

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday February 19th 2019

In attendance for all or part of the meeting:

Chair - Cllr. M Kelly, Cllr. Mrs M Aberley, Cllr. A Murdoch, Cllr. P Hopcroft, Cllr. N Baxter

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

Ref	Item	Action
037/18	In Camera Item: Standing Orders were suspended to hear a confidential matter regarding an email received, in the absence of the public. Meeting resumed	-
001/18	Apologies received from Cllr. B McKeown, Cllr. Mrs S McKeown, Cllr. Mrs C Murdoch and members of the public:	-
001/19	Declarations of interest: None	-
003/18	The minutes of the meeting on January 15th 2019 were accepted as accurate.	Clerk
050/15 and 074/17	Community Involvement to improve Hixon - Ridgeway Open Space, followed by Meadow Glade Open Space will be looked at next. Arrange another litter pick. The DP group to meet again to discuss poster placement. It was suggested that they all be removed for a month or so and then put up again. Situation regarding poo is not bad, the track at the back of The Croft is probably the worst area but this is private land. <i>Feb-19</i> : Tree planting at JBMI entrance could be difficult as the land is hard here. The corner of the ALE site (Heath Farm/New Road) is a mess (broken pallets etc.) - Cllr. Baxter will find a contact at ALE to allow discussions on this to be opened up.	Cllr. Baxter
041/15 and 032/16, 067&081/09 & 056/11 & part 041/15, 038/16, 065/17, 004/16	Speed and Highway Safety in Hixon Parish plus Village Gateway Features : <i>Jan-19</i> : Cllr. B McKeown has nearly finished the document on Safety Features and Gateway Features. Once finished, circulate to Cllrs. again with a view to then sending it to the Highways Liaison Manager (HLR). <i>Feb-19</i> : Document has been sent to the HLR, awaiting a response. HS2 may have an impact.	Cllr. B McKeown/C hair
As above	Speedwatch Campaign: Would like to do 1 session per week. Need a minimum of 3 people. <i>Jan-2019</i> : Talk on Feb 2nd by Chief Constable etc. - invite all the Hixon Community Speedwatch Members (CSW). <i>Feb-19</i> : Meeting at HQ talked about how SpeedWatch (SW) had grown throughout Staff. There are different types of speed cameras. Meeting lasted 3 hours, most councils that have SW attended - big meeting. Most villages have permanent signs in place - trying to get the Specials to come out to sessions so that speeding drivers can be given tickets. Some people have had more than 3 warnings and are being prosecuted.	Cllr. Hopcroft
021/09, 023/09, 074/09, 091/09	Playing Fields Report: <i>Oct-18</i> : Price for swing bar painting is £50 - agreed to go ahead, Cllr Mrs C Murdoch to arrange. Will now get a price for clearing the undergrowth on playing field bank. The Rider (fitness equipment) has metal fatigue - contact FAF to ask what to do about it e.g. mend, remove, onsite welding? Cllr. Hopcroft will follow up on this. Also need some more touch-up paint as previous supply did not go very far. Price for old-style see-saw received - leave until discussions on next year's budget. Send a "thank you" letter to Cllrs. McKeown's granddaughter for planting the trees on the playing field - Clerk. <i>Nov-18</i> : The Rider can be repaired by welding, need a MIG welder and an electricity supply on site. Or remove the 4 bolts and take to Boat Yard. Cllr. Hopcroft will organise. Councillors to visit site and decide if the top of the bank should have the brambles and undergrowth removed. Quote of £225 + VAT received. <i>Dec-18</i> : The Rider will be sorted out when the weather improves. Lots of the new trees at the top end of the field have been lost due to vandalism, not taking, strimmer damage. Plant the remaining 8 trees. Vote taken on whether to cut back undergrowth on the bank: Cut 2 votes, Not Cut 6 votes. Will not be cut at present time. To be kept under review, may become bad in Summer. <i>Jan-19</i> : Cllr. Mrs C Murdoch to chase up the painting of the swing bars. <i>Feb-19</i> : Litter better, replacement bin is a vast improvement as it has a lid and the birds can't get to the litter. The Rider is still to be repaired.	Cllr. Hopcroft/ Cllr. Mrs C Murdoch
051/10	JBMI Liaison Committee: Next meeting is June 3rd 2019. questions can be raised with JBMI at any time now as relations are good. Members of the public will be shown around the site upon request.	Clerk

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050/12 and 032/12 (Plan for Stafford)	Neighbourhood Plan: Background: The Neighbourhood Plan was considered by Cabinet on 3 November 2016 and adopted by Council on 22 November 2016. The Neighbourhood Plan is now part of the Borough's development plan for making planning decisions. It was agreed that the Neighbourhood Plan Scrutiny Committee (comprising the original Steering Group members) meet 6-monthly starting in June 2017, to review the plan and its effectiveness. <i>Oct-18</i> : Cllr. B McKeown has responded to the SHLAA consultation on behalf of the PC and commented on the justification of building houses near industrial sites as (in Hixon) there is no correlation between housing and working locally. Cllr. B McKeown will prepare a survey for Blenheim Manor residents along the same lines as that for the NP and has been asked (by SBC Forward Planning) to include a question as to where residents have come from. The price for the proposed plaques for Heritage Buildings is ca. £15 for a 12 inch diameter, this was agreed as acceptable.. There are about 10 buildings identified at present, he will circulate a list of them by email. <i>Nov-18</i> : 4-page questionnaire/survey drafted, there will some printing costs for the PC. Trying to get more information on the buildings for the plaques. <i>Dec-18</i> : 8 property owners have been contacted for more information, hope to get plaques printed in New Year. Blenheim Manor questionnaire finished, need to write covering letter. Will get price for 100 copies, 4 pages. <i>Jan-19</i> : No change, questionnaire will be ready for deliver early March, will try and get householders information for plaques. <i>Feb-19</i> : Next NP meeting is March 6th.	Cllr B McKeown
054/14, 034/16	Hixon drop-in surgery and Hazeldene House Surgery incl. Patient Participation Panel: <i>Jan-19</i> : A long-term (10 year) plan has been launched in the NHS. England will be divided into 7 regions. NHS England and NHS Improvement will merge. STPs are being scrapped unless very advanced. <i>Feb-19</i> : Next PPG meeting is 28th Feb, Cllr. Hopcroft will attend.	Clerk
055/15	IT and Using Cloud Storage on G-mail for PC documents: IT sub-committee of Cllrs. Mrs S McKeown, Baxter, A Murdoch and Clerk. <i>Oct-18</i> : Group met 3rd Oct. Has drawn up document on functional for website. Advert for "Expressions of Interest" placed in Compass, contact local web developers for same, press release in local press. Ask Borough and county if they have IT web developers in-house that could help. Look at "Clerk and Councils Direct and local radio. Draft Timetable: <i>Nov 18</i> - get in Expressions of Interest, Jan - 19 - Interview interested parties, Feb-19: Tender Invitations, March/April 19 Award Contract. two part project - PC to start, may enlarge to a village website in the years to come. Get on with filing on the Cloud - Clerk will require additional hours to do this - £200 additional salary budget awarded initially for this. <i>Nov-18</i> : Specification has been circulated, few comments made. Website to be for PC use only for now, keep option open for future expansion. Can have links to other sites etc. Options to scale-up. IT group members to suggest possible developers to contact. Cllr. Mrs S McKeown to find out which are interested and come back to next meeting with list of those interested in quoting. Clerk to start transferring files on to PC laptop, can then be accessed at meetings etc. Clerk to get the PC owned/used equipment PAT tested. <i>Dec-18</i> : Have list of 12 companies to contact re "Expressions of Interest". Ask for replies by January 14th. Contact all 12 via email. <i>Jan-19</i> : 8 positive replies to Expressions of Interest. All 8 to be contacted asking for ideas and if they want a meeting/conference call prior to tendering. Clerk to try and get a model contract fop for the maintenance/upkeep side to use as an example. Suggested breakdown for the tender process: Basic/Essential 75%, Extras 10%, Service level agreement 15%. Should the PC be re-branded? New logo or colours on logo? <i>Feb-19</i> : Request made for names of interested companies to be distributed to IT Group members	Clerk /IT Group
097/07	Allotments: March-18: 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. 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. <i>Jan-19</i> : Vinyl self-adhesive strip for sign on gate being collected at weekend. Fence on RHS is propped up by posts, will be repaired properly in summer if ground is not too hard. <i>Feb-19</i> : Still waiting for solicitor to comment as to the changes made to the allotment tenancy agreement. Clerk to check that the version of the WFAA/Plot-holder agreement sent to the solicitor is the same as the one on the Wellington Fields website.	Chair/Cllr. B McKeown
035/18	Consider changing from contractor to In-House grass cutting arrangements: <i>Dec-18</i> : Decision taken to continue with current contractor for another year, to allow time for the specification and contract to be fully reviewed and revised and be ready if required for tender etc. in the future. Cllr. Mrs S McKeown will revise along with Cllr Hopcroft. Paperwork to be revised or drawn up include: Contract, specification, schedule, site locations, tender evaluation form, covering letter. Cllr. Hopcroft and Chair to meet with contractor prior to first cut to discuss requirements. <i>Jan-19</i> : Cllrs. Mrs S McKeown and Hopcroft are working on the revised paperwork for future use. <i>Feb-19</i> : Need to sort out what parts of MG grass cutting/strimming are being paid for by the PC.	Councillors

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045/18	Bollard Light: This has been damaged by being hit very hard - light no longer works. Check insurance excess and price for new bollard light. Price for replacement top already received, council happy to buy this if thought worth doing. Decide on best way forward. <i>Nov-18</i> : Agreed to purchase a new head for the bollard light. <i>Dec-18</i> : Replacement head and spare bulb ordered. <i>Jan-19</i> : Awaiting delivery of parts. <i>Feb-19</i> : now repaired, Cllr. Hopcroft fitted the parts. Just need to reset the clock.	Cllr. Hopcroft/Clerk
047/18	Water on Church Lane pavement: Update: Still not resolved - landowner has removed some soil but has not found the problem. Ask the Highways Liaison Mgr. to meet councillors on site to discuss, at his convenience. <i>Nov-18</i> : Chase HLM and Highways, tell them signs knocked over and the with the ice on pavement and road, this is a real safety risk. <i>Dec-18</i> : No further action taken or information provided. <i>Jan-19</i> : No change, keep pushing for action to be taken. <i>Feb-19</i> : Problem now rectified - it was a collapsed drain and a new one has been put in. The work has revealed the original rear pavement line - Clerk to ask Acer to try and cut back undergrowth to pavement edge as pavement is very narrow in this area. Pavement has been left covered in mud - Cllr. Mrs Aberley to ask JBMI if they will clean the pavement as it is opposite their main entrance.	Clerk/Cllr. Mrs Aberley
053/18	Grant request from Memorial Hall: Agreed to donate £500 towards the cost of the new boiler. Proposed Cllr. Hopcroft, seconded Cllr. Mrs M Aberley, all in favour.	Clerk
054/18	Letter received referring to land off Puddle Hill: a letter received by the Clerk was read out - the letter referred to a plot of land off Puddle Hill that the owners would like to build 2 bungalows on. The land is outside the Hixon Neighbourhood Plan and PSB residential boundary. The writers of the letter asked why the PC had not let them know the best time to apply for planning permission, prior to the setting of the new residential boundary: The PC does not contact landowners to provide advice on planning applications and the site was not sufficiently favoured by residents to be included in the residential boundary. It was decided to ask the Chair of the Neighbourhood Plan Group to add this to the agenda for its next meeting and for the NP group to respond to the letter and copy in the Parish Council.	Clerk
055/18	Review of Standing Orders: Secunder for votes taken, timing of Public Participation: At present, the Standing Orders do not require a proposal voted on to be seconded unless it is classed as a motion. It was proposed that all votes now have a seconder as well as a proposer (proposed by Chair, seconded Cllr. Hopcroft) - all were in favour. It was also suggested that Public Participation be held at the start of the PC meeting, so that the public did not have to stay for much of the meeting if they did not want to. Proposed to do this for a trial period of 3 months and assess how successful it was - proposed by Chair and seconded by Cllr. Mrs M Aberley. 4 in favour, 1 abstention. Review Standing Orders and amend if necessary to accommodate these changes	Clerk
056/18	Parish Council Election on May 2nd: Critical dates were stressed by the Clerk, one new form to complete.	Councillors
057/18	Consider HS2 petition - closing date 15th March: The Chair attended a meeting held by Colwich PC re a petition against HS2 concerning the latest proposals. They propose two storage compounds locally, one of which is off the A51 at Farley Corner. The increase in traffic on the A51 could be used to get traffic islands at the end of New Road and Church Lane and in Great Haywood Have a 40mph speed limit from Weston to Wolseley. Enforce the weight limits through Hixon - otherwise the ballast from Derby will come through Hixon village. £20 fee to make a petition - proposed PC petitions (Chair/Cllr Murdoch) - all in favour.	Chair
004/18	Chairman's announcements:	None
005/18	Councillor Questions:	
	The bus shelter seems to be leaning more - Cllr Hopcroft will chase up the person who was looking at the shelter to assess it. iWood have offered to help with the supply of wood.	Cllr. Hopcroft/Chair/ Cllr. B McKeown)
	Stafford Litter Heroes are applying for a grant from the Big Lottery. Cllr. Baxter attended a very positive meeting with lots of villages represented. Hixon was the only village represented by a parish councillor. Can borrow equipment such as wheelbarrows from them. Can join the group as an individual or as a group. Cllr. Baxter will circulate the details.	
	Taylor Wimpey advertising signs for Blenheim Manor - these should be removed within 6 months of the finish of the development. Planning Enforcement can take it up.	Clerk
	Newsletter - Cllrs. Baxter and Mrs C Murdoch to finish it off. Cllr. Baxter to ask for Green Man survey results to be made available, Clerk to put these on the website.	Cllr.Baxter
	When the Scouts had their treasure hunt recently, they didn't collect up all of the paper clues that were hidden around Hixon, resulting in litter. Clerk to let Scouts know.	Clerk

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006/18	Date of next meeting: March 19th 2019	Clerk to book Memorial Hall
007/18	County and Borough Councillors Reports	None
	SBC is busy with budgets, end review and the election. Also, ensuring GDPR compliance for the election.	-
008/18	Public Participation:	
	There have been problems on Egg Lane triangle with a car parking opposite Jubilee House, meaning cars have to drive on the wrong side of the road to get past and leaving themselves at risk of being hit by a car turning in to Egg Lane coming downhill, as there is little visibility there. Also, cars turning left out of Egg Lane downhill tend to be concentrating on traffic coming from the right and not on pedestrians walking up the hill on the same side of the road - a Beware of Pedestrians sign might help: Ask the HLM to come out and have a look at the situation	Clerk
	How many Parish Councillors should Hixon Parish have? 8	-
	Gospel Hall Trust: Work has now started on the site. Asked what they can do to help with the trees and screening they own the area around the sub-stations (not JBMI). Asked about where the Gateway feature will be on New Road - hopefully on the hill with the 30mph sign moved there too,. Offered to meet with PC to discuss what would look best. Cllr. Baxter to liaise with GHT representative re the litter pick and the National Campaign.	
	To avoid Councillors realising they wanted to add to the agenda on receipt of their copy (i.e., after the agenda has been published), Clerk will circulate the draft agenda to all councillors before the publication day.	Clerk
010/18	Planning Applications:	
	19/29957/HOU First Floor extension to side over existing garage and utility room, 11 Meadow Glade, Hixon	No Objection
	18/29781/COU Temporary change of use of the land to develop a temporary compound to facilitate off-site ground investigation works from December 2018 and cease before August 2020 Hixon Airfield Industrial Estate, Hixon (HS2)	Object (call-in)
011/18	Planning Reports	
	18/29138/HOU Amendments to Proposed front extension to Lounge area with side extensions to form Utility, W.C and Store, Attached Garage. Removal of existing garage. 47 Ridgeway Hixon ST18 0NZ	Permit
	18/29586/FUL Erection of detached dwelling, land west of 3 New Road, Hixon	Refuse
012/18	Bank Reconciliation:	Done
013/18	Schedule of agreed payments	
	C Gill salary February (Net tax/NI). Local Gov act 1972 s111.	£775.64
	Reimbursement C Gill (costs: working from home) - February. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (52.2 miles @ £0.45p/mile). Local Gov act 1972 s111	£23.49
	Reimbursement C Gill stamps (12x2nd class; 12@58p = £6.96	£6.96
	Reimbursement C Gill top up for PC mobile phone	£10.00
	Abacus for bollard light head and bulb	£251.86
	Fenns Stationery for ink, punched pockets, stapler, labels.	£124.09
	TGM Minor Highways work	£456.00
	HMRC for income tax (£4.40) and NI payments (employer £12.24 and employee £10.64) February = £27.28	£27.28
	<i>From Ring-fenced Funds</i>	
	Shield Total Insurance Services for Allotment additional public liability insurance (paid prior to meeting (cheque signed 21st January) to allow continuity of insurance, due 31st January)	£100.81
014/18	Documents Received: Early warning of bikes and runners in Hixon on May 4th.	

Meeting ended 9:45pm