

## Hixon Parish Council

### Minutes of Parish Council Meeting Tuesday March 15th 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

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

Ref	Item	Action
001/15	Apologies received from Cllr. Mrs M Aberley, Cllr. M Kelly and from members of the public: Cllr. Len Bloomer.	-
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 February 23rd 2016 were accepted as accurate.	-
041/15	Gospel Hall Trust site on New Road: Gospel Hall Trust application is live again, met Richard Rayson with Gospel Hall Trust representative on Friday 22nd January. Planning permission now granted, contact Gospel Hall Trust to ask for an agreement to pay for/towards road safety measures on New Road. March 2016: GH reps. at meeting, arrange meeting with Richard Rayson, to include Gospel Hall representatives, to look at New Road plans, get estimate then arrange who pays what.. Chair is revising original plan for New Road as per agreed proposals to allow Highways to cost the work. Gospel Hall have volunteers that will help in the community - agreed that GH volunteers will litter pick New Road on a regular basis. Contact ALE, JBM and Pete Thomas to ask about tree planting, to improve appearance.	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 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. Site manager has reported there are no problems with rats on site, none seen. Strict rules with regards food waste on site and all rubbish removed. Cllr. Mrs C Murdoch has provided feedback to resident who complained about the rats and she has agreed to stop putting food out for birds, foxes etc. S&RH report that all the new houses will go to people whose family have lived in Hixon for a number of years.	-
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. <i>Feb:</i> At meeting on 22nd January, Richard Rayson was very apologetic about the state of New Road re flooding and pot-holes. Gully emptier was delayed but couldn't solve the problem when it did arrive. Pavement covered in sludge. Culvert blocked. Clerk to keep the pressure on Highways to get the problem sorted. Now more than 3 years since first raised as a problem with Highways. <i>March 2016:</i> Flooding still not properly sorted, water was pumped off but problem re-appeared after more rain. Highways have been out very recently to clear blockages etc. and have asked that the drainage ditch on the JBM land (and the Stoddard/Sutton land west of Sycamore Drive) be cleared out. Miles Brough has said that he would get the ditch on their land sorted and offered to contact Stoddard/Sutton to ask them to do likewise or give permission for them (Broughs) to do the clearing work on their behalf. HPC happy for this work to be sorted out by Miles Brough, Clerk to contact Miles Brough to confirm this. Highways have also been working on the land owned by ALE on the other side of New Road, to try and clear a blockage.	Clerk
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 - raise in Spring Newsletter.	Cllr Hopcroft/ Chair
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. Cllr Hopcroft has asked that Fresh Air Fitness to come and look at rust problem again, plus a few minor problems. <i>Jan -16:</i> Andy to put swings on list for Bristol apprentices to undertake. <i>March 2016:</i> Nick Thorpe has repaired the dog grid free of charge, Clerk to send thanks on behalf of PC. FAF have done work on the fitness trail equipment - not all the things were done as some considered fair wear and tear. Painted all the rusting welds and replaced bushes on swinging parts, greased joints. Will send some new handles. Hedge along southern boundary has been cut (part couldn't be done at the time will, be done later in year). Bird nest check done first. The trees there are being killed by ivy.	Cllr. Hopcroft. Cllr A Murdoch.

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097/07	<p>Allotments: <i>Feb 16</i>: WFAA have agreed to use HPC invoice for rent and water and add their own charges on a separate combined invoice, examples distributed at meeting. Invoices for 2016-2017 were sent out by WFAA on the old format in error, due to time pressures. Plot-holders have been provided with examples of what the invoices will look like in future. Should 2 separate invoices plus a covering statement be used in future instead of the proposed two invoice system? <i>March 2016</i>: Gateway resurfacing successful. Send invoice to John Martin for half the cost (without VAT). Left hand corner of drive is weakest part, needs watching. Asbestos finds bin needs labelling - Chair. Ask Jane Garner to make sure new plot holders know about the asbestos and what to do with it. The Hixon PC sign is currently fastened to the fence at the side of the gate but may need to be moved if the hedge starts growing over it - agreed the best place to move it to would be a post erected along the front hedge line.</p>	Clerk
051/10	<p>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. <i>March 2016</i>: Cllr. Mrs M Aberley to raise the concerns expressed by Iain Ochiltree at next liaison meeting (see emails).</p>	Cllr Mrs M Aberley
050/12 and 032/12 (Plan for Stafford)	<p>Neighbourhood Plan: <i>2015: 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. <i>Feb 2016</i>: Gladman site visit was February 16th, inspector listened to what people had to say. Neighbourhood Plan has been examined and some amendments are required. Clerk has summarised the recommended changes and circulate. <i>March 2016</i>: NP Group have met and agreed changes, return NP to Alex Yendole ASAP. Meeting at SBC on March 17th to discuss the referendum, try and get it in May or June, along with other election/referendum.</p>	Clerk/Chair
069/12	<p>Bank House car park payments: Cllr. Mrs C Murdoch has been unable to contact to Steve Nuttall using the phone. The Bank House is now up for sale. Clerk has let Estate Agent know that an agreement has been place for a quarterly charge for Bank House customers to use the PC car park and that the PC is willing to continue with that arrangement. <i>March 2016</i>: Proposal made by Chair that the solicitor's letter be sent to Joules, so that it is on record that our solicitor believes that the agreement is still in force. Voting: 5 in favour to send letter, 1 abstention (Clare). Who will check the defibrillator if pub becomes vacant? Cllr. Mrs C Murdoch has spoken to the tenants (who plan to leave May 20th/21st) and they believe that Joules will put a manager in if the pub hasn't sold by then. It is not intended that the pub will close.</p>	Clerk
039/13	<p>Consider best way of producing walk leaflets: At the January 2016 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. Cllrs. McKeowns and Murdochs to walk the walks Easter weekend.</p>	Cllrs. McKeown and Murdoch
032/14	<p>Hall Farm Close Open Space: 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. <i>Dec 15</i>: 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. <i>Jan-16</i>: No response from SBC yet, Clerk to chase. <i>Feb 2016</i>: Still no response from SBC, legal people chasing up Phil Gammon. HF Residents Association have written to the leader of SBC to ask him to look in to what is going on. He replied to say he had asked the legal team to respond. <i>March 2016</i>: SBC have now agreed to remove the swale and the Vicarage Way OS fence from the lease, these will remain in the ownership of SBC and they will maintain them - agreed to go ahead with lease on this basis, subject to re-confirmation of mowing costs.</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 has now completed paperwork on behalf of the Parish Council. Clerk to put paperwork together and contact Land Registry. <i>March 2016</i>: Waiting for confirmation of costs from LR.</p>	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. <i>Nov-15 and Jan-16</i>: nurse clinic working well, looking to appoint another GP. <i>Feb.2016</i>: A male doctor may be starting working 2-3 days per week (Dr Siddiqui (?)) Looking again for site for new surgery.  <i>March 2016</i>: Suggested that Hazeledene are asked about their "Friends and Family Results". Put something in next Newsletter about the nurse on Tuesday mornings in Hixon. - Chair. What can the PC do to try and get a Pharmacy in Hixon?</p>	Cllr. Hopcroft

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050/15	Community Involvement to improve Hixon - ideas on how to achieve this: Cllr. Baxter had sent his initial thoughts through to Clerk. Decided that Springtime was best to get people motivated. Currently roads and pavement dirty etc. Ideas for next meeting. Don't rush it, take things slowly. Include in Spring Newsletter. <i>March 2016</i> : Chair to come up with words for Newsletter. Gospel Hall volunteers will litter pick New Road.	Councillors
055/15	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. First meeting was March 9th, concentrated on storage and filing - various actions arose. Next meeting Wednesday 20th April, 7.30pm in Bank House.	Cllr. A Murdoch, Cllr. N Baxter,
056/15	Discuss plastic benches/tables for playing field and another bollard light for car park (Solispost, doesn't need mains connection): seats are in budget for current year and next year, all to consider styles, designs, colour etc. for next meeting. <i>March 2016</i> : Clerk to look at deals available for coloured benches and picnic tables.	All Cllrs.
058/15	Consider applying for funds under the Community Footpaths Initiative 2016/2017: Clerk to re-circulate the email and attached letter regarding this, one suggestion is that PC's use the funds to purchase equipment to keep footpaths clear. Cllrs. to look at things that need doing to the footpaths during the walks to produce the Walk Leaflets (Easter Weekend proposed).	Clerk
059/15	Consider appointing internal auditor for 2015-2016 accounts (Sandra Morris): Agreed to appoint Sandra Morris.	Clerk
060/15	Consider theme for children's poster competition 2016: Agreed on "My favourite place in Hixon".	Clerk
008/15	Consider cutting back of tree on Hammonds Croft open space: A further inspection took place on February 26th and the feedback from this inspection was that the tree did not need pruning. This was agreed by Councillors. Clerk to contact the householders to advise them that they are entitled to cut off any branches that overhang their property.	Clerk
012/15	Chairman's announcements:	None
013/15	Councillor Questions:	
	The situation with the rear of Walnut Cottage was queried: Enforcement are aware and will follow it up. The bank needed to be trimmed back (between airfield entrance and Walnut Cottage) - Roly has had this sorted out.	-
	Dog poo on airfield footpaths, no signs, no bins. Also dog poo problem on Lea Road up to Swansmoor. Highlight problem in Newsletter.	Chair
014/15	Date of next meeting: April 19th 2016	Clerk to book Memorial Hall
015/15	Public Participation:	None
	Members of Stowe by C PC have visited Broadcrown to discuss the car park lighting application, they are not objecting. Broadcrown is now owned by JCB.	-
016/15	AOB	
1)	Beech Tree Farm: site visit on March 4th re 2 planning applications - new buildings won't really be seen, lots of outbuildings there and lots of animals.	-
2)	Tree branches encroach on lamppost on Greenfields, arrange a working party to cut it back - Cllrs. Hopcroft and Baxter to cut back.	Cllrs. Hopcroft and Baxter
3)	Caravan, gas cylinders and van on field off A51 (rear of Reg Hunt's property): Chair to ask Reg Hunt if he knows anything about it.	Chair

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4)	Even more scrap lorries on runway now and huge piles of road sweepings on airfield estate, blowing in to Stowe by C and causing problems: Clerk to look in to who owns them and why they are there. Clerk to raise with Enforcement (again).	Clerk
5)	Ridgeway loft conversion: Enforcement have visited the site and say that the loft conversion is allowed under permitted development and does not require planning permission.	-
6)	Church Lane bus shelter painting: George has offered to put on a further coat of paint, as some has been rubbed off - decided to ask him to do this.	Clerk
7)	Letter from Sue Grimes (arrived post publication of agenda): Letter read out by Chair, written to Jonathan Lloyd asking him to tidy up his land on airfield estate w.r.t. to litter etc. and she has also undertaken litter picks in this area. Reply to Sue Grimes noting her comments and agreeing with her sentiments.	Clerk
8)	Arrange meeting with Bristol re work for apprentices (with Rob Ely) Cllr. A Murdoch to arrange, Cllr Mrs C Murdoch to pass on the list of jobs so far.	Cllr A Murdoch/Cllr. Mrs C Murdoch
017/15	Planning Applications:	
	16/23721/FUL Lighting of car park. Erection of lighting to serve extended car park and service yard - Broadcrown Diesel Generators Factory Unit 5 Hixon Airfield Industrial Estate Hixon + AMENDMENT for CCTV cameras and masts	Object
	16/23616/OUT Phased development of a science, technology and commerce park for research and development uses (Use Class B1(b)) with ancillary office space (outline with details of access and landscaping)   Land Adjacent Former Runway Hixon Airfield New Road Hixon	Object
	The planning application documentation has some mis-leading statements in it, it suggests that the NP Steering Group were in favour of the Science Park (this was not the case). The survey produced by the applicant was also misleading as the "branding" suggested it was from the NP Steering Group and many residents asked if this was the case. This site is outside the Industrial Estate Boundary in the Hixon NP and the Plan for Stafford Borough, there is currently 10.4 hectares of industrial land available in Hixon that has not been developed, so there is no need for more agricultural land to be used for an industrial application. Clerk to arrange a meeting with the case officer and HPC representatives.	
	16/23681/COU Retention of tennis court, Pasturefields Farm. Pasturefields	No Objection.
018/15	Planning Reports	
	15/23424/FUL Erection of 2 x new dwellings, Land At Mount Farm, Stowe Lane, Hixon	Permit
	15/23244/LDC Existing use as car park,   Land Off Pasturefields Lane, Pasturefields	Refuse
019/15	Bank Reconciliation:	Done
020/15	Schedule of agreed payments	
	C Gill salary March (Net for Q4), includes compensation payment of £50. Local Gov act 1972 s111.	£724.34
	C Gill allowance (costs: working from home) - March. Local Gov act 1972 s111	£53.50
	Reimbursement C Gill mileage (6 miles @ £0.45p/mile). Local Gov act 1972 s111	£2.70
	Donation to Compass magazine (annual) Mid Trent Churches	£100.00
	HMRC Employer (£32.22) and Employee (£29.46) NI payment for Q4	£61.68
	HMRC Employer (£11.52) and Employee (£11.46) NI payment for Q3 - replacement cheque for Q3 payment from December, cheque 2589 not received/cashed by HMRC.	£22.98
	To Ring-fenced funds account: Allotment money (2015-2016) £427.11, Gratuity fund money (2015-2016) £257.82 .	£684.93
	<i>Payments below are from the Ring-fenced Account, Allotments funds.</i>	
	MAC for concreting of allotments gateway (£1432.50 to be reimbursed by Landowner, VAT of £573 also to be reimbursed).	£3,438.00
	Reimbursement of Wellington Fields Allotments Association for taking out additional public liability insurance	£98.69
021/15	Documents Received: See AOB, item 7.	

Meeting finished at 10 pm.