

# Hixon Parish Council

## Minutes of Parish Council Meeting Tuesday March 17th 2015

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

Cllr. B McKeown (Chair), Cllr Mrs S McKeown, Cllr D Sephton, Cllr P Hopcroft

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

Ref	Item
001/14	Apologies received from: Cllr Mrs C Hassall , Cllr R Tonge, and from members of the public: Cllr. Mrs J Tabernor, Cllr L Bloomer.
002/14	No declarations of interest were made
003/14	Minutes of meeting February 24th were accepted as accurate.
	Standing Orders suspended to allow Public Discussion of planning application 15/21806 /OUT 90 Houses off Stowe Lane, Hixon
	The Chair gave a presentation on this planning application, based on the information provided by Gladman Developments in their application - some of which is erroneous. Comments made include: Passing places will not be sufficient to make Stowe Lane safe with the extra traffic on it, the whole of Stowe Lane is too narrow, people can't be stopped from walking in to Stowe Lane from the site, average house price in Hixon as quoted by Gladman is vastly inflated, Hixon's facilities wouldn't cope with this huge increase in houses (school, doctor in Gt. Haywood, shops, A51), Hixon should never be compared to Stafford - should be compared to Stowe by Chartley, there have already been more than 1200 homes approved in the KSVs, post cards requested as means of objection (leave a space for extra comments), Stowe by Chartley PC and residents back Hixon PC in their objections to the application, can a FOI request be put in to Highways re the data on increases in traffic in Hixon (and Stowe by Chartley)?
	Meeting Resumed
026/10	Rural Exception Housing from Housing Plus and Stafford & Rural Homes: Application out in Dec 2013, validated Feb 2014. Housing proposed is 5 rented properties (2x 2-bed bungalows, 2x 3-bed house, 1x 2-bed house) and 2 shared ownership properties (1x 2-bed and 1x 3-bed houses). Planning permission now granted (January 2015). Sampling going on, on-site, March 2015.
067&081/09 & 056/11	Speed and Highway Safety in Hixon Parish. Maps and details/proposals of highway safety measures have been sent to Chris Mitchell for comments and prices. 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). High Street now complete. Write officially to Chris Mitchell to ask for prices for other road safety plans, as not had any prices in response to e-mails. Reply stated that he did not have the time or resource to provide prices for our projects as requested. Church Lane raised zebra crossing should be funded by CC and/or developer of 30 houses off Church Lane. What house design would we want? Current design not fitting for location. Contact Chris Mitchell again for prices for projects.
As above	Speedwatch Campaign: Cllr Hopcroft is now running Speedwatch and needs need police training, waiting for Steve Bird to ring him back. Cllr. Hopcroft has contacted the volunteers to check they want to continue. Aim to start Speedwatch up again in the Spring. The speed gun does not need calibrating, use of the tuning fork is fine. More volunteers required, put advert in Compass, website etc..
021/09, 023/09, 074/09, 091/09	Playing Fields Report: Hedge at side of playing field is unruly, quoted £500 to sort it out, price agreed by PC. - hedge owned by PC (deeds). Clerk to contact Old Vicarage to check they don't mind the section of the hedge that borders their house cutting back to ca. 6 feet high. Contractor will do hedge any time. Cllr Hopcroft visited householder but no-one in. Will re-arrange visit. Monty Brown doesn't mind hedge being cut. See if householder will contribute towards cost. Still hasn't managed to contact householder. Complaint received by Clerk re amount of bird poo on swings, suggested using bird repellent on bar at top of swings. Clerk to circulate details of this to councillors.
097/07	Allotments: Meeting yet to be arranged with Allotment Committee - decided that it may be preferable to take the financial running of the Allotments under PC control. Ask opinion of allotment holders, invite them to meeting with PC to get views/opinions from as many allotment stakeholders as possible. Letter received from Allotment Committee - response sent asking again for meeting, if no response then PC will consider its options as laid down in the agreement. Reply received saying PC should attend Allotment meeting and provide certain documents in advance, not as requested by PC. This is not a suitable arrangement. Chair has met with Dave Jones to discuss the contents of draft letter on proposed changes, Dave seemed broadly in agreement. Letter now sent to Dave on the changes, primarily concerned with PC taking over the financial control, which allows VAT to be re-claimed. (Allotment tenants held a meeting, decided to hold a vote on whether they want to meet with PC for further discussions on changes.) Nothing further heard from Allotment Cttee., now 4 weeks since they met - construct a communication to be sent to Secretary and Acting Chair of Allotment Cttee.

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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 to look through files and liaise with Land Registry - will be worked on as and when time permits. All Hixon PC registered pieces of land are now registered to correct name and address. Lauder Grove OS not owned by PC (owned by SCC), Greenfields will be claimed under adverse possession. Playing field and Meadow Glade etc. documents now sent to Land Registry for registration. Await confirmation.</p>
051/10	<p>JBMI Liaison Committee - County Council led liaison group is now set up: Cllr Mrs C Hassall is the PC representative. Publicise Cllr Hassall's e-mail address on website and Hixon Parish Facebook page to allow people to put forward questions. Meeting with Gospel Hall Trust people threw up problems with litter and mess at entrance road to JBM (off New Road) by Gospel Hall Trust site entrance. Clerk has contacted JBM and they will talk to Gospel Hall Trust to discuss how best to sort the problem out. Site liaison meeting held 1st December 2014, mainly discussed the fire last June. Next meeting June 1st 2015.</p>
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. Point 8.2 - need to change the Standing Orders to say Councillors will leave the room when discussing an item they have an interest in. Clerk to revise the Standing Orders and finalise and circulate revised Code of Conduct. Code of Conduct has been circulated. Standing Orders will need to be typed up again (no electronic copy available) so this will take longer to finalise. Hixon PC current version has many changes from Model, Cllrs. need to decide what they want in revised version. Sub-group of Cllr. Mrs S McKeown and Cllr Sephton to consider. Nearly resolved, one task each to complete. Will be finalised during March.</p>
050/12 and 032/12 (Plan for Stafford)	<p>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 2013. 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. Four residents and two Councillors have come forward at present. Chair and Clerk meeting with the Neighbourhood Plan person at SBC on June 24th 2013, ask her to speak at next PC meeting. Need to get working group sorted and plan started. July 25th 2013 - Raj Bains from SBC gave a talk on the best way to get going with the Neighbourhood Plan and who can help. Need to produce a survey and include businesses and school children in it. Things to cover include: housing, shops, employment, schools, doctor/pharmacy, transport. Keep records of what is being done. Once survey results are known, hold a public event. Having a local NP website is a good idea. Meeting held for people interested in being part of the NP working group. CPRE NP meeting attended on 17th Sept and a SBC NP meeting attended on 1st October. NP group started September 26th 2013. Questionnaires moving forward - residential delivered April/May 2014 and business delivered November 2014. The airfield is an un-designated heritage asset, English Heritage are interested in it, may be able to get some protection for it. Have a volunteer to help with website. Bank account set-up. Issues &amp; Aspirations newsletter were out for delivery 22nd/23rd November, Public Exhibition on 6th/7th December. PC Cllrs. agreed to get involved with Exhibition. Clerk has drafted list of requirements for planning applications and circulated this. New Settlement Boundary needs to be set urgently based on Neighbourhood Plan findings. The legal challenge to the Plan for Stafford Borough by Gladmans should be heard in December. Met January 9th with Melissa and Raj at SBC, quite a useful meeting. Get a draft plan sent to SBC with settlement boundary attached ASAP, aim for end of March 2015..</p>
053/12	<p>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. Clerk took schematic of play equipment to school for children to comment on. Need to include the new surfaces under existing equipment on the application, price for the whole lot obtained from Wicksteed. Chair has put in the grant application to Awards for All. £10K conditional offer received, paperwork etc. returned, final offer received and confirmed. Wicksteed price has remained the same, firm order placed. Installation completed. Check with Wicksteed how much movement the Bubby Board should have, as it hardly moves. Cllr Hopcroft will complete the customer satisfaction survey and comment on the lack of movement in the buddy board as it is not what was expected. Should be end-to-end movement, as with a see-saw, works as per specification. Remove from agenda.</p>

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069/12	<p>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. Agreed to pay up to £500 for solicitor fees to sort out the situation re contract and precedent set. (Proposed by Cllr Hopcroft, seconded by Cllrs Mrs S McKeown and Cllr Tummey). Contact has been made with solicitor and agreement OK'd and signed at meeting. Chair to meet with solicitor to provide more paperwork. Solicitor advises that there is sufficient evidence of a trail of payments made for car park use for the contract to be enforceable. He will write to Joules Brewery. Clerk has sent evidence of car park registration and details of split of PCs. Solicitor has everything he requires and will pursue payments with Joules Brewery. Clerk to chase up solicitor - Joules still saying no agreement so don't need to pay. Replied to solicitor along Precedent Set lines. Joules still saying there is no contract, so no payments will be made by them, individual tenants may have decided to pay in the past. Chair to speak to solicitor. Need to try and find reference to car parking spaces as part of approval for restaurant extension, Chair to arrange to go to SBC in New Year, Clerk to find out planning application numbers and find out how easy it will be to get access to records, plan for March. Clerk has found further information online and passed this to solicitor, who will decide if this is sufficient evidence to proceed again. Waiting for solicitor.</p>
039/13	<p>Consider best way of producing walk leaflets, £175 provided by Community Footpath Initiative: Decided Chair would get price for 100 and 200 copies of each walk, Clerk has sent walks to Chair. Prices: £240 for 100 leaflets, £420 for 200. Decided on 100 of each, Chair needs to redesign WORD document to get in "folding" format, could take 2-3 months. Chair to work on these over the winter. Send copies to Cllr. Carmichael again, he will walk them. Currently waiting for better weather.</p>
004/14	<p>St Peter's Children's poster competition and garden competition 2014: Decided not to have Unusual Garden Feature this year but to have a separate Judge's Prize for anything outstanding. Cllr. Mrs C Hassall has judged the gardens etc , winners list with Chair. Prizes as per previous years plus £5 second prize for hanging baskets agreed. Gift Card Prizes delivered, trophies to be delivered by Chair. Theme for 2015 competition was decided as "Springtime in Hixon". Posters will be available 24th April.</p>
032/14	<p>Hall Farm Close Open Space: Cabinet decided not to sell the OS and to maintain the recreational use covenant - cannot be used as access to development unless SBC overturn this decision in the future. request received from residents of Hall Farm Close for PC to take on the lease of the HFC OS and possibly Vicarage Way. SBC would prefer PC to lease (rather than residents) and will offer a longer lease to PC. No legal costs from SBC and peppercorn rent. SBC would like PC take on Vicarage Way OS as well, to avoid them coming out to mow just one OS. Agreed to take on HFC OS if costs not too onerous. Clerk has got mowing and legal costs, PC considered costs acceptable - if PC takes on Vicarage Way OS as well then ask SBC to cover both parties legal costs and LR fees. Contact with SBC will be via Alistair Welch. Waiting to hear from Alistair Welch. Adam Hill has also been contacted. Write formally to Alistair Welch requesting for the lease to proceed. Ask Alan Perkins to assist. Alan will chase up legal department.</p>
037/15	<p>Ownership of/registering the land at end of Greenfields: The PC does not own this land, the owner could not be traced previously and the PC has maintained the land for in excess of 12 years (since 2001). Clerk to check where PC bit of land ends and ask solicitor for a quote for getting the land registered to the PC. Discussed whether it was worth spending the money for legal work to get ownership - Clerk to approach Land Registry to see if we can establish ownership without involving solicitor. Reply received, we can do it without solicitor, will need Statement of Truth and preferably confirmation from other parties. Two statements required plus another form. Two pieces of evidence found. Chair to go and see Mr. &amp; Mrs. Collyer, Clerk has prepared paperwork and delivered it to the Chair for discussion with Mr. &amp; Mrs. Collyer.</p>

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039/15	The benefits of Publicly Accessible Defibrillators: following talk by Paul Dadge on October 21st: Question on defibrillator added to NP Business questionnaire that went out late November. From responses, one at ALE and JBMI getting one. Discuss further in March. E-mail from Paul Dadge to Clerk, re supply of free defibrillators and vehicle conversion (possible Bristor involvement?), forwarded to councillors. The Bank House pub would be willing to house a publicly accessible defibrillator.
054/14	Situation regarding Hixon drop-in surgery and Hazeldene House Surgery Patient Participation Panel: a job offer has been made, new doctor hopefully starting in September 2015. In this case, the drop-in clinic in Hixon could start again in December 2015. A nurse, accompanied by a practitioner, should start again in March on Tuesdays in Hixon. The room used as the doctor's room in the hall is of concern, it must be kept at an acceptable standard. Nurse has not started back in Hixon, Cllr. Hopcroft to contact Hazeldene re situation with nurse and doctor's room.
055/14	Community Paths Initiative 2015: consider bid for money. The footpath by Walnut Cottage is very overgrown, ask if this could be cleared under CPI.
056/14	Parish Council Election: note that nomination forms are available from the Clerk or from SBC Elections Office
057/14	Casual Vacancy situation: SBC require the vacancy to be advertised but as election date is within 6 months, a separate election cannot be called. PC can take on another councillor if wished prior to election but does not have to do so.
058/14	Consider footpath from edge of Back Lane along car park edge: agreed that this would be beneficial, was going to be installed by Highways (co-financed with PC) when Millennium Green established but Highways pulled-out. Clerk to contact Highways with regards getting footpath put in.
059/14	Consider supporting residents in getting permission for shrub landscaping at rear of Vine Close to Taylor Wimpey development: agreed to support the Vine Close residents who are requesting the shrubs.
060/14	Consider continued CPRE membership at £36 pa.: agreed to continue membership.
061/14	Consider items for NHT team in April 2015: agreed on the following - remove cable ties and posters etc. from lamp posts, poles etc., cut back over-hanging trees, hedge etc. on Church Lane (back of Hammonds Croft), trim tree over-hanging footpath from Meadow Glade to Featherbed Lane. White bollards on verge bordering the car park were discussed but decided to leave these whilst waiting to see if pavement is installed there.
062/14	Naming the roads on the Taylor-Wimpey estate: names of Queens Drive, Elizabeth Way and Victoria Way were put forward. Taylor Wimpey have proposed Wellington Road, Lancaster Way and Martinet Way, which were liked by some councillors but not by others. Ask for suggestions on FB page. Respond to Wimpey.
063/14	Consider renewal of membership of the Community Council of Staffordshire for £25 pa.: agreed to continue membership.
009/14	Chairman's announcements: The next Parish Council meeting in April will be the last one with the current councillors.
010/14	Councillor Questions: Was the lorry that overturned on A51 at Farley Corner turning in to Hixon? It was thought that it was.
011/14	Date of next meeting: April 21st 2015
012/14	Public Participation: Has the Gladman 90 houses application been called-in? Yes. The Bank House has said it will host a defibrillator but it is closed on Mondays? - it will be outside on the wall so would be publicly accessible at all times. A footpath around the edge of the car park is badly needed. The grass gets too muddy and it is dark, as the street light doesn't always work. The car park is busy with vehicle movements and is dark due to not being lit. Could the doctor's room be moved to the potential new facility? Yes, if new facility is provided.

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053/14	AOB
	Clerk to contact SBC Planning to clarify their position w.r.t. extensions, sheds etc. at barn conversions as policy always used to be that not allowed to increase the original footprint but this no longer seems to be being followed (ref. Grange Barn, The Mount extension).
013/14	Planning Applications:
	15/21806/OUT Outline Planning Application for a development of up to 90 dwellings with associated access and all other matters reserved. Land Adjacent Rakestone, Stowe Lane, Hixon
	15/21778/REM Reserved matters pursuant to 14/20570/OUT - landscaping, Land Adjacent Airfield Industrial Estate, New Road, Hixon
	15/21842/HOU Retention of garden shed, Barn 3 The Mount, Stowe Lane, Hixon
	15/21914/HOU Retention of garden shed, Grange Barn, The Mount, Stowe Lane, Hixon
	15/21906/FUL New agricultural shed for housing sheep and animal feed, White Barn, Egg Lane, Hixon
014/14	Planning Reports
	14/21561/HOU Extension to form new garage and extended lounge at ground floor with bedroom and ensuite over, Grange Barn, The Mount, Stowe Lane, Hixon
	15/21616/FUL   Alteration to the access approved under 13/19249/OUT and in association with planning application 14/21267/REM   Land Adjacent New Road Hixon
	AMENDED PLANS 14/21267/REM reserved matters pursuant to planning permission 13/19249/OUT (appearance, layout, scale and landscape for approval) for the erection of 76 dwellings served via access from New Road (approved under planning permission 13/19249/OUT); landscaping; car parking; earth works to facilitate storm water drainage and all other ancillary and enabling works
	15/21652/HOU Two-storey extension to form larger lounge with additional bedroom above, separate single storey sun room extension, Hope Cottage, Stowe Lane, Hixon (Stowe Parish)
015/14	Bank Reconciliation:
016/14	Schedule of agreed payments
	C Gill salary - March (Net for Q4). Local Gov act 1972 s111.
	C Gill allowance (costs: working from home) - March. Local Gov act 1972 s111
	Reimbursement C Gill C5 envelopes, Local Gov act 1972 s111
	Reimbursement C Gill "Signed For" postage to Land Registry, Local Gov act 1972 s111
	Reimbursement C Gill mileage (6 miles @ £0.45p/mile). Local Gov act 1972 s111
	Reimbursement C Gill for payment to 4UH for website hosting, £35.99. Local Gov act 1972 s111
	Reimbursement of C Gill for 2x Land Registry first registrations (2x £40)
	To Ringfenced funds account: Allotment money (2014) £539.98, Gratuity fund money (2014-2015) £248.64, Highway Safety scheme committed money from 2014 £10000
	Donation to Compass magazine (annual) Mid Trent Churches
	Fenns Stationery ink
	Reimbursement P Hopcroft for paint for portacabin
	HMRC Employer (£16.89) and Employee (£14.70) NI payment for Q4
017/14	Correspondence received: None

Meeting finished at 9.50 pm.

Action
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Chair
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Clerk
Cllr Hopcroft/Clerk
Cllr. Hopcroft/ Clerk
Chair

Hixon Parish Council

Clerk
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Cllrs. Mrs S McKeown & D Sephton
Clerk/Chair/Cllr. Mrs S McKeown
Clerk

# Hixon Parish Council

Chair/Clerk
Chair/Clerk/Cllr. Carmichael
Chair/Clerk
Clerk
Clerk/Chair



# Hixon Parish Council

Chair
Cllr. Hopcroft
Clerk
-
-
Clerk
Clerk
Clerk
Clerk
Clerk
Clerk
Clerk
-
Clerk to book Memorial Hall
-
-
-
-

# Hixon Parish Council

Clerk
Object
No objection
Cannot Comment
Cannot Comment
No objection, subject to timber cladding all the way down.
Permit
Permit
Permit
Permit
Done
£689.10
£53.50
£2.85
£2.75
£2.70
£35.99
£80.00
£10,788.62
£100.00
£29.66
£22.50
£31.59