

COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL HELD ON 3RD MAY 2018 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 8:15PM.

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

IN ATTENDANCE: Michael Lennon (Parish Clerk/RFO); Anthony Egan (Deputy Clerk and Finance Officer); Cllr Perkins (SBC); Sally Collins & Rob Horton (Plastic Free Colwich)

PUBLIC: No members of the public were present.

PRESENTATION; Sally and Rob gave a short presentation to the Council highlighting the problems of plastics impacting on the environment and showed two short YouTube clips. They would like the Council to offer its support behind a "plastic audit" of the parish and to distribute a small pamphlet to all residents. The Chairman agreed to add an item to the June Full Council agenda. The Chairman thanked Sally and Rob who left the meeting.

MINUTES

69/18 Cllr Cooper led the Council in **PRAYERS**

70/18 **APOLOGIES** for absence were received from Cllr Birt (Dispensation); Cllr Mosley; Cllr Stafford Northcote (Dispensation); Cllr Gibson (will be arriving late) and Cllr Francis (SCC). Cllr Clendon noted that she would need to leave by 10:00pm.
Cllr Featonby noted that she would need to leave by 10:30pm.
Cllr Perkins mentioned that he would be leaving immediately after item 74/18.

RESOLVED to accept the apologies.

PROPOSED Cllr Cooper

SECONDED Cllr Lyall.

71/18 There were no **DECLARATIONS OF INTEREST**.

72/18 There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011**.

73/18 **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 5th APRIL 2018.**

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

PROPOSED Cllr Fletcher

SECONDED Cllr Featonby.

74/18 **BOROUGH COUNCIL UPDATE.**

Cllr Perkins noted that:

- Matters remain on-going regarding the railings.
- Trubshaw House planning applications have been appealed to the Planning Inspectorate.
- Planning are still considering the Lovell Partnership request to vary the conditions.

Cllr Perkins left the meeting.

75/18 There was no **COUNTY COUNCIL UPDATE** – see 70/18 above.

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

DATE.....

76/18 THE “REVIEW OF ETHICAL STANDARDS” CONSULTATION DOCUMENT.

RESOLVED that the Clerk responds to the following questions:

k. What is the nature, scale, and extent of intimidation towards local councillors?

Within the Council this has not been experienced during the current Council. Outside of the Council there is a constant drip drip of subtle bullying, especially via social media, undermining the Council and individual Councillors aimed at “shutting you up”.

e. Are allegations of councillor misconduct investigated and decided fairly and with due process?

As there are no sanctions then this doesn’t matter.

f. Are existing sanctions for councillor misconduct sufficient?

No. The Standards Committee should be restored and given teeth to deal with misconduct.

PROPOSED Cllr Cooper

SECONDED Cllr Billingsley.

77/18 THE “NATIONAL PLANNING POLICY FRAMEWORK” CONSULTATION.

RESOLVED that the Clerk responds to the consultation along the following lines:

The Council feels that the proposals weaken Neighbourhood Plans and is concerned that the presumption in favour of development is being strengthened. Chapter 13 in particular raises deep concerns for the Council.

PROPOSED Cllr Billingsley

SECONDED Cllr Dunn.

78/18 THE “POWERS FOR DEALING WITH UNAUTHORISED DEVELOPMENT AND ENCAMPMENTS” CONSULTATION.

RESOLVED to defer consideration to the June meeting.

PROPOSED Cllr Cooper

SECONDED Cllr Sarjant.

79/18 REFUGEES.

RESOLVED that Cllr Clendon should research where the 50 families, who have been housed in Staffordshire and Stoke on Trent, are living with a view to providing information about rural life and the benefits available from the open countryside available within the parish.

PROPOSED Cllr Lyall

SECONDED Cllr Wells.

80/18 THE COUNCIL’S GENERAL DATA PROTECTION REGULATION (GDPR) POLICY.

RESOLVED to agree the draft GDPR Policy.

PROPOSED Cllr Dunn

SECONDED Cllr Lyall.

81/18 THE 2018 PAY AWARD AS RECOMMENDED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS AND THE ASSOCIATION OF LOCAL COUNCIL CLERKS.

RESOLVED to suspend Standing Order 1.3 and to exclude members of the press and public as individual staff salaries were to be discussed.

PROPOSED Cllr Billingsley **SECONDED** Cllr Cooper.

RESOLVED to accept the recommendation.

PROPOSED Cllr Billingsley **SECONDED** Cllr Fletcher.

RESOLVED to reinstate Standing Order 1.3 and to readmit members of the press and public.

PROPOSED Cllr Dunn **SECONDED** Cllr Billingsley.

82/18 FUNDING REQUEST FROM THE TWINNING ASSOCIATION.

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

PROPOSED Cllr Billingsley **SECONDED** Cllr Cooper.

RESOLVED to defer a decision to the June meeting and to announce at the Parish Assembly that the Council is keen for local community groups to actively engage with young people.

PROPOSED Cllr Dunn **SECONDED** Cllr Cooper.

IN FAVOUR: Cllr Cooper; Cllr Dunn; Cllr Gibson; Cllr Sarjant and Cllr Wells.

ABSTAIN: Cllr Billingsley; Cllr Clendon; Cllr Featonby; Cllr Fletcher and Cllr Lyall.

As Chair of the Twinning Association, Cllr Bloor took no part in the vote.

83/18 THE INSURANCE QUOTE FOR THE COUNCIL VAN.

RESOLVED to accept the quote.

PROPOSED Cllr Billingsley **SECONDED** Cllr Wells.

84/18 THE “COUNCIL TABLE” AT THE GREAT HAYWOOD MEMORIAL HALL OPEN DAY ON 12TH MAY 2018.

RESOLVED that the following be included:

- Code of Conduct
- Green Infrastructure Plan Q&A
- River of Flowers
- Sustainability Staffordshire
- War Memorial suggestion
- Surgery path from Memorial Hall carpark.
- Community Speedwatch
- Precept

Cllr Billingsley; Cllr Bloor; Cllr Clendon; Cllr Cooper; Cllr Fletcher; Cllr Sarjant and Cllr Wells agreed to take turns to man the table.

PROPOSED Cllr Sarjant

SECONDED Cllr Cooper.

Cllr Clendon left the meeting during the discussion.

85/18 THE “PHOTOGRAPH OF THE YEAR”.

RESOLVED to suspend Standing Order 1.3 and to exclude members of the press and public as the winner is to be announced at the Annual Parish Assembly on Monday 21st May at the Great Haywood Memorial Hall.

PROPOSED Cllr Billingsley

SECONDED Cllr Lyall.

86/18 TO CONSIDER AND AGREE THE WINNER OF THE “CITIZEN OF THE YEAR”.

RESOLVED that the winner, as per the discussion which took place, be announced at the Annual Parish Assembly on Monday 21st May at the Great Haywood Memorial Hall.

PROPOSED Cllr Cooper

SECONDED Cllr Billingsley.

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

PROPOSED Cllr Billingsley

SECONDED Cllr Lyall.

87/18 THE UPDATES ON COMMITTEES were noted.

Cllr Featonby left the meeting.

88/18 FINANCE AND ADMINISTRATION.

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

Date	Payee Name		Amount	VAT	Details
03-04-18	DVLA	DD	£12.25		Van road tax
06-04-08	Gee Tee Bulb Company	EP	£168.00	£28.00	River of Flowers bulbs
09-04-18	Lloyds Bank	DD	£186.64		Repayment of Multipay cards
16-04-18	EDF	DD	£95.00		Parish Centre electricity
16-04-18	Scottish Power	DD	£51.00		JPF electricity
25-04-18	Salaries, NI, PAYE, Pension		£1,596.10		
25-04-18	Cash	301275	£50.00		Reimburse petty cash
30-04-18	Water plus	DD	£45.32		
30-04-18	Salaries, NI, PAYE, Pension	EP	£3,890.00		
02-05-18	DVLA	DD	£12.25		Van road tax
TOTAL			£6,106.56		

- b. **RESOLVED** to agree and sign/authorise the cheque/online payments.

PROPOSED Cllr Billingsley

SECONDED Cllr Fletcher.

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

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

DATE.....

Date	Payee Name		Amount	VAT	Details
02-05-18	Bernhard's Rugby Nurseries Ltd	301276	£276.60		River of Flowers bulbs
02-05-18	Salaries, NI, PAYE, Pension		£2,597.27		
02-05-18	Downings Recycling Ltd	EP	£16.50	£2.75	Bin emptying - JPF
02-05-18	GHHM	EP	£16.12		Room hire
02-05-18	SPCA	EP	£20.00		Cllr training course
02-05-18	Allotments Association	EP	£1,238.50		reimbursement of rents
02-05-18	RBS Software Solutions	EP	£142.80	£23.80	Annual Maintenance subs
02-05-18	Topliss Associates Ltd	EP	£160.02	£26.67	Internal Audit fee
02-05-18	Water plus	EP	£19.19		
02-05-18	Allotments Association	EP	£150.00		Contingency fund contribution
TOTAL			£4,637.00		

c. The Bank Statements and Reconciliation were noted.

d. The Annual Governance and Accountability Return 2017/18 part 3.

RESOLVED to agree the part 3 statement.

PROPOSED Cllr Billingsley

SECONDED Cllr Fletcher.

e. The Internal Auditors report 2017/18 was read by the Clerk. The Clerk drew the Council's attention to the second paragraph:

“Your Council is to be commended on the excellent quality of the financial and governance records and associated record keeping.”

f. Section 1 Annual Governance Statement 2017/18.

The Chairman read each statement to the Council.

RESOLVED to agree and sign Section 1 of the Annual Accounting Statement.

PROPOSED Cllr Billingsley

SECONDED Cllr Fletcher.

The Chairman and the RFO signed the return.

g. Section 2 Annual Accounting Statements 2017/18.

The Deputy Clerk talked the Council through the various entries on the form.

RESOLVED to agree and sign Section 2 of the Annual Accounting Statement.

PROPOSED Cllr Fletcher

SECONDED Cllr Sarjant.

The Chairman and the RFO signed the return.

RESOLVED to thank the Deputy Clerk/Finance Officer for all his hard work in preparing the accounts.

PROPOSED Cllr Wells

SECONDED Cllr Billingsley.

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

DATE.....

89/18 The **CORRESPONDENCE** received in April was noted.

CORRESPONDENT	SUBJECT
Severn Trent	Water retail services acct: 0385093248
	Water retail services acct: 0831068556
Contact	May 2018
EDF	Contract renewal information
Topliss Associates Ltd	Conclusion of internal Audit 2017/18.

90/18 TO CONSIDER AND AGREE THE NEXT STEPS FOR THE JPF.

RESOLVED to suspend Standing Order 1.3 and to exclude members of the press and public due to the legal confidentiality of the matters to be discussed.

PROPOSED Cllr Billingsley

SECONDED Cllr Dunn.

RESOLVED that the Clerk writes to the Council's Solicitor agreeing their action.

PROPOSED Cllr Billingsley

SECONDED Cllr Gibson.

RESOLVED that the Clerk writes to the Council's Solicitor agreeing their draft letter.

PROPOSED Cllr Cooper

SECONDED Cllr Dunn.

91/18 DATE OF NEXT MEETING to be 7th June 2018.

Meeting closed at 11:05pm.

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

DATE.....