

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday January 15th 2019

In attendance for all or part of the meeting:

Cllr. M Kelly, Cllr. Mrs M Aberley, 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 Cllr. P Hopcroft, Cllr. N Baxter and members of the public: Cllr. A Perkins, Gospel Hall Trust	-
001/19	Declarations of interest: None	-
003/18	The minutes of the meeting on December 18th 2018 were accepted as accurate (minor rewordings made to reflect actual statement, action by and to remove a reference to a specific person). It was noted that the Parish Council does not agree with 2 items on the Allotment Report presented at the December meeting, namely the AGM was held in July (not May) and Hixon Parish Council was only partially consulted on the new tenancy agreements and has not agreed the wording of the current agreement.	Clerk
050/15 and 074/17	Community Involvement to improve Hixon - Ridgeway Open Space, followed by Meadow Glade Open Space will be looked at next. Arrange another litter pick. The DP group to meet again to discuss poster placement. It was suggested that they all be removed for a month or so and then put up again. Situation regarding poo is not bad, the track at the back of The Croft is probably the worst area but this is private land.	Cllrs.
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 : <i>Jan-19</i> : Cllr. B McKeown has nearly finished the document on Safety Features and Gateway Features. Once finished, circulate to Cllrs. again with a view to then sending it to the Highways Liaison Manager.	Cllr. B McKeown/C hair
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. <i>Jan-2019</i> : Talk on Feb 2nd by Chief Constable etc. - invite all the Hixon Community Speedwatch Members (CSW).	Cllr. Hopcroft
021/09, 023/09, 074/09, 091/09	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 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. <i>Jan-19</i> : Cllr. Mrs C Murdoch to chase up the painting of the swing bars.	Cllr. Hopcroft/ Cllr. Mrs C Murdoch
051/10	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. <i>Jan-19</i> : JBMI own the access road off New Road, including the entrance. Alarm triggered was not a noise alarm. Ask about tree planting at the entrance to the new Road site again.	Clerk

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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. <i>Jan-19</i>: No change, questionnaire will be ready for deliver early March, will try and get householders information for plaques.</p>	Cllr B McKeown
054/14, 034/16	<p>Hixon drop-in surgery and Hazeldene House Surgery incl. Patient Participation Panel: <i>Jan-19: A long-term (10 year) plan has been launched in the NHS. England will be divided into 7 regions. NHS England and NHS Improvement will merge. STPs are being scrapped unless very advanced.</i></p>	Clerk
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. <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: <i>Nov 18</i> - 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. <i>Jan-19</i>: 8 positive replies to Expressions of Interest. All 8 to be contacted asking for ideas and if they want a meeting/conference call prior to tendering. Clerk to try and get a model contract fop for the maintenance/upkeep side to use as an example. Suggested breakdown for the tender process: Basic/Essential 75%, Extras 10%, Service level agreement 15%. Should the PC be re-branded? New logo or colours on logo?</p>	Clerk /IT Group
097/07	<p>Allotments: March-18: 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. <i>Jan-19</i>: Vinyl self-adhesive strip for sign on gate being collected at weekend. Fence on RHS is propped up by posts. Still waiting for solicitor to comment as to the changes made to the allotment tenancy agreement.</p>	Chair/Cllr. B McKeown
035/18	<p>Consider changing from contractor to In-House grass cutting arrangements: <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. <i>Jan-19</i>: Cllrs. Mrs S McKeown and Hopcroft are working on the revised paperwork for future use.</p>	Cllrs. Mrs S McKeown and Hopcroft
037/18	<p>In Camera item relating to an email received.</p>	Clerk
045/18	<p>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. Jan-19: Awaiting delivery of parts.</p>	Cllr. Hopcroft/Clerk
047/18	<p>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. <i>Jan-19</i>: No change, keep pushing for action to be taken.</p>	Clerk

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049/18	Consider items for budget 2019-2020: Clerk to recirculate draft budget showing receipts/expenditure for current year as well. Aim to finalise budget at January meeting. <i>Jan-19</i> : Chair / personnel group to consider Clerk's salary for 2019-2020. Agreed to allow +3.5% in budget. Precept to be raised by 3% to tax payers. A few adjustments were made including reducing safety/gateway features, to maintain reserves at (no less than) ca. 1.5 x precept as usual. Election costs have to be budgeted for, as could be as high as £4000. Budget agreed and finalised.	Clerk/Chair
004/18	Chairman's announcements:	
005/18	Councillor Questions:	None
	Have we heard from Highways re re-siting the grit bin by the Christmas Tree on Sycamore Drive? No, nothing as yet.	
	A Councillor stated that questions asked in 2018 about discussions held between councillors resulting in a change of Chair have not been fully answered and information has not been provided. Reply, there were no meetings of councillors, no outside influences, no correspondence between councillors to discuss changing the Chair. This has been stated previously. Questioner will put the queries in writing.	
	Footpath 7 Puddle Hill to Egg Lane - stile at Egg Lane end is dangerous as it is a steep incline and has a loose slippery step and the hand rail is missing. Landowner aware. Footpath 11 second and third stile need attention - Rights of Way aware of second stile, Clerk to inform them of third stile.	
006/18	Date of next meeting: February 19th 2019	Clerk to book Memorial Hall
007/18	County and Borough Councillors Reports	None
008/18	Public Participation:	
	The 30mph sign by the Bank House is damaged. Inform Highways.	Clerk
	The fence on the RHS of the allotments is currently propped up as ground is too hard to get the posts in to it. Will be repaired properly in summer as long as ground is not too dry.	-
009/18	AOB:	
	Newsletter - how many pages are required? Look at price for 6 pages plus fold out.	Clerk
010/18	Planning Applications:	
	18/29803/FUL Detached split level dwelling, Land At Sunnyside Cottage, High Street, Hixon	Object
011/18	Planning Reports	None
012/18	Bank Reconciliation:	Done
013/18	Schedule of agreed payments	
	C Gill salary January (Net tax/NI). Local Gov act 1972 s111.	£775.44
	Reimbursement C Gill (costs: working from home) - January. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (38 miles @ £0.45p/mile). Local Gov act 1972 s111	£17.10
	Reimbursement C Gill for memory sticks	£9.98
	Water Plus for car park drainage (Oct - Dec 2018)	£111.76
	TGM shrub bed maintenance (twice yearly) 2018	£876.00
	TGM Church Lane planter maintenance (twice yearly) and monthly watering 2018	£110.40
	TGM Weed spraying 8 sites in Hixon Parish and Millennium Green (twice yearly) 2018	£213.60
	Hixon Memorial Hall room hire Oct - Dec 2018	£57.60
	HMRC for income tax (£4.60) and NI payments (employer £12.24 and employee £10.64) January = £27.48	£27.48
014/18	Documents Received: Stowe by Chartley PC Newsletter	

Meeting ended 10.10pm