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

**on Wednesday, 10 March 2021, at 7.30pm (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.

**20/21 Apologies:** Received from SCC Councillor John Francis.

**21/21 PUBLIC OPEN SESSION**

No members of the public were present.

**2/21 DECLARATION OF INTERESTS**

It was noted that all Councillors present had previously declared an interest in HS2.

No further Declarations of Interest were declared.

**23/21 MINUTES** Minutes of the remote meeting held on 13 January 2021 were approved as a correct record and will be certified by the Chairman as soon as practicably possible.

**24/21 MATTERS TO BE UPDATED from previous meeting**

**a.** Flood at Hoo Mill crossroads– Chairman praised the work of Cllr Francis and the SCC Highways team for the work that has been carried out to address the flooding issues at Hoo Mill crossroads. All Councillors agreed.

**b.** Notice Board at Hanyards Lane – Chairman advised this will be removed in due course.

**25/21 REPORT FROM COUNTY COUNCILLOR**

**a.** No report available.

**26/21 REPORT FROM BOROUGH COUNCILLOR**.

**a.** Report as provided by Cllr Mrs Beatty was received by the Parish Council, which covered the following items: Coronavirus; SBC Budget; Economic Regeneration and Growth Plan and Local Plan and White Paper Planning.

**27/21 PLANNING MATTERS**

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

**a.** Nothing to note.

New Application received:

**b. 20/33139/HOU – 15 The Priory, Stafford ST18 0ZH.** Replacement of six windows to the ground and first floor of the property. No comments or objections were made, Clerk to advise SBC accordingly.

**Action – Clerk.**

**c.** Cllr Mrs Parrott delivered a presentation on Making Effective Planning Representations, following recent attendance at a training course. Cllr Lees also attended the training. The Chairman thanked Cllr Mrs Parrot for her presentation, which offered some useful insight.

**28/21 PARISH LITTER PICKING**

**a.** It was resolved that Councillors will take on responsibility for litter picking within the Parish. Litter pickers and sacks to be provided. Clerk informed Council that SBC Streetscene will collect sacks upon request. All Councillors to wear high viz jackets when carrying out this activity. Clerk to contact SBC to enquire if they will provide high viz jackets and more litter pickers. An article will be placed in the next Parish Newsheet asking for volunteers.

**Action – Clerk and Councillors**

**29/21 RESUMPTION OF FACE-TO-FACE MEETINGS**

**a.** This was discussed and a cautious approach agreed until the situation became clearer. It was resolved to hold the Annual Parish meeting, via zoom, on Wednesday, 28 April and the Annual Council meeting, via zoom, on Tuesday, 4 May 2021, both commencing at 7.30pm. The Parish Council meeting scheduled to take place on Wednesday, 12 May, will be put on hold. It was proposed that the July Parish Council meeting will take place on a face-to-face basis, subject to no change in the Government guidelines. It was noted that as this information was now different from the previously published information on Parish Council meeting dates, the Clerk would inform residents of the changes, via the Parish Newsheet email distribution list.

**Action - Clerk**

**30/21 PARISH COUNCIL POLICY DOCUMENTS**

**a.** It was resolved to approve and adopt the Financial Regulations, as amended by the Clerk. These will be added to the Parish Council website, once operational.

**Action - Clerk**

**31/21 CLERKS REPORT**

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

**a. Parish Council Standing Orders** – following adoption these will be added to the Parish Council website, once operational.

**b. Parish Council website** – draft website has been shared with all Councillors and comments submitted. Councillors Mrs Woodhouse and Mrs Haenelt will provide information to the Clerk about the history of Ingestre and Councillors Sindrey and Bostock will provide information about Tixall. Clerk will continue to work with SCC on the development of the website, which will evolve over time.

**c. Public footpath, No.21, Hixon – Ingestre** – this has been brought to the attention of Cllr Francis for support.

**Action – Cllr Francis**

**32/21 TRENT VALLEY COLLABORATION GROUP MEETING**

**a.** Report from Clerk was received. Cllr Mrs Woodhouse reminded Councillors about the support provided to this group for the latest HS2 consultation, which was prepared by a Weston resident. It was also noted that Planning enforcement by SBC Planning Officers is difficult due to a lack of resources and that in general crime and anti-social behaviour across the County is down. Parish Council agreed to host a meeting of this group. September was suggested as a suitable time and Clerk will follow this up.

**Action – Clerk**

**33/21 PARISH NEIGHBOURHOOD PLAN**

**a.** This was discussed, Councillor Mrs Tinniswood and the Clerk will research what other local Parishes have done and explore costs. An update will be provided to the Council at a future meeting.

**Action – Councillor Mrs Tinniswood and Clerk**

**34/21 FINANCE**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Staffordshire Parish Council Association | Councillor training – Responding to Planning Applications (approved at November 2020 mtg) | £60.00 | Nil | £60.00 |
| Geoxphere Ltd | Parish Online subscription - 2020/21 budget approved expenditure | £30.00 | £6.00 | £36.00 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Clerks’ salary & expenses | Period covered 1 January – 28 February 2021 | £348.98 | £2.67 | £351.65 |
| Clerks’ salary & expenses | Period covered 1 – 31 March 2021 | £168.02 | Nil | £168.02 |
| HMRC | PAYE for the period 6.1.21 – 5.3.21 | £78.40 | Nil | £78.40 |
| Staffordshire Parish Council Association | Councillor training – Be a Better Councillor x 2 places (approved at January 2021 mtg) | £100.00 | Nil | £100.00 |
| Staffordshire Parish Council Association | Annual subscriptions for 2021 – SPCA and NALC | £139.00 | Nil | £139.00 |

**c**. It was resolved to make a donation of £431.00 to the St John the Baptist Church, Tixall as previously identified for within the 2020/21 budget.

**Action – Clerk.**

**d.** Bank reconciliation was received and accepted.

**35/21 PARISH ONLINE**

**a.**  Councillor Mrs Tinniswood provided an update to the Council following a recent training course. It was noted that Councillors can have their own log in or use the generic Parish Council one, at no extra cost. There is an on-line mapping tool, an Asset Register tool so all Parish Council assets can be easily located. It will also be useful to update the Parish boundaries on the new Parish Council website. Councillor Mrs Tinniswood agreed to plot the current Parish Council assets onto the on-line system, once details have been provided by the Clerk. The Chairman thanked Councillor Mrs Tinniswood for her work on this.

**Action – Councillor Mrs Tinniswood and the Clerk**

**36/21 STANDING ITEMS – to receive update/discuss**

**a. HS2** – It was noted that the Third-Party Agreement had been sent to the Clerk by HS2 in respect of the Canal Tow path project. Councillor Bostock informed the Council that this Agreement has been sent to John Harris, Canal and River Trust, for comment. No further action to be taken until comments have been received back. Councillors discussed other possible projects – Councillor Mrs Parrott queried if the damage to the Tixall canal bridge, on Holdiford Road could be repaired using any grant funding? It was resolved that this was unlikely and that the damage should be brought to the attention of Staffordshire County Council for their action.

**Action – Clerk**

It was resolved that Councillors Mrs Haenelt and Mrs Woodhouse would progress an application for the Church organ at Ingestre, with support from the Clerk.

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

**37/21 VILLAGE MATTERS**

**a.** Ingestre – no items to discuss.

**b.** Tixall – Clerk advised Council that details of all interested residents had been provided to Openreach at the beginning of February.

**38/21 TO RECEIVE CORRESPONDENCE**

a. Thank you letter from Katharine House Hospice – receipt was noted

**b.** Acknowledgment of receipt of complaint letters from NS&I were noted.

**39/21 ITEMS FOR THE NEXT AGENDA**.

**a.** Ingestre Orangery.

Meeting closed at 21.09 pm