

# Hixon Parish Council

## Minutes of Parish Council Meeting Tuesday March 19th 2013

### In attendance for all or part of the meeting:

Cllr B McKeown (Chair), Cllr J Carmichael, Cllr D Sephton, Cllr G Tummey, Cllr Mrs S McKeown, Cllr Mrs C Hassall.

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

Ref	Item	Action
001/12	Apologies received from: Cllr R Tonge (dispensation) and from members of the Public: Cllr A Stafford-Northcote, Cllr A Perkins, Cllr L Bloomer, (Cllr Mrs J Tabernor apology received next day).	-
002/12	No declarations of interest were made.	-
003/12	Minutes of meeting February 12th were accepted as accurate.	-
026/10	Survey on Rural Exception Housing from Housing Plus and Stafford & Rural Homes. Charlie Riley attended to provide an update: Landowner is willing, local authority and Highways are in discussions, feasibility to be assessed. Once site has the go ahead, go public on the site and engage the community - likely to be late April/early May to consult with the public. Housing proposed is 5 rented properties (2x 2-bed bungalows, 1x 3-bed house, 2x 2-bed house) and 2 shared ownership properties (1x 2-bed and 1x 3-bed houses). Names of people interested in the houses can be passed on to Charlie Riley at Housing Plus.	-
050/12	Neighbourhood Plan: Planning application re designation of area for Neighbourhood Plan (i.e. Hixon Parish) is being consulted on. Request residents to support the application, via website and FB page. Andy Holden from the Community Council spoke on the help that the Community Council can provide: this is mainly help with Community Engagement and sourcing funds. A lot of community engagement will be required. Up to £7K per community should be available from Locality, an announcement is being made on April 15th. There is a local Locality person in Stoke - Andy Parsons. Planning Aid will give free time on planning issues. Community Council charge if they come out to give help, phone calls and e-mails are free. Neighbourhood Plan needs to go along with Local Plan, therefore need to work with SBC planning. Meeting of local parish councils to discuss Neighbourhood Plans on Thursday March 28th at 2pm, Clerk is attending.	Clerk
067&081/09 & 056/11	Speed and Highway Safety in Hixon Parish. Cllr. Tummey to find out details of Homezone requirements. Maps and details/proposals of highway safety measures have been sent to Chris Mitchell for comments and prices. Some feedback received. Priorities as far as PC in concerned are: High Street, then all 3 entrances to the village (New Road, Lea Road and Church Lane - County Council should pay for safety measures on Church Lane outside school). Chris Mitchell agreed with revised plan for High Street to build out on one side, to allow pedestrian footpath. Will discuss with his engineers and kick start the design of plans as discussed. Clerk to write to Chris Mitchell to thank him and ask for plans by end of April.	Clerk
As above	Speedwatch Campaign: There won't be any further Speedwatch sessions until April due to the cold and gloomy weather conditions. National Speed Limit (60mph) sign has been erected at Farley Corner end of Church Lane.	-
021/09, 023/09, 074/09, 091/09	Playing Fields Report: Fresh Air Fitness have had a team out to sort out the problem with the rust again. If problems re-appear, take Fresh Air Fitness up on replacement offer. Clerk has tabulated prices received for repairs from the 3 contractors that are quoting. Cllr Hopcroft to provide information on problem with seat backs on Pull-Down Challenger. Cllr Hopcroft and Clerk to write letter to Fresh Air Fitness re rust (coming back again) and seat backs (they are defective and should be covered under warranty). Letter sent: what appear to be new seat backs have arrived in the post, to be passed on to Cllr Hopcroft by Cllr Carmichael.	Cllr Hopcroft

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097/07	Allotments: Allotment paths are to be kept weed free by allotment holders. Derelict building: Clerk has established that Parish Councils pay half the normal fee for a planning application, fee would be £75. Chair to speak to Allotment Committee about them paying half of this. Fee money (from PC) would come out of ring-fenced allotment money. Plans for derelict building have been finalised. To find out if planning permission is required, plans and letter have been sent in to planning. If not required, or required and granted, then look for external funding for works. Cllr Mrs S McKeown to write to Allotment Committee re their request for works required - committee should organise the routine, day-to-day jobs themselves.	Chair
094/09	Land Registry: Checking which bits of land are registered as owned by Hixon Parish Council. Hammonds Croft and Sycamore Drive land title registers purchased - OK. Ridgeway OS is registered, Lauder Grove is unregistered, Church Road is unregistered, Meadow Glade is unregistered. Car Park is registered, Greenfields and Featherbed Lane are unregistered. Need to change some title registers from Stowe PC to Hixon PC. Clerk and Cllr Sephton have looked through old files stored at back of Memorial Hall. The original Playing Fields gifting document has been found, together with other paperwork on land. Most files from the cabinets have now have been discarded. Clerk to look through files and liaise with Land Registry - will be worked on as and when time permits.	Clerk
051/10	JBMI Liaison Committee - County Council liaison group should be close to being set up as the local agreement is close to being finalised - awaiting engrossments from the applicant's solicitors.	Clerk
064/10	Community Transport - Cllr Mrs S McKeown and Cllr B McKeown attended a meeting discussing a combined bid for funds for Community Transport from County Council (awarded by the Lottery Fund) on January 25th. It is a Ring and Ride scheme with volunteer drivers. Person requesting the ride pays the volunteer, volunteer passes money to the organisation and the organisation pays the volunteer's mileage plus a little bit over. Tixall with Ingestre, Hixon and Colwich present. Stowe by C may be interested. Could operate as different schemes with one (paid) co-ordinator. Questionnaires are being produced to establish the interest in the village. Questionnaire will not be provided by Colwich PC but they have provided information. Put article in Compass and Newsletter to establish interest. Article in November Compass, 2 replies received so far: one wanting transport, one offering transport. Newsletter article may invoke more responses.	Chair
046/11	Encampment at side of canal in Pasturefields: Canal boats set up a camp on the canal at Pasturefields, a Romany caravan is also there. SBC Planning are looking in to this and also static caravans parked at the side of the canal. SBC have asked for help from residents to record movements etc. at the encampments over a 28 day period. Two possible volunteers to do this. Chair will ask one person to keep a log. Planning Enforcement are following procedures with a view to enforce planning permission application - boat owners say that boats are not in the water as the bank has eroded and the boats are on land. British Waterways have not given permission for boats to be moored. Enforcement action is going ahead, certain items have been removed. The legal department of SBC have written giving intent of a summons. The time ran out Monday Sept 24th. It is believed that a summons has been served. SBC planning enforcement have advised that the agent has a meeting with a Senior Planner 20/3/13.	-
032/11	Website update/revamp: We are nearly at the stage where we can do things ourselves with the new website. News page has been set up. Link sent to all Councillors so that everyone can have a look at what has been set up. Try uploading articles etc. to the website. Awaiting lesson on how to populate website, then will go live with new website. No real training received but website will go live on Friday March 22nd at 9am.	Clerk/Chair/All

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015/12	<p>Revised Code of Conduct: Code of Conduct from the Borough Council has been published - can use this draft version for Parish Council. Main difference from previous code is that the pecuniary interests of spouses/partners now have to be disclosed. Draft model 2012 and current Hixon Code of Conduct (2007) circulated to all councillors. List of changes as such not available from SBC, appendix 1 to report that states the main changes has been circulated. Sub-committee agreed to look at the paperwork and report back in February as to what needs to be done - Cllrs: Mrs S McKeown, Mrs C Hassall, D Sephton. Now meeting Monday 25th February. New disclosable interest forms need to be completed by those Cllrs. that haven't already done so. Meeting held: a few issues arose with proposed new Code of Conduct - need to know more about the Localism Act 2011. Find out if Register of Disclosable Interests will be on the SBC website (as only there in limited form at present). Will have to decide what to do about point 8.2 - if PC wants people to leave the room when discussing an item they have an interest in then will have to add this to Standing Orders.</p>	<p>Clerk to ask about disclosable interests on website and find details of Localism Act. Sub-committee to then discuss further and take forward.</p>
032/12	<p>Local Development Framework: response to most recent consultation: Response has been sent in to SBC planning. It has been proposed that some villages are removed as Key Service Villages due to lack of facilities, Hixon has less facilities than some of these. Further correspondence has been circulated, can comment on whether plans are legal and safe - need to format a response. Hard copy of documents received, Paul to copy and distribute to Cllrs for comments. Letter sent in re-iterating previous responses - No additional employment land is required in Hixon and housing to be allocated proportionately across all the key service villages.</p>	-
037/012 (&059/12)	<p>(Public meeting for) 12/16714/OUT Building for Use Class B1 (Business) and/or Use Class B2 (General Industry) and/or Use Class B8 (Storage and Distribution) (outline) - access, appearance, layout and scale to be determined - Air &amp; Ground Aviation Land Off New Road, Hixon. Planning Committee gave permission for the outline planning application to go ahead. A large number of Hixon residents have indicated their disgust at this decision at the planning meeting, at the PC meeting and via e-mail etc. The decision was based on inaccurate and misleading information. A resident has agreed to lead the complaint on behalf of other residents against Stafford Borough Council's decision and take the case to the ombudsman if necessary. Signatures collected at the meeting and a door-to-door flyer produced that residents completed and returned, stating support for the complaint. It was suggested by a resident that advice from a planning consultant may be useful. Letter of complaint has gone in to SBC, together with &gt;ca. 300 residents signatures supporting the complaint. Pre-Action Protocol letter sent to SBC and response received - considered unsatisfactory by Cllrs. Next step would be application for judicial review - costs of up to £5000 total for this stage agreed unanimously, pre-action protocol letter charges have been waived by solicitors. Application for judicial review has been filed, comments received from SBC and Jonathan Lloyd. Resident has taken forward the complaint to the Ombudsman and this has passed the first hurdle.</p>	-
038/12	<p>Correspondence received as a result of public meeting (037/12): no discussion required.</p>	-
053/12	<p>Discuss play surface repairs/renewal and roundabout/alternative equipment: Prices and details obtained, looking at grants. Proposal is to purchase a Rocking Roundabout, 2x Twister and a Buddy Board. Clerk to let school know.</p>	Chair
052/12	<p>Discuss separation of Hixon from the Haywoods/Colwich in local election. Residents at the meeting agreed that this should be taken forward - to be progressed in New Year. Clerk to write to Alistair Welch asking for the ward boundary to be re-drawn making Hixon a single member ward. Ask about shortest timeframe possible and what the PC can do to help. Public feedback and support is required, campaign locally. Boundaries are due for review every 10 years, last review was 2003. Reply received from Jane Peat - in hand, will contact Clerk when timetable agreed. Presentation at SBC offices on Monday March at 5.30pm, Clerk and Cllr. Tummey attending.</p>	-
058/12	<p>Discuss the lack of representation for Hixon by Borough Councillors: Ask Alistair Welch for clarification re planning committee members? It was decided to ask Alistair Welch if there are any restrictions on Borough Councillor's listening to PC and/or members of the public discussing planning applications: can they listen, can they express views? Seek clarification. E-mail sent, no reply. Follow-up e-mail and letter sent, plus copy of letter to Ian Thompson (Chief Executive) - still no reply. Keep chasing. As no response received from Alistair Welch, decision made to request the information under Freedom of Information.</p>	Clerk

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063/12	Proposed Running Race on roads through Hixon and Stowe By C on 26th May 2013. Route needs to be clarified and also whether Lea Road residents will be able to get out. Route now known, Hixon Parish Council has no objections.	-
064/12	Consider renewal of membership of Staffs Playing Fields Association for 2012 -2013: £15. Clerk has circulated information provided last year. Decision made to renew membership.	Clerk
066/12	Consider HS2: Although Hixon is not directly affected by the proposed route of HS2, it was considered important that Hixon Parish Council and Hixon residents are kept up-to-date with what is going on and are invited to meetings etc., in case anything changes. Keep as an agenda item. The consultation on the preferred route ends in 2014. The decision will be made in 2026 whether the government can afford to build it, phase 1 will be complete by then. If phase 2 goes ahead, it will be finished ca. 2033.	Clerk
067/12	Consider application for £500 grant for St Peter's PTFA, towards an outdoor play trail with synthetic grass surface. Agreed to make a £500 grant - £200 from current year immediately and further £300 in April 2013.	Clerk
068/12	Consider reply from Memorial Hall Committee re car park etc.: It was considered that the reply from the Memorial Hall Trust did not show any flexibility. Other PCs get the use of the local hall free of charge. It was decided that the Clerk should draft a response and circulate for comment. Say PC will be looking at other venues for meetings and may have to introduce car parking charges if Memorial Hall won't change their stance. Also, that we usually only use the back room so main hall is available. Mention contributions to Hall facilities that PC have paid for (bollard light, floodlights). PC have had to reduce some costs for 2013-2014.	Clerk
069/12	Bank House car park payments: Neither the new (since Dec12) tenants or the owners of the Bank House (Joules Brewery) want to pay the charge for use of the car park. Other suggestions such as a donation from the brewery as a marketing exercise have been suggested by the brewery, this was not considered a particularly good idea by the Council. Cllr Sephton to meet with a representative from the brewery to discuss the best way forward, regular payments have been made for use of the car park by thier customers by the Bank House owner or tenants since 1997..	Cllr Sephton
070/12	Consider siting of mobile skate park: Decision made to allow use of the car park, SBC to arrange use of Memorial Hall toilet themselves. Assume charges to children subsidised by daily charge for use of Parish Council site as previously, Clerk to check details.	Clerk
071/12	Consider community recycling scheme: The Millennium Green may decide to take this on, leave on agenda.	Clerk
072/12	Decide on questions for Environment Agency for next meeting: A list of questions was put forward - it was decided to invite the headteacher of St Peter's to the meeting, to take part in any questions that come up regarding the school.	Clerk
073/12	Consider membership of Staffordshire Community Council (£22): Agreed to renew membership.	Chair
074/12	St Peter's Children's poster competition: posterswill be ready for collection on 26th April 2013. Theme is Hixon Gardens, to include Best Kept Garden, Best Hanging Basket and Most Unusual Garden Feature.	Clerk
017/12	Chairman's announcements: The Chair and Cllr Mrs S McKeown will be away from March 22nd to April 15th.	-

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018/12	Councillor Questions:	
	Cllr Tummey mentioned the horse chestnut trees on the road in to Hixon Airfield Industrial Estate of which 3 have been cut own due to disease. He has enquired about a tree preservation order (TPO) on the remaining trees and the Parish Council decided to take this on. Contact at SBC is Craig Watkins, the Tree Preservation Officer.	Clerk
	Cllr Mrs C Hassall asked for ideas for the NHT team to be sent to the Clerk	All
019/12	Date of next meeting: April 16th 2013.	Clerk to book Memorial Hall
020/12	Public Participation	None
021/12	Planning Applications:	None
022/12	Planning Reports	
	12/18025/FUL Retention of fence to existing access at Beech Tree Farm, Pasturefields, Great Haywood (formerly Common Farm)	Permitted
	12/18122/FUL Retention of cattle shed at Pasturefields Farm, Pasturefields, Great Haywood	Permitted
	13/18172/OHL Installation of an extra wire to the current overhead line at Lower Lea Farm, Lea Road, Hixon	Permitted
	12/18005/REM Reserved matters - Landscaping - ref 12/16714/OUT condition 2, Air & Ground Aviation, land off New Road, Hixon	Permitted
023/12	Bank Reconciliation.	Done
024/12	Schedule of agreed payments (St Peter's grant not on agenda).	
	C Gill salary - March (net for Q4 NI payments). Local Gov act 1972 s111.	£650.64
	C Gill expenses - March. Local Gov act 1972 s111	£53.50
	Reimbursement C Gill mileage (10 miles @ £0.45p/mile). Local Gov act 1972 s111	£4.50
	Reimbursement of C Gill for stamps - (2x 90p plus 12X50p 2nd class). Local Gov act 1972 s111	£7.80
	Reimbursement of C Gill for 4UH website hosting	£35.99
	HMRC Employer and Employee NI payment for Q4	£24.27
	Fenns stationery ink	£74.15
	Chairman's allowance	£100.00
	St Peter's PTFA - first instalment of two for grant towards an outdoor play trail with synthetic grass surface. (See 067/12 above).	£200.00
025/12	Correspondence received: Walking for Health leaflets. Conversation Stafford leaflet on the NHS changes. Mayor's Charity Appeal - Afternoon Tea at Sandon Hall, Wednesday 17th April 2013 at 3pm, tickets £15. Charity Celebration of Mayor/ess Golden Wedding Anniversary at Ashiana Restaurant, Stafford on Saturday 30th March at 7pm - 3 course buffet meal £17.50. Citizens Advice (local) Annual Report and request for grant aid.	

Meeting finished at 10.05 pm.