

## Hixon Parish Council

### Minutes of Parish Council Meeting Tuesday November 20th 2018

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

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

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

Ref	Item	Action
001/18	Apologies received from members of the public: Cllr. A Perkins	-
001/19	Declarations of interest: None	-
003/18	The minutes of the meeting on October 16th 2018 were accepted as accurate. (Minor re-wording of 050/12 and 038/18)	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>Sept-18</i> : Cllr. Baxter summarised the main items from the group meeting held 30th August: Street name plates - see if they can be given a community identity. Ridgeway OS needs a tidy up. Request budget of £100 for bulbs - agreed unanimously. Get price for painted parking bays on car park. For next year, add a category of best pot or trough at road entrance to Best Gardens competition - advertise in next Newsletter. Suggest having a closed WhatsApp group for community volunteers - distributions and work around the village - would need to check with people re GDPR. Cllr C Murdoch offered to set-up/organise this group. Arrange an Autumn/Winter village tidy-up - litter, weeds etc. <i>Oct-18</i> : Snowdrops purchased, plan to buy daffodils and crocuses as well. Plant in November while ground is soft, combine with litter picking weekend. Plant trees on Church Road in January (Roseacre have suitable trees). <i>Nov-18</i> : Cllr. Baxter read an email that he had previously circulated. Ca. 20 people took part in the community event - litter pick and bulb planting. Clerk to write to Network Rail to ask if they can keep the gates shut off New Road to deter people from dumping litter on that land. Cllr. Hopcroft has removed the builder's rubble dumped on Church Road OS. Clerk to ask TW to remove local Blenheim Manor advertising signs. Suggested that certificates could be prepared for the children taking part. The CCTV sign in layby on Church Lane appears to be helping to keep down the littering problem, suggest ask JBMI if they could do similar in their New Road site entrance - Cllr Mrs M Aberley to ask at next liaison meeting. The purpose of the community WhatsApp group was raised and discussed, it is for volunteers to be able to say which community events they want to take part in.	Cllr. Baxter
041/15 and 032/16, 067&081/09 & 056/11 & part 041/15 plus 038/16, plus 065/17	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>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. BriStor waiting for details of the silhouettes. Thought that the legacy trees were too small to plant outside JBMI entrance, need something bigger. <i>June-18</i> : Working Party to meet within next week to finalise details of silhouettes and pass to BriStor to take forward (life size parent and child). Chair to ring Landowner (re trees in front of boatyard etc.) when he returns from Canada. <i>July-18</i> : Lime trees - Chair will speak to landowner upon his return to the UK. Mini-island/speed plateaus - include these and other highway safety features plus Gateway Features in meeting with Highways Manager. Accidents on Church Road - no feedback received from Highways. <i>Sept-18</i> : Had a positive meeting with Richard Rayson, produce a document of what was discussed and send to Richard Rayson (Cllr. B McKeown offered to produce this document post meeting). <i>Oct-18</i> : Councillors met with Glasdon re Gateway Features, quote received. Need tenders for installation - Chair to enquire as to appropriate contractors. Need to have a services audit/safety audit carried out. Need to get a plan produced and approval from Highways. Cllr. Mrs C Murdoch has photos of the proposed sites. Contact Highways Liaison Mgr. re all of the above. Also consider Lea Heath and Pasturefields for highway safety improvements. Have received a definite No re planting of lime trees on Church Lane as feared they would harm the future development of the site. Cllr. B McKeown to produce the Highways Safety improvements proposal document for Highways, as discussed with the Highways Liaison Mgr. Keep this separate from Gateway Features and Pasturefields speed reduction. Cheque to Staffordshire Women's Aid on list for payment, due to Emery's work in repairing the slate sign. <i>Nov-18</i> : Chair is chasing up information on contractors to install the Gateways, including contacting the Highways Liaison Manage (HLM). Standard Signs and Balfour Beatty make similar signs. Chair to arrange safety and services audit via HLM. Need plans (A3 maps) to show where the Gateways and Highway Safety works will be sited, Clerk to look in to this. Cllr. B McKeown will prepare the plans for both, Cllr Hopcroft and Chair to assist. Contact iWood re their offer to assist with Welcome sign. It was suggested that a traffic count could be performed by councillors on Blenheim Manor to show that the traffic figures on the planning application were incorrect.	Chair/ Cllr. Mrs C Murdoch
As above	Speedwatch Campaign: Would like to do 1 session per week. Need a minimum of 3 people. <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. <i>July-18</i> : 4 permanent Speedwatch signs are being erected at no cost to PC, mobile signs will then not be required to be put out. <i>Sept-18</i> : being successful, letters are definitely being sent out. Wednesday 19th is Project Edward day (National Speed Awareness). One Stowe by C resident wants to resurrect Speedwatch in Stowe and may attend this session. <i>Oct-18</i> : Police did not attend on main Speedwatch day, less people speeding than last year in Hixon. 60 hours put in on day across the borough. If someone gets 3 letters from Speedwatch it is followed up by a police visit - quite a lot of vehicles are then found not to be taxed. New permanent signage should be in place by the end of November, then no need for temporary signs to be used. <i>Nov-18</i> : Possible new volunteer, email received from police contact on the Dos and Don'ts of being a good SpeedWatch person.	Cllr. Hopcroft

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021/09, 023/09, 074/09, 091/09	<p>Playing Fields Report: <i>June-18</i>: No problems, mowing pretty good. Ca. 12 of the new trees have gone - 4 or 5 are dead and the rest are missing. Look at in Autumn to see if they need to be replaced. Kids have made a path through the playing field over to the Old Vicarage. <i>July-18</i>: A few more trees have been lost. Undergrowth on bank had been inspected - need to either clear the whole lot or leave as is - decided to leave as is, as no problem perceived. Reconsider if a problem occurs. <i>Sept-18</i>: No real problems. The concrete bin that had been tipped over was already fractured - this has been replaced by Streetscene with a lidded bin. Play equipment inspection report by Wicksteed shows low risk items. Bird faeces is a problem but this cannot be controlled. Get the top swing bar repainted properly with a hammerite type paint, Cllr. Mrs C Murdoch to organise. <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.</p>	Cllr. Hopcroft/ Cllr. Mrs C Murdoch
051/10	<p>JBMI Liaison Committee: Next meeting is December 3rd 2018.</p>	Clerk
050/12 and 032/12 (Plan for Stafford)	<p>Neighbourhood Plan: Background: The Neighbourhood Plan was considered by Cabinet on 3 November 2016 and adopted by Council on 22 November 2016. The Neighbourhood Plan is now part of the Borough's development plan for making planning decisions. It was agreed that the Neighbourhood Plan Scrutiny Committee (comprising the original Steering Group members) meet 6-monthly starting in June 2017, to review the plan and its effectiveness. <i>July-18</i>: NP meeting held, feedback provided by Cllr Baxter - it is important that the NP policies are adhered to. The NP group do not know what is happening re the 30 houses. SHLAA consultation ongoing, finalised by end of year. Babbage building questionnaire was discussed. Heritage sites - include the History Group in this - blue plaque scheme on buildings of interest. NP group may ask PC for a grant e.g. £600 to do this. Can also do something to highlight people of note associated with the village (?) Want to enhance the open spaces, wildlife areas, have a nature trail. Youth Forum proposed - Chair has contacted Colwich PC with a view to discussing what are currently doing with their Youth Forum. Proposed to use Blenheim Manor to do a re-run of the NP questionnaire to see if the generally younger age-base produces different results. Youth Forum Working Group proposed and agreed of Cllrs Mrs C Murdoch, Kelly, Baxter. <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.</p>	Cllr B McKeown
054/14, 034/16	<p>Hixon drop-in surgery and Hazeldene House Surgery incl. Patient Participation Panel: <i>Feb-18</i>: 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. <i>April 18</i>: 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. Hazeldene 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. <i>June-18</i>: PPG met in May - concerned where NHS is going and where they are going. They get a major income from prescriptions and don't want to lose this facility. <i>Sept-18/Oct-18</i> No change. <i>Nov-18</i>: Some merging is going on in the NHS. New 5-year plan to pull together. Possibly start to know something in about 1 year's time. One GP has left Hazeldene.</p>	Clerk

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055/15	<p>IT and Using Cloud Storage on G-mail for PC documents: IT sub-committee of Cllrs. Mrs S McKeown, Baxter, A Murdoch and Clerk. Terms of reference to be drawn up. <i>Feb-18</i>: Memorial Hall now has WIFI. <i>March-18</i>: Laptop has arrived. <i>Apr-18</i>: Mouse has arrived. <i>May-18</i>: Decision on Microsoft package had changed to the Home version, has been purchased for 12 months and installed on laptop. Need to make progress with the website, Cllr. A Murdoch has a contact who will assist. <i>June-18</i>: Contact at BriStor has now left. Website needs progressing re maintenance and/or new website with maintenance. Filing on Cloud need progressing. Cllr. Mrs S McKeown to take both forward. Cllr. A Murdoch to look at way forward as well. Square Space a possibility for website. Clerk to ask Colwich PC about their website. <i>Sept-18</i>: Meeting arranged. Suggestion that website be a village website with businesses advertising. Get decision made. £500 budget inadequate. Get it done professionally. <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: Nov 18 - 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.</p>	IT Group Clerk Cllr. Mrs S McKeown
004/16	<p>Consider request from resident for 40mph speed limit through Pasturefields: <i>May-18</i>: Cllr. B McKeown has met with Colwich PC and it shares the same concerns, Weston PC also on board. Want to get a safety audit conducted by Highways, take forward with John Francis and Highways Liaison Manager. <i>June-18</i>: Chair to take forward with John Francis and the other PCs. <i>July-18</i>: Discuss at meeting with Highway's Manager. <i>Sept-18</i>: It is believed that the latest proposal from Highways is to reduce the speed limit to 40mph from Farley Corner to Toldish Lane. <i>Oct-18</i>: No movement on this at the moment. <i>Nov-18</i>: No movement, transfer item to Speed and Highway Safety.</p>	Clerk
047/17	<p>Planting poppies on PC land to commemorate 100 years since end of WW1: <i>May-18</i>: Flowers now coming through, plaques to be organised by Cllr. Mrs S McKeown. <i>June-18</i>: Plaques to be agreed and finalised. Various things going on in village on Nov 11th. Send invitations to known relatives of WWI survivors. Flower beds need some TLC - weed and water - by councillors/volunteers. There will be a commemorative tree on Millennium Green for the people who returned from the war. Top up the poppies and have a wreath for each flower bed for November. <i>July-18</i>: Cllrs. McKeown to get costs for plaques. Cllr. Baxter suggested a commemorative plaque on or by the Oak Tree at the end of Egg Lane - agreed as a good idea. He will contact SBS tree officer and Highways for permission. The Memorial Hall are organising the WWI event and will let the PC know if they require any assistance. The poppy/wildflower beds need watering and possibly some weeding. Cllrs. Murdoch will look after the bed on Sycamore Drive. <i>Sept-18</i>: Request to dig over the poppy beds to allow artificial poppies to be put in for the WWI event - advice received is to cut the flowers down to approx. 3 inches once flowering finished and seeds dropped, artificial flowers will be tall enough to still be seen with the stems in place. <i>Oct-18</i>: Flower beds cut down and kept watered/tidy by councillors. It all happens on Nov 11th, starting at 6am with piper on the Green. Flyer coming out with all the details. Poppies going in the front of the beds, plaques will be in place (price of £11 per plaque, 8 plaques agreed via email previously). Follow up in Spring with plaque for the Jubilee Oak Tree at end of Egg Lane. <i>Nov-18</i>: Very successful commemorative event, started at 6am. The aim was to bring the names of the people who died in WWI off the walls and in to the community. Agreed (by vote) that the PC will pay the £25 for the additional service leaflets that were printed. Discharge from agenda.</p>	Clerk
054/17	<p>Babbage Building: Met at Babbage Building. <i>June-18</i>: Is it too expensive, too many overheads? Should we still pursue? Questionnaire ready, may as well get feedback from residents, can get grant for business plan. Agreed to get questionnaire printed and distributed. <i>July-18</i>: Chair considered that the questionnaire should be collected from Chop Shop by a PC member, analysis could start straightaway, rather than waiting for return of councillors from holiday - agreed by councillors present. Cllrs. Baxter and Mrs M Aberley offered to start the analysis. Chair will make arrangements to collect the completed questionnaires and pass them on for analysis. Query on who Cllr. B McKeown spoke to at SCC re the use of the Babbage Building as a community asset, as Chair would like to follow up on its availability - Clerk to check correspondence. <i>Sept-18</i>: Chair has been informed that the building is sold STC to Astral Fire &amp; Security from Rugeley, they make fire alarms. They will sort out the issue with the electricians that also supply the school. Chair will make contact to introduce the PC once contracts exchanged. The survey results were looked at and figures provided to the members of the public present. <i>Oct-18</i>: Building Under Offer. <i>Nov-18</i>: Astral Fire Alarms are expected to complete on the building by the end of the month. Discharge from agenda.</p>	Clerk
074/17	<p>Dog poo campaign: <i>Oct-18</i>: Meet to discuss the targeting for posters 11am Monday 22nd Oct in car park. Leave posters in new positions for a few months, remove and move to new area. Rolling campaign. Email posters to Cllr. A Murdoch, BriStor may be able to make some good posters. Should poos be marked and counted? - would need biodegradable paint. <i>Nov-18</i>: Cllr. Mrs M Aberley read out what had been decided at the group meetings since the last PC meeting. One resident on New Road is keen to use the posters at her property, Cllr. Mrs M Aberley to make contact. Bristol have provided 12 more A3 posters for use, there are also some fresh A4 laminated posters available. Millennium Green reported as having more poo left on it since posters removed, consider putting fresh ones up in near future.</p>	Dog group
017/18	<p>Community Competition: <i>Oct-18</i>: Garden judging presentation at Bank House October 24th. Establish number of attendees. St Peter's school poster Christmas competition - theme decided as "Christmas Wish". <i>Nov-18</i>: Prize-giving is on 7th December in the 9:15am assembly. 7 x £5 Smiths gift cards agreed.</p>	Chair/Clerk

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097/07	<p>Allotments: <i>March-18</i>: 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. 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. <i>May-18</i>: The original fencing contractor has not yet been able to be contacted. It was agreed to: 1) send the WFAA/plot-holder agreement currently in use to the PC solicitor for comments and advice, 2) that the invoice should show the actual rent and water charge for the plot, with the WFAA charge and any other charge shown separately - a (non-PC councillor) plot-holder recently complained to a councillor that he couldn't tell what his money was being spent on and would like the invoice itemised. Once the solicitor has responded re the tenancy agreement, a minuted meeting with the WFAA committee may be arranged. Cllrs. Baxter and Hopcroft will dispose of the contents of the asbestos bin. <i>June-18</i>: Write to landowner and ask if he will put in supporting uprights on his side of the fence, to straighten it up. . Waiting for PC solicitor to look at the tenancy agreement. <i>July-18</i>: Send landowner a letter asking him if he would sort out the fence on RHS looking from the road, which is leaning badly. Will probably need to wait until crop is cut. Still waiting for PC solicitor to look at the tenancy agreement. Chair to arrange to present the 2019-2020 PC allotment plot rent and water figures at the Wellington Fields AGM. <i>Sept-18</i>: Still waiting for solicitor to look at the tenancy agreement. Chair and Cllr. Hopcroft to meet land owner on site to discuss repairs to fence, invite WFAA Cttee. member along via Secretary. <i>Oct-18</i>: Need to walk the fence with landowner once sheep are out of field. Agreed to ask WFAA Cttee. for an apology to Cllr. Mrs S Mckeown for the reasons mentioned. Chair to attend next WFAA Cttee. meeting and raise/remind Cttee. that the invoices should show the split of PC charges (plot rent and water) and the WFAA charges separately as agreed on 2 previous occasions. Also ask for apology for Cllr. Mrs S Mckeown if it hasn't happened. Sign on Allotments gate to have Cllr. B Mckeown's name properly re-instated, he will get vinyl stick-on letters made. <i>Nov-18</i>: Cllrs. Baxter and Hopcroft to find out what has happened/is happening with repairs to leaning fence. Chair is attending the next WFAA Cttee. meeting on December 5th and will raise 3 issues: the details on the allotment plot holder invoices, which are supposed to show the HPC rent and water charges on a per plot size basis, the lack of an apology from the WFAA Cttee. to (Cllr.) Mrs S McKeown and that the WFAA Chair was due to present the WFAA annual report etc. to HPC at the November HPC meeting - is this being presented at the December meeting instead?</p>	Chair/Cllr. B McKeown
035/18	<p>Consider changing from contractor to In-House grass cutting arrangements: Chair had talked to Colwich PC about their own arrangements. Colwich employ 2 lengthsmen and may be able to take on the grass-cutting in Hixon. Ask Weston with Gayton PC what they do as well. Same working group for this item as for the Youth Forum on the NP item. <i>Sept-18</i>: Chair to meet and discuss with Colwich PC re using their employees. Clerk to send Cllr. Hopcroft the current schedule and contract to be revised/updated/re-worded as required. Get quotes from TGM, Greenfingers plus one other. Plus Colwich PC if interested. <i>Oct-18</i>: Colwich Chair unwell, so delay in discussing grass cutting. Chair to attend Colwich PC meeting. Go out to tender on a 3-year contract with break clause after 1 year in November give 3-month's notice. 2 options: remove cuttings or cut more regularly and leave cuttings. Schedule and contract to be finalised. <i>Nov-18</i>: Colwich PC have a new Chair, Hixon Chair has not been able to make contact with him. Cllr. Hopcroft has revised the schedule and contract and drafted an accompanying letter by hand. Clerk to finalise and circulate. Ask for 2 prices, one with all cuttings removed, one for them in bottom right hand corner of playing field. Include a retention percentage and break clause as above.</p>	Clerk and Councillors
038/18	<p>Christmas Tree lights: Road Closure Notice (5pm to 7pm) agreed at £108 incl. VAT. Switch-on event on 1st December, Cllr. B McKeown to organise as previously. Lights to be tested 22nd/23rd Nov. by Chair/Cllr. Baxter. Agreed OK for the PC projector to be borrowed as back-up. Owner of adjacent house has agreed to supply the power to the lights. Most of the leaflets have been distributed. Road closure order is in place. Cherry picker won't be required if lights are all working. Cllr. Mrs C Murdoch to look in to getting a Christmas banner of Seasons Greetings from the PC, to be placed near the tree.</p>	Cllr B McKeown
045/18	<p>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.</p>	Cllr. Hopcroft/Clerk
046/18	<p>Asset inspection items: Not many actions required - Cllr. Hopcroft will sort out the uneven path by the bollard, Cllr. McKeown will sort out the Information Panel on the car park, Clerk to arrange a contractor to repair and refurbish the bus shelters, the other jobs have been done.</p>	Clerk
047/18	<p>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.</p>	Clerk
049/18	<p>Consider items for budget 2019-2020: Discuss thoroughly at next (December) meeting, start at 7pm. Send out precept information received from SBC.</p>	Clerk
004/18	<p>Chairman's announcements:</p>	None
005/18	<p>Councillor Questions:</p>	None
	<p>Cllr.. Mrs C Murdoch mentioned that grants are available to community groups including Parish Councils via the Bags For Help projects run by supermarkets. There is an application form to complete - she will pursue these grants for use on projects such as Highway Safety Improvements.</p>	Cllr. Mrs C Murdoch
	<p>Cllr. Baxter mentioned the Parish Forum minutes that an item on the Stafford Litter Picker Heroes and he also mentioned the CPRE Green Clean - he will follow up on these. He mentioned that (from the Forum minutes) some PCs were involved in bigger projects such as tennis courts, library etc.</p>	Cllr. Baxter

## Hixon Parish Council

006/18	Date of next meeting: December 18th 2018	Clerk to book Memorial Hall
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## Hixon Parish Council

007/18	County and Borough Councillors Reports	None
008/18	Public Participation:	
	Representatives from the Gospel Hall Trust mentioned that they needed to secure planning permission on their site would be putting in an application for release of conditions. Looking to re-design to a smaller, simpler building and want to start on that as soon as they can. Building will be used for local events rather than national and probably no longer a need for coach parking. PC are keen to work with the Trust to ensure the building is aesthetically pleasing. Will there be space for a woodland area? The hedge of the site has been damaged by a vehicle and there is a gap on to the site at the side of the sub-station by Blenheim Manor.	-
009/18	AOB:	
	Blithfield PC will host a meeting to discuss services that could be provided to residents by parish councils collaborating, particularly those that SCC are cutting down on or stopping altogether. Councillors to email ideas and thoughts to Clerk.	Councillors
	Copies of the half year Expenditure/Receipts vs. budget spreadsheet provided to all councillors.	-
010/18	Planning Applications:	
	18/29217/HOU Single storey rear extension, Green Mount, Church Road. Hixon ST18 0PB	No objection
	18/29464/FUL Proposed extension to an existing storage warehouse to accommodate extra storage space for incoming and finished goods. Units B, C And D Hixon Industrial Estate Church Lane Hixon	No objection
011/18	Planning Reports	
	18/29100/HOU First floor extension and ground floor extension to rear, 3 New Road Hixon Stafford ST18 0PJ	Permit
	18/28351/FUL Demolition of Public House and construction of new A1 retail unit and three dwellings, The Green Man, Lea Road, Hixon ST18 0NR AMENDED PLANS (addition of footpath).	Permit
	18/28908/FUL Variation of condition 2 of permission 17/27630/FUL to allow consideration of amended plans Hixon Industrial Estate Bri Stor Systems Limited Church Lane	Permit
012/18	Bank Reconciliation:	Done
013/18	Schedule of agreed payments	
	C Gill salary November-Net tax/NI). Local Gov act 1972 s111.	£775.44
	Reimbursement C Gill (costs: working from home) - November. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill stamps (24x2nd class@58p = £13.92 and 12x1st class@67p=£8.04)	£21.96
	Reimbursement C Gill mileage (47 miles @ £0.45p/mile). Local Gov act 1972 s111	£21.15
	Reimbursement C Gill for trophies for Garden Competition	£49.00
	Reimbursement C Gill for Gift Vouchers for Garden Competition	£60.00
	Reimbursement C Gill for replacement printer purchase (amount over and above the Amazon gift card to cover printer and 2 years warranty)	£11.96
	Reimbursement C Gill for £10 mobile phone top-up for PC phone	£10.00
	Reimbursement Cllr. M Kelly for ink cartridges for printing best garden certificates	£54.00
	Reimbursement of Cllr. P Hopcroft for bulb for bollard light	£8.92
	Reimbursement of Tim Moss for memorial WWI service commemorative booklets (PC agreed to pay via email exchange, November 2018)	£114.00
	JG Fenn for ink, pens, pads, pouches and paper	£159.37
	EON - one street light - maintenance and energy 2018/2019	£67.06
	Acer - October mowing plus cutting playing field hedge	£1,331.33
	Water Plus car park water drainage August to October 2018	£111.76
	SBC for road closure order for Christmas Tree Light Switch-On	£108.00
	drs for the 8x Commemorative WWI memorial plaques for wild flower beds	£105.60
	Charles Raby Timber for work on two trees	£180.00
	Bank House for food for Best Garden competition presentation evening	£50.00
	HMRC for income tax (£4.60) and NI payments (employer £12.24 and employee £10.64) November = £27.48	£27.48
014/18	Documents Received: Thank you letter from Staffordshire Women's Aid for the donation from the PC (via Emerys).	

Meeting ended 10.35pm