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

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

**Present:** Cllrs: Mr Malcolm Sindrey (Chairman) and Mrs Jane Tinniswood representing Tixall. Mrs Sue Haenelt, Mr David Lees and Mrs Judy Eccleshall representing Ingestre.

**93/23 Apologies:** Cllrs Dr Tric Parrott and Keith Palmer – representing Tixall – on holiday. SBC Cllr Frances Beatty – personal reasons. SCC Cllr John Francis – illness. It was resolved to accept the Apologies as received.

**94/23 PUBLIC OPEN SESSION**

No members of the Public attended.

**95/23 DECLARATION OF INTERESTS**

**a.** Previously declared interest in HS2, by all Cllrs, was noted.

**b.** Cllr Sindrey declared an interest in Minute Ref100/23c.

**96/23 MINUTES APPROVED**

**a.** Minutes of Parish Council meeting held on 13 September 2023 were approved and signed as a correct record.

**97/23 MATTERS TO BE UPDATED from previous meeting**

**a. 80/23b** - no update received from Ms Kirkland regarding matters raised at the September meeting. See Minute Ref 103/23a below for more details.

**b. 82/23a** - Planning Application 23/37674/LDC (Ingestre Manor Lodge, Ingestre Park Road) is still unresolved by the Planning Authority.

**c. 86/23c** – work to canal tow path has now been completed. It was resolved to write to Mr N Bostock to thank him for his support with this project.

**Action – Clerk**

**98/23 COUNTY COUNCILLOR REPORT**

**a.** Clerk raised matter of drains at Home Farm Court, on behalf of Cllr Francis. It was noted that jetting of the drains, as authorised by SCC, will take place on 9.11.2023. Clerk advised Council that SCC will not undertake any further work in relation to the drains and future work, as may be required, will be the responsibility of the residents of Home Farm Court. Cllr Lees advised no action on behalf of the Parish Council, which was approved.

**99/23 BOROUGH COUNCILLOR REPORT**

**a.** Newsletter provided by Cllr Frances Beatty was reviewed. Clerk requested update on Local Plan next stage – Preferred options, which was due for consultation between October – December. Cllr Karine Aspin advised the consultation has been delayed.

**100/23 67/23 PLANNING MATTERS**

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

**a. 23/37754/HOU – 19 The Priory, Tixall.** Velux loft conversion. No comments or objections were presented and Planning Authority were informed on 2.11.2023.

**b. 23/38097/LBC – 3 New Stables, Ingestre Road, Ingestre.** Proposed opening and door to match existing doors to enable access to rear of property and land. No comments or objections were presented and Planning Authority were informed on 2.11.2023.

**New Applications received:**

**c. 23/38128/LDC PP – Dower House, Ingestre Park Road, Ingestre.** Retrospective Planning Application has been amended to reduce height of fence, which was noted. However, Cllrs commented that the height of the fence was not the issue. The proximity of the fence to the road remained. It was resolved, therefore, that the Parish Council comments, previously submitted, about it being dangerous for all users of the road, still apply. The recent decision by the government, relating to HS2, will further compound the matter as, it is the Cllrs understanding, that any opportunity to install a footway on the other side of the road has now gone, along with the Parish Councils’ ability to apply to the HS2 Phase 2a Road Safety Fund. Whilst it was noted that the amended Planning Application is being considered under Permitted Development, the Cllrs wished their continued concerns to be re-submitted to the Planning Authority.

**Action – Clerk**

**d. 21/34467/FUL – Brancote Farm, Tixall Road, Tixall.** Original Planning Application has been amended. This was noted and it was resolved Cllrs will submit any comments, for presentation to the Planning Authority, by 18.11.2023.

**Action – Cllrs and Clerk**

**101/23 CLERKS REPORT**

Clerk provided an update on the following matters:

**a. Barclays Bank.** Difficulties with Bank have continued and therefore a formal complaint was lodged on 31.10.2023, which remains ongoing. Clerk to keep Cllrs informed.

**Action - Clerk**

**b. New signatories on Bank Account.** Relevant forms provided to Cllrs Mrs Tinniswood, Mrs Eccleshall and Mr Lees, authorised by Cllr Sindrey and Mrs Haenelt, as existing signatories. Forms for Cllrs Dr Parrott and Mr Palmer will be sent in the post to their home addresses. All Cllrs to verify their ID with Barclays and then return forms to the Clerk for submission to Barclays. New signatories are required to ensure greater resilience for the Parish Council, when authorising accounting transactions.

**Action – Cllrs and Clerk**

**c. Road signs in Tixall.** It was noted that road signs in Tixall, when installed some years ago, were attached to wooden posts, in keeping with the Conservation area. These are now rotting; some are missing and need replacing. Matter to be raised with SCC for signs to be replaced on metal posts; the right number of signs need to be displayed and be visible, throughout the village.

**Action - Clerk**

**102/23 FINANCE**

**a.** The following payments were noted:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| HP Instant Ink | Monthly printing contract: 16.8.23 – 15.9.23 and 16.9.23 – 15.10.23. Direct Debit payments. | £3.74  £3.74 | £0.75  £0.75 | £4.49  £4.49 |
| Mrs S Sindrey | Annual Parish meeting refreshments | £30.00 | Nil | £30.00 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Clerks Salary & expenses | Period covered 1 September – 31 October 2023 | £472.90 | Nil | £472.90 |
| HMRC | PAYE for the period 6.9.23 – 5.11.23 | £112.20 | Nil | £112.20 |
| SVS Garden Services | Grass cutting at Ingestre Community Garden 19 & 29.9.23, 11 & 24.10.23. 8.11.23. | £150.00 | Nil | £150.00 |
| SPCA | Training Course – Cllr Fundamentals 19.9.2023 | £30.00 | £6.00 | £36.00 |
| Royal British Legion | 1 x C Poppy Wreath | £25.00 | Nil | £25.00 |
| Stafford Borough Council | Uncontested Election fees. Ingestre Parish Council | £73.54 | Nil | £73.54 |
| Stafford Borough Council | Uncontested Election fees. Tixall Parish Council | £87.30 | Nil | £87.30 |

**c.** Mid-year Review of Accounts, as carried out by Cllr Lees was noted and accepted.

**d.** It was resolved to arrange payment to the Canal and River Trust for the works completed to the canal tow path, which have been inspected by Cllr Sindrey, Clerk and Mr Bostock and signed off. Clerk will arrange payment of £106,000.00 upon receipt of invoice from the Canal and River Trust.

**103/23 STANDING ITEMS**

**a.** HS2 – Cllrs discussed latest position regarding compulsory purchases made by HS2, which appears to be unclear, therefore, it was resolved to issue an invitation to HS2 representatives: Victoria Roberts and Margaret Kirkland (if still in role) to meet with Parish Cllrs to discuss this and other outstanding matters that remain unanswered/unresolved. Clerk to make necessary arrangements for meeting to take place in the New Year.

**Action - Clerk**

**104/23 VILLAGE MATTERS**

**a.** Damaged fence to Ingestre Community Garden was discussed. It was resolved to consider this matter further in the New Year. Clerk to add to January Agenda.

**Action - Clerk**

**105/23 TO RECEIVE CORRESPONDENCE**

**a.** Mayor’s Charity Appeal 2023/24 – ABBA Tribute Night, 1 March 2024. Response date is 15.12.23 should anyone wish to attend, open invitation to family and friends. Noted, no interest.

**b.** Katharine House – Christmas tree collection. It was resolved to include details in the next Parish Newsheet for residents’ information.

**Action - Clerk**

**c.** House of Bread – invitation from Director to attend a Parish meeting was discussed and it was resolved to invite a representative to attend our Annual Parish meeting (date to be agreed). Clerk to progress.

**Action - Clerk**

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

**106/23 DRAFT BUDGET FOR 2024/25**

**a.** DRAFT Budget as presented by Clerk and Cllr Mrs Tinniswood was discussed. It was resolved to include an allowance for Ingestre plants of £25.00 and include an allowance of £25.00 for grass cutting at the Stone seat. Allowance for Ingestre Church to remain at £500.00 and Tixall Church will be £300.00. Cllrs to review rest of budget as presented and provide any further comments to the Clerk. Budget for 2024/25 to be approved at the January 2024 meeting, when Clerk will request Precept required accordingly.

**Action – Cllrs and Clerk**

**107/23 CLERKS PREFORMANCE REVIEW**

**a.** Cllr Mrs Tinniswood provided an update on the Performance Review conducted by herself and Cllr Dr Parrott.Clerks Performance was noted as satisfactory and no issues were raised. Cllr Sindrey thanked the Clerk for all the work she does.

**108/23 ITEMS FOR NEXT AGENDA**

**a.** Budget 2024/25 – all Cllrs.

Meeting closed at 9.15pm