

Rolleston on Dove Parish Council - Minutes of Meeting

Minutes – Meeting held Monday 9th October 2017, 730pm

Location	Old Grammar School, Rolleston on Dove
Attendees:	Cllr Wyatt, Cllr Sanderson, Cllr Gooding, Cllr E McManus, Cllr S McManus, Cllr B Toon, Cllr J Toon, Cllr C Stewart, J Fowkes, (Youth Rep), Jane Bucknall Clerk, 3 members of the public.
Distribution:	Attendees, those who gave apologies, Website, Burton Mail, County Councillor Philip White
Chairman:	Cllr J Wyatt
Next Meeting:	November 6th 2017, 7:30pm Grammar School Room – Best Kept Village Sub Committee Meeting November 13th 2017, 7:30pm Grammar School Room - Full PC Meeting

Purpose of Meeting: To discuss regular parish council business

AGENDA ITEMS

1. Public question time and presentation of petitions
2. Apologies for absence
3. Declarations of interest
4. Clerks report (part 1)
Planning applications
Planning decisions and other planning matters
5. Report of County Councillor
6. Report of Borough Councillor
7. Report of Parish Councillors
8. Correspondence received
9. Minutes of meeting held on 11th September 2017 (to approve)
10. Matters arising from minutes of previous meeting
11. Neighbourhood plan
12. Best Kept Village competition
13. Policy development
14. Website
15. Clean up day – Tafflands, November
16. Potential projects and funding
17. Clerks report (part 2)
Finance
Accounts for payment and income
18. Items for next agenda

	Note	Action	Deadline
1.	PUBLIC QUESTION TIME AND PRESENTATION OF PETITIONS		
1.1	Mr Martin noted the pavement and bank of the Brook falling away outside 18 Burnside. Clerk to report to Highways.	Clerk	<i>Complete</i>
1.2	Mr Wyers noted there was no Clerks report or Minutes available on the website for the meeting. The Agenda was available. Clerk apologised for this explaining that she had been without internet connection all week. Mr Wyers accepted the apology. Mr Wyers asked whether it was true that the Post Office is closing on Saturday 14 October. Chairman answered that the owner has lodged an appeal to keep the Post Office open. The PC has written to offer support for the Post Office today. Cllrs noted the frustration about the loss of another village amenity. There may also be an issue with the location of the post box as it is on private land. Mr Wyers asked whether residents or the PC should involve the media to raise support to keep it open. It was agreed that a further letter be sent to Andrew Griffiths. It was also noted that there is nothing to stop a private individual taking further action. It was also noted that the owners of Starbucks have not asked for assistance from the Community. Cllr B Toon who will join the meeting later may have more information.	Clerk	<i>Complete</i>
1.3	Mr Hannibal a Manager from Rolleston Football Club asked for an update on the College Fields development and the funding which will come with it for the provision of a changing facility. Clerk answered that the funding is agreed with the Borough Council and the developer. Once this is agreed, the agreement cannot be amended. It was agreed that the PC will include the Football Club in any plans, once they are started. A key to the gate in Craythorne carpark was given to Mr Hannibal for use by the football club to allow more parking on the land on busy match days as agreed at the September PC meeting. Mr Hannibal was asked to talk with other Managers, parents, and refs etc. to ensure no litter is left after using the field.	Clerk	Once plans start
1.4	Mr Wyers asked about the development of retirement bungalows on Craythorne Road. Chairman answered that the development has been permitted outside of the settlement boundary. Chairman asked that this be addressed later in the meeting by Cllr B Toon.		
2.	APOLOGIES FOR ABSENCE		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
2.1	Apologies were received from Cllr M Robson, County Cllr P White. Cllr B Toon will be arriving later due to attendance at another meeting.		
3.	DECLARATION OF INTEREST		
3.1	None noted.		
4.	CLERKS REPORT PART ONE		
4.1	Planning Applications		
4.1.1	P/2017/01129 – when this site was previously subject to an application for a diesel generated power facility the PC objected on grounds of the impact on the skyline. As the Clerk has been unable to download all documents for this application, Councillors were requested to read online after the meeting and comment to Clerk by 6pm Wednesday 11.10.17. <i>Post Meeting Note: No comments received.</i>	All Cllrs	<i>Complete</i>
4.1.2	P/2017/01140 – As the Clerk has been unable to download all documents for this application, Councillors were requested to read online after the meeting and comment to Clerk by 6pm Wednesday 11.10.17. <i>Post Meeting Note: No comments received.</i>	All Cllrs	<i>Complete</i>
4.1.3	P/2017/01215 – Crown reduction of four Conifer trees to form 3 metre high hedge, Thorney Hollows 2 Church Road. Cllrs had no objection to this application.		
4.1.4	P/217/01253 - Removal of nine Conifer trees and reduce height by 50% of five Conifer trees, Orchard Barn School Lane. Cllrs had no objections to this application.		
4.1.5	P/2107/01062 – Retention of storage container The Jinnie Inn, Cllrs had no objection to this application, but did note that this is the second retrospective planning application submitted at the Jinnie.		
4.1.6	It was noted that the application P/2017/01143 states The Woodlands house is to be demolished. We have seen no application related to this, and there is nothing on the ESBC Planning Portal site. Clerk to try and find information. <i>Post Meeting Note: This is a historic statement. The house was demolished a number of years ago and was replaced by the house which stands there now. Planning Officer will ensure the information is updated.</i>	Clerk	<i>Complete</i>
4.2	Planning Decisions		
4.2.1	Noted from Clerks report.		
5.	REPORT OF COUNTY COUNCILLOR		
5.1	As Cllr White was not present, Clerk read his report from an email sent.		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	<p>“Knowles Hill road safety concerns – following the discussion at the September PC meeting, I have secured a commitment from SCC Highways to conduct traffic survey works on this road. I am waiting for a commencement date but I expect this to be done very soon.</p> <p>I have held further discussions about the value of also establishing a speedwatch group for Knowles Hill, possibly to also encompass Anslow Lane. The clear advice I have is that this is part of working towards a solution as, assuming we can recruit volunteers to the scheme, a speedwatch group provides an additional visible deterrent to complement the enhanced policing that is already taking place on Knowles Hill but also provides detailed evidence, recorded by trained volunteers, that road traffic sensors will not identify such as the issues with quad bike riders mentioned at the last meeting. I will support and fund the purchase of equipment for a Knowles Hill speedwatch group and I would urge the Parish Council to also support the further exploration of this proposition as one part of the larger project to improve road safety in this area.</p> <p>Meeting with SCC Highways to walk around Rolleston Parish and discuss traffic issues including the potential a change to a one-way system outside the primary school – I understand that Richard Rayson has been in touch to discuss dates for this meeting. This is a great chance to look not only at problems but also at opportunities to improve the way the roads work in the village and effect some positive changes. Where we have done this previously we have also held a “sit down” meeting after the walk around to discuss a plan of action for the issues/opportunities identified. I look forward to attending the walk-around myself.</p> <p>Potholes on Chapel Lane – I have asked for this to be prioritised and have also asked for the Highways team to consider moving Beacon Road/Chapel Lane forward in the resurfacing/dressing programme.</p> <p>Deteriorating speed bumps on Station Road – I have asked that these are repaired as a priority.</p> <p>New Schools for Burton – On Friday I was pleased to attend the topping out ceremony for the new John Taylor Free School at Barton and the ground breaking ceremony for Henhurst Ridge Primary Academy. These two schools represent a £35 million investment in an additional 2000 new school places for children in Burton and will both be open in September 2018.</p> <p>I have also spoken to Gill Heath the Cabinet Member for Communities about the right of way issue that Mike Robson raised. This will take a little</p>		

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	PC. No costs need to be incurred by either side to transfer the land. Clerk to get in touch with Mr Richardson to arrange a short meeting with representatives from the PC.		
7.2	Clerk has been contacted by a resident concerned about Himalayan Balsam which has taken hold in the Brook. Clerk to contact the EA. <i>Post Meeting Note: EA and Staffordshire Wildlife Trust will offer advice on the method to get rid of it, but it will be down to the PC to arrange for its removal. The most effective time is April-May time before it flowers. A note to be added to the Clean Up Day agenda for May 2018.</i>	Clerk Clerk	Complete Complete
7.3	Parking and traffic around the school at pick up and drop off times was discussed briefly and Clerk was requested to request PCSO is around regularly at those times.	Clerk	Complete
7.4	Mr Khan has acknowledges the PC request for a meeting and has offered week commencing 30 Oct. It was agreed to arrange for 30 th October at 0930. An agenda will be arranged beforehand. Cllr Gooding requested the Clerk forward the Minutes from the meeting which covered the request from Warren Farm to build outside of the settlement boundary. Clerk to confirm details.	Clerk Clerk	Complete Complete
7.5	Clerk to request Highways mark the potholes which have been assessed for repair.	Clerk	Complete
7.6	Clerk to talk to Mr Gould about mowing the small area of grass verge outside Oak Tree Close which has been done previously by a resident, along with cutting back the hedge further at the bottom of Knowles Hill to allow a bigger line of sight for drivers.	Clerk	Complete
7.7	Clerk to approach the farmer to repair the fence which was hit by the car at the top of Knowles Hill.	Clerk	30.10.17
8.	MINUTES OF 11TH SEPTEMBER TO APPROVE		
8.1	With the addition of Cllr Stewarts name to be added the minutes were signed as a true and accurate record.		
9.	MATTERS ARISING		
9.1	1.2- A temporary repair was completed and both contractors have been told to note damage to Clerk, Chair and Vice Chair and report to 101.		
9.2	Still waiting for Shotwood public open space to be transferred.		
9.3	7.1 – quote awaited from Mr Deacon for the spread eagle bridge kerb stones. The ford sign is still behind a hedge. Clerk to check the address on Brookside where the front window has been replaced by a brown bay. Clerk also to chase up about the two gullies missed by the Scout HQ which were missed on the recent cleans.	Clerk	30.10.17

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
9.4	Trees on the Croft trees at the top left hand corner still need addressing.	Clerk	<i>Complete</i>
9.5	Cllr Gooding still to speak with Rev Whitehead.	Cllr Gooding	13.11.17
9.6	From 1 st November John of Rolleston Primary School will move to Academy Status with Outwoods and Stretton. The Governors will no longer be a Governing Body but LEA reps.		
10.	NEIGHBOURHOOD PLAN		
10.1	The Steering Group last met on 25 th Sept. A bid for £9k has been submitted to locality. It will be ring fenced, loosely for Urban vision. It may take 4-6 weeks for the bid to be approved. If successful the PC will need to formally write instruct Urban Vision and raise a Purchase Order for the full amount to enable them to be paid at each stage rather than invoices waiting for a PC meeting for approval. Next meeting is 16 th Oct.		
11.	BEST KEPT VILLAGE		
11.1	A Sub-committee meeting has been arranged for 6 th November at 7:30pm. Most Cllrs wish to be in attendance. The agenda will be a timeline working back from entry in 2019 lasting no longer than one hour. Clerk to arrange a venue.	Clerk	<i>Complete</i>
12.	POLICY DEVELOPMENT		
12.1	Cllr McManus has continued to look at policy development. The Memorial Policy needs, so will be added to November Agenda. The link to ESBC Code of Conduct on the village website links to an outdated PDF. New link to be provided. Code of Conduction to be on Agenda annually. It was agreed that ESBC Freedom of Information and Data Protection (soon to be GDPR) should be adopted. Clerk to provide the link for the website.	Clerk	<i>Complete</i>
12.2	The NHDP contains policies which will be implemented once the Plan is adopted. This exercise has shown how desperately we need a PC controlled website.		
13.	WEBSITE		
13.1	Cllr Wyatt is still to speak with the resident who offered to assist in building a website free of charge. Off the shelf products do not covered what we need, and the companies that provide them seem to move on quickly.	Cllr Wyatt	13.11.17
14.	TAFFLANDS CLEAN UP NOVEMBER		
14.1	Branches pose a risk at eye height and low branches inhibiting line of sight. Half day session of tree surgeon. Volunteers, fell, dispose of, clean, and litter pick. It was noted there are leaning trees also. Clerk to contact those who were involved in previous clean-up days and contacts from		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	Jacob Fowkes.		
14.2	Clerk to circulate dates via a doodle poll.	Clerk	Complete
15.	POTENTIAL PROJECTS AND FUNDING		
15.1	<p>At the September meeting all Cllrs were asked to think about what potential projects they would like the PC to consider. Ideas presented were:</p> <ul style="list-style-type: none"> • Cleaning brook and the banks (may be part of Brook Hollows project) Willow trees on Burnside to be replaced, • Planting different types of trees that don't take much maintenance e.g. Cherry or Rowan, • Creation of a maintenance and schedule of anything to renew, • Jinnie trail thinning trees and path, • Engagement of other uses of the Jinnie trail – nature projects, geo caching for example • Installation of easier to maintain objects e.g. plastic planters • More into contracts for maintenance working towards BKV, • All white railings to be painted, • Community Infrastructure Levy (previously S106) management from College fields development. • Land to build parish room • Addressing weeds on pavements, • Anslow lane verge, • Road signs, • Play equipment Elizabeth Ave, • Brookside – general improvements to look • Stiles, • Outdoor gym, • Village biography to commemorate 100 years since the first war, • Renew wood at Tafflands and install steps to zip wire and slide, • Complete the tarmacking on Craythorne car park and install floodlighting, • Renew existing street furniture with matching street furniture, • Create a flower meadow at Meadow View <p>The next step is costing the projects and looking for sources of funding. Standing orders were suspended at 9:30</p>	Clerk to summarise and circulate	Complete
15.2	Cllr Wyatt would like to see the PC create a Mission statement. If all Councillors were asked what the PC are established for, we would get	All Cllrs	13.11.17

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	lots of different answers. Everyone might have different goals. There is a vision and objectives in the NHDP draft. This will be added to the November agenda. In preparation all Cllrs to think about writing 20 words on their ideas of goals for the Parish Council.		
16.	REPORT OF BOROUGH COUNCILLOR		
16.1	Former Brookside Hotel plans are on the hold currently due to flooding concerns. Cllr B Toon will call it in when the plans are settled. The Post Office is closing on Saturday. Cllr Wyatt asked if Cllr B Toon could write and offer support the owner and find out the position as it still is not it clear.	Cllr B Toon	14.10.17
16.2	Cllr B Toon had been contacted by a resident concerned about a detached building at 51 Beacon Road. Clerk to check planning application. <i>Post meeting note: Detached building in the garden is permitted under application P/2016/01156.</i>	Clerk	<i>Complete</i>
16.3	Weeds on spread eagle bridge still need attending to.	Clerk	<i>Complete</i>
16.4	Cllr B Toon advised that the PC can ask the Borough Councillor to call in any planning application. Cllr B Toon noted she can't call in any application, there has to be a material planning reason, and she must be asked.		
17.	CLERKS REPORT PART TWO		
17.1	Finance		
17.1	All Cllrs gave their approval to fund the cost of the village Christmas tree to be placed on the Almshouses lawn up to a cost of £125. Clerk to inform Mr Martin in writing.	Clerk	<i>Complete</i>
17.2	Accounts for Payment		
17.2	Clerk did not have invoices at the meeting therefore it was agreed Cllr Sanderson and Cllr Wyatt will sign to approve all after the meeting. There is an additional invoice which arrived later than the Clerks Report for Manor Park Nurseries for a total of £281.	Cllr Sanderson Cllr Wyatt	<i>Complete</i>
18.	ITEMS FOR NEXT AGENDA		
18.1	Priorities for wish list.		
18.2	Members of the public were thanked for their attendance and they left at this point.		
19.	PART TWO CONFIDENTIAL ITEMS		
19.1	Clerk will be working on a set of Management accounts including a pie chart of which areas of the budget expenditure goes with the assistance	Clerk, Cllr E McManus	April 2017

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	of Cllr E McManus.		
19.2	All Cllrs to look over both contracts to review them to remove or add items. Cllrs also to think about replacing the annual pay rise with a longer term contract.	All Cllrs	13.11.17

Table of Matters Arising from Sept 2017 Meeting.

Sept	1.3	Shotwood Close open space	Clerk	ongoing	Chase ESBC for transfer and add to contracts meeting
Sept	1.4	Brookhouse development to be called in	Cllr B Toon		
Sept	1.6	Speeding along Knowles Hill, letter back stating that we don't want CSW but see what other evidence is required as evidence	Clerk, Cllr White	ongoing	
Sept	1.7	Evidence of drugs use at Craythorne carpark	Clerk	complete	reported to PCSO, a case of them being in the right place at the right time
Sept	5.1	response of SCC re Methodist church footpath	Clerk, Cllr White		Clerk to forward email to Cllr White
Sept	7.1	Nettles growing back against Almshouses wall	Clerk	complete	for contracts meeting
Sept		Weed spraying Spread Eagle Bridge			
Sept		Quote for curb stones			
Sept		Reminder letter to		ongoing	

		EA and SCC highways regarding a survey of Spread Eagle Bridge			
Sept		Letter to Dower House re overhanging trees		complete	letter sent
Sept		Chapel lane potholes to be attended to		complete	reported, awaiting repair
Sept		Check brown bay window installed without permission on Brookside		ongoing	
Sept		Ford sign covered by the hedge at Brookside		ongoing	
Sept		Speed humps through Station Road need to be attended to		ongoing	With Cllr White
Sept		Undergrowth encroaching on Jinny trail		ongoing	
Sept		Clerk to issue a key to the Football team for the Craythorne carpark gate		complete	
Sept		Clerk to issue notice on noticeboards regarding the post office staying open and a letter of thanks to the	Clerk	complete	

		owners			
Sept		Clerk to feed back to the resident who wishes to use Craythorne Fields for an exercise class	Clerk	ongoing	
Sept		BKV meeting to be arranged	Clerk	Complete	
Sept		All to take a look at the trees on the Croft to decide on action for the thinning of the trees	All Cllrs	ongoing	
Sept		Playground equipment maintenance to be added in draft to contract	Clerk	ongoing	
Sept		Parking around the school. Cllr White to take forward the idea of making Chapel lane one way and ensuring that planning officers look at conditions of any building work in the area			
Sept		Bridge repair to be arranged now that funds have been received	Clerk	ongoing	
Sept		Inform Mr Deacon	Clerk	complete	

		of quotes accepted			
Sept		Clerk to check how much is in frontrunner fund	Clerk	complete	£7425.95
Sept		Clerk to check if Civic Trust will pay for half of plants for planters	Clerk	complete	