

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday September 20th 2016

In attendance for all or part of the meeting:

Cllr. B McKeown, Cllr Mrs S McKeown, Cllr. Mrs M Aberley, Cllr P Hopcroft, Cllr. N Baxter.

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

Ref	Item	Action
001/16	Apologies received from Cllr A Murdoch, Cllr Mrs C Murdoch, (Cllr. M Kelly during meeting) and from member of the public: Cllr. A Perkins	-
002/16	Declarations of interest: Cllr P Hopcroft declared an interest in the planning application 16/24563/COU and left the room whilst this was discussed.	-
003/16	Minutes of meeting July 19th and August 16th 2016 were accepted as accurate.	-
041/15 and 032/16	Village Gateway Features (New Road and Church Lane): Agreed to spend up to £500 on drawings, specifications etc. for Gateways on New Road and Church Lane, to include tree species etc. Chair has spoken to landscape architect about both areas and sent photos, he will draw up soft landscaping ideas. Someone at SCC has agreed to draw water colours based on the landscaping ideas, to provide an easier picture to envisage. Still need to arrange meeting to get the New Road/Gospel Hall gateway/traffic calming measures underway - Cllr Mrs S McKeown to find out who in the County Council is high up in Highways dept.	Chair
026/10	Rural Exception Housing from Housing Plus and Stafford & Rural Homes: Include the successful completion of this project in the next Newsletter, try and keep the Express & Star report of the opening. S&RH will cut/maintain the hedge in front of the properties. Discharge from agenda.	-
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. (From Parish Meeting, Action: Draw up list of businesses on New Road and Church Lane Industrial Estates - Councillors and Clerk). Working party of Cllrs. B McKeown, Mrs C Murdoch, Mrs M Aberley and M Kelly to take the raised crossing forward. <i>September 2016</i> : Arrange date for Working Party to meet. Chair to write remit/challenges for the working party.	Chair/ Councillors and Clerk
As above	Speedwatch Campaign: <i>September 2016</i> : Four sessions held so far - the signs/people in yellow hi viz definitely make people slow down. Approx. 10% of drivers were exceeding the 30mph limit (35 - 39 mph). 300-400 vehicles in the hour between 3.30 - 4.30pm or 4 -5 pm. Operation Edward (Staffs, Speedwatch day) is September 21st, police also taking part.	Cllr Hopcroft
021/09, 023/09, 074/09, 091/09	Playing Fields Report: September 2016: No problems, £150 + Vat agreed for hedge cutting based on previous years (if quote is more Clerk will gain further approval). Hedge next to Old Vicarage will have the remainder of its cut done at the same time.	Cllr. Hopcroft.
097/07	Allotments: <i>July 2016</i> : Derelict building has now been levelled, as walls fell down when height was being reduced. Notice board needs to be put up somewhere. <i>Sept 2016</i> : Central path needs to be taken back to its original 5m width by weed-killing and removal of objects being stored on the path. Clerk to let Cttee. know. Get a quote from TGM for weed-killing and ask for advice as to when best to do it. Also let Cttee. know that at this time it is felt premature to offer allotment plots outside Hixon Parish.	Chair
051/10	JBMI Liaison Committee: Next meeting December 5th.	Cllr Mrs M Aberley
050/12 and 032/12 (Plan for Stafford)	Neighbourhood Plan: Referendum was held on Sept. 15th - 95.2% of voters voted Yes. Clerk was asked to find out if the PC will get formal notification from SBC: (result was "The Neighbourhood Plan will be considered by Cabinet on 3 November 2016 and adopted by Council on 22 November 2016. At that point the Neighbourhood Plan will be part of the Borough's development plan for making planning decisions").	-
069/12	Bank House car park payments: 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 (Mary) running the pub. <i>July</i> : Review the situation with regards donations etc. in September. Cllr Mrs C Murdoch to check with Mary that the de-fibb. is being checked every week. <i>Sept. 2016</i> : Two proposals made for Joules to contribute to/pay for: the Landscape architect/water colour work at the Village Gateways and the mowing of the Millennium Green (can erect a Sponsor board). Clerk to contact Steve Nuttall with these proposals.	Cllr. Mrs C Murdoch/ Chair

Hixon Parish Council

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: June 2016: Lease contract has been received, the plan included the swale. Clerk went back to SBC and the plan has been amended and the plan and paperwork look suitable. Clerk to circulate to councillors to look at and if OK, can be signed. <i>July</i> : Need clarification on frequency of inspection and maintenance e.g. once a year - section 4.2. <i>Sept 2016</i> : Clerk has contacted SBC about modification, no response as yet, despite chasing.	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 to Sept 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: <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> : New full-time male doctor has started. Use Healthwatch to encourage a surgery in Hixon? <i>June</i> : From PPG meeting - The doctors won't be coming back to Hixon and there is also a nurse crisis at the surgery. <i>July</i> : Next PPG is 18th August. Nurse didn't turn up at Hixon (even though people had appointments) as not enough nurses at surgery. Patients not notified. <i>Sept 2016</i> : No changes.	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 and these had been circulated again: <i>June 2015</i> : Ask Cllr. Baxter to elaborate on his ideas and set up a sub-group - Cllrs. Mrs C Murdoch and Mrs M Aberley volunteered to join Cllr. Baxter on the sub-group. The planters on the verges in Great Haywood were mentioned as looking very attractive. Arrange a date for a meeting (Cllrs. Baxter, Mrs C Murdoch and Mrs M Aberley). <i>Sept</i> : Cllrs. McKeown to join the working party, Cllr. Mrs M Aberley will be part of the group if meetings if she is able to fit it in. Chair to write remit/challenges for the working party. Rear of Hammonds Croft open space would be a good community project as it needs clearing out and cleaning up (undergrowth etc.)	Cllrs. Baxter, Mrs C Murdoch, McKeowns (and Mrs M Aberley).
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. Group met June 27th, quite a useful meeting. <i>July</i> : Could a drop-box be used for shared storage, rather than the Cloud? Yes, similar idea. Arrange next meeting in time for feedback to be given at November meeting (November 15th).	Chair
060/15	Children's poster competition: Prize giving was June 4th. Best gardens etc. Chair performed initial judging in June and has taken the photos. No best business prize awarded. Chair to book room for 7th or 8th November at Green Man for presentations.	Chair
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. <i>July</i> : Resident has been talking to John Heath about reducing speed limit at New Road junction as part of the Science Park application. Try and find out what is being planned at the New Road/A51 junction as part of the Science Park application. <i>Sept 2016</i> : Science Park application would put in a signalised junction at New Road/A51 and a 40mph limit in this area. Chair still to write letter.	Chair / Clerk
034/16	Healthwatch Staffordshire: talk from Paul Higgitt, Community Outreach Officer: Paul is the new Community Outreach officer for South Staffs., Cannock and Stafford. Healthwatch is a statutory function, covering care homes and nursing homes, children's services, hospitals, GPs, opticians, dentists i.e. act as a watchdog for Health care Services. If someone has a complaint about a healthcare service, complain initially to the practice manager, PALS etc. - if not happy with the response then contact Healthwatch and they will take further to e.g. CCG, NHS England, Parliamentary Ombudsman. They look for patterns in complaints. They also would like to know about good experiences that people have had, to do with the NHS (in hospital, at GP etc.). Paul was asked if he could assist with getting a GP outreach surgery back in Hixon - yes, pass details of problem etc. on to him and he will see what he can do. Views can be made know using the Experience Exchange website. <i>July</i> : Is it worth pursuing via Healthwatch or will this just annoy Hazeldene House? Alan Perkins suggested inviting Stewart Learoyd to the October meeting as Stewart has an interest in health. Agreed Clerk to invite Stewart Learoyd to attend October meeting to discuss Hazeldene House etc.	Cllr. Hopcroft / 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. Use apprentices for the gateway features. Use for community ideas, gateways, street furniture type projects.	ALL

Hixon Parish Council

040/16	Crime Reports: Publicise the new way of finding out what crimes have been reported in the area in the next Newsletter. Website is POLICE.UK	Chair
041/16	Parking on Smithy Lane and McColls (rubbish, hole, overgrown grass/hedge, parking on grass verges on Hill Croft): letters to residents re PCSO and parking on Smithy Lane? McColls situation?: There is now a new manager in the Hixon McColls store - Dale. <i>July</i> : Clerk has written to McColls Head Office and local store to ask for the pot-hole, rubbish and overgrown hedge issues to be addressed keep on top of reply. Ask the PCSO to come back and make a point re the parking. Parking on Smithy Lane and McColls (rubbish, hole, overgrown grass/hedge, parking on grass verges on Hill Croft): letters to residents re PCSO and parking on Smithy Lane? McColls situation?: There is now a new manager in the Hixon McColls store - Dale. <i>July</i> : Clerk has written to McColls Head Office and local store to ask for the pot-hole, rubbish and overgrown hedge issues to be addressed keep on top of reply. Ask the PCSO to come back and make a point re the parking. <i>Sept</i> : Lesley will asked the Airfield workers to car share etc. when visiting the shops to reduce the car parking problems. Chair to visit the 2 residents who asked to speak to him. Hill Croft residents not happy with grass/hedge area and hole still (though hole has been filled in) and are considering contacting our MP.	Clerk / Chair
042/16	Painting of swing bar and rubbing down/oiling of notice boards: The Councillors McKeown will rub down and oil the notice boards during the summer. Councillors Murdoch will ask for a quote from a painter acquaintance for the swing bar. <i>Sept 2016</i> : Cllr. Hopcroft will be liaising with the Murdoch's painter acquaintance.	Councillors McKeown and Hopcroft
044/16	FOI Request re sale of part of SF378186: Clerk has retrieved documents from storage to answer the questions asked. It was agreed that the PC could not keep answering questions on this subject and that no further time should be spent. The majority of the information had been provided previously and the PC does not know what outcome the poser of the FOI request is hoping to get from the request. <i>July</i> : FOI request responded to. Same resident had asked Cllr A Murdoch for his opinion on some paperwork she has regarding this piece of land - PC to write to resident saying that it is not appropriate for the Cllr. to give his views as she has already had the requested information from the PC over the past year or more plus under her FOI request - The PC cannot take this any further. <i>Sept 2016</i> : No further contact, discharge from agenda.	Clerk
046/16	Parking problems on The Croft: Discussed what had been said at the asset inspection re the possibility of creating more parking spaces using grasscrete or similar, along one side of the road (where grass is now) and also possibly at the top of the road. Problem of who will pay for the work? Decided to contact S&RH re the tension between one of their tenants and her neighbours over parking issues. <i>Sept 2016</i> : S&RH had visited but did not think they could help. Clerk to try and arrange meeting with Highways, Fire Service, Police, S&RH to discuss what may be done to help.	Clerk
048/16	Memorial plaque on Ridgeway bench: Resident will send a photo of the plaque for approval and will make a donation to the PC.	Clerk
049/16	Items from asset inspection: Get a quote for a Knee Rail to replace fence on Greenfields land. 450mm high, leave gap for mowing equipment access.	Clerk
050/16	Consider (leaning) tree on Hammonds Croft open space (near No. 10): Tree is leaning but not causing any problems. If we ask a tree surgeon to look at it then will probably advise removal - but is this really necessary? Ask SBC if they have someone who can advise us.	
051/16	For Information: the certified Annual Return for 2015-2016 has been returned. 3 comments made - 1)The auditor now wants the Annual Return figures to include the ring-fenced funds money as well as the money available in the main account for general use. 2) The gratuity fund was commented on - councils can only make gratuity payments where they were included as a contractual obligation in a contract of employment entered into before 2012. Advice should be sought from NALC/SLCC before making any payments. 3)The return of the uncashed cheque in to the money carried forward was also mentioned, wanted it done slightly differently. <i>Sept 2016</i> : The Clerk's contract is from 2009 and the gratuity fund situation was clarified by an addendum to contract in 2012, following a review of human resources starting in February 2011 .	-
052/16	Changes to Parliamentary constituency boundaries: A change to the Parliamentary constituency boundary that put Hixon with Lichfield would not affect Hixon's relationship with Stafford Borough Council. Residents generally feel they have a relationship with Stafford rather than Lichfield and so this proposed change would not be welcomed.	
013/16	Chairman's announcements:	None
	Ca. 10m of hedgerow has been removed opposite Grange Court - look at plans for the 10 houses application on Egg Lane to see the boundary line for the application site. Was removing the hedge part of the planning permission? Clerk to provide plan to Chair.	Clerk
014/16	Councillor Questions:	
	Len's emails on pot holes - what does Len want responses to?	-
	Can we chase up the hedge cutting on Church Lane - Clerk to write to the Browns again, Cllr M Aberley to provide photos..	Clerk
	Re item 039/16 (July) - are Councillors allowances going to be looked at via a working party? Decision taken to go with reimbursement of expenses, provision of stationery items etc. rather than an actual allowance.	All Councillors

Hixon Parish Council

015/16	Date of next meeting: October 18th 2016	Clerk to book Memorial Hall
016/16	Public Participation:	
	A vote of thanks was given to the Neighbourhood Plan Steering Group and the Parish Council for successfully getting the Hixon Neighbourhood Plan to the adoption stage.	
017/16	AOB	None
018/16	Planning Applications:	
	16/24680/FUL Proposed car parking area, Land Off Pasturefields Lane, Pasturefields	
	16/24563/COU Change of use of an existing bungalow (dwelling) into commercial offices including forming parking and turning facilities and change of use of the existing extended garden areas to form a "Self Storage" container compound for use of the public, associated hard-standings and fencing, The Bungalow, Church Lane Hixon ST18 0TH	
019/16	Planning Reports	
	15/22623/OUT Erection of a one bed detached bungalow (outline application with all matters reserved), Land At Sunnyside Cottage, High Street Hixon	Permitted on Appeal
	16/23681/COU Retention of tennis court, Pasturefields Farm. Pasturefields	Permitted on Appeal
	16/24133/HOU Erection of new orangery to side elevation., Barn 2 The Mount Stowe Lane Hixon ST18 0NB	Permit
	16/24279/FUL Storage of aggregates for roadworks in Staffordshire, Former Runway Land Hixon	Permit
	16/24309/COU Construction of a garage and regularisation of residential curtilage, Red Barn Egg Lane Hixon ST18 0PR	Refused
	16/24495/FUL Variation of condition 1 on application 11/15328/FUL Former Runway Land Hixon (to allow open storage of vehicles on runway till Nov 16)	Refused
	15/21843/HOU Retention of garden shed Barn 2 The Mount, Stowe Lane, Hixon	Permit
020 /16	Bank Reconciliation:	Done
021/16	Schedule of agreed payments	
	C Gill salary September (Net Q2 NI payments). Local Gov act 1972 s111.	£721.27
	C Gill reimbursement (costs: working from home) - Sept. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (40 miles @ £0.45p/mile). Local Gov act 1972 s111	£18.00
	HMRC for NI payments for Q2 (employer £30.21 and employee £27.69) = £57.90	£57.90
	Stafford Borough Council for amenity skip on 21st May	£82.00
	Wicksteed for annual equipment inspection	£54.00
	Data Protection Commission renewal of registration	£35.00
	Fenns Stationery (wallets and ink, includes credit note for £14.95)	£40.15
	Acer for grass mowing - July (full amount)	£1,201.97
	Acer for grass mowing - August (full amount)	£749.09
	Eon for street light by Ridgeway OS, energy and maintenance April 2016 - March 2017	£55.97
022/16	Documents Received:	

Meeting finished at 9:50 pm.