

## Rolleston on Dove Parish Council - Minutes of Meeting

Minutes – Meeting held Monday 11<sup>th</sup> June 7:30pm

Location	<b>Old Grammar School, Rolleston on Dove 7:30pm</b>
Attendees:	Cllr Wyatt, Cllr Sanderson, Cllr Gooding, Cllr Robson, Cllr E McManus, Cllr S McManus, Cllr Stewart, Cllr Macpherson, Cllr J Toon, Cllr B Toon, Jane Bucknall Clerk, Jacob Fowkes Youth Rep, County Cllr P White  7 members of the public
Distribution:	Attendees, those who gave apologies, Website, Burton Mail
Chairman:	Cllr Wyatt
Next Meeting:	<b>July 9<sup>th</sup> – Full Parish Council Meeting</b>
<b>Purpose of Meeting: To discuss regular parish council business</b>	
<b><u>AGENDA ITEMS</u></b>	
<ol style="list-style-type: none"> <li>Public question time and presentation of petitions</li> <li>Apologies for absence</li> <li>Declarations of interest</li> <li>Clerks report</li> <li>Planning applications</li> <li>Planning decisions and other planning matters</li> <li>Report of County Councillor</li> <li>Report of Borough Councillor</li> <li>Report of Parish Councillors</li> <li>Correspondence received</li> <li>Minutes of meeting held 14<sup>th</sup> May 2018</li> <li>Matters arising from minutes of previous meeting</li> <li>Neighbourhood Development Plan – Regulation 14 of the Neighbourhood Plan and Consultation Statement</li> <li>Risk management review Q1</li> <li>August meeting</li> <li>Footpaths walk</li> <li>Website</li> <li>Property level resilience – flooding</li> <li>Policies</li> <li>Finance and accounts for payment - budget review Q1</li> <li>Items for next agenda</li> <li>Confidential Items - Members of the Public and Youth Representatives will be requested to leave at this point.</li> <li>Quotes – planters, Meadow Views, Street signs</li> <li>Contractor review</li> </ol>	

	<b><u>Note</u></b>	<b><u>Action</u></b>	<b><u>Deadline</u></b>
	Chairman opened the meeting and welcomed all in attendance.		
	It was agreed that due to members of the public and press in attendance for agenda item 16 Property level resistance and flooding to after agenda item, 7 Parish Councillor reports.		
	<b>PUBLIC QUESTION TIME AND PRESENTATION OF PETITIONS</b>		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	A resident asked whether the Parish Council will we consider raising his points to ESBC regarding the discharge of water from the College Fields development emailed in advance of the meeting. Chairman agreed to write to ESBC with the concerns.	Cllr Wyatt	15.6.18
	A resident asked for a reply to his letter of April 2018. Clerk apologised, and the letter will be considered under agenda item 8 correspondence.		
	<b>APOLOGIES FOR ABSENCE</b>		
	None.		
	<b>DECLARATION OF INTERESTS</b>		
	None.		
	<b>CLERKS REPORT</b>		
	<b>Planning Applications</b>		
	P/2018/00649 – Erection of a single storey rear extension, 32 Dovecliffe Road. Cllrs had no objections.		
	P/2018/00639 – Erection of a single storey front and rear extension and first floor side extension, 35 Twenty Lands. Cllrs had no objections.		
	<b>Planning Decisions</b>		
	All noted from Clerks report.		
	Chairman noted the refusal of planning application P/2016/01659 land at the former Brookhouse Hotel. The key factor was that the buildings proposed in the carpark of the former hotel are outside the development boundary.		
	Cllrs noted that the willow tree permitted to be felled at the Spread Eagle is not diseased and does not impede drivers view so why was this permitted. Why willow allowed to be felled? Clerk to ask the Planning Officer why it was permitted.	Clerk	<i>ongoing</i>
	It has been noted that Gladmans have circulated a flyer regarding their intention to apply for permission to build on land at the Stretton end of Craythorne Road. This will affect the traffic through Rolleston. There have also been complaints received to Councillors regarding the Beam Hill application. Clerk to contact ESBC to ensure Rolleston PC are consulted.	Clerk	<i>complete</i>
	<b>REPORT OF THE COUNTY COUNCILLOR</b>		
	All potholes have been reported and are in the system for repair. However, these are taking a long time to get through. It was hoped that Staffordshire would benefit from additional Government funds for road surface repairs, but it was as much funding as was first thought.		
	<b>REPORT OF THE BOROUGH COUNCILLOR</b>		
	Has met with Planners and Highways this week regarding planning		

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	applications. The move back to town hall went well. A public toilets review is being undertaken to ensure best value for money for residents.		
	<b>REPORT OF PARISH COUNCILLORS</b>		
	<p><u>Cllr J Toon</u> - Potholes outside the club that drivers can't miss due to parked cars. Cllrs to also consider a 'tree truck' tractor as well as the new tractor.</p> <p><u>Cllr B Toon</u> - Non-specific gullies being complained about.</p> <p><u>Cllr Stewart</u> - Jinnie Fence on the pavement has broken and needs a repair. The bus shelter on Knowles Hill is looking untidy. Cllr Wyatt met with the contractor earlier in the evening as part of the contracts review to ensure good value for money, and proposed he replace the felt on the roof, and consider replacement in the future.</p> <p><u>Cllr Sanderson</u> – Planters have been replanted. Potholes further afield need attention – the A38 junction and five ways junction. This is the responsibility of Highways England.</p> <p><u>Jacob Fowkes</u> – potholes on the Lawns need reporting. Any further information on the white post on Burnside that was damaged. As these are no under PC ownership so we will take this up with Mr Raysen when we meet.</p> <p><u>Cllr S McManus</u> – met with the contractor regarding the railing on Craythorne car park. A temporary fix will be quoted for. Cllr McManus to investigate funding from Sports England Community Fund.</p> <p><u>Cllr E McManus</u> – there has been an incident of fly tipping on Dovecliffe Road at the Stretton end. Clerk to report.</p> <p><u>Cllr Robson</u> – The community orchard now has a bench, a carved wooden log donated by Nathan Barnett. It was agreed that the orchard will be open on Gardens Sunday. There will be a Gazebo and book stall. Western Power have got back to Clerk, and they have said that the temporary pipe will be removed from Burnside, however Cllr Robson questioned the response. He also noted a bike trail has been built on Craythorne Golf Club.</p> <p><u>Cllr Wyatt</u> – Trees on Brook Hollows are overhanging The Lawns footpath, and a hedge on Elizabeth Ave needs trimming.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr S McManus</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>31.6.18</p> <p>ongoing</p> <p>9.7.18</p> <p>Complete</p> <p>31.6.18</p> <p>ongoing</p>
	<b>FLOODING AND PROPERTY LEVEL RESILIENCE</b>		
	This item is on the agenda to agree on the spending of the EA ring fenced funding. It has taken a while to get the EA to confirm what it is to be used for, but we now have a list of products we can offer to residents. There is further funding due to be allocated to Rolleston from the EA to offer drainage improvements and property level resistance for houses at		

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	<p>risk of flooding from surface water. This cannot include houses on Brookside as they are deemed to be flooded from river and not surface water. It was agreed that our EA ring fenced funding should be spent on Brookside in the first instance. All present voted in favour apart from Cllr Gooding who abstained as he is as resident of Brookside.</p> <p>The funding won't be enough to cover everything for everyone and the prices of items discussed are supply only.</p>		
	<p>Cllr White stated that the water channel is not deep enough. He informed the PC that some areas have requested a permit to do works on channels which have prompted EA to complete the works themselves.</p> <p>Cllr Wyatt informed that the PC were told that removing the island probably won't affect flooding downstream. However, Cllr Sanderson noted that the island had become more stable due to overgrowth. It will play a part in the long run, but in immediate terms householder protection is needed.</p>		
	It was agreed that a flyer/letter be produced for the residents of Brookside along with a date for an open meeting with them.	Clerk	<i>ongoing</i>
	<b>CORRESPONDENCE RECEIVED</b>		
	Cllrs agreed for FOJORPS using Elizabeth venue as parking for the Community Day on 16 <sup>th</sup> June.	Clerk	complete
	Cllrs asked for clarification on responsibility of replacing the rotting post on the footpath as noted in Clerks report. Cllrs requested the invoice be sent to the land owners once complete.	Clerk	9.8.18
	Clerk talked through the licensing hearing for Sloan's Kitchen, and confirmed that the licence was granted.		
	The map removed from the wall of the Spread Eagle has been retained by them and they are happy to replace it on the wall or into the bus shelter. It may need a new frame. Cllr Wyatt to pursue.	Cllr Wyatt	9.8.18
	Letter from residents consulted with over the green spaces consultation to be circulated to the Steering Group.	Clerk	<i>complete</i>
	<b>MINUTES OF MEETING HELD 14 MAY</b>		
	Clerk clarified that the minutes in Cllrs packs are draft, until they are signed at the meeting. All were content for them to be signed.		
	<b>MATTERS ARISING</b>		
	Clerk has been unable to find a copy of the Bye Laws but has documents that need to be searched also. Station Road property with a new fence in the front garden is permitted due to the distance from the Highway.	Clerk	31.6.18
	A tractor has been found on eBay today. Clerk to call the seller in the	Clerk	<i>complete</i>

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	morning.		
	Orchard bench now installed.		
	Civic Trust tree bench to be installed. Clerk has spoken with contractor and believed the metal cuffs on the legs to be too costly. <i>Post meeting note: Civic Trust have been informed and are arranging delivery</i>	Clerk	<i>ongoing</i>
	Civic Trust Plaque to be installed on the white railings instead of the post as discussed at the last meeting.	Clerk	19.6.18
	Cllr Wyatt has been given an outdoor vinyl banner 6x3ft. It can be used to advertise the meetings or any other business. Will investigate costs to re-fit it.	Cllr Wyatt	9.7.18
	Dates were discussed for the meeting with Mr Raysen, Highways. Clerk to confirm via email.	Clerk	<i>complete</i>
	Chairman thanked the public for their attendance and they left at this point.		
	<b>PART 2</b>		
	Neighbourhood Development Plan consultation if continued would have closed today. The open day saw around 8 residents visit to discuss the plan. The next meeting is Friday night, when comments and observations will be discussed. The plan was withdrawn as it did not go out to all Consultees on the start date of consultation. This stage will be completed again, but not to the consultees who have already commented.		
	Local green spaces consultation also commenced with the three owners of the private land within the village. These comments will be discussed with the Consultant on Thursday.		
	<b>RISK MANAGEMENT</b>		
	It was noted that the document was a good starting point, and that the scores could be discussed endlessly. It was agreed that a score of above 15 should be accompanied by an action plan to bring the risk down. Cllrs disputed the score of 25 for budgeting procedures as the budget was very carefully considered noting what will be invested in and the 5-year plan. It was agreed that columns to be added to give the space to rescore over the next three quarters.	Clerk	<i>complete</i>
	It was agreed that the high scorers should be the focus. All to look at and feedback for next meeting.	All Cllrs	9.7.18
	<b>AUGUST MEETING</b>		
	Historically there has been a break in August and no meeting is held unless there is any key business to or lots of planning applications to	Clerk	9.7.18

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	consider. The July meeting will need to be detailed to ensure all action points are either complete or on track. This course of action was agreed by all. Clerk to communicate to residents.		
	<b>FOOTPATH WALKS</b>		
22.3	Dates of Sunday 1 <sup>st</sup> and Wednesday at 0900 4th July at 1800 were agreed. Both walks to commence at the Croft. Clerk to remind all via email.	Clerk	<i>complete</i>
22.4	<b>WEBSITE</b>		
	Cllr S McManus tabled some website usage statistics which prove it is now getting regular use. Highest 'hit' pages are the home page (news) and the events page. This also shows it needs to be a village site rather than just PC.		
	Every village group have been contacted about the new site, six are being removed s they have not posted for many years. Only 12 months will be migrated as the old site will be archived. It was confirmed that it will be archived in September.		
	Headed paper to include the website.	Clerk	<i>complete</i>
	<b>POLICIES</b>		
	A Complaints policy is required. It was agreed that a link to the ESBC complaints policy should be put on the website.	Cllr S McManus	31.6.18
	<b>FINACE AND ACCOUNTS FOR PAYMENT</b>		
	Invoices were passed for review and authorisation. Due to IT issues clerk was unable to print details of salary, broadband and mobile phone. It was also noted that the amount on the contractor's invoice is slightly higher than noted in Clerks report due to the painting of Craythorne railings has now been included, broken down into monthly payments.		
	There is also a cheque for £40 to be signed for the Land Registry for the registration of Shotwood Close open space.		
	Clerk authorised to spend budgeted amount on replacement laptop and relevant software. <i>Post meeting note: Clerk purchased laptop, MS Office and Anti virus for three years for £600.</i>		
	<b>ITEMS FOR NEXT AGENDA</b>		
	Apologies for the next meeting from Cllrs S and E McManus, Bellway Homes Construction Management Plan, Best Kept Village.	Clerk	<i>Complete</i>
	Cllr J Toon requested Clerk send a copy of Standing Orders to all Cllrs as a reminder.	Clerk	<i>Complete</i>
	<b>PART 2 CONFIDENTIAL ITEMS</b>		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	It was agreed that a meeting be requested with ESBC to discuss the Construction Management Plan for the College Fields development. An agenda to be drafted.	Clerk	ongoing
	A warning letter to be prepared for when the PC received numerous unfounded/vexatious complaints that take a disproportionate amount of money/time to deal with.	Clerk	<i>Complete</i>
	It was agreed that the replacement planters for the side of the Brook by the Spread to be wooden effect plastic tubs.	Clerk	31.6.18

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