

Hixon Parish Council
Minutes of the Meeting of the Council held
on TUESDAY 15th October 2019



In attendance for all or part of the meeting:

Cllr. B McKeown (Chair), Cllr. Mrs C Murdoch, Cllr. Mrs S McKeown,
 Cllr. Mrs C Finlayson, Cllr. J Carmichael, Cllr. P Hopcroft, Cllr. Mrs H Lunn

Members of the public: Seven people attended.

Item Ref	Item	Action By
	Open Meeting	Chair
001/19	Apologies received from: Cllr. A Murdoch and from members of the public: John Francis.	Chair
002/19	Declarations of interest: None	Chair
003/19	The minutes of meeting September 17th 2019 were accepted as accurate.	Chair
063/19	Borough Councillor's reports.	
	Cllr. Alex Brown mentioned that there is a dedicated email address for reporting dog-fouling.	
	Cllr. B McKeown reported that the local plan for Stafford Borough has been extended to 2040. Ca. 8300 more homes will be built in Stafford Borough in the period 2020-2040, smaller developments are likely. The lack of a CIL in Stafford was raised at the Parish Forum - unlikely to be put in place until after 2022 when the plan is moved on. The Neighbourhood Plans will be updated in 2022.	
008/19	County Councillor's report.	None
004/19	Close meeting for Public Participation.	Chair
	Floods occurring on Lauder Grove - only happened since Lancaster Close was built Highways are aware, likely that a drain was broken when services to new bungalows were put in.	Clerk
	New reporting page for Highways problems - Clerk to chase up link.	Clerk
	Drain at top of Featherbed Lane blocked again (Full/overflowing). Clerk will report again.	Clerk
	Still problems with the parking outside the school.	-
	Is there a plaque for all the airmen based in Hixon who were killed during the war, many were American. Chair to liaise with the History Society about this.	Chair
	Stafford Gospel Hall Trust offered to buy another defibrillator for Hixon - suggested it could go on outside wall of McColls.	Chair
007/19	Reopen meeting & agree date of next meeting (November 12th 2019) as Chair has another meeting on 19th and vice-chair away for 19th and 12th).	Clerk
005&6/19	Chair's announcements and Parish Councillor questions.	
	Does anyone know anything about the swathe that has been cut through the woody area by New Road bridge and the cottages? - No	
	There have been a lot of truck on their way to Bristor cutting through the village. Airfield Estate Gatehouse staff appear to tell drivers to turn left out of estate instead of right and on to A51 where they should go. Clerk to mention to Hixon Airfield Services, Cllr. A Murdoch to raise with BriStor.	Clerk/ Cllr. A Murdoch
	Is the 1-way system in Featherbed Lane going ahead? - Waiting for	Clerk



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	feedback from Highways.	
009&10/19	Planning Applications / Reports	
	Reports	
	19/30896/FUL Removal of existing gas cylinder storage compound/cage and the installation of a 1200ltr Calor Gas storage tank with protective barriers. Bank House Inn High Street Hixon	Allowed
	9/31025/FUL Enclosing a small porch to the main customer entrance to the site for added security Meadowfields Care Home Pasturefields Lane	Allowed
	18/28412/OUT Outline application for 1 equine managers dwelling with access. All other matters reserved. Land Near Junction Of Drointon Lane, Drointon Road, Drointon (Stowe by Chartley parish).	Allowed
	Agenda Items	
055/19	Proposals discussed at Assets Inspection in relation to environmental improvements. Includes grass mowing contract and tree liability report: Update: Quote discussed, agreed all work and prices apart from the work on the 2 benches on the playing field as work considered unnecessary. Ask for quote for work on Lea Heath notice board - new perspex and recoat. If £150 or less then go ahead. No quote received for soft landscaping as yet.	Clerk
056/19	Speed and Highway Safety Proposals and Village Gateways Features Update: Push for action/prices etc.	Clerk
097/07	Allotments: Plans for storage areas: Email received from Structural Engineer re lack of detail on plans and with prices - Jane informed, she will take forward with WFAA committee.	-
017/19	Presentation of Best Garden awards: Now on Sunday October 20th at 7pm, all councillors welcome.	-
019/19	Purchase of strimmer for Millennium Green Trust - Update: Strimmer purchased and available for MGT to take away for use. Discharge.	Chair/Cllrs S McKeown & Carmichael
037/19	Church Lane Bus Shelter - quote agreed, ask for coping stones to be placed on top of the wall.	Clerk
027/19	HPC task groups: Start setting up meetings, template available for agenda and minutes.	All
049/19	Uneven pavement/change in level of ground outside The Chop Shop: McColls area manager says they only own the area outside the McColls shop and he doesn't know who owns the other areas. Clerk to contact Land Registry.	Clerk
050/19	Situations regarding future of Green Man and Bank House Pubs: Green Man is open until at least the end of November. Nothing more know about Bank House, Cllr Mrs C Murdoch will talk to Joules. (Cock Inn at Stowe by C has reopened and will be serving breakfast and afternoon tea and evening meals some evenings. Closed on Mondays).	Cllr. Mrs C Murdoch



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039/13	Walk Leaflets: Cllrs. Murdoch do not have time to take this forward, Chair and Cllr Carmichael will update the words. Cllr Mrs C Murdoch to pass on the hand-written notes.	Chair/Cllr Carmichael/ Cllr. Mrs C Murdoch
065/17	Welcome to Hixon signs: The landowner of the proposed site on Church Lane wants to see the design of the brick enclosure. Chair to design and liaise and he also knows a suitable bricklayer.	Chair
058/19	Agenda Layout/Order of Business: Report presented and accepted, subject to modifications made at meeting. New templates for agenda and minutes have been designed, the order of business has been amended. Discussion on list of correspondence produced by Clerk emphasised that Clerk will decide the relevance of any listed documentation as all documentation of relevance is currently circulated to councillors and listing would be very time consuming.	Clerk
059/19	Litter Picking: usually arranged twice a year ca. November and April. 9th November agreed, Cllr. Mrs C Murdoch to contact volunteers. Litter pick on Church Lane to assist resident who does this regularly on Sunday 20th, meet 10am at playing field. Clerk to ask SBC for litter pickers, bags and gloves.	All
061/19	Christmas lights: Report presented and accepted. (Proposed/Seconded: Cllrs. Mrs H Lunn/Hopcroft, All in favour.	Chair
062/19	Provision of maps for trees and grass mowing: SCC have been asked if they can provide maps for PC to use. Cost ca. £112 if have to have done externally. Budget of £125 agreed (Proposed/Seconded: Chair/Cllr. Hopcroft).	Clerk/Cllr. S McKeown
067/19 (amended from a duplicate 063/19)	Archiving: Report presented and accepted. Proposed that paperwork stored in portacabin is sorted through by councillors and decisions made what to archive. Dates to be agreed for sorting. Official meeting paperwork as from October 2019 meeting will not be stapled (not from May 2019 as suggested in report).	Clerk
064/19	Application for grant from Pasturefields Care Home Activities Group (if paperwork arrives): Paperwork not provided - decided that a grant would not be appropriate anyway as Meadowfields (who own Pasturefields Care Home) is a business. Cllr. Mrs C Murdoch declared an interest as she has a relative in the home, vote was a unanimous no to a grant. Clerk to pass on details to Cllr. Mrs C Murdoch for the CHEF committee to consider.	Clerk
	Projects, Task Groups, and External Meeting Reports	
054/19	Trent-Sow Parklands and Cannock Chase AONB HS2 Group: Paperwork due in 23rd October, meet in GM dining room 7pm on 17th.	All
050/12 & 032/12	Neighbourhood Plan Report. Blenheim Manor and Hixon Heritage Buildings: Two plaques purchased and shown at meeting. Some results from questionnaire available. 6 more plaques to be discussed at NP meeting.	Chair



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055/15	IT Group: Report discussed, all in favour of report and using SCC for website design and maintenance.	Clerk
	Finance / Administration / Legal	
011/19	Bank Reconciliation	Done
012/19	Schedule of Agreed Payments	
	C Gill salary October (Net tax/NI). Local Gov act 1972 s111.	£800.87
	Reimbursement C Gill (costs: working from home) - October. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (39 miles @ £0.45p/mile). Local Gov act 1972 s111	£17.10
	Reimbursement C Gill stamps 12x2nd class and 12x1st class	£15.72
	Mazars for external audit 2018-2019	£240.00
	Fenns Stationery - paper and pens	£24.22
	Hixon Memorial Hall - room hire	£32.40
	Acer for September mowing and playing field hedge cutting (£180)	£1,420.06
	drs for two Heritage Building plaques	£78.00
	Water Plus for car park drainage (quarterly payment)	£111.29
	HMRC for income tax (£5.60) and NI payments (employer £13.72 and employee £11.93) October = £31.25	£31.25
	Reimbursement of P Hopcroft for purchase of strimmer for Hixon Millennium Green Trust	£150.00
	Correspondence received in mail	None

Meeting ended 9:40pm