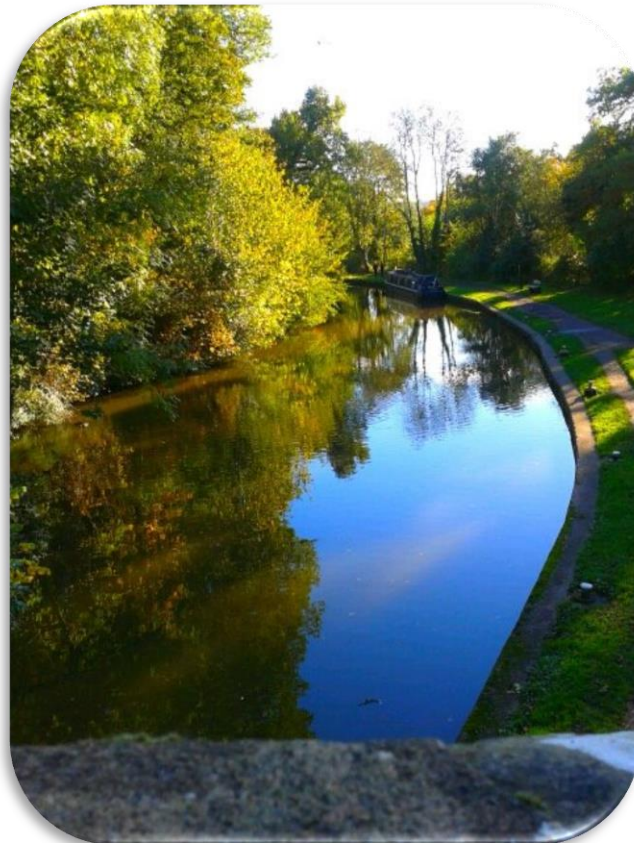


Colwich Parish Council



ANNUAL REPORT 2015 - 2016



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 Deputy Parish Clerk.

The Full Council met at 7:30pm on the first Thursday of every month. The following committees also met during the year: Neighbourhood Plan; Environment; Leisure; Policy; Finance; Employment; Newsletter; Allotments; Young People and Burial. The Council also held 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 10am and 3pm, Monday to Friday. As well as information leaflets, the office also has a store of free dog poop bags, provided by the Borough Council.

The Ordinary Election for the Council.

Both wards had contested elections, held for the first time on the same day as the General Election. In the Great Haywood ward, there were ten candidates for its seven seats, whilst for the Colwich / Little Haywood ward there were eight candidates.

During the year, the council had two vacancies caused by the non-attendance for six months by one member and the resignation of another. These casual vacancies were filled through co-option on 21st January 2016.

Councillors

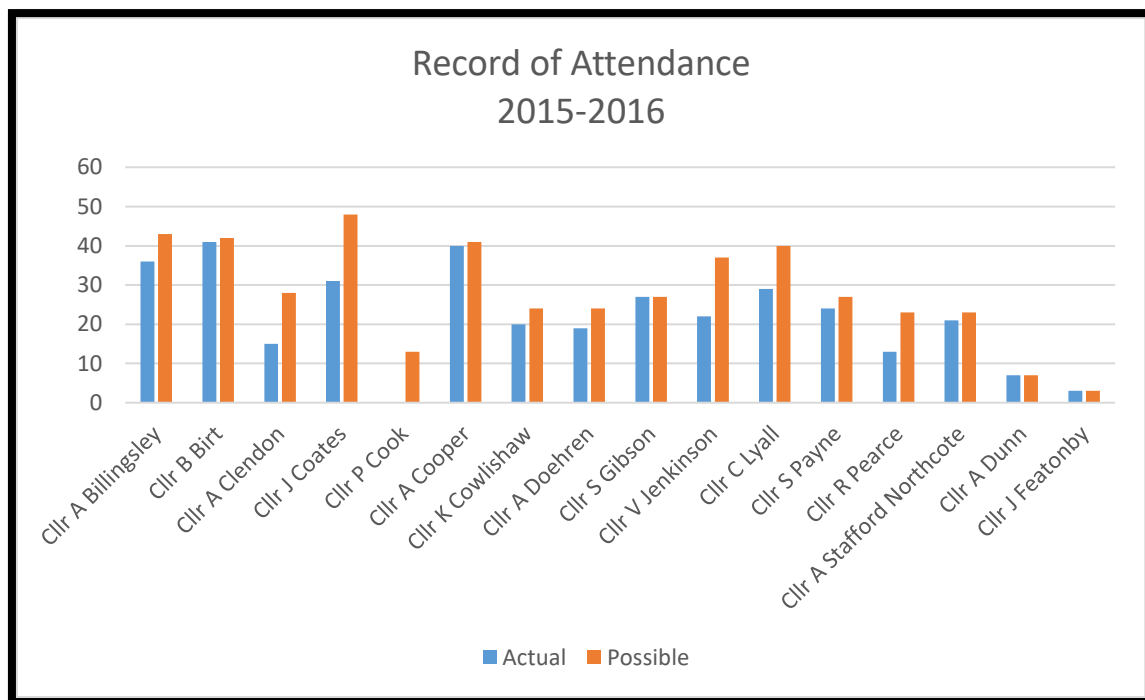
Councillor	Ward	Address	Tel
Adam Billingsley	Great Haywood	12 Essex Drive, Great Haywood, ST18 ORL	881666
Barrie Birt	Great Haywood	2 Mill Lane, Great Haywood, ST18 ORJ	882626
Kellie Cowlishaw	Great Haywood	37 Oldfields Crescent, Great Haywood, ST18 ORS	881867
Anne Clendon	Great Haywood	5 Cliff Road, Great Haywood, ST18 OSZ	808214
Andrew Cooper (<i>Chairman</i>)	Great Haywood	7 Hunters Close, Great Haywood, ST18 OEF	881895
Alan Doehren	Great Haywood	32 Cliff Road, Great Haywood, ST18 OSZ	883543
Victoria Jenkinson	Great Haywood	57 Cliff Road, Great Haywood, ST18 OSZ	
John Coates (<i>Vice Chairman</i>)	Little Haywood	Willow Brow, Coley Lane, Little Haywood, ST18 OUH	882737
Paul Cook*	Little Haywood	11 Coley Grove, Little Haywood, ST18 OUW	883474
Sylvia Gibson	Little Haywood	Flat 4, High Chase House, High Chase Rise, ST18 OTZ	882329
Catherine Lyall	Little Haywood	2, Chase View, Main Road, Little Haywood, ST18 OTU	881568
Amyas Stafford Northcote	Little Haywood	Bishton Hall, Wolseley Bridge, Stafford, ST17 OXN	883985
Stephen Payne	Little Haywood	19 Hawkesmore Drive, Little Haywood, ST18 OUA	882644
Rolfe Pearce ⁺	Little Haywood	4, Crossheads, Colwich, ST18 OUG	882619
Jane Featonby [×]	Little Haywood	7 Anson Row, Little Haywood, ST18 OUN	882073
Andrew Dunn [×]	Little Haywood	19 Essex Drive, Great Haywood, ST18 ORL	808154

*Paul Cook did not attend any meetings and his seat was declared vacant under s.86(1) LGA 1972 as of 19/11/2015.

⁺Rolfe Pearce resigned from the Parish Council on 6/12/2015.

[×]Jane Featonby and Andrew Dunn were co-opted onto the Parish Council on 21/01/2016.

Councillor attendance at meetings



	TOTALS		% attendance
	Actual	Possible*	
Cllr A Billingsley	36	43	84
Cllr B Birt	41	42	98
Cllr A Clendon	15	28	54
Cllr J Coates	31	48	65
Cllr P Cook	0	13	0
Cllr A Cooper	40	41	98
Cllr K Cowlshaw	20	24	83
Cllr A Doehren	19	24	79
Cllr S Gibson	27	27	100
Cllr V Jenkinson	22	37	59
Cllr C Lyall	29	40	73
Cllr S Payne	24	27	89
Cllr R Pearce	13	23	57
Cllr A Stafford Northcote	21	23	91
Cllr A Dunn	7	7	100
Cllr J Featonby	3	3	100
Total	348	450	77

**Possible meetings are Full Council plus other Committee meetings Cllrs agreed to attend and where they have substituted for another Councillor.*



Jubilee Playing Fields

The Parish Council owns and maintains the sports field, toilet block and play area. The Council has now completed the work started in 2014 with the installation of a BMX track and tarmacked footpath.

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.



During the year, the Council installed a network of CCTV cameras at the JPF to protect the integrity of the site, not least the new play equipment. Following fly-tipping over the Christmas period, together with other incidents of anti-social behaviour, the Council installed a further two cameras covering the recycling area and the skateboard park/youth shelter. These cameras record high resolution full colour

images from across the park with integrated night vision capability. The images can and have been shared with Stafford Borough Council for fly-tipping and dog fouling and with Staffordshire Police for incidents of anti-social behaviour and vandalism. The Council will always push for a prosecution as it strives to eliminate this behaviour and to protect the JPF for all residents to enjoy.

Allotments

The Parish Council owns 3.7 acres of allotments, on Coley Lane, which it leases “en masse” to the Allotment Association 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

The Parish Council is responsible for various grass areas in the Parish under agreements with the Borough and the County councils. These grass verges are currently maintained through contracts with the Council by Trent Ground Maintenance and Weston Grounds Maintenance.



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

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.

Neighbourhood Development Plan

The Parish Council continues to progress the Neighbourhood Plan for the Parish. During the year the Neighbourhood Plan has passed numerous milestones including a six week consultation by the Parish Council followed by a further six week consultation by the Borough Council. The Plan was then sent for independent external examination and the comments received from the examiner used to redraft the plan. The Plan has now been formally submitted to the Borough Council, requesting that they arrange a referendum of the parish electorate. The date of the referendum is still awaited.

Planning

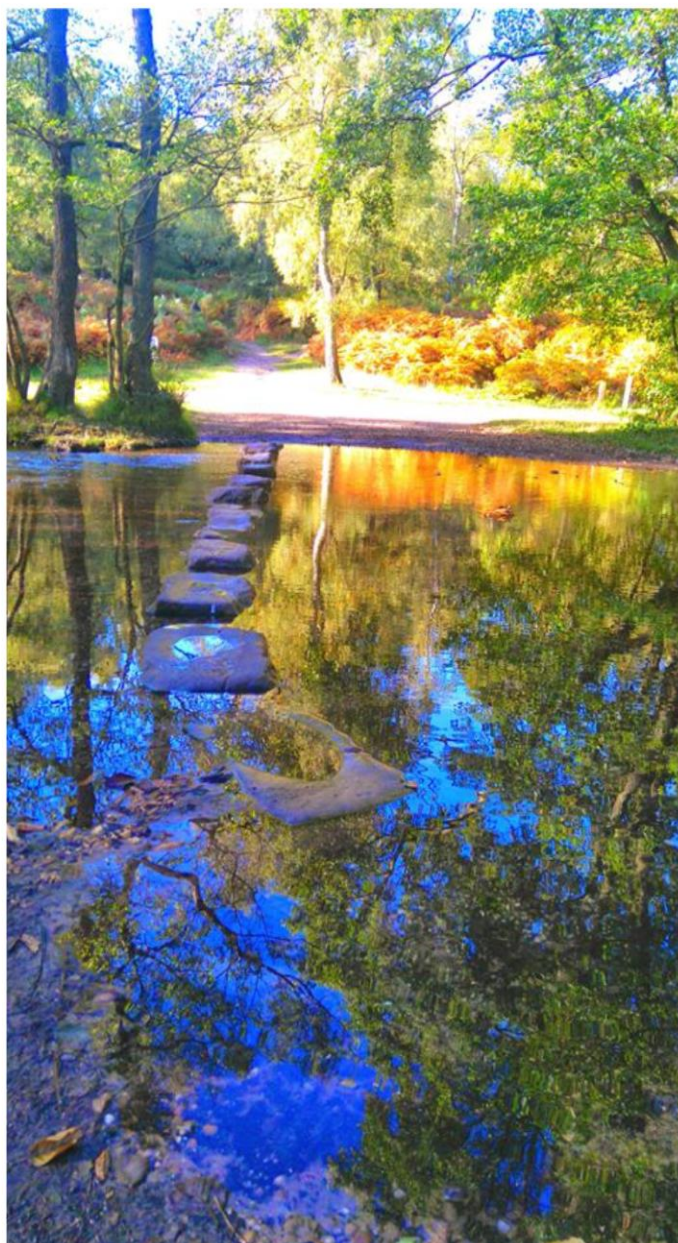
The Parish Council is a consultee for planning applications. The Planning Committee meets when a major planning application is received. The Parish Council does not have the power to make a decision on planning applications but can raise objections or concerns for consideration. These are returned to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

Administration

The parish is managed by a full-time Parish Clerk / Responsible Financial Officer and a part-time Deputy Clerk / Financial Officer.

Newsletter

Four Newsletters are published each year.



Policies and Regulations

The current list of policies used by the Council are:

Standing Orders	(October 2015)
Code Of Conduct	(November 2012)
Grant Awarding Policy	(August 2010)
Freedom of Information	(March 2016)
Financial Regulations	(July 2013)
Annual Risk Assessment	(November 2015)
Complaints Procedure	(November 2013)
Planning Code of Practice	(August 2008)
Media Policy	(January 2015)
Disciplinary Policy	(September 2015)
Display Screen Equipment	(October 2014)



Grants

Grants and funding assistance applications are considered by the Full Council, who had a budget of £2,075 for the financial year 2015-2016. Further monies were added to the budget mid-year so as to support additional projects.

Payments made during the year 2015-2016 are as follows:

	£
Great Haywood Memorial Hall	200
Katherine House Hospice	100
Staffs Women's Aid	100
Great Haywood Sports & Social Club	200
Col Friends of Donna Louise Trust	100
Great Haywood Wednesday Club	100
Col & Haywoods Vol Tran Scheme	250
Col Parish Best Kept Village	500
S Stephen Church PCC	200
1st Colwich Rangers	100
Haywood Flower & Veg S S	100
Col & Haywoods Twinning Assn	130
Dougie Mac Hospice	100
Friends Of Staffs & Stoke on Trent Archives	100
Great Haywood Rainbows & Brownies	300
Total payments:	2580

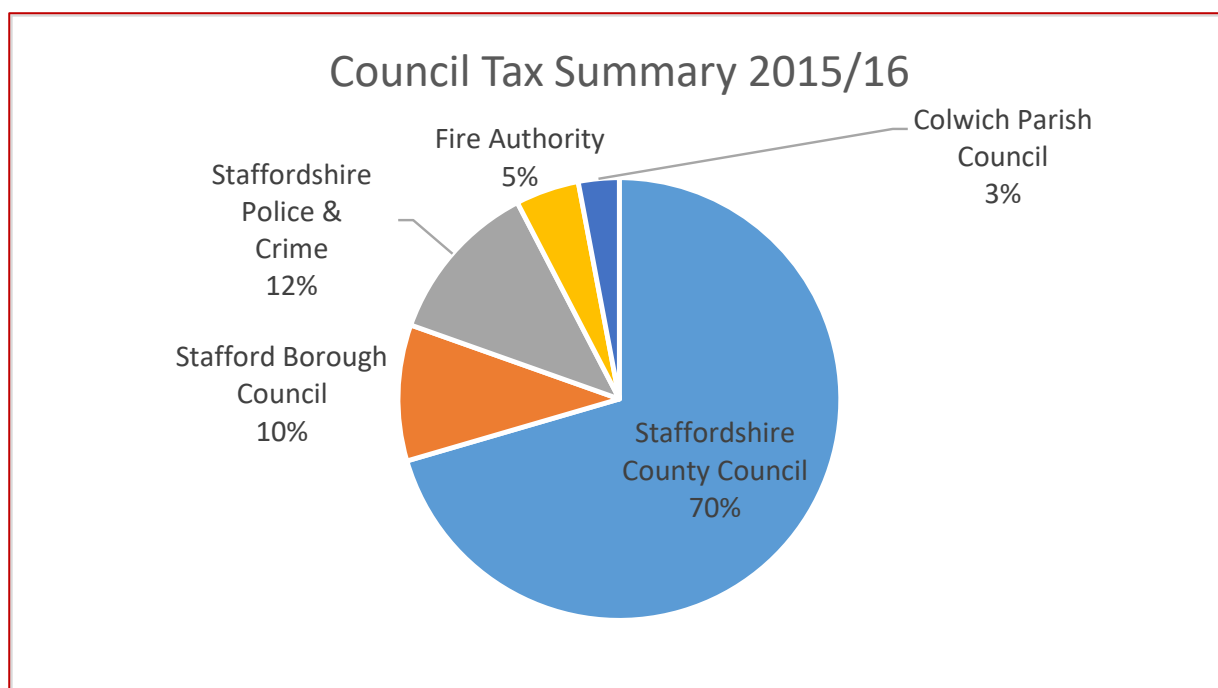


FINANCE

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 2016/2017.

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 had made a small reduction in the level of its precept demand for the year 2015/16 at £72,720 which is the equivalent of £44.30 for a Band D property.



RESERVES

Reserves held at 31 March 2016 are as follows:

Reserve		Notes
General Reserves	£28,550	Funds available to pay bills
Changing Room Block Reserve (EM)	£30,000	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
Footpath Reserve (EM)	£1,000	For future footpath projects
Memorial Garden (EM)	£381	Held for repairs to the Memorial Garden
Allotments (EM)	£800	Held for the Allotments Association
TOTAL	£129,218	

(EM = ear marked)

INCOME AND EXPENDITURE 2015/2016 BUDGET SUMMARY 2015/16

Net expenditure

Description	2014/2015 (audited)	2015/2016 (draft)	2016/2017 (budget)
Staffing	£30,329	£40,939	£44,886
Parish Maintenance	£6,980	6,462	£8,200
Footpaths	£0	£0	£5,000
Parish Centre	£2,246	£3,202	£7,912
Jubilee Playing Fields	£101,810	£49,515	£10,400
Allotments	£1,270	£1,418	£1,326
Grants (S137 payments)	£1,500	£2,680	£3,500
Ear Marked Reserves	£0	-£100	£65,310
Other administration	£27,204	£35,162	£23,548
TOTAL	£171,339	£139,278	£170,082

Net Income

Description	2014/2015 (audited)	2015/2016 (draft)	2016/2017 (budget)
Precept	£72,720	£72,720	£164,492
Concurrent Function	£3,298	£3,298	£3,298
Local Council Tax Support Govt. Grant	£5,280	£5,280	£5,280
Other Income	£6,851	£6,052	£3,448
TOTAL	£88,149	£87,350	£176,518

	2013/2014 (audited)	2014/2015 (draft)	2015/2016 (budget)
Net Savings	-£83,190	-£51,928	£6,436



Pictures courtesy of Dawn Lockett.