

# Hixon Parish Council

## Minutes of Parish Council Meeting Tuesday January 19th 2016

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

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

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

Ref	Item	Action
001/15	Apologies received from Cllr. M Kelly and from members of the public: Cllr. Len Bloomer, Cllr. A Perkins	-
002/15	Cllr Baxter declared an interest in item 032/14 and did not take part in any decisions made on this item,	-
003/15	Minutes of meeting January 12th 2016 were accepted as accurate.	-
097/07	<p>Allotments: Decided that it may be preferable to take the financial running of the Allotments under PC control. Consider invoking clause 11 of agreement. 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. <i>June 2015</i>: The Clerk has complained about the content of e-mails and a letter she had received from members of the WFAA Committee, the language and tone used was offensive and inappropriate to the circumstances. A letter has been written by the Chair of Hixon PC to the Acting Chair of WFAA Committee, copied to the secretary, to advise the action being taken by the Parish Council to prevent this type of offensive communication. The WFAA version of the unapproved minutes have been posted on the WFAA website, these should be taken down or annotated as "Unapproved". <i>June</i>: At the AGM of Wellington Fields on 15th June, Cllr Mrs S McKeown gave a presentation on the anomalies in the current subscription charges made by WFAA Cttee. and this was praised as having got the point over (and the need for change) very well. The WFAA Chair was reported as having criticised the PC at every opportunity. <i>July 2015</i>: Letter received from new Chair of WFAA (same as previous acting chair) showing no contrition for his previous comments and adding to the problem by making false and unsubstantiated claims. PC decided it cannot work with the WFAA committee whilst these issues are unresolved - it is not clear whether the opinions/statements are just from the Chair or from the whole committee as this question was asked but not answered. Chair to write again confirming that the PC as a whole considers the comments and statements unacceptable and asking again for an answer as to who the comments etc. were actually from (Chair only or whole committee and plot holders). No clarification received. Planning application from 2013 covers new surface at gateway. <i>Oct 2015</i>: Councillors have met with landowner re the gateway situation and discussed which spec. (concrete or tarmac) is preferable, concrete preferred. Landowner confirmed he wanted the PC (as leaseholder) to invoice the rent and water payments directly to plot holders, rather than monies being passed on from WFAA. Letter from Chair of WFAA to HPC Chair asked for an informal meeting to discuss moving forward: Council discussed a draft letter in response and agreed minor changes, letter to state that the lack of an apology to the Clerk and to the PC as a whole for comments/statements made by WFAA Chair (and possibly WFAA committee) plus WFAA committee's resistance to the PC invoicing directly for rent and water is preventing the PC from working with WFAA. Once these issues are satisfactorily resolved, a working relationship should be achievable. Council also agreed a letter (draft letter reviewed at meeting) to plot holders detailing the rent and water charges (water backdated based on May 2015 meter reading) for the 2016-2017 season, payable in February 2016. <i>Nov-15</i>: An addendum to the agreement between the PC and WFAA had been drafted, to cover the rent and water payments being made directly to the PC and to clarify the Public Liability Insurance cover for the allotments - this only covers the public areas, it cannot cover the actual plot and anything on the plot as this has been "let" to the plot-holder and is outside the control of the PC. Addendum agreed, to be sent to Jane Garner at least one week prior to the PC meeting, with request that the WFAA attend the PC meeting to sign the addendum. If WFAA do not sign the addendum, consideration will be given to taking any necessary action with regards to changing the current agreement. There is no intention to close the allotments, merely to ensure the payments made by plot-holders are transparent as to what they are for.</p>	

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*December 2015*: By prior arrangement, discussions were held with representatives of WFAA - Chris Hilton asked that the PC listened to what WFAA wanted and not just keep to decisions previously made. Chris was very keen for the PC to move on from the problems it had had with WFAA and try to put them behind it. WFAA intend to correct the allocation of the subscription/admin. fee at next billing period and make it pro-rata to plot size (and number of plots held), as per Cllr. Mrs S McKeown's proposals. WFAA were not prepared to sign the addendum to amend the payment system (invoices for rent/water sent out by HPC) as they did not consider this necessary. HPC explained why it wanted these changes made - to make it transparent to the plot holders how much they were paying for rent and water and who the money actually went to. Having these items plus the subscription all on one invoice has caused confusion and may continue to do so even if split out (i.e. lacking transparency). The issue of the lack of an apology being made/refusing to apologise to, the Clerk (by the Chair of WFAA) for offensive statements/comments he made via e-mails and letters was raised - following a short discussion on this and the Clerk pointing out to the WFAA Chair that some statements he had made concerning her were completely incorrect and fictitious, the WFAA Chair apologised to the Clerk for causing offense. Discussions held after the departure of the WFAA representatives led to the decision to compromise in an attempt to mend/improve relations with WFAA and move forward. Propose that rent and water invoices prepared by HPC (for payment to HPC i.e. cheques made out to HPC) but distributed by WFAA Secretary and money returned to her. HPC money then passed on to HPC. This proposal was agreed by all councillors present. Addendum will still be required to cover change to water payments wording. If not accepted then may still have to take measures to change the agreement as above. Clerk to put forward compromise proposal to Secretary and Chair of WFAA. Two updated tenders for the concrete option for the allotment gateway received, lower priced one was approved. *January 2016* Adding in a drainage channel, to move water flowing off the site towards hedge, will cost £400 + VAT, quote approved, Clerk to place order for all the gateway work. Provisional date of WB 22nd February has been given, inform allotment cttee, gateway out-of-bounds until concrete set. Waiting for response from Cttee. re invoicing proposal, they meet 26th January. Agreed would reimburse WFAA the £98.69 annual cost for additional public liability insurance, from ring-fenced funds. Will need to clarify exactly which areas are covered by which insurance and amend the agreement via an addendum. Check with Zurich (PC's insurers) as to whether they would provide separate cover to the areas outside PC control, before confirming reimbursement with Cttee. - (answer was No).

Clerk

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039/14	Publicly Accessible Defibrillators: The British Heart Foundation (paid for by the Dept. of Health) are now funding free publicly accessible defibrillators and cabinets providing the cabinet is unlocked. Applications for up to 5 defibs/cabinets will be considered, applications end in March 2016. Councillors to consider best locations to site them (electricity supply required) for next meeting. Clerk has looked at the application form. Sites put forward include: BT phone box on corner of Sycamore Drive, Fresh Hair, Lea Heath phone box, Pasturefields (e.g. cattery), Swansmoor, Church/Guides HQ/School, McColls. Blithfield PC have been asked how they got permission to place a defib. in the Newton phone box - reply was that they bought the out-of-use phone box from BT for £1. The Hixon phone box is still in use. All funding for the free defibs & cabinets now allocated - pursue possible sites in case funding becomes available again.	Clerk/Chair
041/15	Gospel Hall Trust site on New Road: Gospel Hall Trust application is live again, meeting Richard Rayson with Gospel Hall Trust representatives on Friday 22nd January.	Clerk
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). Site manager is Mark Morris. Cllr Hopcroft is PC liaison person for the rural exception houses. Work ongoing on site, completion due March 2016. Road sweeper has been out to try and reduce the mud on the road.	-
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. Lorries still coming through village, Andy will take photos of the signage off the A51 and within the village for discussion. Meeting held with Richard Rayson and Len on 23rd October to discuss more Highway Safety projects in Hixon, including gateway etc. feature on New Road (in conjunction with Gospel Hall Trust). Richard was very helpful, will ask engineers for some costs. Clerk to chase up costings.	Clerk/ Cllr. A Murdoch
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. The speed gun does not need calibrating, use of the tuning fork is fine. More volunteers required, put advert in Compass, website etc.. Have 6 people and training will be arranged. Still could do with more volunteers, include in Newsletter. Cllr. Hopcroft waiting to hear from Police (Steve Nelson) as to when they can arrange suitable training. Plan to start up again in Spring 2016	Cllr Hopcroft
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. and order raised - hedge owned by PC (deeds). Cllr Hopcroft has asked that Fresh Air Fitness to come and look at rust problem again, plus a few minor problems. Fresh Air Fitness say to get quote for repairs etc. and they will pay - Cllr. A Murdoch to get suitable quote. Cllr. Hopcroft to speak to Jed from FAF to ask for specification for work and to ask FAF if they will supply necessary parts (some bits are missing). Top bar of main swings needs rubbing down and painting, Cllr A Murdoch to get quote. FAF equipment needs sanding, priming and 2 coats of paint. Ask SBC who they use - Clerk. Dec 15: SBC use their own Streetscene staff for all painting work, Phil Gammon asked if he would quote for our work - no reply. FAF have now said they will do the work on fitness trail, can't give a date at present. Still need quote for swings. Jan -16: Andy to put on list for Bristor apprentices to undertake.	Cllr. Hopcroft. Cllr A Murdoch.
051/10	JBMI Liaison Committee - County Council led liaison group is now set up (Sept 2013): 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 in June 2014. Cllr Mrs M Aberley is the new PC representative and gave a summary of the things discussed at the June meeting at the June 2015 PC meeting. Cllr Mrs M Aberley gave a summary of discussions from meeting of Dec.7th, all councillors and all residents invited to look around JBM site, by appointment. Next meeting June 6th 2016.	Cllr Mrs M Aberley
015/12	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. 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. Will be finalised by Cllr Mrs S McKeown and D Sephton. July: Cllr Mrs S McKeown has revised the SOs and circulated the proposed version, along with current, model and out-takes. All to read for discussion/approval in October. Does the PC need a constitution? Clerk to ask SBC - answer - not their area, ask SPCA. SPCA says No, covered by Standing Orders and Financial Regulations. October 2015: Proposed SO's looked at in detail, agreed content to bottom of P8. Continue at November's meeting. Cllr Mrs S McKeown stated that she thought the PC should have a Complaints policy, Clerk to look at. Nov-15: Review of SO's completed, Cllr Mrs S McKeown to finalise. Plus tidy up Code of Conduct. Draft Complaints Policy had previously been circulated and was agreed at meeting. Sign-off in December. Financial Regulations had been circulated and need finalising for signing off at December's meeting. Dec-15: Complaints Policy signed off, finalise SOs, Code of Conduct and Financial Regulations in January. Jan-16 Final changes to Code of Conduct, Standing Orders and Financial Regulations agreed, to be revised, printed and signed off by Chair.	Clerk/ Chair

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050/12 and 032/12 (Plan for Stafford)	<p>Neighbourhood Plan: 2015: 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 went out for consultation first week of June. Hixon draft NP has been sent to SBC for comments, well received, meeting held 15th June to discuss finalising the plan, aim to go out for consultation end of June. Hixon NP went out for public consultation on Friday July 10th, consultation period ended August 21st. Not many responses, being collated. <i>Oct 2015</i>: Plan in final stages now, NP meeting on October 28th to review all comments and agree any changes/additions. To be submitted to SBC ASAP after this meeting. <i>Nov-15</i> No change, Raj has left SBC and Alex Yendole struggling for time to assist us finalise the documents. <i>Dec-15</i>: Neighbourhood Plan was submitted to SBC on November 23rd and is now in consultation stage, ending on January 15th. <i>Jan-16</i>: PC and NP group have agreed to use Nigel McGurk as examiner for Plan, let Alex Yendole know. Gladman site visit is January 26th - take details of appeal for Swansmoor estate re footpath link and let D&amp;G buses know.</p>	Clerk
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, 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. Cllr Mrs C Murdoch has spoken to Simon and explained the situation. July: Clare spoke to Steve Nuttall by phone on 8th July. Position unchanged following discussions, Chair has asked solicitor to draft a letter to Joules, awaiting sight of letter. Pursue soak away for drainage route - Cllr. A Murdoch will take this on. No solicitor's letter forthcoming, <i>Oct-15</i>: Try and arrange a meeting in Hixon with Steve Nuttall and councillors. Cllr. A Murdoch had spoken to Steve Thomas about putting in a soakaway - best place would be by the plinth on Millennium Green, cost should &lt;£1000. <i>Nov -15</i>: Clerk has contacted Severn Trent Water to discuss design specification for soakaway, practicalities, reduction in charges to PC: if can prove that no water goes down the drains, then no charges. Meeting arranged with Steve Nuttall at 6pm Wed Nov.18th. Suggestion that Joules could pay for something e.g. soak-away, rather than pay for use of car-park. <i>Dec-15</i>: The meeting with Steve Nuttall highlighted that Joules do not believe they have any reason to pay for their customer to use the car park, this is the advice from their solicitor. They are however willing to have discussions on their sponsoring community events in Hixon or possibly contributing towards a purchase made by the PC. These would not be a regular payments but on an ad hoc basis.: The PC solicitor believes a precedent has been set and that the previous contract between Bass and the owner/tenant of the Bank House was neither renewed nor terminated but the Bank House customers continued to use the car park. As such a section 25 notice could be issued to end the tenancy with an offer for the Bank House to take out a new agreement. The PC solicitor has drafted a letter to be sent to Joules to this effect. A discussion revealed 3 differing opinions on what should be done: 1) send the letter from the solicitor 2) send the letter on a more informal basis on PC letterhead, 3) forget trying to get money for use of the car park and have discussions with Joules about sponsorship/paying for items such as the soak away if this goes ahead. Proposal made that claim be dropped (Cllr. Kelly), seconded (Cllr. A Murdoch) - vote 5-2 in favour of proposal, Cllrs. B and S McKeown voted against. Proposal carried. <i>Jan-16</i> As the PC voted against asking Joules/Bank House for money for their customers to use the car park, Clerk to contact Steve Nuttall to let him know the situation, Clare will follow-up to discuss funding/donations etc. in the village. Soakaway - Mill Green Trust will need additional information and to discuss/agree. Also will need to wait for drier weather.</p>	Clerk/Cllr. Mrs C Murdoch/Cllr Mrs S McKeown
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 has contacted Ramblers association to ask if they know of any problems with the walks around Hixon, nothing known about. Send a list of any problems to Rights of Way people at SCC. Clare has noticed some problems on walks, will make a note of positions and report back. Clerk to send footpaths map to Cllrs. Murdoch. Andy has revamped 1 walk using a template, it is looking good. Quote received for printing, awaiting second quote via Chair. Second quote cheaper, Cllr A Murdoch has tidied up the leaflets and with a few more changes they will be ready for printing, all to give feedback at January meeting It was decided that the walks need to be walked again and new descriptions and photos taken as the current wording etc. seems outdated. To be organised in Spring.</p>	ALL

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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 has reported the problems to SBC. SBC want PC to pay for advert, await clarification on water course/swale etc. before giving permission for this. July: SBC appear to want to include the swale as part of the Vicarage Way OS - the PC does not want to take on the swale. It is fenced off and not publicly accessible and so is not amenity "land". Clerk to ask SBC if they are currently liable for damage to properties if the swale flooded. Clerk to ask Roly Tonge if he maintains his side of the swale at all (cut weeds etc.) - answer No. Clerk to arrange meeting with SBC to discuss the situation, once relevant people at SBC have been identified - no-one at SBC seems to want to take ownership of this. Ask SBC if the PC can just lease the HFC open space, as it is the Vicarage Way OS that is causing the delay. Clerk has chased this up, still waiting for response. It was suggested that the HFC Residents Committee should write to the leader of SBC saying that they are aware that the situation seems to have stagnated and that HPC are finding it difficult to progress and ask if there is anything they can do to help ... Alan Perkins also offered to chase SBC up on this. Alan said that there was more work to be done on the fencing etc. on the OS on Vicarage Way, the long grass/weeds need to be cut back so that the full extent of the problem can be seen. It was described as a "work in progress". Met Phil Gammon on Nov 6th, agreed that SBC would fully repair or replace fence and send details of this and the regime for strimming the swale to the Clerk, Clerk will then get quote for strimming .Dec 15: Reply from Phil Gammon says that SBC will undertake some more repairs but do not intend to fully replace the fence. This seems to be a step back from the site meeting when a new fence was discussed as a possibility and did not appear to be a problem. Contact SBC and say that the PC do not want to take on Vicarage Way OS without a new secure fence and will just take on HFC OS on this basis. Jan-16: No response from SBC yet, Clerk to chase.</p>	Clerk
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. Cllr Mrs M Aberley has visited Mrs Collyer and the paperwork has been completed. Chair now to complete paperwork on behalf of the Parish Council. Meet with Clerk January 22nd to complete paperwork.</p>	Chair/Clerk
054/14	<p>Situation regarding Hixon drop-in surgery and Hazeldene House Surgery Patient Participation Panel: A salaried GP, Emma Wood, started early August. Dr Davies retired at the start of September but will return to do some locum work. There is now a minor illness clinic run by nurses, covering things such as ENT and water infections. The number of missed appointments has decreased again. Nov-15 and Jan-16: nurse clinic working well, looking to appoint another GP. Next meeting 18th Feb.</p>	Cllr. Hopcroft
050/15	<p>Consider pros and cons of entering the Best Kept Village Competition 2016: Hixon entered the Best Kept Village competition for about 30 years but despite trying very hard some years, didn't get more than highly commended, which it is believed that every entrant receives. Councillors decided to ask on the community Facebook page if resident had any interest in entering and whether residents would form a group to promote it and take it forward etc. Jan-16: Not much response from FB page, decided not to enter BKV, especially as there is so much mess in village at the moment (building works, mud, flooding etc.). Go down the Community Involvement route, encourage residents to contribute so many hours to voluntary work improving Hixon Parish. Come up with ideas on how best to do this. send ideas to Clerk for discussion at Feb. meeting.</p>	Councillors
052/15	<p>Sign off budget and precept for 2016-2017: £60 allocated for Pay as you Go mobile phone for Clerk. Budget dated January 19th 2016 agreed for 2016-2017.</p>	Clerk
055/15	<p>Using Cloud Storage on G-mail for PC documents: From July 2015 meeting - IT sub-committee to be set up of Cllrs. Mrs S McKeown, Baxter, A Murdoch and Clerk. Meet on Wednesday 9th March, Bank House 7.30pm. Terms of reference to be drawn up.</p>	Chair/ Clerk

## Hixon Parish Council

012/15	Chairman's announcements:	
	It was suggested and agreed that the next meeting be postponed by one week to February 23rd, due to holidays.	Clerk
013/15	Councillor Questions:	
	The situation with pot holes, the road surface and standing water on New Road is getting worse and is very bad. The new development is making the situation worse by putting mud on the road and pavement. Some trees need cutting back and the hedge by Walnut Cottage is overgrowing the pavement.	#;
	There appears to be someone living in the garden of Walnut Cottage, there has been a caravan/chalet there for some time. Photos to be taken, then inform Planning Enforcement.	Clerk
	There appears to be someone living in the field at Pasturefields, a white van with gas bottles outside - clarify position/address, then inform Planning Enforcement.	Clerk
	Residents have requested a grit bin at the top of Highfield Road - Clerk to request this from Highways.	Clerk
	Scrap on former runway still an issue, scrap lorries and coaches being stored where planes were previously. Inform Planning Enforcement.	Clerk
014/15	Date of next meeting: February 23rd 2016	Clerk to book Memorial Hall
015/15	Public Participation:	None
	Resident had complained to Highways about the flood on New Road and mentioned that lack of street lighting there made it difficult to see the flood water - received an answer saying that street lighting won't be added there, nothing about when flood would be sorted.	-
	The drain at the top of Featherbed Lane is blocked - silted up.	-
016/15	AOB	
	Jobs so far for Bristor apprentices: sand down and repaint the top bar of the main swings and rub down and oil the Hixon notice boards and Welcome sign. Environmental projects such as making planters etc. for village gateways.	Cllr A Murdoch
017/15	Planning Applications:	
	15/23424/FUL Erection of 2 x new dwellings, Land At Mount Farm, Stowe Lane, Hixon	Object
018/15	Planning Reports	
	15/23194/COU Proposed tennis court at Pasturefields Farm, London Road	Withdrawn
	14/21521/OUT Air & Ground Aviation, land off New Road, Hixon - deletion of green roof	Withdrawn
019/15	Bank Reconciliation:	Done
020/15	Schedule of agreed payments	
	C Gill salary January, includes compensation payment of £50. Local Gov act 1972 s111.	£753.80
	C Gill allowance (costs: working from home) - January. Local Gov act 1972 s111	£53.50
	Reimbursement C Gill mileage (18 miles @ £0.45p/mile). Local Gov act 1972 s111	£8.10
	Reimbursement B McKeown for Postage costs to Planning Inspectorate	£23.90
	Stafford Borough Council for last May's election costs	£132.97
	Memorial Hall for room hire October to December 2015	£43.20
	TGM Flower bed maintenance (x2) plus weed spray Hammonds Croft OS (x2)	£876.00
	TGM Weed Spray 8 sites (x2) plus Mill Green (x2)	£213.60
	TGM Planter maintenance (x2) plus monthly water/tidy	£110.40
	Fenns Stationery ink x 2 lots	£88.13
	Brierley Printers for letters and post cards for Gladman appeal	£196.80
021/15	Documents Received: None	

Meeting finished at 9.35 pm.