

**DRAFT: THESE MINUTES REMAIN DRAFT UNTIL AGREED AND SIGNED BY THE COUNCIL**

## **COLWICH PARISH COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING HELD ON 1<sup>ST</sup> FEBRUARY 2018 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.**

**PRESENT** (For all or part of the meeting): Cllr Cooper (Chair); Cllr Dunn (Vice Chair); Cllr Billingsley; Cllr Clendon; Cllr Featonby; Cllr Fletcher; Cllr Gibson; Cllr Sarjant; Cllr Stafford Northcote and Cllr Wells.

**IN ATTENDANCE:** Michael Lennon (Parish Clerk); Cllr Francis (SCC) and Cllr Perkins (SBC).

**PUBLIC PRESENT:** T Gough, P Williamson and I Williamson. H Mival & H Royall (National Trust, Shugborough).

**PUBLIC PARTICIPATION:** Concerns were raised about:

The flow of traffic near the crematorium in Stafford which is unduly delaying vehicles travelling from Great Haywood towards Stafford;

The speed of vehicles travelling along that stretch of Main Road, Great Haywood where it passes the junction of Nursery Way;

The speed limit on the A51 is 60mph at Great Haywood and only 40mph at Colwich.

The condition of the road surface on Little Tixall Lane and Coley Lane. A letter was handed to Cllr Francis on this subject.

The Chairman thanked T Gough who left the meeting.

The National Trust Shugborough representatives noted that it is 15 months since the Trust took back day-to-day management of the site and just over 10 months since they reopened it to the public. Thousands of metres of fencing has been replaced during this time with other areas to follow. Having experienced some anti-social behaviour, new gates have been installed. The final refurbished lodges should be ready for occupation by the spring. They are looking to increase the standards in the House and increase opening hours for better access. Conservation work is to begin on the monuments. The County Council's exit from the southern area of the walled garden has commenced and will continue throughout the year to convert this area into grassland.

The Chairman thanked the National Trust representatives who left the meeting.

### **MINUTES.**

- 1/18** The Chairman led the Council in **PRAYERS.**
- 2/18** **APOLOGIES** were received from Cllr Birt (Dispensation) and Cllr Lyall (Dispensation).
- 3/18** There were no **DECLARATIONS OF INTEREST.**
- 4/18** There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.**
- 5/18** **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 21<sup>ST</sup> DECEMBER 2017.**

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

**PROPOSED** Cllr Billingsley

**SECONDED** Cllr Fletcher.

**6/18 THE MINUTES OF THE ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD ON 28<sup>TH</sup> SEPTEMBER 2017.**

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

**PROPOSED** Cllr Billingsley

**SECONDED** Cllr Dunn.

**7/18 THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 7<sup>TH</sup> AUGUST 2017.**

This item was included in error as the minutes had been agreed and signed at the 21<sup>st</sup> December 2017 meeting.

**8/18 BOROUGH COUNCILLORS UPDATE.**

Cllr Perkins noted that: the two Trubshaw House planning applications had been refused. Matters remaining on-going regarding the railings outside the Little Haywood General Store with B&B.

**9/18 COUNTY COUNCILLORS UPDATE.**

Cllr Francis confirmed that he was meeting residents from Tolldish lane on 2<sup>nd</sup> February to discuss the A51 junction. He also confirmed that the County Council has a deficit of £40 million.

**15/18 TRAFFIC CALMING PROVISION IN GREAT HAYWOOD.**

A discussion took place around the possibility of introducing a chicane near to Roseacre, as proposed by County Highways, extending the “20 is Plenty” area to include St John’s school. Cllr Francis mentioned that his main priority across the Division was traffic-calming provision along Mill Lane. His other two priorities being near St Stephen’s/Anson school and the Tixall Road/Baswich Lane/Blackheath Lane junction. In discussion, Cllr Francis was asked whether the County Highways would consider a chicane, or other traffic calming provision, in Colwich and in the vicinity of the JPF.

**16/18 THE ROAD CONDITION IN LITTLE HAYWOOD.**

A letter from Mr Mathams about the surface dressing across the St Marys estate and Haywood Heights as well as the damage caused to Little Tixall Lane/Coley Lane by the current housing development, was handed to Cllr Francis by the Clerk. The Clerk also provided Cllr Francis with a series of photographs showing the damage to the grass verges as well as the potholes along Little Tixall Lane.

Cllr Francis agreed to look into the matter.

*Update: Cllr Francis and the Community Infrastructure Liaison Manager from County Highways visited the site on Friday 2<sup>nd</sup> February.*

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P Williamson and I Willimason left the meeting.

**10/18 PROPERTY DEVELOPMENTS IN THE PARISH.**

A discussion it was understood that the Elms Business Park is currently for sale thus delaying the development. Cllr Perkins agreed to ask Borough Council officials to visit the site to ensure the safety of bridleway users.

Cllr Billingsley noted that he had, to date, received 9 responses to his article in the Winter Newsletter asking for ideas for the empty shop on Trent Square. Suggestions included a Bakery; Tearoom; Chippie; Cyber café; Micro pub and a Hair Dresser.

Cllr Francis left the meeting.

**11/18 GREAT HAYWOOD MEMORIAL HALL TO HAZELDENE HOUSE SURGERY WALKWAY.**

Cllr Cooper gave a brief update on the proposal. A meeting was arranged with the Architect for 6<sup>th</sup> February 2018 to discuss the various options.

*Update: A working group meeting has been arranged with representatives of the Surgery; the memorial Hall and residents from 1-4 Hazeldene, Main Road for Thursday 22<sup>nd</sup> February to discuss the proposal.*

**12/18 THE HEATING REQUIREMENTS FOR THE PARISH OFFICE.**

The Clerk noted that he had been trying to obtain a second storage heater quote but that the supplier had yet to offer a site visit date.

**RESOLVED** to accept the quote provided by Fischer Future Heat.

**PROPOSED** Cllr Cooper

**SECONDED** Cllr Sarjant.

**13/18 “CITIZEN OF THE YEAR” AND “PHOTOGRAPH OF THE YEAR” AWARDS.**

**RESOLVED** to continue with the current criteria that the competitions are not open to Councillors/Officials their partners, children, parents or siblings.

**PROPOSED** Cllr Billingsley

**SECONDED** Cllr Featonby.

**14/18 “CHAIRMAN’S AWARD” TO RECOGNISE AN OUTSTANDING CONTRIBUTION TO THE PARISH OF COLWICH COMMUNITY.**

**RESOLVED** to suspend Standing Order 1.3 and to exclude members of the Press and Public from the meeting due to the personal nature of the discussion.

**PROPOSED** Cllr Billingsley

**SECONDED** Cllr Gibson.

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**RESOLVED** to Introduce an award with the recipient to be decided by the Full Council.

**PROPOSED** Cllr Cooper

**SECONDED** Cllr Billingsley.

Cllr Perkins left the meeting.

**RESOLVED** to defer consideration of the whether to make an award to the next Full Council meeting.

**PROPOSED** Cllr Sarjant

**SECONDED** Cllr Clendon.

**RESOLVED** to reinstate Standing Order 1.3 and to readmit members of the Press and Public to the meeting.

**17/18 THE BANJAY PRODUCTIONS PROPOSAL.**

**RESOLVED** to include a link on the website and Facebook account.

**PROPOSED** Cllr Cooper

**SECONDED** Cllr Stafford Northcote.

**18/18 THE UPDATES ON COMMITTEES were noted.**

**19/18 FINANCE AND ADMINISTRATION.**

- a. The payments made by Standing Order and Direct Debit and cheques issued during January 2018 were noted.

Date Paid	Payee Name	Reference	Amount	Transaction Detail
18-12-2017	Scottish Power	DD	£51.00	JPF Electricity
20-12-2017	Haywoods Community Choir	301263	£427.53	S137 grant
28-12-2017	Salaries, PAYE, NI, Pensions		£3,890.00	
31-12-2017	Unity Trust BT	Service Charge	£29.40	Bank Service Charge
02-01-2018	Telephone/Broadband	DD	£123.69	
02-01-2018	DVLA	DD	£12.25	Van Road Fund Tax
10-01-2018	Lloyds Bank Multipay Card	DD	£217.43	Payments and monthly charge
12-01-2018	Allstar Business Solutions Ltd	DD	£82.25	Fuel
15-01-2018	EDF Energy	DD	£95.00	Parish Office Electricity
18-01-2018	Cllr A Cooper	301264	£166.00	Chairman's Allowance Newsletter & Yth Cl
18-01-2018	Benhill Press	301265	£419.00	Leaflets
18-01-2018	Scottish Power	DD	£51.00	ScottishPower Jan 2018
18-01-2018	Water Plus	DD	£19.62	Waterplus
29-01-2018	Water Plus	DD	£22.83	Water Plus
29-01-2018	Salaries, PAYE, NI, Pensions		£3,890.00	
<b>Total</b>			<b>£9,497.00</b>	

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- b. **RESOLVED** to agree and sign/authorise the February cheque/online payments.  
**PROPOSED** Cllr Billingsley **SECONDED** Cllr Dunn.

Date Paid	Payee Name	Reference	Amount	Transaction Detail
28-01-2018	Salaries, PAYE, NI, Pensions	301266	£23.17	
28-01-2018	Salaries, PAYE, NI, Pensions	301267	£1,297.23	
01-02-2018	Salaries, PAYE, NI, Pensions	EP	£1,241.30	
01-02-2018	Great Haywood Memorial Hall	EP	£8.00	Room Hire -Surgery
01-02-2018	Stafford Borough Council	EP	£375.00	Civic Amenity
<b>Total</b>			<b>£2,944.70</b>	

Cllr Billingsley and Cllr Dunn agreed to sign/authorise the payments.

- c. The Bank Statements and Reconciliation were noted. The Chairman signed the Bank Statements.

**20/18** The **CORRESPONDENCE** was noted.

<b>CORRESPONDENT</b>	<b>SUBJECT</b>
Stafford BC	Members Digest 239
Community Council of Staffordshire	BKV Competition 2018
Canal & River Trust	Planning for Waterways in Neighbourhood Plans
Colwich & Haywoods Twinning Association	9 January 2018 - Minutes 19 February 2018 - Agenda
Contact	February 2018 edition

**21/18** **THE NEXT STEPS FOR THE JPF.**

**RESOLVED** to suspend Standing Order 1.23 and to continue beyond 2½ house.  
**PROPOSED** Cllr Cooper **SECONDED** Cllr Gibson.

**RESOLVED** to suspend Standing Order 1.3 and to exclude members of the Press and Public from the meeting due to the confidential nature of the discussion (instructions to the Council's Solicitor).

**PROPOSED** Cllr Cooper **SECONDED** Cllr Billingsley.

Cllr Clendon apologised and left the meeting.

The Clerk noted that the Council was yet to receive the official notification from the Borough Council that the s106 request had been agreed, despite reports in the Staffordshire Newsletter.

**RESOLVED** to reinstate Standing Order 1.3 and to readmit members of the Press and Public to the meeting.

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**22/18**    **DATE OF NEXT MEETING** to be 1<sup>st</sup> March 2018.

Meeting closed at 10:15pm.

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