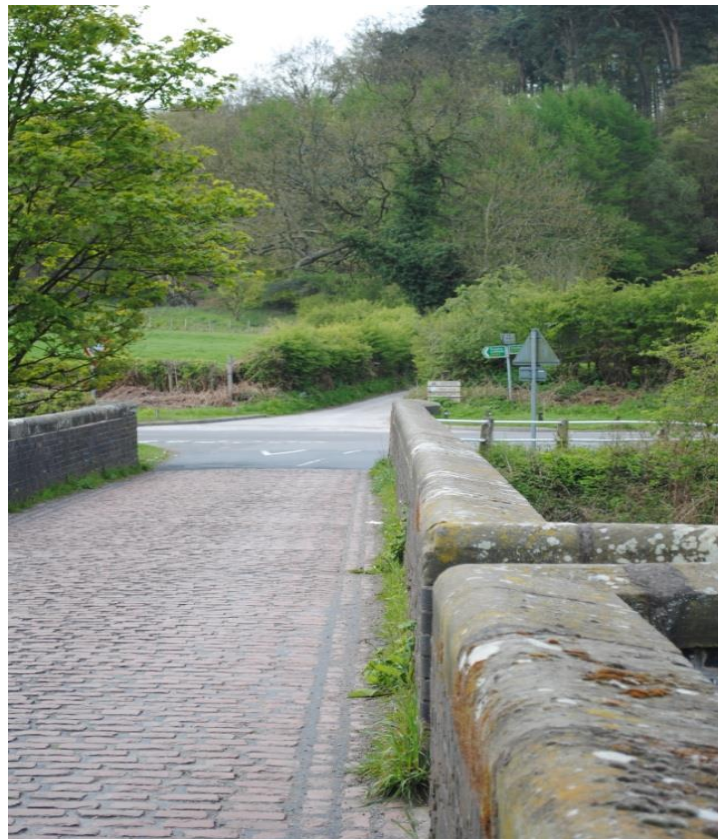


Colwich Parish Council



ANNUAL REPORT 2014 - 2015



The Parish Centre, St Marys Road, Little Haywood, Stafford, ST18 0TX

Tel: 01889 882665 Email: clerk@colwich.staffslc.gov.uk

www.colwich.info

Introduction

Colwich Parish Council covers the villages of Colwich, Little Haywood, Great Haywood, Wolseley Bridge and Bishton. The Council has 14 members, elected every four years, who are split between the two wards of Little Haywood / Colwich and Great Haywood. The council employs two members of staff, the Parish Clerk and the Assistant Parish Clerk.

The Full Council meets at 7:30pm on the first Thursday of every month with the Neighbourhood Plan; Environment & Leisure and Policy & Resources Committees meeting on the subsequent Thursdays every month with a quarterly Newsletter Committee meeting. The Council also holds Planning Committee meetings to discuss major planning applications. Meetings are open to the public who may raise questions and concerns on any item on the Agenda.

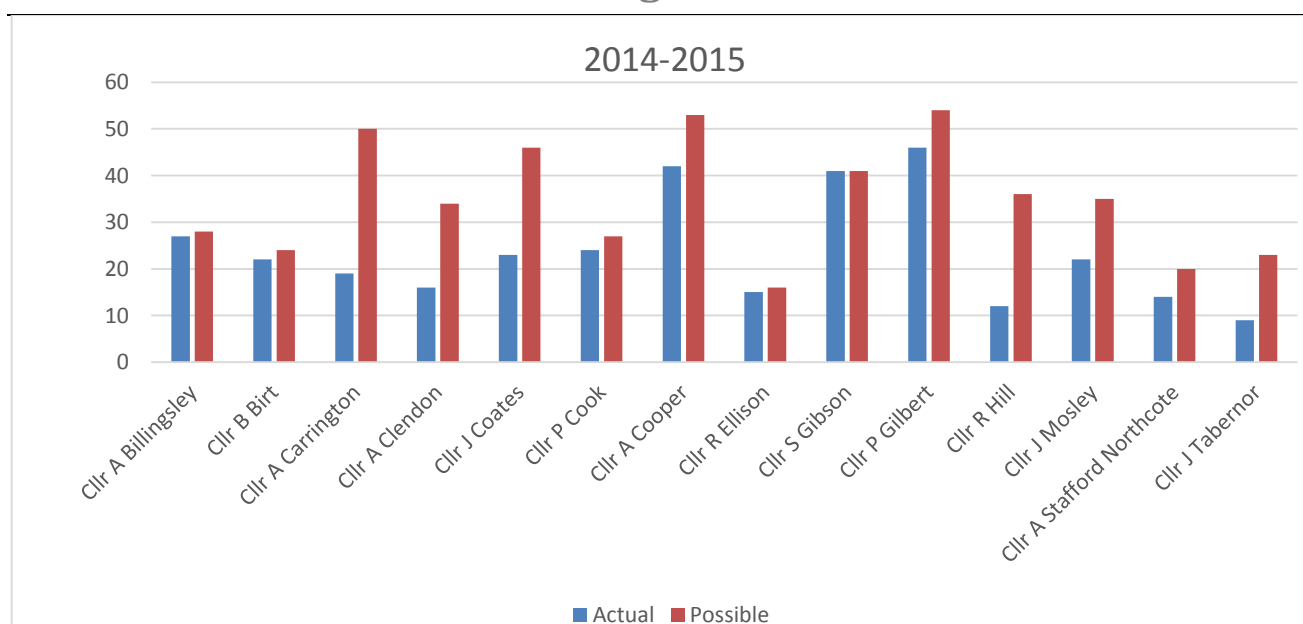
The Parish Centre is open between 1pm and 2pm, Monday to Friday. As well as information leaflets and bus timetables, the office also has a store of free dog poop bags, provided by the Borough Council.

Councillors

Councillor	Ward	Address	Tel
Adam Billingsley	Great Haywood	12 Essex Drive, Great Haywood, ST18 ORL	881666
Barrie Birt	Great Haywood	2 Mill Lane, Great Haywood, ST18 ORJ	882626
Andrew Carrington	Great Haywood	High Meadows, Main Road, Great Haywood, ST18 ORU	883309
Anne Clendon	Great Haywood	5 Cliff Road, Great Haywood, ST18 OSZ	808214
Andrew Cooper (<i>Vice Chair</i>)	Great Haywood	7 Hunters Close, Great Haywood, ST18 OEF	881895
Robert Hill	Great Haywood	5 Rockhouse Drive, Great Haywood, ST18 OSZ	881807
John Mosley	Great Haywood	17 Nursery Way, Great Haywood, ST18 OFY	883440
John Coates	Little Haywood	Willow Brow, Coley Lane, Little Haywood, ST18 OUH	882737
Paul Cook	Little Haywood	11 Coley Grove, Little Haywood, ST18 OUW	883474
Richard Ellison	Little Haywood	6 St Mary's Road, Little Haywood, ST18 ONJ	882353
Sylvia Gibson	Little Haywood	Flat 4, High Chase House, High Chase Rise, ST18 OTZ	882329
Paul Gilbert (<i>Chairman</i>)	Little Haywood	c/o Parkfield House, 1 Park Street, Stafford, ST17 4AL	
Amyas Stafford Northcote *	Little Haywood	Bishton Hall, Wolseley Bridge, Stafford, ST17 0XN	883985
Jean Tabernor *	Little Haywood	Moreton House Farm, Bishton Ln, Wolseley Bridge, ST18 OXD	881714

* also a member of Stafford Borough Council

Councillor attendance at meetings



Councillor	Meetings Attended	Meetings Possible*
Cllr A Billingsley	27	28
Cllr B Birt	22	24
Cllr A Carrington	19	50
Cllr A Clendon	16	34
Cllr J Coates	23	46
Cllr P Cook	24	27
Cllr A Cooper	42	53
Cllr R Ellison	15	16
Cllr S Gibson	41	41
Cllr P Gilbert	46	54
Cllr R Hill	12	36
Cllr J Mosley	22	35
Cllr A Stafford Northcote	14	20
Cllr J Tabernor	9	23

*Possible meetings are Full Council plus other Committee meetings Cllrs agreed to attend.

Jubilee Playing Fields

The Parish Council owns and maintains the sports field, toilet block and play area. The Council has now



provided through DT Leisure a Multi-Use Games Area, Skateboard Park and Youth Shelter. There are plans to provide a BMX track and tarmacked footpath in the financial year 2015/16.

The Council lets a contract each year for the maintenance of the toilet

block at the JPF. This contractor also ensures that the play area and recycling area are kept clear of litter and hazards. This contract is advertised annually in early Spring.

Allotments

The Parish Council owns 3.7 acres of allotments, on Coley Lane, which it leases "en masse" to the Allotment Society who manage and operate the site. Demand is high and the waiting list for plots is growing. With this in mind, the Council continues to

investigate other possible sites for allotments within the Parish.

Parish Maintenance

A contract is awarded annually to a 'lengths man' who looks after the open areas and flower beds that are the responsibility of the Parish Council. The lengths man helps to keep the village looking neat and tidy, working closely with the Best Kept Village Committee and the Parish Clerk. He also undertakes any small repairs or other jobs that may be required. This contract is advertised annually in Spring.

Local Government Awards Scheme

Colwich Parish Council currently holds Foundation status under the new Awards Scheme launched in 2015 and is working towards Quality status.



Newsletter

Four newsletters are published each year.

Footpaths

The Parish Council works in conjunction with Staffordshire County Council to investigate and resolve issues regarding rights of way including broken stiles or missing signs



Rogation Sunday is held every spring, when a short walk is undertaken around an area of the Parish with a service and refreshments afterwards. This year's event took place on 25th May 2014 and followed a route from the Punchbowl along Sherbrook Valley and Haywood Slade.

Highways

The Community Highways Gang from the County Council is given a list of work to undertake in the parish, based on comments and requests from residents and the council.

All grit bin requests are forwarded on to the Highways Department at Staffordshire County Council. They assess the site using set criteria before deciding whether to install one or not.

Agency Services

Staffordshire County Council pays the parish council a sum of money each year to cut grass and clear drains and footpaths on their behalf.



Neighbourhood Development Plan

The Parish Council continues to progress the Neighbourhood Plan for the Parish. This is part of the new Localism Act which has been designed to give local communities more power to influence and shape services and developments in their area. A local Consultant has been brought in to aid the Council in the development of the Plan. A number of Public consultation events were held during the year including the Open Gardens in July and various school events. The Plan will reintroduce settlement boundaries around Great Haywood and Little Haywood / Colwich. Once completed and passed via independent inspection and a public referendum, the Neighbourhood Development Plan will have to be considered by planners when making decisions or recommendations on planning applications in the parish.

Planning

The Parish Council is a statutory consultee for planning applications. The Planning Committee meets when a major planning application is received. The Parish Council does not have the power to make a decision on planning applications but can raise objections or concerns for consideration. These are returned to Stafford Borough Council along with any noticeable infringements on planning regulations.



Administration

The Parish Clerk has successfully achieved the Certificate in Local Council Administration, a vital element needed for the Council's continued involvement in the Local Government Awards Scheme.



Policies and Regulations

The current list of policies used by the Council are:

Standing Orders	(November 2014)
Code Of Conduct	(November 2012)
Grant Awarding Policy	(August 2010)
Freedom of Information	(November 2008)
Social Networking Policy	(March 2011)
Financial Regulations	(September 2008)
Annual Risk Assessment	(December 2013)
Complaints Procedure	(September 2009)
Anti Bullying Policy	(December 2009)
Training Policy	(November 2008)
Planning Code of Practice	(August 2008)
Media Policy	(January 2015)

Grants

Grant and funding assistance applications are considered by the Policy & Resources committee who have a budget of £2,075. Payments made during the year 2014-2015 are as follows:

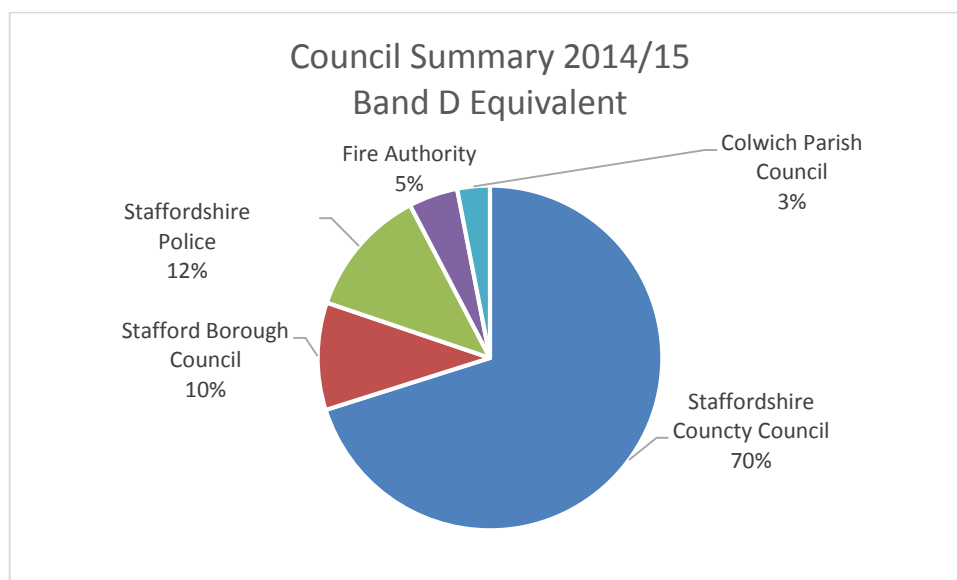
St Stephen's Church	£250
Colwich Allotments Association	£150
Colwich Parish Great War Commemoration Committee	£500
Best Kept Village Committee	£150
Colwich & Haywoods Voluntary Transport Scheme	£250
Great Haywood Wednesday Club	£100
Rail Crash Memorial Garden	£100
	£1500

FINANCE

The main form of income for the Parish Council is the precept demand which is included in the council tax from Stafford Borough Council. Stafford Borough Council also makes a payment to the Parish Council (called a concurrent function) every year which is used towards tasks undertaken by the Parish which mirror those that the Borough undertake in Stafford e.g. cleaning public toilets. In addition to the Precept, Stafford Borough Council has passed on the Government's Local Council Tax Support Grant amount of £5,220. These amounts are expected to be similar in 2015/2016.

Although it is the Borough Council that charges the council tax, it includes payments for the Police, Fire & Rescue Service, Staffordshire County Council and the Parish Council as well as for the Borough itself.

Colwich Parish Council has maintained the level of its precept demand for the year 2014/15 at £72,720 which is the equivalent of £44.77 for a Band D property.



RESERVES

Reserves held at 31 March 2015 are as follows:

Reserve		Notes
General Reserves	£64,681	
Changing Room Block Reserve (EM)	£38,000	For furnishment of changing rooms
JPF Play Equipment Reserve (EM)	£64,263	Fund built up to replace play equipment in the future
Neighbourhood Plan & Consultations (EM)	£4,224	To be used for the creation of a Neighbourhood Development Plan, village consultations and to assist with any required improvements within the parish highlighted during the process
Election Fund (EM)	£7,898	Funds to be used for future elections
Footpath Reserve (EM)	£1,000	For future footpath projects
Memorial Garden (EM)	£281	Held for repairs to the Memorial Garden
Allotments (EM)	£800	Held for the Allotments Association
TOTAL	£181,147	

(EM = ear marked)

INCOME AND EXPENDITURE 2014/2015

BUDGET SUMMARY 2014/15

Net expenditure

Description	2013/2014 (audited)	2014/2015 (draft)	2015/2016 (budget)
Staffing	£32,127	£30,329	£35,569
Parish Maintenance	£5,437	£6,980	£7,200
Footpaths	£40	£0	£0
Parish Centre	£2,938	£2,246	£2,508
Jubilee Playing Fields	£6,992	£101,810	£8,970
Allotments	£1,522	£1,270	£1,550
Grants (S137 payments)	£2,694	£1,500	£2,075
Ear Marked Reserves	£250	£0	£0
Other administration	£27,996	£27,204	£20,442
TOTAL	£79,996	£171,339	£78,314

Net Income

Description	2013/2014 (audited)	2014/2015 (draft)	2015/2016 (budget)
Precept	£72,720	£72,720	£72,720
Concurrent Function	£3,298	£3,298	£3,298
Local Council Tax Support Govt. Grant	£5,280	£5,280	£5,280
Other Income	£3,715	£6,851	£3,448
TOTAL	£85,013	£88,149	£84,746

	2013/2014 (audited)	2014/2015 (draft)	2015/2016 (budget)
Net Savings	£5,017	-£83,190	£6,432

