

## Hixon Parish Council

### Minutes of Parish Council Meeting Tuesday January 16th 2018

**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	-
002/17	Declarations of interest: Cllrs. McKeown on planning application 17/27720/HOU (they left the room during discussions). Cllr. Hopcroft re 071/17 (took no part in discussions and did not vote).	-
003/17	The minutes of the meeting on December 19th 2017 and January 9th 2018 were accepted as accurate, with 2 sentences of additional information added to end of item 070/17 for meeting of December 19th.	Clerk
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 Cttee. <i>Dec-17</i> : Edgings have arrived. Tenancy agreement has been discussed with WFAA. <i>Jan-18</i> : Edgings will be put in 17th/18th January, email Allotment Cttee. with dates. Right hand side only being done at present.	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. <i>Nov-17</i> : 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. <i>Jan-18</i> : Agreed to place Hammond Croft OS work contract, work to carried out this financial year.	Clerk
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. <i>Jan-18</i> : Remove from agenda for now, include when work starts or it becomes relevant again.	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. <i>Jan-18</i> : Cllr A Murdoch and Chair to talk to Bristol re helping with Gateway Features on Church Lane. Arrange meeting with Bristol for February 21st.	Cllr. A Murdoch
As above	Speedwatch Campaign: Would like to do 1 session 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. <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.	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.	Chair
051/10	JBMI Liaison Committee: Last meeting was Dec. 4th 2017:	-
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> : Mick will speak at the 30 houses Planning Cttee. meeting.	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. 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.	Cllrs. Mrs C Murdoch/Hopcroft

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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> 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. <i>Jan-18:</i> Can get re-furbished model for £339 + VAT. John Lewis have an offer on laptops, Cllr. Baxter to provide link. Will need Windows 10 and Office 265. Spend £400 or less. Memorial Hall say WIFI is "on the cards". Next IT meeting arranged for Feb 21st at 7pm.	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?	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.	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.	Cllr. Baxter
061/16	In Camera items: Budgeting item and minutes.	Clerk
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.	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-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.	Clerk
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.	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.). (Post-meeting: It was realised that Clerk's salary has not yet been reviewed).	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. <i>Jan-17:</i> Decided to ask contractor to cut the grass as short as he possibly can early in the growing season and then keep it short throughout the season with extra cuts as required, of which he will let the PC know in advance. Monitor for effectiveness.	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.	Clerk

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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. Dec-17: Quote received, seems high - Ask for another quote from Abbey Landscapes. <i>Jan-18</i> : Quote received and thought acceptable, agreed to proceed ASAP.	Clerk
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. Jan-18@ Waiting for more information from NALC, Cllr.. Mrs C Murdoch to look at the information she has received.	All
069/17	Consider how much information to keep month by month in minutes: Keep info. from as far back as 6 months if it adds to the overall picture. Remove any unnecessary information.	Clerk
071/17	Consider request for grant from St Peter's School PTFA for KS1 Outdoor Activity Trail, £500: Agreed, from this financial year (6 in favour:1 against, 1 abstention).	Clerk
072/17	Consider a litter pick in Hixon: Not discussed.	Cllr. Baxter
006/17	Chairman's announcements:	
	Cllr. McKeowns on holiday till 19th February, minimise contact. Cllr. Kelly is vice-chair, he will take over during this period.	-
	The Co-op have pulled out of plan to turn Green Man into a supermarket.	-
007/17	Councillor Questions:	
	Cllr. Mrs S McKeown has received an email praising the dog poo campaign.	
	The pot hole outside the entrance to the Hixon Airfield estate has still not been filled - Clerk to report this again.	Clerk
	The local PCSO has said that there has been no major crime in the area since Christmas and no real problems. The police are undertaking more drive-throughs in the villages in unmarked police cars.	
	Cllr. Baxter is going to adjust the distribution list as his round has grown too large due to the new houses off New Road.	Cllr. Baxter
008/17	Date of next meeting: February 20th 2018	Clerk to book Memorial Hall
011/17	County and Borough Councillors Reports	None
012/17	Public Participation:	
	There have been many problems on Smithy Lane again with parking on the pavement and verges (large vehicles) causing blocked driveways and gateways. Speeding traffic causing danger to pedestrians, particularly those pushed out in to road due to blocked pavements. Children particularly at risk. Verges being damaged by vehicles, telegraph poles also my be damaged.. Can the car park outside the shops be lined to aid parking there? Ask the businesses to encourage staff not to drive to work and to park out of the way. Double yellow lines not being adhered to. Mention in next Newsletter. Clerk to ask the Enforcement Team at SBC to visit again.	Clerk
009/17	AOB:	
	Add the dog poo campaign to the next agenda	Clerk
013/17	Planning Applications:	
	17/27720/HOU Side and rear extension to create enlarged kitchen and cloak room, attached conservatory to rear and internal rearrangements 5 Ashlands Hixon ST18 0NQ	No objection
	17/27743/HOU Proposed first floor extension to bungalow to form bedroom with en-suite Rakestone Stowe Lane Hixon Stafford ST18 0NB	No objection
0143/17	Planning Reports	None
015/17	Bank Reconciliation:	Done
016/17	Schedule of agreed payments	
	C Gill salary (January - Net tax/NI). Local Gov act 1972 s111.	£718.07
	Reimbursement C Gill (costs: working from home) - January. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (28 miles @ £0.45p/mile). Local Gov act 1972 s111	£12.60
	Reimbursement B McKeown for Christmas Lights Switch On, sundry items: £13.45, £8.99, £8.20	£30.64
	Abbey Landscapes for fencing on Ridgeway footpath	£260.00
	Abbey Landscapes for clearing plant/weed growth on footpath by school, May to October 2017	£96.00
	Hixon Memorial Hall for room hire October to December 2017	£50.40
	HMRC for income tax (£35.80) and NI payments (employer £11.58 (Jan) and employee £10.07 (Jan) = £57.45)	£57.45
010/17	Documents Received: Invitation to enter the Best Kept Village Competition	

Meeting finished at 10.05 pm.