

# Hixon Parish Council

## Minutes of Parish Council Meeting Tuesday May 21st 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 P Hopcroft, Cllr Mrs C Hassall.

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

Ref	Item	Action
001/13	Apologies received from: Cllr R Tonge (dispensation) and from members of the Public: Cllr L Bloomer	-
002/13	No declarations of interest were made.	-
003/13	Minutes of meeting April 16th were accepted as accurate.	-
018/13	Electing a Chair for 2013/2014: Cllr B McKeown was proposed and seconded as Chair (Cllrs Tummey and Mrs Hassall) - accepted unanimously.	-
019/13	Chair's declaration of office was received post-meeting.	Clerk
020/13	Electing a Vice Chair for 2013/2014: Cllr Carmichael was proposed and seconded as Vice Chair (Cllrs Hopcroft and Mrs Hassall) - accepted unanimously.	-
021/13	Vice Chair's declaration of office was received post-meeting.	Clerk
026/10	Survey on Rural Exception Housing from Housing Plus and Stafford & Rural Homes: 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. Exhibition planned for June, 3-7pm Memorial Hall. Need Councillors present. Clerk to let S&RH/Housing Plus know best days of week.	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. report from engineers provided shortly prior to meeting, needs to be looked at in some depth. Sub-committee to meet and discuss on Wednesday June 5th at 7.45pm, Cllrs McKeown's house. Clerk to request larger versions (A1 size) of maps sent with the report, from Chris Mitchell.	Clerk / Cllrs. Mrs S & B McKeown, Hopcroft, Tummey, Carmichael
As above	Speedwatch Campaign: Four more Speedwatch volunteers have come forward.	-
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	<p>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, current fee is £195, PC fee would be £97.50. Fee money (from PC) would come out of ring-fenced allotment money. Plans for derelict building have been finalised. Planning permission is required, look for external funding for works. Allotment Committee have been contacted re their request for works required - committee should organise the routine, day-to-day jobs themselves. Allotment Society have agreed (verbally) to pay for half the planning permission costs. PC agreed to pay up £50 towards planning permission costs. Chair to prepare application for planning permission. Landowner has seen the plans. Water bill for 2012-2013 is £94, Clerk to raise an invoice to Wellington Fields Allotment Society.</p>	Chair/Clerk
094/09	<p>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.</p>	Clerk
051/10	<p>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. Signing of the agreement is said to be imminent.</p>	Clerk
064/10	<p>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. PC to leave until end of year (time permitting) and re-assess whether there is time to progress with this. See if volunteers and those requiring transport can be matched up.</p>	Clerk
046/11	<p>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 will be meeting with a Senior Planner once a date has been set.</p>	Clerk
032/11	<p>Website update/revamp: New website is live, some areas populated. Still learning how to do things with it. Cllrs. to send updated photos of themselves to Clerk, currently PC can not upload the photos.</p>	Clerk/Chair
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 as to what needs to be done - Cllrs: Mrs S McKeown, Mrs C Hassall, D Sephton. New disclosable interest forms need to be completed by those Cllrs. that haven't already done so. Summary etc. of Localism Act has been circulated to Councillors for review. SBC website has information from the old disclosable interest forms on it (no Spouse details etc.), need to find out if this is changing. 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>Mrs S McKeown to take forward. Clerk to find out about SBC website info.</p>

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032/12	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.	-
037/012 (&059/12)	(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 & 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 >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. Application for Judicial Review has been refused by judge, costs awarded to defendant and IP. Written representations to be made against costs. JR Decision Notice dated 30th April but not received until 10th May, having been collected by hand from Court following 3rd party information. Ombudsman has requested further information.	Awaiting update from legal advisors (and from Ombudsman via resident).
038/12	Correspondence received as a result of public meeting (037/12): no discussion required.	-
053/12	Discuss play surface repairs/renewal and roundabout/alternative equipment: Prices and details obtained, looking at grants. Proposal is to purchase a Solar Spinner, double zig-zag Twister and a Buddy Board. Clerk has let school know.	Chair
050/12	Neighbourhood Plan: The Community Council can provide 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. 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. Clerk attended meeting of local parish councils to discuss Neighbourhood Plans on Thursday March 28th. Need to include members of public (Hixon Parish residents) in group to draw up the Plan, ask for help on website, FB Community page and in Newsletter.	Clerk
052/12	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. Presentation at SBC offices on Monday March 25th was attended by Clerk and Cllr. Tummey. Cllr Tummey gave a review of what was said and what needs to be done. Cllr Tummey agreed to be the person keeping up-to-date with timetable and tracking what the PC need to do and when. Full SBC meeting on Thursday 23rd May to finalise revised number of Councillors.	Cllr Tummey

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058/12	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, the information has been requested under under Freedom of Information. Reply due by 7th May (20 working days). Clerk has chased response.	-
063/12	Proposed Running Race on roads through Hixon and Stowe By C on 26th May 2013. Cancelled - remove from agenda.	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. Need to ensure that if HS2 goes ahead, the preferred route is kept to. Residents can contact MP etc. Invite Jeremy Lefroy to September meeting?	Clerk/Chair
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. Letter sent, awaiting reply.	-
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 their customers by the Bank House owner or tenants since 1997. Copy of letter to Bank House from 1997 given to Cllr.Sephton and Chair. Cllr Sephton has met with Neale Chandler from Joules Brewery - copy of letter passed on and the situation with the planning application for an extension discussed - the consultation by the Planning Department re the continued use of the car park by ther Bank House for the planning application for an extension was considered of note by Neale Chandler. Awaiting feedback.	Cllr Sephton
070/12	Mobile skate park: Decision made to allow use of the car park, SBC to arrange use of Memorial Hall toilet themselves. There will be a £4 charge per session, PC to subsise to £2. £50 per day charge to SBC to use car park. As booking is manly online and full amount will have to be paid to book, need a way of providing refunds. Cllrs. Tummey and Sephton volunteered to man one session each (2 sessions in the day) and to provide the refunds, claiming the money back as a re-imbusement. Cllr Sephton will attend the morning session and Cllr. Tummey the afternoon session. Clerk to provide copy of electoral register to enable a check on addresses.	Clerk/Cllrs.Tummey & Sephton
071/12	Consider community recycling scheme: The Millennium Green may decide to take this on, leave on agenda. Paperwork passed to Chair/Cllr. Mrs S McKeown.	-
072/12	Questions for Environment Agency: Discussed as part of earlier Parish Meeting - Questons and answers to be supplied by EA and will be attached to minutes of Parish Meeting.	Clerk
074/12	St Peter's Children's poster competition: posters have been distributed for judging. Budget of up to £100 agreed for prizes. Cllr. Mrs C Hassall offered to judge the best garden, hanging basket, business premises and most unusual garden feature.	Clerk
004/13	Draft Planning Enforcement Policy - Consultation: Chair offered to look at the paperwork.	Chair
022/13	Annual Return: Chair read out and went through the sections, all in agreement, Annual Return signed off and dated.	Clerk
023/13	Consider inspection of play equipment etc. by Wicksteed: unaccompanied visit at £45 + VAT: Agreed to arrange inspection for £45 + VAT.	Clerk

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024/13	Consider insurance quotes from Came & Co.(Aviva-renewal), Zurich and Aon for 2013-2014 (from 1st June): Agreed to accept Zurich 3-year LTA quote.	Clerk
024/13 No.2	Consider purchase of new printer for Clerk (one that is more economic with ink): Clerk to liaise with Cllr. Mrs C Hassall re printer model. Budget of £100.	Clerk
009/13	Chairman's announcements:	None
010/13	Councillor Questions:	
	Are we going to buy a bench seat for Ridgeway open space? Resident is keen to get one place. In budget, Clerk to liaise with Cllr. Mrs C Hassall re design etc.	Clerk
	The paper bank outside the school has been full for a few weeks: Clerk to contact school to see if they can arrange for it to be emptied.	Clerk
011/13	Date of next meeting: June 18th 2013	Clerk to book Memorial Hall
012/13	Public Participation	
	Amyas Stafford-Northcote asked how much the PC was budgeting to spend on the Neighbourhood Plan as Colwich PC were concerned at the amount forecast (ca. £35K).	Clerk to make enquiries from Sandon & Burston PC
	(Ex Parish Meeting): McColls delivery lorries are blocking up Smithy Lane as they can't get on top the car park. The bus gets stuck. Ask them to use smaller delivery lorries or for them to back up into space at side of car park as previous delivery lorries did.	Clerk
013/13	Planning Applications:	None
014/13	Planning Reports	None
015/13	Bank Reconciliation:	Done
016/13	Schedule of agreed payments	
	C Gill salary - May (Gross). Local Gov act 1972 s111.	£660.00
	C Gill expenses - May. Local Gov act 1972 s111	£53.50
	Reimbursement C Gill mileage (68 miles @ £0.45p/mile). Local Gov act 1972 s111	£30.60
	LCR magazine subscription renewal.	£16.00
	CPRE membership renewal at £29.	£29.00
	Fenns stationery ink and paper	£100.02
	Acer Garden Landscapes - April mowing (less retention)	£1,141.87
	Tixall Accounting (Ken Jones) for 2012-2013 internal audit	£75.00
017/13	Correspondence received: Thank you note from Kathleen Newbould, Invitation from Mayor to Gala Performance of A Midsummer's Night Dream on Friday 28th June, The Plan for Stafford Borough - Publication Options Addendum (previously e-mailed), CPRE Transport Toolkit Leaflets.	

Meeting finished at 10.25 pm.