

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday December 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, Cllr, B McKeown, Cllr. Mrs S McKeown

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

Ref	Item	Action
001/18	Apologies received from members of the public: Cllr. A Perkins	-
001/19	Declarations of interest: None	-
003/18	The minutes of the meeting on November 20th 2018 were accepted as accurate.	Clerk
051/18	Annual Report from the Chair of WFAA on the running of Wellington Fields Allotments: Please see attached copy of report given.	Chair
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>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. <i>Oct-18</i> : Snowdrops purchased, plan to buy daffodils and crocuses as well. Plant in November while ground is soft, combine with litter picking weekend. Plant trees on Church Road in January (Roseacre have suitable trees). <i>Nov-18</i> : Cllr. Baxter read an email that he had previously circulated. Ca. 20 people took part in the community event - litter pick and bulb planting. Clerk to write to Network Rail to ask if they can keep the gates shut off New Road to deter people from dumping litter on that land. Cllr. Hopcroft has removed the builder's rubble dumped on Church Road OS. Clerk to ask TW to remove local Blenheim Manor advertising signs. Suggested that certificates could be prepared for the children taking part. The CCTV sign in layby on Church Lane appears to be helping to keep down the littering problem, suggest ask JBMI if they could do similar in their New Road site entrance - Cllr Mrs M Aberley to ask at next liaison meeting. The purpose of the community WhatsApp group was raised and discussed, it is for volunteers to be able to say which community events they want to take part in. <i>Dec-18</i> : Cllr. Baxter will attend the Stafford Litter Heroes meeting which is at 6.30pm before the next PC meeting, so he may be late for that.. He has some ideas that he wants to do, will raise them for budget discussion/inclusion.	Cllr. Baxter
041/15 and 032/16, 067&081/09 & 056/11& part 041/15, 038/16, 065/17, 004/16	Speed and Highway Safety in Hixon Parish plus Village Gateway Features (New Road and Church Lane): <i>Sept-18</i> : 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). <i>Oct-18</i> : Councillors met with Glasdon re Gateway Features, quote received. Need tenders for installation - Chair to enquire as to appropriate contractors. Need to have a services audit/safety audit carried out. Need to get a plan produced and approval from Highways. Cllr. Mrs C Murdoch has photos of the proposed sites. Contact Highways Liaison Mgr. re all of the above. Also consider Lea Heath and Pasturefields for highway safety improvements. Have received a definite No re planting of lime trees on Church Lane as feared they would harm the future development of the site. Cllr. B McKeown to produce the Highways Safety improvements proposal document for Highways, as discussed with the Highways Liaison Mgr. Keep this separate from Gateway Features and Pasturefields speed reduction. Cheque to Staffordshire Women's Aid on list for payment, due to Emery's work in repairing the slate sign. <i>Nov-18</i> : Chair is chasing up information on contractors to install the Gateways, including contacting the Highways Liaison Manager (HLM). Standard Signs and Balfour Beatty make similar signs. Chair to arrange safety and services audit via HLM. Need plans (A3 maps) to show where the Gateways and Highway Safety works will be sited, Clerk to look in to this. Cllr. B McKeown will prepare the plans for both, Cllr Hopcroft and Chair to assist. Contact iWood re their offer to assist with Welcome sign. It was suggested that a traffic count could be performed by councillors on Blenheim Manor to show that the traffic figures on the planning application were incorrect. <i>Dec-18</i> : Cllr. B McKeown showed the presentation he had drafted on safety and gateway features. Some comments were made, comments/changes to be sent to Cllr. B McKeown by January 4th for incorporation, revised document to then be circulated for (hopefully) agreement and then sent to the HLM once agreed and finalised, aim to do this in January.	Chair/ Cllr. Mrs C Murdoch
As above	Speedwatch Campaign: Would like to do 1 session per week. Need a minimum of 3 people. <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. <i>Oct-18</i> : Police did not attend on main Speedwatch day, less people speeding than last year in Hixon. 60 hours put in on day across the borough. If someone gets 3 letters from Speedwatch it is followed up by a police visit - quite a lot of vehicles are then found not to be taxed. New permanent signage should be in place by the end of November, then no need for temporary signs to be used. <i>Nov-18</i> : Possible new volunteer, email received from police contact on the Dos and Don'ts of being a good SpeedWatch person. <i>Dec-18</i> : Permanent signage now in place. SpeedWatch is about Speed Awareness, not catching people.	Cllr. Hopcroft

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021/09, 023/09, 074/09, 091/09	<p>Playing Fields Report: <i>Oct-18</i>: Price for swing bar painting is £50 - agreed to go ahead, Cllr Mrs C Murdoch to arrange. Will now a get a price for clearing the undergrowth on playing field bank. The Rider (fitness equipment) has metal fatigue - contact FAF to ask what to do about it e.g. mend, remove, onsite welding? Cllr. Hopcroft will follow up on this. Also need some more touch-up paint as previous supply did not go very far. Price for old-style see-saw received - leave until discussions on next year's budget. Send a "thank you" letter to Cllrs. McKeown's granddaughter for planting the trees on the playing field - Clerk. <i>Nov-18</i>: The Rider can be repaired by welding, need a MIG welder and an electricity supply on site. Or remove the 4 bolts and take to Boat Yard. Cllr. Hopcroft will organise. Councillors to visit site and decide if the top of the bank should have the brambles and undergrowth removed. Quote of £225 + VAT received. <i>Dec-18</i>: The Rider will be sorted out when the weather improves. Lots of the new trees at the top end of the field have been lost due to vandalism, not taking, strimmer damage. Plant the remaining 8 trees. Vote taken on whether to cut back undergrowth on the bank: Cut 2 votes, Not Cut 6 votes. Will not be cut at present time. To be kept under review, may become bad in Summer.</p>	Cllr. Hopcroft/ Cllr. Mrs C Murdoch
051/10	<p>JBMI Liaison Committee: Cllr. Mrs M Aberley reported back from Liaison meeting held on December 3rd. No more buildings to be built at present. Orders are down, no redundancies planned at present. Complaints are reducing. Will try and stop the lorries parking at the New Road entrance to their site, to stop the litter and poo problems. May need to liaise with Gospel Hall Trust - could use battery powered CCTV as per the camera on Church Lane layby. Ask what level of noise triggered the alarm incident on 14th June (level 3 alarm). Ask who owns the entrance to their site from New Road.</p>	Clerk
050/12 and 032/12 (Plan for Stafford)	<p>Neighbourhood Plan: Background: 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>Oct-18</i>: Cllr. B McKeown has responded to the SHLAA consultation on behalf of the PC and commented on the justification of building houses near industrial sites as (in Hixon) there is no correlation between housing and working locally. Cllr. B McKeown will prepare a survey for Blenheim Manor residents along the same lines as that for the NP and has been asked (by SBC Forward Planning) to include a question as to where residents have come from. The price for the proposed plaques for Heritage Buildings is ca. £15 for a 12 inch diameter, this was agreed as acceptable.. There are about 10 buildings identified at present, he will circulate a list of them by email. <i>Nov-18</i>: 4-page questionnaire/survey drafted, there will some printing costs for the PC. Trying to get more information on the buildings for the plaques. <i>Dec-18</i>: 8 property owners have been contacted for more information, hope to get plaques printed in New Year. Blenheim Manor questionnaire finished, need to write covering letter. Will get price for 100 copies, 4 pages.</p>	Cllr B McKeown
054/14, 034/16	<p>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/Oct-18</i> No change. <i>Nov-18</i>: Some merging is going on in the NHS. New 5-year plan to pull together. Possibly start to know something in about 1 year's time. One GP has left Hazeldene. <i>Dec-18</i>: Nothing to add.</p>	Clerk

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055/15	<p>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. <i>Oct-18</i>: Group met 3rd Oct. Has drawn up document on functional for website. Advert for "Expressions of Interest" placed in Compass, contact local web developers for same, press release in local press. Ask Borough and county if they have IT web developers in-house that could help. Look at "Clerk and Councils Direct and local radio. Draft Timetable: Nov 18 - get in Expressions of Interest, Jan -19 - Interview interested parties, Feb-19: Tender Invitations, March/April 19 Award Contract. two part project - PC to start, may enlarge to a village website in the years to come. Get on with filing on the Cloud - Clerk will require additional hours to do this - £200 additional salary budget awarded initially for this. <i>Nov-18</i>: Specification has been circulated, few comments made. Website to be for PC use only for now, keep option open for future expansion. Can have links to other sites etc. Options to scale-up. IT group members to suggest possible developers to contact. Cllr. Mrs S McKeown to find out which are interested and come back to next meeting with list of those interested in quoting. Clerk to start transferring files on to PC laptop, can then be accessed at meetings etc. Clerk to get the PC owned/used equipment PAT tested. <i>Dec-18</i>: Have list of 12 companies to contact re "Expressions of Interest". Ask for replies by January 14th. Contact all 12 via email.</p>	Clerk
074/17	<p>Dog poo campaign: <i>Oct-18</i>: Meet to discuss the targeting for posters 11am Monday 22nd Oct in car park. Leave posters in new positions for a few months, remove and move to new area. Rolling campaign. Email posters to Cllr. A Murdoch, BriStor may be able to make some good posters. Should poos be marked and counted? - would need biodegradable paint. <i>Nov-18</i>: Cllr. Mrs M Aberley read out what had been decided at the group meetings since the last PC meeting. One resident on New Road is keen to use the posters at her property, Cllr. Mrs M Aberley to make contact. Bristor have provided 12 more A3 posters for use, there are also some fresh A4 laminated posters available. Millennium Green reported as having more poo left on it since posters removed, consider putting fresh ones up in near future. <i>Dec-18</i>: need more posters on Mill. Green. Should the poos be counted? Discuss at next DP group meeting. Merge item with Community Involvement.</p>	DP group
017/18	<p>Community Competition: <i>Oct-18</i>: Garden judging presentation at Bank House October 24th. Establish number of attendees. St Peter's school poster Christmas competition - theme decided as "Christmas Wish". <i>Nov-18</i>: Prize-giving is on 7th December in the 9:15am assembly. 7 x £5 Smiths gift cards agreed. <i>Dec-18</i>: Prize giving was December 7th. All posters will go up on bus shelter boards before Christmas, post on FB when done.</p>	Chair
097/07	<p>Allotments: <i>March-18</i>: 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. . 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. <i>Oct-18</i>: Need to walk the fence with landowner once sheep are out of field. Agreed to ask WFAA Cttee. for an apology to Cllr. Mrs S Mckeown for the reasons mentioned. Chair to attend next WFAA Cttee. meeting and raise/remind Cttee. that the invoices should show the split of PC charges (plot rent and water) and the WFAA charges separately as agreed on 2 previous occasions. Also ask for apology for Cllr. Mrs S Mckeown if it hasn't happened. Sign on Allotments gate to have Cllr. B Mckeown's name properly re-instated, he will get vinyl stick-on letters made. <i>Nov-18</i>: Cllrs. Baxter and Hopcroft to find out what has happened/is happening with repairs to leaning fence. Chair is attending the next WFAA Cttee. meeting on December 5th and will raise 3 issues: the details on the allotment plot holder invoices, which are supposed to show the HPC rent and water charges on a per plot size basis, the lack of an apology from the WFAA Cttee. to (Cllr.) Mrs S McKeown and that the WFAA Chair was due to present the WFAA annual report etc. to HPC at the November HPC meeting - is this being presented at the December meeting instead? <i>Dec-18</i>: New strips for the vandalised sign have been sourced. The request by Cllr. Mrs S McKeown for an apology from the WFAA committee and its subsequent refusal to do so was discussed. A vote was taken on the proposal "to take no further action" - vote was 5 in favour (Cllrs. Murdoch (x2), Kelly, Baxter, Mrs M Aberley and 2 against (Cllrs. Mckeown (x2). 1 abstention (Cllr. Hopcroft). Proposal carried, no further action to be taken on this by the PC.</p>	Chair/Cllr. B McKeown

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097/07 continued	The details on the Wellington Fields invoices were discussed - it had previously been agreed between the PC and WFAA Cttee. that the invoices would show the PC charges for rent and water on a per plot size basis, as well as the other fees/charges and the combined total. The WFAA Cttee. now thought that this caused confusion for plot-holders, leading to some being uncertain of which amount they should pay. It was proposed that the full details with all charges showing (as well as the combined amount to pay) would be made available on: Wellington Fields website, Wellington Fields notice board, on request, circulated and discussed/agreed at the AGM meeting. Would also be on PC website and notice board. Plot-holder invoices would not show the full breakdown. Vote taken on this proposal - vote was 5 in favour (Cllr. Kelly, A Murdoch, Hopcroft, Baxter, Mrs M Aberley) and 2 against (Cllrs. McKeown (x2)). 1 abstention (Cllr. Mrs C Murdoch). Proposal carried, charges breakdown to be shown, provided and circulated as above. WFAA will send full details of breakdown to Clerk each year prior to the AGM.	
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. <i>Oct-18</i> : Colwich Chair unwell, so delay in discussing grass cutting. Chair to attend Colwich PC meeting. Go out to tender on a 3-year contract with break clause after 1 year in November give 3-month's notice. 2 options: remove cuttings or cut more regularly and leave cuttings. Schedule and contract to be finalised. <i>Nov-18</i> : Colwich PC have a new Chair, Hixon Chair has not been able to make contact with him. Cllr. Hopcroft has revised the schedule and contract and drafted an accompanying letter by hand. Clerk to finalise and circulate. Ask for 2 prices, one with all cuttings removed, one for them in bottom right hand corner of playing field. Include a retention percentage and break clause as above. <i>Dec-18</i> : Decision taken to continue with current contractor for another year, to allow time for the specification and contract to be fully reviewed and revised and be ready if required for tender etc. in the future. Cllr. Mrs S McKeown will revise along with Cllr Hopcroft. Paperwork to be revised or drawn up include: Contract, specification, schedule, site locations, tender evaluation form, covering letter. Cllr. Hopcroft and Chair to meet with contractor prior to first cut to discuss requirements.	Clerk and Councillors
038/18	Christmas Tree lights: <i>Dec-18</i> : Turn-on event went very well. The Cllr. McKeowns and helpers put in a lot of work in the weeks leading up to the event. Send "thank-yous" to 5 residents/businesses for their assistance.	Clerk
045/18	Bollard Light: This has been damaged by being hit very hard - light no longer works. Check insurance excess and price for new bollard light. Price for replacement top already received, council happy to buy this if thought worth doing. Decide on best way forward. <i>Nov-18</i> : Agreed to purchase a new head for the bollard light. <i>Dec-18</i> : Replacement head and spare bulb ordered.	Cllr. Hopcroft/Clerk
047/18	Water on Church Lane pavement: Update: Still not resolved - landowner has removed some soil but has not found the problem. Ask the Highways Liaison Mgr. to meet councillors on site to discuss, at his convenience. <i>Nov-18</i> : Chase HLM and Highways, tell them signs knocked over and the with the ice on pavement and road, this is a real safety risk. <i>Dec-18</i> : No further action taken or information provided.	Clerk
049/18	Consider items for budget 2019-2020: Consider raising the precept - 5% suggested, also 3%, as this is the cap on Borough/County council rises. Try and find out the likely costs of the PC election in May. Separate out Vicarage Way and Hall Farm Close mowing on operating statement, as these are leased areas rather than owned. Change the reference to Mill. Green on budget and operating statement. It was suggested that part of the precept be used as a grant to 2 local charities (e.g. £1 per house) - not considered necessary, grant requests can be made to the PC. Chair and personnel group to consider Clerk's salary for 2019-2020. Clerk to recirculate draft budget showing receipts/expenditure for current year as well. Aim to finalise budget at January meeting.	Clerk/Chair
050/18	Consider replies for NALC Small Councils merging survey: It was decided not to reply to the questions on the survey -reply to email to let NALC know that the PC considers the questions inappropriate, ask what NALC is trying to achieve and how do the define a "small" council?	Clerk
052/18	Usage of the Parish Council laptop: the best use of the laptop was discussed - Clerk will transfer files over to laptop via memory stick, so laptop is up to date to use for PC meetings. Councillors to transfer their presentations etc. to laptop either using memory stick or by using the laptop to do the work on in the first place. Councillors are allowed to use the laptop to carry out PC work.	
004/18	Chairman's announcements: The heating in the Memorial Hall is not working, may need to find an alternative venue for meetings during the colder weather until heating sorted out.	

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005/18	Councillor Questions:	
	The resident that walked and made hand-written revisions to some of the walks has asked how the revised walk leaflets were coming on - Cllrs.. Murdoch offered to update the existing walk documents. Clerk to email over the Word documents and provide the hand-written notes.	Clerk/Cllrs. Murdoch
	Cllr. Mrs S McKeown spoke to the Chair, saying she was "Disappointed with the results of your talks with WFAA, It's easy to appease; it's more difficult to stand firm for what is right".	-
	Cllr. Hopcroft asked if a letter stating the opening times for the new Co-op store to be built on the Green Man site had been received by people living close to the Green Man - answer: No, not that anyone was aware of.	-
006/18	Date of next meeting: January 15th 2019	Clerk to book Memorial Hall
007/18	County and Borough Councillors Reports	None
008/18	Public Participation:	
	The Gospel Hall Trust representative apologised that they hadn't been available to help with the last litter pick and went over the changes to the planning application as discussed at the last meeting. New plans should be ready end of Q1 or in Q2 (next financial year). Smaller building, same sized site, more landscaping. Cllr. Baxter mentioned that the site was still accessible due to hole in hedge and gap in hedge - they may put up temporary fencing to keep the site secure. PC asked if there was anything in the section 106 for village/highway? Answer: don't think so.	-
009/18	AOB:	
	A newsletter has been drafted but is not complete yet - expected to be 8 pages.	Councillors
010/18	Planning Applications:	
	18/29138/HOU Amendments to 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
	18/29660/FUL Demolition of extension, erection of bungalow, Wheelwrights Cottage, Puddle Hill, Hixon	Object (call-in)
	18/29586/FUL Erection of detached dwelling, land west of 3 New Road, Hixon	Object (call-in)
011/18	Planning Reports	
	18/29372/LBC amended plan at Bank House Inn, Hixon. New signs.	Permitted
	18/29323/FUL Alterations to Bank House pub change window to door and paint brickwork white to match building (also 18/29372/LBC - 3 signs)	Permitted
	18/29217/HOU Single storey rear extension, Green Mount, Church Road. Hixon ST18 0PB	Permitted
012/18	Bank Reconciliation:	Done
013/18	Schedule of agreed payments	
	C Gill salary December (Net tax/NI). Local Gov act 1972 s111.	£775.64
	Reimbursement C Gill (costs: working from home) - December. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill stamps (12x2nd class@58p = £6.96)	£6.96
	Reimbursement C Gill mileage (38 miles @ £0.45p/mile). Local Gov act 1972 s111	£17.10
	Reimbursement C Gill for Gift cards for poster prizes	£35.00
	Reimbursement Cllr. N Baxter for bulbs and banner etc.	£157.03
	drs for the additional WWI flyers	£25.00
	HMRC for income tax (£4.40) and NI payments (employer £12.24 and employee £10.64) November = £27.28	£27.28
014/18	Documents Received: Information from SLCC on the 2019 Practitioners Conference.	

Meeting ended 10.30pm