

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday February 21st 2017

In attendance for all or part of the meeting:

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

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 Len Bloomer, Cllr. Stewart Learoyd, Cllr. A Perkins	-
002/16	Declarations of interest: None	-
003/16	Minutes of meeting January 17th 2017 were accepted as accurate.	-
041/15 and 032/16, 067&081/09 & 056/11 & part 041/15 plus 038/16	Speed and Highway Safety in Hixon Parish plus Village Gateway Features (New Road and Church Lane): Need to try and get money from the developer of the 30 houses to pay for the raised crossing outside the school. 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). 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. Working party of Cllrs. B McKeown, Mrs C Murdoch, Mrs M Aberley and M Kelly to take the raised crossing forward. Chair to write remit/challenges for the working party. <i>Dec 2016</i> : WP met, agreed Church Lane as first priority (raised crossing, gateways etc.). Involve local businesses and SCC (Richard Rayson/James Bailey). <i>Jan-17</i> : Swynnerton PC are putting in white plastic gates at the entrance to Yarnfield village, they are paying for them themselves. <i>Feb-17</i> : Met with Richard Rayson on Jan 19th re Church Lane and New Road, plus other matters raised. Good meeting, awaiting plans and costings for Church Lane Raised crossing.	Chair
As above	Speedwatch Campaign: Sessions not being held in bad weather. Cllr. Hopcroft attended a Speedwatch meeting in Jan 2017 - big drive to get more Speedwatch groups and would like to include "Police" on the signs e.g. Police and Community Speedwatch Area". County Highways to look in to whether this is legal. <i>Feb 17</i> : No further sessions held.	Cllr Hopcroft
021/09, 023/09, 074/09, 091/09	Playing Fields Report: No problems. John Martin will take grass cuttings away - cuttings can be delivered to him in future - decided it would be better for John to remove most/all of the piles from the playing field and for Acer to continue to dump cuttings there. Ask John to remove piles on a regular basis. Chair to find out if any costs will be involved. Will need to wait for dry weather to remove the piles.	Chair/Clerk
097/07	Allotments: <i>Feb 17</i> : Quote for weed-spraying the central driveway, car park and where the building used to be is £25+VAT per occasion if done at the same time s the other areas in Hixon (April/May and end of August) - this was agreed. Chair had sourced a price for 2 different thicknesses of tannelised boards and also eco sleepers to use as edgings for the central drive. Clerk to contact Allotment Cttee. to let them know about the weed-killing and to enquire whether plot-holders would work together to put these edgings in place.	Clerk
051/10	JBMI Liaison Committee: Next meeting June 5th 2017.	Clerk
050/12 and 032/12 (Plan for Stafford)	Neighbourhood Plan: The Neighbourhood Plan was considered by Cabinet on 3 November 2016 and adopted by Council on 22 November 2016. The Neighbourhood Plan is now part of the Borough's development plan for making planning decisions. <i>Jan-17</i> : It has been agreed that the Neighbourhood Plan Scrutiny Committee (comprising the original Steering Group members) meet 6-monthly starting in June 2017, to review the plan and its effectiveness.	Clerk
069/12	Bank House car park payments: <i>Nov 16</i> : Joules sticking to not considering a contribution at the moment - leave until March, when situation with Bank House's financial situation should be clearer. <i>Dec 16</i> : Sarah is the new manager of the Bank House from 21st Dec. Cllr Mrs C Murdoch to check with Sarah that the de-fib. is being checked every week and provide assistance with paperwork if required. <i>Jan-17</i> : Sarah does not have the code for the defib., Clerk to let her know it. One of the 2 Yew trees has been cut down - Consider a TPO for the remaining Yew tree as it part of the setting of the listed building. Liaise with Mary (leaseholder of pub). <i>Feb 17</i> : Sarah now has the code for the cabinet, instructions on what to check/record and suitable paperwork. Mary is in agreement with getting a TPO on the remaining Yew tree. Clerk to contact SBC.	Clerk

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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. <i>Oct 16</i> : get together and discuss how best to proceed. <i>Nov 16</i> : As previous month but the Councillor Murdochs have found a new walk to add to the others (Swansmoor Circular)! <i>Jan/Feb-17</i> : Progressing ...	Cllrs. McKeown and Murdoch
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. <i>Oct, Nov, Dec 16</i> : LR chased - large back log, still waiting. Should be very soon (Dec 16/Jan-17/Feb/17).	Clerk
054/14, 034/16	Hixon drop-in surgery and Hazeldene House Surgery incl. 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>Nov16</i> : Stewart Learoyd attended to discuss Hazeldene House and the provision of healthcare in the borough (he is not connected with Healthwatch). <i>Dec 16</i> : Raise 2 different questions - one about provision of healthcare in Hixon and one about the closure of Beaconside Sports Centre and subsequent loss of rehabilitation facilities. <i>Jan17</i> : Question and background info. on Hazeldene provision sent to Stewart Learoyd, meeting with CCG etc. 17th January. Chair to write question with background info. on Beaconside Sports Centre. <i>Feb 17</i> : From patient liaison group meeting - there won't be a new surgery. There will not be a doctor in Hixon. The current emphasis is for larger surgeries covering big communities. The STP - a 5year forward view) will be/has been formulated. Need to look at who is leading the STP for Staffordshire, what is in the plan and how it impacts rural communities like Hixon. Engage in Public Consultation process, encourage residents as well. Includes Health & Social Care so involves SCC).	Councillors
050/15	Community Involvement to improve Hixon - ideas on how to achieve this: 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. <i>Sept</i> : Cllrs. McKeown to join the working party, 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.) <i>Nov 16</i> : Met October 21st - good meeting, Hammonds Croft OS and path at rear to be first priority, followed by corner of Stowe Lane (Mount Farm). Letters to be drafted and sent via Clerk. Bus shelters - improve appearance, particularly Back Lane (general area of bus shelter). <i>Dec 16</i> : All happy with the draft letters to Alan Dangerfield and Hammonds Croft residents. Use William Deakin for advice on trees? <i>Jan-17</i> : Date for meeting with HC residents to discuss items set as Sunday 19th March at 10.30am, send out letter to residents in February. <i>Feb 17</i> : Great British Spring Clean planned for 3rd-5th March. Leaflet residents to encourage community to take part (budget of £150 agreed for printing), do something to improve their own area etc. Before and after photos suggested. Gospel Hall have offered to litter pick New Road and asked if anywhere else needed doing - ask them to cover Church Lane as well. Order litter pickers, hoops and gloves. Ask SBC to supply bags and anything else that may be useful.	Cllrs. Baxter, Mrs C Murdoch, McKeowns and Mrs M Aberley.
055/15	IT and 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. <i>Oct 16</i> : Next meeting November 29th, 7.30pm, Bank House. <i>Nov 16</i> : Put a laptop and projector in draft budget. <i>Dec 16</i> : IT group met, propose stand-alone projector so PC/laptop not essential. Need to have someone to maintain the website, Paul Dadge sorting current problem out. May need a maintenance contract, local person lives in cottages on New Road - would one-man-band be suitable? <i>Jan-17</i> : Next meeting Wednesday 22nd March Bank House 7pm. <i>Feb 17</i> : Neither James Peach nor Paul Dadge can take on the maintenance of the website. Chair to contact Neil Fletcher re maintenance and possible new website.	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>Dec 16</i> : Letters gone out to residents and businesses, all residents responding in favour if 40mph speed limit reduction, no replies from businesses yet. <i>Jan-17</i> : 2 business replies, both wanting reduction to 40mph. Write to Richard Rayson (copy James Bailey) asking for this to be implemented (give letter by hand at meeting on 19th January). <i>Feb 17</i> : No change.	Clerk

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041/16	<p>Parking on Smithy Lane and McColls (rubbish, hole, overgrown grass/hedge, parking on grass verges on Hill Croft): . <i>Nov 16</i>:Complaints from Hill Croft re rubbish behind shop, leaking pipe and hedge/grass area. Visit on Sat. 19th 10am to look at. <i>Dec 16</i>: Civil (Parking) Enforcement officer attended Smithy Lane area on 16th Dec. Lots of comments on FB page. McColls manager (Scott) needs to be followed up re actions on leaking pipe, mess, untidy rear to shop, untidy grass/bank. - Chair. Overflowing manhole - Write to Severn Trent re the problem, ask them to get it sorted out. Jan-17: Severn Trent have confirmed that it is a build up of grease/fat that is blocking the drain and causing the manhole to overflow. Clerk has written to Fish & Chip shop end Chinese take-away to let them know and to ask them to dispose of the waste fat in the correct manner. If problem re-occurs, let Severn Trent know about the frequency of the problem, the cause (according to their staff) and the likely culprits. Chair to follow up with McColls manager (Scott) re the leaking pipe, mess at rear, grass/hedge etc. Ask parking officer why no tickets were given out as cars were seen parked on double-yellow lines when officers present. Ask for them to return. <i>Feb 17</i>: Cars are given the opportunity to move on within the 5 minute observation period, 10 cars were moved on. Request made for follow-up visits. Chair has spoken to the manager at McColls, he will chase up Head Office re the repairs and clearing up the grounds.</p>	Chair/Clerk
042/16	<p>Painting of swing bar and rubbing down/oiling of notice boards: <i>Dec 16</i>: Swings have now been painted satisfactorily, McKeowns will do the notice boards. Jan-17/Feb 17: Progressing ..</p>	Cllrs. McKeowns
046/16	<p>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. Oct 16: meeting held 17th Oct, some agreement on best way forward but S&RH did not attend. S&RH appear to own the track and footpath behind The Croft, in the field. <i>Nov 16</i>:S&RH won't fence the track off. PC could plant the CPRE trees, ask permission from S&RH, need to know width of track. Let residents know what is going on. <i>Dec 16</i>: Have looked at approx. cost of putting in a sheep-proof fence along track, this may be better option. Letters to Monty Brown and The Croft residents agreed, write to Monty Brown first, leave The Croft residents for now. <i>Jan-17</i>: Monty Brown (Grange Hill farm) say they own the track, waiting for S&RH to clarify what documentation of ownership they have. <i>Feb 17</i>: S&RH now say they don't own the track. Arrange a site meeting with S&RH to discuss.</p>	Clerk
049/16	<p>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. Verbal quote of £450 considered too high, go back and see if lower quote is offered, if not get more quotes. <i>Nov 16</i>: All quotes higher than expected - agreed to plant hedge instead, 17m stretch. Cllrs. to remove old fence and gate. Clerk to contact CPRE. Jan -17: Residents on Greenfields have requested a fence rather than a hedge. Agreed that Clerk will get quotes for a picket fence, with gap at bottom to permit strimming. <i>Feb 17</i>: Agreed to accept lowest quote of £480 incl. VAT, move fence a bit further back from kerb than current fence. (Wait for Land Registry work to be completed).</p>	Clerk
052/16	<p>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. <i>Oct 16</i>: Put link to consultation in Newsletter, put in objection to change from PC. <i>Dec 16</i>: Objection put in, consultation ends in March. Bring back to agenda in March.</p>	Chair/Clerk
053/16	<p>Consider sites for planting of trees by CPRE: Along the back of the playing field is one site, councillors to think of others. <i>Nov 16</i>: Hedge on Greenfields, track at back of The Croft. Walk around the village to look for any more sites. <i>Dec 16</i>: Community involvement group to decide where trees should go. Meet up on January 8th to look at sites in village. Jan-17: Bottom of village inspected, top part to be walked ASAP. Feb 17: additional tree sites on Vicarage Way, Meadow Glade, Church Road. Clerk to ask how trees are delivered.</p>	Clerk
054/16	<p>Consider Christmas tree(s) and Christmas lights: put lights on the tree on entrance to Sycamore Drive. <i>Dec 16</i>: Tree looks fabulous, very positive comments received. Jan-17: Lower lights need to be taken down. <i>Feb 17</i>: Lower lights removed. Remove from agenda until October.</p>	Clerk

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061/16	In Camera items:	-
062/16	Car park No Parking area: Update: Cllr. A Murdoch stated that BriStor should be able to paint a hatched area as long the paint colour was not specific. <i>Feb17</i> : Bristor do not have any suitable line paint but are prepared to undertake the painting. Clerk to check price of suitable paint from Travis Perkins.	Clerk
066/16	Consider preferred frequency of prospective new County Councillor attendance at Hixon Parish Council meetings. Agreed once a quarter. Clerk to feedback to current county councillor.	Clerk
067/16	Protecting the website site with SSL: is this necessary? Agreed probably not but wait and see what the website person says (when one appointed) and also IT group to consider.	Clerk
068/16	Village competition 2017: Consider theme for children's poster. Agreed "Me and my Family", to include parents, pets, siblings, foster parents, other foster children etc.	Clerk
069/16	Naming of road with the 6 bungalows, off New Road: Agreed to put in formal objection to the name of Lancaster Close, there does not appear to be any cost involved.	Clerk
070/16	Phone box on corner of Bath Lane/Sycamore Drive: A group of residents from Hammonds Croft and Sycamore Drive, calling themselves Friends of Hixon Community, have got together to carry out jobs around the village. They have cleaned the phone box and tidied up that area and made it look attractive with planters with the help of the Pet Shop. They aim to continue doing more jobs around the village and asked for suggestions. They would like to get the phone box replaced by a red one and use it as a book exchange and/or Defibrillator storage place. Would seek to get grants and possibly donations from residents. Ang from the pet shop is willing to do any painting job that is required. The group will be taking part in the Great British Spring Clean.	
013/16	Chairman's announcements:	
	The Clerk of Stowe by Chartley PC has resigned. Tom Lyons spoke as objector at the Planning Committee meeting for storage of hardcore on the former runway.	-
014/16	Councillor Questions:	
	Cllr. Baxter mentioned that his next door neighbour has a red phone box in his garden - he will enquire about how much it cost etc.	
	The drains are becoming a problem on New Road and Church Lane - ask for the road sweeper and gully emptier to attend. What is the current schedule for gully emptying?	
	What was the cause of the contamination of Pasturefields Brook? Cllr. Kelly to contact the Environment Agency to enquire.	
	The storage units on the corner of Pasturefields Lane and Church Lane look awful - the fence behind the units is meant to be security fencing (as per planning application) but isn't. The advertising sign is very ugly and probably requires planning permission. Clerk to contact planning enforcement on these 2 matters.	
	The new building being erected by JBM looks to be of a larger scale than the plans - Clerk to try and find the planning application paperwork.	
	Cllr. Baxter mentioned that when the electricity pole was knocked over after an accident (at the Martins Way crossroad) it was put back up/repared very quickly.	
015/16	Date of next meeting: March 21st 2017	Clerk to book Memorial Hall
065/16	County and Borough Councillors Reports	None

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016/16	Public Participation:	
	Dog poo problems - can enforcement officers come out? Can we have a campaign such as Weston's? Can dog poo bags be provided in dispensers by the bins? Dog poo bags are available free from SBC, the pet shop has a supply of them.	Clerk
	Gladman: Are they going to appeal or put in another application? (haven't heard anything). There are rumours going round about what the land may be used for as an alternative to housing.	-
	The leak on The Croft: this is becoming a big problem, both Severn Trent Water and Highways have looked at it but nothing has been done as yet. PC will chase up Highways again.	Clerk
	What is going on re the parking situation on The Croft? A letter and survey will be delivered to all The Croft residents soon.	Clerk
	For info: the double strands on the pylons are going to be replaced by single strands.	-
017/16	AOB	None
	The heather bed at entrance to Meadow Glade is reported to be looking rather sad, contractor queried whether to keep it as a heather bed - agreed to keep as is, cut back and replant as necessary.	
018/16	Planning Applications:	None
	17/25661/PTEL at Base Station CTIL 207842 VF 095271 Hixon Airfield Industrial Estate (upgrade to existing mast, extension by 5m).	No objection
019/16	Planning Reports	None
	16/25380/COU Change of use of former airfield runway to storage of crushed concrete hardcore for use at adjacent construction sites for a temporary period of up to five years, Land At Hixon Airfield Industrial Estate Hixon ST18 0PF	
	15/22766/FUL: Variation of condition 2 of 14/20548/FUL (reduce floor and site levels), Land adjacent to 24 The Croft, Off Church Lane, Hixon	
020 /16	Bank Reconciliation:	Done
021/16	Schedule of agreed payments	
	C Gill salary February (Gross). Local Gov act 1972 s111.	£748.96
	Reimbursement C Gill (costs: working from home) - February. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (28 miles @ £0.45p/mile). Local Gov act 1972 s111	£12.60
	Reimbursement of C Gill for 2 sets of defibrillator pads from the de-fib shop	£105.60
	Reimbursement of C Gill for the hosting of the Parish Council website by 4UH	£35.99
	Donation to 7th Stafford Scout Group (based in Hixon)	£250.00
	SBC for amenity skip	£164.00
	TGM for minor highways work	£456.00
	Fenns Stationery for ink	£83.59
	Hixon Memorial Hall - electricity for bollard light Dec15 to Dec16	£46.86
	Transfer to Ring-fenced account: Ring-fenced Allotment money £431.51 and Ring-fenced Gratuity Fund £269.64	£701.15
022/16	Documents Received:	None
	Meeting finished at 10.10 pm.	