



COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 7TH APRIL 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 and Cllr Walters.

IN ATTENDANCE: Mr Anthony Egan (Parish Deputy Clerk) and John Blount.

PUBLIC PARTICIPATION: There were four members of the public present. Two were from SinCH who have a report during the meeting and two were from Shugborough Estate who gave a presentation during the meeting.

MINUTES

60/22 In the absence of Revd Mr Lennon there were no **PRAYERS**.

61/22 An **APOLOGY** was received from Cllr Upton-Loach (ill).

RESOLVED to accept the apology.

PROPOSED Cllr Hardwick **SECONDED** Cllr Bloor.

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

An **APOLOGY** from Cllr McKeown (SBC) was noted.

62/22 There were no **DECLARATIONS OF INTEREST**.

63/22 There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011**.

64/22 **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 17TH MARCH 2022.**

RESOLVED to amend item 57/22 by deleting the words *and to authorise its implementation*.

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

PROPOSED Cllr Bloor **SECONDED** Cllr Plant.

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

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DATE.....

65/22 There was no **BOROUGH COUNCILLOR'S REPORT.**

66/22 There was no **COUNTY COUNCILLOR'S REPORT.**

67/22 REPORT FROM SinCH

Robert Horton and Simon Hobbs presented a verbal report from SinCH which stands for Sustainability in Colwich and The Haywoods. They are a constituted community group and now have a committee of six and over 100 local residents are involved with the group. They currently have a Facebook page and are developing a website to promote their work.

They will provide a further report at the Council meeting of 7th July 2022.

The report was **NOTED.**

68/22 PRESENTATION BY SHUGBOROUGH ESTATE

Two members from Shugborough Estate gave a presentation to the Council, setting out their plans for the future of the estate.

The presentation was **NOTED.**

69/22 RESOLVED due to the confidential nature of item 69/22 to suspend Standing Order 1.4 and ask the press and public to leave the meeting during this item.

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

TO APPOINT A LOCUM CLERK

RESOLVED to appoint John Blount as Assistant Deputy Parish Clerk until 30th June 2022 to provide short-term support to the Council.

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

70/22 VACANT POSITIONS FOR COUNCILLOR

The Deputy Clerk advised that presently only one position could be considered vacant because of non-attendance at Council meetings. The other position could not be considered vacant yet because Council had previously granted a dispensation from meetings.

RESOLVED to declare a vacancy for the position of Councillor and advise Stafford Borough Council accordingly.

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

SIGNED AS A TRUE AND ACCURATE RECORD.....

DATE.....

71/22 DRAFT NEWSLETTER

RESOLVED that the newsletter be agreed and forwarded to Benhill Press for graphic designing and printing.

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

The Chairman noted that the meeting had been running for over 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 Plant.
On being put to the vote, the Resolution carried unanimously.

72/22 THE SMALL GRANTS POLICY FOR 2022-2023

RESOLVED to renew the Small Grants Policy, agree the proposed application form and **RESOLVED** that the Council should examine applications in two tranches in September 2022 and January 2023.

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

73/22 REQUEST FROM COLWICH IN BLOOM TO PLACE TWO PLANTERS ON THE RAILINGS OF THE JPF

Agreed to defer this item to the next Full Council meeting.

74/22 FINANCE AND ADMINISTRATION

- a. The payments made since the meeting of 10th February 2022 were noted.ⁱ & ⁱⁱ
- b. The receipts received since the meeting of 10th February 2022 were noted.ⁱⁱⁱ & ^{iv}
- c. There were no cheques/online payments to make.
- d. The Bank statements and Reconciliations were noted.^v & ^{vi}

75/22 TO NOTE UPDATE FROM LICHFIELD TRUST SOLICITORS

The Deputy Parish Clerk had no update to present for this item.

76/22 DATE OF NEXT MEETING – 5TH MAY 2022 ANNUAL MEETING OF THE COUNCIL FOLLOWED BY FULL COUNCIL (NEWSLETTER 1).

Meeting closed at 9:49pm.

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i Payments from 11 February 2022 to 31 March 2022 – Bank Account

Date	Payee Name	Reference	£ Total Amnt	£ VAT	£Net Amount	Transaction Details
16/02/2022	BT Telephone/Broadband	DD	122.40	20.40	102.00	BT, Feb, 2022
17/02/2022	B W Belcher & Son Ltd	EP	78.00	13.00	65.00	Fire extinguisher service
18/02/2022	Hutchison 3G UK Ltd	DD	100.00	0.00	100.00	Mobile phones
28/02/2022	Opus Energy (Corporate) Limitd	DD	466.86	77.81	389.05	Electricity Jan Parish Centre
28/02/2022	Opus Energy (Corporate) Limitd	DD	56.28	2.68	53.60	Electricity Jan JPF
28/02/2022	Salaries, PAYE, NI, Pensions	Transfer	8,163.17	0.00	8,163.17	Salaries, PAYE, NI, Pensions
01/03/2022	Ash Waste Services	DD	103.76	17.29	86.47	AWS - Waste collection
01/03/2022	DVLA	DD	12.25	0.00	12.25	Van Road Van Tax
01/03/2022	Water Plus	DD	34.84	0.00	34.84	Water Plus
07/03/2022	Konica Minolta Business Soluti	EP	25.60	4.27	21.33	Copying 20.11.21 to 19.02.2022
07/03/2022	Burntwood Road Sweepers Ltd	EP	2,808.00	468.00	2,340.00	Burntwood RS - Rd Jetter
07/03/2022	Benhill Press	EP	366.00	0.00	366.00	Winter Newsletter
07/03/2022	Staff Parish Councils Assoc	EP	568.34	0.00	568.34	SPCA/NALC Annual subscription
07/03/2022	CloudyIT Ltd	EP	222.54	37.09	185.45	MS365 / Teams Mch
14/03/2022	Lloyds Bank Multipay Card	Transfer	107.13	0.00	107.13	Repayment of payment card
22/03/2022	Hutchison 3G UK Ltd	DD	100.00	16.67	83.33	Mobile phones
22/03/2022	Roseacre Nursery & Plant Centr	EP	670.47	111.74	558.73	Plants for Colwich In Bloom
22/03/2022	Drainage & Construction Servic	EP	1,176.00	196.00	980.00	Porosity test at JPF & Report
22/03/2022	Drainage & Construction Servic	EP	480.00	80.00	400.00	Topographic survey at JPF
22/03/2022	Tom Vaughan Media	EP	200.00	0.00	200.00	Deposit re Platinum Jubilee
28/03/2022	Allstar Business Solutions Ltd	DD	95.37	15.89	79.48	Fuel for van
28/03/2022	Opus Energy (Corporate) Limitd	DD	412.16	68.69	343.47	Electricity Parish Centre
28/03/2022	Opus Energy (Corporate) Limitd	DD	50.26	2.39	47.87	Electricity JPF
28/03/2022	Salaries, PAYE, NI, Pensions	Transfer	9,978.42	0.00	9,978.42	Salaries, PAYE, NI, Pensions
29/03/2022	Water Plus	DD	23.58	0.00	23.58	Water Plus

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31/03/2022	BT Telephone/Broadband	DD	111.60	18.60	93.00	BT March
31/03/2022	Unity Trust	DD	1.30	0.00	1.30	Manual Credit Charge
31/03/2022	Unity Trust	DD	27.75	0.00	27.75	Service Charge
	Total Payments:		26,562.08	1,150.52	25,411.56	

ii Payments 25 December 2021 to 31 March 2022

Date	Payee Name	Reference	£ Total Amnt	£ VAT	£ Amount	Transaction Details
29/12/2021	Lloyds Bank Plc	CARD	12.00	0.00	12.00	Bank fee
04/01/2022	SPAR Store	CARD	14.40	0.00	14.40	Newspapers
13/01/2022	Harveys	CARD	16.00	0.00	16.00	Trophy engraving
14/01/2022	Wilko	CARD	5.00	0.00	5.00	Paper & notepad
19/01/2022	B & M Retail Ltd	CARD	9.38	0.00	9.38	Office cleaning sundries
26/01/2022	Lloyds Bank Plc	CARD	12.00	0.00	12.00	Bank fee
08/02/2022	Screwfix Direct Ltd	CARD	36.67	6.10	30.57	Tools for Lengthsmen
15/02/2022	Wickes Building Supplies	CARD	24.50	4.10	20.40	Tools for lengthsmen
16/02/2022	Screwfix Direct Ltd	CARD	33.96	5.65	28.31	Tools for lengthsmen
28/02/2022	Lloyds Bank Plc	CARD	12.00	0.00	12.00	Bank fee
11/03/2022	Toolstation	CARD	46.79	0.00	46.79	Tyre inflator
28/03/2022	Lloyds Bank Plc	CARD	12.00	0.00	12.00	Bank fee
31/03/2022	Creditors	TNSFR	-58.79	0.00	-58.79	Clearance of yr end balance
	Total Payments:		175.91	15.85	160.06	

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Receipts received between 11/02/2022 and 31/03/2022 – Bank Account

Receipt Ref	Name of Payer	£ Amnt Received	£ Amount Transaction Detail	
BGC	Banked: 01/03/2022	48.29		
BGC	CCLA Investment Management Ltd		48.29	CCLA Dividend interest
	Total Receipts:	48.29	48.29	

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Receipts received between 25/12/2021 and 31/03/2022

Receipt Ref	Name of Payer		£ Amnt Received	£ Amount Transaction Detail	
	Banked:	12/01/2022	212.81		
Transfer	Current & Deposit Bank A/cs			212.81	Repayment of payment
	Banked:	09/02/2022	56.78		
Transfer	Current & Deposit Bank A/cs			56.78	Repayment of payment
	Banked:	14/03/2022	107.13		

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Transfer	Current & Deposit Bank A/cs			107.13	Repayment of payment
	Total Receipts:		376.72	376.72	

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Bank reconciliation as at 31 March 2022 - Current and Deposit Account

Bank Statement Account Name (s)					Balances
CCLA					191223.10
Unity Account					142157.34
					333380.44
Unpresented Cheques (Minus)			Amount		
10/02/2022	301330	1st Colwich Guides	1000		
22/03/2022	EP	Drainage & Construction Servic	480		
					1480.00
					331900.44
Receipts not Banked/Cleared (Plus)					
			0		
					0.00
					331900.44
			Balance per Cash Book is :-		329839.56
		Payment to HMRC released but not due to leave bank account until 11/04/22			
			Difference is :-		2060.88

vi Bank Reconciliation as at 31 March 2022 – Payment Card

Bank Statement Account Name (s)	Statement Date				Balances
Lloyds Multipay Card	28/03/2022				-58.79
					-58.79
Unpresented Cheques (Minus)			Amount		
				0	
					0
					-58.79
Receipts not Banked/Cleared (Plus)					
				0	

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						0
						-58.79
			Balance per Cash Book is :-			-58.79
			Difference is :-			0

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