COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL HELD ON 6TH APRIL 2017 AT THE PARISH CENTRE, ST. MARY’S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

PRESENT (For all or part of the meeting): Cllr Cooper (Chairman); Cllr Billingsley (Vice Chairman); Cllr Birt; Cllr Clendon; Cllr Doehren; Cllr Dunn; Cllr Featonby; Cllr Gibson; Cllr Lyall; Cllr Payne; Cllr Stafford Northcote and Cllr Wells.

IN ATTENDANCE: Michael Lennon (Parish Clerk); Anthony Egan (Deputy Clerk); Ian Deans & Philip Russell (Parish Lengthsmen) and Cllr Perkins (SBC).

PUBLIC PRESENT: J Blount (Clerk to Stowe by Chartley Parish Council); J Davies (Clerk to Brocton Parish Council) and C Finlay (Great Haywood Under 5s Playgroup).

PUBLIC PARTICIPATION: C Finlay addressed the Council in support of the Playgroup’s grant application, for support towards an outside soft play area, as requested under item 47/17.

J Blount introduced J Davies as the new Clerk to Brocton Parish Council.

The Chairman thanked the speakers for their comments and opened the formal part of the meeting at 7:38pm.

MINUTES.

60/17 The Chairman led the Council in PRAYERS.

61/17 APOLOGIES were received from Cllr Cowlishaw and Cllr Jenkinson.

RESOLVED to accept the apologies.

PROPOSED Cllr Billingsley SECONDED Cllr Lyall.

62/17 DECLARATIONS OF INTEREST were received from:

Cllr Billingsley in regard to item 75/17a
Cllr Stafford Northcote in regard to item 78/17.

63/17 There were no WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.

64/17 THE MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 13TH MARCH 2017.

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

PROPOSED Cllr Billingsley SECONDED Cllr Dunn.

71/17 THE SMALL GRANT APPLICATION FROM GREAT HAYWOODS UNDER 5s PRESCHOOL PLAYGROUP.

The Chairman agreed to move the item forward.

RESOLVED to agree a grant of £288 being the balance of the unallocated 2016/17 programme.

PROPOSED Cllr Gibson SECONDED Cllr Clendon.

C Finlay thanked the Council and left the meeting.

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

DATE........................................
FINANCE AND ADMINISTRATION.

a. The payments made by Standing Order and Direct Debit and cheques issued during March 2017, to be considered in the 2016/17 accounting year, were noted.

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Payee Name</th>
<th>Reference</th>
<th>Amount Paid</th>
<th>Transaction Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-03-2017</td>
<td>EDF Energy</td>
<td>DD</td>
<td>£80.00</td>
<td>Parish Office</td>
</tr>
<tr>
<td>20-03-2017</td>
<td>Scottish Power</td>
<td>DD</td>
<td>£10.00</td>
<td>JPF SLCC Enterprises Ltd</td>
</tr>
<tr>
<td>24-03-2017</td>
<td>SLCC Enterprises Ltd</td>
<td>301102</td>
<td>£5.91</td>
<td>Annual Subs SPCA (NALC)</td>
</tr>
<tr>
<td>24-03-2017</td>
<td>Association</td>
<td>301103</td>
<td>£552.00</td>
<td>Annual subscription Newsletter Spring 2017</td>
</tr>
<tr>
<td>24-03-2017</td>
<td>Open Spaces Society</td>
<td>301104</td>
<td>£45.00</td>
<td></td>
</tr>
<tr>
<td>24-03-2017</td>
<td>Benhill Press</td>
<td>301105</td>
<td>£319.00</td>
<td>AED Defib cabinet door SS Club</td>
</tr>
<tr>
<td>24-03-2017</td>
<td>Burntwood and District CFR</td>
<td>301106</td>
<td>£180.00</td>
<td></td>
</tr>
<tr>
<td>24-03-2017</td>
<td>Burntwood and District CFR</td>
<td>301107</td>
<td>£700.00</td>
<td>AED Defib cabinet Local Cllr Training 7/3/17</td>
</tr>
<tr>
<td>24-03-2017</td>
<td>Staff Parish Councils Assoc</td>
<td>301108</td>
<td>£45.00</td>
<td>Downings waste + DoC Charge</td>
</tr>
<tr>
<td>24-03-2017</td>
<td>Downings Recycling Ltd</td>
<td>301109</td>
<td>£64.50</td>
<td></td>
</tr>
<tr>
<td>24-03-2017</td>
<td>Michael Lennon Salaries, PAYE, NI &amp; Pensions</td>
<td>301110</td>
<td>£13.50</td>
<td>Travel Expenses</td>
</tr>
<tr>
<td>28-03-2017</td>
<td>Salaries, NI, PAYE &amp; Pensions</td>
<td>SO</td>
<td>£2,246.00</td>
<td>Registration of domain name</td>
</tr>
<tr>
<td>30-03-2017</td>
<td>Vision ICT Limited</td>
<td>301111</td>
<td>£126.00</td>
<td></td>
</tr>
<tr>
<td>30-03-2017</td>
<td>Viking Direct</td>
<td>301112</td>
<td>£226.14</td>
<td>Contract - Grass cut JPF</td>
</tr>
<tr>
<td>30-03-2017</td>
<td>Trent Grounds Maintenance</td>
<td>301113</td>
<td>£84.00</td>
<td>Contract - JPF</td>
</tr>
<tr>
<td>30-03-2017</td>
<td>Walter Miles</td>
<td>301114</td>
<td>£375.00</td>
<td>Maintainance Contract - Parish Maintenance</td>
</tr>
<tr>
<td>30-03-2017</td>
<td>Walter Miles</td>
<td>301115</td>
<td>£36.00</td>
<td></td>
</tr>
<tr>
<td>31-03-2017</td>
<td>David Evans</td>
<td>301121</td>
<td>£125.00</td>
<td>JPF Gate Opening</td>
</tr>
<tr>
<td>31-03-2017</td>
<td>Unity Trust</td>
<td>301123</td>
<td>£26.70</td>
<td>Service Charge</td>
</tr>
</tbody>
</table>

**TOTAL** **£5,259.75**

b. The April cheque payments.

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Payee Name</th>
<th>Reference</th>
<th>Amount Paid</th>
<th>Transaction detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-04-17</td>
<td>Salaries, NI, PAYE &amp; Pensions</td>
<td></td>
<td>£1,284.33</td>
<td></td>
</tr>
<tr>
<td>01-04-17</td>
<td>Petty Cash</td>
<td>301120</td>
<td>£50.00</td>
<td>Balance of Carpark grant.</td>
</tr>
<tr>
<td>01-04-17</td>
<td>Great Haywood Memorial Hall Community Council of Staffordshire</td>
<td>301122</td>
<td>£3,040.00</td>
<td>Annual subs</td>
</tr>
</tbody>
</table>

**TOTAL** **£4,399.33**

**RESOLVED** to agree and sign the April cheque payments.

**SIGNED AS A TRUE AND ACCURATE RECORD**

**DATE**
PROPOSED Cllr Billingsley    SECONDED Cllr Featonby
Cllr Billingsley and Cllr Birt agreed to sign the cheques on behalf of the Council.

c. The Bank Statement was noted.

d. Job evaluations – the Chairman agreed to move this item to the end of the meeting.

e. Leadership in Action conference, Stratford
   RESOLVED that the Clerk should attend this Conference.
   PROPOSED Cllr Cooper    SECONDED Cllr Billingsley.

f. Finance Training course – Best Western, Stoke
   RESOLVED that the Clerk and Deputy Clerk should attend this training course.
   PROPOSED Cllr Cooper    SECONDED Cllr Billingsley.

66/17  BOROUGH COUNCILLORS UPDATE.

Cllr Perkins noted:
There was to be a Full Council and a Planning meeting the following week.
The Little Haywood Village Store with B&B has approached the Planning Inspector.
Mayor making will be on 13th May 2017.

67/17  COUNTY COUNCILLORS UPDATE.

Cllr Bloomer sent his apologies.

68/17  THE UPDATES ON COMMITTEES were noted.

69/17  The CORRESPONDENCE received in March was noted.

<table>
<thead>
<tr>
<th>CORRESPONDENT</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBC</td>
<td>Members’ Digest 230</td>
</tr>
<tr>
<td></td>
<td>Civic Amenity Visits 2017/18</td>
</tr>
<tr>
<td></td>
<td>Non Domestic Rates Bill</td>
</tr>
<tr>
<td>SCC</td>
<td>Community Paths Initiative</td>
</tr>
<tr>
<td>Stafford Conservatives</td>
<td>In Touch</td>
</tr>
<tr>
<td>Cardiac Science</td>
<td>Packing Slip report</td>
</tr>
<tr>
<td>Gerard Electrical</td>
<td>Minor Electrical Installation Works Certificate</td>
</tr>
<tr>
<td>SPCA</td>
<td>Subscription 2017/18</td>
</tr>
<tr>
<td>Cats Protection</td>
<td>Volunteer Recruitment Poster</td>
</tr>
<tr>
<td>HS2</td>
<td>Deposit of Bill material</td>
</tr>
<tr>
<td>Polycote</td>
<td>Issue 83</td>
</tr>
<tr>
<td>Glasdon</td>
<td>Street Furniture booklet</td>
</tr>
</tbody>
</table>

70/17  HER MAJESTY’S SAPPHIRE JUBILEE.

RESOLVED to invite the walking groups to suggest a possible Sapphire Walk.

PROPOSED Cllr Cooper    SECONDED Cllr Stafford Northcote.

72/17  TO PURCHASE SHARES IN THE CCLA PROPERTY FUND.

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

DATE........................................
RESOLVED to refer this item to the Finance Committee to consider and to take independent financial advice.

73/17 TO CONSIDER AND AGREE A COUNCIL POLICY ON ADVERTISING.
RESOLVED to produce posters to let residents know how to contact the Council, dates of surgeries, meeting dates etc.

PROPOSED Cllr Billingsley SECONDED Cllr Lyall.

74/17 TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE YOUTH COUNCIL.
a. RESOLVED that the Council purchases email accounts for Youth Councillors.
   PROPOSED Cllr Cooper SECONDED Cllr Dunn.
b. RESOLVED that the Cllr Cooper be appointed the link councillor to the Youth Council.
   PROPOSED Cllr Cooper SECONDED Cllr Billingsley.
c. A Badge of Office for the Chairman of the Youth Council.
d. Lapel badges for Youth Councillors.
e. ‘Business Cards’ for Youth Councillors.
   RESOLVED to defer items c; d; and e for the Clerk to obtain price options.
   PROPOSED Cllr Cooper SECONDED Cllr Featonby.

75/17 TO NOTE THE APPOINTMENT OF TWO PART-TIME LENGTHSMEN
The Chairman welcomed Ian Deans and Phil Russell to the Council.
a. RESOLVED that the Council purchase a vehicle for the use of the lengthsmen.
   PROPOSED Cllr Cooper SECONDED Cllr Dunn.
   RESOLVED that Cllr Billingsley sources a suitable vehicle.
   PROPOSED Cllr Gibson SECONDED Cllr Doehren.
   Cllr Billingsley introduced the item and then took no further part in the discussion or vote.
b. RESOLVED to purchase a battery operated lawnmower, and other grounds maintenance equipment, from CG Chell in Stafford.
   PROPOSED Cllr Doehren SECONDED Cllr Featonby.
   All were in favour of the proposal except Cllr Dunn and Cllr Lyall who abstained.

76/17 THE LAND ADJOINING HAYWOOD ABBEY AND ON THE JUNCTION OF MAIN ROAD/ESSEX DRIVE.
RESOLVED to delegate to the Clerk the authority to take whatever steps are needed to obtain the areas of land concerned.

SIGNED AS A TRUE AND ACCURATE RECORD..............................................
DATE..............................................
77/17
TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE E&L COMMITTEE AS DETAILED IN THE MINUTES FROM THE 16TH MARCH 2017 MEETING.

a. RESOLVED that the Allotment Committee should transfer £250 from the contingency fund to cover the cost of the drainage works.

PROPOSED Cllr Cooper  SECONDED Cllr Billingsley.

b. RESOLVED that the Clerk engages an arboriculturist to undertake an assessment of the trees on all Council land.

PROPOSED Cllr Billingsley  SECONDED Cllr Clendon.

c. RESOLVED that the Clerk writes to local farmers about the speed of farm vehicles within the 30mph zone.

PROPOSED Cllr Birt  SECONDED Cllr Featonby.

RESOLVED to suspend Standing Order 1.24 and to continue beyond 2½ hours.

PROPOSED Cllr Billingsley  SECONDED Cllr Cooper.

65/17
JOB EVALUATIONS
RESOLVED to suspend Standing Order 1.3 and exclude members of the press and public due to the confidential nature of the discussion.

PROPOSED Cllr Cooper  SECONDED Cllr Billingsley.

RESOLVED to accept the recommendation from the Chair and Vice Chair.

PROPOSED Cllr Doehren  SECONDED Cllr Birt.

Being put to the vote the Resolution was carried by 7 votes to 5.

RESOLVED to reinstate Standing Order 1.3

PROPOSED Cllr Billingsley  SECONDED Cllr Cooper.

78/17
LOCAL CANDIDATES ELECTION LEAFLET.

Cllr Stafford Northcote left the meeting having previously declared an interest in the item. Cllr Birt declared an interest and took no part in the discussion.

Cllr Billingsley spoke to the Election Leaflet reference to ensuring that the Jubilee Playing Field is well maintained by the Borough Council.

RESOLVED to request a public apology from the candidate and the party as maintenance of the JPF is a matter for the Parish Council and not the Borough or County Councils.

PROPOSED Cllr Billingsley  SECONDED Cllr Featonby.

79/17
DATE OF NEXT MEETING to be 4th MAY 2017.

Meeting closed at 10:17pm