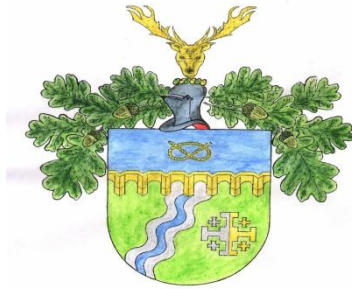


Colwich Parish Council



ANNUAL REPORT 2010 – 2011



The Parish Centre, St Marys Road, Little Haywood, Stafford, ST18 0NJ
Tel: 01889 882665 Email: colwichparish@btconnect.com
www.colwich.info

Introduction

Colwich Parish Council is a medium sized parish council covering 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 and Great Haywood. The council employs two members of staff, the Parish Clerk and the Assistant Parish Clerk.

The Parish Council works in co-operation with other local authorities in the support and provision of local services.

Full council meetings are held on the first Thursday of every month and committee meetings are generally held every quarter. A full list of meetings is available from the office, on the website and is also displayed on the noticeboards around the village.

Meetings are open to the public who are able to raise questions and concerns during the first ten minutes of every meeting.

The Parish Centre is open between 10am till 12 noon, Monday to Friday with the exception of bank holidays. As well as information, leaflets and bus timetables, the office also has a store of dog bags for all who need them. Any issues of concern can be raised with the clerk via telephone, email, letter or in person.

Councillors

Councillor	Ward	Address	Tel
Barrie Birt	Great Haywood	2 Mill Lane, Great Haywood, ST18 0RJ	882626
Anne Clendon	Great Haywood	5 Cliff Road, Great Haywood, ST18 0SZ	808214
Andrew Cooper	Great Haywood	7 Hunters Close, Great Haywood, ST18 0EF	881895
Paul Gilbert	Great Haywood	36 Cliff Road, Great Haywood, ST18 0SZ	883030
Robert Hill	Great Haywood	5 Rockhouse Drive, Great Haywood, ST18 0SZ	881807
Robert Lee	Great Haywood	17 Oldfields Crescent, Great Haywood, ST18 0RS	808216
John Mosley	Great Haywood	17 Nursery Way, Great Haywood, ST18 0FY	883440
John Coates (<i>Chairman</i>)	Little Haywood	Willow Brow, Coley Lane, Little Haywood, ST18 0UH	882737
Keith Edwards	Little Haywood	5 The Moorings, Colwich, Stafford, ST187 0XT	882263
Richard Ellison (<i>Vice Chair</i>)	Little Haywood	6 St Mary's Road, Little Haywood, ST18 0NJ	882353
Catherine Lyall	Little Haywood	2 Chase View, Main Road, Little Haywood, ST18 0TU	881568
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 0XD	881714
Maggie Walker	Little Haywood	3 Haywood Grange, Little Haywood, Stafford, ST18 0UE	881386

* also a member of Stafford Borough Council

Jubilee Playing Fields

The Parish Council owns and maintains the sports field, changing rooms and play area. The recent project has seen the playing field levelled and drained and a new footpath and gate installed for disabled access. The council is now looking at ways to improve the surface of the field and remove some of the stones.



Some of this work is being undertaken by a group of unpaid workers from the probation service. They have not only cleared stones, tidied hedges and weeds but they have started work in the changing rooms by painting and building benches along the wall. Future plans include painting the play equipment.



Funds are put aside every year to cover the replacement cost of the play equipment when it comes to

the end of its life. Other reserves have been built up to develop other projects. The council hopes that these funds will now be enough to move ahead with a construction of a multi sports arena and to complete the changing room facilities.

Allotments

The Council owns 3.7 acres of allotments which it leases “en masse” to the Allotment Society who manage and operate the site. Demand is high and there is now a waiting list for plots.



Parish Maintenance

A contract is awarded annually to a “lengthsman” who looks after the open areas and flower beds that are the responsibility of the Parish Council. The lengthsman helps to keep the village looking neat and tidy as well as helping with any small issues that need urgent attention.

Quality Status

Colwich Parish Council holds the Quality status achievement having achieved re-accreditation in the autumn of 2008.



Newsletter

Four newsletters are published each year and a list of current village contacts published every January.

Footpaths

The environment committee works in conjunction with Staffordshire County Council to investigate and resolve issues regarding rights of way including broken stiles or missing signs. Using grants from the Community Paths Initiative, new kissing gates are being installed in various locations to make it access easier.



Rogation Sunday is held every Spring, where a short walk is undertaken around an area of the Parish with a service and refreshments afterwards.

Agency Services

Grass cutting and drain clearing is undertaken on behalf of Staffordshire County Council for which payment is received from the County Council.

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

Planning

The Parish Council is a statutory consultee for planning applications and the planning committee meet on the first or third Monday of every month, dependent upon applications received. Opinions and recommendations are returned to Stafford Borough Council along with any noticeable infringements on planning regulations.

Administration

As well as general administration and minute taking, the Parish Clerk is also the Responsible Financial Officer which involves overseeing the finances, managing the budget and ensuring that all spending is undertaken legally, using the appropriate "power".



The Assistant Clerk is responsible for the publication of the newsletter, administration of the planning committee and assisting with all other roles where necessary.

Policies and Regulations

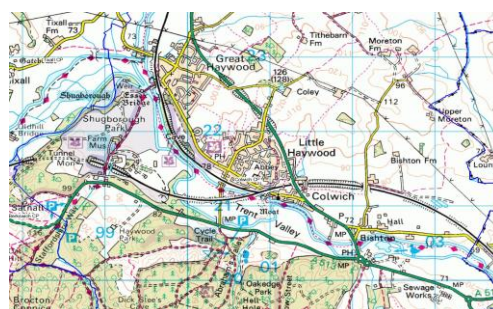
The current list of policies used by the Council are:

Standing Orders	(April 2011)
Code Of Conduct	(July 2007)
Grant Awarding Policy	(August 2010)
Freedom of Information	(November 2008)
Social Networking Policy	(March 2011)
Financial Regulations	(September 2008)
Annual Risk Assessment	(March 2011)
Complaints Procedure	(September 2009)
Anti Bullying Policy	(December 2009)
Training Policy	(November 2008)

Grants

Grant and funding assistance applications are considered by the Policy & Resources committee who have a budget of £2000. Payments made during the year 2010-2011 are as follows:

Citizens Advice Bureau	£50
Samaritans	£50
Council for the Protection of Rural England	£100
St Stephen's Church	£110
Stafford & District Bereavement & Loss	£10
Best Kept Village Committee	£500
St Michael & All Angels Church	£110
St John's Church	£110
Community Association	£100
Haywoods Twinning Association	£200
St Giles Hospice	£100
Katherine House Hospice	£100
Douglas Macmillan Hospice	£100
Donna Louise Hospice	£100
Haywoods Voluntary Transport	£200
Wednesday Club	£60
	£2000

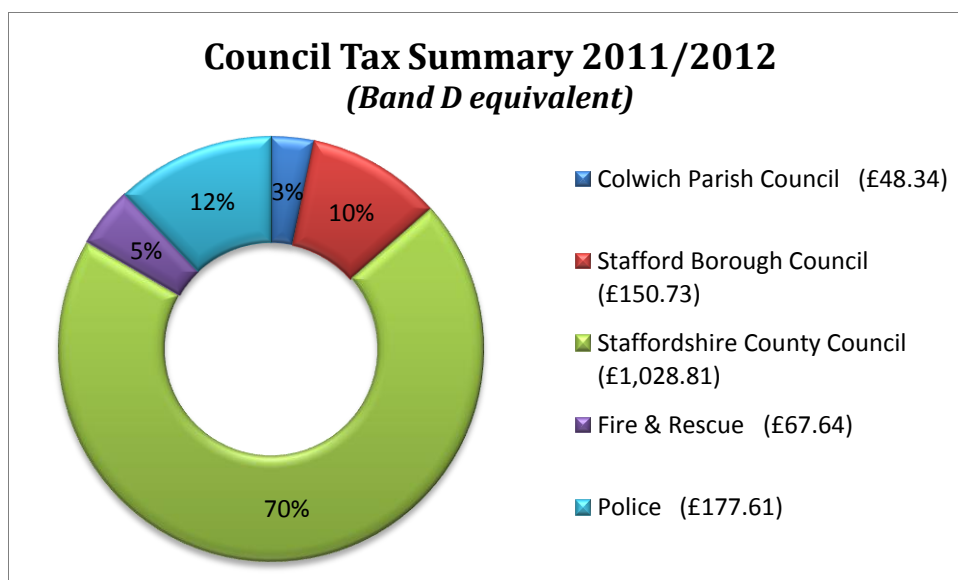


FINANCE

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. This fund is used towards jobs and activities that the Parish Council undertake for Stafford Borough Council. At the time of deciding the budget it was still not clear whether this was going to be paid out for the forthcoming year but it has now been confirmed that the concurrent function for 2011/2012 will be £4,125 (£5,186 in 2010/2011).

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.

Colwich Parish Council has decreased its precept demand for the year 2011/12 to £83,395 which is the equivalent of £48.34 for a Band D property (£86,275 in 2010/11).



RESERVES

Draft reserves held at 31 March 2011 are

Reserve		Notes
General Reserves	£53,022	
Contingency Fund	£25,000	Statutory requirement to maintain a contingency fund
JPF Rolling Reserve (EM)	£40,550	For use in possible future projects such as multisports arena
Changing Room Block Reserve (EM)	£14,000	For furnishment of changing rooms
JPF Play Equipment Reserve (EM)	£53,663	Fund to be built up to replace play equipment in the future
Election Fund (EM)	£6,898	Funds to be used for future elections
Road Safety Reserve (EM)	£24,000	To be used if match funding required for road safety projects
Footpath Reserve (EM)	£1,000	For future footpath projects
Memorial Garden (EM)	£531	Held for repairs to the Memorial Garden
Allotments (EM)	£500	Held for the Allotments Association
TOTAL		£219,164

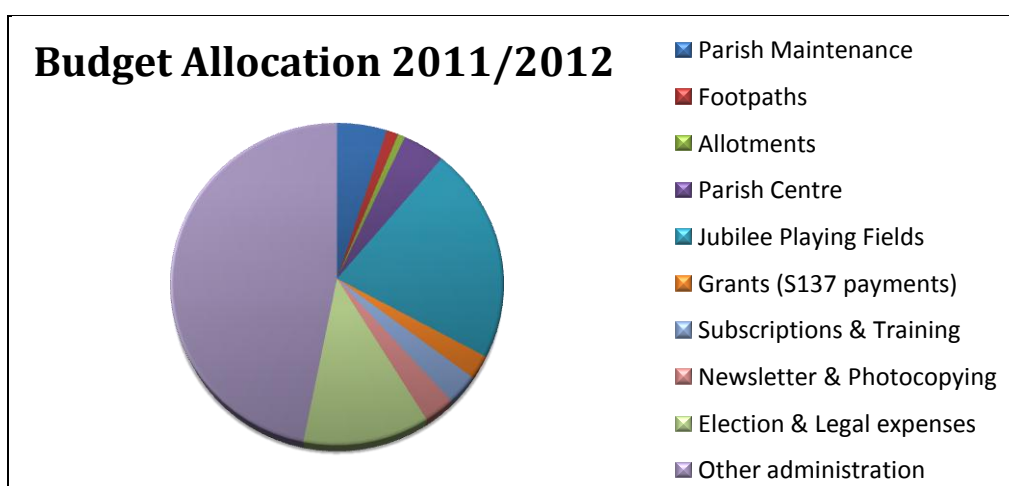
(EM = ear marked)

BUDGET SUMMARY 2011/2012

DRAFT INCOME AND EXPENDITURE 2010/2011

Net expenditure

Description	2009/2010 (audited)	2010/2011 (draft)	Budget 2011/2012
Parish Maintenance	£4,008.00	£3,440.00	£4,200.00
Footpaths	£217.00	£420.00	£1,000.00
Allotments	£240.00	£150.00	£600.00
Parish Centre	£4,950.00	£2,458.00	£3,550.00
Jubilee Playing Fields	£57,304.00	£14,546.00	£18,300.00
Grants (S137 payments)	£1,980.00	£2,000.00	£2,000.00
Subscriptions & Training	£1,770.00	£1,984.00	£2,525.00
Newsletter & Photocopying	£2,277.00	£2,308.00	£2,450.00
Election & Legal expenses	£2,820.00	£3,102.00	£10,000.00
Other administration	£37,546.00	£32,096.00	£39,370.00
TOTAL	£113,112.00	£62,504.00	£83,995.00



Net Income

Description	2009/2010 (audited)	2010/2011 (draft)	Budget 2011/2012
Precept	£85,918.00	£86,275.00	£83,395.00
Concurrent Function	£5,186.00	£5,186.00	£4,125.00
Other Income	£40,372.00	£3,320.00	£600.00
TOTAL	£131,476.00	£94,781.00	£88,120.00

Net Savings

2009/2010 (audited)	2010/2011 (draft)	Budget 2011/2012
£18,364.00	£32,277.00	£4,125.00