



COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 13TH JANUARY 2021, VIA MICROSOFT TEAMS COMMENCING AT 7:00PM.

PRESENT (For all or part of the meeting): Cllr Plant (Chairman); Cllr Dunn (Vice Chairman); Cllr Bloor; Cllr Rattray; Cllr Roberts; Cllr Upton-Loach and Cllr Walters.

IN ATTENDANCE: Revd Mr Michael Lennon (Parish Clerk).

PUBLIC PARTICIPATION: No members of the public were present.

MINUTES

1/21 Revd Mr Lennon led the Council in **PRAYERS**.

2/21 There were no **APOLOGIES**.

3/21 There were no **DECLARATIONS OF INTEREST**.

4/21 There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011**.

5/21 **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 16TH DECEMBER 2020.**

RESOLVED to amend item 136/20 to include

“...and to hold virtual meetings in January/February 2021.”

and to then agree and sign the minutes as a true and accurate record.

PROPOSED Cllr Upton-Loach **SECONDED** Cllr Roberts.

On being put to the vote, the Resolution carried unanimously.

Cllr Bloor joined the meeting.

6/21 No **BOROUGH COUNCILLOR UPDATE** was provided.

7/21 No **COUNTY COUNCILLOR UPDATE** was provided.

8/21 **COUNCIL POSITION ON THE FOLLOWING PLANNING APPLICATION:**

20/33371/FUL Land off Little Tixall Lane, Lichfield Road, Great Haywood.

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RESOLVED that the Clerk writes to the Borough Council sharing the Council’s concerns over:

the location of the play area being close to the SUDS with no fencing.
The poor quality of fencing around the SUDS on Little Tixall Lane East.

PROPOSED Cllr Walters **SECONDED** Cllr Dunn.
On being put to the vote, the Resolution carried unanimously.

9/21 THE RESULT OF THE 2020 CHRISTMAS LIGHTS COMPETITION was noted, with 1 Tylecote crescent winning the individual dwelling entry and Devereux Gardens winning the street competition.

Individual dwelling

Entrant	Score
1 Tylecote Crescent	10
13 Hawkesmore Drive	9.8
15 Green Close	9
54 Oldfields crescent	8
7 The Uplands	7
33 Tylecote Crescent	7
The Laurels, Coley Lane	7
4 Hillview Grove	7
1 Cliff Road	6
3 Tylecote Crescent	6
11A Pinewood Drive	6
11 Oldfields Crescent	5
12 High Chase Rise	5
46 Hillside Drive	3

Street

Entrant	Score
Devereux Gardens	10
Green Close	7

The Clerk to arrange presentation of the Certificates, subject to social distancing guidelines. The trophy presentations will take place once the engravers are permitted to re-open.

10/21 EXPECTATIONS TO COUNCILLOR REQUESTS.

RESOLVED that Cllr Rattray drafts a timeline grid based on normal service (outside pandemic conditions) based on Policy Document PD112 Protocol between Councillors and Officers.

PROPOSED Cllr Rattray **SECONDED** Cllr Dunn.
On being put to the vote, the resolution carried unanimously.

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11/21 THE BOUNDARIES OF THE NEW FIELD OFF COLEY LANE.

RESOLVED to commission an arboriculturist/hedge layer to advise the Council what is achievable before the bird nesting season commences.

PROPOSED Cllr Dunn **SECONDED** Cllr Bloor.
On being put to the vote, the Resolution carried unanimously.

12/21 TO COMPILE A FULL SET OF DRAINAGE DIAGRAMS FOR THE VILLAGES.

RESOLVED that Cllr Dunn obtains timeline details, for the next council meeting, for a desktop study of the villages to determine responsibility and coverage.

PROPOSED Cllr Rattray **SECONDED** Cllr Dunn.
On being put to the vote, the Resolution carried unanimously.

13/21 THE CENTRAL RESERVATION AT THE JPF CAR PARK.

RESOLVED, in principle, to remove the central reservation at the appropriate time.

PROPOSED Cllr Rattray **SECONDED** Cllr Walters.
On being put to the vote, the Resolution carried unanimously.

14/21 THE CONIFERS AT JPF.

RESOLVED to remove the conifers, going up the slope, along with the central reservation trees at the JPF.

PROPOSED Cllr Rattray **SECONDED** Cllr Roberts.
On being put to the vote, the Resolution carried unanimously.

15/21 NAMING AND NUMBERING CONVENTION FOR ALL MEETING DOCUMENTS.

RESOLVED that Councillors should amend the template document header and rename the document before submitting agenda item to the Clerk.

RESOLVED that the Clerk will amend the document name to include the agenda reference number which will also be included within the document.

PROPOSED Cllr Rattray **SECONDED** Cllr Plant.
On being put to the vote, the resolution carried unanimously.

16/21 NEWSLETTER PROCESS.

RESOLVED that the Clerk produces a draft 2021 meeting timeline including details of newsletter dates for the commissioning meetings, article submission, sign-off meeting and expected delivery date.

PROPOSED Cllr Rattray **SECONDED** Cllr Plant.
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On being put to the vote, the Resolution carried unanimously.

17/21 BUDGET ASSUMPTIONS.

RESOLVED that the Finance Officer produces monthly percentage spend so the Council is able to apportion budget assumptions to items.

PROPOSED Cllr Rattray **SECONDED** Cllr Roberts.
On being put to the vote, the Resolution carried unanimously.

18/21 PROCESS FOR PRECEPT SETTING.

Following a discussion, the process was noted.

20/21 DUTIES FOR WHICH THE BOROUGH/COUNTY COUNCIL ARE RESPONSIBLE.

The Chairman decided to take this item ahead of 19/21.

RESOLVED to produce a list of Borough and/or County Council tasks currently undertaken by the Parish Council and what services are provided to the parish by the three different Councils.

PROPOSED Cllr Bloor **SECONDED** Cllr Walters.
On being put to the vote, the Resolution carried unanimously.

19/21 HOURS ALLOCATED FOR LENGTHSMEN

The Chairman noted that the meeting had been running for 2 hours and so should be adjourned in line with Standing Order 1.26

RESOLVED that the meeting continue for a further 30 minutes in line with Standing Order 1.27.

PROPOSED Cllr Upton-Loach **SECONDED** Cllr Bloor.
On being put to the vote, the resolution carried unanimously.

RESOLVED to refer the matter to the JPF working group to review what work is required at the JPF and how this might be undertaken.

PROPOSED Cllr Bloor **SECONDED** Cllr Dunn.
On being put to the vote, the Resolution carried unanimously.

21/21 THE OPEN SPACES AND VERGES WITHIN THE VILLAGES.

RESOLVED that Councillors photograph the open spaces across the villages and load these onto MS Teams.

PROPOSED Cllr Rattray **SECONDED** Cllr Upton-Loach.
On being put to the vote, the Resolution carried unanimously.

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22/21 WORK WITH THE OFFICE FOR NATIONAL STATISTICS ON THE 2021 CENSUS.

Agreed to carry this item forward to a future meeting.

The Chairman noted that the additional 30 minutes had now elapsed and so the meeting should be adjourned in line with Standing Order 1.27

RESOLVED that the meeting continue for a further 30 minutes in line with Standing Order 1.27, after a 5-minute comfort break.

PROPOSED Cllr Walters **SECONDED** Cllr Dunn.
On being put to the vote, the resolution carried unanimously.

23/21 THIRD PARTY ACCESS THE COUNCIL’S MSTEAMS ACCOUNT IN ORDER TO HOLD VIRTUAL MEETINGS.

RESOLVED not to permit third party access for security reasons and that if the Council was to allow one local group then it would need to allow all local groups.

PROPOSED Cllr Plant **SECONDED** Cllr Bloor.
On being put to the vote, the Resolution carried unanimously.

24/21 THE RESOLUTION TRACKER.

RESOLVED to agree to discharge those marked as “to discharge”.

PROPOSED Cllr Plant **SECONDED** Cllr Upton-Loach.
On being put to the vote, the resolution carried unanimously.

The **REPORT ON LIVE ITEMS** was noted.

25/21 FINANCE AND ADMINISTRATION.

- a. The payments made by Standing Order and Direct Debit and cheques issued since the last Full Council meeting were noted.ⁱ
- b. There were no new cheques/online payments to sign/authorise.
- c. The Bank Statements and Reconciliation were noted.

The Chairman thanked the Finance Officer for his diligent work in keeping the council’s finances up to date and accurate.

Cllr Rattray thanked the Lengthsmen for their speedy delivery of the Helphaywoods leaflets.

26/21 DATE OF NEXT MEETING to be 4th February 2021 primarily Finance (to agree the budget and precept for 2021/22) and Newsletter.

Meeting closed at 9:57pm.

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Date	Payee	Ref	£ Gross	£ VAT	£ Net	Details
21/12/2020	Hutchison 3G UK Ltd	DD	100.00	16.67	83.33	Mobile phones
24/12/2020	Opus Energy (Corporate) Limitd	DD	138.25	6.58	131.67	Electricity Dec 20
24/12/2020	Opus Energy (Corporate) Limitd	DD	62.98	3.00	59.98	Electricity Dec 20
28/12/2020	Allstar Business Solutions Ltd	DD	76.29	12.71	63.58	Diesel for van
28/12/2020	Water Plus	DD	21.90		21.90	Water Plus
28/12/2020	Salaries, PAYE, NI, Pensions		8168.35		8168.35	
31/12/2020	Unity Trust	DD	1.30		1.30	Handling charge
31/12/2020	Unity Trust	DD	28.50		28.50	Service Charge
31/12/2020	BT	DD	105.12	17.52	87.60	BT Dec 2020
04/01/2021	Ash Waste Services	DD	93.35	15.56	77.79	JPF Waste Bins Van Road Fund
04/01/2021	DVLA	DD	12.25		12.25	Tax
09/01/2021	PrintsPlus	EP	25.00		25.00	A5 Flyers for Helphaywoods
09/01/2021	Stafford Industrial Supplies Ltd	EP	126.16	21.03	105.13	Lengthsmen hoodies
09/01/2021	SLCC	EP	240.00		240.00	SLCC membership
09/01/2021	CloudyIT Ltd	EP	213.06	35.51	177.55	Teams 365/January
12/01/2021	Lloyds Bank Multipay Card ⁱⁱ	Xfer	12.00		12.00	Repayment of Payment card
13/01/2021	Drainage & Construction Services	EP	900.00	150.00	750.00	Drainage Investigation JPF & GHMH
Totals			10324.51	278.58	10045.93	

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Date	Payee	Ref	£ Gross	£ VAT	£ Net	Details
29/12/2020	Lloyds Bank Plc	Xfer	12.00		12.00	Bank fee
Total			12.00		12.00	

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