

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday July 16th 2019

In attendance for all or part of the meeting:

Cllr. B McKeown (Chair), Cllr. A Murdoch, Cllr. Mrs S McKeown, Cllr. Mrs C Finlayson, Cllr. Mrs H Lunn, Cllr. Mrs C Murdoch, Cllr. J Carmichael

Members of the public: List of people signing as In Attendance.

Ref	Item	Action
001/18	Apologies received from Cllr. P Hopcroft and from members of the public: Cllr A Brown, Cllr J Francis	-
002/19	Declarations of interest: None	-
003/19	The minutes of meeting June 11th 2019 and meeting June 25th 2019 were accepted as accurate.	Clerk
004/19	Public Participation:	-
	Who is responsible for the bins outside the shop, as they are overflowing? Answer: Stafford Borough Council.	
	Should the PC meeting be advertised on Facebook page? Answer: it is on a set day each month (in general) and is advertised on line and on the notice boards.	
	Query about a Facebook post re proposed 1-way system on Featherbed Lane, Back Lane and Smithy Lane. Answer: The only 1-way system proposed is on Featherbed Lane only, details will be in Newsletter.	
	A Facebook post about a petition to save the Green Man was also mentioned.	
050/15 and 074/17	Community Involvement to improve Hixon - <i>May-19</i> : The Hammonds Croft based "Hixon Volunteers" Group would like more members. <i>June-19</i> : Cllrs. B McKeown and Mrs C Murdoch have both met with the leader of the Hixon Volunteer Group. They are very keen to get new and younger members. They want the group to take on jobs put forward both by the group and by the PC. The PC kit e.g. gardening equipment can be used. They are very keen to improve the Mental Health Support in the village. Items they would like improved are: the side of McColls up to Hill Croft and the area around the phone box. PC to facilitate the getting together of the PC volunteers (litter picks etc.) and the existing Hixon Volunteers. Hixon Volunteers currently run the phone box book exchange, the Breakfast Club at the Church and look after the memorial at the church. If anyone sees dog poo being left behind by a dog walker, try and get photographic evidence and SBC can fine the person. <i>July-19</i> : Dog Poo: SBC came out and did another count in July, varied results. They can't provide any more signs. Cllr. A Murdoch will get more dog poo signs made at Bristol. Complaint received about the outside and side of McCollis - could ask the Volunteer Group to tackle this. Bench on Ridgeway OS will be sanded/stained by resident.	-
041/15 and 032/16, 067&081/09 & 056/118, part 041/15, 038/16, 065/17, 004/16	Speed and Highway Safety in Hixon Parish plus Village Gateway Features : <i>Jan-19</i> : Cllr. B McKeown has nearly finished the document on Safety Features and Gateway Features. Once finished, circulate to Cllrs. again with a view to then sending it to the Highways Liaison Manager (HLM). <i>Feb-19</i> : Document has been sent to the HLM, awaiting a response. HS2 may have an impact. <i>May-19</i> : Still no response from HLM, Chair is chasing one. County Councillor is keen for schemes to go ahead and for the 40mph speed limit through Pasturefields. <i>June-19</i> : Try and get a meeting with the HLM and the County Councillor <i>July-19</i> : Held positive meeting with HLM re highway safety improvement and gateway features. Try and meet with industries on New Road to get funding for plans there. Could have an exhibition of proposals in Hall to engage residents (?) Which contractor did Longdon use for gateway features? Start with Pasturefields using the legacy money. Start with top 4 projects: Prop/2nd - Cllrs. B McKeown/A Murdoch. All in favour.	Cllr. B McKeown/ Clerk
As above	Speedwatch Campaign: Would like to do 1 session per week. Need a minimum of 3 people. <i>Jan-2019</i> : Talk on Feb 2nd by Chief Constable etc. - invite all the Hixon Community Speedwatch Members (CSW). <i>Feb-19</i> : Meeting at HQ talked about how SpeedWatch (SW) had grown throughout Staff. There are different types of speed cameras. Meeting lasted 3 hours, most councils that have SW attended - big meeting. Most villages have permanent signs in place - trying to get the Specials to come out to sessions so that speeding drivers can be given tickets. Some people have had more than 3 warnings and are being prosecuted. <i>March-19</i> : had a session by the school in early March (no mobile signs used) - large increase in people speeding (ca. 3x) about 10% speeding (40+ vehicles). Lots of verbal abuse given. PCSO will make an effort to come out to sessions. More sessions will be held as weather improves. <i>May-19</i> : Report given at Parish Meeting. No update in June/July.	Cllr. Hopcroft
021/09, 023/09, 074/09, 091/09	Playing Fields Report: <i>March-19</i> : The Rider has been repaired and is much stronger than before, thanks to the Boatyard on Church Lane. The resident who used to lock/unlock the playing field gate has moved - new resident may be prepared to do this (?) Cllr. Hopcroft will ask someone in St Peter's View if they will do it. Swings will be painted this week. Police sign will be replaced. <i>April-19</i> : Litter picked and some tree pruning (lower branches by swings) and ivy removal undertaken. The back has come off the wooden bench and it needs to be removed - keep the plaque for possible future use. <i>May-19</i> : Lambs are getting in to the playing field through the fence on the left hand side (believed to be PC owned) probably due to children pulling down the wire to make a gap big enough for themselves to get through. Cllr. Hopcroft has spoken to the lambs' owner and believes he has an idea to solve the problem with the fence. Will have more discussions. <i>June-19</i> : We don't know who did some weedkilling in the area of the bench by the MUGA and dripped weedkiller across the grass. It wasn't our contractor. Two separate dogs have been seen with owners on the playing field, both asked to remove the dog. The hedgerow/undergrowth is encroaching on the grass areas of the playing field, ask contractor to cut it back. <i>July-19</i> : Cllr. Hopcroft has cleaned the bird poo off the wings. Agreed to plant fruit trees in the same area as the small trees.	Cllr. Hopcroft/ Clerk

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051/10	<p>JBMI Liaison Committee: Next meeting is December 5th 2019. Update: JBMI have seen a 40% drop in the demand for aluminium and have cut production by 45%. There have been some redundancies and they have reduced hours for staff, although they are still working 24/7. The salt recycling plant is selling well. They have 64 CCTV cameras and the fork lift trucks have impact sensors and they check what has been going on if the sensor is activated. The bunds/trees are finished. Large blocks are in place at the New Road entrance to stop lorries from parking there. There are new signs in place to help drivers go to the correct entrance. There is now a turning circle at the New Road entrance so lorries don't have to reverse on to Church Lane. Cllr A Murdoch to ask JBMI if they will put gabions with plants/trees in place of the large blocks, as more aesthetically pleasing. Suggest involving Gospel Hall in improvements to this area. <i>July-19</i>: Ask JBMI to go ahead with gabions.</p>	Cllr. A Murdoch
050/12 and 032/12 (Plan for Stafford)	<p>Neighbourhood Plan: Background: 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>March-19</i>: Questionnaire is with printer. Plaques - now suggest they have name of property and date built plus the PC website address - put all the details on the website so they can be updated easily. Have section dedicated to the heritage buildings. Hixon PC will be consulted in 3-4 years time by the Borough re future development plans. There is no intention to puncture the NP boundary. CIL information is being chased up. <i>April-19</i>: Blenheim Manor (BM) Questionnaires had gone out and waiting for a few more to come in. Analysis will be available for the next meeting. Plaques not done yet, gathering in the research on the properties for the website. <i>May-19</i>: Analysis still ongoing, lots of information back from one heritage property, waiting for information from 3 more (starting with 4 properties.) <i>June-19</i>: Green Man being added to list, others are: Yew Tree Farmhouse, Jubilee Cottage, High Cross, Scout Hut, Bath House, South View Cottage, Control Tower. Cost now approximately £25 per plaque - agreed. Suggestion that QR codes could be added to the plaque so person could be taken straight to the information on the website. BM questionnaires still being analysed, approx. 33% returned. <i>Jul-19</i>: Plaque design presented on screen. Questionnaire analysis not finalised yet.</p>	Cllr B McKeown
054/14, 034/16	<p>Hixon drop-in surgery and Hazeldene House Surgery incl. Patient Participation Panel: <i>Jan-19</i>: A long-term (10 year) plan has been launched in the NHS. England will be divided into 7 regions. NHS England and NHS Improvement will merge. STPs are being scrapped unless very advanced. <i>Feb-19</i>: Next PPG meeting is 28th Feb, Cllr. Hopcroft will attend. <i>March/April-19</i>: Temporary Agency Practice Nurse in place, who is a Nurse Practitioner and can prescribe. Trying to get another doctor in. <i>May-19</i>: Hazeldene have written to both the bus companies re altered bus routes/times that make it very difficult for residents to get to the surgery by bus - neither interested - one quoted the forthcoming new "taxi" service and the other simply said it wasn't economic. Satisfaction scores from patient survey have gone down due to difficulty in getting appointments. Nurse Practitioner is a good route to use. Move item to quarterly after PPG meeting. <i>June/July-19</i>: Cllr. Hopcroft not present.</p>	-
055/15	<p>IT and Using Cloud Storage on G-mail for PC documents: IT sub-committee formed. <i>Oct-18</i>: Group met 3rd Oct. Has drawn up document on functional for website. Advert for "Expressions of Interest" placed in Compass, contact local web developers for same, press release in local press. Ask Borough and county if they have IT web developers in-house that could help. Look at "Clerk and Councils Direct and local radio. Draft Timetable: <i>Feb-19</i>: Request made for names of interested companies to be distributed to IT Group members. <i>March-19</i>: Have 4 companies wanting face-to-face discussions, 2 wanting a conference call and 2 don't need anything. It is proposed to have a design contract and a service contract - companies may have their own. Should any contracts be passed by the Solicitor? <i>April-19</i>: Have met with 3 companies, all local. Arrange a short meeting to decide next actions and plan. <i>May-19</i>: Clerk to arrange conference calls with the remaining 3 or 4 companies. Update the functional specification, decide what to do about a contract. Meet after the calls finished, add Cllr. Carmichael to the group. <i>July-19</i>: Report from IT group looked, propose going out to tender with 6 companies and discussed strategy for going forward.</p>	Clerk /IT Group
097/07	<p>Allotments: <i>May-19</i>: Proposed compost heap - need to know how much it will cost, where it will go and more details of the scheme, how it will be constructed etc. WFAA representative present at meeting and will pass on the questions etc. <i>July-19</i>: Compost storage area plans look OK in general - check with SBC Planning as to whether Planning Permission is required. Check with insurer as to any implications.</p>	-
035/18	<p>Consider changing from contractor to In-House grass cutting arrangements: <i>Dec-18</i>: Decision taken to continue with current contractor for another year, to allow time for the specification and contract to be fully reviewed and revised and be ready if required for tender etc. in the future. Cllr. Mrs S McKeown will revise along with Cllr Hopcroft. Paperwork to be revised or drawn up include: Contract, specification, schedule, site locations, tender evaluation form, covering letter. Cllr. Hopcroft and Chair to meet with contractor prior to first cut to discuss requirements. <i>Jan-19</i>: Cllrs. Mrs S McKeown and Hopcroft are working on the revised paperwork for future use. <i>Feb-19</i>: Need to sort out what parts of MG grass cutting/strimming are being paid for by the PC. <i>March-19</i>: Cllrs.. had met with Acer to discuss best way to keep grass looking good - best option may be to cut everywhere fortnightly and/or extend the mowing period, this has obvious cost implication. Can't cut lower than the moss as it damaged equipment. Acer to let Clerk know if extra cuts are recommended. Revised contract, schedule etc. nearly ready - need a walk through to check it out. Cuttings to be dumped bottom right corner of playing field - Acer could use boards to get in to corner with tractor. <i>April-19</i>: Most of the revisions have been made, Cllrs. Mrs S McKeown and Hopcroft to walk the village to check that the schedule is correct. Allett mowers have been testing out very noisy petrol mowers on the Airfield Estate - they also have some quiet battery mowers to test - perhaps the PC could offer them somewhere to try these out (?) <i>May-19</i>: Cllrs Mrs S McKeown and Hopcroft have looked around the village - have a query as to who owns some land on Featherbed Lane - Clerk to check with S&RH. <i>June-19</i>: Clerk had circulated S&RH info. Not discussed at meeting. <i>July-19</i>: Waiting for Cllr. Hopcroft to prepare a plan of the mowing areas. Suggestion that wildflower seeds be scattered along verges and hedgerows both to look attractive and to reduce mowing costs. Consider among Church Lane and New Road. Also Ridgeway Open Space. Cllr. Mrs H Lunn to look into what quantity of seeds may be required. Also consider hedgehog hotels on Ridgeway OS. Clerk requested to purchase wildflower seeds up to £50 worth</p>	Councillors/ Clerk

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058/18	Document Retention and Archiving: Need to decide what we are going to keep. Staffs Archives don't want paperwork in plastic or with staples in. Decide what is for permanent retention and what is for temporary. Cllr. Mrs S McKeown will draft a list. <i>April-19</i> : Cllr. Mrs S McKeown has drafted a list of essential documents to keep archive, a general list and there will be a list of large projects and major developments. <i>May-19</i> : It needs to be started on, Cllr. Mrs S McKeown has volunteered. <i>July-19</i> : No update.	Cllr. Mrs S McKeown
059/18	Tree Liability: Need to be aware of trees in places where people are vulnerable to falling trees <i>e.g.</i> Bus shelter. Will our insurance cover us if we don't have a tree inspection regime? Ask Forestry Commission for advice and whether they undertake inspections - do they charge for coming out? Inspection of tall trees (e.g. 60-80 feet) in certain locations may be necessary. Identify which trees we think are a liability and ask for advice about inspecting them. Get advice as to which trees may be a liability. Look at trees on asset inspection. Clerk to contact insurers and Forestry Commission. <i>April-19</i> : Feedback from Insurers and tree experts had been circulated: Get more information from insurers, map the trees that may cause problems and "at risk" trees - near buildings or near highways. Cllrs. Mrs S McKeown and Hopcroft to do this during their walk around the village for the grass cutting schedule. <i>May-19</i> : Trees looked at during walk around the village, report needs to be made and any risks identified. <i>July-19</i> : Waiting for Cllr. Hopcroft and Cllr. Mrs S McKeown to prepare a plan of the trees that may need looking at. Willow tree on Hammonds Croft OS needs cutting back - cut it back on seed scattering weekend. WB 11th August for scattering - Cllrs. Murdoch will keep the seeds.	Cllrs Hopcroft & Mrs S McKeown
062/18	Defibrillator maintenance: The operations manager at the Bank House has asked what to do about the defibrillator there as it is not working the alarm keeps going off. Clerk to contact EMAS (who own the defibrillators) to find out what servicing etc. is needed and who pays for it, if required. Who is responsible for arranging it? Also, if further basic first aid and defibrillator training sessions can be put on. <i>April-19</i> : No feedback yet from WMAS. Check if defibrillators are on the asset inspection list (yes they are). Check with Bank House and Central Fasteners that everything is OK with them prior to asset inspection. Follow up with WMAS. <i>May-19</i> : the defibrillators supplied to us by WMAS have a long guarantee (ca 7 years) and any faults will be dealt with by the manufacturer. Cllr. Mrs C Murdoch to find out if the Bank House are checking their machine is now working properly. <i>June-19</i> : Waiting for the Compliance Manager at Bank House to respond. <i>July-19</i> : Still waiting for Bank House to respond.	Cllr. Mrs C Murdoch
017/19	Best Garden etc./Children's posters: Cllrs. Mrs C and A Murdoch offered to judge the gardens etc. again this year - think of any new categories that are wanted. <i>June-19</i> : Wildflower area? Best designed/themed garden? Think of more categories. Children's posters distributed. <i>July-19</i> : Poster prizegiving completed, went well. Garden judging: posters being prepared - will be front garden, hanging baskets and unusual garden features.	Clerk
019/19	Purchase of strimmer for Millennium Green Trust: The Millennium Green Trust (MGT) have accepted this offer, Cllr. Hopcroft will liaise with the MGT as to type of strimmer required and proposed maximum spend of £200 - seconded Cllr. A Murdoch and agreed unanimously (the 3 MG Trustees did not take part in the vote, Cllrs. McKeown x2 and Carmichael). <i>July-19</i> : Cllr. Carmichael will look at PC strimmer and see if it is suitable for MG.	Cllr. Carmichael
037/19	Church Lane Bus Shelter: The original contractor has proposed a solution to the problem of the bus shelter leaning - Clerk to write to him and ask for a formal quote and specification for the work proposed. <i>June-19</i> : Verbal quote received - needs to be in writing along with specification of work. Should anyone else be asked to quote? Put names of any suggested contractors forward. <i>July-19</i> : Written quote received - it is for work assuming the posts are not rotten. Ask for a quote to include new posts and fitting them as well. Will need concrete put in underneath the posts in the holes (for existing or new posts). Bus route: contact D&G and SCC and ask if bus route can be amended so that the bus goes along Church Lane to the A51 and turns right through Pasturefields.	Clerk
038/19	Standing Orders: Standing Orders in general need updating. Need a separate meeting to sort them out - Sept/Oct? Or at Budget meeting?	Councillors
039/19	Parish Council Newsletter: Draft final version looked at, final comments to Chair by 17th July so it can be sent to printer.	Councillors
040/19	Parish Council Communications & Engagement Strategy: Cllr. Mrs C Murdoch has drafted this, look at in more detail at next meeting. <i>June-19</i> : Cllr. Mrs C Murdoch would like feedback on this from Councillors. <i>July-19</i> : Set up a sub-group.	Councillors
041/19	Voluntary Transport Scheme and Village Link Bus Service: Voluntary Transport Scheme was looked in to previously.	-

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027/19	Arrange members of the sub-committee groups: Key in alphabetical order of surnames.: Cllr. J Carmichael JC. Cllr. Mrs C Finlayson CF. Clerk CG. Cllr. Hopcroft PH. Cllr. Mrs H Lunn HL. Cllr B McKeown BM. Cllr. Mrs S McKeown SM. Cllr. Mrs C Murdoch CM. Cllr. A Murdoch AM.	
	Human Resources Group: CG, BM, PH, HL	
	IT Group: BM, CG, SM, AM, JC	
	Community Engagement Group: CM, BM, CF, HL	
	Administration Group: CG, SM, CF	
	JBMI Liaison: AM	
	Trent Valley Collaboration Group: BM, PH, CG	
	Wellington Fields Allotments: JC	
	Hixon Volunteer Group: A representative from the Community Engagement Group	
	Hazeldene House Patients' Participation Group: PH	
	Hixon Neighbourhood Plan Steering Group: BM, CG, SM, CM	
	Write terms of reference for new groups, arrange meetings	Councillors
049/19	Uneven pavement/change in level of ground outside The Chop Shop: Ask Chop Shop lady if she owns the outside of the shop or if she knows who does.	Clerk
050/19	Green Man ACV application: Has been put in to SBC. Steering Group to be set up. Confidential communication has been received by Chair in connection with the sale of the Green Man.	-
051/19	Consultation: Staffordshire County Council's draft revised Statement of Community Involvement: Chair will complete this.	Chair
052/19	Parish Council Invitation to Workshop on 24.7.19 - HS2 impact: Clerk and Cllr. Mrs C Finlayson will attend this.	Clerk/Cllr. Mrs C Finlayson
053/19	Recycling clothing bin for Children's Air Ambulance: there is already a clothing bin on the Green Man car park - Cllr. Carmichael to check exactly what it says on the side of the bin, not interested in having a second bin for same charity.	Clerk
005/19	Chairman's announcements: Chair will hold training sessions on Planning in late September . On holiday 18th July to 11th August.	
006/19	Councillor Questions Does the PC need to do anything about the travellers at Farley Corner? Answer: They are not in Hixon parish and do not normally cause any problems.	
	Can the reports for the PC meetings come out earlier to give councillors longer to read them?	Chair
	Can the allotments proposed compost storage compound plans be checked structurally? Can be paid for out of ring-fenced funds. Answer: Chair knows someone who can do this. Can the wording for the old (knocked -down) WWII building on the allotment agreement be checked? - Clerk will check/circulate.	Chair/Clerk
	Can the Welcome to Hixon sign be put on the agenda for Sept.?	Clerk
	Can the Walk Leaflets be put on the agenda for Sept.?	Clerk
007/19	Date of next meeting: September 17th 2019.	Clerk to book Memorial Hall
008/19	County and Borough Councillors Reports:	None

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009/19	Planning Applications:	
	19/30565/FUL Proposed extension and alteration works to existing building, together with alteration works to existing entrance walling and gates, Babbage Building Hixon Industrial Estate Church Lane Hixon	No comments
	19/30402/FUL Variation of Conditions 2,3,4,5,7,8,9,10 and 14 on application 18/28971/FUL Land Adjacent To 24 The Croft Off (2) Church Lane Hixon Stafford Staffordshire	Concerns over external appearance, would like footpath to playing field.
010/19	Planning Reports	Permitted
	19/30138/FUL Residential development of one detached dwelling (resubmission of 18/29586/FUL) Land Adjacent 3 New Road Hixon	Refused
	19/30471/FUL Erection of an agricultural building, Land South Of New Road. Hixon. Stafford	Permitted
	19/30563/HOU Side and rear extensions and new first floor including 3 dormers, 11 Legge Lane Hixon	Permitted
	18/29803/FUL Detached split level dwelling, Land At Sunnyside Cottage, High Street, Hixon	Done
011/19	Bank Reconciliation:	
012/19	Schedule of agreed payments	
	C Gill salary July (Net tax/NI). Local Gov act 1972 s111.	£800.87
	C Gill salary August (Net tax/NI). Local Gov act 1972 s111.	£800.87
	Reimbursement C Gill (costs: working from home) - July. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill (costs: working from home) - August. Local Gov act 1972 s112	£59.50
	Reimbursement C Gill mileage (72 miles @ £0.45p/mile). Local Gov act 1972 s111	£32.40
	Reimbursement C Gill stamps (12x 2nd class @ 61p = £7.32)	£7.32
	Reimbursement C Gill for children's poster competition prizes	£92.60
	Re-issue of cheque to Millennium Green as cheque from March has been mislaid - original no longer valid.	£1.00
	SLCC membership renewal	£136.00
	ALCC membership renewal	£40.00
	SPCA for councillor training course x2	£35.00
	Acer for June mowing	£1,240.06
	Hixon Memorial Hall for room hire, April to June	£80.10
	John Martin for allotment land lease rental 2019-2020 (£851.73) and water payment (May 2018 to May 2019 = £317.68)	£1,169.41
	Water Plus - car park drainage 1st April to 1st July 2019	£110.09
	Black Rose - internal auditor for 2018-2019 accounts	£116.27
	HMRC for income tax (£5.60) and NI payments (employer £13.72 and employee £11.93) July = £31.25	£31.25
	HMRC for income tax (£5.60) and NI payments (employer £13.72 and employee £11.93) August = £31.25	£31.25
Documents Received:	Documents Received: CPRE Raffle tickets, information on Bridges' guidance on marking the death of a senior national figure.	