



COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 5TH JUNE 2025 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

PRESENT (For all or part of the meeting) Cllr Bloor (Vice Chairman); Cllr Dunn; Cllr B Forster; Cllr M Forster; Cllr Hardwick; Cllr Martin; Cllr Meakin; Cllr Mosley; Cllr Upton-Loach and Cllr Walters.

IN ATTENDANCE: Revd Mr Lennon (Chief Officer and RFO); Mr Egan (Deputy Chief Officer and Finance Officer); Miss Alineri-Willis (Events Co-ordinator); Cllr Cooper (SBC) and Cllr Mynors (SCC).

PUBLIC PARTICIPATION: two representatives from Shugborough were present.

Cllr Bloor took the Chair in the absence of the Chairman.

Cllr Bloor invited the Shugborough representatives to give an update presentation to the Council of the new entrance and visitor centre project.

Cllr Upton-Loach arrived during the presentation.

Following questions from Council, the Chairman thanked the Shugborough representatives who left the meeting.

MINUTES.

86/25 APOLOGIES were received from Cllr Boyce (away); Cllr Hall (prior engagement); Cllr Hill (illness); Cllr Plant (away) and Cllr McKeown (prior engagement).

RESOLVED to accept the reasons for absence.

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

87/25 There were no **DECLARATIONS OF INTEREST.**

88/25 There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011.**

89/25 THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 1st MAY 2025.

SIGNED AS A TRUE AND ACCURATE RECORD.....
DATE: 3RD JULY 2025

SIGNED AS A TRUE AND ACCURATE RECORD.....
DATE: 3RD JULY 2025

Cllr Upton-Loach signed the Acceptance of Office which was witnessed by the Chief Officer.

Vice Chairman

Cllr B Forster was Proposed by Cllr Upton-Loach and Seconded by Cllr M Forster.

Cllr B Forster signed the Acceptance of Office which was witnessed by the Chief Officer.

93/25 CONTACTS WITH OUTSIDE BODIES.

Great Haywood Memorial Hall

Cllr Bloor was Proposed by Cllr Mosley and Seconded by Cllr B Forster.

Colwich Parish in Bloom

Cllr Bloor was proposed by Cllr Upton-Loach and Seconded by Cllr B Forster.

94/25 THE CHAIRMAN'S REPORT was noted.

95/25 THE BOROUGH COUNCILLORS'S REPORT was noted.

Cllr Bloor welcomed new County Cllr Mynors to the Parish Council.

96/25 THE COUNTY COUNCILLOR'S REPORT was noted.

Cllr Cooper left the meeting.

The Chairman agreed to alter the running order of the following items to leave the AGAR consideration to the end.

99/25 FINANCE POLICIES

RESOLVED to agree and sign the revised policies.

RESOLVED to agree and sign the revised policies.

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

100/25 NETBALL POSTS

RESOLVED to defer consideration until a clearer need is identified.

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

101/25 SMALL GRANTSColwich Parish in Bloom

Cllr Hardwick and Cllr Upton-Loach declared a pecuniary interest and took no part in the discussion or vote.

RESOLVED to agree a grant of £300 to purchase winter bedding plants.

PROPOSED Cllr B Forster

SECONDED Cllr Meakin.

On being put to the vote, the Resolution carried by a majority of those present and voting with one abstention and one “No” vote.

The Anson PTFA application was deferred to the end of the meeting to allow officials to trace previous applications.

97/25 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.
- b. The receipts received since the last Full Council meeting were noted.
- c. The Bank Statements and Reconciliation were noted.

98/25 ANNUAL GOVERNANCE REPORT

- a. The Summary Income and Expenditure by Budget Heading as at 31st March 2025 – Committee Report was noted.
- b. The Summary Income and Expenditure by Budget Heading as at 31st March 2025 – Cost Centre Report was noted.
- c. The Income and Expenditure Account for Year Ended 31st March 2025 was noted.
- d. The Balance Sheet as of 31st March 2025 was noted.
- e. The Annual Governance and Accountability Return 2024/25 was considered by section below:
- f. The Internal Auditors report 2024/25 was noted.
- g. **RESOLVED** to consider and complete the Annual Governance Statement 2024/25.

PROPOSED Cllr Bloor

SECONDED Cllr Mosley.

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

Cllr Bloor and the Chief Officer signed the form.

- h. **RESOLVED** to consider and agree the Annual Accounting Statement 2024/25, previously signed by the Responsible Financial Officer.

PROPOSED Cllr Bloor

SECONDED Cllr Upton-Loach.

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

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

DATE: 3RD JULY 2025

Cllr Bloor signed the form.

- i. The Internal Auditor for the 2025/26 financial year

RESOLVED to appoint Kim Squires Internal Audit Services, working with Topliss Associates.

On being put to the vote, the Resolution carried unanimously

101/25 SMALL GRANTS.

Anson Primary School

The Chief Officer confirmed that the accessibility provision for the previously approved application, for an outdoor garden, was the same as in the present application.

RESOLVED to agree a grant of at least £750.

PROPOSED Cllr Walters

SECONDED Cllr Martin.

RESOLVED to agree a grant of £1,000.

PROPOSED Cllr Upton-Loach

SECONDED Cllr Mosley.

Under Standing Orders, the second Resolution was considered first.

On being put to the vote, the Resolution, to provide a grant of £1,000, carried by seven votes to three.

102/25 DATE OF NEXT MEETING to be 3rd July 2025.

Meeting closed at 9:22pm.

Cashbook 1

Current & Deposit Bank A/cs
Payments made between 01/04/2025 and 30/04/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2025	Ash Waste Services	DD	314.17		52.36	4308	301	261.81	AWS - Waste Services
01/04/2025	DVLA	DD	12.25			4206	201	12.25	DVLA Road Tax
01/04/2025	Colwich Allotments Association	EP	1,870.00			4500	501	1,870.00	Rent Reimbursement
01/04/2025	Colwich Allotments Association	EP	175.00			4501	501	175.00	Contingency Fund
01/04/2025	HM Revenue & Customs	TNSFR	3,444.65				501	3,444.65	HMRC Rev EOY Tfr to Creditors
07/04/2025	CloudyIT Ltd	DD	351.00		58.50	4303	301	46.00	Teams Phone
						4053	101	246.50	MS365/Teams
09/04/2025	Lloyds Bank Multipay Card	Transfer	348.88				203	348.88	Repayment of payment card
11/04/2025	Colwich Allotments Association	EP	360.00			4600	601	360.00	Colwich Allotments Association
11/04/2025	Stephen JF Luff	EP	150.00			4038	105	150.00	Summer Fete 25 Delta Aces
11/04/2025	Lola Lamour	EP	300.00			4038	105	300.00	Summer Fete 25 Lola Lamour
11/04/2025	B W Belcher & Son Ltd	EP	40.80		6.80	4305	301	34.00	Fire Extinguisher Service
14/04/2025	Corona Energy Retail 4 Limitd	DD	2,680.24		446.71	4304	301	1,329.00	Electricity Parish Centre
						4304	401	904.53	Electricity JPF
22/04/2025	Hutchison 3G UK Ltd	DD	86.74		14.46	4303	301	72.28	Hutchinson 3G UK
29/04/2025	Water Plus	DD	50.70			4301	301	50.70	Water Charges April
29/04/2025	Staff Parish Councils Assoc	EP	633.68			4015	101	633.68	Annual Subscription
29/04/2025	Benhill Press	EP	325.00			4028	103	325.00	Newsletter Spring 25
29/04/2025	Freak Music	EP	548.78		91.46	4038	105	457.32	Summer Fete 25 Capt Fantastic
30/04/2025	Unity Trust	DD	11.85			4019	101	11.85	Unity Trust
30/04/2025	Salaries, PAYE, NI, Pensions	Transfer	17,375.74				204	17,375.74	Salaries, PAYE, NI, Pensions

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

DATE: 3RD JULY 2025

Total Payments: 29,079.48 0.00 670.29 28,409.19

1

Cashbook 3
Lloyds Bank Multipay Card
Payments made between 01/04/2025 and 30/04/2025

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2025	Wickes Building Supplies	CARD	38.00		6.33	4211	201	31.67	Handsaw & Broom
01/04/2025	Lloyds Bank Plc	TNSFR	348.88				501	348.88	Rev EOY Transfer to Creditors
02/04/2025	Naturescape Wildflowers LLP	CARD	242.99		40.50	4230	203	202.49	Wildflowers - seed & plugs
16/04/2025	Tesco Stores	CARD	23.10			4401	401	23.10	Cleaning supplies for JPF
28/04/2025	Lloyds Bank Plc	CARD	12.00			4019	101	12.00	Bank fee
Total Payments:			664.97	0.00	46.83			618.14	

1

Cashbook 1
Current & Deposit Bank A/cs
Receipts received between 01/04/2025 and 30/04/2025

Nominal Ledger Analysis

SIGNED AS A TRUE AND ACCURATE RECORD.....
DATE: 3RD JULY 2025

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BGC	Banked: 02/04/2025		765.38						
BGC		CCLA Investment Management Ltd	765.38			1190	101	765.38	PSDF/ Dividends
BGC	Banked: 09/04/2025		2,005.33						
BGC		HM Revenue & Customs	2,005.33			105		2,005.33	VAT Repayment
BGC	Banked: 14/04/2025		20.00						
BGC		Colwich & Hayw Vol Transp Serv	20.00			1200	105	20.00	Fete contribution
BGC	Banked: 14/04/2025		127,437.62						
BGC		STAFFORD BOROUGH COUNCIL	127,437.62			1176	101	120,583.13	Ist tranche Precept
						1174	101	5,205.49	Ist tranche Loc Cl Sup G
						1175	101	1,649.00	Ist tranche Conc Funding
BGC	Banked: 15/04/2025		10.00						
BGC		Annette Page	10.00			1200	105	10.00	Contribution to fete
BGC	Banked: 25/04/2025		141.00						
BGC		P Russell	141.00			1003	101	141.00	J Watson Sons scrapfor
BGC	Banked: 30/04/2025		498.13						
BGC		CCLA Investment Management Ltd	498.13			1190	101	498.13	Dividend/Interest Prop
Total Receipts:			130,877.46	0.00	0.00			130,877.46	

Cashbook 3**Lloyds Bank Multipay Card**

Receipts received between 01/04/2025 and 30/04/2025

Nominal Ledger Analysis**SIGNED AS A TRUE AND ACCURATE RECORD.....****DATE: 3RD JULY 2025**

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 09/04/2025	348.88						
Transfer		Current & Deposit Bank A/cs	348.88			200		348.88	Repayment of payment
		Total Receipts:	348.88	0.00	0.00			348.88	

SIGNED AS A TRUE AND ACCURATE RECORD.....
DATE: 3RD JULY 2025