



COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 2ND FEBRUARY 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 Cooper; Cllr Dunn; Cllr B Forster; Cllr M Forster; Cllr Hardwick; Cllr Martin; Cllr Reeves; Cllr Upton-Loach and Cllr Walters.

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

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

MINUTES

11/23 Revd Mr Lennon led the Council in **PRAYERS**.

12/23 **APOLOGIES** were received from Cllr Birt (Bereavement); Cllr Colwill (illness) and Cllr Francis (SCC).

RESOLVED to accept the apologies.

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

13/23 There were no **DECLARATIONS OF INTEREST**.

14/23 There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011**.

15/23 **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 12TH JANUARY 2023**.

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

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

16/23 Cllr McKeown's **BOROUGH COUNCIL REPORT** was noted.

Cllr Upton-Loach arrived.

17/23 There was no **COUNTY COUNCILLOR REPORT** – see 12/23 above.

18/23

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

19/23

RESOLVED to allocate a budget of £100,000, from Reserves, and to approach Stafford BC for s106 monies, once the tendering process has been completed, to reimburse the relevant Reserves.

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

20/23

RESOLVED to carry forward any underspend from 2021/22 to 2022/23, so as to engage specialist advice on assessing the new car park and permanent drainage etc. installation tenders and to act as Clerk of Works.

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

21/23

RESOLVED to agree a financial contribution of up to £500.

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

Cllr McKeown thanked the Council, offered his apologies for the March Full Council and left the meeting.

22/23

RESOLVED to add “Twinning” to the Events Committee’s Terms of Reference and to request the Twinning Association to transfer its funds to the Council to be accounted in a dedicated Cost Centre.

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

23/23

The Chairman agreed to move this item to the end of the meeting.

24/23

The Chairman agreed to move this item to the end of the meeting

25/23

RESOLVED to agree a total 2023/24 budget of £15,000, comprising £10,000 for the Coronation event, and £5,000 for other Council managed events e.g., Scarecrow Competition and Christmas Lights.

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

The Chairman was requested, and agreed, to call an Extraordinary Full Council meeting for 9th February 2023, to consider and agreed taking on responsibility for the Coronation event.

26/23

Agreed to move this item to the Extraordinary Full Council meeting to be held on Thursday 9th February 2023.

27/23

RESOLVED to agree and sign the revised document.

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

Cllr Dunn left the meeting for 2 minutes.

28/23

29/23

The Chairman agreed to take all of these items together.

During discussion, the Chairman noted that the meeting had been running for two 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 adjust the Earmarked Reserves to reflect a need to allocate £100,000 into an Earmarked reserve to cover the potential cost of creating a car park and permanent drainage solution etc. at the JPF. The moved monies to be returned to Earmarked Reserves upon reimbursement of prior agreed defrayed

expenses via section 106 monies from Stafford Borough Council.

The changes to the reserves are as follows:

Reserve	Current (£)	New (£)
General Reserve	162,509	160,009
Changing Room	20,000	0
Toilet Block	10,000	0
Surgery Path	43,300	10,300
Mill Lane Bridge	5,000	0
Mill Lane Pavement	11,500	0
Sports Facilities	7,500	0
Van	15,000	0
Defibrillators	1,000	3,000
Land conveyance	1,500	4,000
Leisure Committee	0	100,000

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

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

The Chairman noted that the meeting had been running for the additional 30 minutes and so 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.

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

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

RESOLVED to agree and set a Budget of £182,269 including £6,042.71 Central Government Grant.

PROPOSED Cllr Upton-Loach **SECONDED** Cllr Hardwick

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

30/23

THE 2023/24 PRECEPT

RESOLVED to set a precept of £176,226.29, giving a Band D equivalent of £92.39 a 2.9% increase on 2022/23, and to forward the same to Stafford Borough Council.

PROPOSED Cllr Upton-Loach **SECONDED** Cllr Hardwick

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

31/23

DATE OF NEXT MEETING to be the extraordinary meeting of the Full Council on 9th February 2023.

Meeting closed at 10:22 pm

Payments Bank Account 4th January to 26th January 2023

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
11/01/2023	Lloyds Bank Multipay Card	Transfer	702.55	0.00	203	0	702.55	Repayment of payment card
12/01/2023	Allstar Business Solutions Ltd	DD	197.02	32.83	4209	201	164.19	Fuel for van
13/01/2023	SLCC	EP	375.00	45.00	4010	102	330.00	AE SLCC Practitioners Confrnce
13/01/2023	International Components	EP	135.00	22.50	4038	105	112.50	Christmas lights set
13/01/2023	SLCC	EP	123.75	0.00	4038	105	123.75	Expenses ML 15 12 22
13/01/2023	SLCC	EP	22.05	0.00	4017	101	22.05	Expenses ML 11 01 23
13/01/2023	SLCC	EP	18.00	3.00	4010	102	15.00	SLCC webinar CI Elections
13/01/2023	SLCC	EP	36.00	6.00	4010	102	30.00	SLCC webinar Appr proc
18/01/2023	Hutchison 3G UK Ltd	DD	100.64	16.77	4303	301	83.87	Mobile phones Dec 22
26/01/2023	Dartmoor Christmas Trees	EP	-500.00	0.00	4038	105	-500.00	Contra Refund re overpayment
26/01/2023	FuturForm Ltd	EP	1,137.60	189.60	4221	202	948.00	Q E II Memorial Seat
26/01/2023	Naturescape Limited	EP	305.99	51.00	4230	203	254.99	1,000 English Bluebells
Total Payments:			2,653.60	366.70			2,286.90	

ii Bank account receipts 4th January to 26th January 2023

Receipt Ref	Date	£ Amnt Received	A/c	Centre	£ Amount	Transaction Detail
BGC	23/01/2023	31.48	4030	101	31.48	Contra refund of card pment taken in error.
Total Receipts:		31.48			31.48	

iii Bank reconciliation as at 26/01/2023

Account Name (s)	Page No.	Statement Date	Balances
CCLA	1	31/12/2022	193,157.12
Unity Account	161	23/01/2023	<u>177,546.27</u>
			370,703.39

Unpresented Cheques (Minus)	Amount
16/11/2022 301333 The Staffordshire Schools Mult	300.00
26/01/2023 EP FuturForm Ltd	1,137.60
26/01/2023 EP Naturescape Limited	<u>305.99</u>
	1,743.59
	<u>368,959.80</u>

Receipts not Banked/Cleared (Plus)	0.00
	<u>0.00</u>
	368,959.80

Balance per Cash Book is :- 368,959.80
Difference is :- 0.00

iv Bank reconciliation - Payment Card as at 26/01/2023

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Multipay Card	28/12/2022	1	<u>-702.55</u>
			-702.55

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
	0.00
	<u>0.00</u>
	-702.55

<u>Receipts not Banked/Cleared (Plus)</u>	
11/01/2023 Transfer	702.55
	<u>702.55</u>
	0.00
Balance per Cash Book is :-	0.00
Difference is :-	0.00