### Minutes of Parish Council Meeting Tuesday April 17th 2018

#### In attendance for all or part of the meeting:

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

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

Ref	Item	Action
001/18	Apologies received from: None received.	-
002/18	Declarations of interest: None	-
003/18	The minutes of the meeting on March 27th 2018 were accepted as accurate.	Clerk
036/17	Caravans etc. gathering, land off New Road: The landowner was present to discuss the situation - she was unaware of the problems that had occurred during the past 2 years of the faith travelling group using her field for their meeting. She has not been approached this year by the group but does not have land available for them anyway as she is farming much more of her land. She would like to made aware of any issues as soon as possible in future, by email or telephone preferably.	
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. March-18: Work on Hammonds Croft OS completed and looks good. Willow tree needs a trim - PC to remove lower limbs using the new gardening equipment. April -18: Cllr. Baxter talked about the litter pick for the following weekend and the people who had so far volunteered. Posters have been put up around the village. Try and make the litter pick/tidy up weekend a regular event, plan for next one at the end of May. Lauder Grove and HC willow tree also need tidying up using the gardening equipment.	Cllrs.
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 Bristor re helping with Gateway Features on Church Lane. <i>Feb-18</i> : Need to think about insurance liability and check with Highways, as it is their land. <i>March-18</i> : May not need to use Highways land, possible designs discussed - silhouette of parent and child and cat with cat's eyes. Need 6-8 trees in front of boatyard etc., landowner has given permission. Lime trees at £35.99 each. Gateway white "gates" by 30mph signs. Welcome sign to be set in brick or stone on "grassy knoll" with low bushes at the side and 2 trees behind. Similar design for welcome sign on New Road. Talk to Highways re Gateway Features. Agreed to order 8 lime trees from Ash Ridge at £35.99 each. <i>April-18</i> : Landowner of area where the lime trees were going has withdrawn consent for their planting - write and ask if he will reconsider (Chair). BriStor waiting for details of the silhouettes. Thought that the legacy trees were too small to plant outside JBMI entrance, need something bigger.	Chair
As above	Speedwatch Campaign: Would like to do 1 session per week. Need a minimum of 3 people. Chair would like to train. Oct/Nov/Dec-17: 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. <i>March-18</i> : Grant applied for. Area for Speedwatch extended down to new 30mph limit by Pasturefields Lane. One additional area can now be covered. 2 sessions held, Church Lane coming in to the village was the worst for speeding vehicles - 14% speeding, 2 cars in excess of 45mph. Will request PCSO/Special Constable presence more often as they can stop the offenders at the time. Want to carry out more sessions and need more volunteers, have some possibles lined up. Further training planned. <i>April-18</i> : Aiming for at least 2 sessions per month, have some new volunteers. Accident at Stowe Lane/Back Lane/Meadow Glade junction again, 3rd in about a year, 2 lampposts taken out previously. Hole made in fence this time.	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 A1or A0 size. <i>Jan-18</i> : New aluminium sign ordered. <i>March-18</i> : New sign arrived. Can the concrete bin have a lid put on it? The old wooden bench is in a bad state - consider removing when work on picnic table is undertaken. <i>April-18</i> : New sign has gone up - fastened on top of old sign which is looking a bit scruffy around the edge.	Cllr. Hopcroft/ Cllr. Kelly
051/10	JBMI Liaison Committee: Next meeting is June 4th 2018.	-

050/12 and 032/12 (Plan for Stafford)	members) meet 6-monthly starting in June 2017, to review the plan and its effectiveness. Sept-17: Minutes from June's meeting circulated, need to allocate actions to individuals. Oct-17: SBC have put out a call for sites. Dec-17: 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. Jan-18: Cllr. Kelly will speak in opposition at the 30 houses Planning Cttee. meeting. Feb-18: 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. March-18: The Lioncourt proposals were reviewed - the proposal is to build additional houses (an extra 20) including bungalows ands to improve the design and specification of all 50. A woodland walk would be put in around the perimeter. However, the additional land for the extra houses is outside the Neighbourhood Plan Boundary and this proposal was turned down unanimously by councillors for this reason. (Refusal proposed by Cllr. Baxter, seconded by Cllr. Kelly and Cllr. Mrs M Aberley: 5 in favour of refusal, 0 against refusal). Decision to be put to the NP group on April 3rd. April-18: Decision ratified at NP meeting, need to write to Lioncourt with decision.	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. April-18: 2 walks have now been revised. (Swansmoor and Salute).	-
054/14, 034/16	Hixon drop-in surgery and Hazeldene House Surgery incl. Patient Participation Panel: Jan-18: Cllr. Mrs C Murdoch has tried to chase up Patient Reference Group, next PPG is January 18th. Feb-18: 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 are coming together. April 18: New male doctor in place - seems keen to have a drop-in type surgery system. Cllr. Hopcroft will talk to him at next meeting. A FB page for comments to promote communications between different surgeries was proposed by an invited speaker. The Better Together (STP) group are now getting their act together re prevention and are promoting better use of pharmacists etc. Redesigning primary care via consultation. Hazeledene may use the Clinical Nurse to filter calls to doctors' surgery to see if they need to see a doctor or could see a nurse instead.	Clirs. 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. Feb-18: Memorial Hall now has WIFI. March-18: Laptop has arrived, mouse on order. IT group to decide on which software to purchase. Apr-18: Mouse has arrived. Go for Microsoft Office 365 Business at £7.90 per month on a month by month basis. See if a Direct Debit can be set up at the bank. BriStor use a Joomla on a template basis for their website.	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. Oct 17: Feasibility being assessed by Highways. Nov-17: 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. Dec-17: Colwich contacted, have not heard back re their discussions. Cllr. J Francis has requested a safety audit on A51 Pasturefields to Tolldish Lane. Jan-18: Find out if Colwich are doing anything, contact Weston again. Can we raise the profile, take some actions to show strength of feeling? Feb-18: 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. March-18: Feedback from Cllr J Francis indicated that funding of speed limit change would have to come from development - query this, as purely administrative costs. Apr-18: No further feedback, Chair has organised a meeting with Colwich and Weston PC Chairs.	Clerk
041/16	Parking on Smithy Lane and McColls (rubbish, hole, overgrown grass/hedge, parking on grass verges on Hill Croft): . Nov-17: 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. Dec-17: McColls say garden area will be sorted out. Jan-18: Ask for a general Spring Clean of garden and surrounding area. Feb-18: McColls have said that the garden will be tidied and that a tidy up of the outside and pipes has been undertaken. March-18: Ask Parking Enforcement to visit regularly. April-18: Looking messy outside McColls.	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>Mar-18</i> : Trees delivered, councillors to plant (keep some back for school children to plant. Chair will mark out planting positions on playing field. Warn Acer about new trees, will have to strim around them. Legacy trees: propose 2 at JBMI entrance on New Road, 1 on Church Road OS, offer 1 to school for new KS1 activity trail (?). April-18: Leave legacy trees for now (still small). Cllrs. S McKeown and Baxter will talk to school about planting the remaining trees.	Cllr. Mrs S McKeown/ Cllr. Baxter
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. Nov/Dec-17/Jan/Feb/March/April-18: 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. <i>March-18</i> : Extra bed agreed, now 8 in total. One for each soldier from Hixon who died as a result of being away in action in WWI. Small "Tommy" silhouette and plaque for each bed. Cost ca. £50-60 per bed. Agreed unanimously by councillors. What would the figure be placed on, would need to be resilient? Slanted stone idea for plaque. Plant one of the legacy trees on Millennium Green on 11/11/2018. <i>April-18</i> : Poppy beds completed, example of suggested plaque shown to councillors by Cllr. M Aberley.	Cllr. Mrs S McKeown
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. Dec-17: 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. <i>March-18</i> : Questionnaire in progress, will be circulated for comments. <i>Apr-18</i> : Questionnaire ready to print - leave until after the Green Man leaflet.	Chair
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-1</i> 8: BT will not fix the door unless it is a H&S risk. <i>March-18</i> : Contract states that BT will remove the phones, thereafter any costs arising will be the responsibility of the Parish Council. It is just the box(es) that will be owned, not the land underneath. If a defibrillator is installed, it has to be a certain type specifies by BT. It was agreed to go ahead and adopt the 2 boxes (Hixon and Lea Heath).	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. Dec-17: Quote received, seems high - Ask for another quote from Abbey Landscapes. <i>Jan-18</i> : Quote received and thought acceptable, agreed to proceed ASAP. Feb-18: 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? <i>March-18</i> : Decided to get the slate repaired and mounted in brick or stone. <i>April-18</i> : The company that printed the new MUGA sign can probably make an aluminium sign with the same design as the original, awaiting confirmation.	Chair
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. Jan-18: 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. <i>March-18</i> : Many PCs have shown interest in this DPO service but cannot tell which level they will opt for, will probably decide on size of PC. SLCC also providing advice on what to do and whether a DPO is necessary for a Parish Council. Leave budget figure at £450 for GDPR, to include any Gap Analysis costs, on the assumption Hixon PC doesn't need a tier 3 service. <i>April-18</i> : Agreed to look at the SLCC toolkit, to make a start prior to implementation of the new regulations.	All

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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. <i>March-18</i> : Poo count showed a big improvement. April-18: Extra bins can be emptied at £4 each per week. Hixon is missing 2 bins compared to the number supposedly in place, see if these will be installed by SBC. Need a bin at top of The Croft sheep-field footpath.	Clerk
076/17	Request from Stowe by Chartley Parish Council to consider recombining the Parish Councils: some discussion took place as to the possibilities of why Stowe by C PC were wanting to combine/re-combine with another PC. No details had been provided. It was suggested that it may be due to the administrative costs being a very high percentage of the overall costs, meaning that there was very little money available to spend on projects etc. The background of the split in PCs around about the year 2000 was given, which was also on a cost basis. Decided to respond saying that Hixon PC was prepared to open up a dialogue with Stowe by C PC without preconceptions. More information required. <i>April-18</i> : Stowe by Chartley PC say primarily to do with their administrative costs being high compared to the precept.	Councillors
077/17	National Planning Policy Framework (NPPF) consultation: Chair will look at this.	Chair
078/17	Consider request from resident for commemorative plaque (50th anniversary of train crash) to be installed in grass verge on New Road to be included in PC assets and insurance: More information is required before PC can make a decision on this.	Chair
015/18	Stafford and Rural Homes, Rural Exception housing: Would have to do a proper questionnaire and full survey etc. if wanted to progress this.	Clerk
016/18	Sign off Financial Risk Assessment for forthcoming year: Financial Risk Assessment was read out, approved and signed/dated.	Clerk
017/18	St Peter's school poster theme: Poppies and flowers of peace theme agreed unanimously.	Clerk
097/07	Allotments: <i>March-18</i> : Repairs to fencing on right hand side of allotments update: Chair has left a phone message for the contractor. Consideration of the revised tenancy agreement: Tenancy agreement as sent out to tenants in February has been reviewed by representatives of the Parish Council and the required changes, additions etc. were discussed and agreed at the meeting. Clerk to contact WFAA with the required changes. Asbestos bin on allotments - labelling etc.: the bin needs to be labelled clearly as to what it is for (some people putting rubbish in it) and should be included in the allotment rules, attached to the tenancy agreement. Check what accounts were provided to the Clerk by the WFAA Chair at the December meeting - Clerk. Contact the WFAA Chair to say that the invoices should have included the split of costs, as previously agreed with the PC - Clerk. <i>April-18</i> : Tenancy agreement currently in use has not been agreed with Hixon PC, invoices sent out in Feb 2018 are not in the agreed format. Questionnaire from SBC to be circulated to Allotment tenants via WFAA secretary. Letting a plot to a Fradswell resident was not discussed. It was suggested that the tenancy agreement should be in an agreed format before considering any further changes to the current situation.	Councillors/ Chair/Clerk
004/18	Chairman's announcements:	None
005/18	Councillor Questions:	
	Rubble left on Church Road open space - write to owners of property that had the work done, resulting in rubble being deposited on the OS.	Clerk
	Hedge at New Road Farm - visibility very poor turning right from New Road on to Martins Way due to hedge. Chair commented that the hedge was cut back last year.	-
	Pot holes on Hixon Industrial Estate: some of the roads on J Lloyd's roads are in a very bad condition due to pot holes, they are dangerous on health and safety grounds for walkers, cyclists and motorists. Clerk to ask landowner what is being done about this problem.	Clerk
006/18	Date of next meeting: May 15th 2018	Clerk to book Memorial Hall
007/18	County and Borough Councillors Reports	None
008/18	Public Participation:	
	Planning application to demolish the Green Man pub and build a Co-op convenience store and 3 houses on the site: Views were put forward from residents present including: Don't want to lose the Green Man building, can the pub be made a Community Asset? Would need the whole village to be supportive and to come up with an alternative plan, 2 supermarkets in Hixon village is too many, there will be highways problems due to increase in traffic and parking, Hixon needs 2 pubs as it is a growing village and both should be viable, there are concerns over the future of CHEF as the Green Man and its land are used for fund-raising events and storage. It was decided the best way forward would be to survey the village for residents' views, get questionnaire out following week. Clerk to check deadline for comments, ask for extension if necessary.	Councillors/ Clerk

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	Queries from some Wellington Fields Allotment Association (WFAA) Committee members: Asked about the tenancy agreement situation, invoice situation and questionnaire. It was explained that the questionnaire was a SBC questionnaire that had been received and would be sent to the WFAA secretary. The relevant tenancy agreement points (changes to the original agreement that had not been agreed and one additional item) had been sent to the Chair of WFAA (and he had confirmed that they would be on the agenda for the following week's meeting of the WFAA). The invoice format had been changed from that agreed in 2016 with WFAA committee and further discussion was required re these changes. The WFAA members present said that they would like to be able to run the allotments day-to-day without interference from the PC: The PC would like this to be able to happen as well - however, some things agreed in meetings with the WFAA were not being kept to (e.g. invoice format, see above). Some of these items were stated (by WFAA Cttee. member(s) present) to have been discussed at WFAA meetings/AGMs, with the WFAA Cttee. deciding that there was better way of doing them - these discussions had not been fedback to the PC and proposed changes had not been discussed and agreed with the PC - this lack of agreement is what had caused the problems. The WFAA Cttee. members present were advised that changes to agreements between WFAA/PC have to be further discussed and agreed between WFAA and HPC, in order to be the current agreed arrangements.	-
009/18	AOB:	
	The insurance renewal price of £875.56 with Zurich was agreed.	Clerk
	A copy of the 2017-2018 Income and Expenditure Bank Reconciliation was provided to all Councillors.	Clerk
010/18	Planning Applications:	None
011/18	Planning Reports	
	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. Size reduced to 13.8 x 10.6 x 5m to the ridge.	Permit
012/18	Bank Reconciliation:	Done
013/18	Schedule of agreed payments: Cheques signed by Cllrs. B McKeown and Kelly.	
	C Gill salary (April-Net tax/NI). Local Gov act 1972 s111.	£775.64
	Reimbursement C Gill (costs: working from home) - April. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill stamps (12x2nd class; 12@58p = £6.96)	£6.96
	Reimbursement C Gill mileage (22 miles @ £0.45p/mile). Local Gov act 1972 s111	£9.90
	Reimbursement C Gill for Parish Council Laptop mouse	£14.99
	Acer - mowing	£612.98
	Acer - cutting and clearing Footpath number 1 to church	£240.00
	TGM for Minor Highways work	£456.00
	Water Plus for car park drainage 1st Jan 2018 to 1st April 2018.	£106.21
	Hire of room in Hixon Memorial Hall, January to March	£50.40
	Abbey landscapes for 8 wild flower beds (incl. seeds)	£480.00
	HMRC for income tax (£4.40) and NI payments (employer £12.24 and employee £10.64) April = £27.28	£27.28
	Reimbursement P Hopcroft for purchase of items to repair the wooden picnic table on the playing field. (Payment additional to the agenda).	
	From Ringfenced funds	
	Steve Thomas for allotment edging work (Payment additional to the agenda).	£344.96
014/18	Documents Received: Resident has walked and re-written the Salute Stroll.	
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Meeting finished at 10.15 pm.