

Hixon Parish Council
Minutes of the Remote (Zoom) Meeting of the
Council held on Tuesday 14th July 2020



In attendance for all or part of the meeting:

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

Members of the public: None.

Item Ref	Item	Action By
001/20	No apologies received	Clerk
002/20	Declarations of interest: None	Clerk
003/20	Minutes of meeting June 16th 2020 were agreed.	
004/20	Borough Councillor's reports.	
	Things are slow at SBC at the moment, many staff working from home. Planning is slow. A virtual full council meeting takes place on July 28th to comply with the 6-month attendance regulation. Distribution of food parcels from the Co-op ends this Friday.	
005/20	County Councillor's report.	None
006/20	Close meeting for Public Participation.	None
007/19	Reopen meeting & agree date of next meeting (September 15th 2020).	Clerk
008/20	Chair's announcements	None
	Grass cutting contractor has asked if the council want 2 cuts in July? Yes, late next week to tie in with playing field re-opening, cut as short as possible.	Clerk
	A road sign (winding road) has appeared on grass between High Street and car park - sign is rotten. Has it fallen off a lorry?	-
	A dark blue BMW has been parked in the Parish Council car park for some time, not moved. Put a sign on it to contact the PC within 7 days or action will be taken.	Clerk
	Parish Councillor questions.	
	Clr. Carmichael asked if Weston PC could be contacted re the state of the roads by the traffic lights in Weston - Weston PC aware and are trying to get action taken.	-
	Clr. Carmichael asked if we could re-visit the drain that has been repaired on the car park as gravel being washed off path on to Back Lane.	Clerk
	Clr. Carmichael has been asked if the PC can do anything about the increased number of pigeons in Hixon and possibly arrange a cull? No.	-
	Clr. Carmichael - a large sign "60 years in business" has appeared on the side of the bridge on New Road, possibly fallen off a lorry. Clerk to ask Streetscene to remove it.	Clerk
	Clr. Hopcroft: the contractor is aware of the muck on the road by St Peter's View - a brush is being put on the machine to clean it away. The advertising sign has been split in two and lowered overall. Site operating hours are 8am-6pm Mon-Fri and 8am-1pm Sat.	-
	Clr A Murdoch - the sign at the end of Church Lane on the A51 has been knocked over - Clerk has already reported this to Highways.	-
	Clr Hopcroft - the grassy knoll on Church Lane has been driven on and damaged by a heavy vehicle, causing a dip in the land.	-



Minutes

009&10/19	Planning Applications	None
	Reports	
	20/32091/HOU Proposed front/side extension, with a porch and two storey garage at 5 London Road, Pasturefields, Hixon, Stafford	Allowed
	20/32050/HOU Proposed kitchen and summer room extension, The Mount Grange Barn Stowe Lane Hixon Stafford ST18 0NB	Allowed
	19/29954/OUT development of 7 industrial units off New Road	Allowed
	Agenda Items	
055/19	Minor works update: Price for works around Hammonds Croft OS (as discussed at Saturday morning visit) agreed at £695 + VAT. Check the timing of the tree work with contractor re bird nesting. Need to decide about planters in the area of mini-roundabout.	Clerk / Councillors
065/17	Welcome to Hixon signs: Chair has been given a price of £400-£500 depending on type of bricks used. Get confirmation/permission from landowner.	Cllr. B McKeown
015/20	Problems with Ash tree- area of Hammonds Croft - Church Lane link: Tree surgeon to have a look, Clerk to chase.	Clerk
026/20	Re-opening of Playing Field and equipment - report received. All councillors agreed to reopen the playing field, aim for 24th July. Decided to ask contractor to jet wash the equipment, main areas the swings and play frame. Less power on fitness equipment and MUGA. Then disinfect if possible. Can they put social distancing markers in? use a one-way system. Cllr. Mrs S McKeown offered to show them where the markers should go. Risk assessment: remove "on a regular basis" as no further cleaning should be indicated - Cllr. Mrs S McKeown. Purchase a length of chain and padlock for the inner swings. Advise Streetscene that field is open and ask them to empty the bins again. Contact insurers (Zurich) to let them know of re-opening.	Clerk/ Cllr. Mrs S McKeown
027/20	Consider when to start meetings in Memorial Hall again: Agreed possibly in September, if feasible.	-
028/20	Problems with various footpaths: A resident has complained that several footpaths are overgrown. Also, bollard broken on traffic calming build-out on High Street. The proposed digital mapping service may be useful to show all the footpaths and mark the problem areas. Decided to do a comprehensive review of the footpaths and walk them. Residents can complain to the Rights of Way department at SCC about blocked/overgrown etc. footpaths. Clerk to contact the landowner that we are aware of for one footpath and highways re bollard.	Clerk/ Councillors



Minutes

029/20	To receive and discuss digital mapping proposal : it was agreed to take the 3-month free trial from September 1st and evaluate its worth.	Chair
030/20	Road Gully Cleaning: Cllr. Hopcroft has reviewed all the gullies in Hixon village - of the 96 gullies, 24 are blocked. 6 are completely silted up. Cllr. Hopcroft proposed paying for the gullies from the school on Church Lane, through Martins Way, Church Road and to Stowe Lane. Gully emptier is £675 per day plus emptying charge. Cllr. Hopcroft to check that completely blocked drains/gullies can be emptied out by the machine on the same day. Check with Highways re the blocked drains - all gullies said to have been emptied last year. Tell Highways that some gullies not on the list. Book a day for the gully emptier.	Cllr. Hopcroft
031/20	To receive and consider report on reviewing internal communications: Report received: Proposal would definitely increase time spent by Clerk. A few councillors thought too many emails currently passed on, some had no problem with the number. It was noted that the majority of emails received by the Clerk are not circulated at all. Some councillors wanted limited response circulation, others preferred all, to see other people's views. Most thought the amount of extra work to label/sideline relevant emails and then write up their main content on a weekly basis to councillors was time inefficient and likely to result in less responses from councillors. Clerk to try and add even more information than currently added to title of email forwarded to explain response required.	Clerk
	Projects, Task Groups, and External Meeting Reports	
056/19	Pasturefields Gateway Features: Waiting for timeframe for installation from Highways for Gateways.	-
023/20	Update on Speed Indicator Device installations: Sid etc. ordered: delivery late August. Waiting for timeframe for installation from Highways for SID poles.	-
017/20	Update on Hixon Community Sports Pitch: planning application with SBC Planning: Goes to planning Committee 31st August.	-
055/15	IT Group - New website Progress Report: SCC still working on parts of the website.	Cllrs McKeown
014/20	Admin. Group: The circulated Scheme of Delegation and revised HPC Financial Regulations to be read by councillors.	All Councillors
	Finance / Administration / Legal	
011/19	Bank Reconciliation	Approved
011/20	Schedule of Agreed Payments	
	C Gill salary July (Net tax/NI). Local Gov act 1972 s111.	£815.23
	Reimbursement C Gill (costs: working from home) - July. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (6 miles @ £0.45p/mile). Local Gov act 1972 s111	£2.70
	Reimburse C Gill for 12 2nd class stamps (12@65p)	£7.80
	Reimburse C Gill for Zoom plan - from 8th of July	£14.39



Minutes

	C Gill salary August (Net tax/NI). Local Gov act 1972 s111.	£815.23
	Reimbursement C Gill (costs: working from home) - August. Local Gov act 1972 s111	£59.50
	Black Rose Solutions - internal audit	£114.66
	Acer Garden Landscapes June mowing	£1174.06
	Fenns stationery - file	£5.21
	SLCC Annual subscription	£180.00
	J Martin for allotment lease and water usage	£1271.67
	Water Plus for car park drainage 4th April - 4th July 2020	£108.59
	HMRC for income tax (£0.00) and NI payments (employer £11.92 and employee £3.17) July = 15.09	£15.09
	HMRC for income tax (£0.00) and NI payments (employer £11.92 and employee £3.17) July = 15.09	£15.09
	Paid in June (agreed at June meeting, not on June agenda)	
	Donation to Hixon Memorial Hall for VE75 commemoration stone	£250
012/20	Correspondence received in mail: Reply letter from resident, Clerk magazine	

Meeting ended 9.10 pm