

## Hixon Parish Council

### Minutes of Parish Council Meeting Tuesday March 27th 2018

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

Cllr. B McKeown, Cllr Mrs S McKeown, Cllr. M Kelly, Cllr. Mrs M Aberley, Cllr N Baxter

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

Ref	Item	Action
001/17	Apologies received from: Cllr. P Hopcroft, Cllr. Mrs C Murdoch, Cllr. A Murdoch. Members of the public Cllr. J Francis	-
002/17	Declarations of interest: None	-
003/17	The minutes of the meeting on February 20th 2018 were accepted as accurate.	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>March-18</i> : Work on Hammonds Croft OS completed and looks good. Willow tree needs a trim - PC to remove lower limbs using the new gardening equipment.	Cllrs.
041/15 and 032/16, 067&081/09 & 056/11& part 041/15 plus 038/16	Speed and Highway Safety in Hixon Parish plus Village Gateway Features (New Road and Church Lane): Raised (hump) crossing now in place outside the school. <i>Jan-18</i> : Cllr A Murdoch and Chair to talk to Bristol re helping with Gateway Features on Church Lane. <i>Feb-18</i> : Need to think about insurance liability and check with Highways, as it is their land. <i>March-18</i> : May not need to use Highways land, possible designs discussed - silhouette of parent and child and cat with cat's eyes. Need 6-8 trees in front of botyard 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.	Chair
As above	Speedwatch Campaign: Would like to do 1 session per week. Need a minimum of 3 people. Chair would like to train. Oct/Nov/Dec-17: No sessions held due to weather and light conditions. <i>Jan-18</i> : No sessions held - The speed of traffic on Martins Way has been noted as being excessive and potentially dangerous. Look at the mini-roundabout at cross-roads for next traffic calming project. <i>Feb-18</i> : The temporary Speedwatch signs have got permission to be permanent, would be fastened to lampposts. Signs £20 each, installation by Highways at £120 each. Can apply for grant for the signs. <i>March-18</i> : Grant applied for. Area for Speedwatch extended down to new 30mph limit by Pasturefields Lane. One additional area can now be covered. 2 sessions held, Church Lane coming in to the village was the worst for speeding vehicles - 14% speeding, 2 cars in excess of 45mph. Will request PCSO/Special Constable presence more often as they can stop the offenders at the time. Want to carry out more sessions and need more volunteers, have some possibles lined up. Further training planned.	All
021/09, 023/09, 074/09, 091/09	Playing Fields Report: <i>Dec-17</i> : MUGA Sponsor Board needs replacing as writing has faded badly. Chair to sort. <i>Jan-18</i> : Get price for plastic board and aluminium (as per current) on A1 or A0 size. <i>Jan-18</i> : New aluminium sign ordered. <i>March-18</i> : New sign arrived. Can the concrete bin have a lid put on it? The old wooden bench is in a bad state - consider removing when work on picnic table is undertaken.	Cllr. Hopcroft/ Cllr. Kelly
051/10	JBMI Liaison Committee: JBMI have cleared out the drainage brook on neighbouring land (downstream). Next meeting is June 4th 2018.	-

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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. 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>Sept-17</i> : Minutes from June's meeting 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 possible but there are some constraints under the original application. Chair asked to provide a "wish list" Chair to put together a bullet points of what is preferred and circulate. <i>Jan-18</i> : Cllr. Kelly will speak in opposition at the 30 houses Planning Cttee. meeting. <i>Feb-18</i> : Cllr. Kelly spoke in opposition at 2 Panning Cttee. Meeting and the application was refused both times. Lioncourt have been asked to discuss the design and layout of the houses and to incorporate bungalows - all as per the Hixon Neighbourhood Plan. The objective is to produce the effect that the development has "Evolved over Time". Arrange another Neighbourhood Plan Group meeting for Tuesday 3rd April, Bank House 7pm. <i>March-18</i> : The Lioncourt proposals were reviewed - the proposal is to build additional houses (an extra 20) including bungalows and to improve the design and specification of all 50. A woodland walk would be put in around the perimeter. However, the additional land for the extra houses is outside the Neighbourhood Plan Boundary and this proposal was turned down unanimously by councillors for this reason. (Refusal proposed by Cllr. Baxter, seconded by Cllr. Kelly and Cllr. Mrs M Aberley: 5 in favour of refusal, 0 against refusal). Decision to be put to the NP group on April 3rd.	Chair/ Clerk
039/13	Consider best way of producing walk leaflets: At the January 2016 meeting it was decided that the walks need to be walked again and new descriptions and photos taken as the current wording etc. seems outdated. A resident has offered to update the walks and leaflets.	-
054/14, 034/16	Hixon drop-in surgery and Hazeldene House Surgery incl. Patient Participation Panel: <i>Jan-18</i> : Cllr. Mrs C Murdoch has tried to chase up Patient Reference Group, next PPG is January 18th. <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 Care coming together.	Cllrs. Mrs C Murdoch/ Hopcroft
055/15	IT and Using Cloud Storage on G-mail for PC documents: IT sub-committee to be set up of Cllrs. Mrs S McKeown, Baxter, A Murdoch and Clerk. Terms of reference to be drawn up. <i>Dec-17</i> : Website design and maintenance - Square Space for small businesses £9.70pm. Microsoft 365 £7.90 pm. IT group to meet and discuss. <i>Jan-18</i> Will need Windows 10 and Office 265. Spend £400 or less. Memorial Hall say WIFI is "on the cards". <i>Feb-18</i> : Next IT meeting arranged for Feb 21st at 7pm. Memorial Hall now has WIFI. <i>March-18</i> : Laptop has arrived, mouse on order. IT group to decide on which software to purchase.	IT sub-group
004/16	Consider request from resident for 40mph speed limit through Pasturefields: Residents are taking this further themselves, council to write to residents and businesses for their views/support, Chair to organise letter. <i>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 Tolldish 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 Tolldish Lane. <i>Jan-18</i> : Find out if Colwich are doing anything, contact Weston again. Can we raise the profile, take some actions to show strength of feeling? <i>Feb-18</i> : No response from Colwich PC. Weston with Gayton PC - Cllr. who was dealing with this is moving away and has resigned, Clerk has asked for details of who to contact there. County Cllr. John Francis has said a survey will be undertaken between Colwich and Tolldish Lane. <i>March-18</i> : Feedback from Cllr J Francis indicated that funding of speed limit change would have to come from development - query this, as purely administrative costs.	Clerk
041/16	Parking on Smithy Lane and McColls (rubbish, hole, overgrown grass/hedge, parking on grass verges on Hill Croft): . <i>Nov-17</i> : 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. <i>Dec-17</i> : McColls say garden area will be sorted out. <i>Jan-18</i> : Ask for a general Spring Clean of garden and surrounding area. <i>Feb-18</i> : McColls have said that the garden will be tidied and that a tidy up of the outside and pipes has been undertaken. <i>March-18</i> : Ask Parking Enforcement to visit regularly.	Clerk
053/16	Consider sites for planting of trees by CPRE: <i>Nov-17</i> : No more trees available until Spring 2018, school happy to help plant, Cllr. Baxter to follow up the legacy trees. <i>Dec-17</i> : 4 legacy trees received, plant at entrance to village. Cllr. Baxter to look into framing the Tree Charter poster that came with them. <i>Mar-18</i> : Trees delivered, councillors to plant (keep some back for school children to plant. Chair will mark out planting positions on playing field. Warn Acer about new trees, will have to trim around them. Legacy trees: propose 2 at JBMI entrance on New Road, 1 on Church Road OS, offer 1 to school for new KS1 activity trail (?).	Cllr. Baxter

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036/17	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. <i>Sept-17</i> : Write to her first and ask to meet. <i>Oct-Nov/17</i> : Written, no reply yet. <i>Dec-17</i> : Write again in February if no reply received. <i>Feb-18</i> : No reply, write again. <i>March-18</i> : No response as yet.	Chair
044/17	Application for Section 53 Definitive Map addition on Airfield, 1981 Wildlife and Countryside Act: - Consider joint application with Stowe by Chartley PC: to Secretary of State to direct SCC to determine the application. John Blount outlined the current situation and what could be done to try and get our application considered by SCC. All councillors present were in favour of proceeding with this in conjunction with Stowe by Chartley Parish Council. <i>Nov/Dec-17/Jan/Feb/March-18</i> : Waiting to hear from Stowe PC as to progress made. Cllr. Francis has been asked to help get information from SCC.	Clerk
047/17	Planting poppies on PC land to commemorate one hundred years since end of WW1: Agreed to plant some on bank around car park, ground would need digging out then plant them in a defined area. Cllr. Mrs S McKeown to draw a plan of the proposed areas. <i>Nov-17</i> : 4 sites now proposed, added verge outside storage compound on Church Lane. Cut out 1.8 x .12m of grass to make bed, sew poppies and wildflowers. Church Rd. OS - have bed with a tree in the middle. Gets beds done by Abbey Landscapes or TGM. Cllr. Mrs S McKeown to price the seeds and to produce specification, Clerk to then get price for work. <i>Dec-17</i> : Price of £28 per bed, 6 beds, including seeds - agreed. <i>Jan-18</i> : New quote for actual dug-out beds with top soil added back in, £70 per bed including seeds, 6 beds required. Felt to be expensive, ask for re-quote. <i>Feb-18</i> : Quote now at £60 per bed - agreed. Seven beds now required, extra one near Christmas tree at entrance to Sycamore Drive. <i>March-18</i> : Extra bed agreed, now 8 in total. One for each soldier from Hixon who died as a result of being away in action in WWI. Small "Tommy" silhouette and plaque for each bed. Cost ca. £50-60 per bed. Agreed unanimously by councillors. What would the figure be placed on, would need to be resilient? Slanted stone idea for plaque. Plant one of the legacy trees on Millennium Green on 11/11/2018.	-
054/17	Babbage Building: Met at Babbage Building. <i>Oct-17</i> : Need to survey the village for potential uses and interest, include Scouts, Horn End Nursery, Physiotherapist, Podiatrist etc. Have an insert in the next Newsletter with a tear-off slip to return. Support, types of business, ideas of what is wanted. Can you help now? Business needs. <i>Nov-17</i> : Item in Newsletter, include map of building. <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? <i>Jan-18</i> : Another person interested - courses for people with mental health/learning difficulties, helping in a cafe situation etc. SCC also looking for permission to sell it. Chair waiting to hear back from Fire & Rescue and Brocton U-10s. <i>Feb-18</i> : Need to get a questionnaire written and sent out to residents - Chair. <i>March-18</i> : Questionnaire in progress, will be circulated for comments.	Chair
060/17	Items for budget 2018/2019: Changes agreed on Extra meeting January 9th added to budget. Projects need to be identified going forward (Highways etc.). <i>Feb-18</i> : Add in £450 to cover the GDPR DPO role by SCC and Clerks' appraisal and salary review meeting to be arranged prior to next meeting. <i>March-18</i> : Leave the £450 for GDPR to cover the Gap Analysis as well, as unlikely to go for full (most expensive package). Clerk's salary for 2018-2019 unanimously agreed. Budget for 2018-2019 signed off.	Councillors/ 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. <i>Jan-18</i> : BT will not fix the door unless it is a H&S risk. <i>March-18</i> : Contract states that BT will remove the phones, thereafter any costs arising will be the responsibility of the Parish Council. It is just the box(es) that will be owned, not the land underneath. If a defibrillator is installed, it has to be a certain type specified by BT. It was agreed to go ahead and adopt the 2 boxes (Hixon and Lea Heath).	Clerk
065/17	"Welcome to Hixon" sign is leaning to the right: consider what action to take: decided to ask the contractor that installed the sign to have a look and advise on the best way forward to right it. <i>Dec-17</i> : Quote received, seems high - Ask for another quote from Abbey Landscapes. <i>Jan-18</i> : Quote received and thought acceptable, agreed to proceed ASAP. <i>Feb-18</i> : The sign had fallen down in the very strong winds, the slate had cracked and the bottom of the wooden posts appear to be rotten. Can this be claimed on insurance? - yes should be able to if considered necessary. Stonemason in Stafford says the slate is repairable though the crack may show. Is a post structure still appropriate for such a heavy object as the slate slab? Use steel legs rather than wooden ones? Would it be better mounting it in e.g. a wall? Could BriStor be asked to make a metal replica for post mounting? <i>March-18</i> : Decided to get the slate repaired and mounted in brick or stone.	Chair
066/17	Consider implications of General Data Protection Regulations (GDPR) in force May 2018: Ask Cllrs. for permission to use their names on website, also people on Clubs etc. list. <i>Jan-18</i> : Waiting for more information from NALC, Cllr. Mrs C Murdoch to look at the information she has received. <i>Feb-18</i> : Information received from SPCA on the Data Protection Officer role that can be performed by SCC. Agreed to put £450 in the budget for this (the maximum charge for 2018-2019 by SCC) and to ask SPCA for information on how many Parish Councils have shown an interest and which of the 3 options they were likely to opt for. <i>March-18</i> : Many PCs have shown interest in this DPO service but cannot tell which level they will opt for, will probably decide on size of PC. SLCC also providing advice on what to do and whether a DPO is necessary for a Parish Council. Leave budget figure at £450 for GDPR, to include any Gap Analysis costs, on the assumption Hixon PC doesn't need a tier 3 service.	All

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074/17	Dog poo campaign: Ongoing, the sign by the Millennium Green keeps swinging upside-down, let SBC organiser know. Clerk can provide paper copies of the posters, if residents want to put them up on their own properties. <i>March-18</i> : Poo count showed a big improvement.	Clerk
075/17	Consider how to deal with emails coming in to the Parish Council: Decided to go with 3 main categories for circulating emails - 1)For info. Only. 2) , Info. - for next agenda/discuss at next meeting. 3) Urgent, needs a response.	Clerk
076/17	Request from Stowe by Chartley Parish Council to consider recombining the Parish Councils: some discussion took place as to the possibilities of why Stowe by C PC were wanting to combine/re-combine with another PC. No details had been provided. It was suggested that it may be due to the administrative costs being a very high percentage of the overall costs, meaning that there was very little money available to spend on projects etc. The background of the split in PCs around about the year 2000 was given, which was also on a cost basis. Decided to respond saying that Hixon PC was prepared to open up a dialogue with Stowe by C PC without preconceptions. More information required.	Clerk
077/17	National Planning Policy Framework (NPPF) consultation: Chair will look at this.	Chair
078/17	Consider request from resident for commemorative plaque (50th anniversary of train crash) to be installed in grass verge on New Road to be included in PC assets and insurance: More information is required before PC can make a decision on this.	Chair
079/17	Footpaths on Blenheim Manor estate - query from resident - update from Taylor Wimpey: No link through to the Sycamore estate is possible as TW don't own the land and TW also do not want footfall in the vicinity of the pumping station. The link through to New Road will be completed prior to them leaving the site at the end of April. The spur road end will have a locked ranch-style gate across it, to block access to the field.	-
080/17	Footpath from Church field to school is very muddy - can Rights of Way people improve the surface?: Response from the Rights of Way department was that they would have a look at the path and make an assessment.	-
081/17	Consider what the PC can do re the bad state of the road on the airfield estate: it is privately owned so little PC can do - ask the Hixon Airfield Estate PA for clarification on who owns the section of road that has been reported as bad and feedback.	Clerk
082/17	Communication received from The Millennium Green Trust re continued support in covering the costs of grass mowing and weed-killing: Clerk read out the email message from the Millennium Green Trust asking for continued support. Support agreed as per budget.	Clerk
097/07	Allotments: March-18: Repairs to fencing on right hand side of allotments update: Chair has left a phone message for the contractor. Consideration of the revised tenancy agreement: Tenancy agreement as sent out to tenants in February has been reviewed by representatives of the Parish Council and the required changes, additions etc. were discussed and agreed at the meeting. Clerk to contact WFAA with the required changes. Asbestos bin on allotments - labelling etc.: the bin needs to be labelled clearly as to what it is for (some people putting rubbish in it) and should be included in the allotment rules, attached to the tenancy agreement. Check what accounts were provided to the Clerk by the WFAA Chair at the December meeting - Clerk. Contact the WFAA Chair to say that the invoices should have included the split of costs, as previously agreed with the PC - Clerk.	Councillors/ Chair/Clerk
006/17	Chairman's announcements:	None
007/17	Councillor Questions:	
	There have been a number of large, long wheel-base lorries, carrying 2 vans and coming from the Rugeley direction heading for BriStor. They appear to miss the Church Lane turn off the A51 and continue along, turning off at New Road. They then turn right and get in to difficulty at the mini-roundabout as they can't get round it. Ask BriStor to make sure that all drivers of lorries over 7.5 tons heading to and from Bristol know not to drive through Hixon village.	Clerk/Cllr. Murdoch
	Footpath No. 1 from Bath Lane to church has not yet been cleared, just had die-back.	-
	For information only: Hixon is lighting a beacon for Remembrance Day. There will be church bells, a bugler, a remembrance service at 11am at the Memorial Hall, a walk around the poppy beds, a poppy tapestry made by the school children and catering in the Memorial Hall.	-
	Can we find out from SBC how much it would be to have 6 more bins emptied (floor and lamppost) - if we buy them will they empty them? For free?	Clerk
008/17	Date of next meeting: April 17th 2018	Clerk to book Memorial Hall
011/17	County and Borough Councillors Reports	None

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012/17	Public Participation:	
	Neighbourhood Plan residential boundary must not be breached.	-
	Grass has been cut shorter this time and looks much better.	-
	Are we sure that only 8 killed from Hixon? Yes, checked on Military website.	-
	JBMI planning application for agricultural storage building - building not required, they already have a large unused storage building at Loxley.	-
	Lioncourt will pull out of the 30 houses site if don't get backing for the 50. How will the old hospital buildings get developed now?	-
009/17	AOB:	
	Can we get a price for cutting back the grass/vegetation to the edge of the pavements for the PC OSs at Church Road, Sycamore Drive, Meadow Glade and Ridgeway, as the work at Hammonds Croft has improved the appearance a lot?	Clerk
013/17	Planning Applications:	
	18/28044/FUL Erection of an agricultural building, Land South Of New Road, Hixon	Object
	18/28163/FUL Erection of a storage building Kingsilver Refinery Hixon Industrial Estate Church Lane Hixon Stafford ST18 0PY	No objection (inside boundary)
0143/17	Planning Reports	None
	17/27479/COU Change of use of concrete runway for storage and distribution of cars (temporary use for 5 years) Former Runway Land Hixon	Permit
	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	Permit
015/17	Bank Reconciliation:	Done
016/17	Schedule of agreed payments	
	C Gill salary (March-Net tax/NI). Local Gov act 1972 s111.	£718.07
	Reimbursement C Gill (costs: working from home) - March. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (44 miles @ £0.45p/mile). Local Gov act 1972 s111	£19.80
	Reimbursement C Gill for PC laptop (HP 250 G6 15.6" Laptop Intel Core i3)	£429.99
	Reimbursement C Gill for 4UH website hosting (10/03/2018 - 09/03/2017)	£35.99
	Fenns Stationery (ink and pens)	£105.97
	TGM for work on Hammonds Croft open space	£2,375.10
	Water Plus for car park drainage October to December 2017.	£108.57
	drs Aluminium Sponsor Sign	£72.00
	SPCA and NALC annual subscription	£371.00
	HMRC for income tax (£35.80) and NI payments (employer £11.58 (March) and employee £10.07 (March) = £57.45)	£57.45
	Transfer to Ringfenced account for allotment fund 2017-2018 = £544.74 less overpayment of VAT Return from February 2018 of £28.86 = £515.88	£515.88
	<b>From Ringfenced funds</b>	Not paid, invoice queried.
	<del>Steve Thomas for allotment edging work</del>	£475.00
010/17	Documents Received: Radar speed signs brochure. SBC 3-year Business Plan 2018-2021. Communication received from The Millennium Green Trust re continued support in covering the costs of grass mowing and weed-killing. (See 082/17).	

Meeting finished at 10.20 pm.