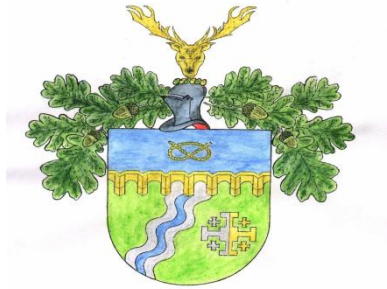


# Colwich Parish Council



## ANNUAL REPORT 2011 - 2012



The Parish Centre, St Marys Road, Little Haywood, Stafford, ST18 0NJ  
Tel: 01889 882665 Email: [clerk@colwich.staffslc.gov.uk](mailto:clerk@colwich.staffslc.gov.uk)  
[www.colwich.info](http://www.colwich.info)

## Introduction

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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

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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 ( <i>Vice Chair</i> )	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
Andrew Carrington	Great Haywood	High Meadows, Main Road, Great Haywood, ST18 0RU	883309
John Mosley	Great Haywood	17 Nursery Way, Great Haywood, ST18 0FY	883440
John Coates	Little Haywood	Willow Brow, Coley Lane, Little Haywood, ST18 0UH	882737
Paul Gilbert ( <i>Chairman</i> )	Great Haywood	36 Cliff Road, Great Haywood, ST18 0SZ	883030
Richard Ellison	Little Haywood	6 St Mary's Road, Little Haywood, ST18 0NJ	882353
Paul Cook	Little Haywood	11 Coley Grove, Little Haywood, ST18 0UW	883474
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
Sylvia Gibson	Little Haywood	Flat 4, High Chase House, High Chase Rise, ST18 0TZ	882329

\* also a member of Stafford Borough Council

## Jubilee Playing Fields

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The Parish Council owns and maintains the sports field, changing rooms and play area. With the assistance of the Community Payback Scheme, the play equipment has been re-painted, the fences have been mended and treated and the changing rooms have a new coat of paint and benches installed.

The council is planning to further improve facilities and is currently looking at the feasibility and funding for skate parks and multi use games areas.

Funds are put aside every year to cover the replacement cost of the play equipment when it comes to the end of its life and other reserves have been built up to develop other projects.

## Allotments

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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 the waiting list for plots is growing. With this in mind, the council is searching for other possible sites for allotments within the parish.

## Parish Maintenance

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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, 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.

## Quality Status

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



## Newsletter

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Four newsletters are published each year and a list of current village contacts published every January along with a directory of local businesses.

## Footpaths

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The Council and clerk work 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, three new kissing gates have been installed this year to make the walk from Little Haywood to the Jubilee Playing Fields easier to access.

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

## Highways

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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 onto the Highways department at Staffordshire County Council. They assess the site using set criteria before deciding whether to install one or not. It is also possible for local businesses to sponsor a bin as in the case of Hunters Close and Nursery Way.

As part of their five year plan, Highways have re-surfaced Trent Close this year. The parking and traffic issues on the Main Road in Little Haywood have now been added to the current programme to be looked in to by the Joint Parking Committee at Stafford Borough Council.

At the request of the council and after speaking to the local schools, Staffordshire Highways has included Colwich Primary School in their 20 is Plenty initiative.

## Agency Services

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

## Neighbourhood Development Plan

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A small working party has started work on the creation of a Neighbourhood Development 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. As the plan gets underway, public consultation events will be held to obtain the ideas and opinions of everyone living in the Parish. 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

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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. 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

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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

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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

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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
St Michael & All Angels Church	£110
St John's Church	£110
Best Kept Village Committee	£500
Community Association	£100
Haywoods Twinning Association	£100
Marie Curie	£50
St Giles Hospice	£50
Douglas Macmillan Hospice	£50
Donna Louise Hospice	£50
Haywoods Voluntary Transport	£200
Donation to Teen Health Event	£100
Colwich Recycling	£100
Colwich Playgroup	£50
Wednesday Club	£60
	<b>£1940</b>

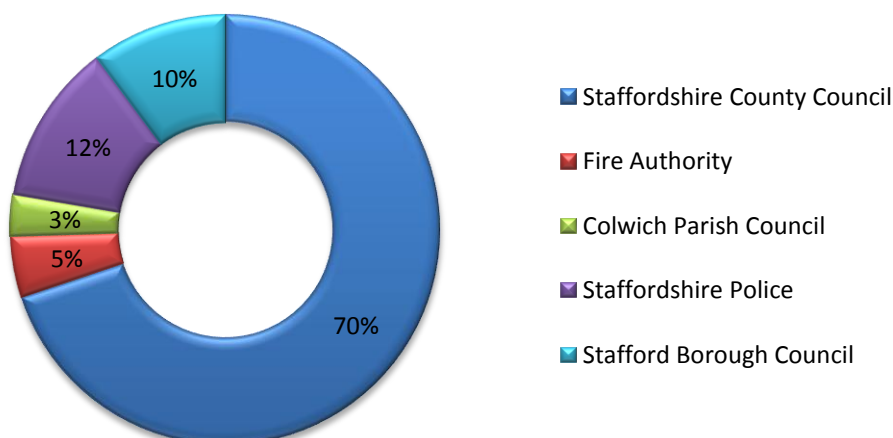
## FINANCE

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. 2012/2013 will be £3,298 (£4,125 in 2011/12).

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 2012/13 to £80,000 which is the equivalent of £46.54 for a Band D property (£83,395 in 2011/12).

### Council Tax Summary 2011/2012 (Band D equivalent)



## RESERVES

Reserves held at 31 March 2012 are

Reserve		Notes
General Reserves	£42,498	
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)	£58,963	Fund to be built up to replace play equipment in the future
Neighbourhood Plan & Consultations (EM)	£27,000	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)	£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
<b>TOTAL</b>	<b>£240,940</b>	

(EM = ear marked)

## INCOME AND EXPENDITURE 2011/2012 BUDGET SUMMARY 2012/13

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### Net expenditure

Description	2010/2011 (audited)	2011/2012 (draft)	2012/2013 (budget)
Parish Maintenance	£3,440	£5,892	£5,250
Footpaths	£420	£1,463	£1,000
Allotments	£150	£150	£200
Parish Centre	£2,458	£2,034	£3,400
Jubilee Playing Fields	£9,246	£7,566	£11,900
Grants (S137 payments)	£2,000	£1,940	£2,500
Subscriptions & Training	£1,984	£1,652	£2,000
Newsletter & Photocopying	£2,308	£4,351	£4,500
Election & Legal expenses	£3,102	£7,393	£3,500
Consultations (Localism Act)	0	0	£2,800
Staffing	£29,922	£29,764	£31,700
Other administration	£7,474	£6,527	£11,350
<b>TOTAL</b>	<b>£62,504</b>	<b>£68,732</b>	<b>£80,100</b>

### Net Income

Description	2010/2011 (audited)	2011/2012 (draft)	2012/2013 (budget)
Precept	£86,275	£83,395	£80,000
Concurrent Function	£5,186	£4,125	£3,298
Other Income	£3,320	£2,988	£2,350
<b>TOTAL</b>	<b>£94,781</b>	<b>£90,508</b>	<b>£85,648</b>

### Net Savings

	2009/2010 (audited)	2010/2011 (draft)	2011/2012 (budget)
	£32,277	£21,776	£5,548