLORS		
7.1	<p><u>Jacob Fowkes</u></p> <p>Stones on the curb edge have come loose and need resetting on Spread Eagle bridge. Damage to the bridge structure itself was also observed on Clean-Up day. Clerk to write both the Environment Agency and Staffordshire County Council Highways to request a survey of the bridge. Hall grounds gates have deteriorated over time. It looks as though they have been sanded back ready to be painted. Clerk to write and ask the owner to restore them.</p> <p><u>James Parslow</u></p> <p>It was noted that James will be going off to University in September. The PC passed on their thanks for his contribution and wished him luck for the future. Both James and Jacob were requested to try and find a suitable replacement Youth Representative. Clerk to also advertise via Facebook and Rollestonian.</p> <p><u>Cllr Sanderson</u></p> <p>The PC need to complete the second half of the footpaths walk. It was decided to meet on The Croft on at 6:30pm Tuesday 18th July.</p> <p><u>Cllr Gooding</u></p> <p>Questioned whether the PC should consider relocating the PC noticeboard outside Starbucks as there is now a large van parked in front. It was decided that the Clerk will speak with the owners to get their thoughts before any decision is made.</p> <p><u>Cllr Robson</u></p> <p>Attended RODSEC meeting which discussed the plans for the 2018/19 WW1 commemoration. Tomorrow evening (Tuesday 11th July) volunteers will be digging new flower beds at the Orchard. It is hoped there will be a trial run for sowing poppies for next year's commemoration. Cllr Robson expressed a wish for a village calendar to be produced for the commemoration of what was happening around the village during war time.</p> <p><u>Cllr E McManus</u></p> <p>Cllr McManus has received a complaint about the quality of gully emptying. Clerk to forward to Cllr White, and the PC will monitor during periods of wet weather.</p>	<p>Clerk</p> <p><i>Ongoing</i></p> <p>Clerk</p> <p>Clerk, J Parslow, J Fowkes <i>Complete</i></p> <p>Clerk to advertise <i>Complete</i></p> <p>Clerk <i>Complete</i></p> <p>Clerk to check action with Cllr Robson <i>Complete</i></p> <p>Cllr White</p>	<p>24.7.17</p> <p>24.7.17</p> <p>Before Sept meeting</p> <p>14.7.17</p> <p>31.7.17</p> <p>21.7.17</p> <p>Sept meeting</p>
8.	CORRESPONDENCE RECEIVED		
8.1	All noted the contents of the Clerks report.		
8.2	The reply from the PCC regarding the Rollestonian of the Year Roll of	Clerk	31.7.17

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	Honour Board was discussed. It was agreed that the Clerk should speak with Rev Whitehead to try and understand why they are not keen for the Board to be installed in the Grammar School Room.	<i>Complete</i>	
8.3	Items for the next edition of the Rollestonian were suggested.		
8.4	The ROSPA playground inspection was discussed. Clerk informed the PC that Mr Deacon had been requested to check the equipment before August, and that he already had some remedial work to carry out.	Mr Deacon <i>Complete</i>	31.7.17
8.5	Clerk discussed with the PC a potential piece of play equipment to replace the spinner which was removed last year at Elizabeth Avenue. In light of this proposed expenditure the expected financial outturn was presented and discussed. As there are commitments the PC will need to ring fence funds for (such as £10k to the Brook Hollows project) it would leave very little unrestricted funds to carry forward to next year. However it was noted that this needed to be weighed up with the need to spend public funds given to the PC. It was agreed that the Clerk would await a second quote for a spinner, and circulate the expected outturn. It was agreed that play equipment would be placed on the September Agenda for further consideration. It could be that the piece of equipment is not replaced and another bench be installed instead.	Clerk	21.7.17
9.	MINUTES OF PREVIOUS MEETING HELD 12 JUNE 2017		
9.1	Agreed and signed as a true and accurate record.		
10.	MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING		
10.1	At a recent Civic Trust meeting Cllr Sanderson asked Naomi Perry (ESBC Planning Officer) whether the application on Craythorne Road for the retirement bungalows (P/2016/01659) was a new planning application or a change of use from the previous application for three detached dwellings which was permitted some time ago. She confirmed that it was a new application. Cllr Gooding pointed out that as it's outside of the settlement boundary it should be rejected by ESBC.		
10.2	Jacob has made contact with the gentleman who may be able to supply a tractor for Tafflands Woods and is just awaiting a price.	Jacob Fowkes	Sept meeting
10.3	As a reply hasn't been received from Mr Storer, Clerk to send a reminder letter. <i>Post meeting note: during the footpaths walk it was decided that as it was such a small amount of wood it would be better to get Mr Deacon to remove the wood.</i>	Clerk	24.7.17
10.4	A mobile phone for the Clerk has been procured via Carphone Warehouse Business. However as the PC are unable to provide proof of		

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	trading EE were unable to provide a contract, but ID (Vodafone) can. As we know coverage isn't as good as EE this will need to be checked thoroughly through the village, and return if not under the 14 day cooling off period.		
10.5	It was noted that Highways weed spraying has commenced. Clerk to thank Cllr White.	Clerk <i>Complete</i>	24.7.17
10.6	Clerk has visited two farms to discuss stiles. One already has gates which allow all to access the footpaths, and the other (Home Farm Shotwood Close) does not want to change those on their land. The rest of the farm land is Glebe Land so Clerk has written to the Lichfield Diocese for information. No reply has been received as yet.		
10.7	Website quotes have not yet been sought, as after the previous PC meeting a member of the public in attendance approached the Clerk to offer a new website free of charge. Cllr Wyatt and the resident have yet to meet but it is hoped this will happen within the next few weeks.	Cllr Wyatt	31.7.17
11.	NEIGHBOURHOOD PLAN		
11.1	The next Steering Group meeting will be held on 24 th July when a Consultant from Urban Vision will also be in attendance. The potential conflict of interest was discussed as a Consultant from Urban Vision opposed Rolleston's original Neighbourhood Development Plan. It was agreed that there wasn't a conflict anymore as they had assisted Yoxhall with their plan, which is a very good one.	Clerk to send information to the Steering Group <i>Complete</i>	10.7.17
12.	BROOKSIDE		
12.1	Clerk proposed the area on Brookside up to either side of the footbridge to Station Road be sown with grass seeds and the brick area on the opposite side to be membraned, barked and planted up.	Clerk to obtain quote for the bricked area	Sept meeting
13.	DATA PROTECTION		
13.1	Cllrs E McManus, Cllr S McManus and Cllr Wyatt met to discuss data protection and other policies. It was agreed that a full list be drawn up in time for the September meeting - such as child protection, code of conduct, and memorial policies. There are lots of other policies that other PCs have which will also be included on the list.	Cllrs Sanderson, McManus, McManus, and Wyatt	Sept meeting
14.	STILES		
14.1	As per earlier discussion.		
15.	BEST KEPT VILLAGE		
15.1	The first meeting of the BKV sub-committee meeting will be held on 21 st	Clerk, Cllrs	21.7.17

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	August at 730pm. Clerk to try and book grammar school room for one hour.	Wyatt, Sanderson, Gooding, Mcmanus and McManus	
16.	WEBSITE		
16.1	As per earlier discussion.		
17.	TRACTOR REPLACEMENT		
17.1	As per earlier discussion.		
18.	CLERKS REPORT (PART 2)		
18.1	FINANCE		
18.1	Cllr Wyatt talked through the end June bank reconciliation.		
19.2	ACCOUNTS FOR PAYMENT AND INCOME		
19.2	All invoices were agreed and signed accordingly. It was noted that the VAT element had been missed from Clerks Report for the invoice for gateway watering of £12. This element will be reclaimed as part of the quarterly VAT reclaim.		
19.2	Clerk informed the PC that when the mobile phone is received, she will no longer claim for the phone line element of the phone and broadband reimbursement. This reduction in claim will effectively fund the mobile phone.		
20.	ITEMS FOR THE NEXT AGENDA		
20.1	Parking around the School, Website, Play equipment (including the tractor replacement), Policies (including Data Protection), BKV, John of Rolleston Primary School. Chairman is keen for older items to move forward to conclusion. Cllr Wyatt asked Councillors to have a think creatively about a 'project wish list' which can be worked through as and when funds become available through precept, grant funding or sponsorship.	All Cllrs	Sept meeting
20.2	Cllr Wyatt informed the PC that he has a small part in the production of 'Made in Dagenham' at the Brewhouse Theatre and playfully urged all to buy tickets.		
21.	CONFIDENTIAL PART 2		
21.1	Members of the Public and the Youth Representatives were thanked for their attendance and all left at this point.		
21.2	As the August meeting has been cancelled as per historic practice, Clerk	Clerk	14.7.17

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	to ensure this is communicated widely.		
21.3	A reference will be written for James Parslow and vouchers to be purchased as a thank you.	Cllr Wyatt, Clerk <i>Complete</i>	31.7.17
21.4	Clerk talked through the Environmental contract amendments which includes weeding along Brookside and the footbridges, and gateway watering. These amendments will come into force from 1 st July 2017. A quote of £280 for the remainder of the year was agreed for Mr Deacon's contract, spread over the remaining six months.	Clerk to circulate	
21.5	Cllr Gooding informed the PC that the church will be starting to fundraise for maintenance on graveyard pathways, which were criticised previously by the BKV Judges. It was suggested the PC may be able to make a financial contribution to enable the work to be done quicker. It was agreed the Clerk would speak to Rev Whitehead.	Clerk <i>Complete</i>	31.7.17

Table of Matters Arising from June 2017 Meeting.

Month	Minute Ref	Action	Responsibility	Status	Comments
May	15.1	Contract increase in scope of work	Clerk	complete	Proposal for July Meeting
		Village sign at Spread Eagle Island to be re-painted	Clerk	ongoing	Mr Deacon is preparing a quote to give the sign a facelift
		Spring growth covering signs throughout the village	Clerk	ongoing	John is doing this but has requested that if any more need doing then to be specific about which ones.
		Station Road Potholes	Clerk	ongoing	some have been marked for repair, some have been repaired 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 is not a priority

May	15.3	Broken sign and stile towards Shotters Hill	Clerk	ongoing	letter sent however this may be on land no associated with the farms already dealt with. See comment re Glebe Land.
May	15.4	Speed repeater signs for Anslow Lane	Clerk	ongoing	requested and chased
May	15.6	Slabs on bridge pillar at Jinnie Trail to be made safe	Clerk	ongoing	quote accepted, Contractor informed who will schedule the work
May	15.8	Civic Trust Tree Project	M Robson	ongoing	await further contact from Civic Trust
May	15.9	Honours paperwork to be shared	J Toon, Clerk	not yet progressed	
May	17.1	Stiles	Clerk	ongoing	Clerk has spoken to Home Farm and Brookside Farm. Brookside Farm have gates adjacent to the stiles, Home Farm have said no to changing the stiles. Further land crossed by footpaths is 'Glebe Land' which is apparently owned by the Church, rented and farmed. Clerk will obtain information from the Church
May		BKV Sub-Committee to be organised	J Wyatt, Clerk	ongoing	struggling to find a date
May	18.2	Overgrown pavement near Anslow Lane	Clerk	ongoing	have contacted Anslow PC to identify the area who are not aware of any reports
May June	20.1 15.1	Tractor replacement	J Toon, J Fowkes	ongoing	July
May	21.1	Data protection	S McManus	ongoing	July
May	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
May	24.2	Correspondence to be PDF	Clerk	ongoing	
June	9.1	Site meeting with B Chinn with regards Brook Hollows footpath to the side of the fence coming	clerk	complete	Clerk has double checked the footpath, and it passable with the exception of one clump of bushes. The footpath then diverts to another before coming back

ROLLESTON ON DOVE PARISH COUNCIL MOM

		off the field			onto the fence line.
June	12.1	Clerk to make contact with farmers personally regarding the change of stiles	clerk	ongoing	Clerk has spoken to Home Farm and Brookside Farm. Brookside Farm have gates adjacent to the stiles, Home Farm have said no to changing the stiles. Further land crossed by footpaths is 'Glebe Land' which is apparently owned by the Church, rented and farmed. Clerk will obtain information from the Church
June	13.1	BKV Sub-Committee meeting to be organised	Clerk	not yet progressed	
June and May	14.1 and 19.1	Quotes for websites be obtained as per spec agreed	Cllr Wyatt		Offer of FOC supplied website by local resident. Chair has made contact and is awaiting a meeting date
June	16.1.2	rearranging agenda as agreed	Clerk	complete	
June	16.1.3	removal of self-set at base of the churchyard wall on the corner	Clerk	not yet progressed	Still no clarification from the Church over which trees. Clerk has chased
June	16.3.2	Payment for SLCC regional seminar to be signed	Clerk	complete	Seminar cancelled, no invoice to pay
June	18.3	flag to be ordered for merchant navy day	Clerk	complete	Flag arrived. Clerk to liaise with G Jacks
June	18.6	PC mobile phone on EE network	Clerk	ongoing	phone ordered on a different network due to failed credit check as we cannot provide documents requested from EE. 14 day cooling off period can be used should the coverage not be sufficient.
June	18.8	monitoring of key performance targets	Clerk and Cllr Wyatt	ongoing	