

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday May 19th 2015

In attendance for all or part of the meeting:

Cllr. B McKeown (Chair), Cllr Mrs S McKeown, Cllr M Kelly, Cllr Mrs M Aberley, Cllr N Baxter, Cllr Mrs C Murdoch, Cllr A Murdoch.

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

Ref	Item
001/14	Apologies received from: Cllr P Hopcroft
002/14	No declarations of interest were made
003/14	Minutes of meeting April 21st 2015 were accepted as accurate.
022/15	To elect a Chair for 2015/2016: Cllr McKeown was proposed by Cllr Baxter, seconded by Cllr Kelly - vote was unanimous in favour.
023/15	To receive the Chair's declaration of office: Received.
024/15	To elect a Vice Chair for 2015/2016: Cllr Hopcroft was proposed by Cllr Mrs M Aberley, seconded by Cllr Baxter - vote was unanimous in favour.
025/15	To receive the Vice Chairs declaration of office: Councillor declaration already received, Vice-Chair declaration received post meeting.
026/15	To receive Councillors' declaration of office and register of interests for all Councillors: declaration of office received, disclosure of interest forms handed out.
034/15	To elect Finance Officer: Cllr Mrs S McKeown agreed to continue as Finance Officer.
039/14	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?). May: Paul Dadge gave a brief explanation of the situation re the publicly accessible defibrillators. Hixon Airfield Services has agreed to sponsor/pay for one cabinet on Central Fasteners, Joules Brewery and McColls will also be asked if they will sponsor/co-sponsor with the PC one each.
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, completion due for Spring 2016.
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 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 volunteers, 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 has 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 has spoken to householder, willing for hedge to be cut but does not want to contribute to costs. Wait until nesting season ended. No report as Cllr Hopcroft away. Cllr Hopcroft has asked that Fresh Air Fitness to come and look at rust problem again, plus a few minor problems.

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097/07	<p>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. May: Actual rent and water payments to be separated from the subscription charge and rent/water will be invoiced directly by PC. Water will be the previous year's amount. i.e. landlord invoices the tenant directly. WFAA Cttee. will send list of plot-holders and plots to PC in January each year, invoices to go out in February. WFAA can have its own subscription charges if it wishes. PC to meet with WFAA Cttee. in November and May each year. Appropriate documents will be produced. Write letter to WFAA secretary, copy acting chair. Vote: 6 in favour, 1 abstention.</p>
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. Cllr Aberley has volunteered to be the new PC member.</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 by Cllr Mrs S McKeown and D Sephton.</p>

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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-design and build, separation of existing and new housing (preferably by woodland), design individuality of new developments using street furniture etc. Part 2 of the Plan for Stafford Borough should go out for consultation first week of June.</p>
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 Tumme). 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 their tenants. Solicitor suggests serving a Section 25 notice, as the original lease from 1986 has never been terminated. Clerk to circulate details. June: Cllr Kelly believes a Section 25 notice would not be relevant in this situation - decided to talk to the tenants (Colin and Simon) about making the payments for the car park, Cllrs. Murdoch to follow up.</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. Cllr A Murdoch has offered to take on the re-vamp of the walk leaflets. Clerk to contact Ramblers association to ask if they know of any problems with the walks around Hixon. Send a list of any problems to Rights of Way people at SCC.</p>
004/14	<p>St Peter's Children's poster competition and garden competition 2015: Theme for 2015 competition was decided as "Springtime in Hixon". Posters distributed to judges, prizes to be same sort of spend as usual. Think of somewhere the posters could be displayed, can be laminated.</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. Heads of Terms details now provided for lease, Clerk has queried the reference to the water course, full repairing basis, maintenance regime and amount of peppercorn rent. Awaiting response. Cllr Baxter mentioned that the fence along the Vicarage Way OS is rotten and the gate catch broken leading to potential safety hazard as people can access the swale. Clerk to report the problems.</p>

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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. Cllr Mrs M Aberley will now speak with the Collyers.
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. May: nurse clinic is working well, new doctor due to start at end of August.
008/15	Consider cutting back of tree on Hammonds Croft open space: will have a look at it during the next asset inspection.
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 mannequins 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 - June.
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 answer: No.
027/15	Sign off the 2014-2015 Annual Return: Annual return was considered and signed off.
028/15	Arrange date for Asset Inspection: Sunday June 7th, meet at 10am in car park
029/15	Consider becoming an "Advocate" for Staffs Police Community Involvement projects: Copy the letter and circulate it to all Cllrs. From this, decided to get involved with this post meeting, reply to request.
030/15	Consider a donation (£60 requested) to Friends of Staffordshire and Stoke on Trent Archives for digitisation of the tithe map of Hixon. Ask Rights of way people if this is a worthwhile thing to support.
031/15	Consider new councillor signatories on the HPC bank accounts: forms distributed to all new councillors.
032/15	Presentation of Stowe Consolidated Charities Annual Accounts: accounts read out by Chair - ask if there are any limitations as to what the money can be spent on.
033/15	Consider proposed fence-line next to open space on Hammonds Croft: photographs of proposed line considered and agreed as in accordance with title plan etc, have a look on the ground during asset inspection. Let houseowners know that proposed fence-line OK with Parish Council
035/15	Consider donation to Staffordshire Women's Aid - new refuge in Stafford: no donation but publicise the cause on website, notice board.
036/15	Distribute packs to new councillors: packs with information such as budget, last years performance against budget, code of conduct, standing orders, New Councillors Guide, distributed to all new councillors.
009/14	Chairman's announcements: The Chair congratulated the new councillors on their appointment to the Parish Council and congratulated Alan Perkins, who was re-elected as a Borough Councillor with an increased majority.
010/14	Councillor Questions: Cllr. Aberley asked for new ideas/suggestions for the garden competition categories.
011/14	Date of next meeting: June 16th 2015
012/14	Public Participation: The agent for the developments off Church Lane (both permitted and proposed) spoke about the proposed developments (further 50 houses, further 8 self-build houses and conversion of the WWII old hospital buildings to retail units etc.). The question was asked whether the PC had objected or supported the 30 houses application - the PC objected to this application. At the planning committee meeting, with the recommendation from the Planning Officer to permit the application, the PC spoke on changing the style, type and layout of the houses to make it more visually attractive. Having been recommended for permission, the site was included in the Neighbourhood Plan settlement boundary for Hixon.

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	The question was also asked as to whether the NP had been adopted yet - answer is No, and why it is so late in being adopted - the NP was slow to get off the ground as it had to wait for the Plan for Stafford Borough to be adopted before the NP could be adopted. The NP is now in its final stages before going to the Borough Council.
	Are the 50 houses, 8 houses and WWII buildings in the settlement boundary? - No. Will any further land be added to the settlement boundary? - No. Why have these applications been put in if they are outside the boundary? - the boundary can be challenged and it is SBC who make the decision on planning applications.
	When is the cut-off for responses for the 50 houses application? Officially May 30th but people can keep sending responses in until the officer has made his/her report and recommendation. Not all the people affected by these applications have received notifications from SBC.
	The public present were asked if they would like objection to the 50 houses post cards produced, answer was Yes. Councillors agreed the expenditure on this.
016/15	AOB
013/14	Planning Applications:
	15/22017/OUT Outline application for residential development comprising up to 50 detached /semi-detached properties, Land Adjacent To 24 The Croft Off Church Lane Hixon
	15/22200/FUL Alterations to industrial unit, Unit 17C Hixon Industrial Estate Hixon
	15/22247/HOU Proposed single storey living kitchen extension, 3 London Road Shirleywich (Weston Parish)
014/14	Planning Reports
	14/21512/HOU Front lean-to extension to dwelling to form extended lounge with front entrance lobby, 1 Highfield Road Hixon
	15/21776/ADV 2 x 'Land Acquired' free-standing signs Land At New Road Hixon
	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
	15/21842/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
	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
015/14	Bank Reconciliation:
016/14	Schedule of agreed payments
	C Gill salary - May (Gross). Local Gov act 1972 s111.
	C Gill allowance (costs: working from home) - May. Local Gov act 1972 s111
	Reimbursement C Gill mileage (18 miles @ £0.45p/mile). Local Gov act 1972 s111
	Fenns stationery (ink and paper)
	Severn Trent Water 1st Oct 2014 - 1st April 2015
	Zurich Insurance 1st June 2015-31st May 2016 (2 invoices, includes new play equipment & surfaces)
	Acer Garden Landscapes - April mowing (less 5%)
	SPCA for 5 Good Councillor booklets
	Abbey Landscapes, painting inside of portacabin
	Allotment land lease rent 2014-2015 for John Martin (based on using March's RPI figure of 0.9%)
	Black Rose Solutions Limited (internal audit)
017/14	Correspondence received: Invitation to a gala performance of Much Ado About Nothing at the SBC Civic Reception and Gala Evening at Stafford Castle on Tuesday 20th June

Meeting finished at 10.25 pm.

Clerk
Clerk
Clerk
Cllrs. Mrs S McKeown & D Sephton

Hixon Parish Council

Clerk/Chair/Cllr. Mrs S McKeown
Cllrs. C&A Murdoch
Cllr A Murdoch/ J Carmichael/ Clerk
Clerk/Cllrs.
Clerk

Hixon Parish Council

Cllr Mrs M Aberley
Cllr. Hopcroft
Clerk
Chair
Clerk
Clerk
Clerk
Clerk
Clerk
Clerk
Clerk
Clerk
Clerk
Clerk
-
All
Clerk to book Memorial Hall
-

-
-
-
Clerk
None
Object

No objection

As per Weston Parish response
Permit
Permit
Refuse
Permit
Permit
Permit
Permit
Permit
Done
£703.80
£53.50
£8.10
£30.36
£238.16
£866.96
£1,141.87
£7.50
£40.00
£762.77
£90.00