

Rolleston on Dove Parish Council - Minutes of Meeting

Minutes – Meeting held Monday 13th November 2017, 730pm

Location	Old Grammar School, Rolleston on Dove
Attendees:	Cllr Wyatt, Cllr Sanderson, Cllr E McManus, Cllr S McManus, Cllr B Toon, Cllr J Toon, Cllr C Stewart, J Fowkes, (Youth Rep), Jane Bucknall Clerk, 4 members of the public.
Distribution:	Attendees, those who gave apologies, Website, Burton Mail, County Councillor Philip White
Chairman:	Cllr J Wyatt
Next Meeting:	December 11th 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 9th October 2017 (to approve)
10. Matters arising from minutes of previous meeting
11. Neighbourhood plan
 - Meeting with ESBC
12. Best Kept Village competition
13. Policy development – Memorial Policy (to review)
14. Website
15. Potential projects and funding
16. Clerks report (part 2)
 - Finance
 - Accounts for payment and income
17. Items for next agenda

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

Contracts review

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
1.	PUBLIC QUESTION TIME AND PRESENTATION OF PETITIONS		
	Mr Baker raised an occurrence of vandalism at the station. It is the second time a bench has been set alight. This time it was burnt lighters and broken glass was left. This has been cleared away. Mr Baker proposed to remove the bench over the winter for refurbishment and bring it back in the Spring. This should combat people leaving litter and other anti-social behaviour. All Councillors agreed with this course of action.		
	Mr Baker also raised the issue of litter around the bench near the bridge pillars. Litter is currently being collected by volunteers. A sign to be placed on the bin at the bottom of the Trail to let dog owners know they can place bagged dog waste in it.	Clerk	Complete
2.	APOLOGIES FOR ABSENCE		
2.1	Apologies received from Cllr Gooding.		
3.	DECLARATION OF INTEREST		
3.1	Cllrs Robson and Wyatt declared an interest in the application P/2017/01255 at 19 The Lawns. Both Councillors live in the vicinity of the application address.		
4.	CLERKS REPORT PART ONE		
4.1	Planning Applications		
4.1.1	P/2017/01372 – whilst a very substantial extension there does seem to be access to the rear, there is still sufficient parking, and the garden is very large therefore it is not overdevelopment of the plot. Councillors had no objection to this application.		
4.1.2	P/2017/01323 Erection of a single storey front extension, 71 Beacon Road, Councillors had no objection to this application.		
4.1.3	P/2017/01255 Erection of a two storey rear and single storey side extension and single storey front extension (Amended Description) 19 The Lawns – These are amended plans and as per previous application for this address Councillors had no objection.		
4.1.4	P/2017/01392 Erection of a part two storey part single storey rear extension including balcony, 128 Walford Road, Councillors had no objection.		
4.1.5	P/2017/01129 – This application was discussed at the previous meeting and the papers are additional documents giving information on noise reduction (based on a different piece of equipment of a similar type), and some errors have been corrected and removed. They are very technical documents. There is mention of a community benefit amount of £10,000 proposed to be split between Tutbury and Rolleston. Questions were		

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	raised over the legality of this offer as it could be construed as a bribe. Tutbury Parish Council has objected. After consideration Councillors did not wish to object.		
4.1. 6	P/2017/01275 Crown lifting of sycamore tree to 7m above ground level (T1) (TPO 1)21 Church Road, Councillors had no objection.		
	P/2017/01356 Cutting back of lower branch overhanging the road by up to 2 metres one Western Hemlock tree, 24 Station Road Councillors had no objection.		
4.2	Planning Decisions		
4.2. 1	Councillors noted decisions from the Clerks Report. Applications P/2017/01096, P/2017/01324, P/2017/01144 were not withdrawn as indicated in the report, but were commented on via email or during this meeting. An amended report will be sent to Mr Bush for the Website Archive.	Clerk	<i>Complete</i>
5.	REPORT OF COUNTY COUNCILLOR		
5.1	<p>Results from the Knowles Hill traffic survey have concluded there is an issue of speeding, with an average speed of around 40mph. A discussion now needs to be had with Highways to come up with a strategy to address this. Already put forward by Highways are to establish a larger boundary to show more clearly that drivers are entering a village and double yellow lines at the top of the hill. Flashing speed repeater signs are also a possibility. Councillors suggested removing the 40 MPH limit, speed repeater signs and chicanes.</p> <p>Councillor White noted that getting the painting equipment out to Rolleston will be expensive so it would seem appropriate to consider other areas of the village at the same time.</p> <p>A Highways sub-committee to be arranged.</p> <p>Cllr J Toon noted that a gully on the corner of Anslow Lane is blocked. Clerk informed Councillors that the pipe in the gully may be angled the wrong way. Clerk to chase for resolution.</p> <p>Cllr S Sanderson noted that water is flowing off the fields by the Blue Cross Centre and running past gullies.</p> <p>Deadline is approaching for the County Councillors Community fund. Ideas for projects to apply for will come up later in the meeting.</p> <p>The Highways Neighbourhood Team will be disbanded by April –2018 so the PC may wish to collaborate with other Parish's. E.g. Tutbury and Anslow. Clerk to speak to other Clerks to see what they are proposing.</p> <p><i>Post meeting note: nothing planned or proposed.</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>31.11.17</p> <p>31.11.17</p> <p><i>Complete</i></p>
6.	REPORT OF BOROUGH COUNCILLOR		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
6.1	<p>Planning enforcement have been out to look at 51 Beacon Road to reassure local residents that all building work being completed is permitted under application P/2016/01156. A Tree Officer has been out to Woodlands following concerns from local residents about the amount of trees being felled. The Tree Officer has written back to the local residents in question stating all works are permitted under applications P/2017/01298 and P/217/01299.</p> <p>Brookhouse has been called in.</p> <p>New lights have been purchased for the village Christmas Tree.</p> <p>Complaints have been received about the Scouts Bonfire Night regarding parking and traffic issues, mainly people parking inconsiderably. Cllr Wyatt has spoken with Graham Jacks who also received complaints. He explained that due to the time of the year, parking can't be provided. Mr Jacks will attend the Parish Council meeting in December to discuss what can be done next year. This is an important fund raiser for them so he has taken the <i>complaints</i> seriously.</p> <p>The trial for the one way system is Coopers Square car park is working very well, and will likely stay in place.</p>	Clerk	Complete
7.	PARISH COUNCIL REPORTS		
	<p><u>Cllr B Toon</u> – dog faeces is becoming an issue again. We have been contacted by the school about mess outside the school and also complaints from the farmer too. Beryl also stated that she had received a number of letters recently which had been copied to 'Barry Edwards Chair of Parish Council'. A list of Cllrs will go onto Noticeboards.</p> <p><u>Cllr Sanderson</u> – Civic Trust have asked the PC to lend support to a project to place a bench around the millennium oak on The Croft. It was noted that there is no other seating on the croft other than those facing the Brook. As long as the bench conformed to the Memorial Policy and we can see a picture at the next meeting all were in agreement in principle. We have been informed anonymously that the Silver Birch in the church grounds is being considered for removal. Cllr Wyatt has requested a meeting with the PCC to discuss trees. Craythorne Lane carpark railings were bent in an incident of vandalism and a temporary repair was affected. Permanent repair will be done in the near future. Skid marks have been observed on Craythorne carpark and on the road. Clerk to report to PCSO.</p> <p><u>Cllr Stewart</u> – The parking on South Hill is now alleviated.</p> <p><u>Cllr McManus</u> – Contacted by a resident regarding incidents of fly tipping at Craythorne Road, Marston Lane, and Fiddlers Lane. Clerk agreed to</p>	<p>Clerk</p> <p>Cllr Sanderson</p> <p>Cllr Wyatt</p> <p>Clerk</p>	<p>Complete</p> <p>11.12.17</p> <p>11.12.17</p> <p>Complete</p>

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	check the locations and report to ESBC accordingly. <u>Cllr Robson</u> – Followed the BKV sub-committee meeting with Mr Martin. Cllr Robson attended the Trent Valley public consultation meeting. There are another two in in Uttoxeter which he will attend. The meeting after those are on 12 December at Rolleston Club. If as many people can attend as possible, we can have more of an influence over what may happen at Brook Hollows. Clerk to advertise all events.	Clerk Clerk	ongoing Ongoing
7.2	CORRESPONDENCE RECEIVED		
7.3	Clerk to check on the Environment Agency regular maintenance schedule for Spread Eagle bridge.	Clerk	<i>Complete</i>
7.4	Cllrs noted the information from the driver who was involved in a confrontation with another on Church Road. All Councillors agreed that as with Station Road, this is an ongoing issue. No further action.		
7.5	Comments on the BKV post Facebook were noted by Cllrs.		
8.	MINUTES OF 13TH OCTOBER TO APPROVE		
8.1	7.4 should read ‘acknowledged’ not acknowledges 19.1 Should read April 2018 not 2017. With these two amendments, the minutes will be sign as a true and accurate record.		
9.	MATTERS ARISING		
9.1	An Email regarding the Youth Rep vacancy has been sent out by the Duke of Edinburgh Award Scheme lead.		
9.2	Cllr Wyatt and Cllr Stewart met with Simon Richardson (Chair of Almshouses Trust) regarding the transfer of land from Almshouses to the PC. There will be a charge of around £250 to the land registry, and around £250 for the Charities Commission. Mr Richardson is to find exact costs. As there may be an issue over public liability, Clerk to check what is covered by the PC insurance premium.	Clerk	14.11.17
9.3	Cllr Wyatt fed back on the meeting with Sal Khan, Naomi Perry and Jeff Upton. From the Parish Council side Cllrs Gooding, Wyatt, and Sanderson along with the Clerk. The point of the meeting was to go over application P/2016/01507 which has been permitted. Cllrs noted the main points for and against the application. These were the extant permission on the site, no objection from Highways, and the Settlement Boundary. Jeff Upton stated that there was no significant objection so it wasn’t taken to full committee. The Parish Council and the Civic Trust both objected but neither organisation was seen as a significant objection.		

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	Councillors discussed the amount of time taken in PC meetings on planning matters. Sal Khan admitted that sometimes ESBC are frustrated by planning laws too. Cllr Wyatt asked for Mr Khan or another Officer to come and meet the PC to advise on how we could provide better feedback on planning matters. It was noted that all Cllrs in attendance should remember to be respectful of them. Cllr McManus commented that once the Neighbourhood Plan is adopted we can apply each planning application to that plan.		
9.4	Neighbourhood Planning Steering Group have met again and are now in a position to get Urban Vision back to work through amendments. A grant of £7500 has been awarded, despite applying for £9k. Draft new policies are also now complete.		
9.5	Cllr Wyatt also noted from the meeting with ESBC that despite outline permission being granted outside the Settlement Boundary, it has in no way set a precedent for other areas of the village. Each application is taken on its own merit.		
9.6	It is believed that the Post Office is to remain open – an advert has been placed on Linked In for the hosting of a Post Office in Rolleston.		
10.	NEIGHBOURHOOD PLAN		
10.1	Covered above.		
11.	BEST KEPT VILLAGE		
11.1	A sub-committee meeting was held. Three major areas of action were agreed. It was agreed an application would be made in 2019. Cllr Gooding will create a proforma based on the scoring sheet for each area of the village; Cllr McManus will create a project plan. The sub-committee will meet again in January 2018. It was agreed that the PC would go through a self-assessment for Sept 2018.	Cllr Gooding Cllr S McManus Clerk	31.1.18 31.1.18
	Cllr Robson had sought information on boundaries of properties along the Brook, which are not the same for each property. It was noted that the Parish Council needs to lead by example. The cash flow document will be an important resource to aid decision making for this project. Clerk and Cllrs S McManus and E McManus will work on this document on 1.12.17.	Clerk, Cllrs McManus	<i>Complete</i>
12.	POLICY REVIEW – MEMORIAL POLICY		
12.1	The Memorial Policy was approved for a further 12 months with a small number of inconsequential amendments. To be reviewed again in May 2018 via sub-committee then ratified by the full PC.	Clerk	8.5.18

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12.2	WEBSITE		
13.	Carry forward.	Cllr Wyatt	11.12.17
13.1	POTENTIAL PROJECTS AND FUNDING		
14.	Cllr Wyatt shared a simple scoring method. This was slightly amended after discussion. Cllr Wyatt will amend the form and distribute for all Cllrs to complete for each project.	Cllr Wyatt All Cllrs	<i>Complete</i> <i>Complete</i>
15.	<p>Cllrs discussed ideas for a Mission Statement and came up with the following ideas:</p> <ul style="list-style-type: none"> • promoting pride in the community, • oversee maintenance and appearance, • safe environment for residents to enjoy, • manage assets for the needs of the community, • quality local environment the community has pride in and ownership of, • pride, engagement, open spaces, assets, finance, budgets, amenities, maintaining history but looking to the future, • effective, efficient <p>Cllr Wyatt and Cllr Stewart will put this into sentence format for further consideration.</p>	Cllr Wyatt, Cllr Stewart	<i>Complete</i>
15.1	Standing orders were suspended at 930pm.		
17.	CLERKS REPORT PART TWO		
17.1	Finance		
17.1 .1	Cllrs noted the content of Clerks report.		
17.2	Accounts for Payment		
17.2 .1	All paid as per report plus xx for John Deacon to repair the shelter on Tafflands, and xx for Midshire for copier charges.		
18.	ITEMS FOR NEXT AGENDA		
18.1	Tractor, Tree seat, Trent Valley Brook Hollows	Clerk	<i>Complete</i>
19.	PART TWO CONFIDENTIAL ITEMS		
19.1	It was agreed to apply to Cllr White for the Tractor of £1200.	Clerk	<i>Complete</i>
19.2	All Councillors to review both contracts ready for tender in the new year. Cllr Robson requested that the Orchard cut be included, paths along the Jinny Trail, that it will be a five year contract, with no cost of living rise.	All Cllrs	11.12.17
	A donation of £50 was agreed for the Poppy appeal.		
	Clerk has been contacted by Bellway Homes who wish to come and talk to Councillors. It was agreed that when the formal request is received suggest that they come along to a PC meeting but ensure they are aware	Clerk	Once contacted formally

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	that we will listen to their pitch but we will not be commenting.		

Table of Matters Arising from Oct 2017 Meeting.

1.1	Railings on Burnside to be reported	clerk	complete	will repaired in 60 days
1.2	Another note to MP about Post Office	clerk	complete	events overtook and now remaining open
1.3	Involve FC in any plans for Craythorne changing room out of S106 funds	clerk	ongoing	
4.1	Comments on planning apps	all Cllrs	complete	no comments received on time
6	Speak to residents about parking on South Hill	Cllrs S McManus Cllr Stewart		
	Quotes for replacement plastic planters	Clerk	ongoing	1 quote received
	Overgrown hedge at Mosley Farm	Cllr Wyatt		
	Tractor replacement - ROSPA	Clerk	complete	copies of concerns and ideas circulated
	Tractor replacement - Chatsworth contact	Clerk		
7.1	Land transfer from Almshouses Trust to PC	Clerk, Cllr Sanderson, Cllr White	complete	meeting held with Chairman
7.2	Concerns over Himalayan Balsam, speak to EA	Clerk	complete	
7.3	Parking issues around the school			
7.4	Meeting with ESBC re Craythorne application	Clerk, Cllr Wyatt, Cllr Sanderson, Cllr Gooding	complete	meeting held, notes circulated
7.5	Potholes on Chapel Lane to be marked up by Highways	Clerk	complete	
12.1	New links to be created to ESBC polices on village website	Clerk	complete	
14.1	Clean up day to be decided on in	clerk	complete	25.11.17

	November, and advertise			
15.1	Summarise wish list for funding ops	Clerk, Cllr Wyatt		
15.2	Mission statement to be created - 20 words	All Cllrs		
16.2	Concerns to be addressed re P/2017/01156 Beacon Road	Clerk	complete	allowed within application
17.2	All invoices to be signed for payment	Clerk, Cllr Wyatt, Cllr Sanderson	complete	
19.1	Management accounts to be created	Clerk, Cllr E McManus	ongoing	