**MINUTES OF THE MEETING OF INGESTRE WITH TIXALL PARISH COUNCIL**

**on Wednesday, 11 November 2020 (held via zoom)**

**Present**: Cllrs: Mr Malcolm Sindrey (Chairman), MrNicholas Bostock, Mrs Tric Parrott and Mrs Jane Tinniswood representing Tixall. Mrs Sue Haenelt (Vice Chairman), Mrs Nicola Woodhouse and Mr David Lees representing Ingestre.

**52/20 Apologies:** None received.

**53/20 PUBLIC OPEN SESSION**

No members of the public were present.

**53/20 DECLARATION OF INTERESTS**

Chairman commented that all Councillors present had previously declared an interest in HS2. It was noted that Cllr Mrs Tinniswood would also declare an interest, which will be recorded by the Clerk.

**Action – Clerk and Cllr Mrs Tinniswood.**

No further Declarations of Interest were declared.

**54/20 MINUTES** Minutes of the remote meeting held on 9 September 2020 were approved as a correct record and will be certified by the Chairman as soon as practicably possible.

**55/20 MATTERS TO BE UPDATED from previous meeting**

**a.** It was noted that the location of the Parish Council’s display board lights are not at the Orangery, the Chairman agreed to check in the Village Hall and Vice Chairman will check with a resident. Update to be provided to the Council in due course.

**Action – Chairman and Vice Chairman**

**b.** Chairman advised that the new signatory on the bank account is still being progressed.

**Action - Chairman**

**c.** Flood at Hoo Mill crossroads– Parish Council remains unhappy with the lack of response from Senior Officers at SCC, with the exception of Cllr John Francis. It was resolved to share documentation found in Village Hall with Cllr Francis, Richard Rayson – SCC Strategic Highways Officer and Colwich Parish Council and to request that SCC progress the matter urgently, as landowner has now been established.

**Action – Clerk**

**d.** Sewage smell at Crematorium – see Minute Ref 60/20a below for update.

**e.** It was noted that the 2019/20 End of year Audit has been completed.

**56/20 REPORT FROM COUNTY COUNCILLOR**

**a.** No report received.

**57/20 REPORT FROM BOROUGH COUNCILLOR**.

**a.** No report received.

**58/20 PLANNING MATTERS**

To note decisions made between meetings in respect of the following Applications and any subsequent responses received from the Planning Authority:

**a. 20/32929/HOU – 12 The Priory, Stafford.** Retention of timber shed and pergola.

No comments from Parish Council, Planning Authority advised.

**b. 20/33074/PAR**– **Brancote Farm, Tixall Road, Tixall.** Prior Approval development. No comments from Parish Council, Planning Authority advised.

New Application received:

**c. 20/33188/FUL – Brancote Farm, Tixall Road, Tixall.** Conversion of Large Barn into 4 no no 4-bedroom semi-detached dwellings. No objections made to application; however, concern was raised over safety of access to/from properties – poor visibility to the east. It is the opinion of the Parish Council that a safer access, further westwards, should be installed and this application, along with any further applications, should be put on hold until safer access is installed. Planning Authority to be informed accordingly.

**Action – Clerk.**

**59/20 STANDING ORDERS**

**a.** Document, as presented by the Clerk, was reviewed by all Cllrs. Amendments to be made and presented to Council meeting in January 2021 for formal adoption.

**Action – Clerk.**

**60/20 CLERKS REPORT**

The Clerk provided an update to the Councillors on the following matters:

**a. Sewage smell at Crematorium** – Severn Trent have advised a potential issue with a local treatment plant, which is being investigated. Further update will be provided when outcome of investigation is known.

**b. Parish Council website** – work has commenced with SCC and further updates will be provided in due course.

**c.** **Parish Council Policy documents** – the development of these is progressing.

**61/20 PARISH FORUM**

**a.** Report provided by Cllr Mrs Woodhouse was noted. Support for vulnerable residents was discussed, it was resolved that Cllrs will keep the small number of residents without internet access informed of Parish matters, where they are known and hand deliver the Parish Newsheet, to help address issues of isolation. Further discussions took place about new residents to the Parish and the provision of a welcome pack and grid references, it was resolved to add this to the January Agenda for further discussion.

**Action – Clerk and Cllrs, as required.**

**62/20 LINES OF COMMUNICATION**

**a.** It was resolved that all communications should be managed through the Clerk.

**Action – all Cllrs and Clerk.**

**63/20 FINANCE**

**a. Following Accounts paid since September meeting were noted:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Clerks salary | Arrears of pay following NJC pay award. April – August 2020 (approved at Sep mtg) | £21.89 | Nil | £21.89 |
| CAW Haenelt | Weedkiller for Home Farm Land | £117.02 | £23.40 | £140.42 |
| M Sindrey | Plant & pot – for deceased Councillor. Expenditure in accordance with the provisions of the Local Government Act, 1972. | £41.67 | £8.33 | £50.00 |
| Tixall PCC | Tixall Churchyard maintenance | £392.00 | Nil | £392.00 |

**b. Accounts outlined below were approved for payment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Clerks salary & expenses | Period covered 1 September – 31 October 2020 | £313.45 | £1.33 | £343.24 |
| HMRC | PAYE for the period 6.9.20 – 5.11.20 | £83.80 | Nil | £83.80 |
| SVS Garden services | Garden services for 31 Aug; 14 & 28 Sept; 12 & 26 Oct and 6 Nov 2020 | £150.00 | Nil | £150.00 |
| SPCA | Councillor training course | £25.00 | Nil | £25.00 |
| RBL Poppy Appeal | Poppy wreath x 1 – section 137 approved expenditure | £25.00 | Nil | £25.00 |

**c.** Bank reconciliation, up to 5 October 2020 was received and approved. Bank Statements up to 5 October 2020 were noted**.**

**d.** Risk Management internal control check list was noted and approved. Cllr Bostock was identified as designated Cllr to review this as/when required with the Clerk.

**e.** Draft budget for 2021/22 was received, reviewed and accepted. It was resolved that precept be set at £2,500.00 for each Parish. Increase is necessary to ensure the Parish Council has adequate provision to pay the Clerks salary, as previous reserve fund will have been used by 31 March 2021. Clerk to progress precept request with Stafford Borough Council.

**Action - Clerk**

**f.** It was resolved to make a donation of £500.00 to Katharine House Hospice. It was agreed that this will be funded from the underspend of the cancelled Lorry Skip visits budget allocation for 2019/20.

**Action - Clerk**

**g.** It was resolved to book 2 places on the next ‘How to make effective Planning representations’ course with the SPCA, at a total cost of £60.00.

**Action – Clerk**

**64/20 VILLAGE HALL TRUSTEE**

**a.** It was resolved that Cllr Mrs Woodhouse be appointed as the Parish Council Trustee.

**65/20 PARISH NEWSHEET**

**a.** Feedback so far has been good, need to increase circulation. It was resolved to put Notice in Parish Notice Boards for all interested residents to provide their email address to the Clerk, who will add to the distribution list.

**Action – Clerk**

**b.** It was resolved the Newsheet will be issued quarterly, with ad hoc copies produced if required.

**66/20 TRENT VALLEY SOW PARKLANDS AND CANNOCK CHASE AONB HS2 ACTION GROUP**

**a.** Cllr Bostock advised that the Canal Tow Path project is progressing, no update to provide at present.

**b.** Chairman advised ICE House project/underground water system at Tixall Gatehouse is progressing, no update at present. The Chairman’s interest, as the landowner, was noted.

**67/20 STANDING ITEMS – to receive update/discuss**

**a. HS2** – it was noted that physical work on HS2 would commence in the Parish in 2023. Land still has to be purchased.

**b. HS2 Annual Meeting with District and Parish Councils** – Agenda items provided by Cllr Mrs Woodhouse for submission by the Clerk. Cllr Mrs Woodhouse and Cllr Mrs Haenelt to attend the virtual meeting on 26 November, along with the Clerk.

**Action – Clerk, Cllr Mrs Woodhouse and Cllr Mrs Haenelt**

**c. HS2 Petition to House of Lords Select Committee, 29 July 2020** – it was noted that the Report following the Petition presentation has now been received, confirming support from the House of Commons for the submission of grant applications. It was resolved to add this item to the January 2021 Agenda for further discussion.

**Action – Clerk**

**67/20 VILLAGE MATTERS**

**a. Ingestre – Public Footpath, from Hixon (Footpath 21) to Trent River bridge** – Clerk informed the Council that as of 3 November 2020, this matter has not been resolved. Clerk will monitor progress and provide update when possible.

**Action – Clerk**

**b. Tixall** – no items discussed.

**68/20 TO RECEIVE CORRESPONDENCE**

**a. Public sector survey and public consultation** – receipt was noted and it was resolved that no response will be provided by the Parish Council.

**69/20 ITEMS FOR THE NEXT AGENDA**.

**a.** Parish Notice Board at Hanyards Lane.

**b.** Gravel at Hanyards Lane.

**c.** Grant Applications following receipt of support from House of Commons.

**d.** New residents – welcome pack and grid references.

Meeting closed at 9.10 pm