

Hixon Parish Council
Minutes of the Remote (Zoom) Meeting of the
Council held on Tuesday 15th September 2020



In attendance for all or part of the meeting:

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

Members of the public: Two.

Item Ref	Item	Action By
001/20	No apologies received (Cllr. Francis apologised during course of meeting)	Clerk
002/20	Declarations of interest: Cllrs. McKeown for planning application 20/32771/FUL (they left the meeting during discussion).	Clerk
003/20	Minutes of meeting July 14th 2020 were agreed.	
004/20	Borough Councillor's reports.	
	Cllr. B McKeown attended the SBC Economic Development & Planning Scrutiny Committee meeting. Planning applications are being permitted in places with little or no public transport provision. SBC policy is that people should walk, cycle or take public transport to work. SBC have written to SCC to say that availability of public transport should be considered at planning application stage moving forward. Traffic Impact Assessments (TIA) should not be assumed to be accurate: an example of this is Blenheim Manor - TIA said at peak periods 26 vehicles out and 15 back. Measurement taken by councillors: 90 out and 85 back. TIA extremely inaccurate. Highways should examine the figures provided and question them.	Chair
	Question has been put in to Parish Forum concerning the trees and hedge on New Road - SBC, SCC and Police all made aware, no-one did anything. Who is responsible? What should a PC do if this happens in the future?	
005/20	County Councillor's report.	None
006/20	Close meeting for Public Participation.	
	A resident asked if hedgehog signs could be put on New Road, Church Lane, Stowe Lane and Lea Road. He has seen hedgehog activity by the shop and on Egg Lane and Smithy Lane. Plus one dead on Church Lane.	-
007/19	Reopen meeting & agree date of next meeting (October 20th 2020).	Clerk
008/20	Chair's announcements	
	See above in Borough Councillor's reports.	-
	Parish Councillor questions.	
	Need to look at the playing field risk assessment again in line with recent Covid rule changes from the government - e.g. 6 people only on the MUGA. Can't enforce the rules but signs should reinforce them. If there is a local lockdown, playing field will probably have to be shut again.	Cllrs./Clerk
	The HS2 group have to have firm proposals in for the end of Sept. Need landowners permission to give public access, a letter will do. 30 year timeframe proposed. Cllr. A Murdoch to chase up JBMI.	Cllr. A Murdoch
	Should the PC agenda be put on Facebook? Add to next month's agenda for discussion.	Clerk
	Blue BMW back parked on car park for long periods. Chair will research the options for dealing with this. Will have to change the wording on the sign.	Chair/Cllrs.



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	Don't want a precedent set.	
	Lauder Grove flooding - if anyone has any photos (or can take photos in future) please send to Cllr. Hopcroft who will pass on to Highways - Highways think it is likely that Cadent damaged the drain during construction of Lancaster Close.	ALL
	The tree on the land in Greenfields is overhanging and making it difficult for cars to turn in the road. Cllr. Hopcroft will trim it back.	Cllr. Hopcroft
	What has happened re the agricultural land that was being used for domestic purposes on Puddle Hill, Swansmoor and New Road? Clerk to re-circulate responses from Planning Enforcement, put on next month's agenda.	Clerk
009/20	Planning: Applications	
	Land At Sunnyside Cottage - 20/32771/FUL New detached two storey dwelling	Withdrawn
	20/32911/FUL Vary condition no. 3 on application no 19/30138/FUL Land To The West 3 New Road Hixon Stafford Staffordshire	No objection
	Reports	
	20/32373/FUL Demolition of two storey side extension and double garage plus erection of detached dormer bungalow with re instatement of existing drive and parking for two cars at Wheelwright's Cottage. Wheelwrights Cottage Puddle Hill	Allowed
	20/32442/COU Change of use from vacant agricultural land to community sports pitch (football) overall size 110m x 70m Land Adjacent Former Runway Hixon Airfield New Road Hixon	Withdrawn
	Agenda Items	
055/19	Update report on Minor works contract. Just wildflowers on Ridgeway OS to discuss with Chair and work on Hammonds Croft OS/Footpath number 1. Tree overhanging the road to be dealt with in October by tree expert.	Clerk
065/17	Welcome to Hixon signs. To consider alternative location in Church Lane: Proposal is now the grass area by school, village side of the speed bump. Look at during asset inspection.	Chair
029/20	Digital mapping update. Free 60 day trial commenced 2 nd September: Can use to work out perimeters, areas etc. is multi-layered and can add own layers. Can mark positions of anything thought useful. Good for grass mowing contract. Can print A3 or A4. - ask if can print larger as may not be able to print with everything identified on these scales. Demo by Zoom October.	Cllrs. McKeown
030/20	Road Gully Cleaning update. See report. Some gullies completely silted up, SCC informed plus of broken/blocked gullies. Legge Lane would benefit from some more work (a few full gullies near pub) - wait until building work finished. Cllr. Hopcroft to look at road sweeping prices, as dirt on road is major contributor to blocked gullies.	Cllr. Hopcroft
034/20	Hedgehog protection – To consider cost of signs: Location and number of signs: Approvals required: Installation of hedgehog 'hotels' on PC property:	ALL



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	Highways have indicated that signs should only be placed in approved places as too many would lead to less impact. No reply received to query on whether signs can be placed on poles/posts etc. already in place by roadside. Suggestion to use A-boards and move them to appropriate places was well received and agreed. Buy an A-board and make own signs to stick on it. Promote making gardens accessible to hedgehogs, take care when mowing/strimming. Put signs up regarding this. Publicise what the PC is doing re hotels, not strimming to edges etc. Produce a leaflet for residents. Put 4 hotels on playing field, 3 on Ridgeway, 2 on Meadow Glade. Chair to supply specification for material. Use bricks from Green Man? Chair to enquire. Budget of £150 agreed. Draw up an Environmental Policy for the PC? Include environment and diversity in Garden Competition? Could ask school to make Hedgehog Safety Poster for next poster competition.	
035/20	Tree on Ridgeway Open Space: To be viewed during asset inspection. Date agreed of Sunday 11th October at 10am, meet in the car park.	ALL
036/20	Consider arranging for a memorial stone to be placed on the airfield (from the Airfields of Britain Conservation Trust): Can get a Memorial Stone for free, they ask for a donation. Best place to put a stone decided as near the Control Tower. Chair to take the contact forward.	Chair
037/20	To consider annual subscription to Staffordshire Playing Fields. Agreed to subscribe for £20.	Clerk
038/20	To consider arrangements for Christmas Lights switch on. May have to use/pay someone else to dress the tree this year. Cllr. Mrs C Murdoch queried whether the tree lights switch on is a PC event? Chair's response was no - PC pay for it but not a PC event. Will the group of people who organise it request the PC to fund it? Chair to consider. Lights should be PAT tested, need to be taken down to do this. Office equipment to be included in the testing.	Chair
039/20	Best Kept Garden competition update: Winners and presentation format yet to be decided.	Cllrs. Mrs C Finlayson & Mrs H Lunn
040/20	Consider items on Resolution Tracker: Chair to circulate spreadsheet.	Chair
	Projects, Task Groups, and External Meeting Reports	
033/20	Ratify revised salary/hourly rate for Clerk (backdated to 1st April): Increase of 2.8% as per budget agreed by all.	Clerk
017/20	Hixon Community Sports Pitch update: The Planning Officer is confident that the Highways objection can be overcome. Chair has spoken to Cadent, who are happy for the pitch to be sited there. The HSE objection can be overruled. Cadent provided the specification of the pipe-line. Query as to whether HSE are using the same specification. This gas line currently runs under all sorts of things.	Chair
032/20	Update on Gateways at Pasturefields and Speed Indicator Devices update: Still one quote to open, Clerk and Chair to open. Re the issue with the S106	Chair



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	funds - Development Control should have all the information on how much has been spent and on what. Write to the Chief Executive - if don't get a sensible answer then do an FOI request. All the work on the A51 in Great Haywood should have been paid for by the developer.	
055/15	New Hixon Parish Council Website update: Went live in July, working fairly well, need to minimise use of pdfs. SCC to take over hosting the emails and will allocate a .gov.uk address to each councillor. Will no longer need 4UH once SCC host the emails. Cllr. Mrs C Murdoch said that there is a pdf reader that makes pdfs accessible. Remove the Task Group page. Have a list of reports that go with agendas and minutes. Cllr. Hopcroft to write a Speedwatch update report, for adding to the website.	Chair/Cllr. Mrs S McKeown
014/20	Admin. Group: Review of financial regulation and scheme delegations. To report at October meeting. Looking at Scheme of delegation and policies/procedures. Clerk and Chair to look at SOs and FRs.	Admin. Group/Chair
	Finance / Administration / Legal	
010/20	Bank Reconciliation	
011/20	Schedule of Agreed Payments	Cllr Hopcroft Chair (Cllr.A Murdoch)
	C Gill salary September (Net tax/NI). Local Gov act 1972 s111.	£815.23
	Reimbursement C Gill (costs: working from home) - Sept. Local Gov act 1972 s111	£59.50
	Reimbursement C Gill mileage (6miles @ £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 August and 8th September	£28.78
	Reimbursement C Gill for Sportiest Scarecrow prize of £15	£15.00
	Reimbursement C Gill for ALCC annual subscription renewal	£40.00
	Reimbursement C Gill for padlock & chain for playing field swings	£11.36
	Reimbursement B McKeown for cable ties for playing field signs	£6.91
	Acer Garden Landscapes July mowing	£1761.08
	Acer Garden Landscapes August mowing	1174.06
	TGM - work on Ridgeway OS and at mini-island	£990
	TGM - work on playing field prior to re-opening	£498
	TGM - watering trees	£135
	Burntwood Sweepers for road gully emptying	£1020
	Data Protection fee	£40
	HMRC for income tax (£0.00) and NI payments (employer £11.92 and employee £3.17) September = 15.09	£15.09
012/20	Correspondence received in mail: Lord Lieutenant's card, Clerk Magazine	

Meeting ended 9.42 pm