

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 4TH FEBRUARY 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 and Responsible Financial Officer); Anthony Egan (Deputy Clerk and Finance Officer); Cllr Brown and Cllr McKeown (SBC).

PUBLIC PARTICIPATION: No members of the public were in attendance.

MINUTES

- 27/21 Revd Mr Lennon led the Council in PRAYERS.
 28/21 APOLOGIES were received from Cllr Dunn as he was experiencing internet issues.
 29/21 There were no DECLARATIONS OF INTEREST.
 Cllr Dunn arrived.
 30/21 There were no WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.
 31/21 THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 13TH JANUARY 2021.
 - **RESOLVED** to agree and sign the minutes as a true and accurate record.

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

32/21 BOROUGH COUNCILLOR UPDATES.

Cllrs Brown and McKeown notified the Council that they had received notification that the section 106 pot available for leisure projects in the parish had now increased to about £180,000 following two further receipts.

An informal discussion on the types and locations of projects ensued.

The Cllrs also mentioned the recent HS2 consultation.

The Chairman thanked both Borough Cllrs who left the meeting.

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33/21 There was no COUNTY COUNCLLOR UPDATE.

The Clerk drew the attention of the Council to the recent email he had received regarding the Mill Lane development. (See attached support documents).

34/21 THE "EMPLOYER PENSION DISCRETIONS POLICY STATEMENTS FOR EMPLOYEES".

RESOLVED to agree the draft policy and for the Clerk to forward the same to Staffordshire Pensions.

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

35/21 MEETING SCHEDULE FOR 2021.

RESOLVED to agree the proposed meeting schedule.

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

36/21 ITEMS TO BE INCLUDED IN THE 2021/22 BUDGET AND MOVEMENTS TO OR FROM EARMARKED RESERVES.

A lengthy discussion took place during which it was suggested to carry forward general running cost budget and not to add any other items but to use funds from the reserves, especially those funds caused by Covid delays.

Cllr Upton-Loach left the meeting for 1 minute.

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 Walters **SECONDED** Cllr Bloor.

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

RESOLVED to carry the following underspends into Earmarked Reserves.

Roads £2,500
Parish Office £4,900
Play £9,690
Benches £500
Defibrillator £1,000

PROPOSED Cllr Roberts **SECONDED** Cllr Walters.

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

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RESOLVED that the budget for 2021/22 be set at £164,435.

PROPOSED Cllr Roberts

SECONDED Cllr Upton-Loach.

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

Cllr Roberts left the meeting for 2 minutes.

37/21 THE 2021/22 PRECEPT.

RESOLVED to set a precept of £157,350 being the budget less the Central Government Support Grant of £5,485 as well as other expected income.

Band D equivalents calculation provided by Stafford Borough Council is 1,824.66 giving an individual Band D equivalent charge of £86.24 being £17.09 lower than in 2020/21 or a reduction of 16.5%

PROPOSED Cllr Roberts

SECONDED Cllr Walters

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

[Note: We were informed, on submitting the precept to Stafford Borough Council, that the Central Government Support Grant had increased slightly to £5,843.24. This increase results in a precept of £156,991.76 and a Band D equivalence of £86.04.]

38/21 ITEMS FOR THE SPRING 2021 NEWSLETTER.

RESOLVED to commission the following items:

Christmas Lights Cllr Plant

Memorial garden Cllr Bloor and Cllr Plant

Chairman report

Twinning

Lovell estate street names

Budget

Helphaywoods

Cllr Plant

Cllr Bloor

Cllr Bloor/Clerk

RFO/Finance Officer

Cllr Bloor/Cllr Rattray

In Bloom Cllr Bloor
Community Groups reports Cllrs
JPF drainage Cllr Dunn

PROPOSED Cllr Upton-Loach

SECONDED Cllr Walters.

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

39/21 THE RESOLUTION TRACKER.

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.

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PROPOSED Cllr Walters

SECONDED Cllr Bloor.

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

RESOLVED to discharge those items marked as "to discharge".

PROPOSED Cllr Walters

SECONDED Cllr Roberts.

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

The Clerk gave a brief progress report on LIVE ITEMS.

40/21 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 cheques/online payments to sign/authorise.
- c. The Bank Statements and Reconciliation were noted.

41/21 DATE OF NEXT MEETING to be 11th March 2021 to sign-off the spring Newsletter.

Meeting closed at 9:58pm.

¹ Payments made between 14/01/2021 and 04/02/2021

| <u>Date</u> | Payee Name | Ref | £ Amount | £ VAT | A/c | Centre | £ Amount Net | Transaction Details |
|-------------|-----------------------------------|----------|----------|--------|------|--------|-----------------|---------------------------------|
| 15/01/2021 | Mazars LLP | EP | 720.00 | 120.00 | 4025 | 101 | 600.00 | External auditor's fee |
| 15/01/2021 | S Egan | EP | 89.00 | 0.00 | 4007 | 102 | 89.00 | VDU spectacles |
| 18/01/2021 | Hutchison 3G UK Ltd | DD | 101.10 | 16.85 | 4303 | 301 | 84.25 | Mobile phones |
| 28/01/2021 | Colwich & Haywoods Twinning | EP | 250.00 | 0.00 | 4600 | 601 | 250.00 | Small grant under S137 |
| 29/01/2021 | Opus Energy (Corporate) Limitd | DD | 152.26 | 7.25 | 4304 | 301 | 145.01 | Electricity Parish Centre |
| 29/01/2021 | Opus Energy (Corporate) Limitd | DD | 32.98 | 1.57 | 4304 | 401 | 31.41 | Electricity JPF |
| 29/01/2021 | Salaries, PAYE, NI, Pensions | Transfer | 8,168.35 | 0.00 | 204 | 0 | 8,168.35 | Salaries, PAYE, NI, Pensions |
| 01/02/2021 | Ash Waste Services | DD | 91.73 | 15.29 | 4308 | 301 | 76.44 | AWS - waste bins |
| 01/02/2021 | DVLA | DD | 12.25 | 0.00 | 4206 | 201 | 12.25 | Van Road Fund Tax |
| | Total Payments: | | 9,617.67 | 160.96 | | 2711 | 9,456.71 | |

Payments made between 14/01/2021 and 03/02/2021 (Payment card)

| Date | Payee Name | Reference | £ Amount | £ VAT | A/c | Centre | £ Amount Net | Transaction Details |
|------------|-------------------------------------|-----------|----------|-------|------|--------|--------------|---|
| 19/01/2021 | Wild Native Bulbs Wild Native | CARD | 257.94 | 0.00 | 4230 | 203 | 257.94 | Wild Daffodil Bulbs |
| 19/01/2021 | Bulbs Lloyds Bank | CARD | 257.94 | 0.00 | 4230 | 203 | 257.94 | Wild Daffodil Bulbs Bank fee payment |
| 26/01/2021 | Plc Total | CARD | 12.00 | 0.00 | 4019 | 101 | 12.00 | card |
| | Payments: | | 527.88 | 0.00 | | | 527.88 | |

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