

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday March 21st 2017

In attendance for all or part of the meeting:

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

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

Ref	Item	Action
001/16	Apologies received from: Cllr. N Baxter and Cllr. Mrs M Aberley and members of the public: Cllr Len Bloomer, Cllr. Stewart Learoyd	-
002/16	Declarations of interest: None	-
003/16	Minutes of meeting February 21st 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. <i>Mar-17</i> : Still waiting to hear from Richard Rayson, keep reminding him.	Chair
As above	Speedwatch Campaign: Sessions planned, would like to do 1 per week. Need a minimum of 3 people. Chair would like to train.	Cllr Hopcroft
021/09, 023/09, 074/09, 091/09	Playing Fields Report: <i>Mar-17</i> : John will remove piles of cuttings once a year, will provide a cost for this. No real problems, Cllr Hopcroft will remove the old wooden bench. Clerk to order a replacement green recycled plastic bench, in 2017-2018.	Cllr Hopcroft/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 as 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. <i>Mar-17</i> : Cttee. say that they will organise the laying of the edging boards with plot-holders, have asked for a systemic weed killer and a windless day. Clerk to check with TGM. Recirculate email with dimensions/prices of edgings.	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. <i>Mar-17</i> : Date set as Wednesday June 14th, 7pm, Bank House.	Clerk
069/12	Bank House car park payments: <i>Nov 16</i> : Joles 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. <i>Mar-17</i> : Clerk has contacted SBC re TPOs. Cllr. Mrs C Murdoch will talk to Sarah/Mary re funding items, community involvement etc.	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)! In Progress. <i>Mar-17</i> : More walks found, will write up.	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 (<i>Dec 16/Jan-17/Feb-17/Mar-17</i>).	Clerk
054/14, 034/16	Hixon drop-in surgery and Hazeldene House Surgery incl. Patient Participation Panel: <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). <i>Mar-17</i> : Hubs of ca.34,000 people are proposed - how will people from villages get there? Need a few people (residents and/or PC) to go on the STP consultation panel. Get some more information and then get the information out residents. Need to know what we are asking people to volunteer for. Beaconside Sports Centre should be re-opening for community use in the summer.	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. 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>Mar-17</i> : Hammonds Croft community get together was on Sunday March 19th, good turnout. Notes taken by Cllr. Mrs C Murdoch. Need to get some prices and plans drawn up. Involve Taylor-Wimpey MD if necessary, to get responses from TW. Get prices for dog poo bag dispenser. Get dog person from SBC out to look around Hixon and talk to Councillors (Mon/Fri best). Look at appropriate posters. Everyone needs to be prepared to challenge people who don't clear up their dog's poo.	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. <i>Mar-17</i> : Next meeting Wednesday 22nd March Bank House 7pm	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/Mar 17</i> : Waiting to hear from Richard Rayson.	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): . Nov 16:Complaints from Hill Croft re rubbish behind shop, leaking pipe and hedge/grass area. Visit on Sat. 19th 10am to look at. Dec 16: 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. Feb 17: 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. Mar-17: Severn Trent have found a leak in the drain a few metres from the overflowing manhole. Chair has spoken to the engineer about the potential problem from the fast food outlets. Contact McColls Head Office about the lack of action on clearing up the McColls site.</p>	Chair/Clerk
042/16	<p>Painting of swing bar and rubbing down/oiling of notice boards: Dec 16: Swings have now been painted satisfactorily, McKeowns will do the notice boards. Jan-17/Feb 17: Progressing ..Mar-17: Ang from the Pet Shop has stained the Bath Lane/Sycamore Drive notice board and will gold paint the letters. Clerk to write to thank her.</p>	Clerk
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. Sept 2016: 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. Nov 16: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. Dec 16: 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. Jan-17: Monty Brown (Grange Hill farm) say they own the track, waiting for S&RH to clarify what documentation of ownership they have. Feb 17: S&RH now say they don't own the track. Arrange a site meeting with S&RH to discuss. Mar-17: S&RH definitely don't own the track. The majority of residents have requested additional parking spaces. Try and get a price from Highways for grasscreting down the side of the grass on RHS looking up the hill, Chair has some plans. Clerk to contact Monty Brown about the use of the track to assist with parking - purchase the track? Is there a legal agreement of any sort residents/Monty? Leak on The Croft - try and get Severn Trent/Highways to sort, contact both.</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. Nov 16: 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. Feb 17: 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. Oct 16: Put link to consultation in Newsletter, put in objection to change from PC. Dec 16: Objection put in, consultation ends in March. Bring back to agenda in March. Mar-17: Second chance to comment on others' proposals - need to comment by March 27th. Chair to circulate the proposals, agreed that comments from James Preston of Little Haywood were worth supporting.</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. Nov 16: Hedge on Greenfields, track at back of The Croft. Walk around the village to look for any more sites. Dec 16: 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. Mar-17: Now looking at Autumn planting, need to finalise the number of trees required.</p>	Clerk

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061/16	In Camera items:	Clerk
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> : Bristol do not have any suitable line paint but are prepared to undertake the painting. Clerk to check price of suitable paint from Travis Perkins. <i>Mar-17</i> : Paint much cheaper from Dulux shop, Cllr. A Murdoch to find out if Bristol will provide the stencil and labour.	Clerk
068/16	Village competition 2017: Posters will be ready for collection on May 5th.	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. Put forward the name Roland Court, waiting for Magistrates Court to decide.	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. <i>Mar-17</i> : Price for refurbished red phone box from the official supplier is £2750 + VAT + delivery. Information passed on to the Friends of Hixon Community.	-
	Request from resident for questions relating to Neighbourhood Plan to be considered by the Parish Council: All queries have already been responded to by the Clerk, resident aware that Plan was not prepared by the Parish Council: The main query was about the reference to Map 2 number 6. The title of the map is Green Space off Sycamore Drive but the map includes the largest part of the Open Space on Hammonds Croft. The title is just a description of whereabouts in Hixon village the Green Space can be found and not meant to be a full description.	-
	Consider a donation to charity in remembrance of Roly Tonge: Decided not to make a donation as donations should be local to Hixon. Agreed to write to June Tonge explaining that the PC has requested that the new road of 6 bungalows adjacent to Ashe House be named Roland Court in memory of Roly Tonge. If this does not happen, the PC plans to plant a memorial tree with a plaque in an appropriate place.	Clerk
	Consider request for planting by resident in corner of OS on Sycamore Drive (next to No 1): Decided against this - reply saying been advised to take a cautious approach to 3rd Parties working on its own land and cannot allow the request.	Clerk
013/16	Chairman's announcements:	
	Chair read out a list of the work he had carried out on behalf of the PC over the past few weeks.	-
014/16	Councillor Questions:	
	It was suggested an external person may be asked to judge the gardens etc. this year, e.g. someone from Stowe by Chartley.	-
	Cllr. Kelly gave an update on the contamination of Pasturefields Brook - Cox Long have a bund that is designed to contain 110% of capacity. However, a tank had been over-pressurised so that when it was opened the contents escaped over the bund wall, down a man-hole and in to an old drainage system in to the brook. The weather was very wet at the time and the contaminant was well diluted and didn't get in to the River Trent. Shaun Baker from SBC described the incident as a pressurised spill from the tank and said that their SOP on containment had worked.	-
	Can we enquire as to what the County's road maintenance regime is now, compared to that of 10 years ago.	Clerk
015/16	Date of next meeting: April 18th 2017	Clerk to book Memorial Hall
065/16	County and Borough Councillors Reports	None

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016/16	Public Participation:	
	Will a raised crossing be put in on Church Lane, outside the school? Yes, if the PC can arrange it, plans being drawn up and costed.	-
	Will Hammonds Croft residents get feedback on what is happening? Yes, when written up.	-
	The water leak on The Croft needs sorting out, would be dangerous if icy.	-
	Could part of the open space on Vicarage way be turned in to parking space? This is a relatively modern estate and the required number of parking spaces have already been provided. Open spaces have protection as amenity land and a change of use would not be easy to achieve.	-
	Could ask the Head Gardener from Shugborough (Derek Higgott) to act as the garden judge.	-
	Have the many pot holes on New Road been reported? Yes.	-
	The grass corner opposite the Bank House has been driven on by a large vehicle again.	-
017/16	AOB	
	It was agreed to ask Sandra Morris to act as internal auditor for the 2016-2017 accounts.	Clerk
	It was agreed again not to renew the subscription to the Community Council.	Clerk
	JBM new building: it was agreed to check out the size of the building with planning/enforcement.	Clerk
018/16	Planning Applications:	None
019/16	Planning Reports	
	17/25661/PTEL Proposed site share base station installation upgrade CTIL 207842 Base Station CTIL 207842 VF 095271 Hixon Airfield Industrial Estate	Permit
020 /16	Bank Reconciliation:	Done
021/16	Schedule of agreed payments	
	C Gill salary March (Net Q4 NI). Local Gov act 1972 s111.	£721.27
	Reimbursement C Gill (costs: working from home) - March. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill stamps (12x 1st class @ 64p (£7.68) & 12x 2nd class @ 55p (£6.60)) Local Gov act 1972 s111	£14.28
	Reimbursement C Gill mileage (22 miles @ £0.45p/mile). Local Gov act 1972 s111	£9.90
	HMRC for NI payments for Q4 (employer £30.21 and employee £27.69) = £57.90	£57.90
	Donation to Compass magazine (annual) Mid Trent Churches	£100.00
	Brierley Printers for post cards (Great British Spring Clean)	£95.00
	SPCA and NALC membership subscription 2017-2018	£371.00
	The Helping Hand Company for litter pickers and bag hoops	£182.40
	Reimbursement of B McKeown for purchase of gloves (for litter picking etc.)	£21.60
	Reimbursement of Karen Appleton for replacement padlock on Allotment gate - from Ring-fenced Allotment funds	£19.99
022/16	Documents Received: Letter from resident concerned about the water escaping from underneath the telegraph pole on The Croft.	
	Meeting finished at 10.00 pm.	