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

**on Tuesday, 4 May 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 Nicola Woodhouse and Mr David Lees representing Ingestre.

**49/21 Apologies:** Mrs Sue Haenelt (Vice Chairman).

**50/21 PUBLIC OPEN SESSION**

No members of the public were present.

**51/21 DECLARATION OF INTERESTS**

Chairman commented that all Councillors present had previously declared an interest in HS2.

No further Declarations of Interest were declared.

**52/21 MINUTES** Minutes of the remote meeting held on 10 March 2021 were approved as a correct record and will be certified by the Chairman as soon as practicably possible.

**53/21 MATTERS TO BE UPDATED from previous meeting**

**a. 6/21a** Blocked drains near Home Farm Court. Cllr Lees advised that he believes the new drain has now been installed and residents have not made him aware of any issues. It was resolved to thank SCC Cllr John Francis for his support with this matter.

**Action - Clerk**

**b. 31/21c** Public footpath, No.21 Hixon – Ingestre. Clerk advised that SCC have confirmed the damaged stile is not owned by them and therefore, are not responsible for any repair. This was noted and it was resolved to close this matter as no further action can be taken by the Parish Council.

**54/21 REPORT FROM COUNTY COUNCILLOR**

**a.** No report received.

**55/21 REPORT FROM BOROUGH COUNCILLOR**

**a.** Reports as provided by Cllr Mrs Beatty, for April and May 2021, were received and noted. It was resolved that the matter of refuse collection and information for residents, as raised by Cllr Mrs Haenelt, would be followed up by the Clerk with Cllr Beatty and full Council updated with response in due course.

**Action - Clerk**

**56/21 PLANNING MATTERS**

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

**a. 21/33980/DCLB – The Old Stables, Kipscombe, Ingestre Road, Ingestre.** Discharge of conditions 3 and 4 on planning application 20/33050/LBC. No comments or objections were made by Parish Council, Planning Authority advised.

**b. 21/34015/TCA** – **Tixall Farmhouse, Great Haywood Road, Tixall.** Tixall Conservation Area. 10 x hawthorn (T1) reduction of poorer quality specimens to 3m from ground level, including where failure is likely to occur. 1 x white beam; 3 x self-set sycamore and 3 x cherry (T3) – selective felling of poorer quality trees that are suppressed by larger trees. No comments or objections were made by Parish Council, Planning Authority advised.

New Application received:

**c. 21/34049/LBC – Home Farm House, 20 Home Farm Court, Ingestre.** Retention of unauthorised windows, all windows are timber and painted white. No initial objections were raised and it was resolved to provide any comments to the Clerk by 14 May 2021, if none received the Clerk will inform the Planning Authority that no objections or comments have been received.

**Action – all Cllrs and Clerk.**

**57/21 CLERKS REPORT**

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

**a. Tixall Canal bridge 106.** Clerk advised the damage to the bridge was reported to SCC on 12.4.2021, who passed it onto the Canal and River Trust (CRT), as SCC did not own the bridge. SCC advised a feasibility study for Holidford Road will be carried out, in respect of possible traffic calming measures. CRT advised on 27.4.2021 that their engineer had confirmed the bridge was in a serviceable condition, with minor defects not affecting the structures performance for traffic using the bridge. CRT also advised that the barriers missing the outer ends of the bridge are the responsibility of SCC Highways and the cracked pillar is a Third Party owned structure, possibly South Staffs Water. CRT further advised that the open jointed courses near to the bridge access point are noted in a defect notification and have been prioritised for repair in the future but the wall section remains firm and intact. Cllrs noted response from CRT and SCC, feasibility study welcomed. Clerk to inform CRT that the water company is Severn Trent.

**Action - Clerk**

**b. Public Footpath, Hixon 21.** Item covered above 53/21b above and discharged. However, it was noted that a number of Application 53 notices were submitted to SCC a number of years ago for the Public Rights of Way to be extended and it was resolved to provide details to all Cllrs for further consideration.

**Action - Clerk**

**c.** **Tixall Broadband.** Clerk advised Council that no further update had been received from Openreach since the beginning of April, when it had been confirmed that Tixall is included in the scheme that falls within Ofcom Area 3 and will be part of a new DCMS voucher scheme.

**d. End of year accounts 2020/21.** All work has now been completed and will be added to website and Notice Boards once approved by full Council and Period of Public Rights will be set. External Auditor will be informed accordingly.

**e. Parish Council website.** Clerk informed Council this is now live, it is not finished and can be developed and added to over time. Cllrs commented that the old Parish Council website still comes up when searching for Ingestre with Tixall Parish Council, Clerk to look into this, as the internal auditor had raised this as a concern too.

**f. Ingestre Orangery.** No further update regarding wedding application licence.

**58/21 LITTER PICKING**

**a.** The Litter Picking schedule was reviewed and it was resolved to send to Cllrs Bostock, Mrs Woodhouse and Mrs Tinniswood for review and updating as necessary. Final schedule to be retained by Clerk for annual review.

**Action – Clerk and Cllrs Bostock, Mrs Woodhouse and Mrs Tinniswood, as required.**

**b.** Cllr Bostock advised Council he has made contact with MP Theo Clarke and will update full Council in due course, as to the outcome of their discussions.

**Action – Cllr Bostock**

**59/21 PARISH NEIGHBOURHOOD PLAN**

**a.** It was resolved to arrange a presentation from the Chairman of Hopton Parish Council, at the July meeting, if possible.

**Action – Clerk.**

**60/21 FINANCE**

**a.** No accounts were paid since the March meeting.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Clerks’ salary & expenses | Period covered 1 – 30 April 2021 | £195.34 | £1.66 | £197.00 |
| HMRC | PAYE for the period 6.4.21 – 5.5.21 | £39.00 | Nil | £39.00 |
| SVS Garden services | Garden services for 3, 17 & 31 March; 14 & 28 April 2021 | £150.00 | Nil | £150.00 |
| Christine Heelis | Internal Auditor Report 2020/21 | £62.50 | Nil | £62.50 |

**c.** Satisfactory completion of Internal Control and Governance check by Cllr Bostock was noted.

**d.** Exemption from External Review for 2020/21 AGAR was approved.

**e.** The following documentation for the end of year AGAR 2020/21 was received and approved:

(1) Report from Internal Auditor was received and noted.

(2) Annual Accounts for year end 31 March 2021 – approved.

(3) Annual Governance Statement 2020/21 – approved.

(4) Accounting Statements 2020/21 – approved.

(5) Bank Reconciliation for year end 31 March 2021 – received and accepted.

**f.** Receipt of Precept payment was noted.

**61/21 STANDING ITEMS – to receive update/discuss**

**a.** HS2 – webinar on biodiversity enhancement and funding opportunities on 13 May 2021, from 12 noon – 1pm was noted. Cllr Mrs Woodhouse hopes to attend. Changes to dates for commencement of works by HS2 was discussed, it was noted this was outside the control of the Parish Council, but it was agreed this should be monitored.

**62/21 VILLAGE MATTERS**

**a. Ingestre** – no items were discussed.

**b. Tixall** – it was noted that the damage to the Holdiford Road bridge had been reported to SCC. This is covered above at 57/21a.

**c. Tixall –** Cllr Bostock advised that the overhead pipe near the canal bridge on Holdiford Road is unsightly and should be removed. He will be progressing this matter with the appropriate parties and will update Council in due course.

**d. Tixall** – Cllr Bostock advised that no further update on the canal towpath project is available. It is hoped the project will re-commence once the elections are over.

**63/21 FUTURE MEETINGS**

**a.** No comments were made in respect of the Covid-19 Risk Assessment, as prepared by the Clerk, which was accepted by full Council. It was noted that this needs to be considered alongside the requirements of the Village Hall Committee and Cllr Mrs Woodhouse advised that the Village Hall will be adopting the ACRE Risk Assessment, a copy of which will be provided to the Parish Council in due course. It was resolved that face-to-face meetings will resume in the Village Hall from July 2021 onwards, subject to no changes being introduced by the Government. Chairman advised that social distancing will not be an issue in the Village Hall. All Cllrs confirmed they were happy to resume face to face meetings. Cllr Lees offered his apologies for the July meeting, as he will be on holiday, which was noted.

**Action – Cllr Mrs Woodhouse**

**64/21 TO RECEIVE CORRESPONDENCE**

**a.** Letters from NS&I were noted.

**65/20 ITEMS FOR THE NEXT AGENDA**.

**a.** Public Rights of Way

**b**. Refuse collection and information for residents

**c.** Update from Cllr Bostock on Litter discussions with MP

**d**. Update from Clerk on Tixall Broadband

**e.** Parish Council website

Meeting closed at 8.55pm