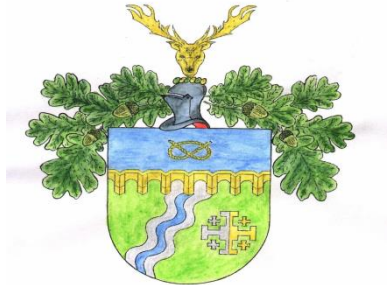
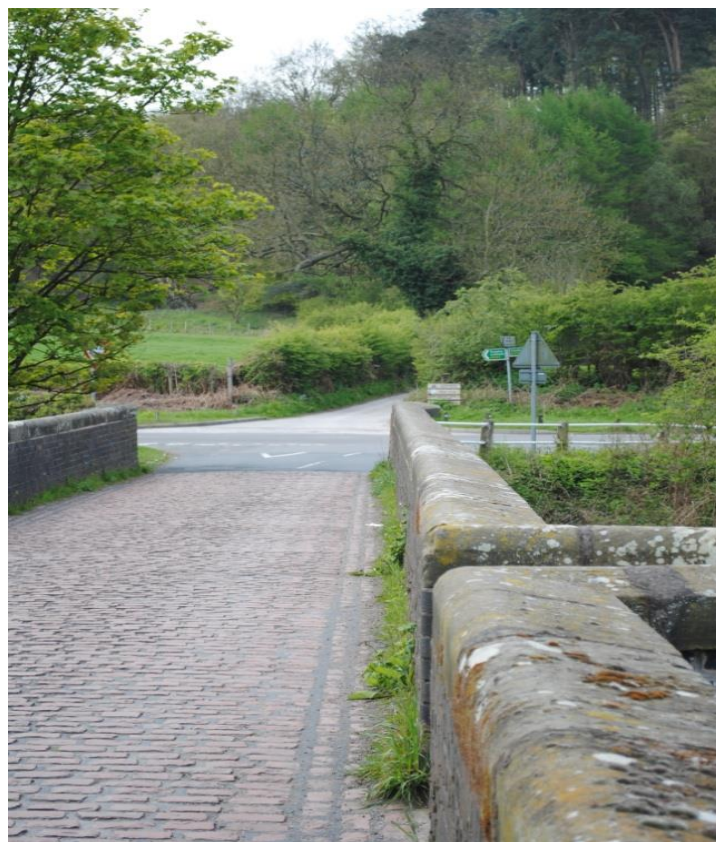


# Colwich Parish Council



## ANNUAL REPORT 2013 – 2014



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

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 and Great Haywood. The council employs two members of staff, the Parish Clerk and the Assistant to the 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. The Council held a number of public consultation events during the year to gauge public opinion on the large housing development applications between the villages.

Meetings are open to the public who may to raise questions and concerns on any item on the Agenda.

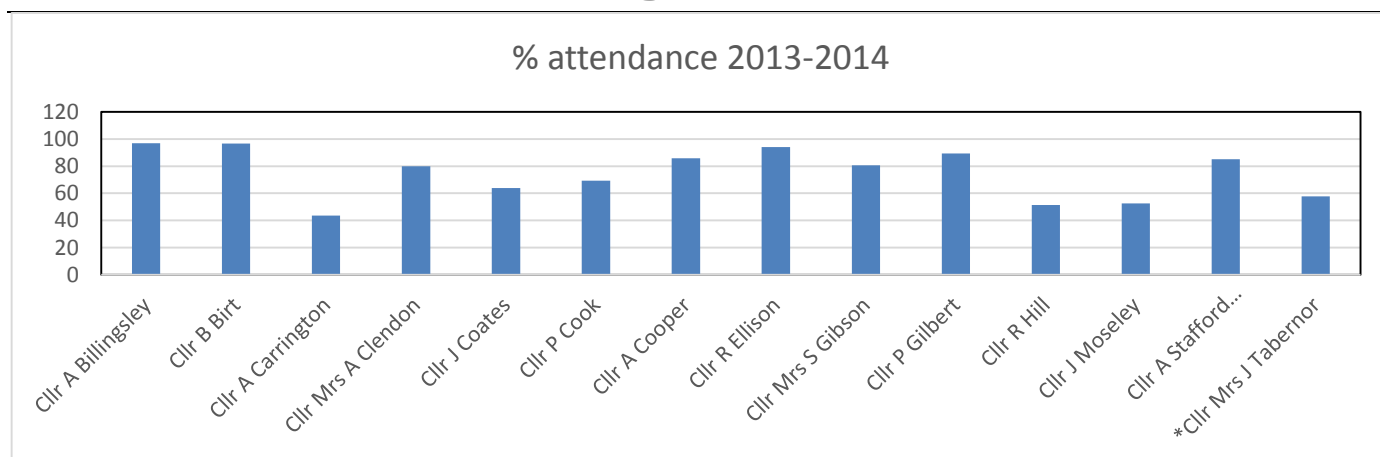
The Parish Council has changed the opening times of the Parish Centre to between 1pm and 2pm, Monday to Friday. As well as information leaflets and bus timetables, the office also has a store of free dog popped bags, provided by the Borough Council.

## Councillors

Councillor	Ward	Address	Tel
Adam Billingsley	Great Haywood	12 Essex Drive, Great Haywood, ST18 0RL	881666
Barrie Birt	Great Haywood	2 Mill Lane, Great Haywood, ST18 0RJ	882626
Andrew Carrington	Great Haywood	High Meadows, Main Road, Great Haywood, ST18 0RU	883309
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
Robert Hill	Great Haywood	5 Rockhouse Drive, Great Haywood, ST18 0SZ	881807
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 Cook	Little Haywood	11 Coley Grove, Little Haywood, ST18 0UW	883474
Richard Ellison	Little Haywood	6 St Mary's Road, Little Haywood, ST18 0NJ	882353
Sylvia Gibson	Little Haywood	Flat 4, High Chase House, High Chase Rise, ST18 0TZ	882329
Paul Gilbert ( <i>Chairman</i> )	Little Haywood	c/o High Meadows, Main Road, Great Haywood. ST18 0RU	
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

\* also a member of Stafford Borough Council

## Councillor attendance at meetings



NB: Cllr Mrs Tabernor and Cllr Carrington received a dispensation from duties during the year due to medical treatment

## Jubilee Playing Fields

---

The Parish Council owns and maintains the sports field, toilet block and play area. The Council has appointed Wickstead as its preferred bidder for the provision of a skateboard park, BMX track and a 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. As part of the Neighbourhood Plan, the Council is investigating other sources of funds to supplement its reserves.

The Council lets a contract each year for the maintenance of the toilet block at the JPF. This contractors 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, other possible sites for allotments within the Parish are being investigated as part of the Neighbourhood Plan proposals.

## 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.

## 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 along with a directory of local businesses.

## 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.

## 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 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.

County Highways re-surfaced Main Road and many of the side roads in the Parish this year. Unfortunately, this has proven to be problematic and the Parish Council is working closely with County Highways to rectify the situation..



Staffordshire Highways has included Bishton School in their “20 is Plenty” initiative.



## Agency Services

---

Staffordshire County Council pays the parish council a sum of money each year to cut grass and clear drains 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 and two questionnaires were issued alongside the Spring and Winter Newsletters. 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 is making steady progress towards the Certificate in Local Council Administration a vital element needed for the Council's continued Quality Status.

The Council was pleased to welcome Anthony Egan as the new Assistant to the Clerk who has brought a wealth of experience to assist in the financial management of the Council.

## Policies and Regulations

---

The current list of policies used by the Council are:

Standing Orders	(September 2013)
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)
Planning Code of Practice	(August 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 2011-2012 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>



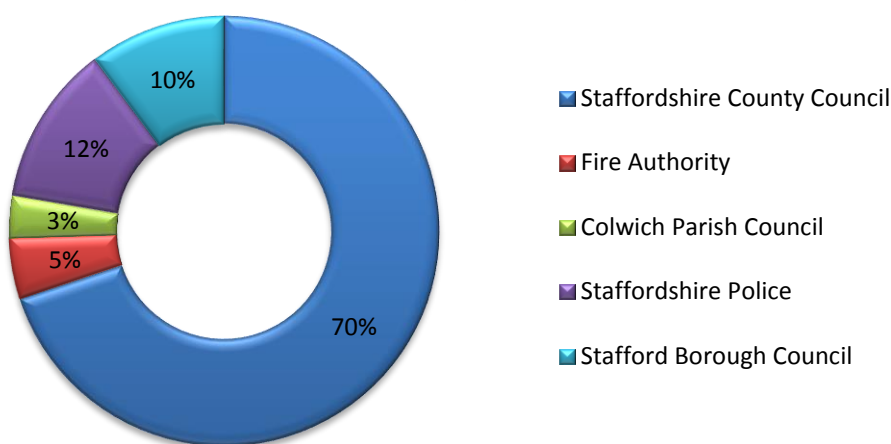
## FINANCE

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 itself.

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 as follows:

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

### 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>

	2009/2010 (audited)	2010/2011 (draft)	2011/2012 (budget)
<b>Net Savings</b>	<b>£32,277</b>	<b>£21,776</b>	<b>£5,548</b>

