

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday September 18th 2018

In attendance for all or part of the meeting:

Cllr. M Kelly, Cllr. Mrs M Aberley, Cllr N Baxter, Cllr. P Hopcroft, Cllr. A Murdoch, Cllr. Mrs C Murdoch

Members of the public: See list of people signing as In Attendance.

Ref	Item	Action
001/18	Apologies received from: Cllr. B McKeown, Cllr. Mrs S McKeown and from members of the public: Cllr. Alan Perkins	-
002/18	Declarations of interest: None	-
003/18	The minutes of the meeting on June 19th 2018 were accepted as accurate.	Clerk
050/15	Community Involvement to improve Hixon - ideas on how to achieve this: sub-group - Cllrs. Mrs C Murdoch, Mrs M Aberley, Baxter and McKeowns. <i>June-18</i> : Lauder Grove, Featherbed Lane trees overhanging path and willow tree on Hammonds Croft OS all need some pruning etc. Use new gardening equipment, Risk Assessment required for use of strimmer. <i>Sept-18</i> : Cllr. Baxter summarised the main items from the group meeting held 30th August: Street name plates - see if they can be given a community identity. Ridgeway OS needs a tidy up. Request budget of £100 for bulbs - agreed unanimously. Get price for painted parking bays on car park. For next year, add a category of best pot or trough at road entrance to Best Gardens competition -advertise in next Newsletter. Suggest having a closed WhatsApp group for community volunteers - distributions and work around the village - would need to check with people re GDPR. Cllr C Murdoch offered to set-up/organise this group. Arrange an Autumn/Winter village tidy-up - litter, weeds etc.	Cllr. Baxter
041/15 and 032/16, 067&081/09 & 056/11 & part 041/15 plus 038/16	Speed and Highway Safety in Hixon Parish plus Village Gateway Features (New Road and Church Lane): Raised (hump) crossing now in place outside the school. <i>March-18</i> : May not need to use Highways land, possible designs discussed - silhouette of parent and child and cat with cat's eyes. Need 6-8 trees in front of boatyard etc., landowner has given permission. Lime trees at £35.99 each. Gateway white "gates" by 30mph signs. Welcome sign to be set in brick or stone on "grassy knoll" with low bushes at the side and 2 trees behind. Similar design for welcome sign on New Road. Talk to Highways re Gateway Features. Agreed to order 8 lime trees from Ash Ridge at £35.99 each. <i>April-18</i> : Landowner of area where the lime trees were going has withdrawn consent for their planting. BriStor waiting for details of the silhouettes. Thought that the legacy trees were too small to plant outside JBMI entrance, need something bigger. <i>June-18</i> : Working Party to meet within next week to finalise details of silhouettes and pass to BriStor to take forward (life size parent and child). Chair to ring Landowner (re trees in front of boatyard etc.) when he returns from Canada. <i>July-18</i> : Longdon Green considered a good example for Gateway Feature. Cllr. Mrs C Murdoch to enquire about cost/supplier/specs. etc. Lime trees - Chair will speak to landowner upon his return to the UK. Mini-island/speed plateaus - include these and other highway safety features plus Gateway Features in meeting with Highways Manager . Accidents on Church Road - no feedback received from Highways. <i>Sept-18</i> : Chair to arrange site visit with Glasdon. Had a positive meeting with Richard Rayson, produce a document of what was discussed and send to Richard Rayson (Cllr. B McKeown offered to produce this document post meeting).	Chair/ Cllr. Mrs C Murdoch
As above	Speedwatch Campaign: Would like to do 1 session per week. Need a minimum of 3 people. The speed of traffic on Martins Way has been noted as being excessive and potentially dangerous. Look at the mini-roundabout at cross-roads for next traffic calming project. <i>Feb-18</i> : The temporary Speedwatch signs have got permission to be permanent, would be fastened to lampposts. Signs £20 each, installation by Highways at £120 each. Can apply for grant for the signs. <i>March-18</i> : Grant applied for. Area for Speedwatch extended down to new 30mph limit by Pasturefields Lane. One additional area can now be covered. <i>July-18</i> : 4 permanent Speedwatch signs are being erected at no cost to PC, mobile signs will then not be required to be put out. <i>Sept-18</i> : being successful, letters are definitely being sent out. Wednesday 19th is Project Edward day (National Speed Awareness). One Stowe by C resident wants to resurrect Speedwatch in Stowe and may attend this session.	Cllr. Hopcroft
021/09, 023/09, 074/09, 091/09	Playing Fields Report: <i>June-18</i> : No problems, mowing pretty good. Ca. 12 of the new trees have gone - 4 or 5 are dead and the rest are missing. Look at in Autumn to see if they need to be replaced. Kids have made a path through the playing field over to the Old Vicarage. <i>July-18</i> : A few more trees have been lost. Undergrowth on bank had been inspected - need to either clear the whole lot or leave as is - decided to leave as is, as no problem perceived. Reconsider if a problem occurs. <i>Sept-18</i> : No real problems. The concrete bin that had been tipped over was already fractured - this has been replaced by Streetscene with a lidded bin. Play equipment inspection report by Wicksteed shows low risk items. Bird faeces is a problem but this cannot be controlled. Get the top swing bar repainted properly with a hammerite type paint, Cllr. Mrs C Murdoch to organise.	Cllr. Hopcroft/ Cllr. Mrs C Murdoch
051/10	JBMI Liaison Committee: Next meeting is December 3rd 2018.	Clerk

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<p>050/12 and 032/12 (Plan for Stafford)</p>	<p>Neighbourhood Plan: <i>Background:</i> The Neighbourhood Plan was considered by Cabinet on 3 November 2016 and adopted by Council on 22 November 2016. The Neighbourhood Plan is now part of the Borough's development plan for making planning decisions. It was agreed that the Neighbourhood Plan Scrutiny Committee (comprising the original Steering Group members) meet 6-monthly starting in June 2017, to review the plan and its effectiveness. <i>July-18:</i> NP meeting held, feedback provided by Cllr Baxter - it is important that the NP policies are adhered to. The NP group do not know what is happening re the 30 houses. SHLAA consultation ongoing, finalised by end of year. Babbage building questionnaire was discussed. Heritage sites - include the History Group in this - blue plaque scheme on buildings of interest. NP group may ask PC for a grant e.g. £600 to do this. Can also do something to highlight people of note associated with the village (?) Want to enhance the open spaces, wildlife areas, have a nature trail. Youth Forum proposed -Chair has contacted Colwich PC with a view to discussing what are currently doing with their Youth Forum. Proposed to use Blenheim Manor to do a re-run of the NP questionnaire to see if the generally younger age-base produces different results. Youth Forum Working Group proposed and agreed of Cllrs Mrs C Murdoch, Kelly, Baxter. <i>Sept-18:</i> Can we get new street signs to replace the one on Puddle Hill (missing and buried in hedge) and Sycamore Drive -(posts have been knocked and buckled) Clerk</p>	<p>Cllr B McKeown</p>
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054/14, 034/16	Hixon drop-in surgery and Hazeldene House Surgery incl. Patient Participation Panel: <i>Feb-18</i> : Cllr. Mrs C Murdoch has spoken to the STP Communications Leader - the STP are hoping that Primary Care will take on more Acute care, to relieve the hospitals - this seems unlikely based on what is happening in Primary Care at the moment. The idea is still to have 23/24 hubs in Staffordshire. There are 2 local Feedback Ambassadors - can they come and talk to the PC? Can they put on a local event so that Parish Councils in the area know what is happening? The Comms. Leader will look into what is happening in our area - it was pointed out that patients need to be able to get to the care facilities and back home again. STP is Health and Community are coming together. <i>April 18</i> : New male doctor in place - seems keen to have a drop-in type surgery system. Cllr. Hopcroft will talk to him at next meeting. A FB page for comments to promote communications between different surgeries was proposed by an invited speaker. The Better Together (STP) group are now getting their act together re prevention and are promoting better use of pharmacists etc. Redesigning primary care via consultation. Hazeldene may use the Clinical Nurse to filter calls to doctors' surgery to see if they need to see a doctor or could see a nurse instead. <i>June-18</i> : PPG met in May - concerned where NHS is going and where they are going. They get a major income from prescriptions and don't want to lose this facility. <i>Sept-18</i> : July PPG meeting cancelled as room was too hot. Cllr. C Murdoch has not heard anything further re STP.	Cllrs. Mrs C Murdoch/ Hopcroft
055/15	IT and Using Cloud Storage on G-mail for PC documents: IT sub-committee of Cllrs. Mrs S McKeown, Baxter, A Murdoch and Clerk. Terms of reference to be drawn up. <i>Feb-18</i> : Memorial Hall now has WIFI. <i>March-18</i> : Laptop has arrived. <i>Apr-18</i> : Mouse has arrived. <i>May-18</i> : Decision on Microsoft package had changed to the Home version, has been purchased for 12 months and installed on laptop. Need to make progress with the website, Cllr. A Murdoch has a contact who will assist. <i>June-18</i> : Contact at BriStor has now left. Website needs progressing re maintenance and/or new website with maintenance. Filing on Cloud need progressing. Cllr. Mrs S McKeown to take both forward. Cllr. A Murdoch to look at way forward as well. Square Space a possibility for website. Clerk to ask Colwich PC about their website. <i>Sept-18</i> : Meeting arranged. Suggestion that website be a village website with businesses advertising. Get decision made. £500 budget inadequate. Get it done professionally.	IT Group
004/16	Consider request from resident for 40mph speed limit through Pasturefields: <i>May-18</i> : Cllr. B McKeown has met with Colwich PC and it shares the same concerns, Weston PC also on board. Want to get a safety audit conducted by Highways, take forward with John Francis and Highways Liaison Manager. <i>June-18</i> : Chair to take forward with John Francis and the other PCs. <i>July-18</i> : Discuss at meeting with Highway's Manager. <i>Sept-18</i> : It is believed that the latest proposal from Highways is to reduce the speed limit to 40mph from Farley Corner to Toldish Lane.	Chair
047/17	Planting poppies on PC land to commemorate 100 years since end of WW1: <i>May-18</i> : Flowers now coming through, plaques to be organised by Cllr. Mrs S McKeown. <i>June-18</i> : Plaques to be agreed and finalised. Various things going on in village on Nov 11th. Send invitations to known relatives of WWI survivors. Flower beds need some TLC - weed and water - by councillors/volunteers. There will be a commemorative tree on Millennium Green for the people who returned from the war. Top up the poppies and have a wreath for each flower bed for November. <i>July-18</i> : Cllrs. McKeown to get costs for plaques. Cllr. Baxter suggested a commemorative plaque on or by the Oak Tree at the end of Egg Lane - agreed as a good idea. He will contact SBS tree officer and Highways for permission. The Memorial Hall are organising the WWI event and will let the PC know if they require any assistance. The poppy/wildflower beds need watering and possibly some weeding. Cllrs. Murdoch will look after the bed on Sycamore Drive. <i>Sept-18</i> : Request to dig over the poppy beds to allow artificial poppies to be put in for the WWI event - advice received is to cut the flowers down to approx. 3 inches once flowering finished and seeds dropped, artificial flowers will be tall enough to still be seen with the stems in place.	Cllr. Mrs S McKeown/ Councillors
054/17	Babbage Building: Met at Babbage Building. <i>June-18</i> : Is it too expensive, too many overheads? Should we still pursue? Questionnaire ready, may as well get feedback from residents, can get grant for business plan. Agreed to get questionnaire printed and distributed. <i>July-18</i> : Chair considered that the questionnaire should be collected from Chop Shop by a PC member, analysis could start straightaway, rather than waiting for return of councillors from holiday - agreed by councillors present. Cllrs. Baxter and Mrs M Aberley offered to start the analysis. Chair will make arrangements to collect the completed questionnaires and pass them on for analysis. Query on who Cllr. B McKeown spoke to at SCC re the use of the Babbage Building as a community asset, as Chair would like to follow up on its availability - Clerk to check correspondence. <i>Sept-18</i> : Chair has been informed that the building is sold STC to Astral Fire & Security from Rugeley, they make fire alarms. They will sort out the issue with the electricians that also supply the school. Chair will make contact to introduce the PC once contracts exchanged. The survey results were looked at and figures provided to the members of the public present.	Chair
065/17	"Welcome to Hixon" sign is leaning to the right: consider what action to take: decided to ask the contractor that installed the sign to have a look and advise on the best way forward to right it. <i>Dec-17</i> : Quote received, seems high - Ask for another quote from Abbey Landscapes. <i>Jan-18</i> : Quote received and thought acceptable, agreed to proceed ASAP. <i>Feb-18</i> : The sign had fallen down in the very strong winds, the slate had cracked and the bottom of the wooden posts appear to be rotten. Can this be claimed on insurance? - yes should be able to if considered necessary. Stonemason in Stafford says the slate is repairable though the crack may show. Is a post structure still appropriate for such a heavy object as the slate slab? Use steel legs rather than wooden ones? Would it be better mounting it in e.g. a wall? Could BriStor be asked to make a metal replica for post mounting? <i>March-18</i> : Decided to get the slate repaired and mounted in brick or stone. <i>April-18</i> : The company that printed the new MUGA sign can probably make an aluminium sign with the same design as the original, awaiting confirmation. <i>May-18</i> : The broken wooden frame has disappeared - move to Gateways item. <i>June-18</i> : Councillors to provide examples with photos to Cllr. B McKeown of signs set in brick or stone. Cllr. B McKeown will get price for replica in aluminium or plastic and look for best way to have old one repaired and set in brick/stone. Sign size is approx. 980mm high x 685mm wide x 25mm thick. <i>July-18</i> : Emery's will mount the cracked sign on a board and resin/silicone it together. No charge for this. Consider making a donation to charity? Consider where to position it on New Road - bottom of bridge considered a suitable place if permission granted - ask at Highways meeting. <i>Sept-18</i> : Agreed to send a cheque for £100 to Emery's choice of charity (Staffordshire Women's Aid) for repairing the broken slate "Welcome" sign for free. Cllr Baxter to sort out who to pay it to and where to send it.	Cllr. B McKeown/ Chair

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066/17	Consider implications of General Data Protection Regulations (GDPR) in force May 2018: <i>March-18</i> : Many PCs have shown interest in this DPO service but SPCA cannot tell which level they will opt for, will probably decide on size of PC. SLCC also providing advice on what to do and whether a DPO is necessary for a Parish Council. Leave budget figure at £450 for GDPR, to include any Gap Analysis costs, on the assumption Hixon PC doesn't need a tier 3 service. <i>April-18</i> : Agreed to look at the SLCC toolkit, to make a start prior to implementation of the new regulations. <i>May-18</i> : It seems likely that the DPO role will not be required by Parish Councils. <i>June-18</i> : Need to make some statements about what people's data is used for. <i>July-18</i> : Examples of statements re what personal data is used for were provided by the Clerk - agreed Hixon PC should put statements on the website along the same lines. <i>Sept-18</i> : Clerk had looked at GDPR policies used by other Parish Councils and has adapted a template provided by SLCC. This had previously been circulated to councillors and was approved for use and adopted at the meeting. Clerk to add to website. Discharge from agenda.	Clerk
074/17	Dog poo campaign: Ongoing, the sign by the Millennium Green keeps swinging upside-down, let SBC organiser know. Clerk can provide paper copies of the posters, if residents want to put them up on their own properties. <i>March-18</i> : Poo count showed a big improvement. <i>April-18</i> : Extra bins can be emptied at £4 each per week. Hixon is missing 2 bins compared to the number supposedly in place, see if these will be installed by SBC. Need a bin at top of The Croft sheep-field footpath. <i>May-18</i> : Cllr. Mrs S McKeown SBC will do an annual count by invitation, once the 6-month campaign has ended. There is now a new ruling that a maximum of 4 dogs can be walked on lead by 1 person. Temporary mobile cameras can be installed to catch consistent poo offenders and also fly tippers. SBC advise that Mill. Green could go out to consultation on whether the Green should be No Dogs or Dogs on Leads (there was some comment that this was not a good idea). Signs can be kept at end of campaign and moved to different locations. The PC could consider providing a safe "dog off-lead" exercise area. Cllr. Baxter The Green Dog Walkers scheme is in place in some parts of the country - offers bags to people who don't automatically clear up poo, people wear a green badge. Can also use a tracking system to pin-point positions of poo deposits that have been left, for someone to go and clear up. <i>June-18</i> : The count will go on until September, due to holidays. Cllr. Mrs S McKeown will talk to Colwich PC about their consultation on "Dogs on Lead/No Dogs" areas. Lea Road pavement is bad for dog poo at the moment. <i>July 2018</i> : Considerable reduction on dog poo being left is being seen. Use Newsletter to thank dog owners in general and thank people for keeping the village tidy. Ask for hedges to be kept cut back to the curtilage of their property. <i>Sept-18</i> : Official campaign now ended - thank the person concerned at SBC and ask "where do we go from here" to maintain momentum. Find out about the press release, agree it (circulate to councillors) prior to release if from PC as well as SBC.	Clerk
078/17	Consider request from resident for commemorative plaque (50th anniversary of train crash) to be installed in grass verge on New Road to be included in PC assets and insurance: More information is required before PC can make a decision on this. Cllr. B McKeown to sort out. <i>June-18</i> : What size? Where is it going? Check what the insurance company said - Clerk. <i>July-18</i> : Plaque can go on PC insurance (let them know the price of plaque and check there is no cost implication), need permission from Highways. Chair to chase up confirmation that Highways have given permission. <i>Sept-18</i> : Cost of plaque is £560, allow £750 with installation. Clerk to check with insurers re any cost implication. Highways are said to have given permission for it.	Clerk
017/18	Community Competition: St Peter's school poster prize was on July 6th posters are up in bus shelters. Garden judging competed. Results passed to Clerk. Chair to arrange presentation at Bank House, end of October. Agreed prizes and buffet costs as per last year.	Chair/Clerk
097/07	Allotments: <i>March-18</i> : Repairs to fencing on right hand side of allotments update: Chair has left a phone message for the contractor. Consideration of the revised tenancy agreement: Tenancy agreement as sent out to tenants in February has been reviewed by representatives of the Parish Council and the required changes, additions etc. were discussed and agreed at the meeting. Clerk to contact WFAA with the required changes. Asbestos bin on allotments - labelling etc.: the bin needs to be labelled clearly as to what it is for (some people putting rubbish in it) and should be included in the allotment rules, attached to the tenancy agreement. Contact the WFAA Chair to say that the invoices should have included the split of costs, as previously agreed with the PC - Clerk. <i>April-18</i> : Tenancy agreement currently in use has not been agreed with Hixon PC, invoices sent out in Feb 2018 are not in the agreed format. Letting a plot to a Fradswell resident was not discussed. It was suggested that the tenancy agreement should be in an agreed format before considering any further changes to the current situation. <i>May-18</i> : The original fencing contractor has not yet been able to be contacted. It was agreed to: 1) send the WFAA/plot-holder agreement currently in use to the PC solicitor for comments and advice, 2) that the invoice should show the actual rent and water charge for the plot, with the WFAA charge and any other charge shown separately - a (non-PC councillor) plot-holder recently complained to a councillor that he couldn't tell what his money was being spent on and would like the invoice itemised. Once the solicitor has responded re the tenancy agreement, a minuted meeting with the WFAA committee may be arranged. Cllrs. Baxter and Hopcroft will dispose of the contents of the asbestos bin. <i>June-18</i> : Write to landowner and ask if he will put in supporting uprights on his side of the fence, to straighten it up. The asbestos bin has been emptied - taken to SBC tip for secure disposal. New bag taped in to bin and signs put up.. Chair has spoken to WFAA - only one half plot is available now. Waiting for PC solicitor to look at the tenancy agreement. <i>July-18</i> : Send landowner a letter asking him if he would sort out the fence on RHS looking from the road, which is leaning badly. Will probably need to wait until crop is cut. Still waiting for PC solicitor to look at the tenancy agreement. Chair to arrange to present the 2019-2020 PC allotment plot rent and water figures at the Wellington Fields AGM. <i>Sept-18</i> : Still waiting for solicitor to look at the tenancy agreement. Chair and Cllr. Hopcroft to meet land owner on site to discuss repairs to fence, invite WFAA Cttee. member along via Secretary.	Chair/Clerk

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063/17	Adoption of telephone kiosks: response from BT: BT will not repair the door as claim that a supporting structure has been attached to it, for the books. The books are an "unauthorised use" and they want them removed. Clerk to ask for books to be removed on temporary basis, ask again for BT to repair the door and arrange adoption of the 2 telephone kiosks. <i>July-18</i> : BT will ask engineer to look at repairing door when phone disconnected, need to pay and complete "adoption" paperwork first. Payment being made in July, paperwork also completed. Reconsider placing a defibrillator in one or both kiosks if it becomes feasible cost-wise. <i>Sept-18</i> : Waiting for BT to find a suitable replacement door for kiosk on corner of Bath Lane.	Clerk
032/18	Balancing Pond on Blenheim Manor Housing Estate: The balancing pond is about 3 metres deep (was supposed to be 1 metre) and the fence around it only goes about 3/4 of the way around and is ranch-style fencing that can easily be climbed through or over. At the bottom of the pond are large rocks/boulders. Problems have already occurred with young children getting in to the water and struggling to get out. The landscaping has not been finished off properly with large weeds, piles of mud and dead trees. The bund has not been completed and there are 24 hour noise issues for the houses near SSC. The stream near Victoria Walk has not been fenced off/separated from the houses properly. The path around the open space has not been finished properly. Health and Safety issues and landscaping issues. Taylor Wimpey and SBC Enforcement and Environmental Health have been contacted. Residents to contact TW, SBC, Borough Councillors and Stafford and Rural Homes, Clerk to follow up. <i>July-18</i> : There is a now a link fence part way around the pond which would be difficult to climb - but can simply be walked around. Planning enforcement are dealing with Taylor-Wimpey, wait and see what they do. <i>Sept-18</i> : TW have now put a secure fence around the pond and access gate now has a secure fastening.	-
035/18	Consider changing from contractor to In-House grass cutting arrangements: Chair had talked to Colwich PC about their own arrangements. Colwich employ 2 lengthsman and may be able to take on the grass-cutting in Hixon. Ask Weston with Gayton PC what they do as well. Same working group for this item as for the Youth Forum on the NP item. <i>Sept-18</i> : Chair to meet and discuss with Colwich PC re using their employees. Clerk to send Cllr. Hopcroft the current schedule and contract to be revised/updated/re-worded as required. Get quotes from TGM, Greenfingers plus one other. Plus Colwich PC if interested.	Cllrs Mrs C Murdoch, Kelly, Baxter.
037/18	In Camera: Councillor correspondence and representation on a group.	
004/18	Chairman's announcements:	
005/18	Councillor Questions:	None
	Cllr. Hopcroft: has had a request for an old-fashioned see-saw on the playing fields. Clerk to get info. on price etc. Basketball net could be removed to make a space. Could a second basketball net be placed on the MUGA stands, to cater for smaller residents?	-
	Cllr Hopcroft: many gullies in Hixon are full of silt - look in to costs of getting them emptied - Burntwood Sweepers are a local contractor that do this.	Clerk
	Cllr. Baxter: Can a list of Councillor action points be produced and circulated shortly after the meeting? Clerk to action	Clerk
	Cllr. Baxter would like photos and contact details of councillors put on the notice boards. Clerk will put the details available on the website on to a noticeboard..	Clerk
	Cllr. Baxter thinks that a list of PC achievements should be placed on notice boards, to make these more apparent to residents. The main board in 3 sections could be used so as to have one section for community use.	-
	Cllr. Baxter has photos of the postman and his van, driving dangerously on 17th August whilst PC representatives were meeting with the Highways Liaison Manager and the County Councillor- it was agreed that the Clerk should contact the Post Office to inform it what the postman was doing.	Clerk
	Cllr. Mrs M Aberley: Standing water on pavement on Church Lane - still there after ca. 8 months. Likely to be a fault on the field itself - Chair and Cllr. Hopcroft to talk to landowner about getting the problem rectified.	Chair/Cllr. Hopcroft
	Cllr. Mrs M Aberley: Nettles at corner of hairdresser's car park, Church Road - affecting the width of the pavement, ask for them to be cut back.	Clerk
	Cllr. Mrs M Aberley: Footpath 7 line unclear due to crops growing on path, line unwalkable due to depth of mud on ploughed field, path has crops growing on it. Contact landowner again.	Clerk

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006/18	Date of next meeting: October 16th 2018	Clerk to book Memorial Hall
007/18	County and Borough Councillors Reports	None
008/18	Public Participation:	
	Can a map of footpaths in Hixon be put on the PC website? Yes.	Clerk
	Can bulbs be planted in the open area at the end of Greenfields?	-
	Exiting from Featherbed Lane on to High Street (proposed one-way system on Featherbed Lane) may be dangerous - Highways will survey the area before making any decisions.	-
009/18	AOB:	
	The RHS gatepost on the Millennium Green (viewed from the car park) is not in the ground properly and is leaning badly. Contact the Millennium Green Trust and ask it to make the gatepost safe.	Clerk
	The Annual Return has been signed off by Mazars - only comment was that there is too much money in the main account, more needs to be ring-fenced for specific projects. Agreed to move money to ring-fenced account before end of March 2019, allocated for identified projects.	Clerk
	Email from Blithfield PC re lack of support from SCC and combining resources to pay for things such as pot hole repairs and gully cleaning. Agreed to reply and say PC is interested in attending a meeting to discuss.	Clerk
	Parish Forum is on September 27th: Chair and Cllr. Hopcroft will attend.	
010/18	Planning Applications:	
	18/29100/HOU First floor extension and ground floor extension to rear, 3 New Road Hixon Stafford ST18 0PJ	No objection
	18/29138/HOU Proposed front extension to Lounge area with side extensions to form Utility, W.C and Store / Attached Garage. Removal of existing garage. 47 Ridgeway Hixon ST18 0NZ	No objection
011/18	Planning Reports	
	18/28660/HOU Proposed attic accommodation for bedroom and ensuite, Jalna Stowe Lane Hixon Stafford ST18 0NB	Permit
012/18	Bank Reconciliation:	Done
013/18	Schedule of agreed payments	
	C Gill salary (September-Net tax/NI). Local Gov act 1972 s111.	£775.64
	Reimbursement C Gill (costs: working from home) - September. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill stamps (12x2nd class; 12@58p = £6.96 plus large letter stamp (to BT) @79p)	£7.75
	Reimbursement C Gill mileage (54 miles @ £0.45p/mile). Local Gov act 1972 s111	£24.30
	Reimbursement C Gill for having 2 keys cut	£12.00
	Acer - July mowing	£575.66
	Acer - August mowing	£1,151.33
	SBC for amenity skip for 2018-2019 - 4 visits	£380.00
	Water Plus: car park drainage May to July	£110.54
	TGM for edging work on open spaces	£420.00
	Data Protection fee renewal	£40.00
	Wicksteed for Play Equipment and Fitness Equipment inspection	£54.00
	HMRC for income tax (£4.40) and NI payments (employer £12.24 and employee £10.64) September = £27.28	£27.28
	Mazars for Annual external audit (this payment is additional to the agenda)	£240.00
014/18	Documents Received: Stowe by Chartley PC newsletters from July and September 2018, info. on SLCC seminar in October.	

Meeting finished at 11.00 pm.