

Hixon Parish Council
Minutes of the Remote (Zoom) Meeting of the
Council held on Tuesday 17th November 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 A Murdoch, Cllr. Mrs S McKeown, Cllr. J Carmichael, Cllr. Mrs H Lunn

Apologies: None

Members of the public: Nineteen

Item Ref	Item	Action By
001/20	No apologies received	Clerk
002/20	Declarations of interest: None	Clerk
003/20	Minutes of meeting October 20th 2020 were agreed.	Clerk
004/20	Borough Councillor's reports.	
	Cllr B McKeown commented that most SBC staff are working remotely, making things slower - mail has to be distributed. Government funds are being distributed, staff very busy. Cllr B McKeown is speaking at the Planning Committee on 18th Nov on the HS2 compound on the airfield application. This is outside the development boundary in the furthest corner of the airfield. Trees on New Road - Police met Cllr B McKeown on site, confirmed that tree/hedge removal was an offence by landowner - will be told not to do it again.	Cllr B McKeown
005/20	County Councillor's report.	None
006/20	Close meeting for Public Participation.	
	Fence on New Road where the trees/hedge have been removed is slightly in from the original boundary line - hedge may regrow as was cut down to ground level.	-
	Greenfields footpath Fingerpost is very loose. - problems with stile already reported to ROW.	-
	Ramblers - don't lose your way campaign. Are there any footpaths that are close to being lost in Hixon parish? Councillors are going to walk the Hixon Paths to check them all.	Councillors
	Thanks given by resident for card sent to him from PC whilst in hospital. HPC has paid for some drains/gullies to be cleared - will SCC re-imburse the PC? Answer - no, SCC have their own schedule and they stick to that.	-
	Footpath on field at rear of former Green Man has been fenced in - landowner said this was due to dog mess.	-
007/19	Reopen meeting & agree date of next meeting (December 15th 2020).	Clerk
008/20	Chair's announcements	
	See above in Borough Councillor's reports.	-
	Parish Councillor questions.	
	What do ROW do if a change in line of a footpath is reported to them? - can take action against the landowner or a diversion can be applied for.	-
	With reference to the planning application before the Planning Committee on 18th Nov - Why don't HS2 use the land they already own off the A51?	-
009/20	Planning: Applications	None



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	Reports	
	20/33022/HOU Rear extension on the same foot print as the existing. 14 Meadow Glade Hixon Stafford ST18 0NT	Allowed
	Agenda Items	
055/19	Update report on Minor works contract: the only item on the list for 2020 that has not been done is the wildflower areas on Ridgeway and Church Lane due to the very wet ground - leave for now. Hedgehog hotels are in place.	Clerk
065/17	Welcome to Hixon signs: Wall between Astral Fire and school belongs to Astral Fire. Owner is keen to purchase land at front of site, from SCC. Clerk to send details provided by SCC to Cllr. Mrs C Murdoch again, she will talk to Astral Fire owner about the wall and the sign but need more detail on the wall/sign requirements before doing so.	Cllr. Mrs C Murdoch/ Chair
029/20	Digital mapping update. : Report received, amendments discussed and agreed, decision to purchase an annual subscription at £104 + VAT ratified. There are some issues regarding printing, Parish Online will look in to these. Several councillors need to be familiar with the software and add things on a regular basis, as well as the Clerk.	All
036/20	Memorial stone to be placed on the airfield (from the Airfields of Britain Conservation Trust (ABCT)): Contact has been made with organiser. Permission sought from Hixon Airfield Estate to place stone near Control Tower.	Chair
038/20	Arrangements for Christmas Lights switch on: Existing and new lights working, new lights to be added this weekend. Virtual switch-on (at 6pm) event by zoom on Dec 5th.	Chair
039/20	Best Kept Garden competition update: All photos are in, being put in to a presentation.	Cllrs. B McKeown, Carmichael
040/20	Resolution Tracker : Follow up on use of room at Memorial Hall	Clerk
041/20	Vehicles parked long-term on the car park - Report received and accepted and options reviewed: Don't want to start charging general users. Change wording on sign to "max stay ... and no return within ... All in agreement, add a new strip to sign.	Chair
042/20	Consider Highways request for extra verge cutting: Report received and accepted. Agreed to go ahead with paid for extra cuts.	Clerk
043/20	Consider costs of hiring a Road Sweeper for Hixon Parish: Report received and accepted - proposal made that this work goes ahead in December when the leaves have stopped falling. All in agreement.	Cllr. Hopcroft
045/20	In Camera item: Acquisition of agricultural land for domestic use: Follow up the 3 areas again with Enforcement, HPC wants it on record that agricultural land has been taken in to the domestic curtilage. Land at rear of Rakestone discussed - Clerk to purchase Land Registry title register and title plan at £24.95 (+VAT) to see if ownership can be ascertained.	Clerk



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047/20	Consider Minor Highways work: Report received and accepted. Agreed to remove hammeriting from contract but ask contract to note which poles need doing and arrange a rolling (5-year?) plan to have tall the poles done. Get a price for revised work and also for cleaning all the street nameplates at the same time.	Clerk
049/20	Consider getting alternative quotes for grass cutting: Report received, minor amendments discussed. Copies of map required. Clerk to ask potential contractors if they want to be considered to tender and send out paperwork to those considered suitable. Finalise wording to contract.	Mrs. S McKeown/ Clerk
050/20	Consider getting a quote for the fingerpost to be re-instated at the end of Footpath No. 1 in Bath Lane: John Francis contacted, nor reply. Showing as Unresolved on ROW App. Clerk to contact John Francis again.	Clerk
052/20	"Green Man" site and Field - current situation: Planning Enforcement have visited the 3 gate sites and say that all 3 require planning permission. Enforcement will follow this up with the landowner. It was noted that the remaining hedge to the field on Stowe Lane has been considerably thinned out very recently.	-
053/20	Actions from Asset Inspection: not discussed	Chair/Clerk
054/20	Consider draft budget and precept for 2021-2022: defer to December.	Clerk
055/20	Consider revised risk assessment for playing field: Report presented and accepted.	Clerk
056/20	Consider request from Katharine House Hospice for a grant application form: It was agreed to make a donation of £250 to Katharine House Hospice from the Chair/Councillors Allowance budget, this being half the budgeted amount.	Clerk
057/20	Consider request concerning using the MUGA for tennis: Nets normally up shortly before and during Wimbledon. Posts get damaged by people trying to remove them to play football. HPC will review its procedure regarding the tennis nets in due course.	Cllr. Hopcroft
	Projects, Task Groups, and External Meeting Reports	
017/20	Hixon Community Sports Pitch Update: Report received and accepted. New plan to use in resubmission to planning is being produced.	Chair
032/20	Update on Gateways at Pasturefields and Speed Indicator Devices: Awaiting quote for installation of Gateways only and also installation of SID poles. It was agreed that if the total of this quote plus the quote for the Gateways themselves (already received) comes to ≤ £7K then go ahead with both Gateways and SID.	Clerk
	Finance / Administration / Legal	
010/20	Bank Reconciliation	
011/20	Schedule of Payments Made - Cheques Signed by Cllr Hopcroft, Chair	
	C Gill salary November (Net tax/NI). Local Gov act 1972 s111.	£831.31
	Reimbursement C Gill (costs: working from home) - November. Local Gov act 1972 s111	£59.50



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	Reimbursement C Gill stamps (12 x 1st class and 12 x 2nd class). Local Gov act 1972 s111	£16.92
	Reimbursement C Gill mileage (6miles @ £0.45p/mile). Local Gov act 1972 s111	£2.70
	Reimburse C Gill for Zoom plan - from 8th of November	£14.39
	Acer Garden Landscapes October mowing (Amount corrected from agenda, see addendum below)	£587.03
	Parish Online subscription	£124.80
	Wicksteed for play equipment inspection	£72.00
	E.ON for lamp post maintenance and electricity 2020-2021	£88.82
	HMRC for income tax (£4.40) and NI payments (employer £15.13 and employee £5.96) November = 25.49	£25.49
012/20	Correspondence received in mail:	None

Meeting ended 9:40 pm

Addendum to minutes

Item 011/20

It was noted upon signing the cheque to Acer Garden Landscapes that the prospective payment amount on the agenda did not match the cheque and invoice amount, due to a transcription error.

The amount paid has been correctly recorded in the minutes.