

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 3RD FEBRUARY 2022 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

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

IN ATTENDANCE: Revd Mr Michael Lennon (Parish Clerk and RFO) and Mr Anthony Egan (Deputy Clerk and Finance Officer).

PUBLIC PARTICIPATION: Mr Ryan Jones from Cloudy was in attendance via the MSTeams link.

MINUTES

1/22	Revd Mr Lennon led the Council in PRAYERS.
2/22	An APOLOGY was received from Cllr McKeown (SBC).
3/22	There were no DECLARATIONS OF INTEREST.
4/22	There were no WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.
5/22	THE MINUTES OF THE FULL COUNCIL PROJECTS MEETING HELD ON 18^{TH} NOVEMBER 2021.

RESOLVED to amend item 189/21 from

RESOLVED to agree in principle to engage a cleaner but, before appointing a new member of staff, to investigate, in the first instance, the costs of using a contractor.

To:

RESOLVED to agree in principle to remove from the Lengthsmen and investigate local contractors via Newsletter/Facebook to see a) cost and b) availability.

RESOLVED, that with the above amendment, to agree and sign the minutes as a true and accurate record.

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

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6/22 PROPOSED MEETING TIMELINE UP TO THE ORDINARY ELECTION IN MAY 2023.

RESOLVED, with slight amendments to the dates of Newsletter meetings, to agree the timetable.

PROPOSED Cllr Rattray

SECONDED Cllr Upton-Loach.

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

7/22 FINANCE AND ADMINISTRATION.

- a. The payments made by Standing Order, Direct Debit, Electronic Payment and cheques issued since the last Full Council meeting were noted. i & ii
- b. The receipts received since the last Full Council meeting were noted. iii & iv
- c. There were no cheques/online payments to sign/authorise.
- d. No up-to-date Bank Statements or Reconciliation were presented.

8/22 THE SMALL GRANT APPLICATIONS FROM:

1. St John the Baptist school, Great Haywood. **RESOLVED** to agree to provide a grant of £1,000.

PROPOSED Cllr Bloor

SECONDED Cllr Walters.

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

2. 1st Colwich Brownies, Guides and Rangers. **RESOLVED** to agree to provide a grant of £1,000.

PROPOSED Cllr Bloor

SECONDED Cllr Plant.

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

9/22 JPF/PARISH OFFICE TOILET CLEANING AND GATES LOCKING.

RESOLVED to suspend Standing Order 1.4 and to exclude members of the public and press from the meeting due to the confidential nature, staff salaries, of the information being discussed.

PROPOSED Cllr Bloor

SECONDED Cllr Walters.

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

The Deputy Clerk switched off the MS Teams recording, microple

The Deputy Clerk switched off the MS Teams recording, microphone and camera.

RESOLVED that the toilets to be closed when the Lengthsmen finish work and to review the issue in the next few months.

PROPOSED Cllr Walters

SECONDED Cllr Hardwick.

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

RESOLVED to reinstate Standing Order 1.4 and to readmit members of the public and press.

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PROPOSED Cllr Plant

SECONDED Cllr Upton-Loach.

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

The Deputy Clerk switched on the microphone and camera and recommenced recording the meeting.

10/22 ITEMS TO BE INCLUDED IN THE 2022/23 BUDGET. MOVEMENTS TO OR FROM EARMARKED RESERVES.

Considered with agenda item 11/22.

11/22 THE 2022/23 PRECEPT.

These items were taken together.

The Finance Officer spoke to the draft budget, previously discussed under item 188/21 on 4th November 2021. The Council considered the budget by Cost Centre and individual items within the Cost Centres making appropriate adjustments to the draft budget including moving reserve funds from the World War I commemoration fund to the Events fund to support celebrations from HM The Queen's Platinum Jubilee.

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 Dunn

SECONDED Cllr Walters.

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

Agreed to increase the S.137 fund in 2022/23 and decrease grants for other (non-s.137) projects by the corresponding amount.

The Council noted that it would like to move funds between these two headings in the current year and to move monies from the Mill Lane reserve to the Electric Vehicle reserve. The Clerk noted that as these were not specified on the current agenda then a formal item will be added to a future agenda.

The Chairman noted that the additional 30 minutes had now passed and so the meeting was closed in line with Standing Order 1.27.

RESOLVED to continue for up to a further 30 minutes.

PROPOSED Cllr Walters

SECONDED Cllr Dunn.

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

RESOLVED to agree a budget of £171,630, equivalent to a Band D charge of £89.77, and to submit the same to Stafford Borough Council.

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

DATE OF NEXT MEETING to be 10th February 2022 subject to Covid restrictions in in place at that time.

Meeting closed at 10:04pm

¹ Bank account payments made from 1st Nov 2021 to 28th Jan 2022

Dank accou	nt payments made from	131 1101 2021 1	to zotn gan z	1022	ı	I		
Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2021	Ash Waste Services	DD	103.22	17.20	4308	301	86.02	AWS - waste
01/11/2021	DVLA	DD	12.25	0.00	4206	201	12.25	Van Road Fund Tax
01/11/2021	Opus Energy (Corporate) Limitd	DD	399.84	66.64	4304	301	333.20	Electricity Parish Centre
01/11/2021	Opus Energy (Corporate) Limitd	DD	53.91	2.57	4304	401	51.34	Electricity JPF
05/11/2021	CloudyIT Ltd	EP	222.54	37.09	4053	101	185.45	MS365/Teams Nov
09/11/2021	Lloyds Bank Multipay Card	Repayment	1,214.37	0.00	203		1,214.37	Repayment of payment card
12/11/2021	Allstar Business Solutions Ltd	DD	106.29	17.71	4209	201	88.58	Fuel for van
16/11/2021	BT Telephone/Broadband	DD	122.40	20.40	4303	301	102.00	BT Nov
18/11/2021	Hutchison 3G UK Ltd	DD	100.64	16.77	4303	301	83.87	Mobile phones
19/11/2021	Ian Deans	EP	11.00	0.00	4017	101	11.00	Travel Expen re Exhibition
19/11/2021	Philip Russell	EP	11.00	0.00	4017	101	11.00	Travel Expen re Exhibition
19/11/2021	Plugman	EP	92.00	0.00	4305	301	92.00	PAT Testing
19/11/2021	Wicksteed Leisure	EP	64.20	10.70	4406	401	53.50	Play Equip replacement fixings
19/11/2021	Konica Minolta Business Soluti	EP	47.30	7.88	4027	101	39.42	Copying 20.08.21 to 19.11.21
19/11/2021	Colwich Parish In Bloom	EP	250.00	0.00	4600	601	250.00	S137 Grant to Mini Bloomers
20/11/2021	Opus Energy (Corporate) Limitd	DD	400.12	01.50	4204	201	407.61	Eletricity Oct
29/11/2021	(Corporate) Limita	DD	489.13	81.52	4304	301	407.61	Parish Centre

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	Opus Energy							Electricity Oct
29/11/2021	(Corporate) Limitd	DD	-7.52	-0.36	4304	401	-7.16	JPF (Refund) Salaries,
	Salaries, PAYE, NI,							PAYE, NI,
29/11/2021	Pensions	Transfer	8,162.97	0.00	204		8,162.97	Pensions
01/12/2021	A 1 W G .	DD	1.40.70	24.00	4200	201	122.00	Waste
01/12/2021	Ash Waste Services	DD	148.78	24.80	4308	301	123.98	collection
01/12/2021	DVLA	DD	12.25	0.00	4206	201	12.25	Van Road Fund Licence
V1/12/2021	D V Bi I		12,20	0.00	.200		12.20	
09/12/2021	CloudyIT Ltd	EP	222.54	37.09	4053	101	185.45	MS365/Teams Dec
	-							Prt pmnt equip - hybrid
09/12/2021	CloudyIT Ltd	EP	2,508.56	418.09	4050	101	2,090.47	meetgs
	Lloyds Bank Multipay							Repayment of
10/12/2021	Card	Repayment	790.53	0.00	203		790.53	payment card
								Christmas lights banners
16/12/2021	David Hardwick	EP	60.00	0.00	4038	105	60.00	x 3
								Autumn
								Newsletter &
16/12/2021	Benhill Press	EP	835.20	27.20	4028	103	808.00	add forms Cancellation
16/10/2021		ED	200.00	0.00	4020	105	200.00	fee - Christ
16/12/2021	Mr Stuart M Haycock	EP	200.00	0.00	4038	105	200.00	ligh
16/12/2021	HMCC Limited	EP	132.00	22.00	4306	301	110.00	Hist lamp post inspection
								Membership
16/12/2021	SLCC	EP	226.00	0.00	4015	101	226.00	SE Membership
16/12/2021	SLCC	EP	325.00	0.00	4015	101	325.00	ML
	International							Christmas tree
16/12/2021	Components	EP	1,054.80	175.80	4038	105	879.00	sets
	Sam's Electrical							Lighting for Christmas
16/12/2021	Services Ltd	EP	1,950.00	325.00	4038	105	1,625.00	lights Replace
	Sam's Electrical							existing
16/12/2021	Services Ltd	EP	942.00	157.00	4038	105	785.00	lighting
16/10/2021	Sam's Electrical	ED	250.00	45.00	4020	105	225.00	Lighting
16/12/2021	Services Ltd	EP	270.00	45.00	4038	105	225.00	inspection
16/12/2021	Sam's Electrical Services Ltd	EP	2,052.00	342.00	4038	105	1,710.00	Install cabling at JPF
10/12/2021	Services Eta	LI	2,032.00	342.00	7030	103	1,710.00	at J11
	Camela El 1							Replace
16/12/2021	Sam's Electrical Services Ltd	EP	294.00	49.00	4038	105	245.00	cabl/lights Col SchTre
	Sam's Electrical							Replace light at parish
16/12/2021	Sam's Electrical Services Ltd	EP	174.00	29.00	4306	301	145.00	office
20/12/2021	Hutchison 3G UK Ltd	DD	100.64	16.77	4303	301	83.87	Mobile phones
	Salaries, PAYE, NI,							Salaries, PAYE, NI,
29/12/2021	Pensions	Transfer	8,163.37	0.00	204		8,163.37	Pensions

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30/12/2021	Water Plus	DD	23.84	0.00	4301	301	23.84	Water Plus Dec
30/12/2021	water rius	שט	23.04	0.00	4301	301	23.04	Dec
								Electricity
31/12/2021	Opus Energy (Corporate) Limitd	DD	1,802.82	300.47	4304	301	1,502.35	Nov Parish Centre
01/12/2021	(cerperate) Zimita		1,002.02	500117		501	1,002.00	
31/12/2021	Opus Energy (Corporate) Limitd	DD	53.13	2.53	4304	401	50.60	Electricity Nov JPF
	•							Service
31/12/2021	Unity Trust	DD	28.05	0.00	4019	101	28.05	Charge Handling
								Charge
31/12/2021	Unity Trust	DD	1.60	0.00	4019	101	1.60	cash/cheques
								Van Road
04/01/2022	DVLA	DD	12.25	0.00	4206	201	12.25	Fund Tax
0.4/0.4/0.000	BT		111 60	10.60	40.00	201		
04/01/2022	Telephone/Broadband	DD	111.60	18.60	4303	301	93.00	BT December
0.4/0.1/0.000		D.D.	110.00	10.22	4200	201	01.67	AWS Waste
04/01/2022	Ash Waste Services	DD	110.00	18.33	4308	301	91.67	collection
07/01/2022	D	ED	1.516.00	252.65	4011	201	1 2 (2 22	Mower/Multi
07/01/2022	Buxton's Ltd	EP	1,516.00	252.67	4211	201	1,263.33	Tool/Strimmer Teams/MS
07/01/2022	CloudyIT Ltd	EP	222.54	37.09	4053	101	185.45	365
	Lloyds Bank Multipay							Repayment of
12/01/2022	Card	Transfer	212.81	0.00	203		212.81	payment card
	Allstar Business							
14/01/2022	Solutions Ltd	DD	96.31	16.05	4209	201	80.26	Fuel for van
18/01/2022	Hutchison 3G UK Ltd	DD	101.29	16.88	4303	301	84.41	Mobile phones
28/01/2022	S Egan	EP	22.50	0.00	4017	101	22.50	Travel Expenses
				0.00		101		Travel
28/01/2022	Michael Lennon	EP	146.70	0.00	4017	101	146.70	Expenses Practitioners
			22.5					Conference
28/01/2022	SLCC	EP	90.00	15.00	4017	101	75.00	AE
	Total Payments:		36,468.65	2,624.49			33,844.16	

ii Payment card payments made from 20th Oct 2021 to 24th Dec 2021

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/10/2021	Home Bargains Rugeley	CARD	18.10	2.44	4300	301	15.66	Cleaning sundries
22/10/2021	5 ,	CHICD	10.10	2.77	4300	301	13.00	5
22/10/2021	Screwfix Direct Ltd	CARD	10.74	1.79	4401	401	8.95	Door fixings for toilet
25/10/2021	Norton Software	CARD	59.99	0.00	4050	101	59.99	PC Firewall etc
25/10/2021	Wickes Building Supplies	CARD	21.00	3.50	4210	201	17.50	Paint & Brushes
26/10/2021	Lloyds Bank Plc	CARD	12.00	0.00	4019	101	12.00	Bank fee

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	DATE

26/10/2021	Wickes Building Supplies	CARD	13.00	2.17	4210	201	10.83	Paint
02/11/2021	RBL Poppy Appeal	CARD	105.00	0.00	4037	103	105.00	Wreaths & Event Poppies
11/11/2021	Timpson Ltd	CARD	29.75	0.00	4050	101	29.75	Keys
16/11/2021	Timpson Ltd	CARD	25.50	0.00	4050	101	25.50	Keys
17/11/2021	www.Test- Meter.co.uk	CARD	127.80	21.30	4050	101	106.50	Carbon Dioxide Monitor
19/11/2021	SPAR Store	CARD	50.00	0.00	4026	101	50.00	Newspapers
19/11/2021	SPAR Store	CARD	14.80	0.00	4026	101	14.80	Newspapers
22/11/2021	Post Office Ltd	CARD	2.69	0.00	4026	101	2.69	Postage / Cert of posting
23/11/2021	Screwfix Direct Ltd	CARD	8.99	1.49	4210	201	7.50	Ratchet Strap
25/11/2021	Dartmoor Christmas Trees	CARD	200.00	0.00	4038	105	200.00	Christmas tree 15ft
25/11/2021	Dartmoor Christmas Trees	CARD	180.00	0.00	4038	105	180.00	Christmas Tree 14ft
26/11/2021	Lloyds Bank Plc	CARD	12.00	0.00	4019	101	12.00	Bank fee
01/12/2021	Booker Limited	CARD	64.15	10.69	4037	103	53.46	Sweets for Santa visit
10/12/2021	Work Gloves.co.uk	CARD	38.72	6.45	4211	201	32.27	Pair Work Gloves
16/12/2021	B & Q	CARD	9.00	0.00	4038	105	9.00	Decorations
16/12/2021	Home Bargains Rugeley	CARD	8.97	1.50	4038	105	7.47	Baubles
17/12/2021	Argos Limited	CARD	79.97	0.00	4050	101	79.97	Comp Mouse /Kybrd /Pwr Bank
	Total Payments:		1,092.17	51.33			1,040.84	

iii Bank account receipts from 1st Nov 2021 to 31st Dec 2021

	6 4				c	
Date	£ Amount Received	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2021	4.07	0.00	1190	101	4.07	CCLA Dividend Interest
01/12/2021	6.50	0.00	1190	101	6.50	CCLA Dividend Interest
Total Receipts:	10.57	0.00			10.57	

^{iv} Payment card receipts from 10th Oct2021 to 24th Dec 2021

Date	£ Amount Received	£ VAT	A/c	£ Amount	Transaction Details
11/10/2021	107.21	0.00	200	107.21	Repayment of payment
09/11/2021	1,214.37	0.00	200	1,214.37	Repayment of payment
10/12/2021	790.53	0.00	200	790.53	Repayment of payment
Total Receipts:	2,112.11	0.00		2112.11	

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