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

**on Wednesday, 10 January 2024, at 7.30pm in Tixall Village Hall**

**Present:** Cllrs: Mr Malcolm Sindrey (Chairman), Mrs Jane Tinniswood, Dr Patricia Parrott and Mr Keith Palmer representing Tixall. Cllr Mrs Judy Eccleshall represented Ingestre.

**1/24 Apologies:** Cllr D Lees – personal holiday. Vice Chairman Cllr Mrs S Haenelt – illness. SBC Cllrs Mrs F Beatty and Ms K Aspin – other commitments. It was resolved to accept the Apologies as received.

**2/24 PUBLIC OPEN SESSION**

No members of the Public attended.

**3/24 DECLARATION OF INTERESTS**

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

**4/24 MINUTES APPROVED**

**a.** Minutes of Parish Council meeting held on 8 November 2023 were approved and signed as a correct record.

**5/24 MATTERS TO BE UPDATED from previous meeting**

**a. 100/23c – 23/38128/LDC PP, Dower House, Ingestre Park Road, Ingestre.** SBC Planning Authority were advised of Cllrs continued concerns on 19.11.2023.

**b. 100/23d – 21/34467/FUL, Brancote Farm, Tixall Road, Tixall.** No comments or objections raised by Cllrs; SBC Planning Authority were advised on 19.11.2023.

**6/24 COUNTY COUNCILLOR REPORT**

**a.** No update provided.

**7/24 BOROUGH COUNCILLOR REPORT**

**a.** Clerk provided the following update on behalf of Cllr Mrs Beatty and Cllr Ms Aspin: There has been no progress regarding the Local Plan. Cllr Mrs Beatty will chair a meeting of the Economic Development & Planning Scrutiny Committee on 11.1.2024, where the delays in the consultation process for the Local Plan will be debated. The latest version of the Validation Criteria for the Planning Application process has been produced, which includes a reference to solar farms. It was resolved to include a link to the SBC Planning site for any parishioners who may wish to access this information, for future reference when considering the submission of a planning application.

**Action - Clerk**

**8/24 PLANNING MATTERS**

**New Applications received:**

**a. 23/38272/LBC – Tixall Walled Garden, Tixall Village Road, Tixall.** Variations of Conditions 2: (Plans) 3: (Roof materials) 6: (Windows and Doors) on Application 21/35068/LBC – Change of use from ancillary domestic outbuildings to a single residential dwelling including alterations. Details sent to Cllrs via email on 17.12.23. No comments or objections were raised. Clerk to inform SBC Planning Authority accordingly.

**Action - Clerk**

**b.** **23/38273/FUL – Tixall Walled Garden, Tixall Village Road, Tixall.** Variations of Conditions 2: (Plans) 3: (Roof materials) 6: (Windows and Doors) on Application 21/35067/FUL. Change of use from ancillary domestic outbuildings to a single residential dwelling including alterations – in conjunction with Application 21/35068/LBC. Details sent to Cllrs via email on 17.12.23. No comments or objections were raised. Clerk to inform SBC Planning Authority accordingly.

**Action - Clerk**

**9/24 CLERKS REPORT**

Clerk provided an update on the following matters:

**a. Canal tow path completed works.** Thank you, letter has been, sent to Mr N Bostock, on behalf of the Parish Council, acknowledging his support with this project.

**b. Feedback from Internal Auditor.** Cllrs were advised, should a new Clerk be appointed, they would be eligible to claim the full Home Working Allowance of £312.00 per annum and that this should be considered when planning the Budget.

**c. External Audit costs for 2023/24.** HS2 have confirmed these costs will be met by them, upon receipt of an invoice from the external Auditing company.

**d. New Bank signatories.** Forms, as completed by eligible Cllrs, were sent to Barclays on 23.12.2023.

**e. Formal complaint to Barclays.** A further letter has been received dated 8.1.2024, advising that the Bank is still not able to provide us with a final response. After discussion, it was resolved to write to Barclays advising of our dissatisfaction with the length of time it is taking to respond to the complaint, referring to the Financial Ombudsman, whom we will contact should the complaint not be resolved within the next 3 weeks.

**Action - Clerk**

**f. Road signs in Tixall.** Response has been received from SCC, which is as follows: a terminal sign has been replaced with a wooden post, on a like for like basis; the requirement for repeater signs to be set out within a certain spacing is less stringent than when the scheme was implemented, therefore, unless any have been knocked down or removed, SCC believe the total number of repeater signs is correct, this is down to Engineering judgement as to whether they are required and or used following the change in the Regulations in 2016; SCC believe the number of signs displayed in the village is correct, however, did advise these could be updated if any work is being carried out, to the current versions. Regarding visibility and need for replacement posts, SCC advised they could conduct a site visit and produce a report, at a cost of £700 (payable by the Parish Council), which would allow engineers to carry out a full assessment of signage within the village and identify what may need to be updated, along with costs associated to do this. This would see any posts deemed as necessary for replacement being replaced with wooden posts. After much discussion, Cllrs noted replacing posts with wooden posts was contrary to advice provided by Richard Rayson – SCC Community Highway Manager, at the TVCG meeting on 18.10.23, who stated all posts would only be replaced with metal posts. It was resolved to contact Richard Rayson to share response from SCC about roads signs in Tixall, to clarify materials to be used for replacement posts, as SCC are providing different information and to explore why the Parish Council should have to fund a site visit for signs to be checked, when this is, in the opinion of the Parish Council, a road safety issue and therefore, a responsibility of SCC to carry out site visit to ensure road signage is up to the required standard.

**Action - Clerk**

**10/24 FINANCIAL REGULATIONS**

**a.** Updated copy of Financial Regulations was reviewed by all Cllrs and it was resolved to make the following amendments: para 2.2 - verification of bank reconciliations will be carried out by another Cllr in March and July. Para 11.1h – 3 quotations will be obtained where the value of a contract is below £3,000 and above £500. Updated copy to be added to the Parish website.

**Action – Clerk**

**11/24 CIVIC AMENITY VISITS 2024**

**a.** Following dates for 2024 were confirmed: 13 April and 5 October 2024.Clerk advised dates have been accepted by SBC, details will be included in the next Parish Newsheet and added to the Parish website. Cllrs discussed further methods of communication for these visits and it was resolved to purchase a sign for residents in Ingestre (sign already exists for Tixall residents) at a maximum cost of £50.00. Cllr Mrs Tinniswood to progress and arrange for an invoice to be sent to the Clerk, in due course, for payment.

**Action – Cllr Mrs Tinniswood and Clerk**

**12/24 FINANCE**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| HP Instant Ink | Monthly printing contract: 16.10.23 – 15.11.23 and 16.11.23 – 15.12.23. Direct Debit payments. | £3.74  £3.74 | £0.75  £0.75 | £4.49  £4.49 |
| Canal & River Trust | Canal tow path improvements – cheque 100181 | £106,000.00 | Nil | £106,000.00 |
| Tesco | 12 x 2nd class stamps – Debit card payment | £6.00 | Nil | £6.00 |
| The Range | Stationery – Debit card payment | £13.29 | £2.66 | £15.95 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Clerks Salary & expenses | Period covered 1 November – 31 December 2023, plus payment of salary arrears from April – October 2023 | £611.58 | Nil | £611.58 |
| HMRC | PAYE for the period 611.23 – 5.1.24 | £151.00 | Nil | £151.00 |
| Mazars | External Audit costs 2022-23 | £460.00 | £92.00 | £552.00 |
| Staffs County Council | Website hosting fee 2023-24 | £131.95 | Nil | £131.95 |

**c.** Bank Reconciliations, as presented by the Clerk up to 30.11.2023 and 31.12.2023 were accepted and approved.

**d.** Budget and Precept for 2024-25 were discussed and the following decisions were made: DRAFT budget as presented by the Clerk was approved, with the following amendments: Budget allocation for Parish Councils Asset Maintenance responsibilities was increased to £200.00, along with an increase to the allocation for the Annual Parish meeting; increased to £100.00. Cllrs Lees and Mrs Haenelt had provided email confirmation to the Clerk, in advance of the meeting, confirming their agreement for the Precept request to be increased to £3,200.00 for each Parish. Councillors present voted on increasing the Precept to £3,200.00 for each Parish: 4 Councillors were in favour, Cllr Sindrey objected in favour of the increase being set at £3,000.00. The majority vote prevailed and the Precept increase for 2024/25 was approved at £3,200.00 {which includes the Government Grant} for each Parish. Clerk to progress Precept request for 2024/25 with SBC.

**Action - Clerk**

**e.** It was resolved to appoint K Squires as Internal Auditor for 2023/24. Clerk to make the necessary arrangements.

**Action – Clerk**

**13/24 MEETING DATES 2024-25**

**a.** Meeting dates, as proposed by the Clerk, were discussed and approved. Clerk to publish details in Parish Newsheet and add to Parish website.

**b.** Arrangements for Annual Parish meeting were discussed: it was resolved to hold this on 10.4.2024 and to invite the House of Bread. Cllrs will communicate details around the Parish using the News WhatsApp group. Clerk will include details in the Parish Newsletter and add to Parish website. Provision of refreshments was discussed and agreed. Cllr Palmer to provide Report for Village Hall, Clerk to requests Reports for Tixall Church from Mr Bostock and Ingestre Church from Cllr Mrs Haenelt.

**Action – Cllrs and Clerk**

**14/24 STANDING ITEMS**

**a.** HS2 – after discussion it was resolved not to arrange a meeting with representatives from HS2, at this stage, as position remains uncertain.

**Action – Clerk**

**b.** HS2 – details of Phase 2a Highways Sub group meeting was noted, it was resolved to wait until further details are received from HS2, which Clerk will share with Cllrs. Cllr Lees may be willing to attend.

**Action – Clerk and Cllr Lees**

**15/24 VILLAGE MATTERS**

**a.** Damaged fence to Ingestre Community Garden was discussed and it was resolved to obtain a quote for the fence to be replaced. Cllr Mrs Eccleshall agreed to obtain a quote and forward it to the Clerk.

**Action – Cllr Mrs Eccleshall**

**16/24 TO RECEIVE CORRESPONDENCE**

**a.** Request for feedback from SPCA for review of service provided was noted. It was resolved not to provide any feedback at this time.

**b.** Community Bus – details provided by Community Link Stafford & District. After discussion, it was resolved this service was unlikely to be of any interest to parishioners.

**c.** Mayor’s Charity Appeal 2023/24, Quiz Night – 25.1.2024 – details were noted.

**d.** ABBA Tribute Night, in aid of Mayor’s Charity Appeal 2023/24 – 1.3.2024 – details were noted.

**17/24 ITEMS FOR NEXT AGENDA**

**a.** No items presented.

Meeting closed at 8.45pm