



## COLWICH PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON THURSDAY 1<sup>ST</sup> MAY 2025 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 Boyce; Cllr Dunn; Cllr Martin; Cllr Meakin; Cllr Mosley; Cllr Upton-Loach and Cllr Walters.

**IN ATTENDANCE:** Revd Mr Lennon (Chief Officer); Mr Egan (Deputy Chief Officer) and Miss Alineri-Willis (Events Officer).

**PUBLIC PARTICIPATION:** No members of the public were present.

### MINUTES

**62/25** The Chairman called for nominations for **CHAIRMAN OF THE COUNCIL FOR 2025/26.**

Cllr Plant was **PROPOSED** by Cllr Walters and **SECONDED** by Cllr Boyce.

On being put to the vote, Cllr Plant was elected unopposed.

Cllr Plant **SIGNED THE DECLARATION OF OFFICE** which was witnessed by the Chief Officer.

**63/25** The Chairman called for nominations for **VICE CHAIRMAN OF THE COUNCIL FOR 2025/26.**

Cllr Bloor was **PROPOSED** by Cllr Plant and **SECONDED** by Cllr Walters.

On being put to the vote, Cllr Bloor was elected unopposed.

**RESOLVED** that any Cllr, absent from the meeting, who is elected to the position of Chairman or Vice Chairman of the Council or a Committee should attend the Parish Centre to sign their Acceptance of Office either before or at the start of the June Full Council meeting or the relevant Committee meeting, whichever comes first.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Mosley.

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

**64/25** **APOLOGIES** were received from Cllr Bloor (Twinning Visitors); Cllr B Forster (away); Cllr M Forster (away); Cllr Hall (away); Cllr Hardwick (work); Cllr Hill (Dispensation); Cllr Cooper (SBC – prior engagement) and Cllr McKeown (prior engagement). Cllr Mosley noted that he would need to leave at 9:30pm.

**RESOLVED** to accept the reasons for absence.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Walters.

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

**65/25** There were no **DECLARATIONS OF INTEREST**.

**66/25** There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011**.

**67/25 THE DEEDS FOR LAND AND PROPERTY OWNED OR HELD IN TRUST** were shown to the Council.

Cllr Upton-Loach arrived.

**68/25 MEMBERSHIP, CHAIRMAN AND VICE CHAIRMAN** of the Council's Committees:

**COMMUNICATIONS** (4 members).

Cllr Boyce

Chairman/Vice Chairman

Cllr Dunn

Deferred to June Full Council

Cllr Hall

Cllr Hardwick

**COMPLAINTS** (4 members).

Cllr Bloor

Chairman Cllr Bloor (as vice Chairman of the Council.

Cllr B Forster

Vice Chairman

Cllr M Forster

Deferred to June Full Council

Cllr Hill

**EMPLOYMENT** (4 members).

Cllr Bloor

Chairman Cllr Bloor (as Vice Chairman of the Council

Cllr Hill

Vice Chairman

Cllr Martin

Deferred to June Full Council.

Cllr Walters

**ENVIRONMENT** (6 members).

Cllr Bloor

Chairman Cllr Upton-Loach

Cllr B Forster

**PROPOSED** Cllr Meakin

Cllr M Forster

**SECONDED** Cllr Mosley

Cllr Meakin

Vice Chair Cllr Bloor

Cllr Mosley

**PROPOSED** Cllr Upton-Loach

Cllr Upton-Loach

**SECONDED** Cllr Mosley

**EVENTS** (6 members).

Cllr Boyce

Chairman Cllr Plant

Cllr Hall

**PROPOSED** Cllr Upton-Loach

Cllr Martin

**SECONDED** Cllr Walters

Cllr Plant  
Cllr Upton-Loach  
Cllr Walters

Vice Chairman Cllr Upton-Loach  
**PROPOSED** Cllr Boyce  
**SECONDED** Cllr Walters

**FINANCE** (4 members).

Cllr Bloor  
Cllr Dunn  
Cllr Meakin  
Cllr Plant

Chairman Cllr Plant (as Chairman of the Council)  
Vice Chairman Cllr Dunn  
**PROPOSED** Cllr Plant  
**SECONDED** Cllr Meakin

**LEISURE** (6 members).

Cllr Bloor  
Cllr Dunn  
Cllr Hall  
Cllr Hardwick  
Cllr Martin  
Cllr Walters

Chairman Cllr Dunn  
**PROPOSED** Cllr Walters  
**SECONDED** Cllr Martin  
Vice Chairman Cllr Walters  
**PROPOSED** Cllr Dunn  
**SECONDED** Cllr Martin

**PLANNING** (3+3 members).

Great Haywood  
Cllr B Forster  
Cllr M Forster  
Cllr Mosley  
Little Haywood  
Cllr Bloor  
Cllr Martin  
Cllr Walters

Chairman Cllr Bloor  
**PROPOSED** Cllr Walters  
**SECONDED** Cllr Mosley  
Vice Chairman Cllr M Forster  
**PROPOSED** Cllr Walters  
**SECONDED** Cllr Mosley

**POLICY** (4 members).

Cllr Dunn  
Cllr Hardwick  
Cllr Plant  
Cllr Upton-Loach

Chair Cllr Hardwick  
**PROPOSED** Cllr Plant  
**SECONDED** Cllr Upton-Loach  
Vice Chair Cllr Plant  
**PROPOSED** Cllr Upton-Loach  
**SECONDED** Cllr Dunn

**YOUNG PEOPLE** (4 members).

Cllr Boyce  
Cllr B Forster  
Cllr M Forster  
Cllr Upton-Loach

Chairman/Vice Chairman  
Deferred to June Full Council

**RESOLVED** to agree the committee membership as above.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Walters.

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

Those Chairmen and Vice Chairmen in attendance signed their acceptance of office which were witnessed by the Chief Officer.

**69/25 COUNCIL REPRESENTATIVES WITH OUTSIDE BODIES.**

Community Association.	Cllr Hardwick
Voluntary Transport Scheme.	Cllr Mosley
Colwich & Little Haywood Village Hall.	Cllr Hardwick
Colwich Parochial Charities.	Cllr Dunn/Cllr Plant
Great Haywood Memorial Hall Committee.	Defer to June Full Council
Colwich Allotments Association.	Cllr Upton-Loach
Staffordshire Wildlife Trust.	Cllr Martin
Colwich Parish in Bloom.	Defer to June Full Council
AONB	Cllr Hall
SinCH	Cllr Upton-Loach
Flower & Vegetable Show	Cllr Hill
GHMH Coffee morning	Cllr Mosley
St Michael's lunches	Cllr Hill
St Stephen's lunches	Cllr Hill
PPG	Cllr Dunn/Cllr Plant
National Trust	Cllr B Forster/Cllr M Forster
Anson School	Cllr B Forster/Cllr M Forster
St Johns School	Cllr Bloor
Colwich School	Cllr Hardwick
Canal River Trust	Cllr Dunn

**RESOLVED** to agree the representatives as detailed above.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Boyce.

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

**70/25 NAMES OF COUNCILLORS TO SIGN CHEQUES AND/OR AUTHORISE ONLINE PAYMENTS FROM OUR UNITY TRUST BANK ACCOUNT.**

**RESOLVED** that Cllr Bloor; Cllr Dunn; Cllr Plant continue to be authorised signatories and that Cllr Martin be an additional signatory.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Dunn.

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

**71/25 NAMES OF COUNCILLORS AUTHORISED TO DEPOSIT FUNDS WITH/WITHDRAW FUNDS FROM OUR CCLA DEPOSIT ACCOUNTS.**

**RESOLVED** that Cllr Mosley; Cllr Upton-Loach and Cllr Walters continue to be authorised signatories.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Dunn.

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

**72/25 THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 3<sup>RD</sup> APRIL 2025.**

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

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

**73/25 TO CONSIDER, AGREE AND SIGN THE MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 7<sup>TH</sup> APRIL 2025.**

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

**PROPOSED** Cllr Plant                                      **SECONDED** Cllr Dunn.  
On being put to the vote of those present who had also been present at the meeting, the Resolution carried unanimously.

**74/25 TO CONSIDER, AGREE AND SIGN THE MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON MONDAY 14<sup>TH</sup> APRIL 2025.**

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

**PROPOSED** Cllr Plant                                      **SECONDED** Cllr Boyce.  
On being put to the vote of those present who had also been present at the meeting, the Resolution carried unanimously.

**75/25 THE CHAIRMAN'S REPORT** was noted.

**76/25 There were no BOROUGH COUNCILLOR REPORTS.**

**77/25 There was no COUNTY COUNCILLOR REPORT.**

**78/25 FINANCE AND ADMINISTRATION**

- a. No payment details were provided due to preparation for the Year End audit.
- b. No receipts details were provided due to preparation for the Year End audit.
- c. No Bank Statements or Reconciliation were provided.
- d. The Vauxhall Movano annual insurance.

**RESOLVED** to accept the quote received from MS Amlin of £693.88 +IPT a reduction of £43.96 from 2024/25.

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

**79/25 SMALL GRANT APPLICATIONS.**

**RESOLVED** to award a grant of £600 to the Great Haywood Tolkien Trail Project  
**PROPOSED** Cllr Upton-Loach                      **SECONDED** Cllr Plant.

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

**RESOLVED** to award a grant of £100 to Colwich Parish in Bloom.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Boyce

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

**RESOLVED** to request further clarification from Anson Parents, Teachers and Friends Association.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Upton-Loach.

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

#### **80/25 BUS TIMETABLE.**

**RESOLVED** to write to Chaserider requesting that they retain the current half hourly bus service.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Upton-Loach.

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

#### **81/25 NETBALL.**

**RESOLVED** to support Cllr McKeown's proposal in-principle, subject to receiving additional information.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Walters.

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

#### **82/25 SUMMER 2025 NEWSLETTER.**

**RESOLVED** to include the following articles:

Grant award details

Netball proposal

Bus route

Fete

VE Day report

VJ Day proposal

Plaques

JPf

Lengthsman

Dates for Diary

**PROPOSED** Cllr Plant

**SECONDED** Cllr Boyce.

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

#### **83/25 POLICIES**

**RESOLVED** to agree and sign the updated policies:

Standing Orders (PD006)

Risk Management Policy and Corporate Risk Assessment (PD007)

Training Policy (PD008)

Small Grants (PD009)

High Consequence Infectious Diseases Policy (PD010)  
Maternity Leave (PD111)  
Paternity Leave (PD112)  
Adoption Leave (PD113)  
Parental Leave (PD114)  
Dependents Leave (PD115)  
Bereavement Policy (PD116)  
Menopause Policy (PD117)  
Flexi Leave (PD118)  
Health and Safety Policy (PD301)  
Display Screen Equipment Policy (PD302)  
Manual Handling Policy (PD303)  
Lone Working Policy (PD304)

**PROPOSED** Cllr Dunn

**SECONDED** Cllr Boyce.

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

Cllr Upton-Loach apologised and left the meeting.

**84/25 THE JPF INSPECTION.**

During the discussion, the Chairman noted that the meeting had been running for 2-hours and so should be adjourned in line with Standing Order 1.28.

**RESOLVED** to continue for a further 30-minutes, in line with Standing Order 1.29.

**PROPOSED** Cllr Walters

**SECONDED** Cllr Dunn.

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

Cllr Mosley left the meeting.

**RESOLVED** to accept the quote from Sovereign Design Play Systems Limited.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Walters.

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

**85/25 DATE OF NEXT MEETING** to be 5<sup>th</sup> June 2024.

Meeting closed at 9:35pm