



COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 12TH JANUARY 2023 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 Birt; Cllr Colwill; Cllr Cooper; Cllr Dunn; Cllr B Forster; Cllr M Forster; Cllr Hardwick; Cllr Reeves; Cllr Upton-Loach and Cllr Walters.

IN ATTENDANCE: Revd Mr Michael Lennon (Parish Clerk); Mr Anthony Egan (Parish Deputy Clerk) and Cllr McKeown (SBC).

PUBLIC PARTICIPATION Five members of the public were in attendance.

Before opening the meeting, the Chairman welcomed the members of the public attending for the Christmas Lights competition announcement. The Chairman announced the results in reverse order.

Street Competition

Third Place: Hathorn Grove

Second Place: Kingfisher Drive (Cllr Hardwick accepted the certificate on behalf of the residents)

WINNER: Devereux Gardens. Mike Stevenson accepted the certificate on behalf of the residents.

Individual Household

Third Place: Mr & Mrs Bladon, 48 Little Tixall Lane

Second Place: Mr & Mrs Allen, 24 The Uplands

WINNER: Mr & Mrs Davies-Hill, 48 The Uplands

One member of the public left the meeting.

MINUTES

1/23 Revd Mr Lennon led the Council in **PRAYERS**

2/23 An **APOLOGY** was received from Cllr Martin (poorly).

RESOLVED to accept the apology.

PROPOSED Cllr Dunn

SECONDED Cllr Plant

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

3/23 There were no **DECLARATIONS OF INTEREST.**

4/23 There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011.**

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5/23 THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 15TH DECEMBER 2022.

RESOLVED to agree and sign the minutes as a true and accurate.

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

6/23 The **BOROUGH COUNCILLOR'S REPORT** was noted.

7/23 There was no report from the **COUNTY COUNCILLOR**.

8/23 FINANCE AND ADMINISTRATION.

- a. The payments made by Standing Order, Direct Debit, Electronic Payment and cheques issued were noted.ⁱ
- b. The receipts received since the last Full Council meeting were noted.ⁱⁱ
- c. The cheque/online payments to authorise were not discussed.
- d. The Reconciliation was noted and signed by the Chairman. The Bank Statement was not discussed.

9/23 DRAFT NEWSLETTER

RESOLVED to agree the draft Newsletter, with two amendments, and for the Clerk to present the trophy to Mr & Mrs Davies-Hill and include a photograph.

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

10/23 DATE OF NEXT MEETING to be 2nd February 2023.

The meeting closed at 8:39pm.

ⁱ Payments made between 01/10/2022 and 10/11/2022 - Bank

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/10/2022	Ash Waste Services	DD	148.38	24.73	4308	301	123.65	AWS - Waste collection
03/10/2022	DVLA	DD	12.25		4206	201	12.25	Van road fund tax
03/10/2022	BT Telephone/Broadband	DD	123.44	20.57	4303	301	102.87	BT October 22
10/10/2022	Mike Sherriff Architectural Co	301332	100.00		4034	101	100.00	Preparing drawings Parish Ctre
10/10/2022	Naturescape Limited	EP	1,740.00	290.00	4230	203	1,450.00	Wild Daffodil Bulbs 6000
10/10/2022	Blade Landscapes Ltd	EP	456.00	76.00	4400	401	380.00	Grass cutting at JPF

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10/10/2022	CloudyIT Ltd	EP	222.54	37.09	4053	101	185.45	MS365/Teams October
10/10/2022	SLCC	EP	392.50	57.50	4010	102	335.00	SE National Conference Website hosting & support
10/10/2022	Vision ICT Limited	EP	290.26	48.38	4024	101	241.88	Biennial fee - web domain renew
10/10/2022	Vision ICT Limited	EP	78.00	13.00	4024	101	65.00	Renew Council insurance
10/10/2022	AJGIBL	EP	3,031.45		4016	101	3,031.45	ML National Conference
10/10/2022	SLCC	EP	445.00	60.00	4010	102	385.00	Repay payment card
10/10/2022	Lloyds Bank Multipay Card	Transfer	49.44		203		49.44	Mobile phones
19/10/2022	Hutchison 3G UK Ltd	DD	100.64	16.77	4303	301	83.87	Fuel for van
28/10/2022	Allstar Business Solutions Ltd	DD	43.57	7.26	4209	201	36.31	Salaries, PAYE, NI, Pensions
28/10/2022	Salaries, PAYE, NI, Pensions	Transfer	8,344.38		204		8,344.38	Parish Centre
31/10/2022	Opus Energy (Corporate) Limitd	DD	307.56	51.26	4304	301	256.30	Electricity - JPF
31/10/2022	Opus Energy (Corporate) Limitd	DD	109.74	5.23	4304	401	104.51	AWS - Waste collection
01/11/2022	Ash Waste Services	DD	189.37	31.56	4308	301	157.81	Van Road Fund Tax
01/11/2022	DVLA	DD	12.25		4206	201	12.25	Water Plus October
08/11/2022	Water Plus	DD	33.06		4301	301	33.06	Repayment of payment card
09/11/2022	Lloyds Bank Multipay Card	Transfer	310.37		203		310.37	
	Total Payments:		16,540.20	739.35			15,800.85	

Payments made between 11/11/2022 and 3/01/2023 - Bank

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
11/11/2022	Benhill Press	EP	407.00		4028	103	407.00	Autumn Newsletter 2022
11/11/2022	David Hardwick	EP	108.00		4037	103	108.00	Remembrance banners 4 x 6x2ft
11/11/2022	Estate Signs & Print Ltd	EP	1,037.52	172.92	4037	103	864.60	Poppies 132 x 630x610mm
11/11/2022	Blade Landscapes Ltd	EP	456.00	76.00	4400	401	380.00	JPF Grass cutting Oct
11/11/2022	CloudyIT Ltd	EP	236.76	39.46	4053	101	197.30	MS365/Teams Nov
11/11/2022	Topliss Associates Ltd	EP	213.31	35.55	4025	101	177.76	Internal Audit Plants for Parish In
11/11/2022	Roseacre Nursery & Plant Centr	EP	191.92	31.99	4230	203	159.93	Bloom

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11/11/2022	Dartmoor Christmas Trees	EP	500.00		4038	105	500.00	Christmas Trees x 2
16/11/2022	The Staffordshire Schools Mult	301333	300.00		4600	601	300.00	S137 grant
16/11/2022	Wendy Plant	301334	14.78		4038	105	14.78	Reimburse re Photobook
16/11/2022	Wendy Plant	301335	70.67		4017	101	70.67	Expenses re jubilee
16/11/2022	Buxton's Ltd	EP	4,299.00	716.50	4418	401	3,582.50	Ego Battery Ride On mower
18/11/2022	Hutchison 3G UK Ltd	DD	100.00	16.67	4303	301	83.33	Mobile phones
18/11/2022	AEDonate	EP	262.79	43.80	4416	201	218.99	Defib pads & battery
18/11/2022	Mr L J Cobb	EP	175.92		4306	301	175.92	Investigate & repair toilet
18/11/2022	M P Bates	EP	324.00	54.00	4306	301	270.00	Replace heater in Parish Ctre
28/11/2022	Allstar Business Solutions Ltd	DD	79.14	13.19	4209	201	65.95	Fuel for van
28/11/2022	Opus Energy (Corporate) Limitd	DD	356.96	59.49	4304	301	297.47	Electricity Oct P Ctre
28/11/2022	Opus Energy (Corporate) Limitd	DD	50.65	2.41	4304	401	48.24	Electricity Oct JPF
30/11/2022	Colwich COFE Primary School	301336	200.00		4600	601	200.00	S137 Grant
01/12/2022	Ash Waste Services	DD	131.27	21.88	4308	301	109.39	AWS Waste collection Dec
01/12/2022	DVLA	DD	12.25		4206	201	12.25	Van Road Fund Tax
12/12/2022	Lloyds Bank Multipay Card	Transfer	1,225.47		203		1,225.47	Repayment of payment card
19/12/2022	Hutchison 3G UK Ltd	DD	100.00	16.67	4303	301	83.33	Mobile phones
20/12/2022	BT Telephone/Broadband	DD	133.81	22.30	4303	301	111.51	BT Broadband Nov 2022
23/12/2022	David Hardwick	EP	90.00		4038	105	90.00	6ft x 2ft Christmas banners
23/12/2022	Ian Deans	EP	7.50		4017	101	7.50	Expenses Saltex Exhibition
23/12/2022	Philip Russell	EP	7.50		4017	101	7.50	Expenses Saltex Exhibition
23/12/2022	Mr M J Mills	EP	100.00		4038	105	100.00	PA systm for Chrstms lts tn on Teams/365
23/12/2022	CloudyIT Ltd	EP	236.76	39.46	4053	101	197.30	Dec
23/12/2022	Plugman	EP	80.00		4305	301	80.00	PAT Testing ML
23/12/2022	SLCC	EP	351.00		4015	101	351.00	Membership Sub

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Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
23/12/2022	SLCC	EP	232.00		4015	101	232.00	SE Membership Sub
23/12/2022	SLCC	EP	72.00	12.00	4010	102	60.00	HR Summit (ML)
23/12/2022	Konica Minolta Business Soluti	EP	110.24	18.37	4027	101	91.87	Copying 20.08 to 19.11.22
28/12/2022	Opus Energy (Corporate) Limitd	DD	421.92	70.32	4304	301	351.60	Electricity Nov P Ctre
28/12/2022	Opus Energy (Corporate) Limitd	DD	58.29	2.78	4304	401	55.51	Electricity Nov JPF
30/12/2022	Water Plus	DD	25.09		4301	301	25.09	WaterPlus Dec 2022
30/12/2022	Unity Trust	DD	0.30		4019	101	0.30	Unity Handling Charge
31/12/2022	Unity Trust	DD	29.85		4019	101	29.85	Unity Service Charge
31/12/2022	Salaries, PAYE, NI, Pensions	Transfer	13,700.30		204		13,700.30	Salaries, PAYE, NI, Pensions
03/01/2023	Ash Waste Services	DD	131.27	21.88	4308	301	109.39	AWS - Waste collection
03/01/2023	DVLA	DD	12.25		4206	201	12.25	Van Road Fund Tax
03/01/2023	BT Telephone/Broadband	DD	122.00	20.33	4303	301	101.67	BT Dec 2022
03/01/2023	Salaries, PAYE, NI, Pensions	Transfer	8,944.80		204		8,944.80	Salaries, PAYE, NI, Pensions
Total Payments:			35,720.29	1,507.97			34,212.32	

Payments made between 26/08/2022 and 26/09/2022 – Payment Card

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
26/08/2022	Lloyds Bank Plc	CARD	12.00		4019	101	12.00	Card fees
06/09/2022	Home Bargains Rugeley	CARD	8.86	1.48	4210	201	7.38	Refuse sacks
06/09/2022	Screwfix Direct Ltd	CARD	28.58	4.77	4211	201	23.81	Staple gun & staples
26/09/2022	Lloyds Bank Plc	CARD	12.00		4019	101	12.00	Bank fee
Total Payments:			61.44	6.25			55.19	

Payments made between 26/09/2022 and 28/12/2022 – Payment Card

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/10/2022	Trainline .com	CARD	13.85		4017	101	13.85	PR Travel re exhibition
05/10/2022	Harveys	CARD	17.00		4037	103	17.00	Scarecrow shield engraving

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06/10/2022	Trainline .com	CARD	13.54		4017	101	13.54	Travel exhibition lengthsman
10/10/2022	Screwfix Direct Ltd	CARD	22.99		4211	201	22.99	Trench Safety Wellies
17/10/2022	K-Mart Limited	CARD	5.89	0.98	4211	201	4.91	Multi- purpose gloves
17/10/2022	Spot On- Line Ltd	CARD	20.88	3.48	4300	301	17.40	Cleaning Materials
17/10/2022	E J Rawlins & Company Limited	CARD	80.25	13.37	4409	401	66.88	Graffiti Remover Renewal of Anti-Virus software
25/10/2022	Norton Software	CARD	59.99		4015	101	59.99	
26/10/2022	Lloyds Bank Plc	CARD	12.00		4019	101	12.00	Bank fees
31/10/2022	Screwfix Direct Ltd	CARD	29.08	4.85	4210	201	24.23	Black cable ties
01/11/2022	Post Office Ltd	CARD	3.45		4026	101	3.45	Postage to CCLA 2 x15ft
08/11/2022	Dartmoor Christmas Trees	CARD	500.00		4038	105	500.00	Nordmann Christms Tree
09/11/2022	Booker Limited	CARD	15.96	2.66	4038	105	13.30	Christmas Provisions
09/11/2022	Booker Limited	CARD	166.11	21.52	4038	105	144.59	Christmas Provisions
11/11/2022	Royal British Legion Industrie	CARD	75.00		4031	101	75.00	Wreaths
18/11/2022	Roseacre Nursery & Plant Centr	CARD	315.00	52.50	4230	203	262.50	Thorn Quicks
24/11/2022	Home Bargains Rugeley	CARD	18.21	3.04	4038	105	15.17	Sundry Provisions forChristmas
24/11/2022	Home Bargains Rugeley	CARD	19.98	3.33	4037	103	16.65	Table Cloth for Christm Event
24/11/2022	The Range	CARD	10.68		4037	103	10.68	Christmas event provisions

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28/11/2022	Tesco Stores	CARD	60.00		4038	105	60.00	Snow & Berry Tree & Power Pck
28/11/2022	Lloyds Bank Plc	CARD	12.00		4019	101	12.00	Bank fees
30/11/2022	Screwfix Direct Ltd	CARD	99.99	16.67	4211	201	83.32	Sliding Mitre Saw
13/12/2022	Sitebox Limited	CARD	498.98	83.16	4211	201	415.82	Petrol Leaf Vacuum
14/12/2022	Tesco Stores	CARD	35.36		4037	103	35.36	Festive Sundries
14/12/2022	Tesco Stores	CARD	33.25		4307	301	33.25	Stationery
15/12/2022	East Staffs Borough Council	CARD	2.40		4017	101	2.40	Parking
16/12/2022	Colwich Service Station	CARD	7.99	1.33	4210	201	6.66	Petrol Can for Leaf Vacuum
21/12/2022	B & M Retail Ltd	CARD	8.48		4037	103	8.48	Colouring Pens/Pic Frame
22/12/2022	Hobbycraft Group Ltd	CARD	4.10	0.68	4026	101	3.42	Labels
28/12/2022	Lloyds Bank Plc	CARD	<u>12.00</u>		4019	101	<u>12.00</u>	Bank fees
	Total Payments:		2,174.41	207.57			1,966.84	

ii Receipts received between 01/10/2022 and 10/11/2022 - Bank

Date	Name of Payer	Amount Received	A/c	Centre	£ Amount	Transaction Details
06/10/2022	Stafford Borough Council	87,464.00				
			1174	101	3,021.35	Loc Cl Supp Grant 2nd
			1175	101	1,649.00	Concrnt Function 2nd
			1176	101	82,793.65	Precept 2nd Tranche
14/10/2022	Mr J E Blount	42.02				
			1003	101	42.02	Copying for Stowe
20/10/2022	HM Revenue & Customs	6,480.60				
			105		6,480.60	VAT Refund
31/10/2022	Local Authorities Property Fnd	496.04				
			1190	101	496.04	LAPF Dividend October
Total Receipts:		94,482.66			94,482.66	

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Receipts received between 12/11/2022 and 03/01/2023- Bank

Receipt Ref	Name of Payer		£ Amnt Received	A/c	Centre	£ Amount	Transaction Detail
95	Banked:	05/12/2022	79.36				
95	Petty Cash			79.36	1200	105	79.36 Dntn to LL-Santa grotto
BGC	Banked:	06/12/2022	100				
BGC	E Carney		<u> </u>	100	1200	105	<u> </u> 100 Donation to LL
	Total Receipts:		179.36				179.36

Receipts received between 30/09/2022 and 26/10/2022 – Payment card

Receipt Ref	Name of Payer		£ Amnt Received	A/c	£ Amount	Transaction Detail
	Banked:	10/10/2022	49.44			
Transfer	Current & Deposit Bank A/cs			49.44	200	49.44 Repay payment card
	Total Receipts:		49.44			49.44

Receipts received between 27/10/2022 and 28/12/2022 – Payment card

Receipt Ref	Name of Payer		£ Amnt Received	A/c	£ Amount	Transaction Detail
	Banked:	10/10/2022	49.44			
Transfer	Current & Deposit Bank A/cs			49.44	200	49.44 Repay payment card
	Banked:	09/11/2022	310.37			
Transfer	Current & Deposit Bank A/cs			310.37	200	310.37 Repayment of payment
	Banked:	12/12/2022	1225.47			
Transfer	Current & Deposit Bank A/cs		<u> </u>	1225.47	200	<u> </u> 1225.47 Repayment of payment
	Total Receipts:		1585.28			1585.28

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