

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday May 16th 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. N Baxter,.

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

Ref	Item	Action
001/16	Apologies received from: Cllr. P Hopcroft, Cllr. Mrs M Aberley and Members of the public: Cllr. A Perkins	-
002/16	Declarations of interest: None	-
003/16	Minutes of meeting April 18th 2017 were accepted as accurate.	-
023/17	To elect a Chair for 2017/2018: Cllr. B McKeown proposed by Cllr. Baxter, seconded by Cllr. Kelly. No other nominations, vote was unanimously in favour.	Clerk
024/17	Chair's declaration of office was signed.	Clerk
025/17	To elect a Vice Chair for 2017/2018: Cllr. M Kelly proposed by Cllr. B McKeown, seconded by Cllr. C Murdoch. No other nominations, vote was unanimously in favour.	Clerk
026/17	Vice Chair's declaration of office was signed.	Clerk
027/17	To elect Finance Officer for 2017/2018: Cllr. S McKeown agreed to continue in this role.	Clerk
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>Apr-17</i> : Richard Rayson says it is with Amey, should get something from them April/May. <i>May 2017</i> : Chair has been chasing up Richard Rayson. Use the BriStor apprentices for the gateway features, ask local companies to plant trees, landscape etc. WP to meet on Wed June 14th after the NP meeting in Bank House.	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. <i>Apr-17</i> : 1 session held since last meeting. <i>May-17</i> : 2 sessions held, down to 8 volunteers, need 2 or 3 more. Still ca. 10% speeding, all HGVs >7.5 tons being recorded. Paul to produce an annual report.	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. <i>Apr-17</i> : Grass cutting could be better. <i>May-17</i> : Still waiting for a price to remove the grass cuttings.	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. <i>Apr-17</i> : Edging dimensions decided on as 200mm x 22 mm. Discuss at meeting with WFAA Cttee. members re delivery, putting in place etc. Minutes from extra meeting on April 13th agreed. Chair to arrange meeting with WFAA Cttee. representatives. <i>May-17</i> : Had a positive meeting with some of the WFAA Cttee. Agreed that the items the PC want to put in place are OK. WFAA Cttee. to report back to PC in November. Plot-holders to ratify the decision to allow 6 plots to Stowe by C and Weston residents.	Clerk
051/10	JBMI Liaison Committee: Next meeting June 5th 2017. Check that Cllr. M Aberley wants to continue as the PC rep.	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

Hixon Parish Council

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. Jan-17: 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. Mar-17: Clerk has contacted SBC re TPOs. Cllr. Mrs C Murdoch will talk to Sarah/Mary re funding items, community involvement etc. By May meeting. <i>May-17</i> : Mary is going to buy the Bank House lock, stock and barrel from Joules. Mary is keen to help fund things in the village going forward e.g. events, gateways etc. Agreed that Steve at Green Man should be approached re helping to fund things in Hixon as well. Want to attract people to the village.	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. <i>Oct 16</i> : get together and discuss how best to proceed. Nov 16: As previous month but the Councillor Murdochs have found a new walk to add to the others (Swansmoor Circular)! In Progress. <i>Mar/Apr-17</i> : More walks found, will write up. <i>May-17</i> : Walks being done, need to write them up.	Cllrs. McKeown and Murdoch
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. <i>Apr-17</i> : Stewart Learoyd has provided a link on joining Healthwatch. Cllr. Mrs C Murdoch has said she will join. Staffordshire has a huge overspend on the STP, measure will be put in place to reduce it. There will be a challenge to the hub basis coming in. Probably many changes to come yet. <i>May-17</i> : Cllrs. Mrs C Murdoch, Mrs S McKeown and P Hopcroft to join the Patient Reference Group once it has been set up, to try and cover the meetings. Cllr.. Mrs C Murdoch has the details of who to contact.	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.) Nov 16: 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). Mar-17: 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. <i>May-17</i> : Met with Saul Hocking from SBC - very positive that campaign would work to get dog poo to zero. Poster campaign supplied by SBC. Do poo count before and after, 6 month period. PC agreed to go ahead with campaign, invite Saul to next meeting. Let him know which areas to concentrate on and discuss timing.	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>Nov 16</i> : Put a laptop and projector in draft budget. Dec 16: 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. <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>Apr-17</i> : Meeting Wednesday 22nd March did not take place due to unavailability. An ex-resident of Hixon (Matt Collins) has offered to help and can provide help with website as well. Chair to follow-up. <i>May-17</i> : Mat Collins will draw up a spec. for what we want. Ask Memorial Hall if they have any plans to put high speed WIFI in to the hall and if so, can the PC help in any way.	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. Dec 16: Letters gone out to residents and businesses, all residents responding in favour if 40mph speed limit reduction, no replies from businesses yet. Jan-17: 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). Feb 17/Mar 17: Waiting to hear from Richard Rayson. <i>Apr-17</i> : Will have to get funding from the new County Councillor. <i>May-17</i> : John Francis (County Cllr.) to take forward.	Clerk

Hixon Parish Council

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. Apr-17: McColls Head Office has said that the area will be cleared up etc. - not happened as yet, if not done by next meeting then contact them again. May-17: Nothing done, Clerk to chase up McColls.</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 has written to thank her. May-17: Remaining notice board will be done this month.</p>	Cllr. 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. 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. Apr-17: Monty Brown prepared to attend PC meeting to discuss the track. Invite him to meet with Brendan and Paul prior to next meeting. May-17: Plans with Richard Rayson for costing.</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). Apr-17: Fence can now go-ahead, set fence back by approx. 1 foot from current line. May-17: Fence has not been replaced yet.</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. Apr-17: Consultation response put in. Clerk to contact the Electoral Commission to say that if the boundary changed prior to June 2022, the MP for Hixon would not be the one elected for Hixon this June. May-17: Electoral Commission couldn't help, contacted Boundary Commission, they said that if a change to the boundary occurred it would be for the 2022 election. Discharge from agenda.</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-1 and Apr-17: Now looking at Autumn planting, need to finalise the number of trees required. May-17: Need to get the remaining sites from Cllr. Hopcroft. Decide how many trees wanted and rally troops for planting.</p>	Clerk

Hixon Parish Council

061/16	In Camera item:	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>Feb 17</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. <i>Mar-17</i> : Paint much cheaper from Dulux shop, Cllr. A Murdoch to find out if Bristor will provide the stencil and labour. <i>Apr-17</i> : Chair to purchase the paint, Cllr. A Murdoch to follow-up with BriStor. <i>May-17</i> : Paint is £102. Chap at BriStor not very helpful, Andy to ask for a stencil for the lines (straight edges) in MDF(?)	Clerk
068/16	Village competition 2017: Posters will be ready for collection on May 5th. Get prices for Perspex sheets to put up in bus shelters (make a case for posters): 6ft x 2ft, 4mm or 6mm thickness. <i>May-17</i> : Go for 4mm, prices agreed ca. £24 each x4 plus delivery for 1200mm x 600mm. Chair has backing board available for these sizes. Chase up the painting of the bus shelter walls.	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. <i>Apr-17</i> : Court requires a fee of £205 for an appeal and a further £567 if the appeal is contested by the council. Clerk has queried the difference between an appeal and an objection and was referred back to SBC legal dept. Awaiting their response. <i>May-17</i> : Developer still refusing to change the name from Lancaster Close. Wait until bungalows occupied and then see if residents want to change the name of the road.	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. <i>May-17</i> : Phone box being used as a book exchange, looks very nice.	-
073/16	Consider request for planting by resident in corner of OS on Sycamore Drive (next to No 1): Letter received from residents expressing disappointment. Decided to reconsider subject to conditions: need a planting scheme, contractor to have public liability insurance, forward plan to protect the asset in future etc. Chair to speak to residents. <i>May-17</i> : Clerk has contacted residents in writing, confirming the requirements outlined verbally by the Chair.	Chair/Clerk
017/17	Problems on Swansmoor Drive with Midland Heart property: Some councillors have been to look and consider that many of the social housing residencies were in poor condition. Clerk to contact Midland Heart to ask if they are satisfied with the way that these properties are being maintained. <i>May-17</i> : Midland Heart have been to visit the property in question and were asked to look at their other properties, nothing further the PC can do.	-
018/17	Replacing the lamp on the bollard light: Agreed expenditure of up to £50 for Cllr. Hopcroft to purchase a new bulb for the bollard light. <i>May-17</i> : Light does not seem to be working (has a timer and a light sensor), ask Cllr. Hopcroft to follow up.	Clerk
019/17	Protocol for Marking the Death of the Sovereign or other members of the Royal Family: Agreed that Hixon would like its own pages, check with Memorial Hall re the pages being available inside the hall. <i>May-17</i> : Waiting to hear from Memorial Hall and SBC.	Clerk
020/17	Governance and Accountability for Smaller Authorities: 2017 Edition: Consider if this affects HPC Standing Orders, other regulations etc. A minor error affecting Parish Meetings has been corrected and some of the explanations in Part 5 have been made clearer: Check which pages this affects, with SPCA. <i>May-17</i> : SPCA say that nothing has changed that would affect PC, put this note in with the policies.	Clerk
021/17	Community Footpaths bid: Prices for equipment - chase Cllr. Hopcroft for prices.	Clerk
022/17	Consider Stowe Consolidated Charities Report: Chair read out the statement of accounts. Agreed that if anyone knows of a resident who needs some financial support, let them know about this charity.	
028/17	Sign off Financial Risk Assessment for forthcoming year. Read out and agreed/signed off.	
029/17	Consider quote for clearing back the grass/earth overgrowing the car park (border with Millennium Green): Quote of £100 for the work agreed.	
030/17	Beacon lighting to mark the end of WW1: Agreed that Clerk will contact the organiser and give them the contact details for the Millennium Green Trust (Susan McKeown).	
031/17	Application for Village of the Year: The PC has entered Hixon in to the village of the year, full details to be sent in by the end of 17th May.	

Hixon Parish Council

013/16	Chairman's announcements:	
	Chair's report since last meeting: Met Saul Hocking (SBCV), property services (SCC), Head of Planning at SBC, IT person re proposals, Planning Cttee. Meeting for parking area, 2 meetings with WFAA Cttee. Reps., drawn a plan for The Croft parking spaces for pricing by Richard Rayson, 1st draft plan for work on Hammonds Croft, has 2 meetings scheduled in June plus the PC meeting.	-
014/16	Councillor Questions:	
	There have been some burglaries recently - publicise the OWL alert system in the next newsletter.	
	Can Cllr. A Murdoch liaise with the BriStor apprentices to find out what type of work they would like to do to help the Hixon community, using their skills?	
	Date for the Community Spring Clean? June 11th.	
	The pavement along Church Lane has not been properly cleared of undergrowth/grass on the pavement - pavement still too narrow opposite the Storage Container stretch of pavement.	Clerk
	Branches of the cherry tree on Lauder Gov are obscuring the Give Way sign - Clerk to contact Highways.	Clerk
	PC to write to Millennium Green Trust re performing a soak-away test.	Clerk
	The open space on Church Road opposite Vicarage Way - A hole has been dug behind a garage of a house on Meadow Glade and left open. The hole is on the OS owned by the PC. Cllr. Kelly to follow up.	
015/16	Date of next meeting: June 20th 2017	Clerk to book Memorial Hall
065/16	County and Borough Councillors Reports	None
016/16	Public Participation:	
	One of the 2 drainage grids at the top of Featherbed Lane has a lot of water in it, doesn't seem to be emptying. Clerk to ask Highways to empty and unblock it.	Clerk
017/16	AOB	
	Clerk to send out the Declaration of Financial and Personal Interests forms again.	Clerk
	Ask Gospel Hall representative to next meeting to discuss progress with plans.	Clerk
	Copies of Receipts and Expenditure against budget for 2016-2017 were handed out to Councillors.	
018/16	Planning Applications:	
	16/25498/FUL Retention of temporary cabins at Gospel Hall site (Former Skid Pan), New Road, Hixon	No objection, if temporary for 2 years.
019/16	Planning Reports	
	17/26038/FUL: Land off Pasturefields Lane - retention of existing car park with landscaping	Refuse
020 /16	Bank Reconciliation:	Done
021/16	Schedule of agreed payments	
	C Gill salary (May). Local Gov act 1972 s111.	£763.94
	Reimbursement C Gill (costs: working from home) - May. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (34 miles @ £0.45p/mile). Local Gov act 1972 s111	£15.30
	Acer Garden Landscapes - April mowing	£1,273.97
	Fenns Stationery, ink, enveloped, pens	£62.23
	Reimbursement P Hopcroft for lamp for bollard light	£13.14
	Zurich for insurance renewal, LTA in place	£860.55
	Reimbursement B McKeown 30 miles @ 45p per mile plus £1 parking (meetings SBC)	£14.50
022/16	Documents Received: None	

Meeting finished at 10.00 pm.