

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday April 21st 2015

In attendance for all or part of the meeting:

Cllr. B McKeown (Chair), Cllr Mrs S McKeown, Cllr J Carmichael, 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. D Sephton, Cllr R Tonge, and from members of the public: Cllr. A Perkins.
002/14	No declarations of interest were made
003/14	Minutes of meeting March 17th were accepted as accurate.
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. Work has started, does'nt seem very professional, areas not properly fenced off. Hedge taken out for entrance, checked beforehand for nesting birds. Electricity contractor blocking the pavement, causing big problems for children trying to go to and from school, can't use the lollipop man. Check who is the main contractor.
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. Ball park prices provided by Steve Knott are very high - ask Len Bloomer to attend a site visit (delayed to change in councillors).
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.. Still need more, include in May Newsletter.
021/09, 023/09, 074/09, 091/09	Playing Fields Report: Complaint received by Clerk re amount of bird poo on swings, suggested using bird repellent on bar at top of swings. Clerk gas circulated details of this to councillors. 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. Cllr. Hopcroft has spoken to householder, willing for hedge to be cut but does not want to contribute to costs. Wait until nesting season ended. Some bits of glass on MUGA surface reported, drink bottles being left behind.
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. April: details of events were re-capped, Allotment Cttee. meeting 21st April to decide whether plot holders should vote on accepting PC's plans. PC's letters and all communications with allotment plot holders have all been factual. Wait 24 hours for response from Allotment Cttee., if nothing, then contact them giving them 24 hours to respond. If response is unsatisfactory, contact solicitor. Consider invoking clause 11 of agreement. Contact acting chair of allotment cttee. to ask for retraction of false allegations against PC and individuals and for apology for distress caused.

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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. New PC member to be appointed at next meeting.</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. Not yet finalised (April).</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 & 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..Draft plan not yet finished. Plan to include: 20% of new housing as bungalows, 10% as self-deign and build, separation of existing and new housing (preferably by woodland), design individuality of new developments using street furniture etc.</p>

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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. 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. Solicitor advises that Joules still not accepting that a lease agreement has been in place with them or heir tenants. Solicitor suggests serving a Section 25 notice, as the original lease from 1986 has never been terminated. Clerk to circulate details.
039/13	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.
004/14	St Peter's Children's poster competition and garden competition 2015: Theme for 2015 competition was decided as "Springtime in Hixon". Posters will be available 24th April. Will need to arrange judges for posters next meeting, also judge for Garden competition(s) .
032/14	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. Heads of Terms details now provided for lease, Clerk to query the reference to the water course, full repairing basis, maintenance regime and amount of peppercorn rent.
037/15	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. & Mrs. Collyer, Clerk has prepared paperwork and delivered it to the Chair for discussion with Mr. & Mrs. Collyer.
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 Bristol involvement?), forwarded to councillors. The Bank House pub would be willing to house a publicly accessible defibrillator. April: ask if Hixon could have 3 free de-fibs and check price of cabinets (could get them sponsored?)
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. Cllr. Hopcroft to contact Hazeldene re situation with nurse and doctor's room. Nurse will start back in Hixon from May 5th for 3-month trial period, by appointment only. Mark Farrington has asked Sarah McGrady what needs to be done to the room to make it suitable for the doctor to use, no reply as yet. Next patient group meeting is 14th May 2015.

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055/14	Community Paths Initiative 2015: consider bid for money. The footpath by Walnut Cottage has gone on the list of footpaths requiring attention, it is not suitable for a CPI bid. Decided not to make a bid for money this year, as footpath leaflets from a previous year are still not completed.
004/15	Consider second coat of paint for portacabin: agreed price of £40 for a second coat.
005/15	Agree Internal Auditor for 2015-2016 accounts: Ken Jones no longer available, propose Sanda Morris ACMA, who has confirmed she is available - agreed.
006/15	Sign off Financial Risk Assessment for forthcoming year: details of Financial Risk Assessment read out and agreed as satisfactory.
007/15	Consider second coat of paint for portacabin: see 004/15 above.
008/15	Consider cutting back of tree on Hammonds Croft open space: will have a look at it during the next asset inspection.
009/15	Consider insurance implications for participants in boot camp on playing field: the trainer for the bootcamp sessions has his own public liability insurance for personal training, covering the sessions. Frequent checks are made of the fitness trail equipment with records kept, equipment is inspected annually by Wicksteed.
010/15	Consider purchase of first aid equipment for first aid training courses: First aid courses covering the basics are being offered at no charge - child and baby mannekins are required (x2 = £600) and some lungs. Lungs need replacing periodically depending upon usage (maximum of £100 per year based on 1 course per quarter). Course will cover CPR and major bleeding, approx. 3 hours duration. Request for proposal to be put together for consideration.
011/15	Consider damage to Pasturefields Bus Shelter: notify the insurance company and ask for a surveyor to go and look at the damage. Ask D&G buses if there is a bus route through Pasturefields now.
009/14	Chairman's announcements:
	The Chair thanked Cllr. Carmichael for his work as a councillor and would like to invite all 4 retiring councillors back for an award, to tie in with the Garden Awards presentation in the Autumn.
010/14	Councillor Questions:
	Can a New Councillor Pack be provided for the 5 new councillors e.g. Copy of budget, code of conduct? Do the Borough Council have any New Cllr. Booklets?
	Can Staffor Salsa be contacted re car parking problems when they hold their events in Hixon? Suggest car sharing, double-parking in car park etc. Avoid parking on verges and down back roads.
	Does the PC pay for the electricity used by the floodlights on the side of the Memorial Hall? Answer - No.
	Can Bristor be contacted about the large number of lorries (transporters) driving through the village?
011/14	Date of next meeting: May 19th 2015
012/14	Public Participation:
	The minutes from February for a question raised by a resident as to whether the PC were intending to take over the running of the allotments were queried - the answer given was "Discussions are ongoing re the PC having input, particularly with finances but it does not intend to completely take over the running of the allotments." The questioner was not aware that the finances were mentioned at that time. The councillor who answered the question confirmed that the finances were mentioned and a check of the contemporaneous minutes confirmed that. Discussions then took place as to the reasons behind the PC intentions to become involved in the finances of the allotments but to leave the day-to-day running to the allotment committee.
	Cllr. Stafford-Northcote handed over a notice from Hazeldene House Surgery stating that a nurse-led surgery would start again in Hixon on May 5th, by appointment only. Clerk to photocopy the notice and distribute. The Chair took the opportunity to thank Cllr. Stafford-Northcote for his assistance, as Cllr. Stafford-Northcote is not standing for election again in May.

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053/14	AOB
	A second Gladman objection letter from the PC will be written for Planning and circulated to all the Borough Councillors, the County Councillor and Francis Beatty.
013/14	Planning Applications:
	15/21980/HOU Detached garage with storage over, 2 Sycamore Drive Hixon
	15/22026/HOU Extension to form new garage and extended lounge at ground floor with bedroom and ensuite over, basement below new garage, Grange Barn
	15/22061/FUL Variation of conditions 2 and 3 of 14/21267/REM - to provide additional landscaping between the site and residents on Vine Close.
	15/21894/FUL Erection of a temporary sales cabin and associated parking area, Land Adjacent New Road Hixon
	15/21895/ADV Erection of adverts in the form of signs and flags, Land Adjacent New Road Hixon
014/14	Planning Reports
	15/21610/HOU First floor extension 2 Hammonds Croft Hixon
015/14	Bank Reconciliation: 2014-2015 year end information provided to councillors
016/14	Schedule of agreed payments
	C Gill salary - April (Gross). Local Gov act 1972 s111.
	C Gill allowance (costs: working from home) - April. Local Gov act 1972 s111
	Reimbursement C Gill Stamps, (12x1st class (63p) @£7.56 and 12x 2nd class (54p) @£6.48) Local Gov act 1972 s111
	Reimbursement C Gill mileage (70 miles @ £0.45p/mile). Local Gov act 1972 s111
	Fenns stationery (ink and paper)
	Brierley Hill Printers - A5 post cards, objections to 15/21806/OUT (Gladman 90 houses)
	SPCA subscription
	Acer Garden Landscapes - March mowing (less 5%)
	Hixon Memorial Hall, hall hire 4 sessions Q1 Jan to March 2015
	Abbey Landscapes, painting inside of portacabin
	Membership of Community Council 2015-2016
	Membership of CPRE 2015-2016
017/14	Correspondence received: Invitation to Mayor's Finale Charity Dinner on 30th April 2015, SPCA Gazette..

Meeting finished at 10.25 pm.

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

Hixon Parish Council

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

Hixon Parish Council

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

Hixon Parish Council

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Clerk
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Clerk to book Memorial Hall
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Hixon Parish Council

Clerk
Object
No Comment
No Objection
No Objection
No Objection
Permit
Done
£703.80
£53.50
£14.04
£31.50
£104.58
£144.00
£384.00
£570.93
£57.60
£75.00
£25.00
£36.00