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

**on Wednesday, 9 November 2022, at 7. 30pm at Tixall Village Hall**

**Present:** Cllrs: Mr M Sindrey (Chairman), Mr Nicholas Bostock, Dr Tric Parrott and Mrs Jane Tinniswood representing Tixall. Mrs Sue Haenelt (Vice Chairman), Mr D Lees and Mrs Nicola Woodhouse representing Ingestre.

**76/22 Apologies:** SCC Cllr John Francis (operation) and SBC Cllr Mrs F Beatty (clash with another meeting).

It was resolved to accept the apologies received.

**77/22 PUBLIC OPEN SESSION** – 1 member of the public attended and raised the following item: Community Garden at Ingestre. As a resident of Home Farm Court, who uses the garden on a regular basis as it is a lovely space, there is concern that additional maintenance is needed to maintain the space. Resident is aware lawns are regularly maintained; however, weeds are coming, trees in garden need labelling as some fruit is not edible, as well as needing appropriate maintenance and the small pedestrian gate is not closing properly. Residents are willing to help with maintenance and a group of volunteers can be mobilised. Cllr Sindrey advised that the trees need to be expertly pruned, which was acknowledged. Resident advised that the bin in the Garden is being used as a dog poo bin and is very smelly. After discussion, it was resolved that the best option would be for the bin to be removed and the Local Authority to provide a bin, on public land, which they will be responsible for emptying. Clerk advised that a request has already been made to the Local Authority for a bin to be provided, but no response received. It was agreed the Clerk will follow this matter up with SBC Cllr Mrs Frances Beatty. Cllr Lees will liaise with resident to establish a volunteer working group and it was agreed that this group could approach the Parish Council for financial support with maintenance costs. It was agreed to pass Cllr Lees contact details onto the resident, which the Clerk will arrange.

**Action – Clerk and Cllr Lees.**

Chairman thanked the resident for attending and bringing the matter of the Community Garden to the attention of the Parish Council and closed the Public Session closed at 7.50pm.

**78/22 DECLARATION OF INTERESTS**

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

**79/22 MINUTES APPROVED**

**a.** Minutes of the Parish Council meeting held on 28 September 2022 were approved and signed as a correct record. Cllr Dr Parrott advised she did attend the virtual meeting with SCC on 21.11.2022 about Holdiford Road, as referred to in Appendix A. Clerk will update Appendix A accordingly.

**Action - Clerk**

**80/22 MATTERS TO BE UPDATED from previous meeting**

**a. 71/22c – Audit 2022-23.** A Toplis Associates have been appointed.

**b. 72/22a – HS2 Phase 2a Road Safety Fund.** All Cllrs resolved to progress an Application for road safety improvements to Ingestre Park Road following a request from Cllr Lees.

**c. 72/22b – CEF/BLEF Funding Applications.** All Cllrs resolved to progress an Application for road safety improvements through the HS2 Phase 2a Road Safety Fund and not through CEF/BLEF Applications, following a request from Cllr Lees.

**d. 74/22c – Remembrance Sunday Service and Parade.** Parish Council apologies submitted, as Cllr Mrs Woodhouse was unable to attend.

**81/22 COUNTY COUNCILLOR REPORT**

**a.** Cllr Francis did not attend. Cllr Bostock commented that all of the gullies in Tixall had now been cleaned and expressed his thanks to Cllr Francis for getting this matter resolved.

**82/22 BOROUGH COUNCILLOR REPORT**

**a.** Cllr Mrs Beatty did not attend and no update was provided.

**83/22 PLANNING MATTERS**

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

**a. 22/36610/PAR – Brancote Farm, Tixall Road, Tixall.** Conversion of end bays of existing barn to provide a single dwelling smaller than 100sqm. Comments previously made in respect of Planning Application 22/35513/PAR are relevant to this Application. No other comments made – Planning Authority advised 30.10.22.

**New Application:**

**c. 22/36645/FUL – Lower Hanyards Farm, Hanyards Lane, Tixall.** Replacement of existing silage clamps at Upper Hanyards Farm with new silage clamps at Lower Hanyards Farm. Clamps will measure 41.15 x 36.57m and will be divided into 3 individual bays measuring 10.69m, 12.2m and 13.73m wide. Cllrs commented that as Upper Hanyards Farm will be going, the need for the silage clamps at Lower Hanyards Farm was acknowledged and no further comments were made. Planning Authority to be advised accordingly.

**Action – Clerk**

**84/22 LOCAL PLAN CONSULTATION – PREFERRED OPTIONS REPORT**

**a.** Options Report was discussed, Cllr Mrs Tinniswood advised that on page 74 of the Report there was a reference to affordable homes in Tixall and Ingestre. Cllr Dr Parrott advised this might be on land from HS2 being re-purposed for housing? Cllr Lees commented he was not aware of this. It was resolved the Clerk will seek to clarify this matter with SBC Cllr Mrs Beatty, establish if she would be attending the TVCG meeting and wait until after the TVCG meeting before deciding if any comments were to be submitted. Clerk, Cllrs Sindrey and Mrs Tinniswood will attend the TVGC meeting.

**Action – Clerk, Cllrs Sindrey and Mrs Tinniswood**

**85/22 CLERKS REPORT**

Clerk provided an update on the following matters:

**a. Canal Tow Path project** – Grant from HS2 of £106,000 for the tow path project has been received. CRT have appointed a new Project Manager to progress the project, the Works Information Package has been finalised and is due to be issued for pricing under the Trust’s new framework arrangements. Once tender prices have been received CRT will be able to sign the Funding Agreement with the Parish Council. The intention remains to mobilise to site in January 2023. Cllr Bostock advised he has met with the new Project Manager; alternative moorings are being sort for 2 boats, which CRT will fund. Whole tow path will be closed for the duration of the works – 3 months. It was resolved that the closure should be communicated within the Parish and to include Colwich and Berkswich Parish Councils. Clerk to draft a suitable communication for Cllr Bostock to approve.

**Action – Clerk and Cllr Bostock**

**b. Blockage at River Trent** – matter was reported to the Environment Agency on 12.10.2022, who have acknowledged receipt and will consider what action may be appropriate in line with the Environment Agency Customer Service Commitment.

**c. Fencing along Ingestre Park Road** – this is being investigated by the SBC Enforcement Team who have contacted the landowner. Matter is ongoing.

**d. Waste bin at Ingestre** – no response received from SBC Streetscene. It was resolved to refer the matter directly to Cllr Mrs Beatty for her support – see Minute Ref 77/22 above.

**Action - Clerk**

**86/22 FINANCE**

1. Accounts outlined below were approved for payment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Clerks’ salary & expenses | Period covered: 1 September – 31 October 2022 | £350.04 | £0.75 | £350.79 |
| HMRC | PAYE for the period 6.9.22 – 5.11.22 | £81.40 | Nil | £81.40 |
| SCC | Annual website hosting fee | £131.95 | Nil | £131.95 |
| SVS Garden Services | Grass cutting at Ingestre community garden on 13 & 27 September; 10 & 24 October 2022 | £120.00 | Nil | £120.00 |
| Royal British Legion | Poppy Wreaths x 2 \* | £50.00 | Nil | £50.00 |

 \*Cost of 1 wreath to be refunded by Church

1. Bank Reconciliation was noted and accepted.
2. Cllr Bostock confirmed a mid-year review of the Accounts had been completed and everything was satisfactory.
3. Receipt of Grant from HS2 was noted.
4. Receipt of Precept payment was noted.
5. Business Debit Card Application was approved. It was resolved to set a £200 limit on expenditure and to issue cards to the Clerk and Chairman accordingly. Application form was duly signed and will be sent to Barclays accordingly.

**Action - Clerk**

**87/22 STANDING ITEMS**

**a.** After discussion it was resolved to delay any decision on inviting representatives from Balfour Beatty and Kier to a Parish Council meeting, until the decision on HS2 was known from the Chancellor’s Autumn Statement.

**88/22 VILLAGE MATTERS**

**a. Maintenance at Ingestre Community Garden** – see Minute Ref 77/22 above.

**b. Parish Council meeting at Orangery and Ingestre finger post** – it was resolved to progress meeting at Orangery in either July or September 2023. Clerk to progress and provide an update at a future meeting. Finger post was discussed and it was resolved to take no action until the new roundabout has been constructed, when the Cllrs agreed to review the matter. Clerk to inform interested party accordingly.

**Action – Clerk**

**c. Bridleway from Bottle Lodge to the White House** – Cllr Lees provided the following update: it has been brought to his attention that the signage for the right of way from Bottle Lodge is not clear and many people have been seen walking on the main Ingestre Road when they could use the safer route of the bridleway, if they were aware of it. Re-location of the existing finger post was discussed to a more visible location and it was resolved to raise this matter with SCC Rights of Way team to consider. Cllr Lees provided details of current location along with information for a metal shoe for the existing wooden post which is rotten at the bottom.

**Action – Clerk**

**d. Village Hall Trustees** – Cllr Mrs Woodhouse advised that the Village Hall Trustees should be reviewed. Cllr Sindrey advised that any co-opted members are not Trustees, they are Committee members only. After discussion, it was resolved that Tony Young is re-appointed as the Parish Council representative on the Village Hall. No specific period of tenure was approved. It was noted that Cllr Mrs Woodhouse will continue as the Parish Council representative until April 2025.

**The following 2 items are confidential. No public were in attendance.**

**89/22 CLERKS PREFORMANCE REVIEW**

**a.** Cllr Dr Parrott provided an update on the Performance Review completed by herself and Cllr Mrs Tinniswood. Clerk’s job description has been updated to include: quarterly production of Parish Newsheet and compliance with GDPR. It was noted that documents in the village hall filing cabinet should also comply with GDPR, which the Clerk will review along with the Chairman. Clerk will work towards the completion of the CRT project. The hours of work were discussed and it was resolved the Clerk will record hours worked until the next meeting and present these to the Council for review.

**90/22 DRAFT BUDGET FOR 2023/24**

**a.** The DRAFT budget for 2023/24, as prepared by the Clerk, in discussion with Cllrs Dr Parrott and Mrs Tinniswood was discussed. It was resolved to bring this to the January meeting for final approval.

**91/22 TO RECEIVE CORRESPONDENCE**

**a.** The request for a donation from Katharine House Hospice was noted, it was resolved not to make a donation this year. Clerk to inform Katharine House accordingly.

**Action - Clerk**

**92/22 ITEMS FOR NEXT AGENDA**

**a.** No items raised.

Meeting closed at 9.45pm