

Hixon Parish Council

Minutes of Parish Council Meeting Tuesday March 19th 2019

In attendance for all or part of the meeting:

In the Chair - Cllr. P Hopcroft. Cllr. Mrs M Aberley, Cllr. A Murdoch, Cllr. N Baxter, Cllr. B McKeown, Cllr. Mrs S McKeown, Cllr. Mrs C Murdoch

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

Ref	Item	Action
001/18	Apologies received from Cllr. M Kelly and members of the public: Cllr A Perkins	-
001/19	Declarations of interest: None	-
003/18	The minutes of the meeting on February 19th 2019 were accepted as accurate.	Clerk
008/18	Public Participation:	
	Why doesn't the Memorial Hall contribute towards the cost of running/maintaining the PC car-park, as well as the Bank House? This has been previously discussed but will be added to the next agenda for further discussion. Comments from other members of the public included: The Memorial Hall is a charity and may have to increase charges if had to contribute to car-park upkeep. Most users of the Memorial Hall are local and walk to it rather than driving.	Clerk
	Why did the PC Chair say in a PC public meeting that there wasn't a meeting to change the Chair, when there was? - Acting Chair stated that there definitely was not a meeting in the Bank House. Chair not at meeting so unable to give his definitive answer.	
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. <i>March-19</i> : Need to arrange another dog poo meeting. GHT rapid relief team will help with litter pick on 13th April - need to publicise this day/weekend, Cllr Baxter to organise. Pass on to him the details of resident who litter picks regularly but could do with some help. Look at purchase of more Hi-vis vests for volunteers. Keep Britain Tidy Campaign has a month's worth of activities.	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 (HLM). <i>Feb-19</i> : Document has been sent to the HLM, awaiting a response. HS2 may have an impact. <i>March-19</i> : Next meeting is March 26th, nothing yet from HLM.	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. Meting 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. <i>March-19</i> : had a session by the school in early March (no mobile signs used) - large increase in people speeding (ca. 3x) about 10% speeding (40+ vehicles). Lots of verbal abuse given. PCSO will make an effort to come out to sessions. More sessions will be held as weather improves.	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 a 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>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. <i>March-19</i> : The Rider has been repaired and is much stronger than before, thanks to the Boatyard on Church Lane. The resident who used to lock/unlock the playing field gate has moved - new resident may be prepared to do this (?) Cllr. Hopcroft will ask someone in St Peter's View if they will do it . Swings will be painted this week. Police sign will be replaced.	Cllr. Hopcroft

Hixon Parish Council

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.	-
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>March-19</i> : Questionnaire is with printer. Plaques - now suggest they have name of property and date built plus the PC website address - put all the details on the website so they can be updated easily. Have section dedicated to the heritage buildings. Hixon PC will be consulted in 3-4 years time by the Borough re future development plans. There is no intention to puncture the NP boundary. CIL information is being chased up.	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. <i>March-19</i> : Temporary Agency Practice Nurse in place, who is a Nurse practitioner and can prescribe. Trying to get another doctor in.	-
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. <i>March-19</i> : Have 4 companies wanting face-to-face discussions, 2 wanting a conference call and 2 don't need anything. It is proposed to have a design contract and a service contract - companies may have their own. Should any contracts be passed by the Solicitor? Clerk to check Hall availability for meetings, once arranged.	Clerk /IT Group
097/07	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. <i>Dec-18</i> : Invoices - it was agreed that the full details with all charges showing (as well as the combined amount to pay) would be made available on: Wellington Fields website, Wellington Fields notice board, on request, circulated and discussed/agreed at the AGM meeting. Would also be on PC website and notice board. Plot-holder invoices would not show the full breakdown. <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. <i>March-19</i> : No change.	Chair/Cllr. B McKeown

Hixon Parish Council

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. <i>March-19</i> : Cllrs.. had met with Acer to discuss best way to keep grass looking good - best option may be to cut everywhere fortnightly and/or extend the mowing period, this has obvious cost implication. Can't cut lower than the moss as it damaged equipment. Acer to let Clerk know if extra cuts are recommended. Revised contract, schedule etc. nearly ready - need a walk through to check it out. Cuttings to be dumped bottom right corner of playing field - Acer could use boards to get in to corner with tractor.	Councillors
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. <i>March-19</i> : JBMI can't clean the pavement due to H&S requirements. They contacted Highways who came out but didn't clean the pavement. New drain is getting silted up following the heavy rain and is partially blocked - silt coming from the field. Water on pavement and road again. Clerk to contact Highways.	Clerk
056/18	Parish Council Election on May 2nd: Deadline for application was stressed, electoral roll numbers can be obtained from Clerk.	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. <i>March-19</i> : No update, leave till next month for update from Chair.	Chair
058/18	Document Retention and Archiving: Need to decide what we are going to keep. Staffs Archives don't want paperwork in plastic or with staples in. Decide what is for permanent retention and what is for temporary. Cllr. Mrs S McKeown will draft a list.	Cllr. Mrs S McKeown
059/18	Tree Liability: Need to be aware of trees in places where people are vulnerable to falling trees e.g. Bus shelter. Will our insurance cover us if we don't have a tree inspection regime? Ask Forestry Commission for advice and whether they undertake inspections - do they charge for coming out? Inspection of tall trees (e.g. 60-80 feet) in certain locations may be necessary. Identify which trees we think are a liability and ask for advice about inspecting them. Get advice as to which trees may be a liability. Look at trees on asset inspection. Clerk to contact insurers and Forestry Commission.	Clerk
060/18	The 2 votes taken at the Dec meeting item 097/07 were on proposals not formally seconded - request has been made for these 2 issues to be voted on again proposals to be made with seconder and proposer: Not discussed.	-
061/18	Meeting attended with other Parish Councils (arranged by Blithfield PC) to discuss working together on underfunded SCC responsibilities: Blithfield PC feels isolated and out on a limb. They have the same problems as other PCs but theirs seem worse. Blithfield is in East Staffs - they really need to form a group with other PCs in East Staffs.	-
062/18	Defibrillator maintenance: The operations manager at the Bank House has asked what to do about the defibrillator there as it is not working the alarm keeps going off. Clerk to contact EMAS (who own the defibrillators) to find out what servicing etc. is needed and who pays for it, if required. Who is responsible for arranging it? Also, if further basic first aid and defibrillator training sessions can be put on.	Clerk
063/18	Sign-off of Newsletter: Proposed go ahead as is and get it printed - Cllr. A Murdoch proposed, Cllr. Mrs M Aberley seconded. For: Cllrs. Baxter, Aberley, Hopcroft, Murdochs (x2). Against Cllrs.. McKeown (x2).	Clerk
064/18	Green Man survey results: Cllr. B McKeown will send Clerk a pdf of the results and they will be placed on the website.	Cllr. B McKeown
065/18	Wildflower/poppy beds: What to do with the wild flower-beds now? Plaques are a potential trip-hazard - plaques are an integral part of the purpose of the beds. Agreed to remove the plastic poppies and wreaths, leave the netting for now, leave plaques for the time being and see how they weather. Review condition at asset inspection. Cllr. Mrs S McKeown to undertake the removals etc.	Cllr. Mrs S McKeown
004/18	Chairman's announcements:	
	The Scout group want to get more involved in the village - help with litter picks etc. They would also like to plant flowers in a Welcome to Hixon design (New Road?) and would water and maintain the plants. May need PC help for the actual purchase of plants.	-

Hixon Parish Council

005/18	Councillor Questions:	
	The flooding on New Road caused by recent heavy rain coincided with water bubbling up the foul drains on 2 Lancaster Close properties - they reported sewage in their shower tray. Queried their drain connection to the system. Severn Trent and Highways were contacted, hadn't come back to residents. Foul water and storm water should never mix. PC assistance/support requested with taking forward was requested, if proved necessary. Agreed.	Clerk
	Bus shelter on Church Lane: Building contractor who was asked for advice will do the repairs and will put in writing what he proposes to do.	Cllr. B McKeown
	The white bollards on Church Lane by The Croft footpath have been damaged - Clerk to contact Highways re replacement/repair.	Clerk
	There is a minibus (and also a white van) parking on the flower bed OS on the corner of Meadow Glade with Back Lane. It/they are damaging the grass. Cllrs. Murdoch know the owner and will go and see him.	
006/18	Date of next meeting: April 16th 2019	Clerk to book Memorial Hall
007/18	County and Borough Councillors Reports	None
010/18	Planning Applications:	
	19/30138/FUL Residential development of one detached dwelling (resubmission of 18/29586/FUL), Land Adjacent 3 New Road Hixon	Object
	19/30145/HOU Single-storey rear extension, 3 Stoney Brook Close Hixon	No objection
	18/28412/FUL Erection and siting of temporary rural worker's dwelling, Land Near Junction of Drointon Lane, Drointon Road, Drointon	As per Stowe by C PC
011/18	Planning Reports	
	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, CAT, Hixon Industrial Estate Church Lane Hixon	Permitted
012/18	Bank Reconciliation:	Done
013/18	Schedule of agreed payments	
	C Gill salary March (Net tax/NI). Local Gov act 1972 s111.	£775.44
	Reimbursement C Gill (costs: working from home) - March. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (38 miles @ £0.45p/mile). Local Gov act 1972 s111	£17.10
	Reimbursement C Gill stamps (12x2nd class; 12@58p = £6.96)	£6.96
	Reimbursement C Gill payment to 4UH for website hosting (annual)	£35.99
	SPCA (£259) and NALC (£112) annual subscription	£371.00
	Hixon Memorial Hall (donation as per item 053/18 of February 2019 minutes)	£500.00
	Chairman's Allowance partial payment	£30.00
	Donation to Compass magazine (annual) Mid Trent Churches	£100.00
	Millennium Green Trust: payment of £1 for use of strip of land - now to be an annual payment	£1.00
	To Ringfenced account: Allotment money (£428.53), Gratuity (£284.64) and Highways/Gateways/Election (£16000)	£16,713.17
	HMRC for income tax (£4.60) and NI payments (employer £12.24 and employee £10.64) March = £27.48	£27.48
014/18	Documents Received: Stowe by Chartley March 2019 Newsletter.	

Meeting ended 10:50pm