

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday April 16th 2019

In attendance for all or part of the meeting:

Cllr. M Kelly, Cllr. P Hopcroft, Cllr. Mrs M Aberley, Cllr. A Murdoch, Cllr. N Baxter, 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. Mrs C Murdoch and members of the public: Cllr A Perkins	-
001/19	Declarations of interest: Cllrs. B and Mrs S McKeown for planning application 19/30348/HOU (they left the room during the discussion).	-
003/18	The minutes of the meeting on March 19th 2019 were accepted as accurate.	Clerk
008/18	Public Participation: The Gospel Hall are resubmitting planning application plans to make the building smaller and cheaper - same site size and boundary. Will try to send 1 or 2 representatives to each PC meeting.	-
	Re 042/19: resident doesn't want Memorial Hall to actually pay for its customers to use the car park, a donation to the upkeep was suggested instead.	-
	During the litter pick it was found that there were a lot of cigarette butts left at the bottom of Pasturefields Lane. It is likely that these are from BriStor employees when having a break. Cllr. A Murdoch will discuss with BriStor.	Cllr. A Murdoch
	When/why are agenda items discussed In Camera? Items on the agenda are normally discussed in public, it is only if something has come up meaning that it is thought preferable to discuss as a confidential item that it would then be discussed In Camera. If resulting discussions do not have to be kept confidential the item will be reported publicly in minutes.	-
	The change in the bus service means that it is difficult to get to and from doctor's appointments in Great Haywood. The 841 service is being looked at, to see if it can be re-instated as this helped with travelling to the doctor's surgery.	
050/15 and 074/17	Community Involvement to improve Hixon - Ridgeway Open Space, followed by Meadow Glade Open Space will be looked at next. <i>April-19:</i> Details of hi-vis vests had been circulated by email. Cllr. Baxter gave feedback from the litter pick weekend - 31 people on the Saturday, 9 on the Sunday. £33 has been spent on gloves, water, little Easter eggs and bulbs/seeds. Litter pickers and vests were provided by SBC (paid for from fines for littering (mainly cigarette butts) and leaving dog poo). Some bulbs and seeds were planted as well as litter removed. Cllr. Baxter to send details of event to various agencies. The undergrowth on old New Road needs clearing as still litter there. SBC have been advised of a pile of stripped cable on Trent Lane/Drive. Pasturefields bus stop has had some glass smashed and area by canal has rubbish on it. Airfield Estate bad for rubbish in places, particularly the side of Sandmaster and what was Cox-Long. Try and get the companies involved in keeping the areas litter free. Check with Airfield Services if OK to litter pick on Airfield Estate. Dog Poo group met - continue with signs on Egg Lane, path at back of The Croft and Blenheim Manor walk through. Cllr. Mrs S McKeown will do a monthly poo count in 4 areas. Cllr. B McKeown presented the slides he had shared with the Community Group previously concerning improving the entrance to Sycamore Drive: undergrowth on OS, move grit bin, block paving, railings need attention - suggest rub down and repaint as a Thank You for the electricity used by the Christmas Tree lights, Cllr. B McKeown to make contact with resident.	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 : <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 (HLM). <i>Feb-19:</i> Document has been sent to the HLM, awaiting a response. HS2 may have an impact. <i>March/April-19:</i> Nothing yet from HLM.	Cllr. B McKeown/ Chair
As above	Speedwatch Campaign: Would like to do 1 session per week. Need a minimum of 3 people. <i>Jan-2019:</i> Talk on Feb 2nd by Chief Constable etc. - invite all the Hixon Community Speedwatch Members (CSW). <i>Feb-19:</i> Meeting at HQ talked about how SpeedWatch (SW) had grown throughout Staff. There are different types of speed cameras. Meeting lasted 3 hours, most councils that have SW attended - big meeting. Most villages have permanent signs in place - trying to get the Specials to come out to sessions so that speeding drivers can be given tickets. Some people have had more than 3 warnings and are being prosecuted. <i>March-19:</i> had a session by the school in early March (no mobile signs used) - large increase in people speeding (ca. 3x) about 10% speeding (40+ vehicles). Lots of verbal abuse given. PCSO will make an effort to come out to sessions. More sessions will be held as weather improves. <i>April-19:</i> No further sessions held.	Cllr. Hopcroft
021/09, 023/09, 074/09, 091/09	Playing Fields Report: <i>March-19:</i> The Rider has been repaired and is much stronger than before, thanks to the Boatyard on Church Lane. The resident who used to lock/unlock the playing field gate has moved - new resident may be prepared to do this (?) Cllr. Hopcroft will ask someone in St Peter's View if they will do it . Swings will be painted this week. Police sign will be replaced. <i>April-19:</i> Litter picked and some tree pruning (lower branches by swings) and ivy removal undertaken. The back has come off the wooden bench and it needs to be removed - keep the plaque for possible future use.	Cllr. Hopcroft
051/10	JBMI Liaison Committee: Next meeting is June 3rd 2019. questions can be raised with JBMI at any time now as relations are good. Members of the public will be shown around the site upon request.	-

Hixon Parish Council

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>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. <i>March-19</i>: Questionnaire is with printer. Plaques - now suggest they have name of property and date built plus the PC website address - put all the details on the website so they can be updated easily. Have section dedicated to the heritage buildings. Hixon PC will be consulted in 3-4 years time by the Borough re future development plans. There is no intention to puncture the NP boundary. CIL information is being chased up. <i>April-19</i>: Questionnaires had gone out and waiting for a few more to come in. Analysis will be available for the next meeting. Plaques not done yet, gathering in the research on</p>	Cllr B McKeown
054/14, 034/16	<p>Hixon drop-in surgery and Hazeldene House Surgery incl. Patient Participation Panel: <i>Jan-19</i>: 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>Feb-19</i>: Next PPG meeting is 28th Feb, Cllr. Hopcroft will attend. <i>March/April-19</i>: Temporary Agency Practice Nurse in place, who is a Nurse practitioner and can prescribe. Trying to get another doctor in.</p>	-
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>Feb-19</i>: Request made for names of interested companies to be distributed to IT Group members. <i>March-19</i>: Have 4 companies wanting face-to-face discussions, 2 wanting a conference call and 2 don't need anything. It is proposed to have a design contract and a service contract - companies may have their own. Should any contracts be passed by the Solicitor? <i>April-19</i>: Have met with 3 companies, all local. Arrange a short meeting to decide next actions and plan.</p>	Clerk /IT Group
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. <i>Dec-18</i>: Invoices - it was agreed 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. <i>Jan-19</i>: Vinyl self-adhesive strip for sign on gate being collected at weekend. Fence on RHS is propped up by posts, will be repaired properly in summer if ground is not too hard. <i>Feb-19</i>: Still waiting for solicitor to comment as to the changes made to the allotment tenancy agreement. Clerk to check that the version of the WFAA/Plot-holder agreement sent to the solicitor is the same as the one on the Wellington Fields website. <i>April-19</i>: Have had a reply from the solicitor. One councillor had not had time to look the at response and asked for more time - it was decided that the original group of 4 should consider the response consider and report back to the PC by email. Cllr. A Murdoch asked (during the meeting) to be included on the group. (Post-meeting, the solicitor's response was queried as it appeared to be referring to the wrong agreement, clarification was sought from the solicitor. The clarified response was thought by the majority of councillors to be sufficient to allow a response to be feedback to the WFAA Committee without the need for a meeting, the councillor who had not had time to look at the original response pre-meeting having now seen original response and the clarification. Response was that the tenancy agreement was satisfactory).</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. <i>Feb-19</i>: Need to sort out what parts of MG grass cutting/strimming are being paid for by the PC. <i>March-19</i>: Cllrs.. had met with Acer to discuss best way to keep grass looking good - best option may be to cut everywhere fortnightly and/or extend the mowing period, this has obvious cost implication. Can't cut lower than the moss as it damaged equipment. Acer to let Clerk know if extra cuts are recommended. Revised contract, schedule etc. nearly ready - need a walk through to check it out. Cuttings to be dumped bottom right corner of playing field - Acer could use boards to get in to corner with tractor. <i>April-19</i>: Most of the revisions have been made, Cllrs. Mrs S McKeown and Hopcroft to walk the village to check that the schedule is correct. Allett mowers have been testing out very noisy petrol mowers on the Airfield Estate - they also have some quiet battery mowers to test - perhaps the PC could offer them somewhere to try these out (?)</p>	Councillors

Hixon Parish Council

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. <i>Jan-19</i> : No change, keep pushing for action to be taken. <i>Feb-19</i> : Problem now rectified - it was a collapsed drain and a new one has been put in. The work has revealed the original rear pavement line - Clerk to ask Acer to try and cut back undergrowth to pavement edge as pavement is very narrow in this area. Pavement has been left covered in mud - Cllr. Mrs Aberley to ask JBMI if they will clean the pavement as it is opposite their main entrance. <i>March-19</i> : JBMI can't clean the pavement due to H&S requirements. They contacted Highways who came out but didn't clean the pavement. New drain is getting silted up following the heavy rain and is partially blocked - silt coming from the field. Water on pavement and road again. Clerk to contact Highways. <i>April-19</i> : Landowner has cleared the land further. The pot/drain leading to the drain wasn't blocked, the drain runs for about 5 feet along the hedge. Weather has been dry recently and no problem at the moment. Highways contacted, waiting for response.	Clerk
056/18	Parish Council Election on May 2nd: There are 11 candidates for 8 places, election is May 2nd, the candidates names are on the notice boards.	Councillors
057/18	Consider HS2 petition - closing date 15th March: The Chair attended a meeting held by Colwich PC re a petition against HS2 concerning the latest proposals. They propose two storage compounds locally, one of which is off the A51 at Farley Corner. The increase in traffic on the A51 could be used to get traffic islands at the end of New Road and Church Lane and in Great Haywood Have a 40mph speed limit from Weston to Wolsley. Enforce the weight limits through Hixon - otherwise the ballast from Derby will come through Hixon village. £20 fee to make a petition - proposed PC petitions (Chair/Cllr Murdoch) - all in favour. <i>March-19</i> : No update, leave till next month for update from Chair. <i>April-19</i> : Petition has gone in from Haywoods/Colwich, Chair could not get in contact with Colwich Chair to discuss. Due to go for Royal Consent in November 2019.	Chair
058/18	Document Retention and Archiving: Need to decide what we are going to keep. Staffs Archives don't want paperwork in plastic or with staples in. Decide what is for permanent retention and what is for temporary. Cllr. Mrs S McKeown will draft a list. <i>April-19</i> : Cllr. Mrs S McKeown has drafted a list of essential documents to keep archive, a general list and there will be a list of large projects and major developments. Cllr. Baxter volunteered to start taking documents to the archive - they need to be staple free and not in plastic.	Cllr. Mrs S McKeown /Cllr. Baxter
059/18	Tree Liability: Need to be aware of trees in places where people are vulnerable to falling trees e.g. Bus shelter. Will our insurance cover us if we don't have a tree inspection regime? Ask Forestry Commission for advice and whether they undertake inspections - do they charge for coming out? Inspection of tall trees (e.g. 60-80 feet) in certain locations may be necessary. Identify which trees we think are a liability and ask for advice about inspecting them. Get advice as to which trees may be a liability. Look at trees on asset inspection. Clerk to contact insurers and Forestry Commission. <i>April-19</i> : Feedback from Insurers and tree experts had been circulated: Get more information from insurers, map the trees that may cause problems and "at risk" trees - near buildings or near highways. Cllrs. Mrs S Mckeown and Hopcroft to do this during their walk around the village for the grass cutting schedule.	Clerk
060/18	The 2 votes taken at the Dec meeting item 097/07 were on proposals not formally seconded - request has been made for these 2 issues to be voted on again proposals to be made with seconder and proposer: Not discussed: At the January meeting it was decided that a seconder will be required for votes from then on. It was accepted that having a seconder would not have affected the voting on this item. Proposed to leave the December vote to stand as is - proposed Cllr. B McKeown, seconded Cllr. M Kelly - unanimous vote in favour. Remove from agenda.	-
062/18	Defibrillator maintenance: The operations manager at the Bank House has asked what to do about the defibrillator there as it is not working the alarm keeps going off. Clerk to contact EMAS (who own the defibrillators) to find out what servicing etc. is needed and who pays for it, if required. Who is responsible for arranging it? Also, if further basic first aid and defibrillator training sessions can be put on. <i>April-19</i> : No feedback yet from WMAS. Check if defibrillators are on the asset inspection list (yes they are). Check with Bank House and Central Fasteners that everything is OK with them prior to asset inspection. Follow up with WMAS.	Clerk
014/19	Consider if Memorial Hall/other users should pay for use car park: The Memorial Hall slightly reduced the charge to the Parish Council for hall hire - it was proposed that the Memorial Hall was not asked for money to pay for the upkeep of the car park (Proposed Cllr. Mrs M Aberley and seconded by Cllrs. Hopcroft and A Murdoch): 6 votes in favour, 1 abstention.	-
016/19	Replacement of tree on Church Road open space: consider purchase of Whitebeam (Sorbus Aria) of at least 5ft: Agreed to purchase a tree at around 7ft (Whitebeam, Sorbus aria 'Magnifica', 7 to 8ft. approx. £49.99). Proposed/seconded Cllrs. B McKeown/A Murdoch, all in favour. (A resident mentioned that the company TLC based on Lea Road may be able to assist).	Cllr. Baxter
017/19	Consider theme for children's poster competition: Ideas to be sent to Clerk within the week . (post meeting it was agreed via email that a theme of "Love your Village (Hixon)" would be used (covers litter picking, weeding, keeping the village looking nice etc.) and the best overall poster to be used as the picture for the next Keep Hixon Tidy campaign in the Autumn.	Clerk
018/19	Sign off Financial Risk Assessment for forthcoming year: The risk assessment was read out and agreed by councillors, signed and dated.	Clerk
019/19	Consider purchase of strimmer for Millennium Green Trust: It was proposed that the PC contact the Millennium Green Trust (MGT) in writing and suggest that the PC pay for a strimmer (at around £250) for the MGT to use to carry out all the strimming on MGT land. The PC contractor will then be instructed to stop doing any strimming on the Millennium Green. Proposed/seconded - Cllrs Hopcroft/Kelly, vote 5 Yes and 2 abstentions. Clerk to contact MGT before its meeting in early May.	Clerk
020/19	Misrepresentation and conflict of interests: Cllr. Baxter read out a statement he had prepared regarding what he considered to be issues of misrepresentation and possible conflicts of interest. It was decided that these issues should be considered by the next PC with a view to possible tightening up on possible conflicts of interest.	Councillors
021/19	Pasturefields Bus Shelter - damage: 2 glass panels have been smashed. Agreed to clear up the mess and make the shelter safe - as there is a possibility that a bus route may be passing this stop again, wait and see what the new routes are from April 28th and then decide what to do with it. Proposed/seconded Cllrs. B McKeown/A Murdoch. All in favour.	Councillors

Hixon Parish Council

037/18	In Camera discussion: Regarding discussions held on an email received.	
004/18	Chairman's announcements:	
	Playing field gates are permanently open at present as Cllr. Hopcroft has not yet been able to make contact with resident in St Peter's View who may be prepared to lock/unlock them.	-
005/18	Councillor Questions	
	The Church Lane bus shelter has had a temporary repair - it is definitely sinking. The props put in place will stop it sinking but if the concrete cracks then the ground is subsiding. Will the Church Lane bus stop be used on the new route?	Councillors
	See attached points raised by Councillor Baxter on named voting	Councillors
	Wellington Fields would like a compost area which will cost around £1000. The question has been asked as to whether the PC could make any of the ring-fenced funds available. Put on next agenda when the current figures will be available.	Clerk
	The portacabin is not safe due to be being far too crowded. After the Millennium Green Fete on May 18th, the big items will not be returned to the portacabin, so the remaining stored items can be properly sorted out and tidied after that.	Councillors
	Cllr. Mrs S McKeown has removed everything she can from the wildflower beds, she couldn't get everything out.	-
	It was asked as to whether the Parish Meeting and Parish Council Meeting could be separated - there was some confusion as to when the new Chair etc. Would be elected and once this had been clarified, it was decided to leave both together on the scheduled date as normal.	Clerk
006/18	Date of next meeting: May 21st 2019	Clerk to book Memorial Hall
007/18	County and Borough Councillors Reports	None
010/18	Planning Applications:	
	19/30348/HOU Construction of first floor accommodation over existing bungalow and ground floor extension, Almondbury, Puddle Hill, Hixon Stafford Staffordshire ST18 0NG	No objections
	19/30402/FUL Variation of Conditions 2 and 4 on application 18/28971/FUL Land Adjacent To 24 The Croft Off (2) Church Lane Hixon Stafford Staffordshire	Comments
011/18	Planning Reports	
	18/29660/FUL Demolition of extension, erection of bungalow, Wheelwrights Cottage, Puddle Hill, Hixon	Permitted
012/18	Bank Reconciliation:	Done
013/18	Schedule of agreed payments	
	C Gill salary April (Net tax/NI). Local Gov act 1972 s111.	£801.07
	Reimbursement C Gill (costs: working from home) - April. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (31 miles @ £0.45p/mile). Local Gov act 1972 s111	£13.95
	Reimbursement C Gill stamps 12 x1st class (12x70p = £8.40)	£8.40
	(Stowe by Chartley village hall for room hire 27th March 2019 - cheque written 27th March)	[£20]
	drs for newsletters	£218.00
	Brierley Printers for Blenheim Manor NP questionnaires	£65.00
	Memorial Hall for room hire Jan - March 2019	£48.60
	Hand painting the swings on the playing field	£50.00
	Acer for March mowing	£620.03
	Water Plus for car park drainage 1st Jan 2019 to 1st April 2019	£109.32
	HMRC for income tax (£5.40) and NI payments (employer £13.72 and employee £11.93) April = £31.05	£31.05
014/18	Documents Received: None	

Meeting ended 10:45 pm

NAMED VOTING Points raised by Cllr. Baxter at Councillor's Questions

It seems to me that a 'named vote' is often called on emotional grounds and often used as a threat. It also seems that a named vote has been called at any time during the voting when someone realises the vote is going against them. To my mind anyone wishing to declare a named vote should only do so before the start of any vote. Are there any guidelines on this? Do our Standing Orders need amending to only approve a named vote before the vote starts? Do we make all votes named and then maybe this will stop such childish behaviour?