

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday February 20th 2018

In attendance for all or part of the meeting:

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

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

Ref	Item	Action
001/17	Apologies received from: Members of the public Cllr. J Francis, Cllr. A Perkins	-
002/17	Declarations of interest: None	-
003/17	The minutes of the meeting on January 16th 2018 were accepted as accurate.	Clerk
097/07	Allotments: <i>Nov-17</i> : Price for edgings (£281.47 incl. delivery and VAT) and installation at £4.30 per metre agreed. Do right-hand-side and a few on left to show the edges. Cllrs. Mrs S McKeown, Baxter and Hopcroft to review the proposed new tenancy agreement provided by WFAA Cttee. <i>Dec-17</i> : Edgings have arrived. Tenancy agreement has been discussed with WFAA. <i>Jan-18</i> : Edgings will be put in 17th/18th January, email Allotment Cttee. with dates. Right hand side only being done at present. <i>Feb-18</i> : The edging was installed on the wrong line and not where agreed between the contractor and Chair. Has been removed and re-installed in an appropriate location, a few plots still to finish. To be checked and approved when all finished and before any payment made. Chair will speak to contractor who put in the original fencing re fencing falling down on right-hand-side edge. Allotment tenancy agreement: revised agreement has been sent out to tenants prior to being approved by the PC. It was agreed at the meeting held on July 5th between representatives of the PC and representatives from WFAA Cttee. that the invoices would be sent out in November for payment in February - this did not happen for the 2018-2019 tenancy year. Clerk to contact Chair of WFAA Cttee. to ask for a copy of the new tenancy agreement referencing that it had not been sent to the PC for approval and checking for conflicts of interest with the other agreements prior to implementation and to enquire about the discrepancy with the agreed timeframe for sending out the invoices for 2018-2019.	Councillors/ Chair/Clerk
050/15	Community Involvement to improve Hixon - ideas on how to achieve this: sub-group - Cllrs. Mrs C Murdoch, Mrs M Aberley, Baxter and McKeowns. <i>Oct-17</i> : Chair to draw up specification for tender - remove cherry tree stump, widen the path to take in the tree roots. Sealed bid tenders x4. Dog poo group had met again with Saul Hocking and received example posters, flyer etc. 4 "hot spots" identified - Millennium green, Footpath No. 1, Egg Lane, Church Lane up to the school. <i>Nov-17</i> : Agreed £200 + VAT for contractor to cut/clear Footpath No. 1 and remove all the debris. <i>Dec-17</i> : Sealed bids x3 opened and contractor chosen. <i>Jan-18</i> : Agreed to place Hammond Croft OS work contract, work to be carried out this financial year. <i>Feb-18</i> : Work seems to have started on Hammonds Croft OS - Cllrs. McKeown will have a look.	Cllrs. McKeown
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): Raised (hump) crossing now in place outside the school. <i>Jan-18</i> : Cllr A Murdoch and Chair to talk to Bristol re helping with Gateway Features on Church Lane. <i>Feb-18</i> : Meeting at Bristol Feb 21st at 12 noon. Need to think about insurance liability and check with Highways, as it is their land.	Cllr. A Murdoch/ Chair
As above	Speedwatch Campaign: Would like to do 1 session per week. Need a minimum of 3 people. Chair would like to train. <i>Oct/Nov/Dec-17</i> : No sessions held due to weather and light conditions. <i>Jan-18</i> : No sessions held - The speed of traffic on Martins Way has been noted as being excessive and potentially dangerous. Look at the mini-roundabout at cross-roads for next traffic calming project. <i>Feb-18</i> : The temporary Speedwatch signs have got permission to be permanent, would be fastened to lampposts. Signs £20 each, installation by Highways at £120 each. Can apply for grant for the signs.	All
021/09, 023/09, 074/09, 091/09	Playing Fields Report: <i>Dec-17</i> : MUGA Sponsor Board needs replacing as writing has faded badly. Chair to sort. <i>Jan-18</i> : Get price for plastic board and aluminium (as per current) on A1 or A0 size. <i>Jan-18</i> : New aluminium sign ordered.	Chair
051/10	JBMI Liaison Committee: Last meeting was Dec. 4th 2017:	-

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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. It was 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>Sept-17</i> : Minutes from June's meeting circulated, need to allocate actions to individuals. <i>Oct-17</i> : SBC have put out a call for sites. <i>Dec-17</i> : Circulate minutes again with a view to getting actions undertaken. The planning application for the 30 houses off Church Lane do not comply with the NP - Architect has shown willing to try to improve the houses as much as possible but there are some constraints under the original application. Chair asked to provide a "wish list" Chair to put together a bullet points of what is preferred and circulate. <i>Jan-18</i> : Cllr. Kelly will speak in opposition at the 30 houses Planning Cttee. meeting. <i>Feb-18</i> : Cllr. Kelly spoke in opposition at 2 Panning Cttee. Meeting and the application was refused both times. Lioncourt have been asked to discuss the design and layout of the houses and to incorporate bungalows - all as per the Hixon Neighbourhood Plan. The objective is to produce the effect that the development has "Evolved over Time". Arrange another Neighbourhood Plan Group meeting for Tuesday 3rd April, Bank House 7pm.	Chair/ Clerk
039/13	Consider best way of producing walk leaflets: At the January 2016 meeting It was decided that the walks need to be walked again and new descriptions and photos taken as the current wording etc. seems outdated. A resident has offered to update the walks and leaflets.	-
054/14, 034/16	Hixon drop-in surgery and Hazeldene House Surgery incl. Patient Participation Panel: <i>Jan-18</i> : Cllr. Mrs C Murdoch has tried to chase up Patient Reference Group, next PPG is January 18th. <i>Feb-18</i> : Cllr. Mrs C Murdoch has spoken to the STP Communications Leader - the STP are hoping that Primary Care will take on more Acute care, to relieve the hospitals - this seems unlikely based on what is happening in Primary Care at the moment. The idea is still to have 23/24 hubs in Staffordshire. There are 2 local Feedback Ambassadors - can they come and talk to the PC? Can they put on a local event so that Parish Councils in the area know what is happening? The Comms. Leader will look into what is happening in our area - it was pointed out that patients need to be able to get to the care facilities and back home again. STP is Health and Community Care coming together.	Cllrs. Mrs C Murdoch/ Hopcroft
055/15	IT and Using Cloud Storage on G-mail for PC documents: IT sub-committee to be set up of Cllrs. Mrs S McKeown, Baxter, A Murdoch and Clerk. Terms of reference to be drawn up. <i>Dec-17</i> : Now have spec: and price of £565, check prices elsewhere. Website design and maintenance - Square Space for small businesses £9.70pm. Microsoft 365 £7.90 pm. IT group to meet and discuss. <i>Jan-18</i> : Can get re-furbished model for £339 + VAT. John Lewis have an offer on laptops, Cllr. Baxter to provide link. Will need Windows 10 and Office 265. Spend £400 or less. Memorial Hall say WIFI is "on the cards". <i>Feb-18</i> : Next IT meeting arranged for Feb 21st at 7pm. Memorial Hall now has WIFI.	IT sub- group
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>Oct 17</i> : Feasibility being assessed by Highways. <i>Nov-17</i> : John Francis is on the case, ask Colwich PC if it supports 40mph from Weston to Gt. Haywood, following tragic fatal accident by Tolldish Lane. <i>Dec-17</i> : Colwich contacted, have not heard back re their discussions. Cllr. J Francis has requested a safety audit on A51 Pasturefields to Tolldish Lane. <i>Jan-18</i> : Find out if Colwich are doing anything, contact Weston again. Can we raise the profile, take some actions to show strength of feeling? <i>Feb-18</i> : No response from Colwich PC. Weston with Gayton PC - Cllr. who was dealing with this is moving away and has resigned, Clerk has asked for details of who to contact there. County Cllr. John Francis has said a survey will be undertaken between Colwich and Tolldish Lane.	Clerk
041/16	Parking on Smithy Lane and McColls (rubbish, hole, overgrown grass/hedge, parking on grass verges on Hill Croft): . <i>Nov-17</i> : Send photos of problems to McColls Head Office if no improvement. Cllr. Mrs C Murdoch to check McColls Corporate Responsibility Statement. Let Environmental Health know of any problems with rubbish. <i>Dec-17</i> : McColls say garden area will be sorted out. <i>Jan-18</i> : Ask for a general Spring Clean of garden and surrounding area. <i>Feb-18</i> : McColls have said that the garden will be tidied and that a tidy up of the outside and pipes has been undertaken.	Clerk
053/16	Consider sites for planting of trees by CPRE: <i>Nov-17</i> : No more trees available until Spring 2018, school happy to help plant, Cllr. Baxter to follow up the legacy trees. <i>Dec-17</i> : 4 legacy trees received, plant at entrance to village. Cllr. Baxter to look into framing the Tree Charter poster that came with them. <i>Feb-18</i> : Trees to be delivered to Cllrs. McKeowns house, plant by end of March.	Cllr. Baxter
061/16	In Camera items: Motions from April 2017 and Facebook postings.	

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036/17	Caravans etc. gathering, land off New Road: Get evidence of what happened - ask Mark Walker to look at FB posts, ask PCSO, talk to shops Send PCSO a list of the problems. Contact the landowner and go and see him/her. Say PC does not want the event to happen in future but if is going ahead, we want to know the dates well in advance, to make any preparations necessary. <i>Sept-17</i> : Write to her first and ask to meet. <i>Oct-Nov/17</i> : Written, no reply yet. <i>Dec-17</i> : Write again in February if no reply received. <i>Feb-18</i> : No reply, write again.	Chair
044/17	Application for Section 53 Definitive Map addition on Airfield, 1981 Wildlife and Countryside Act: - Consider joint application with Stowe by Chartley PC: to Secretary of State to direct SCC to determine the application. John Blount outlined the current situation and what could be done to try and get our application considered by SCC. All councillors present were in favour of proceeding with this in conjunction with Stowe by Chartley Parish Council. <i>Nov/Dec-17/Jan/Feb-18</i> : Waiting to hear from Stowe PC as to progress made. Cllr. Francis has been asked to help get information from SCC.	Clerk
047/17	Planting poppies on PC land to commemorate one hundred years since end of WW1: Agreed to plant some on bank around car park, ground would need digging out then plant them in a defined area. Cllr. Mrs S McKeown to draw a plan of the proposed areas. <i>Nov-17</i> : 4 sites now proposed, added verge outside storage compound on Church Lane. Cut out 1.8 x .12m of grass to make bed, sew poppies and wildflowers. Church Rd. OS - have bed with a tree in the middle. Gets beds done by Abbey Landscapes or TGM. Cllr. Mrs S McKeown to price the seeds and to produce specification, Clerk to then get price for work. <i>Dec-17</i> : Price of £28 per bed, 6 beds, including seeds - agreed. <i>Jan-18</i> : New quote for actual dug-out beds with top soil added back in, £70 per bed including seeds, 6 beds required. Felt to be expensive, ask for re-quote. <i>Feb-18</i> : Quote now at £60 per bed - agreed. Seven beds now required, extra one near Christmas tree at entrance to Sycamore Drive.	Clerk
054/17	Babbage Building: Met at Babbage Building. <i>Oct-17</i> : Need to survey the village for potential uses and interest, include Scouts, Horn End Nursery, Physiotherapist, Podiatrist etc. Have an insert in the next Newsletter with a tear-off slip to return. Support, types of business, ideas of what is wanted. Can you help now? Business needs. <i>Nov-17</i> : Item in Newsletter, include map of building. <i>Dec-17</i> : SCC would prefer to sell the building at market value. Need to get the survey out. 2 approaches for use so far (Brocton U-10s and Fire Service for storage). Contact John Francis for support? <i>Jan-18</i> : Another person interested - courses for people with mental health/learning difficulties, helping in a cafe situation etc. SCC also looking for permission to sell it. Chair waiting to hear back from Fire & Rescue and Brocton U-10s. <i>Feb-18</i> : Need to get a questionnaire written and sent out to residents - Chair.	Chair
060/17	Items for budget 2018/2019: Changes agreed on Extra meeting January 9th added to budget. Projects need to be identified going forward (Highways etc.). <i>Feb-18</i> : Add in £450 to cover the GDPR DPO role by SCC and Clerks' appraisal and salary review meeting to be arranged prior to next meeting.	Councillors
063/17	Adoption of telephone kiosks: Agreed to adopt both (£1 each) but Clerk to look at the contract to see if overly onerous. <i>Dec-17</i> : Door of telephone box is hanging off, ask BT to fix it. <i>Jan-18</i> : BT will not fix the door unless it is a H&S risk.	Clerk
065/17	"Welcome to Hixon" sign is leaning to the right: consider what action to take: decided to ask the contractor that installed the sign to have a look and advise on the best way forward to right it. <i>Dec-17</i> : Quote received, seems high - Ask for another quote from Abbey Landscapes. <i>Jan-18</i> : Quote received and thought acceptable, agreed to proceed ASAP. <i>Feb-18</i> : The sign had fallen down in the very strong winds, the slate had cracked and the bottom of the wooden posts appear to be rotten. Can this be claimed on insurance? - yes should be able to if considered necessary. Stonemason in Stafford says the slate is repairable though the crack may show. Is a post structure still appropriate for such a heavy object as the slate slab? Use steel legs rather than wooden ones? Would it be better mounting it in e.g. a wall? Could BriStor be asked to make a metal replica for post mounting?	Cllrs.
066/17	Consider implications of General Data Protection Regulations (GDPR) in force May 2018: Ask Cllrs. for permission to use their names on website, also people on Clubs etc. list. <i>Jan-18</i> : Waiting for more information from NALC, Cllr. Mrs C Murdoch to look at the information she has received. <i>Feb-18</i> : Information received from SPCA on the Data Protection Officer role that can be performed by SCC. Agreed to put £450 in the budget for this (the maximum charge for 2018-2019 by SCC) and to ask SPCA for information on how many Parish Councils have shown an interest and which of the 3 options they were likely to opt for.	All
072/17	Consider a litter pick in Hixon: Organise for April 21st/22nd.	Chair
073/17	Consider community tidy up of trees etc. at Lauder Grove OS: Use the new PC owned equipment and do a tidy up on same weekend as litter pick, April 21st/22nd.	Chair
074/17	Dog poo campaign: Ongoing, the sign by the Millennium Green keeps swinging upside-down, let SBC organiser know. Clerk can provide paper copies of the posters, if residents want to put them up on their own properties.	Clerk
006/17	Chairman's announcements: The Chair thanked the vice-chair (Cllr. Kelly) for his efforts whilst the Chair was away.	-
007/17	Councillor Questions: Laurel hedge on corner of Puddle Hill is overgrown and road name missing. Storm drain at top of Featherbed Lane is blocked again. Ask County Cllr Francis what the routine/regular maintenance schedule is for drains. For next agenda: how should emails coming in to PC/Clerk be dealt with? Cllr. Mrs S McKeown to out together a paper for next meeting.	Clerk Clerk Clerk Clerk

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	The pavement on Church Lane opposite JBMI has water running over it on a permanent basis, from the field. Can Highways do anything about this?	Clerk
	The area of Church Lane by the playing field seems dark - one of the street lights there is not always on. Consider use of extra lights in some areas, old streetlights like the ones in Weston would look good.	-
008/17	Date of next meeting: March 20th 2018	Clerk to book Memorial Hall
011/17	County and Borough Councillors Reports	None
012/17	Public Participation:	
	Re the 30 houses off Church Lane planning application- following the refusal of the recent amendment to the planning application, the developers are likely to pull out. Encourage the developers to talk to the Parish Council about the design etc. of the houses.	-
009/17	AOB:	
	Portacabin used by the PC needs tidying and organising, with some labelling put in place.	Cllrs.
	TGM offered to undertake the "missing" allotment weed spray occasion free of charge in Spring (late April/May) in conjunction with other weed-spraying - this was agreed to.	Clerk
013/17	Planning Applications:	
	18/27900/FUL A steel framed storage building of 18.5m long x 9.2m wide. 3.7m to the eaves and 5m to the ridge line. Chase View Farm Puddle Hill Hixon Stafford ST18 0NG	Object
0143/17	Planning Reports	None
	17/27061/FUL Minor amendments (external walks and door & window openings) to Air & Ground Aviation, land off New Road, Airfield Industrial Estate 15/21778/REM - actually the "Selwood Building"	Permit
	17/27382/FUL Variation of condition 2 on planning permission 14/20548/FUL changing the consented house types. Land Adjacent To 24 The Croft Off (Site 2) Church Lane Hixon Stafford	Refuse
	17/27573/HOU Single-storey extension to side and rear for new kitchen/utility and cloakroom plus flat dormer roof extension for storage space in roof void, Laundry Cottage, Smithy Lane, Hixon	Permit
	17/27720/HOU Side and rear extension to create enlarged kitchen and cloak room, attached conservatory to rear and internal rearrangements 5 Ashlands Hixon ST18 0NQ	Permit
	17/27743/HOU Proposed first floor extension to bungalow to form bedroom with en-suite Rakestone Stowe Lane Hixon Stafford ST18 0NB	Permit
015/17	Bank Reconciliation:	Done
016/17	Schedule of agreed payments	
	C Gill salary (February - Net tax/NI). Local Gov act 1972 s111.	£718.07
	Reimbursement C Gill (costs: working from home) - February. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (22 miles @ £0.45p/mile). Local Gov act 1972 s111	£9.90
	Reimbursement C Gill stamps (12@2nd (56p) £6.72) Local Gov act 1972 s112	£6.72
	Reimbursement C Gill for PC phone top up.	£10.00
	Donation to Compass magazine	£100.00
	TGM - Flower and shrub bed maintenance, 2x (Spring and Autumn)	£876.00
	TGM - Church Lane planter maintenance, 2x (Spring and Autumn) and monthly watering.	£110.40
	TGM - Weed Spraying: 8 sites in parish on 2 occasions, Mill. Green on 2 occasions, allotments on 2 occasions.	£273.60
	St Peter's PTFA donation for KS1 outdoor activity trail	£500.00
	Brierley Printers for dog poo flyers	£59.00
	Avdec - website hosting 04/04/2018 - 04/04/2020	£96.00
	Stafford Borough Council for amenity skip 25th November 2017 and 10th February 2018	£180.00
	HMRC for income tax (£35.80) and NI payments (employer £11.58 (Feb) and employee £10.07 (Feb) = £57.45)	£57.45
	Transfer to Ringfenced account for Gratuity fund 2017-2018.	£275.04
	Transfer to Ringfenced account for VAT received back in to main PC account for Ring-fenced items 2017-2018 (Sept 17 and Dec 17 payments).	£79.10
	From Ringfenced account	
	Additional Insurance for allotments - reimbursement of J Garner	£100.81
010/17	Documents Received: Canal Trust	

Meeting finished at 10.45 pm.