



COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 8TH FEBRUARY 2024 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 Dunn; Cllr B Forster; Cllr M Forster; Cllr Hall; Cllr Hardwick; Cllr Hill; Cllr Martin; Cllr Upton-Loach and Cllr Walters.

IN ATTENDANCE: Revd Mr M Lennon (Chief Officer & RFO); Mr A Egan (Deputy Chief Officer); Cllr Cooper (SBC) and Cllr McKeown (SBC).

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

MINUTES

1/24 Revd Mr Lennon led the Council in **PRAYERS**.

2/24 **APOLOGIES** were received from Cllr Mosley (Prior engagement), Cllr Dunn (arriving late due to traffic) and Cllr Birt (need to leave by 9:30pm).

RESOLVED to accept the apologies.

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

3/24 There were no **DECLARATIONS OF INTEREST**.

4/24 There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011**.

5/24 **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 21ST DECEMBER 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.

6/24 **THE MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON 6TH JUNE 2023**.

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

PROPOSED Cllr Martin **SECONDED** Cllr Plant.

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

7/24 THE MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING HELD ON 13TH JULY 2023.

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

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

8/24 THE MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING HELD ON 11TH JANUARY 2024.

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

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

9/24 THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 9TH NOVEMBER 2023.

Deferred to later in the meeting awaiting the arrival of Cllr Dunn to provide a quorum of those who attended the meeting.

10/24 THE CHAIRMAN'S REPORT was noted.

11/24 THE CLERK'S REPORT was noted.

Cllr Dunn arrived.

9/24 THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 9TH NOVEMBER 2023.

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

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

12/24 THE BOROUGH COUNCILLORS'S REPORTS were noted.

13/24 There was no COUNTY COUNCILLOR'S REPORT.

The Chairman paused the meeting to present flowers and a birthday card to Cllr Colwill.

14/24 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
- b. The receipts received since the last Full Council meeting were noted.ⁱⁱ
- c. There were no cheques/online payments to agree or sign/authorise.
- d. The Bank Statements and Reconciliation were not presented.

15/24 DEPTH GAUGES FOR INSTALATION ON THE MILL LANE AND MEADOW LANE RAILWAY BRIDGES.

RESOLVED to agree to purchase and have installed four depth gauges, two on Meadow Lane and two on Mill Lane.

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

Cllr McKeown and Cllr Cooper thanked the Council and left the meeting.

16/24 THE AVERAGE WEEKLY HOURS FOR THE TRAINEE LENGTHSMAN AND ADMIN OFFICER.

17/24 THE POST OF HEAD GROUNDSMAN AS OF 1ST APRIL 2024.

18/24 OPTIONS FOR ITEMS/PROJECTS TO BE INCLUDED IN THE 2024/25 BUDGET.

TO CONFIRM ANY MOVEMENTS TO AND FROM EARMARKED FUNDS.

19/24 TO SET THE 2024/25 PRECEPT BASED ON THE AGREED BUDGET AND TO FORWARD THE SAME TO STAFFORD BOROUGH COUNCIL.

These items were taken 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 Upton-Loach **SECONDED** Cllr Hardwick.
On being put to the vote, the Resolution carried unanimously.

Cllr Birt left the meeting.

RESOLVED to remove £6,000 from the Sustainability earmarked reserve.

RESOLVED to remove the proposed £6,000 for Sustainability from the budget discussed by the Finance Committee.

RESOLVED to advertise for an Assistant Clerk on 18hrs per week commencing 1st April 2024.

RESOLVED to advertise for a Junior Lengthsman on 26 hours per week commencing 1st April 2024.

RESOLVED to create the post of Head Groundsman commencing 1st April 2024 and to advertise the position for internal applicants only.

RESOLVED to set a budget of **£656,934** of which:

£371,500 allocated to s106 funded projects.

£50,000 to be taken from Leisure Reserves.

£5,000 carried forward from s137 underspend in 2023/24

£1,600 Allotments rents returned to the Allotments Association to run the allotments on behalf of the Council.

To set a precept **£222,833.89** to be funded as:

£7,984.02 Central Government Grant

£214,849.87 charge to taxpayers.

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

On being put to the vote, the Resolution carried by a majority of those present and voting.

20/24 **DATE OF NEXT MEETING** to be 7th March 2024.

Meeting closed at 9:59pm.

ⁱ Payments Bank Account 01/11/2023 to 31/01/2024

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
31/10/2023	Salaries, PAYE, NI, Pensions	Transfer	11,981.98	0.00	204	0	11,981.98	Salaries, PAYE, NI, Pensions
01/11/2023	DVLA	DD	12.25	0.00	4206	201	12.25	Van Road Fund Tax MS365/Teams Nov 23
01/11/2023	CloudyIT Ltd	DD	244.32	40.72	4053	101	203.60	AWS - Waste collection
01/11/2023	Ash Waste Services	DD	230.40	38.40	4308	301	192.00	WaterPlus Nov
08/11/2023	Water Plus	DD	49.03	0.00	4301	301	49.03	Parish election recharges (GH)
08/11/2023	Stafford Borough Council	EP	144.99	0.00	4032	101	144.99	Parish election recharges (LH)
08/11/2023	Stafford Borough Council	EP	160.22	0.00	4032	101	160.22	Col Parish In Bloom Autumn Newsletter 23
08/11/2023	Roseacre Nursery & Plant Centr	EP	433.64	72.27	4230	203	361.37	Christmas Lights Posters
08/11/2023	Benhill Press	EP	628.80	104.80	4028	103	504.00	Repayment of payment card
Blank	Blank	Blank	Blank	Blank	4038	105	20.00	Diesel for van Memorial Plaque x 2
09/11/2023	Lloyds Bank Multipay Card	Transfer	189.58	0.00	203	0	189.58	Christ Lights Event
13/11/2023	Allstar Business Solutions Ltd	DD	112.60	18.77	4209	201	93.83	
14/11/2023	Teleshore (UK) Ltd	EP	300.71	50.12	4038	105	250.59	
15/11/2023	Hearts Aglow Records LTD	EP	230.00	0.00	4038	105	230.00	

	BT								
16/11/2023	Telephone/Broadband	DD	153.11	25.52	4303	301	127.59	BT Broadband Nov	
20/11/2023	Hutchison 3G UK Ltd	DD	83.65	13.94	4303	301	69.71	Mobile phones	
23/11/2023	Hearts Aglow Records LTD	EP	-50.00	0.00	4038	105	-50.00	Refund of deposit Chr Lights	
24/11/2023	Konica Minolta Business Soluti	EP	32.24	5.37	4027	101	26.87	Photocopying	
27/11/2023	Opus Energy (Corporate) Limitd	DD	314.13	0.00	4304	301	314.13	Electricity Oct	
29/11/2023	Lucky Lee Magic	EP	170.00	0.00	4038	105	170.00	Christ Light Event	
30/11/2023	Salaries, PAYE, NI, Pensions	Transfer	17,233.64	0.00	204	0	17,233.64	Salaries, PAYE, NI, Pensions	
01/12/2023	DVLA	DD	12.25	0.00	4206	201	12.25	Van Road Fund Tax	
01/12/2023	Ash Waste Services	DD	162.18	27.03	4308	301	135.15	AWS - Waste - waste bins	
04/12/2023	S Egan	EP	28.80	0.00	4017	101	28.80	Expenses Dec 2023	
04/12/2023	Michael Lennon	EP	85.05	0.00	4017	101	85.05	Expenses Dec 2023	
04/12/2023	SLCC	EP	243.00	0.00	4015	101	243.00	SLCC Renew subscription SE	
04/12/2023	Michael Lennon	EP	503.00	0.00	4015	101	503.00	SLCC Renew subscription ML	
04/12/2023	Plugman	EP	147.50	0.00	4305	301	147.50	PAT Testing	
06/12/2023	CloudyIT Ltd	DD	244.32	40.72	4053	101	203.60	MS 365/Teams	
11/12/2023	Lloyds Bank Multipay Card	Transfer	986.41	0.00	203	0	986.41	Repayment of payment card	
12/12/2023	Boston Seeds	EP	255.99	42.67	4230	203	213.32	1000 Bluebells "in the green"	
12/12/2023	Sam's Electrical Services Ltd	EP	1,099.50	183.25	4038	105	916.25	Repair external lighting	
19/12/2023	Hutchison 3G UK Ltd	DD	83.00	0.00	4303	301	83.00	Mobile phones	
22/12/2023	Mr Mark Mills	EP	150.00	0.00	4038	105	150.00	Technician for Christ lights	
27/12/2023	Opus Energy (Corporate) Limitd	DD	547.84	91.31	4304	301	456.53	Electricity Parish Centre	
27/12/2023	Opus Energy (Corporate) Limitd	DD	206.96	9.86	4304	401	197.10	Electricity JPF	
27/12/2023	Salaries, PAYE, NI, Pensions	Transfer	13,136.00	0.00	204	0	13,136.00	Salaries, PAYE, NI, Pensions	
29/12/2023	Unity Trust	DD	1.10	0.00	4019	101	1.10	Manual Credit Handling Fee	
29/12/2023	Water Plus	DD	33.69	0.00	4301	301	33.69	WaterPlus December 2023	
31/12/2023	Unity Trust	DD	28.80	0.00	4019	101	28.80	Service Charge	
02/01/2024	Ash Waste Services	DD	180.90	30.15	4308	301	150.75	AWS Waste disposal Jan 2024	
02/01/2024	BT Telephone/Broadband	DD	139.60	23.26	4303	301	116.34	BT Telephone Jan 2024	
05/01/2024	CloudyIT Ltd	DD	244.32	40.72	4053	101	203.60	MS365/Teams Jan 2024	
10/01/2024	Lloyds Bank Multipay Card	Transfer	931.81	0.00	203	0	931.81	Repayment of payment card	
16/01/2024	Public Sector Deposit Fund	EP	50,000.00	0.00	202	0	50,000.00	Transfer from CCLA to C/A	
18/01/2024	Hutchison 3G UK Ltd	DD	83.00	13.83	4303	301	69.17	Mobile telephones Jan 2024	
19/01/2024	DVLA	DD	12.25	0.00	4206	201	12.25	Van road fund tax	
22/01/2024	Roseacre Nursery & Plant Centr	EP	201.44	0.00	4230	203	201.44	Plants for Parish in Bloom	

22/01/2024	Printdesigns Limited	EP	712.80	118.80	4028	103	594.00	Spring Newsletter
22/01/2024	SLCC	EP	324.30	44.30	4010	102	280.00	Practitioners' Conference SE
26/01/2024	Opus Energy (Corporate) Limitd	DD	546.66	91.11	4304	301	455.55	Electricity Dec Parish Centre
26/01/2024	Opus Energy (Corporate) Limitd	DD	204.23	9.73	4304	401	194.50	Electricity Dec JPF
31/01/2024	OSB Events Hire Ltd	EP	2,073.60	345.60	4038	105	1,728.00	50% deposit stage etc for fete
31/01/2024	Salaries, PAYE, NI, Pensions	Transfer	12,639.44	0.00	204	0	12,639.44	Salaries, PAYE, NI, Pensions
	Total Payments:		118,905.03	1,482.25			117,422.78	

Payments Payment Card 27/09/2023 to 26/01/2024

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
10/10/2023	Lidl	CARD	15.99	0.00	4031	101	15.99	Chairman's allowance champagne
20/10/2023	Screwfix Direct Ltd	CARD	24.98	4.17	4211	201	20.81	Pliers & Cable Ties
24/10/2023	Trainline .com	CARD	14.46	0.00	4017	101	14.46	Travel to Saltex Ex
24/10/2023	Trainline .com	CARD	14.66	0.00	4017	101	14.66	Travel to Saltex Ex
25/10/2023	Norton Software	CARD	64.99	0.00	4015	101	64.99	Renew firewall etc
26/10/2023	Lloyds Bank Plc	CARD	12.00	0.00	4019	101	12.00	Bank fee
26/10/2023	Royal British Legion Industrie	CARD	70.57	11.77	4031	101	58.80	Remembrance Sign & Flag
26/10/2023	Wickes Building Supplies	CARD	27.50	0.00	4211	201	27.50	Wickes Building Supplies
09/11/2023	RBL Poppy Appeal	CARD	50.00	0.00	4031	101	50.00	Wreath x2
16/11/2023	Work Gloves.co.uk	CARD	37.43	6.24	4211	201	31.19	Work Gloves
20/11/2023	Booker Limited	CARD	119.31	15.14	4038	105	104.17	Sundry Treats for Chr Lights
21/11/2023	The Range	CARD	57.92	0.00	4038	105	57.92	Christmas supplies
21/11/2023	Tesco Stores	CARD	83.00	0.00	4038	105	83.00	Christmas sundries
21/11/2023	Screwfix Direct Ltd	CARD	23.69	3.95	4211	201	19.74	Twisted rope
22/11/2023	Dartmoor Christmas Trees	CARD	250.00	0.00	4038	105	250.00	Christmas tree
22/11/2023	Dartmoor Christmas Trees	CARD	250.00	0.00	4038	105	250.00	Christmas tree
24/11/2023	Apple Distribution Internation	CARD	4.99	0.83	4038	105	4.16	Childrens' Christmas songs
27/11/2023	Lloyds Bank Plc	CARD	12.00	0.00	4019	101	12.00	Bank fee
27/11/2023	Co-operative Group Ltd	CARD	4.54	0.00	4039	101	4.54	Youth Cl Refreshment
27/11/2023	B & Q	CARD	15.00	0.00	4038	105	15.00	Tree Storage Bags x3
01/12/2023	Royal British Legion Industrie	CARD	375.00	62.51	4038	105	312.49	Tommy Statues
01/12/2023	Royal British Legion Industrie	CARD	409.24	68.05	4038	105	341.19	Remem Tommy Lamp Sign
01/12/2023	Tesco Stores	CARD	30.85	0.00	4300	301	30.85	Cleaning supplies
13/12/2023	East Staffs Borough Council	CARD	2.40	0.00	4017	101	2.40	Expenses reimbursement
20/12/2023	Sainsbury's	CARD	56.30	0.00	4031	101	56.30	Refreshments at meeting

20/12/2023	The Range	CARD	26.48	0.00	4038	105	26.48	Batteries for Christms Lits Equ
27/12/2023	Lloyds Bank Plc	CARD	12.00	0.00	4019	101	12.00	Bank fee
11/01/2024	Harveys	CARD	27.00	0.00	4038	105	27.00	Christ Lghts Shields
18/01/2024	Wickes Building Supplies	CARD	15.50	2.58	4211	201	12.92	Grippa Gloves Lengthsmen
19/01/2024	Buxton's Ltd	CARD	298.08	49.68	4211	201	248.40	Mower service
26/01/2024	Lloyds Bank Plc	CARD	12.00	0.00	4019	101	12.00	Bank fees
Total Payments:			2,417.88	224.92			2,192.96	

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Receipts received between 31/10/2023 and 31/01/2024

Receipt Ref	Name of Payer	Date	£ Amnt Received	Nominal Ledger Analysis			£ Amount Transaction Detail
				£ VAT	A/c	Centre	
BGC	Banked: Local Authorities	31/10/2023	569.33				
BGC	Property Fnd				1190	101	569.33 LAMIT Property Fund
BGC	Banked: CCLA Investment Management Ltd	01/11/2023	1,384.46				
BGC	Ltd				1190	101	1,384.46 PSDF Dividend/interest
BGC	Banked: St John the Baptist RC Church	09/11/2023	15.00				
BGC	Church				1003	101	15.00 Photocopying
BGC	Banked: HM Revenue & Customs	23/11/2023	1,666.94				
BGC	Customs				105		1,666.94 VAT Refund
BGC	Banked: A Resident	18/12/2023	35.00				
BGC	A Resident				1003	101	35.00 Broken lights
103	Banked: Petty Cash	04/01/2024	165.00				
103	Petty Cash				1200	105	165.00 Christmas donations
BGC	Banked: CCLA Investment Management Ltd	16/01/2024	50,000.00				
BGC	Investment Management Ltd				202		50,000.00 Repayment from CCLA
BGC	Banked: CCLA Investment Management Ltd	31/01/2024	545.72				
BGC	Investment Management Ltd				1190	101	545.72 Prop Fund Div Interest
Total Receipts:			54,381.45	0			54,381.45

Receipts Payment Card 27/09/2023 to 26/01/2024

Receipt Ref	Name of Payer	Date	£ Amnt Received	Nominal Ledger Analysis			£ Amount Transaction Detail
				£ VAT	Centre		
Transfer	Banked: Current & Deposit Bank A/cs	10/10/2023	444.40				
				444.40	0	200	444.40 Repayment payment card

	Banked:	09/11/2023	189.58					
Transfer	Current & Deposit Bank A/cs			189.58	0	200	189.58	Repayment of payment
	Banked:	11/12/2023	986.41					
Transfer	Current & Deposit Bank A/cs			986.41	0	200	986.41	Repayment of payment
	Banked:	10/01/2024	931.81					
Transfer	Current & Deposit Bank A/cs			931.81	0	200	931.81	Repayment of payment
	Total Receipts:		2,552.20		0		2,552.20	

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