

## Rolleston on Dove Parish Council - Minutes of Meeting

Minutes – Meeting held Monday 10<sup>th</sup> April 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),  5 members of the public were in attendance
Distribution:	Attendees + Website, Burton Mail, County Councillor Bob Fraser
Chairman:	Cllr S Sanderson
Next Meeting:	<b>Annual Parish Meeting 24<sup>th</sup> April 7:30pm</b>  <b>Parish Council Meeting 8<sup>th</sup> May 7:30pm</b>
<b>Purpose of Meeting: To discuss regular parish council business</b> <b>AGENDA ITEMS</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 Part 1 <ul style="list-style-type: none"> <li>Planning Applications</li> <li>Planning Decisions and Other Planning Matters</li> </ul> </li> <li>Minutes of the Meeting Held on 13<sup>TH</sup> February 2017 (To Approve)</li> <li>Report of the County Councillor</li> <li>Report of the Borough Councillor</li> <li>Report of Parish Councillors</li> <li>Matters Arising from Minutes of Previous meeting</li> <li>Neighbourhood Plan</li> <li>Stiles</li> <li>Best Kept Village/Village Clean Up Day</li> <li>Website</li> <li>Tractor Replacement</li> <li>Rollestonian of the Year</li> <li>Annual Parish Meeting – 24<sup>th</sup> April</li> <li>Clerks Report Part 2 <ul style="list-style-type: none"> <li>Correspondence Received</li> <li>Accounts for Payment</li> <li>Items for the Next Agenda</li> </ul> </li> </ol>	

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	Chairman opened the meeting and welcomed Councillors and Members of the Public. Anyone who wished to move further down the room to hear more clearly were welcome to.		
<b>1</b>	<b>PUBLIC QUESTION TIME AND PRESENTATION OF PETITIONS</b>		
<b>1.1</b>	Mr Martin asked about the new Midland Classic bus routes explaining that there is now two per hour rather than one, but one turns round in Meadow View. Trent Barton is also changing their route. Mr Martin commented on the lack of consultation.	Clerk to contact both companies.	
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>		
<b>2.1</b>	Apologies received from Cllr Wyatt.		
<b>3</b>	<b>DECLARATION OF INTERESTS</b>		
<b>3.1</b>	None noted.		
<b>4.</b>	<b>CLERKS REPORT – PART ONE</b>		
<b>4.1</b>	<b>Planning Applications</b>		
<b>4.1.1</b>	P/2017/00372 - Erection of detached garage Dale House 10 Dovecliffe Road. Councillors have no objection to this application. P/2017/00371 - Replacement 6 front windows Topiary Cottage Station Road Councillors have no objection to this application.		
<b>4.2</b>	<b>Planning Decisions</b>		
<b>4.2.1</b>	Cllrs noted the contents of the Clerks report, plus the felling of two cypress trees at the Church, and a TPO has been confirmed for The Lodge.		
<b>5.</b>	<b>MINUTES OF MEETING HELD MARCH 2017</b>		
<b>5.1</b>	Signed and approved as a true record.		
<b>6.</b>	<b>REPORT OF COUNTY COUNCILLOR</b>		
<b>6.1</b>	No report received nor was Cllr Fraser in attendance.		
<b>7.</b>	<b>REPORT OF BOROUGH COUNCILLOR</b>		
<b>7.1</b>	Nothing to report.		
<b>8.</b>	<b>REPORT OF PARISH COUNCILLORS</b>		
<b>8.1</b>	<u>Cllr Sanderson</u> As suggested by Cllr Brown, PC best wishes were sent to Andrew Griffiths MP following the terror attacks at Parliament. The field of the right of Craythorne Lane with the agricultural buildings has seen further development and they have dug a track from the gate (existing entry)		

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	<p>onto the Road through to the next field to the stables. The Enforcement Team have put a stop to the work and have stated they will need to apply for planning permission with no guarantee of approval.</p> <p><u>Cllr Robson</u></p> <p>There will be a small working session at the Orchard on Wednesday evening at 5pm to put up bat boxes etc. Cllr Robson was approached by a resident about putting up the gate for the ducklings. It has been discovered that they are in fact swan guards for signets. As there is no sign of signets this year, the gates will not be installed.</p> <p><u>Cllr Gooding</u></p> <p>The School now have a defibrillator machine installed at the Alderbrook site which will be available for the community between 8-5 term times. Clerk to put information on website and Facebook. There are now three in the village for community use.</p> <p><u>Cllr Brown</u></p> <p>There is damage to a footpath sign on Cornmill Lane, the sign and post have been destroyed.</p> <p>There is also a stile in a bad state on the footpath from Cornmill Lane to Shotters Hill then onto Shotwood Close. The gate post has failed and this has been attached to the stile, which is now pulling over the stile.</p> <p>The carpark at Craythorne Road is in a dreadful state with litter.</p> <p><u>James Parslow</u></p> <p>There is also litter accumulated around the bench at Craythorne Playing Fields. .</p> <p><u>Cllr S McManus</u></p> <p>Noted that the National litter campaign has been launched today.</p> <p>Noted the Speed repeaters which have been installed temporarily on Station Road and Knowles Hill.</p> <p>There is a tree fallen across the path along the Jinnie Trail which needs to be removed. Whilst it has not blocked the path it may come down in heavy winds.</p> <p><u>Cllr E McManus</u></p> <p>The handset has suffered damage in the phone box outside the old post office.</p>	<p>Clerk <i>Complete</i></p> <p>Clerk to contact the farmer responsible Clerk to include in Rollestonian and write to Football Club Clerk to request the same for Anslow Lane</p> <p>Clerk to report and check on the status of payphone on Beacon Road which</p>	

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		was due for removal	
<b>9.</b>	<b>MATTERS ARISING</b>		
<b>9.1</b>	Beacon Drive pothole has been completed but it's a dreadful repair. Quality of repair to be reported. There is breakdown of the road surface on Station Road by the speed hump has been reported. <i>Post Meeting Note: Highways Inspector will inspect repair and advise if further work required.</i>	Clerk to report <i>Complete</i>	
<b>9.2</b>	The survey of Residents was completed along Brookside with regards tree planting. Residents have voted against more trees in this location.	Clerk to inform Civic Trust <i>Complete</i>	
<b>9.3</b>	Cllr Robson has not been out yet to look at locations for more trees with Mr Irwin from the Civic Trust. Carry forward.	Cllr Robson	
<b>9.4</b>	Clive Baker has written to the PC requesting permission to install a sign on the new dock wall explaining its use, along with permission for an annual repair to the older dock as funds allow. This was approved.	Clerk to inform Mr Baker <i>Complete</i>	
<b>9.5</b>	Clean up day banners to be sited on The Lawns and request permission from the Service Station.	Clerk	
<b>9.6</b>	It has been reported that signs have been erected on College Fields stating private land trespassing. A discussion ensued regarding the common law and historic use of the land as a public right of way. It is also believed that invites to tender have gone out for people to do a land survey for the development of the area.		
<b>9.7</b>	18.2 – Data Protection Policy to be added to agenda for May. The Information Commissioner has stated that Parish Councils should register with the Commission and have a policy. Cllr McManus to circulate a draft prior to the meeting.	Cllr McManus	
<b>10.</b>	<b>NEIGHBOURHOOD PLAN</b>		
<b>10.1</b>	It was noted that the Public meeting went very well. It started with a lot of negativity which was good to get out of the way. Lisa Claber was also happy with how it went, as were ESBC. Cllr Sanderson tabled comments from Cllr Wyatt - to modify the plan for increased protection for the village.		
<b>10.2</b>	Cllr Sanderson used the content of Cllr Wyatt's email to propose to continue with the Neighbourhood Development Plan, this was seconded by Cllr S McManus and was voted for unanimously. Three additional	Letter to the old committee to	

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	volunteers would join the Steering Group, with Lisa Claber remaining as Chair. Cllr Gooding would be on the Steering Group as PC rep, and to be joined by Cllr S McManus. Peter Barnett is happy too, whilst Andrew Bailey and Roger Gawthorpe wish to step down. Clerk to send all email addresses to Lisa Claber. The first job would be to meet as a group and to clarify with ESBC how far back we would need to go. Ms Claber to also clarify assistance and funding.	say thank you.  Lisa Claber to arrange meeting	
<b>10.3</b>	Terms of reference to remain the same but Clerk to reissue them. It was confirmed that the Steering Group would work on behalf of the PC,	Clerk	
<b>11.</b>	<b>STILES</b>		
<b>11.1</b>	Clarification requested on repairs to stiles, landowner or SCC. <i>Post meeting note: information taken from Gov.uk website</i> <i>Where a stile or gate on a public right of way is your responsibility, you must maintain it so it is safe and reasonably easy to use.</i> <i>You can claim 25% or sometimes more of the cost of any replacement work from the highway authority. Some authorities provide materials, or others may carry out the work themselves.</i> <i>Where a stile needs replacing, always consider with the highway authority whether to do this with a gate or preferably a gap, so that it will be less of an impediment to people with mobility problems.</i> <i>You must seek the local highway authority's permission before installing any new structure on a public right of way. Unauthorised structures are obstructions and may be removed by the highway authority at the landowner's expense.</i>	Clerk  Complete	
<b>12.</b>	<b>BEST KEPT VILLAGE</b>		
<b>12.1</b>	Presentation to be given at Annual meeting.		
<b>12.2</b>	Toons not here. Focus on Brookside, but other areas too. Rubbish trap by old cottages		
<b>12.3</b>	Trevor Mellor is the new Highways contact. Once he has been in touch, Cllr Gooding and Clerk to visit Brookside with him.	Cllr Gooding and Clerk	
<b>13.</b>	<b>WEBSITE</b>		
<b>13.1</b>	Cllr S McManus has done some further research, and the PC now to decide whether it will be a PC or Village website. There are 500 pages on the current website, but only 50 on the new one. A discussion ensued about how these options could go ahead.	Cllr Wyatt Cllr McManus	
<b>14.</b>	<b>TRACTOR REPLACEMENT</b>		
<b>14.1</b>	Jacob Fowkes has looked into options for the tractor aimed at the same age group. He tabled report with three options.	Cllr Robson, Clerk	

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	Cllr Robson pointed out that the whole area needs looking at – benches too. It was noted that the bigger picture needs looking into for the whole area. A group could be sent to the area for clean-up. Advice from Staffordshire Wildlife or ESBC about what needs to be done with the trees etc.		
<b>15.</b>	<b>ROLLESTONIAN OF THE YEAR</b>		
<b>15.1</b>	Noted that voting will take place at the May meeting.		
<b>15.2</b>	Lord Lieutenant OBE, MBE James.	Action	
<b>16.</b>	<b>ANNUAL VILLAGE MEETING</b>		
<b>16.1</b>	A reminder that the Annual Village Meeting will take place Monday 24 <sup>th</sup> April.		
<b>17.</b>	<b>CLERKS REPORT PART 2</b>		
	Standing orders were suspended at 9:30.		
<b>17.1</b>	A request has been received from Burton Amateur Swimming Club for financial assistance for their annual schools gala. As John of Rolleston is represented it was agreed that a donation of £80 be sent.	Clerk <i>Complete</i>	
<b>17.2</b>	All invoices were signed and approved, with the exception of Phil Gould Mowing Contract and Nathan Barnett Jinnie Trail Tree as the invoices were not received.		
<b>17.3</b>	Grant Thornton Audit – End of 2016-17 Paperwork was worked through. It was agreed that from April 2017 Cllr E McManus and Cllr B Toon would be sent monthly reconciliation paperwork for purposes of Financial Control. Paperwork now to be given to Internal Auditor to report on.	Clerk <i>Complete</i>	
<b>17.4</b>	<b>CORRESPONDENCE</b>		
<b>17.4 .1</b>	Jacob Fowkes and James Parslow to circulate school bursary scheme.		
<b>17.4 .2</b>	It has been reported that further trees have been removed from Meadow View. Clerk to contact resident who is believed to be responsible.	Clerk	
<b>18.</b>	<b>NEXT AGENDA</b>		
<b>18.1</b>	Stiles, Tractor, Website, Gullies, Data Protection, AGM, Rollestonian of the year, village clean-up, Neighbourhood Planning.		