

Colwich Parish Council



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

ANNUAL REPORT 2016 – 2017



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

Tel: 01889 882665 Email: clerk@colwichparishcouncil.gov.uk

www.colwichparishcouncil.gov.uk

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 except for August. The following committees also met during the year: Environment & Leisure; Policy; Finance; Employment; Communications and Young People. The Council also held Planning Committee meetings to discuss major planning applications. A Youth Council was set up, populated by young people in the parish, and met for the first time in December. Meetings are open to the public who may raise questions and concerns on any item on the Agenda.

At the Annual Meeting of the Council on 5th May 2016, Cllr Andy Cooper was re-elected Chairman for a second year and Cllr Adam Billingsley was elected Vice Chairman.

The Parish Centre is open between 10 am and 3pm, Monday to Friday. As well as information leaflets, the office also has a store of free dog poop bags, provided by Stafford Borough Council.

Casual Vacancy on the Council.

During the year, the council had one vacancy caused by the resignation of John Coates on 8th November 2016, after many years of service to the Council, when he moved to Scotland. This casual vacancy was filled through co-option on 2nd February 2017.

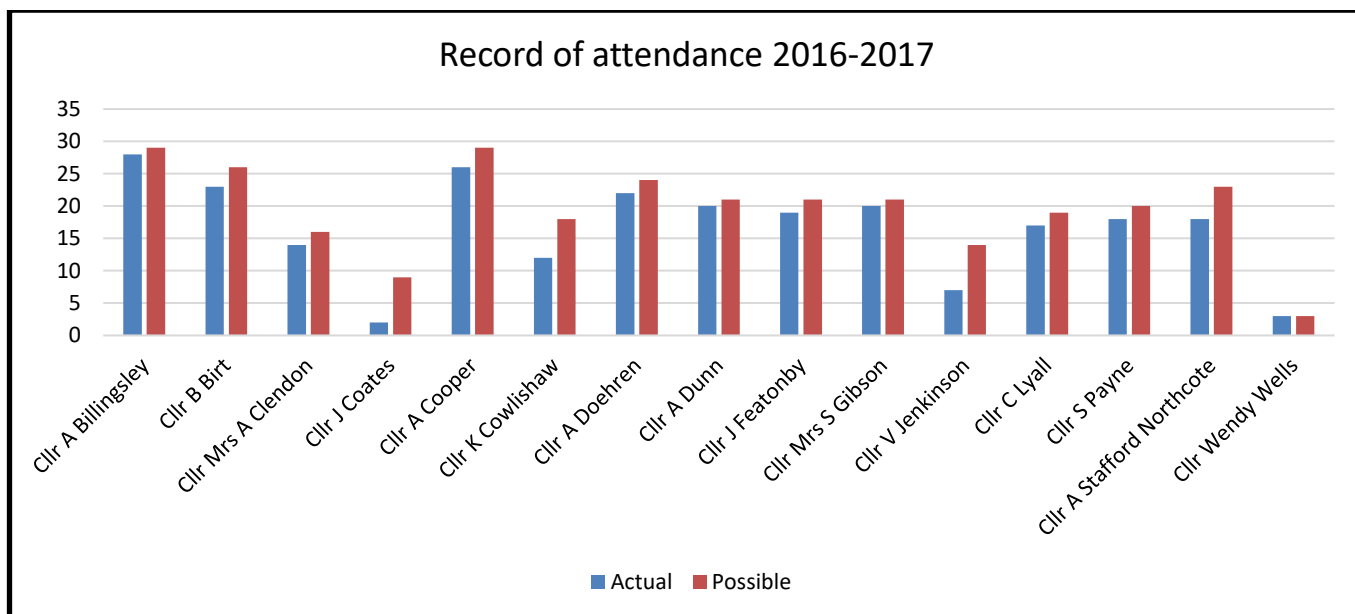
Councillors

Councillor	Ward	Address	Tel
Adam Billingsley (Vice Chairman)	Great Haywood	12 Essex Drive, Great Haywood, ST18 0RL	881666
Barrie Birt	Great Haywood	2 Mill Lane, Great Haywood, ST18 0RJ	882626
Kellie Cowlshaw	Great Haywood	37 Oldfields Crescent, Great Haywood, ST18 0RS	881867
Anne Clendon	Great Haywood	5 Cliff Road, Great Haywood, ST18 0SZ	808214
Andrew Cooper (<i>Chairman</i>)	Great Haywood	7 Hunters Close, Great Haywood, ST18 0EF	881895
Alan Doehren	Great Haywood	32 Cliff Road, Great Haywood, ST18 0SZ	883543
Victoria Jenkinson	Great Haywood	57 Cliff Road, Great Haywood, ST18 0SZ	
*John Coates	Little Haywood	Willow Brow, Coley Lane, Little Haywood, ST18 0UH	882737
Andrew Dunn	Little Haywood	19 Essex Drive, Great Haywood, ST18 0RL	808154
Jane Featonby	Little Haywood	7 Anson Row, Little Haywood, ST18 0UN	882073
Sylvia Gibson	Little Haywood	Flat 4, High Chase House, High Chase Rise, ST18 0TZ	882329
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
Stephen Payne	Little Haywood	19 Hawkesmore Drive, Little Haywood, ST18 0UA	882644
Wendy Wells	Little Haywood	Brampton, Main Road, Little Haywood. ST18 0TR	881626

*John Coates resigned from the Parish Council on 08/11/2016.

*Wendy Wells was co-opted onto the Parish Council on 02/02/2017.

Councillor attendance at meetings



	TOTALS		% attendance
	Actual	Possible*	
Cllr A Billingsley	28	29	97
Cllr B Birt	23	26	88
Cllr A Clendon	14	16	88
Cllr J Coates	2	9	22
Cllr A Cooper	26	29	90
Cllr K Cowlshaw	12	18	67
Cllr A Doehren	22	24	92
Cllr A Dunn	20	21	95
Cllr J Featonby	19	21	90
Cllr S Gibson	20	21	95
Cllr V Jenkinson	7	14	50
Cllr C Lyall	17	19	89
Cllr S Payne	18	20	90
Cllr A Stafford Northcote	18	23	78
Cllr W Wells	3	3	100
Total			
<i>*Possible meetings are Full Council plus other Committee meetings Cllrs agreed to attend and where they have substituted for another Councillor.</i>			



Jubilee Playing Fields

The Parish Council owns and maintains the sports field, toilet block and play area. The Council revamped the children's play area, at a cost of £60,000, to complement the works undertaken in recent years to install a new Multi Use Games Area, Skateboard Park and BMX track. 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's network of CCTV cameras at the JPF, to protect the integrity of the site, were able to identify a number of fly-tippers. The images from the cameras were forward to Stafford Borough Council who issued Fixed Penalty Notices to the offenders. The CCTV network also recorded images of people causing criminal damage to the equipment. These images were passed to Staffordshire Police.

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. The Council continues to investigate other possible sites for allotments within the Parish. Ideally within the Great Haywood ward.

Parish Maintenance

The Parish Council is responsible for various grass areas in the Parish under agreement with the County Council. These grass verges are currently maintained through contracts with Trent Ground Maintenance and Weston Grounds Maintenance. The Council has, however, decided that in future years it wishes to employ its own groundsmen to undertake this work. Recruitment is underway ready for the new financial year.



Footpaths

The Parish Council works with local walking groups and in conjunction with Staffordshire County Council to investigate and resolve issues regarding rights of way. The County Council has made a number of improvement during the year following an approach by the Council.

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 new 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 Neighbourhood Plan for the Parish went to referendum on 15th September when the vote was 976 in favour and 69 against with 2 spoilt papers. The Plan was 'made' by Stafford Borough Council at the Full Council meeting held on 22nd November. The Colwich Neighbourhood Plan now forms part of the statutory development plan for Stafford Borough and is used when determining planning applications within the parish.

Great Haywood Memorial Hall

The Council gave a grant to the Memorial Hall to complete the car park and to make this available for residents, especially when visiting Hazeldene House surgery. The Council is considering a footpath linking the Memorial Hall car park to the Surgery car park and has retained the services of a local architect to assist with this project.

Newsletter

Four Newsletters were published by the Council and distributed by 1st Colwich Rangers.

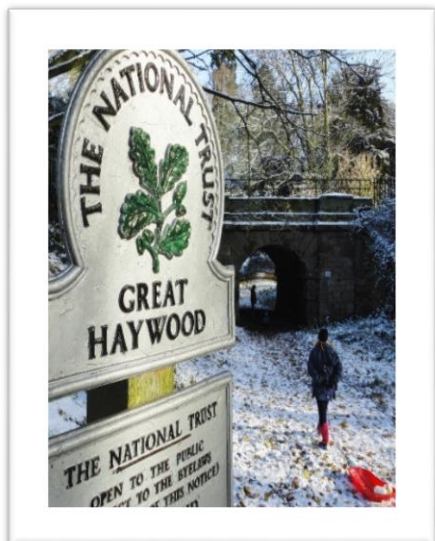
Planning

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.

Quality Council



Following the launch of the new website in December 2016, the Council applied for Quality Council Foundation Status. The National Association of Local Councils approved this application in February 2017. The Council will now work towards Quality Council Status.

Internal Audit

In his report on the 2016/17 accounts the independent Internal Auditor wrote:

“Your council is to be commended on the excellent quality of the financial records and associated record keeping”

Policies and Regulations

The current list of policies used by the Council, copies of which are available on the website, are:

November 2016

Standing Orders
 Committees (List and Terms of Reference)
 Code Of Conduct
 Small Grants Policy
 Publication Scheme (Freedom Of Information)
 Financial Regulations
 Annual Risk Assessment
 Complaints Procedure
 Media Policy
 Business Statement
 Investment Policy
 Training Policy



March 2017

Annual Leave
 Bereavement
 Time off for Dependants
 Drugs and Alcohol
 Equal Opportunities
 Equal pay
 Flexible Working
 Gifts, Hospitality, Anti-Bribery
 Employment Legislation Guide
 Parental Leave
 Paternity Leave
 Maternity Leave
 Adoption Leave
 Protocol between Councillors and Officers
 Whistleblowing
 Disciplinary Policy
 Bullying & Harrassment
 Grievance
 Sickness Absence
 Display Screen Equipment
 H&S/Risk Assessments
 Manual Handling
 Risk Assessment – Lengthsman

Grants

Grants and funding assistance applications are considered by the Full Council, who had a budget of £2,075 for the financial year 2016-17. Payments made during the year are as follows:

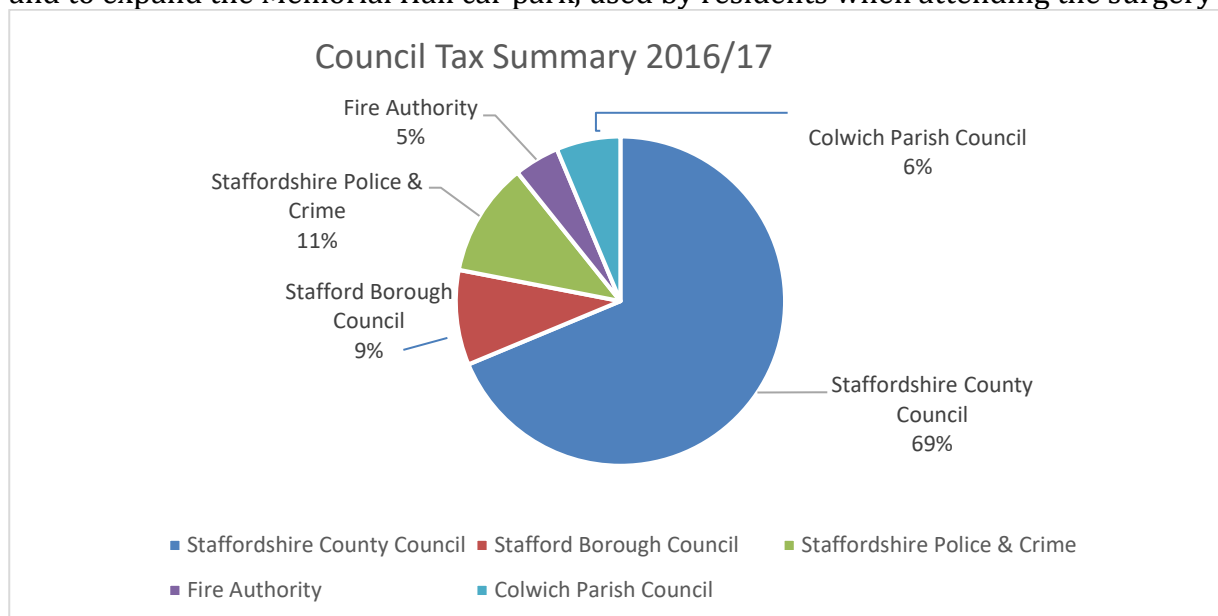
Best Kept Village	£500	Friends of Donna Louise Trust	£100
Great Haywood Memorial Hall	£200	Friends of Katherine House	£250
Wednesday Club	£250	1 st Colwich Rangers	£250
Sports & Social Club	£200	Haywood Society	£300
Colwich School PTFA	£300	Flower & Vegetable Show	£192
Voluntary Transport Scheme	£250	St Michael's Church	£420
		TOTAL	£3,212

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 2017/2018.

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.

Between March 2014 and March 2016 the Council's reserves had decreased from £262,881 to £131,883 to pay for previous works. The Council increased the precept by 126% to £99.90 per Band D property to fund, amongst other projects, new children's play equipment at the JPF and to expand the Memorial Hall car park, used by residents when attending the surgery etc.



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	2015/2016 (audited)	2016/2017 (unaudited)	2017/2018 (budget)
Staffing	£40,939	£45,816	£69,873
Parish Maintenance	£6,462	£4,834	£1,200
Footpaths	£0	£0	£5,100
Parish Centre	£3,202	£2,658	£2,474
Jubilee Playing Fields	£49,515	£71,519	£15,902
Allotments	£1,418	£1,200	£1,200
Grants (S137 payments)	£2,680	£3,212	£3,500
Other grants	£0	£20,000	£15,000
Ear Marked Reserves	£0	£0	£35,550
Other administration	£35,162	£25,566	£27,137
TOTAL	£139,278	£174,805	£176,936

Net Income

Description	2015/2016 (audited)	2016/2017 (unaudited)	2017/2018 (budget)
Precept	£72,720	£164,492	£171,656
Concurrent Function	£3,298	£3,298	£3,298
Local Council Tax Support Govt. Grant	£5,280	£5,280	£5,280
Other Income	£6,052	£4,181	£1,200
TOTAL	£87,350	£177,251	£181,434

	2014/2015 (audited)	2016/2017 (unaudited)	2017/2018 (budget)
Net Savings	-£51,928	£2,446	£4,498

