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

**on Wednesday, 8 March 2023, at 7.30pm at Tixall Village Hall**

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

**18/23 Apologies:** Cllr Mr N Bostock (holiday) and SBC Cllr Mrs Beatty (meeting clash).

It was resolved to accept the apologies received.

**19/23 PUBLIC OPEN SESSION** – no members of the public attended.

**20/23 DECLARATION OF INTERESTS**

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

**21/23 MINUTES APPROVED**

**a.** Minutes of the Parish Council meeting held on 11 January 2023 were approved and signed as a correct record.

**22/23 MATTERS TO BE UPDATED from previous meeting**

**a. 7/23a – proliferation of buildings and road signs at Hoo Mill** – matter is ongoing.

**b. 12/23c – Parish Council meeting at Orangery on 12.7.2023** – this has been confirmed.

**c. 14/23b – Hoo Mill crossroads** – SCC have been advised of request for future ‘safe solution’. Refer to Minute Reference 31/23a below.

**d. 15/23b – footpath along Ingestre Park Road** – refer to Minute Reference 31/23a below.

**23/23 COUNTY COUNCILLOR REPORT**

**a.** Cllr Francis did not attend.

**24/23 BOROUGH COUNCILLOR REPORT**

**a.** Cllr Mrs Beatty did not attend.

**25/23 PLANNING MATTERS**

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

**a. 22/36909/FUL – Brancote Farm, Tixall Road, Tixall.** Variation of Condition 2 (Plans) of permission 20/32528/FUL. Conversion of redundant cowshed to provide single dwelling with minimal landscaping, external works and fencing to delineate plot boundaries. No objections or comments presented: Planning Authority were advised on 14.2.2023.

**b. 23/36972/PAR – Brancote Byre, Brancote Farm, Tixall Road, Tixall.**  Conversion of an agricultural barn into 2 dwellings. Application withdrawn 9.2.2023.

**No New Planning Applications received.**

**26/23 CLERKS REPORT**

Clerk provided an update on the following matters:

**a.** Potholes, Ingestre Park Road, Home Farm Court to Stables: response has now been received from SCC highways team, who have advised the potholes have been reviewed and escalated. They will be repaired in a timely manner, as/when resources permit. Cllr Lees to inform resident, who raised concerns, accordingly.

**Action – Cllr Lees**

**b.** Elections – 4 May 2023. Stafford Borough Council are hosting an Elections briefing for all Clerks on 15.3.2023, Cllrs raised several questions, which the Clerk agreed to raise at the briefing. An update, by the Clerk, regarding the process will be made available to all Cllrs after the briefing, date to be agreed.

**Action - Clerk**

**c.** Application for funding for the Community Garden project – this is still being considered by the Community Foundation panel and an update will be provided in due course.

**Action - Clerk**

**d.** Attendance by Kier and Balfour Beatty – representatives have confirmed their attendance at the September Parish Council meeting.

**27/23 FINANCE**

**a.** The following payment was noted:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Information Commissioner’s Office | Data Protection Renewal fee 2023-24 – Direct Debit payment. | £35.00 | Nil | £35.00 |
| HP Instant Ink | Monthly printing contract: 16.12.22 – 15.1.23 and 16.1.23 – 15.2.23. Direct Debit payments | £3.74 £3.74 | £0.75 £0.75 | £4.49 £4.49 |
| WH Smiths | 16 x 2nd class stamps – Debit card payment | £10.88 | Nil | £10.88 |
| Parish Online | Annual subscription Jan 23 – Jan 24. Direct Debit payment (includes complimentary discount of £10.00) | £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 2023, including Arrears of salary from 1.10.2022 to 31.12.2022 (increase in hrs) x 12 hrs. | £488.06 | Nil | £488.06 |
| Clerks’ salary & expenses | Period covered: 1 – 31 March 2023\*\* | £185.79 | Nil | £185.79 |
| HMRC | PAYE for the period 6.1.23 – 5.2.23; 6.2.23 – 5.3.23 & 6.3.23 – 5.4.23  **Total Payment** | £30.40  £88.40  £44.20 | Nil | £30.40  £88.40  £44.20  **£163.00** |
| Tixall Church | Donation for Church maintenance | £206.00 | Nil | £206.00 |

\*\*cheque dated 31.3.2023

**c.** Bank Reconciliation and Financial Summary up to 15.2.2023 were accepted.

**d.** Donation of £206.00 for St John the Baptist Church, Tixall was approved and was included within the above payments.

**28/23 ANNUAL PARISH MEETING – 17.5.2023**

**a.** After discussion, the following was resolved; updates to be provided by Cllr Mrs Haenelt for Ingestre Church and Cllr Bostock for Tixall Church; Village Hall update to be requested. Invited speakers: Staffordshire Fire & Rescue Service, Ingestre Orangery and Shugborough. Clerk to arrange Agenda, Parish Council summary Report and Finance Report for meeting. Refreshments to be provided, Clerk to purchase, up to £30.00 expenditure was approved. Cllr Mrs Woodhouse offered to support Clerk with refreshments during the evening, which was welcomed.

**Action – Clerk and Cllrs**

**29/23 KINGS CORONATION**

**a.** After discussion it was resolved the Parish Council will not host any activity in the community for the Coronation.

**30/23 STANDING ITEMS**

**a.** HS2 – road widening project in Tixall was discussed, alongside speeding and road crossing. It was noted that once widened the road is likely to become more dangerous for residents to cross over. Traffic calming measures were discussed: rumble strips, 30 painted in road. After discussion, it was resolved to link this item with Minute Reference 31/23a

**Action – all Cllrs**

**b.** CEF grant applications were discussed, no projects were identified

**31/23 VILLAGE MATTERS**

**a. Footpath along Ingestre Park Rd** – Cllr Lees advised there is a discrepancy between Oliver Bayne’s (Director, HS2 Hybrid Bill Delivery) letter of 10.5.2019 and the drawing that has been provided. After discussion, it was resolved to arrange a meeting with SCC to discuss in detail. Meeting will include Hoo Mill crossroads, road widening in Tixall, as well as the footpath. Clerk will seek to arrange meeting.

**Action - Clerk**

**b. Maintenance of verge along Ingestre Park Rd** – Chairman advised the land has been compulsorily purchased by HS2 and maintenance should be their responsibility to arrange. Cllr Lees commented that the verge needs to be maintained now; grass cut, weeds removed. Cllr Lees to provide photos for Clerk to raise with HS2 for action. It was noted that responsibility for the verge is likely to change in the future.

**Action – Cllr Lees and Clerk**

**c. Sewage smell from Home Farm Court sewage treatment plant** – Cllr Mrs Haenelt advised that on certain days the smell is very unpleasant and needs to be addressed. Cllr Mrs Haenelt agreed to establish who is responsible for the treatment plant, in order for the Parish Council to contact them regarding the matter, which the Clerk will progress.

**Action – Cllr Mrs Haenelt and Clerk**

**d. Canal Tow Path Project update** – Clerk informed Cllrs that the Agreement with the Canal and River Trust has been signed and is ready for the Parish Council to sign. The Agreement was reviewed and all Cllrs agreed to it being signed off. Cllrs Sindrey and Mrs Tinniswood signed the Agreement on behalf of the Parish Council. Clerk advised that it is understood work on site will be commencing in March.

**32/23 TO RECEIVE CORRESPONDENCE**

**a.** Receipt of Invitation to Mayor’s Charity Appeal 2022/23 – Valuation Evening, 8.3.2023 was noted, details of which were shared with all Cllrs on 3.2.2023.

**b.** 4-week consultation on Staffordshire’s Approach to Managing Flood Risk launched by SCC was noted.

**33/23 ITEMS FOR NEXT AGENDA**

**a.** No items raised.

Meeting closed at 8.40pm