

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday May 17th 2016

In attendance for all or part of the meeting:

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

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

Ref	Item	Action
001/16	Apologies received from members of the public: Cllr N Baxter	-
002/16	Cllrs. McKeown declared an interest in planning application 16/24059/HOU and left the room during all discussions/decisions on this.	-
003/16	Minutes of meeting April 19th 2016 were accepted as accurate.	-
023/16	To elect a Chair for 2016/2017: Cllr. B McKeown proposed by Cllr Hopcroft/seconded by Cllr Kelly, all in favour.	-
024/16	To receive the Chair's declaration of office: Received	-
025/16	To elect a Vice Chair for 2016/2017: Cllr Hopcroft proposed by Cllr B McKeown/seconded by Cllr. Mrs C Murdoch, all in favour.	-
026/16	To receive the Vice Chairs declaration of office: Received	-
027/16	To elect Finance Officer for 2016/2017 Cllr Mrs S McKeown proposed by Cllr P Hopcroft/seconded Cllr Mrs C Murdoch, all in favour.	-
041/15	Gospel Hall Trust site on New Road: 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. May 2016: Still waiting for Richard Rayson to give dates for a meeting, to include Gospel Hall Trust, to take the safety features and gateway features forward. Agreed to add an item on Village Gateway features and remove these from Gospel Hall and Highways items.	Clerk
026/10	Rural Exception Housing from Housing Plus and Stafford & Rural Homes: May 2016: Have received list of occupants and their relationship with Hixon. Now waiting for the opening event.	Clerk
067&081/09 & 056/11	Speed and Highway Safety in Hixon Parish. Need to try and get money from the developer of the 30 houses to pay for the raised crossing outside the school. Chair to take photos and measurements of the raised crossing in Abbots Bromley and use as an example specification. Involve Chief Executive of SCC if necessary as he wants PC's to more actions. Agreed to spend up to £500 on drawings, specifications etc. for Gateways on New Road and Church Lane, to include tree species etc. (From Parish Meeting, Action: Draw up list of businesses on New Road and Church Lane Industrial Estates - Councillors and Clerk).	Chair/ Councillors and Clerk
As above	Speedwatch Campaign: Cllr Hopcroft arranging training session locally. Mick Kelly has now volunteered. Ideally still need a few more volunteers to run the sessions. Cllr Mrs C Murdoch to put a post on FB asking for more volunteers.	Cllr Hopcroft/ Cllr Mrs C Murdoch
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. May 2016: Still waiting for some replacement handles for FAF equipment as promised by service team. Rubbish not too bad, plastic bottles and chip papers .	Cllr. Hopcroft.
097/07	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>April 2016</i> : Is the derelict building safe? Consider knocking it down to 1m - building belongs to landowner, so his decision as to what to do with it, PC has no appetite to restore it any longer. May 2016: Landowner happy to reduce wall height of building to 1m, need to decide how to do this. Landowner to take water meter reading and sign/date this. Asbestos is being placed in the bin without being placed in a small plastic bag first, this is undesirable for the person who empties the bin. Agreed £25 to get a laminated sign made for the bin, reinforcing that the asbestos must be bagged before placing it in the bin. Also, bin is not for general rubbish.	Chair
051/10	JBMI Liaison Committee: Next meeting June 6th 2016. Cllr. Mrs M Aberley to raise the concerns expressed by Iain Ochiltree at next liaison meeting (see emails).	Cllr Mrs M Aberley

Hixon Parish Council

050/12 and 032/12 (Plan for Stafford)	Neighbourhood Plan: Date for referendum is September 15th, couldn't be fitted in before early September by SBC. Start publicity for referendum in August.	Clerk/Chair
069/12	Bank House car park payments: <i>April 2016</i> : Some Cllrs. had felt the solicitor's letter might be taken the wrong way by Joules, agreed that Chair would draft a letter to ask Joules some questions. Draft discussed at meeting, some amendments agreed. Chair to amend letter and send to Clerk to be sent to Steve Nuttall. <i>May 2016</i> : No written response received to letter, Cllr Mrs C Murdoch has spoken to Steve Nuttall by phone and he is still happy to participate in community involvement - help pay towards village gateways, signs etc., donations, contributions, hold a beer festival, help raise funds. New tenant will be in pub soon and will have the use of the Joules marketing. Cllr Mrs C Murdoch will check what will happen to the defibb. if pub closes at all re electricity and checking it. She does not want to be the person to raise the car park payments issue with the new tenant, if this is the route that the PC decides to follow.	Cllr. Mrs C Murdoch/ Chair/Clerk
039/13	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 ASAP.	Cllrs. McKeown and Murdoch
032/14	Hall Farm Close Open Space: <i>May 2016</i> : Waiting to hear from SBC, they are aware that the PC will pay for the adverts.	Clerk
037/15	Ownership of/registering the land at end of Greenfields: <i>April 2016</i> : Cheque for £100 (maximum) cost agreed and signed, Clerk to get everything ready and send off to Land Registry. <i>April 2016</i> : Queried as to whether it was worth keeping the fence on this bit of land - need something in place due to steep drop - look at on asset inspection. <i>May 2016</i> : All paperwork posted, now waiting to hear back from Land Registry.	Clerk
054/14	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". What can the PC do to try and get a Pharmacy in Hixon? <i>May 2016</i> : Next Patient Participation meeting is May 19th. New full-time male doctor has started. Use Healthwatch to encourage a surgery in Hixon?	Cllr. Hopcroft
050/15	Community Involvement to improve Hixon - ideas on how to achieve this: Cllr. Baxter had sent his initial thoughts through to Clerk. <i>March 2016</i> : PC needs Hi-Viz vests for highway inspections, roadside jobs etc. Clerk to order 10 vests with Hixon Parish Council on the back, plus some gloves for litter picking. The NHT team's response to requested jobs appears positive. <i>May 2016</i> : Vests and gloves ordered. NHT team didn't get many jobs done. See also Parish Meeting minutes.	Councillors/ Clerk
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 25th May, 7.00pm in Bank House.	Cllr. A Murdoch, Cllr. N Baxter, Clerk
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. <i>May 2016</i> : date for applying has been passed, walks not yet undertaken. Agreed to forget applying for funding this year.	-
060/15	Children's poster competition: Posters will be distributed this week. Best gardens etc. Chair will perform initial judging in June, may require another Cllr. to judge from narrowed down selection, as Chair is on holiday in July.	Clerk
004/16	Consider request from resident for 40mph speed limit through Pasturefields: Residents are taking this further themselves, council to write to residents and businesses for their views/support, Chair to organise letter.	Chair
007/16	Consider renewal of membership of the Community Council of Staffordshire for £25 pa.: Agreed not to continue with this subscription.	Clerk
009/16	Consider Financial Checks by Cllr Mrs S McKeown: Clerk has been in discussions with HMRC VAT dept. re the VAT reporting for Acer- as Hixon Parish council report VAT on a cash basis system, the Acer payments (taking 5% off all net and VAT to give reduced gross payment) is acceptable. However, council agreed that there was no longer any need to take off the 5% retentions from Acer and payments will be made in their entirety from now on.	Clerk

Hixon Parish Council

028/16	Annual Return 2015-2016: To consider and approve the Governance Statement and the report from the internal auditor: Governance Statement read out and paperwork approved/signed.	
029/16	Annual Return 2015-2016: To approve the Statement of Accounts for the Year ending 31 March 2016: Statement of Accounts read out and approved/signed.	
030/16	Presentation of Stowe Consolidated Charities Annual Accounts: Accounts read out. In addition, there was request for a Hixon resident to join the trustees, Cllr. Mrs C Murdoch volunteered.	Clerk
031/16	Consider residents request re cherry trees on Hammonds Croft OS: Cllrs. did not consider it necessary to cut back the cherry trees as the trees add to the aesthetic view of the open space and add to seasonal diversity. The residents are welcome to pick fruit from the tree to reduce the amount spread by the birds.	Clerk
032/16	Consider tree planting to be requested at village gateway on New Road: see also Parish Meeting minutes: Chair and Clerk had met with a landscape designer to discuss tree planting on Church Lane and New Road - productive meeting, tree planting discussed/agreed with one of the landowners concerned. Council agreed to spend up to £500 on drawings, specifications etc. for Gateways on New Road and Church Lane, to include tree species etc.	Chair
033/16	Consider insurance price options from Zurich: The prices and options provided by Zurich were discussed and the option of alternative quotes were discussed - Agreed (all in favour) to go with Zurich 5 year LTA.	Clerk
034/16	Consider how to engage with Healthwatch Staffordshire: Agreed to invite Healthwatch Staffordshire to the next meeting.	Clerk
035/16	Consider email from Weston PC re collaborating on trying to get the A51 speed limit lowered/reduce speed of traffic: Agreed to go back to Weston PC councillor saying that Hixon PC happy to work with Weston, let them know what council is planning and offer to let Weston PC use same artwork.	Clerk
036/16	Arrange date for next asset inspection: Schedule for late June early July, Sunday 3rd July proposed. 10am, meet at village hall.	ALL
037/16	Consider adding Clerk as signatory to bank account to allow Nat West to take instructions from her re statements etc. Or to set up special instructions, councillor(s) would have to do this: agreed (all in favour) to add Clerk to signatory list.	Clerk
038/16	Bri Stor apprentices: consider useful community jobs and projects - a meeting was held at Bri Stor on May 11th to discuss this, followed by a tour of the site. Good meeting, interesting tour. Need to come up with ideas. Bri Stor want to be a part of the Hixon community and want to help it - happy to help improve the village gateway at Church Lane. Clerk to email Rob and Andy to thank them for the meeting and tour.	ALL
013/16	Chairman's announcements:	None
014/16	Councillor Questions:	
	There is a sewage leak (of raw sewage) outside the shops - McColls have said that Severn Trent have been out but said that only deal with clean water leaks and not sewage. Cllr. Kelly will follow up with Severn Trent to get the leak sorted out.	Cllr. Kelly
	Meeting with RMS representatives on May 12th re prospective planning application for storage of large plies of gravel/road surface chippings at end of runway of airfield estate: They said they didn't realise that planning permission would be required, landowner hadn't told them the site was outside the industrial estate boundary, county council no longer supplies land for storing road surfacing materials. Site crosses 3 footpaths, they said they would look elsewhere on the industrial estate for suitable storage. Piles are visually intrusive, cause a lot of dust, are very large mounds, unsightly, problem of numerous vehicle movements. Await planning application.	Clerk
	H&S problem with scrap vehicles on airfield estate: SBC Environmental Health have not done anything, try contacting HSE.	Clerk
	Agenda items: do councillors have to discuss each item at every meeting? If nothing to update/discuss, then Cllrs. should request to move on to next item.	Clerk
	Traffic monitoring on New Road between bridge and A51 - why is it there, for what purpose? Clerk to ask Richard Rayson.	Clerk
	Too many emails being circulated (?) - other Cllrs don't want to miss out on information that might interest them. Annotate headers to indicate an Action Required or For Information.	Clerk

Hixon Parish Council

015/16	Date of next meeting: June 21st 2016	Clerk to book Memorial Hall
016/16	Public Participation:	None
017/16	AOB	
	Clerk had received a phone call from a gentleman moving to Elizabeth Gardens from Northern Ireland in a few weeks time - his mother had very recently died and he asked if he would be able to place a memorial bench (with name plaque) somewhere in Hixon, to give him somewhere to go to remember her (too far to keep travelling back to NI). Council agreed to allow this, suggest he gets back in touch once settled in to new home and more familiar with Hixon.	Clerk
	Clerk has been asked to do some administrative work for the Friends of Ingestre Orangery, council had no objection to this.	-
	Review of council policies due in May - councillors had been requested to let Clerk know of any amendments they thought necessary - no suggestions put forward, policies too new to need amendments, review again next May.	Clerk
	(From Parish Meeting, Action: Clerk to find out if West Midlands Ambulance Service will provide further training courses later in the year, for new residents etc.)	Clerk
018/16	Planning Applications:	
	16/24059/HOU Single Story Extension to flank wall of existing bungalow to create larger dining room utility room and cloakroom, Orchard Leys, Puddle Hill, Hixon	No objection
019/16	Planning Reports	
	16/23681/COU Retention of tennis court, Pasturefields Farm. Pasturefields	Refuse
	15/23447/HOU Conversion of existing outbuilding to annexe accommodation ancillary to main dwelling and construction of glazed conservatory link to main dwelling. Beech Tree Farm London Road Pasturefields	Permit
	15/22739/FUL Variation of conditions 2, 4 and 7 in respect of approved application 13/19784/FUL Land Adjacent To 24 The Croft Off Church Lane Hixon Stafford ST18 0PX	Permit
	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	Permit
020 /16	Bank Reconciliation:	Done
021/16	Schedule of agreed payments	
	C Gill salary May (Gross). Local Gov act 1972 s111.	£748.96
	C Gill allowance (costs: working from home) - May. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (28 miles @ £0.45p/mile). Local Gov act 1972 s111	£12.60
	Reimbursement C Gill for printed Hi-Viz vests and disposable gloves. Local Gov act 1972 s113	£43.92
	Reimbursement C Gill for diesel costs incurred collecting/delivery filing cabinet and storage unit from Rugeley	£10.00
	Fenns - ink	£29.90
	Severn Trent Water (15th October 2015-15th April 2016)	£229.42
	Reimbursement of Cllr. B McKeown for mileage incurred collecting Newsletters from Newcastle under Lyme (44 miles at £0.45/mile)	£19.80
	Abbey Landscapes for asset work (2015 inspection)	£215.00
	Brierley printers for Newsletter	£149.00
	Transfer of gratuity repayment to Ring-fenced Funds account (from 2009)	£42.88
	CPRE subscription 2016-2017 (item 006/16 April minutes)	£36.00
	Acer for grass mowing - April (full amount)	£1,201.97
022/16	Documents Received:	

Meeting finished at 10 pm.