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

**on Wednesday, 28 September 2022, at 7. 30pm at Tixall Village Hall**

**Present:** Cllrs: Mr M Sindrey (Chairman), Dr Tric Parrott and Mrs Jane Tinniswood representing Tixall. Mr D Lees and Mrs Nicola Woodhouse representing Ingestre. SCC Cllr John Francis.

Cllr Sindrey confirmed this is a re-scheduled meeting following the death of Her Majesty the Queen. A minute’s silence was held.

**62/22 Apologies:** Cllr N Bostock (on holiday), Cllr Mrs S Haenelt (illness) and SBC Cllr Mrs F Beatty (clash with another meeting).

It was resolved to accept all apologies received.

**63/22 PUBLIC OPEN SESSION** – 1 member of the public attended and raised the following item: newly erected fence along Ingestre Park Road. Previous fence was located further back from the edge of the road; however, this new fence has been installed right up to the edge of the road and there is no safe space for pedestrians/horse riders. Safety concerns were discussed for residents and children using the road, fence has had the effect of narrowing the road which has made it difficult for 2 cars to pass each other, traffic has slowed, as a result, however, safety issues remain. Cllr Lees raised the matter of planning permission for the fence, which is 1.2m high and the posts are 1.3m and it was resolved that the Clerk will contact the Planning Authority to enquire about this requirement. It was noted it was not clear if the current landowner owned the land right up to the position of the fence and Cllr Francis resolved to follow this matter up with the SCC Highways team.

**Action – Clerk and SCC Cllr Francis.**

Chairman closed the Public Session closed at 7.50pm.

**64/22 DECLARATION OF INTERESTS**

Chairman commented that all Councillors present had previously declared an interest in HS2. No other declarations of interest declared.

**65/22 MINUTES APPROVED**

**a.** Minutes of the Parish Council meeting held on 13 July 2022 were approved and signed as a correct record.

**66/22 MATTERS TO BE UPDATED from previous meeting**

**a. 55/22b – Planning Application 22/36202/S17: Land in the vicinity of Ingestre.** Application has been allowed.

**67/22 COUNTY COUNCILLOR REPORT**

**a.** The following items were discussed with Cllr Francis:

**1.** Gullies in Tixall. Cllr Sindrey advised that the gullies along the main Tixall Road have recently been emptied. Cllr Francis agreed to request any remaining blocked gullies are emptied. It was resolved that the Clerk will work with Cllr Bostock to identify these for Tixall and inform Cllr Francis. Cllr Lees advised that the gullies in Ingestre remain clear following the work at Home Farm.

**Action – Clerk and Cllr Bostock**

**2.** Cllr Mrs Tinniswood raised the matter of a road closure on the Tixall to Stafford Road on 9.6.22 (Minute Ref 59/22f), for which no advance notification was given and available temporary signals were not used. Cllr Francis agreed this should not have happened and will look into this matter.

**Action – SCC Cllr Francis**

**3.** Upcoming works to Holdiford Road were discussed. Cllr Sindrey provided an update following the meeting held with SCC on 21.9.22 – **see Appendix A.**  Road closure from 3.10.22 – 28.10.22, is likely to be for survey work, however no advance highway signage/notification is in place. Cllr Francis agreed to get this resolved as a matter of priority. Cllr Mrs Woodhouse requested that while road is closed that the weeds and hedges on/near the bridges be cut back, as these are narrowing the road.

**Action – SCC Cllr Francis**

**68/22 BOROUGH COUNCILLOR REPORT**

**a.** Clerk provided an update on the Local Plan on behalf of Cllr Mrs Beatty. The Local Plan preferred options will be going out for consultation at the end of September (no details received in time for this meeting). A briefing will be held for Parish Councils on 9 November from early evening. Cllr Francis indicated it was important for Parish Councils to be aware of the proposals as there are likely to be implications for all Parishes and suggested a dedicated meeting of the TVCG. Cllrs requested an extraordinary meeting of the Parish Council be convened, prior to any meeting of the TVCG, so that comments can be presented to that meeting. It was resolved that the Clerk will arrange these meetings and follow up the consultation papers with Mrs Cllr Beatty.

**Action - Clerk**

**69/22 PLANNING MATTERS**

To note following decisions made between meetings in respect of the Planning Applications:

**a. 22/36417/S17 – Development authorised by the High-Speed Rail (West Midlands – Crewe) Act 2021.** For earthworks relating to the construction of four ecological mitigation ponds, one associated bund and the location of permanent fencing and four permanent gates. Land In the Vicinity of Ingestre. No comments or objections were made and the Planning Authority were advised on 14.9.22.

**70/22 CLERKS REPORT**

Clerk provided an update on the following matters:

**a. Canal Tow Path project** – CRT Trust Executive are currently reviewing tender prices prior to Agreements being signed. Design and Works Packages are complete. It is still the intention of CRT to be on site to commence the project early 2023. No Agreement has been signed with CRT and the Parish Council, at this stage.

**b. Grant from HS2** – this is being progressed and it is hoped the grant will be paid into the Parish Councils bank account shortly. Upon receipt, it will be transferred into the new savings account that has been set up with Barclays.

**c. Payment for Parish Online** – payment can be set up via a Standing Order, with the approval of 2 account signatories. Details provided to full Council for approval. Cllr Sindrey to progress and return signed authorisation to Clerk for forwarding to Barclays.

**Action – Cllr Sindrey**

**d. Payment for Parish Council printing contract** – Clerk sought approval of full Council to transfer payment to Parish Councils bank account, which will require a Debit card to be issued for the account. All Cllrs confirmed their approval to this arrangement, which the Clerk will progress directly with Barclays bank and update the Council in due course.

**Action - Clerk**

**71/22 FINANCE**

1. The following payment, as approved in May 2022, was noted:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Zurich Insurance | Annual Premium for 2022-23 | £266.44 | Nil | £266.44 |

1. Accounts outlined below were approved for payment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Clerks’ salary & expenses | Period covered: 1 July – 31 August 2022 | £344.70 | £2.25 | £346.95 |
| HMRC | PAYE for the period 6.7.22 – 5.9.22 | £81.20 | Nil | £81.20 |
| SVS Garden Services | Grass cutting at Ingestre community garden on 14 July; 3 & 8 August 2022 | £90.00 | Nil | £90.00 |

1. Audit arrangements for 2022-23 were discussed. Clerk provided costs from Toplis Associates Ltd. It was resolved to accept the costs and appoint Toplis Associates to carry out the internal audit for 2022-23. It was noted that due to the pending grant from HS2 for the canal tow path improvements, this will trigger a Part 3 Audit, as income will exceed £25,000 for 2022-23. The additional costs for the required external Audit will be met by HS2.

**Action - Clerk**

1. The purchase of 2 Poppy Wreaths were discussed and approved. One for the Parish Council and one for the Church, who will reimburse the Parish Council.

**Action – Clerk**

1. It was resolved that Cllrs Dr Parrot and Mrs Tinniswood would work with the Clerk on budget planning for 2023-24 as well as the Clerks performance review. Clerk to arrange meetings as required and details will be presented to the next full Council meeting for consideration.

**Action – Clerk and Cllrs Dr Parrot and Mrs Tinniswood**

1. Clerk provided details of Ear Marked Reserves for discussion and approval. It was resolved to approve the following: £1600 to be ear marked for an Election Fund; £550.00 to be ear marked for an Asset Maintenance Fund and a new Grass cutting/General Maintenance Fund to be created in recognition of the reducing fund from the Home Farm Land Reserve used for the grass cutting at the Community Garden in Ingestre. Further discussions to take place in line with budget planning for 2023-24.

**72/22 STANDING ITEMS**

**a. HS2 Phase 2a Road Safety Fund.** After discussion it was resolved to support the project being pursued by Cllr Francis for Baswich Lane. Cllrs were aware of difficulties being experienced by residents of St Thomas Priory, when accessing/leaving their properties as a result of the traffic build up along Baswich Lane and the bridges. It was resolved that the Clerk will write to SCC registering the support of the Parish Council for highway improvements to Baswich Lane, which it is hoped will benefit residents of St Thomas Priory. No other suitable projects were identified.

**Action – Clerk**

**b. HS2 – CEF/BLEF Funding Applications.** Cllr Lees provided an update to projects that the HS2 Working Group had suggested for consideration. It was resolved to seek to progress applications for a new Church organ and road safety, where appropriate. Cllr Lees to attend a webinar briefing on 4 October to obtain more information regarding the applications. Cllr Lees will keep the Council updated regarding progress. Cllr Lees informed the Council that the Group had, when considering appropriate projects, identified a build-up of rubbish and debris at the river bridge, over the river on Trent Walk Drive. Cllr Lees to provide photos and it was resolved that the matter be raised with the Canal and River Trust for action to be taken.

**Action – Cllr Lees and Clerk**

**c.** Clerk updated Council on request from Joe Wilson to arrange joint 6 monthly progress meetings with Colwich Parish Council. Proposal for first meeting to take place before Christmas 2022. Cllrs did not raise any objections to this proposal, however, expressed a desire for individual Parish Council meetings, if possible. Clerk will explore this with Joe Wilson.

**Action - Clerk**

**73/22 VILLAGE MATTERS**

**a. Ingestre Park Road** – see Minute Ref 63/22 above.

**b. Tixall – Holdiford Road** – see Minute Ref 67/22 3 above.

**74/22 TO RECEIVE CORRESPONDENCE**

**a.** SBC Community Awardswere noted**.**

**b.** Barlaston Community Interest Company (Wildlife and Birdcare Nature Recovery Project CIC) was noted.

**c.** Mayors Charity Appeal – Ladies Lunch, 30.9.2022 was noted.

**d.** Remembrance Sunday Service and Parade – 13.11.2022. Cllr Mrs Woodhouse agreed to represent the Parish Council at this service. Clerk to inform SBC accordingly.

**Action – Clerk**

**d.** Community Link Stafford & District– Invitation to an Open Day & celebration of 20 years of providing transport to the Stafford Community. This was noted.

**75/22 ITEMS FOR NEXT AGENDA**

**a.** No items raised.

Meeting closed at 9.14pm