

Rolleston on Dove Parish Council - Minutes of Meeting

Minutes – Meeting held Monday 9th April 2018 7:30pm

Location	Old Grammar School, Rolleston on Dove
Attendees:	Cllr Wyatt, Cllr Sanderson, Cllr Gooding, Cllr Robson, Cllr E McManus, Cllr S McManus, Cllr Stewart, Jane Bucknall Clerk, Jacob Fowkes Youth Rep, County Cllr P White 11 member of the public
Distribution:	Attendees, those who gave apologies, Website, Burton Mail
Chairman:	Cllr Jason Wyatt
Next Meeting:	Monday 16th April – Best Kept Village Sub-Committee meeting Monday 23rd April – Planning Sub-Committee meeting Monday 14th May – Full PC meeting
Purpose of Meeting: To discuss regular parish council business <u>AGENDA ITEMS</u> <ol style="list-style-type: none"> Public question time and presentation of petitions Apologies for absence Declarations of interest Clerks report 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 Matters arising from minutes of previous meeting Hannah Hogan, EA funding, Road closures Risk Management Neighbourhood Development Plan – Regulation 14 of the Neighbourhood Plan and Consultation Statement Date for annual village meeting Rollestonian of the year Finance and accounts for payment Items for next agenda 	

ROLLESTON ON DOVE PARISH COUNCIL MOM

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	The meeting opened with an informal discussion with Lorraine MacPherson, prospective new Councillor. It was proposed, seconded and voted unanimously that Mrs MacPherson should be co-opted onto the Parish Council with immediate effect.		
1.	PUBLIC QUESTION TIME AND PRESENTATION OF PETITIONS		
1.1	A resident of Chapel Lane raised school related parking issues on Chapel Lane. Cars park opposite the driveway which results in the resident being unable to get their own car on or off their drive. The resident showed some photos of Chapel Lane which clearly demonstrate her point. She also explained that there is plenty of space on Station Road for parking which doesn't seem to be being used anymore. The School have tried to be helpful by tracing owners and getting the cars moved, but the resident requested the Parish Council put measures in place to protect residents parking. If the school carpark is full Teachers should be urged to park on Station Road rather than Chapel Lane. The resident also requested a yellow line opposite the driveway. Chairman answered that the PC would give some thought to these suggestions.		
1.2	A resident raised the issue that the Clerks Report and Minutes were not available on the website which makes it very hard for residents to prepare for the meeting. <i>Post meeting note: This was an oversight of the Clerk for which she apologises. All paperwork was uploaded at approximately 3:30pm. Steps have been taken to ensure this does not happen again.</i>		
1.3	A resident of Church Road noted that ESBC contractors had mown Shotwood Close open space and questioned whether or not the land and funds had been transferred. Clerk gave an update that she last spoke with ESBC legal team on Friday 6 th April and was told a cheque was now being raised for the funds as it had to coincide with the legal transfer of the land. <i>Post meeting note: Cheque for £10,000 received. Necessary contract changes and agreed works will be completed.</i>	Clerk	Ongoing
1.4	A resident noted that the Parish Council could object to water being discharged from the balancing pond on the College Fields development as Riparian owners of the land it would need to pass over. He would like the Parish Council to object to the application on these grounds. A follow up email to be sent for when the application is submitted.	Clerk	At time of application

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
1.5	<p>A resident of Alderbrook Close noted that the lower part of his garden flooded again recently. The water came from the Alder Brook and not the Dove, which seems to be a new phenomenon. County Cllr White addressed this point. He confirmed that the Environment Agency have said they have done nothing to change anything to make the flooding worse. He explained the ends on the discharge pipes into the Brook close when the water is high which results in the pipes backing up and drains flooding. Another resident noted that Chapel Lane was flooded too, with little Highways assistance.</p> <p>Cllr White commented that residents will have Road Closed signs in the future, but an individual can't legally close the road, only Highways.</p> <p>Staffordshire County Council Lead Flooding Authority will provide a written response, as they were in attendance.</p>	Hannah Hogan	14.5.18
2.	APOLOGIES FOR ABSENCE		
2.1	Cllr J Toon, Cllr B Toon.		
3.	DECLARATION OF INTEREST		
3.1	None to note.		
4.	PLANNING APPLICATIONS		
4.1	<p>P/2018/00257 – Erection of gates and railings, Winter House Hall Grounds. Cllr Stewart and Cllr Sanderson attended site to view the railings and their proposed location. It was noted that there haven't been railings in that location previously, and it is within the Conservation area. A sample of the proposed railings was passed round. There was no objection based on the information gained on the site visit and subsequently, however what was seen was at odds with the application which does not show the finer details of the railings or their location. It was agreed that clarification on the best way forward should be sought before deciding via email.</p>	Clerk	Complete
4.2	<p>Licensing Act 2003 application for Sloan's Kitchen as advertised in the Burton Mail was discussed. It was noted that there is sufficient parking on site but that there are safety issues for cars entering and exiting onto the narrow road. Some events have already taken place however. Objections to be raised on the point of road safety and the noise of patrons leaving, and noise from the event itself. Councillors questioned the long licensing hours and the scale and frequency of events.</p>	Clerk	Complete
5.	PLANNING DECISIONS		
5.1	Councillors noted details from Clerks report.		
6.	REPORT OF COUNTY COUNCILLOR		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
6.1	<p>Cllr White made reference to the discussion on Flooding covered earlier in meeting. He raised the issue of the drain outside 30 Church Road again which he noted has been ongoing since August 2017. An illegally connected foul drain has meant that when storm water is in excess, foul water is discharged too. Cabinet members and the senior bosses in Highways have all been involved in trying to reach a solution. This could eventually lead to digging up the road to find the illegal connection.</p> <p>Hannah Hogan joined the discussion stating that CCTV cameras could be used if the pipes will take this method. However It could be numerous drains feeding this one drain. Cllr White met with Trevor Mellor (Local Highways) today who has been dye testing through accessible man holes but has not yet yielded any results. He is now working through the hundreds of planning applications to see which may have caused the issue.</p>		
6.2	<p>Clerk noted that when she tried to call Highways out of hours to report the cover being off, the number failed to reach anyone. Cllr White to check the number is working for the East Staffs area.</p> <p>Three drain covers lifting in recent flooding. However they are designed to work this way.</p>	Cllr White	14.05.18
6.3	<p>Drains are still blocked drains opposite the blue cross and opposite school lane. Cllr White requested details of these as he was assured that all were cleared last year.</p>	Clerk	Complete
6.4	<p>£2m grant has been given to Staffordshire for road repairs with an emphasis on flooding repairs and winter damage. Cllr White has requested that Beacon Road, Church Road and Station Road are prioritised.</p>		
7.	REPORT OF BOROUGH COUNCIL		
7.1	<p>Cllr Toon was not in attendance.</p>		
8.	REPORT OF PARISH COUNCILLORS		
8.1	<p><u>Cllr Gooding</u></p> <p>It has been more noticeable on Brookside that flooding occurrences are more frequent for example many of residents in the cottages at the bottom end park their cars at the other end in case of flooding. It is Cllr Gooding's opinion that something has happened to stop the water flowing into the Dove.</p> <p><u>Cllr Robson</u></p> <p>Two cars have been parked by the Spread Eagle for some time. It was confirmed that they are owned by a local resident and have not been</p>		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	<p>abandoned. Cllr Robson wishes for a bench to be placed in the orchard. Agenda item for the next meeting.</p> <p><u>Cllr S McManus</u></p> <p>A lot of work has been completed on the website which is now up and running. Clerk to copy to Steve when anything is submitted for the village website. All links to other organisations are present and working. There is a need to tidy the content, as not all of it is current. Cllr McManus suggested that there should be a links page. Clerk to write to all organisations explain the changes to web provision. It was agreed that the front page be saved for Parish Council news only, and that events will be placed in the calendar. Notice to be included in the Rollestonian and included on the next agenda.</p> <p><u>Jacob Fowkes</u></p> <p>Jacob noted the damage done to the railings on Burnside by a car accident. Clerk to inform the owners, Staffordshire County Council.</p> <p><u>Cllr C Stewart</u></p> <p>Cllr Stewart has reported many potholes. It was noted that once they have white spray marks round them they have been acknowledged for repair by Highways.</p> <p><u>Cllr Sanderson</u></p> <p>The Parish Council has been awarded a Civic Trust award for the planters along Burnside. A plaque has been given to the PC to display. All to think of a site for the plaque to be installed which will be an agenda item for the next meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All</p>	<p>01.05.18</p> <p>Complete</p> <p>01.05.18</p> <p>14.05.18</p>
9.	MINUTES OF MEETING HELD 12 MARCH		
9.1	With an amendment to the date at the top of page 1 which had already been corrected, the Minutes were agreed and signed as a true and accurate record.		
10.	MATTERS ARISING		
10.1	<p>The Clerk has looked back through minutes of 2006 as suggested by a resident and has found reference to a decision on double yellow lines. It was agreed at the time that they would be placed round the corner of Burnside/Station Road, which was completed. The Lawns bridge was mentioned but not taken forward.</p> <p>Whilst the Clerk was looking back she has found reference to Staffordshire County Council owning the railings along Burnside for which £3000 funding was given for them to be repainted. A further £1000 of WASP funding was given for the painting of the Brookside railings. Clerk has already approached Mr Richard Raysen to progress this matter.</p>	Clerk	Ongoing

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
10.2	Cllr White was unable to find out who the cameras belong to which were installed on Highways signs at Craythorne Road. They have since been removed. Cllr White requested that if they are spotted again in the same location or elsewhere, to let him know immediately.	All	Ongoing
10.3	Flood barriers to be discussed with Hannah Hogan later in the meeting.		
10.4	The size, shape and location of the Rollestonian of the Year Board was discussed and agreed. Cllr White agreed in principle to fund half of the cost. The quote will be discussed in Part 2. Clerk to update Rev Whitehead and await the Church's final decision.	Clerk, Cllr White	Ongoing
10.5	Site meetings with the Contractors are required for both parties to understand completely all elements and locations of the contracts.	Clerk	31.5.18
10.6	Jacob confirmed he did report the broken fencing on Craythorne Road to 101.		
10.7	Clerk still to review the village directory to ensure all contact details such as removal of bulky waste. This is to be cross checked with Website content. To be done in time for the summer edition of the Rollestonian.	Clerk	14.6.18
10.8	Clerk still to contact the seller of the tractor to make payment and arrange collection by contractor. <i>Post meeting note: tractor was sold to someone else.</i>	Clerk	18.4.18
10.9	More information on the Civic Trust tree seat has been received to be carried forward and discussed at the next meeting.	Clerk	14.5.18
10.10	Two missing invoices have not yet been forwarded to Cllrs Stewart and Sanderson. Clerk to get the invoices signed as a priority.	Clerk	Complete
11.	HANNAH HOGAN, EA FUNDING		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
11.1	<p>Ms Hogan works for Staffordshire County Council, the Flood lead for non-main rivers. A business case was written for the EA to provide funds to upgrade pipes at Beacon Road and clear the ditches on Craythorne Road. The business case now has to be signed off by EA nationally for financial approval up to 500k. The funds will also provide property level protection for residences for example door guards, air brick covers etc., However there is a very fine balancing act because if dynamics change to reduce flooding for Craythorne and Beacon Road, it may cause issues elsewhere. So the funding will also look at the back of Meadow View to protect properties there at the same time.</p> <p>Rolleston sits in a bowl so flooding will always be an issue. The water has to be treated like on a conveyor belt, mini catchments to move water in a timely fashion as to no overload any particular area. The scheme will not stop the flooding. Ms Hogan confirmed levels of water in the Brook will be affected by flood defences up stream.</p> <p>There is a possibility of working with the scheme which includes the Brook Hollows project. It could be that de-silting the lake would increase the amount of storage in the lake. The flap on the culvert on the Dove needs a repair and a grill; pipe sizes could also be increased. A grill is also needed on Craythorne Road ditch.</p> <p>Priorities and timescale: the business case was submitted and approved in February; it is now with the EA at a national level due to the amount of money bid for. There is then a process to draw down funds. It is hoped works will commence in 2018-19 but it will be a long process to get all work completed.</p> <p>There is an issue with Brookside. Flooding at that location can only be covered by EA schemes, as flooding is a result of main river water and cannot therefore be included in Ms Hogan's scheme.</p>		
11.2	<p>The PC £30,000 funds were discussed. It was noted that it would not go far if looking at spending it on Brookside. Approximately £5,000 per property would be needed. However the PC could offer a contribution to residents for them to use on their own defences.</p> <p>An application could be made for a permit to desilt under spread eagle Bridge. This could be done as the bridge is a man-made structure, so a sympathetic clearance to aid the flow of the water could be done, or funds could be added to the Brook Hollows project to include the Brook. However by removing the silt it may increase the speed of the water flowing into Brookside.</p>		
11.3	It was agreed that there needs to be another meeting with Ms Hogan, the		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	EA, PC and the Rolleston Flood Action Group. Clerk to arrange a date in May.		
11.4	Clerk has drafted a letter to residents at risk of flooding with a supply of 10 sandbags per household. Clerk may need assistance to distribute. Clerk to arrange the refilling of sand bins and the removal of used sandbags.	Clerk	Complete
11.5	Standing orders were suspended at 9:30pm to allow the meeting to continue.		
12.	RISK MANAGEMENT		
12.1	It was noted that the PC should now align risks with the failure to meet the objectives drafted earlier in the year. Following a short discussion about what this may include, it was agreed that this will be discussed after the BKV sub-committee meeting on 16 th April.	All	Complete
13.	NEIGHBOURHOOD DEVELOPMENT PLAN		
13.1	An update on the NHDP has been written for residents via the Rollestonian. It was decided at the last meeting that a hard copy will be printed for each residence; there will also be an open day at the Grammar school. The project plan has slipped by a couple of weeks but by the end of June consultation comments will be back and the plan will be amended if necessary. It will go for independent review in August, and then if all goes to plan, to referendum in November. A new grant will be applied for, but there is also approximately £7000 in the Frontrunner grant with ESBC,		
13.2	Cllr Gooding requested a copy of the letter sent to ESBC with the previous draft. Clerk to write at referendum stage that the PC will formally withdraw the current NHP. Thanks were once again passed to the Steering Group.	Clerk Clerk	Complete 01.11.18
14.	ANNUAL VILLAGE MEETING		
14.1	This meeting was arranged for May 22 nd 7:30pm, subject to venue. Clerk to confirm when booked. Post meeting note: meeting confirmed for 22 nd May at 7:30pm in the Grammar School Room.	Clerk	Complete
15.	ROLLESTONIAN OF THE YEAR		
15.1	A short discussion took place regarding the criteria for Rollestonian of the year following a point raised last year regarding sporting, artistic or academic excellence. It was agreed that the criteria should be 'a contribution to village life'. Advertising will start going up shortly for discussion at the May meeting and presentation at the Annual Village	All	Complete

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	Meeting. Clerk requested all to promote nominations.		
16.	FINANCE AND ACCOUNTS FOR PAYMENT		
16.2	Bank reconciliation has been completed today, which includes final year end. This will be emailed round for information later this week.	Clerk	20.4.18
16.3	With the addition of additional mileage claim of £53.15 and the return of unspent Groundworks funding of £1265.10 all invoices were approved for payment. There was also a proforma invoice for CSI flood products for 1000 additional sandbags for £420. It was agreed that a further 500 be ordered for contingency.	Clerk	14.5.18
17.	ITEMS FOR THE NEXT AGENDA		
13.	Civic trust seat, audit, Orchard, Plaque, Rollestonian of the year		
13.1	Members of the Public were thanked for their attendance and left at this point.		
14.	PART TWO		
14.1	Agreement for the triangle of grass on Meadow view and Craythorne to be used for the planting of saplings was agreed. This will be in addition to those discussed at the last meeting, still to be discussed with contractor. Clerk to inform mowing contractor that new saplings are being planted. Cllr Robson questioned whether the Civic Trust has had expert advice on when and how trees can be transplanted once matured. <i>Post meeting note: the trees will be whips from the Woodland Trust with no significant root ball in net.</i>		
14.2	The quote for the honours board was discussed. The quote is for 1.8 metres and not 1.2. Clerk to get an amended quote but Cllrs agreed the funding of anything up to the price in the current quote. <i>Post meeting note: amended quote received, awaiting final decision of PCC.</i>	Clerk	Ongoing