

## Hixon Parish Council

### Minutes of Parish Council Meeting Tuesday October 17th 2017

**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

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

Ref	Item	Action
001/16	Apologies received from: Cllr A Murdoch, Cllr N Baxter	-
002/16	Declarations of interest: None	-
003/16	Minutes of meeting September 19th 2017 were accepted as accurate.	-
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. 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. July-17: Saul Hocking present - Saul outlined what had happened in Weston - "soft" campaign. PC pin-point the worst areas. A5 flyer around village, Saul has example. Community based effort, get people talking to each other. If there is a blip, re-group and re-think about it. Look at the areas and the situation with bins. Free bags from the pet shop, SBC will do press release and tweets. Put posts on FB page. Sub-Cttee. of Clerk, Cllrs. Kelly and Baxter and Saul Hocking - arrange meeting. Re Hammonds Croft - residents meeting on 19th August, plan discussed and agreed with residents. Cllrs. Hopcroft, Kelly and Baxter to have a final look around the area, agree plan and put out to tender. Oct-17: 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 net 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. Redesign flyer. Add "Hixon" to poster and add HPC logo above SBC's. Clerk to circulate the flyer for design comments. Campaign start is 1st January 2018.	Sub-Group
041/15	Gospel Hall on New Road: Update from Trustees: Trustees did not attend: Emailed update- application for temporary permission for portacabins has been resubmitted. Work on the hall won't start for at least another year as they are gathering their finances together (as of July 2017).	
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. Dec 2016: WP met, agreed Church Lane as first priority (raised crossing, gateways etc.). Involve local businesses and SCC (Richard Rayson/James Bailey). Jan-17: Swynnerton PC are putting in white plastic gates at the entrance to Yarnfield village, they are paying for them themselves. Feb-17: 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. Apr-17: Richard Rayson says it is with Amey, should get something from them April/May. May 2017: Use the BriStor apprentices for the gateway features, ask local companies to plant trees, landscape etc. WP met on June 14th. June-17: Plans will be available shortly. July-17: Consultation document received from Highways on the raised crossing - Warmly welcomed, suggest move the 7.5 tonne limit to coincide with the relocated 30mph sign at Pasturefields Lane. Sept-17: Find out what is happening re the raised crossing. Oct-17: Crossing out for final consultation, Suggest moving 7.5 ton weight limit to same point as 30mph signs again.	Clerk
As above	Speedwatch Campaign: Sessions planned, would like to do 1 per week. Need a minimum of 3 people. Chair would like to train. May-17: 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. June-17: Recent session on New Road/Church Road at lunchtime - over 200 vehicles, only 2 speeding and this was marginal. The new person in charge of Speedwatch in the police in this area is trying to get Speedwatch group to use the camera van as then speeders could be fined. Police want to use permanent "Police and Community Speedwatch" signs in areas that Speedwatch operates but Highways won't give permission - need to be on separate poles erected by Highways, not lampposts etc. Vehicle speeds overall have dropped in Staffordshire. July-17: 2 sessions held, New Road and by school. ca. 250 vehicles passed by, ca.10% speeding, many doing 40mph+. All doing >35mph get a letter and repeat offenders also get a letter. Sept-17: Percentage speeding is decreasing, down to about 5%. Church Road seems to be the worst area for high speeds, however one vehicle was doing more than 50mph on New Road during one session. Ask JBM to remind lorries to NOT drive through village if they turn up at the wrong entrance i.e. they must go via the A51. Thursday 21st Sept is Project Edward Day, the European Day of No Accidents - Speedwatch will be out with a PC. Oct-17: Project Edward was successful, no sessions since then	Clerk

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021/09, 023/09, 074/09, 091/09	<p>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. <i>June-17</i>: Grass cuttings removed, ask Acer to only use top right corner for new cuttings and ask for quotes to include removal of all grass cuttings for next year. Used Nitrous Oxide gas canisters have been found on playing field and Millennium Green - inhaled as laughing gas. Extremely poisonous. <i>July-17</i>: Litter not too bad, mainly chip shop paper. Skate Park - waiting for a design to be out forward. <i>Sept-17</i>: Two new signs have gone up on playing field gate. Police have been monitoring the drug dealing that has been going on there and gate is now locked at dusk. Improvements have been seen. MUGA Sponsor Board needs replacing as writing has faded badly. The tennis nets weren't put up during the summer as no-one asked for them to go up. <i>Oct-17</i>: Waiting for price for Sponsor Board replacement.</p>	Clerk
097/07	<p>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 has 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. <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. <i>June-17</i>: Has driveway been weed-killed? Waiting for TGM to confirm. <i>July-17</i>: Driveway and car park have been weed-sprayed twice now, doesn't seem to have been very effective. Chair will contact Weston PC re availability of allotment plots. Contact Clerk at Stowe by C. Ask Simon Ellin how many boards are required for edging. Check that the full 5m is being weed-sprayed. <i>Sept-17</i>: Consider having the edgings put in by contractor. Check the amount of edging required again. Councillors with plots to look at fence down the RHS looking from gate as it is leaning badly. Chair has contacted Chair of Weston PC re plots, no response received. <i>Oct-17</i>: Weed spraying didn't occur due to bad weather, haven't been doing the edges as not clear where plots ended. Get edgings in place before next spray - Chair is getting a price for both the edgings and for the installation of the edgings.</p>	Clerk
051/10	<p>JBMI Liaison Committee: Cllr. Mrs M Aberley fed back discussions from meeting. New building was built outside the planned site due to proximity to drainage ditch - needs a new planning application. Fencing being erected at main entrance to site, in line with that requested by PC. Drainage ditch on Monty Brown's land needs clearing out as it is causing problems and drainage issues up stream. <i>July-17</i>: Query raised as to whether JBMI are being questioned enough at these meetings? - they will take questions readily but can't always supply answers as they rely on their records as their evidence of noise, smell etc. Even though there is little doubt that an incident originated from their site, they don't acknowledge this if their records don't show it.</p>	Clerk
050/12 and 032/12 (Plan for Stafford)	<p>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. <i>June/July-17</i>: NP group met as planned, minutes to be produced, some new ideas coming forwards. <i>Sept-17</i>: Minutes circulated, need to allocate actions to individuals. <i>Oct-17</i>: SBC have put out a call for sites.</p>	Clerk
069/12	<p>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. <i>Jan-17</i>: Sarah does not have the code for the defib., Clerk to let her know it. One of the 2 Yew trees has been cut down - Consider a TPO for the remaining Yew tree as it part of the setting of the listed building. Liaise with Mary (leaseholder of pub). <i>Feb 17</i>: Sarah now has the code for the cabinet, instructions on what to check/record and suitable paperwork. Mary is in agreement with getting a TPO on the remaining Yew tree. <i>Mar-17</i>: Clerk has contacted SBC re TPOs. Cllr. Mrs C Murdoch will talk to Sarah/Mary re funding items, community involvement etc. 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. <i>June-17</i>: No further update. <i>July-17</i>: Soak-away trial on Millennium Green land for car park drainage. Millennium Green Trust require more information on what is proposed. Cllr. A Murdoch to discuss taking this forward with Colin Hutchinson. It is clay soil. Estimate to dig the hole with hardcore is £2.5 - 3K (ex Cllr. Hopcroft). <i>Sept-17</i>: Bank House is under new management (Lewis Partnership), appears to be successful. Will be closed in January 2018 for refurbishment. Chair has arranged to meet with Chris Lewis to discuss the car park situation. <i>Oct-17</i>: Chris Lewis understands the importance of the car park to the customers of the Bank House and is happy to pay £10 + VAT per week to keep the car park open, the money will help with the costs of running it. Chair proposed that the draft agreement that had been prepared and agreed by Chris Lewis was formalised - Cllr. Mrs C Murdoch was against having an agreement of this sort, Cllr. Mrs M Aberley was initially against it but then said that as it was in the best interests of the Hixon Parish residents she would agree with it, other councillors were in agreement. Clerk to type up agreement on PC headed paper in duplicate.</p>	Clerk

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039/13	Consider best way of producing walk leaflets: At the January 2016 meeting It was decided that the walks need to be walked again and new descriptions and photos taken as the current wording etc. seems outdated. Cllrs. McKeowns and Murdochs to walk the walks ASAP. <i>Oct 16</i> : get together and discuss how best to proceed. <i>Nov 16</i> : As previous month but the Councillor Murdochs have found a new walk to add to the others (Swansmoor Circular)! In Progress. <i>Mar/Apr/May-17</i> : More walks found, will write up. <i>June-17 onwards</i> : Walk leaflets will be produced when time allows.	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. <i>July-17</i> : Hazeldene don't make it obvious that the nurses can deal with some problems and will pass on to doctor straightaway if needed. Can arrange a telephone appointment with doctor, doctor will ring back. Nurse visits to Hixon will be stopping. Can also ring 111 and get to a triage nurse and can also get a doctor appointment or advice. Cllr. Mrs C Murdoch has been contacted re joining the Patient Reference Group. <i>Sept-17</i> : Nurse is no longer coming to Hixon. Next PPG meeting is Sept.28th. <i>Oct-17</i> : No further forward with Healthwatch. Hazeldene are recruiting a new GP, have 3 to interview.	Councillors
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. <i>June-17</i> : Waiting for response from Memorial Hall, Matt Collins prices for equipment are within budget. Need a laptop. Will need to ensure no sensitive documents are stored on the Cloud. <i>July-17</i> : Agreed to order the Projector, screen etc.. Cllr. Hopcroft to chase up Mark Farrington re WIFI. <i>Sept-17</i> : Need to purchase a PC laptop to go with projector etc. Matt Collins will do a teach-in. Cloud filing - fills up very quickly, could use Onedrive on Microsoft. Will have to pay for storage. <i>Oct-17</i> : IT group met 11th Oct, look at various online storage facilities. Cllr Baxter looking at last filing date at County Archives. Matt Collins teach-in was 17th Oct in afternoon. Need to find a company to sort out website maintenance etc. Matt Collins to provide spec. for laptop, purchase agreed (ca. £500) check prices at PC World as well - Chair.	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. <i>June-17</i> : Chase up John Francis. <i>July-Sept-Oct 17</i> : Feasibility being assessed by Highways.	Clerk
041/16	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. <i>Apr-17</i> : 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. <i>May-17</i> : Nothing done, Clerk to chase up McColls. <i>June-17</i> : Work supposedly done but not very well at all. Go back and complain again, bread trays left outside are being dumped elsewhere (by kids). <i>July/Sept/Oct-17</i> : Keep chasing McColls for more to be done.	Chair/Clerk

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042/16	<p>Rubbing down/oiling of notice boards: <i>Dec 16</i>: Swings have now been painted satisfactorily, McKeowns will do the notice boards. Jan-17/Feb 17: Progressing ..<i>Mar-17</i>: 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. June-17: Work has started on the remaining notice board, been rubbed down, sugar-coated and left to soak, Will receive 2 coats of Danish oil. <i>July/Sept-17</i>: Oiling has been started. Needs to dry out for a week before second coat is applied. <i>Oct-17</i>: Will have another go 18th Oct.</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&amp;RH re the tension between one of their tenants and her neighbours over parking issues. <i>Sept 2016</i>: S&amp;RH had visited but did not think they could help. Clerk to try and arrange meeting with Highways, Fire Service, Police, S&amp;RH to discuss what may be done to help. <i>Mar-17</i>: S&amp;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. <i>Apr-17</i>: Monty Brown prepared to attend PC meeting to discuss the track. Invite him to meet with Brendan and Paul prior to next meeting. <i>May-17</i>: Plans with Richard Rayson for costing. <i>June-17</i>: Monty and Ed Brown attended the meeting. The position regarding the initial claim that they owned the track at the back of The Croft at the edge of the field was covered again. 3 people have permission from Monty to use the track to access the rear of the property they live in. He will not give permission to anyone else. However, he would sell the track for £70,000 (14 properties, £5000 each). This figure is based on one house recently sold who claimed that her house value was decreased by £10000 when Monty refused to allow her to use the track to access rear parking - Monty offered to go 50/50 with her. <i>July-17</i>: Send letter to The Croft residents updating them on the proposals for increasing parking spaces and also Monty Brown's proposal. (Post meeting - Need to discuss and respond to S&amp;RH's request to know who would cover maintenance and what happened if cars were parked on it when the grass cutting was being done.) <i>Sept-17</i>: Mow around parked cars - if car left unmoved for any length of time, PC will ask owner to move it. Will consider maintenance in due course. <i>Oct-17</i>: Richard Rayson says the bank will increase the cost, estimates £30-40K. As Richard to let us know when he is next visiting Hixon, to meet up with councillors to look again at the site.</p>	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. <i>Nov 16</i>: Hedge on Greenfields, track at back of The Croft. Walk around the village to look for any more sites. <i>Dec 16</i>: 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. <i>Feb 17</i>: additional tree sites on Vicarage Way, Meadow Glade, Church Road. Clerk to ask how trees are delivered. <i>Mar-1 and Apr-17</i>: Now looking at Autumn planting, need to finalise the number of trees required. <i>May-17</i>: Need to get the remaining sites from Cllr. Hopcroft. Decide how many trees wanted and rally troops for planting. <i>June-17</i>: Sites that Cllr. Hopcroft put forward require 9 trees. Aim to plant Sept/Oct. <i>July-17</i>: Ask for 60 trees. <i>Sept-17</i>: Send link on types of trees to Cllr. Baxter, he will choose, no external help required to plant them. <i>Oct-17</i>: Arrange for trees to be delivered to McKeowns. Ask school if they would like children to help with planting.</p>	Clerk
061/16	<p>In Camera item:</p>	Clerk
062/16	<p>Car park No Parking area: Update: Cllr. A Murdoch stated that BriStor should be able to paint a hatched area as long the paint colour was not specific. <i>Feb17</i>: 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. Mar-17: 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(?) <i>June/July/Sept 17</i>: Cllr. A Murdoch to get a straight edge stencil. Chair will buy the paint. <i>Oct-17</i>: Chair has purchased the yellow paint Area needs brushing off and jet washing. Cllr. Mrs C Murdoch to ask bin cleaner if he could clean the site, Cllr.. Hopcroft has a jet washer, will ask Mark Farrington if suitable water supply is available. Cllr. A Murdoch to arrange stencil.</p>	Cllrs. Murdoch (x2) and Hopcroft
068/16	<p>Village competition 2017: Gardens, hanging baskets and features to be judged initially by councillors according to the distribution rounds. Take photos of best with addresses and pass to Chair. Chair will then whittle them down. <i>Sept-17</i>: Some roads not judged, other Cllrs. will do the judging 20th Sept. so whole parish has been covered. <i>Oct-17</i>: Proposed Nov 20th for presentation. It was also proposed that 2 different Cllrs. per year do the judging, for future years, on a rotating basis.</p>	All

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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. <i>June-17</i> : Residents away at present. <i>July-17</i> : No news. <i>Sept-17</i> : Letter received, residents no longer wish to have to comply with the requirements put forward by PC. Decided Chair will go and see the residents to explain the situation again. Oct-17: Chair has tried to phone residents but not managed to get through.	Chair
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 and June-17</i> : Waiting to hear from Memorial Hall and SBC. <i>July-17</i> : Need to decide on when open to public and who manning it - 2 hours per day? <i>Sept-17</i> : Agreed that McColls shop more sensible place to house the book, ask the shop manager. OPct-17: Chair has spoken to the manager, she is happy for the book to be placed in McColls.	Chair
021/17	Community Footpaths bid: Prices for equipment - Cllr. Hopcroft has provided prices, total of £414. Agreed to put in a bid for funding. <i>July -17</i> : Bid has been put in, £300 requested, remainder from PC (total was £414). <i>Sept-17</i> : Bid successful (£300), need to tell Rights of Way which paths the PC will maintain and provide receipts for the purchase of the equipment. Decided Footpath No 1, Hammonds Croft path, Ridgeway path. Oct-17: Cllr Hopcroft to buy the equipment, get a bush cutter with a small motor.	Cllr. Hopcroft
035/17	HS2, land and storage of documents: Query the amount of paperwork, more than draft copy? Land concerned should just be for storage - Farley Corner? <i>July-17</i> : A lot of paperwork, decided to have it in Stafford library and just have the very local paperwork here. Ask exactly which land is affected. <i>Sept/Oct-17</i> : Now have a screen with information installed plus a box of the local maps and information in hard copy. No interest so far, no real need for HS2 people to visit.	Clerk
036/17	Caravans etc. gathering, land off New Road: Local PCSO was not at meeting. 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. Oct-17: Written, no reply yet	Chair
039/17	Cherry tree on Church Road OS: Get a price for pruning and propping. <i>Sept-17</i> : Removal has been recommended - resident wants it to stay - get a second opinion. Oct-17: Second opinion is to remove the tree. Get it removed to below ground level so the site can be mown over the top.	Clerk
042/17	Building works on Meadow Glade: Rubbish and mess being stored at side of house, visible to neighbours, creating an eyesore. Have a look at it during asset inspection and decide what to do then. Oct-17: Decided there was little the PC can do, best thing would be for residents to get together to have a word. Leave for now.	Cllr. Kelly
043/17	Land enclosure on Puddle Hill: Clerk to write to everyone that backs on this land to let them know that inclusion of agricultural land in to their garden requires a Change of Use Planning Permission. Oct-17: Letter drafted, to be delivered shortly.	Clerk
044/17	Application for Section 53 Definitive Map addition on Airfield, 1981 Wildlife and Countryside Act: - Information received by Stowe by Chartley PC: Consider joint application 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.	Clerk
045/17	Public Space Protection Order: Consider including open spaces in Hixon to phase 2 of SBC's order: liaise with Stowe by C PC, to see what they are going to do re this. <i>Oct-17</i> : Stowe by C PC are not taking this forward - remove from agenda.	Clerk
046/17	Consider quote for replacement of damaged section of Ridgeway OS fence (£260): look at fence during asset inspection. <i>Oct-17</i> : Go with quote fro £260, 5 posts, just in to hedge.	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>Oct-17</i> : 3 sites agreed to start with - By the Hixon sign on New Road, Millennium Stone, between the car park and the hall. Cllr. Mrs S McKeown to obtain prices.	Cllr. Mrs S McKeown
048/17	Secondment of Parish Council Officer to Hixon Community Helpers: Cllr. B McKeown agreed to be a trustee.	Chair
049/17	Ruthie Jane PT group session: A lady contacted the Chair to see if she could use the playing field to hold exercise sessions, that would be charged for. She must have public liability insurance. Should the PC charge her for using the playing field? Clerk to circulate all the documents she provided.	Clerk

## Hixon Parish Council

050/17	Purchase of 30mph Wheelie Bin Stickers: It was decided not to go ahead with purchasing any of these.	-
051/17	Audit of Annual Return has been completed. One comment: Internal Auditor had marked the petty cash as Yes as being properly accounted for - there is no petty cash and the external auditor wanted it marked as Not Covered. However, this would have required an explanation as to why it wasn't covered. External Auditor would like to see it minuted that the Internal Auditor's report has been reviewed.	Clerk
052/17	Christmas Tree and lights: Turn on will be 2nd December (Saturday). Ask Lesley about availability of the cherry picker. Find out about how to get a road closure from Highways. 5-7pm. Warning signs on roads? Inform residents.	Clerk
053/17	Minor Highways work - consider having it done this year, cost will have to be borne by the PC: Clerk to circulate the minor highways specification to councillors for comments.	Clerk
054/17	Babbage Building: Met at Babbage Building 4.40pm Wednesday 21st June. July-17: Get a larger scale plan so can go back and find out which walls are solid - Chair. Sept-17: Chair to speak to David Wilson Partnership again and also speak to Horn End Nursery re use of building. Take off "In Camera" section and add as separate item. Oct-17: 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.	Chair
055/17	Naming of the 2 new houses on corner of Stowe Lane: This is still under consideration. The question of someone subsequently changing the name of the houses was raised - suggested that a plaque is put on the wall to explain why the houses were so named.	Chair
056/17	Consider quote for recycled green plastic picnic table of playing field (£353.49 + VAT plus fixing). Also consider repair of existing table: Decided that Cllr. Hopcroft (assisted by Cllr. Kelly) would try a repair on the picnic table (turn planks over or replace them) and see how it looked - and then the PC could decide whether or not to buy a plastic table.	Cllr Hopcroft
057/17	Consider removal of stump on Hammonds Croft Open space for £80: Agreed, get stump fully removed, so the area can be mown over properly..	Clerk
058/17	Christmas posters: It was decided to award one £5 WH Smiths gift voucher to each year group. Clerk to check what is a suitable date for the presentation with Headteacher.	Clerk
059/17	SBC- Local Plan Review: Parish Council Survey Assessment of Services and Facilities: Look at this at November's meeting.	
060/17	Items for budget 2018/2019: Bring ideas to November's meeting.	
013/16	Chairman's announcements:	
	Chair has been asked to judge a Halloween best decorated house/garden on Blenheim Manor on October 28th.	
014/16	Councillor Questions:	
	The pot hole on New Road outside the entrance to Hixon Airfield Industrial Estate is still there, someone damaged a wheel in it recently. Pot hole was reported to Highways many months ago.	
	Re the excavations on the field by the Green Man: Steve Rabjohns says the work is to improve drainage on the field. Lots of lorry loads of topsoil have been removed.	
015/16	Date of next meeting: November 21st 2017	Clerk to book Memorial Hall
065/16	County and Borough Councillors Reports	
	SBC have mounted a litter campaign, a member of the Environmental Cttee. Is going out every day taking photos and issuing instant fines of £60 for littering, including cigarettes, chewing gum. Car cameras being used. 49 fines last year, 189 so far this year.	
	SBC call for sites for Part 2 of PSB.	
	Boundary change consultation in progress.	
	Blenheim Manor sound/noise problem. No triple glazing had been installed in the S&RH houses as per planning approval, this is now in hand. Taylor-Wimpey had used their own consultant to do the noise survey, Alan Perkins is trying to get SBC to undertake an independent survey.	

## Hixon Parish Council

016/16	Public Participation:	
	Hixon Community Helpers would like a HPC councillor on the trustees: Chair and Cllr. Baxter have both volunteered.	-
	Suggestion that Wolsely Wildlife Centre or Community Payback Project may help clear Footpath No. 1. Could put hedgehog boxes in.	-
	The Church want to demolish the hut at the back of the church and put up a new one with a cassette toilet in it (for use primarily b the groundsman).	-
	Rodger Whittaker volunteered to empty the new bin to be sited at the Church Lane end of the Hammonds Croft footpath link.	-
017/16	AOB:	
	Hedge cutting by Acer for £150 + VAT? - Yes, go ahead.	Clerk
	Where to put the grass cutting for last cut in October? Bottom right of playing field.	Clerk
	Ask Acer how the appearance of the grass once cut can be improved, needs to be shorter. Look at costs for cutting open areas every fortnight, as per Millennium Green and playing field. Some grass cuttings left on pavements and roads.	Clerk
	Headed paper now run out - use cream paper and printed header.	Clerk
018/16	Planning Applications:	
	17/27259/HOU Proposed single storey rear extension. Evergreen, Back Lane, Hixon, Stafford ST18 0ND	No objection
019/16	Planning Reports	
	17/26599/FUL To vary condition 19 on permission 13/19249/OUT, Land Adjacent New Road, Hixon	Refused
	17/26633/HOU Demolition of existing single storey side building and the construction of a new two storey side extension to form ground floor Lounge, Hall, W.C and additional staircase up to Master Bedroom, Dressing Room and En-Suite. Broadmore Farmhouse Broadmore Lane Hixon Stafford ST18 0NP	Allowed
020 /16	Bank Reconciliation:	Done
021/16	Schedule of agreed payments	
	C Gill salary (October - Gross). Local Gov act 1972 s111.	£763.94
	Reimbursement C Gill (costs: working from home) - October. 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 (£6.72 for book of 12x2nd class stamps), total £6.72	£6.72
	Acer Garden Landscapes September mowing	£785.09
	Charles Raby Timber - removal of 2 trees	£145.00
	Stafford Borough Council - amenity skip, 2 visits May and August.	£180.00
	Reimbursement of B McKeown for paint for no parking area, brushes and preservative for car park bollards.	£120.37
	Fenns Stationery for wallets, ring-binder, envelopes.	£42.14
	EON for Ridgeway (Egg Lane) street light maintenance and energy 2017/2018	£59.74
022/16	Documents Received:	

Meeting finished at 10.30 pm.