

## Hixon Parish Council

### Minutes of Parish Council Meeting Tuesday December 19th 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, Cllr A Murdoch, Cllr N Baxter

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

Ref	Item	Action
001/17	Apologies received from: Members of the public Cllr. A Perkins and Cllr. J Francis	-
002/17	Declarations of interest: Cllrs. McKeown on planning application 17/27573/HOU (they left the room during discussions) and Cllr. A Murdoch for planning application 17/27630/FUL	-
003/17	The minutes of the meeting on November 21st 2017 were accepted as accurate.	-
070/17	Annual report from Chair of Wellington Fields Allotment Committee: The Annual WFAA Report was not given as the Chair of the WFAA felt unable to present his report due to a difference of opinion between himself and the Parish Council on whether or not an issue that the WFAA has with a plot-holder was a matter relevant to the Parish Council. The Chair of the WFAA was advised that the view of the Council was that the issue was solely a plot-holder/WFAA issue and not connected with the Parish Council and therefore was not a matter to be raised or discussed as part of the Annual Report. The Chair of the WFAA was asked that if a problem arises with a plot-holder that cannot be solved by the WFAA, that it formally advises the Parish Council of the problem via the Clerk and the Council will consider whether there is anything that it can do to help resolve the issue. The Chair of the WFAA was requested to give his report without any reference to this issue but he said that it was not possible for him to do so. Chair of WFAA invited to present report @ January PC mtg. Chair of WFAA gave hard copy of treasurer's report to Clerk.	-
050/15	Community Involvement to improve Hixon - ideas on how to achieve this: sub-group - Cllrs. Mrs C Murdoch, Mrs M Aberley, Baxter and McKeowns. <i>Oct-17</i> : Chair to draw up specification for tender - remove cherry tree stump, widen the path to take in the tree roots. Sealed bid tenders x4. Dog poo group had met again with Saul Hocking and received example posters, flyer etc. 4 "hot spots" identified - Millennium green, Footpath No. 1, Egg Lane, Church Lane up to the school. 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. <i>Nov-17</i> : Changes to flyer discussed. Agreed £200 + VAT for contractor to cut/clear Footpath No. 1 and remove all the debris. <i>Dec-17</i> : Sealed bids x3 opened and contractor chosen. Dog poo flyers re-sized to A5 and agreed to order 1000. Price is £59	Sub-Group
041/15	Gospel Hall on New Road: Update from Trustees: No work on building until finances in place. SCC have cleared the drainage ditch, ditch needs clearing further along. Clerk to ask highways about this again. <i>Dec-17</i> : Making progress with finances but not ready to start yet.	Clerk
041/15 and 032/16, 067&081/09 & 056/11& part 041/15 plus 038/16	Speed and Highway Safety in Hixon Parish plus Village Gateway Features (New Road and Church Lane): Raised (hump) crossing now in place outside the school. Arrange meeting for Gateway features for Church Lane.	Gateway Features Group
As above	Speedwatch Campaign: Sessions planned, would like to do 1 per week. Need a minimum of 3 people. Chair would like to train. <i>Oct/Nov/Dec-17</i> : No sessions held due to weather and light conditions.	Clerk
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	Chair
097/07	Allotments: <i>Nov-17</i> : Price for edgings (£281.47 incl. delivery and VAT) and installation at £4.30 per metre agreed. Do right-hand-side and a few on left to show the edges. Cllrs. Mrs S McKeown, Baxter and Hopcroft to review the proposed new tenancy agreement provided by WFAA Ctee. <i>Dec-17</i> : Edgings have arrived and will be put in between Christmas and New Year. Tenancy agreement has been discussed with WFAA.	-
051/10	JBMI Liaison Committee: Report from Cllr. Mrs M Aberley on meeting from Dec. 4th: Have cleared ditches out but landowner that has field off Pasturefields Lane will not clear his ditches and this is causing blockages. New building is awaiting permit from the EA. Will be planning applications going in for demolition of old buildings and construction of new ones during 2018. New fencing is in place and CCTV installed, 67 cameras. EA have been asked to put noise monitoring equipment on site again. Bund has been made bigger and tree planting will take place in February.	Clerk

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050/12 and 032/12 (Plan for Stafford)	Neighbourhood Plan: The Neighbourhood Plan was considered by Cabinet on 3 November 2016 and adopted by Council on 22 November 2016. The Neighbourhood Plan is now part of the Borough's development plan for making planning decisions. <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>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. <i>Dec-17</i> : Circulate minutes again with a view to getting actions undertaken. the planning application for the 30 houses off Church Lane do not comply with the NP - Architect has shown willing to try to improve the houses as much as a s possible but there are some constraints under the original application., asked for a "wish list" Chair to put together a bullet points of what is preferred and circulate.	Chair
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. Walk leaflets will be produced when time allows. <i>Nov-17</i> : Ask if walking group can help - Clerk. Walks available on website for printing off and amending by hand by anyone that wants to do it. <i>Dec-17</i> : Walking group does not go out on regular walks but a resident has offered to update the walks and leaflets.	-
054/14, 034/16	Hixon drop-in surgery and Hazeldene House Surgery incl. Patient Participation Panel: <i>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. <i>Oct-17</i> : No further forward with Healthwatch. Hazeldene are recruiting a new GP, have 3 to interview. <i>Nov/Dec-17</i> : Cllr. Mrs C Murdoch to chase up Patient Reference Group, next PPG is January 2018.	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. Terms of reference to be drawn up. First meeting was March 9th, concentrated on storage and filing - various actions arose. . <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. May need a maintenance contract. <i>Feb 17</i> : No-one identified to take on the maintenance of the website. Chair to contact resident re maintenance and possible new website. <i>Apr-17</i> : An ex-resident of Hixon has offered to help and can provide help with website as well. Chair to follow-up. <i>May-17</i> : Ex-resident 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, prices for equipment from ex-resident 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 Memorial Hall re WIFI. <i>Sept-17</i> : Need to purchase a PC laptop to go with projector etc. Ex-resident 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. Ex-resident's teach-in was 17th Oct in afternoon. Need to find a company to sort out website maintenance etc. Laptop purchase agreed (ca. £500) check prices at PC World as well - Chair. <i>Nov-17</i> : Waiting for laptop spec. <i>Dec-17</i> : Now have spec: and price of £565, check prices elsewhere. Website design and maintenance - Square Space for small businesses £9.70pm. Microsoft 365 £7.90 pm. IT group to meet and discuss.	Cllr. Mrs S McKeown
004/16	Consider request from resident for 40mph speed limit through Pasturefields: Residents are taking this further themselves, council to write to residents and businesses for their views/support, Chair to organise letter. <i>Dec 16</i> : Letters gone out to residents and businesses, all residents responding in favour if 40mph speed limit reduction, no replies from businesses yet. <i>Jan-17</i> : 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). <i>Feb 17/Mar 17</i> : 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. <i>Nov-17</i> : John Francis is on the case, ask Colwich PC if it supports 40mph from Weston to Gt. Haywood, following tragic fatal accident by Toldish Lane. <i>Dec-17</i> : Colwich contacted, have not heard back re their discussions. Cllr. J Francis has requested a safety audit on A51 Pasturefields to Toldish Lane.	Clerk

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041/16	<p>Parking on Smithy Lane and McColls (rubbish, hole, overgrown grass/hedge, parking on grass verges on Hill Croft): . Nov 16:Complaints from Hill Croft re rubbish behind shop, leaking pipe and hedge/grass area. 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 &amp; 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. 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. Mar-17: Severn Trent have found a leak in the drain a few metres from the overflowing manhole. Chair has spoken to the engineer about the potential problem from the fast food outlets. Contact McColls Head Office about the lack of action on clearing up the McColls site. Apr-17: McColls Head Office has said that the area will be cleared up etc. - not happened as yet, if not done by next meeting then contact them again. June-17: Work supposedly done but not very well at all. Go back and complain again, bread trays left outside are being dumped elsewhere (by kids). July/Sept/Oct-17:Keep chasing McColls for more to be done. 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.</p>	Chair/Clerk
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. Sept 2016: 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. Mar-17: 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. Apr-17: Monty Brown prepared to attend PC meeting to discuss the track. Invite him to meet with Brendan and Paul prior to next meeting. May-17: Plans with Richard Rayson for costing. June-17: 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. July-17: 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.) Sept-17: 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. Oct-17: 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. Nov-17: The PC cannot take this any further, S&amp;RH and Highways not showing any interest. Wait till Dec. meeting before any further action. Write to residents to let them know what has happened. Dec-17: No change - contact residents to update them and discharge from agenda.</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. Dec 16: Community involvement group to decide where trees should go. Meet up on January 8th to look at sites in village. Jan-17: Bottom of village inspected, top part to be walked ASAP. Feb 17: additional tree sites on Vicarage Way, Meadow Glade, Church Road. Clerk to ask how trees are delivered. June-17: Sites that Cllr. Hopcroft put forward require 9 trees. Aim to plant Sept/Oct. July-17: Ask for 60 trees. Sept-17:Send link on types of trees to Cllr. Baxter, he will choose, no external help required to plant them. Oct-17: Arrange for trees to be delivered to McKeowns. Ask school if they would like children to help with planting. Nov-17:No more trees available until Spring 2018, school happy to help plant, Cllr. Baxter to follow up the legacy trees. Dec-17:4 legacy trees received, plant at entrance to village. Cllr. Baxter to look into framing the poster that came with them.</p>	Cllr. Baxter
061/16	<p>In Camera item: Regarding certain planning applications.</p>	-
021/17	<p>Community Footpaths bid: Prices for equipment - Cllr. Hopcroft has provided prices, total of £414. Agreed to put in a bid for funding. July -17: Bid has been put in, £300 requested, remainder from PC (total was £414). Sept-17: 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. Nov-17: PC will add to fund to buy equipment, est. £425 total. Dec-17: Equipment now purchased.</p>	Cllr. Hopcroft
036/17	<p>Caravans etc. gathering, land off New Road: Get evidence of what happened - ask Mark Walker to look at FB posts, ask PCSO, talk to shops Send PCSO a list of the problems. Contact the landowner and go and see him/her. Say PC does not want the event to happen in future but if is going ahead, we want to know the dates well in advance, to make any preparations necessary. Sept-17: Write to her first and ask to meet. Oct-Nov/17: Written, no reply yet. Dec-17: Write again in February if haven't had a reply by then.</p>	Chair
044/17	<p>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: Waiting to hear from Stowe PC as to progress made. Cllr. Francis has been asked to help get information from SCC.</p>	Clerk

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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.	Clerk
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. <i>Nov-17</i> : Should PC ask for a donation? Annually? Ask solicitor for advice and to look at wording of her agreements. <i>Dec-17</i> : Solicitor advises against this due to liability risks to PC, Clerk to say no to enquirer.	Clerk
052/17	Christmas Tree and lights: Turn on will be 2nd December (Saturday). <i>Nov-17</i> : Road closure organised, risk assessment done. Need another string of lights at £39 + VAT - agreed. Also agreed a contingency spend of £100 including the lights. <i>Dec-17</i> : Switch on went very well, road closure was needed, need better crowd control. have carols at start next year, as well as later.	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. <i>Nov-17</i> : Review documents for next meeting. <i>Dec-17</i> : Agreed to go ahead with usual contractor, get them to update the scheme.	Clerk
054/17	Babbage Building: Met at Babbage Building 4.40pm Wednesday 21st June. <i>July-17</i> : Get a larger scale plan so can go back and find out which walls are solid - Chair. <i>Sept-17</i> : Chair to speak to David Wilson Partnership again and also speak to Horn End Nursery re use of building. <i>Oct-17</i> : Need to survey the village for potential uses and interest, include Scouts, Horn End Nursery, Physiotherapist, Podiatrist etc. Have an insert in the next Newsletter with a tear-off slip to return. Support, types of business, ideas of what is wanted. Can you help now? Business needs. <i>Nov-17</i> : Item in Newsletter, include map of building. <i>Dec-17</i> : SCC would prefer to sell the building at market value. Need to get the survey out. 2 approaches for use so far (Brocton U-10s and Fire Service for storage). Contact John Francis for support?	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. <i>Dec-17</i> : The names of Roland House and June Cottage have been put in by developer and approved by SBC. Will be marketed in the Spring..	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. <i>Nov/Dec-17</i> : Will be done by Spring 2018.	Cllr Hopcroft
058/17	Christmas posters: It was decided to award one £5 WH Smiths gift voucher to each year group. Posters ready Nov 24th, Clerk to distribute for judging. <i>Dec-17</i> : Prize giving was December 8th .	Clerk
059/17	SBC- Local Plan Review: Parish Council Survey Assessment of Services and Facilities: Reviewed at December's meeting and agreed, Clerk to send in to SBC..	Clerk
060/17	Items for budget 2018/2019: Extra meeting to discuss budget scheduled for January 9th.	Councillors
061/17	Grass cutting issues: Cllrs. Hopcroft, Kelly and Clerk met with contractor to discuss the problems. It was felt that an extra day's cutting to allow the grass to cut shorter was required - Cllr's Hopcroft and Kelly to draw up a specification for pricing..	Clerk
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.	Clerk
065/17	"Welcome to Hixon" sign is leaning to the right: consider what action to take: decided to ask the contractor that installed the sign to have a look and advise on the best way forward to right it. <i>Dec-17</i> : Quote received, seems high - Ask for another quote from Abbey Landscapes	Clerk
066/17	Consider implications of General Data Protection Regulations (GDPR) in force May 2018: Cllr. Mrs C Murdoch will look to see what information she has received. Ask Cllrs. For permission to use their names on website, also people on Clubs etc. list.	
068/17	Location and emptying of public rubbish bins: 29 bins on list, only 27 found. Locations of new bins and relocated bins provided, Clerk to contact SBC. Add litter pick to agenda, Cllr. Baxter would PC to undertake 3 or 4 litter picks a year. Tie in with when amenity skip will be around to take the rubbish away.	
069/17	Consider how much information to keep month by month in minutes: Not discussed.	
070/17 (2)	For information only: The Millennium Green Trust have made a contribution of £300 to Hixon Parish Council	
006/17	Chairman's announcements:	
	Request for a grit at end of Swansmoor Drive made to Highways by resident but turned down - asked for details of what Sycamore Drive did to get the private bin - Clerk to look up information and pass to Chair.	

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007/17	Councillor Questions:	None
008/17	Date of next meeting: January 16th 2018	Clerk to book Memorial Hall
011/17	County and Borough Councillors Reports	None
012/17	Public Participation:	
	Grit bins and who used them and for what purpose was raised.	-
	St Peter's PTFA are fundraising for an outdoor activity trail for KS1, promotes exercise, problem solving and navigation skills. Complies with aspirations of Neighbourhood Plan and encourages healthy living. Need to raise £10K have £6700 at the moment. Advised that can apply for a grant from PC, application form available from Clerk.	-
009/17	AOB:	
	Gates at end of Lancaster Close: These have been permitted despite Highways objecting the first time round - the position of the gates does not comply with Highway's original requirements. Highways community liaison manager has been asked why the guidance and recommendations have changed.	-
	Repair to fence leading to Ridgeway open space: the ends of the upright poles have been cut-off at varying heights - ask contractor to tidy this up.	Clerk
013/17	Planning Applications:	None
	17/27573/HOU Single-storey extension to side and rear for new kitchen/utility and cloakroom plus flat dormer roof extension for storage space in roof void, Laundry Cottage, Smithy Lane, Hixon	No objection
	17/27630/FUL Installation of Two Storey Portable Accommodation. Installation of a new Pedestrian Footbridge and covered walkway. Demolition of Alpha Building entrance. Erection of a new Two Storey staff Office - Welfare extension and covered Loading Area. Bri Stor Systems Limited Hixon Industrial Estate Church Lane Hixon Stafford ST18 0PS	No objection
0143/17	Planning Reports	
	17/26335/FUL New road and highway access, Land Adjacent Former Runway, Hixon Airfield, New Road, Hixon	Permit
	17/27320/FUL Construction of a bespoke industrial building and external flue in accordance with extant planning permission (16/24767/FUL) Kingsilver Refinery Hixon Industrial Estate Church	Permit
	17/27414/FUL New automatic entrance gates Land At New Road Hixon Stafford ST18 0PE	Permit
015/17	Bank Reconciliation:	Done
016/17	Schedule of agreed payments	
	C Gill salary (December - Net tax/NI). Local Gov act 1972 s111.	£718.07
	Reimbursement C Gill (costs: working from home) - December. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (38 miles @ £0.45p/mile). Local Gov act 1972 s111	£17.10
	Reimbursement C Gill stamps (24x2nd class stamps). Local Gov act 1972 s111	£13.44
	Reimbursement C Gill for gift cards for Christmas Poster competition from WH Smith (7 @ £5)	£35.00
	Reimbursement P Hopcroft for community footpath gardening equipment	£359.81
	Reimbursement B McKeown for tarpaulin for light switch-on event	25.07
	SBC for Road Closure (Christmas tree lights)	£105.00
	International Components for String of Christmas tree lights	£46.80
	Fenns Stationery laminating pouches and paper	£28.45
	Poppy Appeal for poppy wreath	£18.00
	HMRC for income tax (£35.80) and NI payments (employer £11.58 (Dec) and employee £10.07 (Dec) = £57.45)	£57.45
	Chairman's Allowance paid to B McKeown	£100.00
	Brierley Printers for Newsletter	£205.00
	SPCA for 10 Good Councillor's Guides 2017	£35.22
	<b>From Ring-fenced Account - Allotments</b>	
	Reimbursement C Gill for allotment timber edgings	£281.47
010/17	Documents Received: None	

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Meeting finished at 10.15 pm.