

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday May 21st 2019

In attendance for all or part of the meeting:

M Kelly (opened the meeting as Chair, retired once new Chair appointed), Cllr. P Hopcroft, Cllr. A Murdoch, Cllr. B McKeown (new Chair), Cllr. Mrs S McKeown, Cllr. J Carmichael, Cllr. Mrs C Finlayson, Cllr. Mrs H Lunn, Cllr. Mrs C Murdoch

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 J Francis	-
002/19	Declarations of interest: None	-
003/19	The minutes of the meeting on April 16th 2019 were accepted as accurate. (Comment made in relation to the question posed by Cllr. Baxter at Councillors Questions - the Named Voting follows the guidelines from NALC and is the same procedure as used by the Borough Council.)	Clerk
022/19	To elect a Chair for 2019/2020: One nomination made of Cllr. B McKeown - Proposed Cllr. Carmichael/seconded Cllr. Mrs H Lunn - vote was 5 in favour. Cllr B McKeown elected as Chair.	-
023/19	To receive the Chair's declaration of office: Received.	-
024/19	To elect a Vice Chair for 2019/2020: One nomination received of Cllr. Hopcroft - Proposed Cllr. A Murdoch/seconded Cllr. C Murdoch - vote was unanimously in favour. Cllr. P Hopcroft elected as Vice-Chair.	-
025/19	To receive the Vice Chairs declaration of office: Received.	-
026/19	To elect any other Officers for 2019/2020: Cllr. Mrs C Finlayson was elected as councillor to check on the finances.	-
004/19	Public Participation:	-
	Drainage grid at top of Featherbed Lane/High Street is blocked - already reported to Highways.	-
	A Hixon Men's Football Team is being started - donation of £500 requested from PC. Paperwork has been completed and circulated, request too late to be placed on agenda. Donation agreed in principle.	Clerk
	Can a CHEF banner be placed on the fence of the PC car park? Yes.	-
	Bus shelters: the Church Lane bus shelter will be used by the village mini-bus initiative. Will the Pasturefields bus shelter be used again? Unknown at present.	Cllr. Mrs S McKeown
	Can the Allotment invoices be sent out? Yes.	Clerk
027/19	Arrange members of the sub-committee groups: It was decided to leave this until the new councillors knew more about what they are.	
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. <i>May-19:</i> The Hammonds Croft based "Hixon Volunteers" Group would like more members.	Chair
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>May-19:</i> Still no response from HLM, Chair is chasing one. County Councillor is keen for schemes to go ahead and for the 40mph speed limit through Pasturefields.	Cllr. B McKeown

Hixon Parish Council

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>May-19</i> : Report given at Parish Meeting.	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. <i>May-19</i> : Lambs are getting in to the playing field through the fence on the left hand side (believed to be PC owned) probably due to children pulling down the wire to make a gap big enough for themselves to get through. Cllr. Hopcroft has spoken to the lambs' owner and believes he has an idea to solve the problem with the fence. Will have more discussions.	Cllr. Hopcroft
051/10	JBMI Liaison Committee: Next meeting is June 3rd 2019.	-
050/12 and 032/12 (Plan for Stafford)	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 the properties for the website. <i>May-19</i> : Analysis still ongoing, lots of information back from one heritage property, waiting for information from 3 more (starting with 4 properties.)	Cllr B McKeown
054/14, 034/16	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. <i>May-19</i> : Hazeldene have written to both the bus companies re altered bus routes/times that make it very difficult for residents to get to the surgery by bus - neither interested - one quoted the forthcoming new "taxi" service and the other simply said it wasn't economic. Satisfaction scores from patient survey have gone down due to difficulty in getting appointments. Nurse Practitioner is a good route to use. Move item to quarterly after PPG meeting.	-
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. <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. <i>May-19</i> : Clerk to arrange conference calls with the remaining 3 or 4 companies. Update the functional specification, decide what to do about a contract. Meet after the calls finished, add Cllr. Carmichael to the group.	Clerk /IT Group
097/07	Allotments: <i>May-19</i> : Proposed compost heap - need to know how much it will cost, where it will go and more details of the scheme, how it will be constructed etc. WFAA representative present at meeting and will pass on the questions etc.	-

Hixon Parish Council

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 (?) <i>May-19</i>: Cllrs Mrs S McKeown and Hopcroft have looked around the village - have a query as to who owns some land on Featherbed Lane - Clerk to check with S&RH.</p>	Councillors
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. <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. <i>May-19</i>: Highways have finished what they are doing - problem not there at the moment, possibly due to landowner's clearance work. Dismiss from agenda pending any further problems.</p>	Clerk
058/18	<p>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. <i>May-19</i>: It needs to be started on, Cllr. Mrs S McKeown has volunteered.</p>	Cllr. Mrs S McKeown
059/18	<p>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. <i>May-19</i>: Trees looked at during walk around the village, report needs to be made and any risks identified.</p>	Cllrs Hopcroft & Mrs S McKeown
062/18	<p>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. <i>May-19</i>: the defibrillators supplied to us by WMAS have a long guarantee (ca 7 years) and any faults will be dealt with by the manufacturer. Cllr. Mrs C Murdoch to find out if the Bank House are checking their machine is now working properly.</p>	Cllr. Mrs C Murdoch
016/19	<p>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). <i>May-19</i>: Bring back to agenda in September for November planting.</p>	Cllr. Baxter
017/19	<p>Best Garden etc./Children's posters: Cllrs. Mrs C and A Murdoch offered to judge the gardens etc. again this year - think of any new categories that are wanted. Children's posters will be ready 7th June, Clerk will sort out who is judging each year group.</p>	Clerk

Hixon Parish Council

019/19	Purchase of strimmer for Millennium Green Trust: The Millennium Green Trust (MGT) have accepted this offer, Cllr. Hopcroft will liaise with the MGT as to type of strimmer required and proposed maximum spend of £200 - seconded Cllr. A Murdoch and agreed unanimously (the 3 MG Trustees did not take part in the vote, Cllrs. McKeown x2 and Carmichael).	Clerk
020/19	Conflict of interests: There are 3 MG Trustees on the Parish Council and 3 members of the Charity for Hixon Elderly Folk (CHEF) Committee on the Parish Council. It was noted that when MGT was set-up, SBC had said that membership of the MGT did not pose a conflict of interest for parish councillors as there was no pecuniary interest. It was decided that any requests from these bodies to the Parish Council should be made by someone not on the PC.	Councillors involved
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. <i>May-19</i> : bus shelter and surrounds have been cleaned up and made safe. Leave as is for now.	-
028/19	Stowe consolidated charities report: Financial report read out by Clerk.	-
029/19	Damage to grass on playing field due to weed killer: Check with TGM (weed-killing contractor) whether they undertook this weed-killing.	Clerk
030/19	Councillor action list: Can the list be out within a week of the meeting? Not always going to be possible, will try and get it out within 10 days.	Clerk
032/19	Cigarette ends/litter end of Pasturefields Lane (Bristor sites): Feedback - BriStor have said that they do make sure the litter is cleared from this area -dismiss from agenda but keep an eye on the situation.	
033/19	Trent Valley Collaboration Group - 1st working meeting 5th June 10:30am in Stowe by C - councillors attendance requested: Cllr B McKeown and Hopcroft said they would attend, as well as the Clerk.	Cllrs. B McKeown & Hopcroft, Clerk
034/19	Placing a banner on car park fence to promote CHEF Fest: All (5) agreed that this was acceptable (Cllrs. Murdoch x 2 and Mrs H Lunn did not take part in the vote as they are on the CHEF committee.)	-
035/19	Proposed New Layout for HPC Agendas: This was discussed briefly and then the decision made to leave things as they are for the time being, to allow the new councillors to get used to the way it has been running for many years before making any changes.	-
036/19	Email communications between meetings: It was agreed to try and minimise the number of email exchanges between meeting, particularly on weekends, bank holidays etc., when the flow of emails had been excessive and unnecessary at times.	All
037/19	Church Lane Bus Shelter: The original contractor has proposed a solution to the problem of the bus shelter leaning - Clerk to write to him and ask for a formal quote and specification for the work proposed.	Clerk
038/19	Project Groups - 3 proposals: 1) That where there are two Cllrs who are married to each other, they are not part of the same Project Groups going forward - some disagreement with this proposal on the grounds of discrimination - Clerk to ask the SPCA for advice. 2) The Community Involvement Group project is broadened out and renamed Community Involvement & Environment Group - environmental aspects may help attract more people, establish groups going forward in July. 3) The PC widens the membership of Community Involvement & Environment Group so that local residents can be more involved in setting the work plan. The meetings will take on a similar format to that of how the Neighbourhood plan group was formed and is run; minutes taken etc., and the Parish Councillor who is the lead will give updates or table requests for funds etc. via the normal monthly PC agenda where appropriate - consider in July when groups established.	
039/19	Parish Council Newsletter: A 1-page Newsletter is planned, with the new councillors' photo, name and contact details. Also put photos etc. On the notice boards and on website if possible.	
040/19	Parish Council Communications & Engagement Strategy: Cllr. Mrs C Murdoch has drafted this, look at in more detail at next meeting.	Councillors
041/19	Consider renewal of subscription to CPRE for £36: Agreed to renew the subscription.	Clerk
005/19	Chairman's announcements:	
	New Borough Councillor Alex Brown was introduced. It was stressed to him that Hixon PC needs support from the Borough Councillors with Planning Applications as the Parish Council has not had adequate support in the past. The Parish Council would like the Borough Councillors to be open and transparent in their dealings with Hixon PC. This was agreed to by Alex.	-
	Should Hixon PC make a large increase in its precept to gain additional funding for major projects etc? Colwich's precept is 2.7x larger than Hixon's. Would be best to consult with residents on this.	Chair

Hixon Parish Council

006/19	Councillor Questions	
	Footway between Great Haywood and Hixon: Colwich PC are in consultation with HS2 re improving the footway between Hixon and Great Haywood along the A51 - contact Colwich PC to let them know that Hixon PC is interested in being involved in this scheme and also in having a 40mph speed limit from Great Haywood, through Pasturefields to Weston on the A51.	Clerk
	Play area on Sycamore Drive/Ivy Court: Suggestion made to ask Taylor Wimpey (TW) to remove the surfaced play area -however, it is well used as it is. Decided to ask Sycamore Drive estate residents what they wanted to do with it before contacting TW about it at all.	-
	Bus Service - ask if the route can be changed to include Pasturefields.	Cllr. Mrs S McKeown
	Airfield footpath is blocked by a trailer, Cllr. Mrs C Murdoch will take a photo and pass to Chair, Chair will speak to landowner.	Cllr. Mrs C Murdoch/Chair
	Thanks given to the former councillors (who have just left the Parish Council) for their work in the village.	
	Can S&RH be notified that there are pigeons roosting in the old boiler room on Walnut Crest? Yes.	Clerk
	Can the situation with the Green Man be re-visited with a view to enabling the building to stay as a pub? Get the residents who were interested in keeping it fired-up again? Chair will talk to the owner when he returns from his holiday at the end of June. Include something in the Newsletter.	Chair
007/19	Date of next meeting: June 11th 2019 - brought forward by 1 week due to councillor holidays.	Clerk to book Memorial Hall
008/19	County and Borough Councillors Reports: See previous item re Alex Brown.	
009/19	Planning Applications:	
	19/30471/FUL Erection of an agricultural building, Land South Of New Road. Hixon. Stafford	Object
010/19	Planning Reports	
	19/30145/HOU Single-storey rear extension 3 Stoney Brook Close Hixon	Permit
011/19	Bank Reconciliation:	Done
012/19	Schedule of agreed payments	
	C Gill salary May (Net tax/NI). Local Gov act 1972 s111.	£800.87
	Reimbursement C Gill (costs: working from home) - May. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (18 miles @ £0.45p/mile). Local Gov act 1972 s111	£8.10
	Reimbursement C Gill stamps (12x 2nd class @ 61p = £7.32)	£7.32
	Reimbursement C Gill extension lead	£10.99
	Reimbursement C Gill Microsoft 356 Office for laptop	£79.99
	Zurich Insurance renewal premium, LTA in place	£896.05
	SBC for amenity skip x 4 (whole year)	£392.00
	Reimbursement of N Baxter for various items for litter pick event and ink cartridges (£30.33, £36.99, £3)	£70.32
	Acer for April mowing	£1,240.06
	HMRC for income tax (£5.60) and NI payments (employer £13.72 and employee £11.93) May = £31.25	£31.25
013/19	Documents Received: None	

Meeting ended 9:55 pm