



# COLWICH PARISH COUNCIL

**MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 2<sup>ND</sup> MARCH 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 Martin; Cllr Reeves; Cllr Upton-Loach and Cllr Walters.

### ABSENT Cllr Fielding

**IN ATTENDANCE:** Mr Anthony Egan (Deputy Clerk and Finance Officer).

**CO-OPTED MEMBERS:** Mr Johnson (Allotments Association); Mr Doehren and Mr Rothwell-Jackson (Colwich in Bloom); Mr Sarjant (Flower and Vegetable Show) and Mr Hobbs & Mr Horton (Sustainability in Colwich and the Haywoods)

**PUBLIC PARTICIPATION:** There were no members of the public in attendance.

# MINUTES

### 38/23 Cllr Plant led the Council in **PRAYERS**

**39/23 APOLOGIES** were received from Cllr McKeown (SBC).

**RESOLVED** to agree and note the apologies, as appropriate.

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

**40/23** There were no **DECLARATIONS OF INTEREST**.

**41/23** There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011.**

**Cllr Upton – Loach arrived at 19:38**

**42/23 MINUTES OF THE FULL COUNCIL MEETING HELD ON 2<sup>ND</sup> FEBRUARY 2023.**

**RESOLVED** to amend 21/23 to add “in respect of the gabions and folding barrier” and sign the minutes as a true and accurate record.

## PROPOSED Cllr Plant

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

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

**43/23 MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 9<sup>TH</sup> FEBRUARY 2023.**

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

**PROPOSED** Cllr Dunn

**SECONDED** Cllr Plant

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

**44/23** There was no **BOROUGH COUNCILLORS' REPORT.**

**45/23** There was no **COUNTY COUNCILLOR'S REPORT.**

**46/23 THE REPORT FROM THE ALLOTMENTS ASSOCIATION** was noted.

**47/23 THE REPORT FROM THE IN-BLOOM GROUP** was noted.

**48/23 THE REPORT FROM THE FLOWER AND VEGETABLE SHOW** was noted.

**49/23 THE REPORT FROM SUSTAINABILITY IN COLWICH AND THE HAYWOODS** was noted.

**50/23 THE GREEN INFRASTRUCTURE PLAN ACTION PLAN.**  
Report was noted.

**51/23 THE GRANT APPLICATION TO THE COMMUNITIES' FOOTPATHS INITIATIVE FUND.**  
Report was noted.  
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 Dunn

**SECONDED** Cllr Plant

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

**52/23 REVISED SPINE POINTS FOR ALL EMPLOYEES.**

**RESOLVED** to reconstitute the Employment Committee and defer discussion to the next Employment Committee urgently.

**PROPOSED** Cllr B Forster

**SECONDED** Cllr Walters

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

**53/23 JOB TITLES.**

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

**RESOLVED** to reconstitute the Employment Committee and defer discussion to the next Employment Committee urgently.

**PROPOSED** Cllr B Forster                      **SECONDED** Cllr Walters

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

#### 54/23 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.<sup>i</sup>
- b. The receipts received since the last Full Council meeting were noted.<sup>ii</sup>
- c. There were no cheques/online payments to sign/authorise.
- d. The Bank Statements and the Reconciliation were noted and signed by the Chairman.
- e. Ear Marked Funds

**RESOLVED** to carry forward to 2023/2024 the following Earmarked Reserves:

Account	Closing Balance	
Road Safety Reserve	1,000.00	Road Safety Reserve – to support actions that have come out of the Community Speedwatch programme
Biodiversity Enhancement Reser	3,400.00	Biodiversity Enhancement Reserve – work in progress to develop the biodiversity policy based on reports from Staffs Wildlife Trust
Footpath Capital Reserve	6,000.00	Footpath Capital Reserve – to repair rights of way footpaths
Surgery Path Reserve	13,300.00	Surgery Path Reserve - to assist the installation of a footpath between the Memorial Hall carpark and the doctors' surgery
War Memorial Reserve	750.00	War Memorial Reserve - to provide a central War Memorial between the villages
Land Conveyance Reserve	4,000.00	Land conveyance reserve – to purchase green space from developer
Roads, Pavements & Gullies Res	10,000.00	Roads, pavements & Gullies Reserve – to pay for cleaning and maintenance of the local roads and gullies
Benches Reserve	500.00	Benches Reserve – to go towards the repair of benches in the parish
Defibrillator Reserve	3,000.00	Defibrillator Reserve – to purchase and deploy an extra defibrillator in the parish
Parish Office Reserve	4,900.00	Parish Office Reserve – to improve the Parish Centre building
EM Reserve - Memorial Gdn Fund	381.00	Earmarked Reserve – Memorial Garden Fund – funds held on behalf of the Memorial Fund
EM Reserve - Allotment	800.00	Earmarked Reserve – Allotment – Contingency/reserve for allotments

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

Play Equip Repair/Replace	49,953.00	Play Equipment Repair/Replace – to repair and replace play equipment at the Playing Field
Sustainability Reserve	6,000.00	Sustainability Reserve – Reserve to be added to year on year to support moving to green technology e.g. electric grass mowers etc.
Election Fund	10,800.05	Election Fund – to pay for elections to the Parish Council
Leisure Reserve	100,000.00	Leisure Reserve - to cover the potential cost of creating a car park and permanent drainage solution etc. at the JPF
	<b>214,784.05</b>	

**PROPOSED** Cllr Plant

**SECONDED** Cllr Walters

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 Dunn

**SECONDED** Cllr Plant

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

#### **55/23 RISK MANAGEMENT POLICY.**

**RESOLVED** to defer to the next Policy Committee as soon as possible to ensure the council is not at risk.

**PROPOSED** Cllr Bloor

**SECONDED** Cllr Plant

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

#### **56/23 MARCH 2023 CORPORATE RISK REGISTER.**

The register was noted, but Council noted that amendments were necessary and the document should be referred to the Policy Committee as soon as possible for further scrutiny.

**PROPOSED** Cllr Bloor

**SECONDED** Cllr Plant

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

#### **57/23 SPRING 2023 NEWSLETTER.**

**RESOLVED** to agree the draft Newsletter and to forward the same to Benhill Press for graphic designing and printing.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Bloor

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

#### **58/23 COUNCIL POSITION TO THE BOROUGH COUNCIL'S RESPONSE TO THE S106 APPLICATION FOR THE STORAGE SOLUTION AT THE JPF.**

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

**RESOLVED** to move £15,000 from Play Equipment Repair/Replace Reserves to pay for the purchase of steel containers.<sup>iii</sup>

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

The Chairman adjourned the meeting for 10 minutes to allow the Deputy Clerk to type up the minutes.

## **59/23 MINUTES OF THE FULL COUNCIL MEETING HELD ON 2<sup>ND</sup> MARCH 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.

## **60/23 DATE OF NEXT MEETING to be the annual meeting of the Council on 18<sup>th</sup> May 2023.**

Meeting closed at 10:40pm

<sup>i</sup> Payments made 27/01/2023 to 28/02/2023 (Bank)

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
30/01/2023	Allstar Business Solutions Ltd	DD	11.63	1.94	4209	201	9.69	Allstar Business Solutions Ltd
31/01/2023	Salaries, PAYE, NI, Pensions	Transfer	8,944.80	0	204		8,944.80	Salaries, PAYE, NI, Pensions
01/02/2023	Ash Waste Services	DD	136.37	22.73	4308	301	113.64	AWS - Waste Collection
01/02/2023	DVLA	DD	12.25	0	4206	201	12.25	Van Road Fund Tax
06/02/2023	Sam's Electrical Services Ltd	EP	648.00	108.00	4038	105	540.00	Repair & Replace festive light
09/02/2023	Lloyds Bank Multipay Card	Transfer	186.06	0	203		186.06	Repay of payment card
10/02/2023	Water Plus	DD	144.12	0	4301	301	144.12	Water Plus
10/02/2023	B W Belcher & Son Ltd	EP	34.80	5.80	4305	301	29.00	Service Fire Extinguishers
10/02/2023	Benhill Press	EP	524.00	0	4028	103	524.00	Newsletter x 2500 copies
10/02/2023	Clubz4Kidz	EP	365.00	0	4038	105	365.00	Tomahawk throwing Coronat Fete
10/02/2023	Clubz4Kidz	EP	220.00	0	4038	105	220.00	Wacky Golf Coronation Fete
10/02/2023	M P Bates	EP	961.20	160.20	4306	301	801.00	Replace office heaters/lights
10/02/2023	CloudyIT Ltd	EP	236.76	39.46	4053	101	197.30	M365/Teams Feb
10/02/2023	Stu Haycock	EP	150.00	0	4038	105	150.00	Deposit for app at Corona Fete

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10/02/2023	Key Prep Groundworks LTD	EP	7,206.58	1,201.10	4401	401	6,005.48	Groundworks at JPF Car Park
16/02/2023	Konica Minolta Business Soluti	EP	57.92	9.65	4027	101	48.27	Photocopying 20.11 to 19.02.23
17/02/2023	BT Telephone/Broadband	DD	133.81	22.30	4303	301	111.51	BT Broadband Feb 23
20/02/2023	Hutchison 3G UK Ltd	DD	100.64	16.77	4303	301	83.87	Mobile phones
23/02/2023	Hall Tree Surgeons	EP	1,600.00	0	4400	401	1,600.00	JPF Remove 3 Ash Trees
28/02/2023	Salaries, PAYE, NI, Pensions	Transfer	8,944.80	0	204		8,944.80	Salaries, PAYE, NI, Pensions
<b>Total Payments:</b>			<b>30,618.74</b>	<b>1,587.95</b>			<b>29,030.79</b>	

ii Receipts into bank account 27/01/2023 to 28/02/2023

Receipt Ref	Name of Payer		£ Amnt Received	£ VAT	£ Amount	Transaction Detail
BGC	Local Authorities Property Fnd	31/01/2023	469.23		469.23	Dividend interest to
BGC	HM Revenue & Customs	24/02/2023	2424.35		2424.35	VAT Refund
<b>Total Receipts:</b>			<b>2893.58</b>	<b>0</b>	<b>2893.58</b>	

iii Ear Marked Reserves following reduction as under item 58/23

Account	Closing Balance £	
Road Safety Reserve	1,000.00	Road Safety Reserve – to support actions that have come out of the Community Speedwatch programme
Biodiversity Enhancement Reser	3,400.00	Biodiversity Enhancement Reserve – work in progress to develop the biodiversity policy based on reports from Staffs Wildlife Trust
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Election Fund	10,800.05	Election Fund – to pay for elections to the Parish Council
Leisure Reserve	100,000.00	Leisure Reserve - to cover the potential cost of creating a car park and permanent drainage solution etc. at the JPF
<b>Total E/M Reserves</b>	<b>199,784.05</b>	

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