

COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON 6TH SEPTEMBER 2018 AT THE PARISH CENTRE, ST. MARY’S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

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

IN ATTENDANCE: Revd Michael Lennon (Parish Clerk); Cllr Francis (SCC); Cllr Perkins (SBC) and R Horton (Plastic Free Colwich).

APPLICANTS FOR CO-OPTION: C Birt; S Emery and N Whitfield.

PUBLIC PARTICIPATION: No questions were raised.

MINUTES

142/18 Cllr Cooper led the Council in **PRAYERS**.

143/18 **APOLOGIES** were received from Cllr Fletcher and Cllr Lyall.

Cllr Clendon noted that she would need to leave at 10:00pm.

RESOLVED to accept the apologies.

PROPOSED Cllr Billingsley

SECONDED Cllr Wells.

144/18 A **DECLARATION OF INTEREST** was received from Cllr Billingsley in relation to the small grant application from the Wednesday Club.

145/18 There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011**.

146/18 **THE MINUTES OF THE FULL COUNCIL METING HELD ON 5TH JULY 2018.**

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

PROPOSED Cllr Mosley

SECONDED Cllr Billingsley.

147/18 **THE MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 23RD JULY 2018.**

Item 135/18 should read “There were no **APOLOGIES**” rather than “There we no **APOLOGIES**”.

RESOLVED, with the above amendment, to agree and sign the minutes as a true and accurate record.

PROPOSED Cllr Cooper

SECONDED Cllr Billingsley.

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

DATE.....

148/18 TO CO-OPT A NEW MEMBER FOR GREAT HAYWOOD.

The Chairman invited C Birt; S Emery and N Whitfield to provide a short presentation each to the Council in support of their application for co-option.

Following questioning a ballot of those Councillors present was held.

Candidate	Votes in Favour	Result
C Birt	3	Not co-opted
S Emery	1	Not co-opted
N Whitfield	7	Co-opted

Cllr Whitfield signed his acceptance of office, witnessed by the Clerk, and took his place at the Council table.

The Chairman thanked the other applicants and encouraged them to consider standing at the Ordinary Election in May 2019. S Emery left the meeting.

149/18 CHAIRMAN'S REPORT.

The Chairman gave a verbal report noting that the bench had been returned to Mill Lane and invited those Councillors who were available to join him and Mrs Birt on 7th September 2018 at 11:00am for a photo opportunity to dedicate the bench to the memory of Cllr Birt.

150/18 BOROUGH COUNCILLORS UPDATE.

Cllr Perkins noted that matters were on going with the cases to remove the railings and the balcony.

151/18 COUNTY COUNCILLORS UPDATE.

Cllr Francis confirmed that Amey have undertaken a survey at Tolldish Lane and now propose to reduce the speed limit to 40mph from the existing 50mph area at Farley Corner to 700 metres south of Tolldish Lane, in total a distance of 1,400 metres. The original 40mph proposal was for a much shorter distance. The Parish Council are asked to fund the additional length.

Amey, working on behalf of County Highways and Lovell Partnership, are proposing that Little Tixall Lane be closed to traffic from 54 Little Tixall Lane to the entrance to the new development. The Council made it clear that it was not happy with this proposal which would cause issues elsewhere in the parish, not least farm vehicles turning off the A51 to access the top end of Little Tixall Lane as well as residents from Great Haywood wishing to access the top of Little Tixall Lane and/or Coley Lane especially the Allotments.

County Highways are awaiting a response from Network Rail to their proposal for a chicane near the railway bridge.

A press release will be issued week commencing 10th September confirming that the County Council will be ceasing all new none statutory expenditure in an effort to reduce its deficit. Cllr Francis and C Birt left the meeting.

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

DATE.....

152/18 REVISED POLICIES.

- | | |
|-----------------------------------|----------------------------------|
| PD-000 Policy Manual | PD-001 Standing Orders |
| PD-002 Committees | PD-004 Business Statement |
| PD-005 Investment Policy | PD-006 Code of Conduct |
| PD-007 Complaints Procedure | PD-008 Publication Scheme |
| PD-009 Media Policy | PD-012 Small Grants |
| PD-013 Training | PD-015 Electronic Communications |
| PD-016 CCTV Policy | PD-108 Gifts & Hospitality |
| PD-112 Protocol Cllrs & Officials | PD-304 Lone Working |

RESOLVED to agree all the new and updated policies.

PROPOSED Cllr Mosley **SECONDED** Cllr Billingsley.

153/18 STAFF HANDBOOK AND HEALTH & SAFETY POLICIES.

PD-101 TO PD-119 (not including PD-108 & PD-112) and PD-301 TO PD-303

RESOLVED to agree all the updated and new policies.

PROPOSED Cllr Billingsley **SECONDED** Cllr Gibson.

154/18 THE STAFFORD BOROUGH COUNCIL LOCAL PLAN CONSULTATION.

RESOLVED to call an extraordinary meeting on 13th September.

155/18 THE DOCUMENTARY “A PLASTIC OCEAN” AT THE MEMORIAL HALL.

RESOLVED to fund this event and to print 100 A5 leaflets.

PROPOSED Cllr Featonby **SECONDED** Cllr Clendon.

156/18 THE SMALL GRANT APPLICATIONS.

Under 5s

RESOLVED to provide a grant of £200.

PROPOSED Cllr Billingsley **SECONDED** Cllr Cooper.

On being put to the vote there were 4 votes in favour and 4 votes against. The Chairman used his casting vote in favour of the **RESOLUTION.**

Wednesday Club

RESOLVED to provide a grant of £200.

PROPOSED Cllr Cooper **SECONDED** Cllr Gibson.

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

DATE.....

RESOLVED to provide a grant of £230.
PROPOSED Cllr Dunn There was no **SECONDER**

RESOLVED to provide a grant of £400
PROPOSED Cllr Stafford Northcote There was no **SECONDER**

The two counter-**RESOLUTION** failed for want of a **SECONDER**. On being put to the vote the original **RESOLUTION** was agreed with 3 abstentions.

Haywoods Community Choir
RESOLVED to provide a grant of £236.40 to meet the cost of the Music Stand Covers.
PROPOSED Cllr Cooper **SECONDED** Cllr Featonby.

RESOLVED to provide a grant of £250 to also meet the cost of Business cards.
PROPOSED Cllr Sarjant **SECONDED** Cllr Bloor.

In line with Standing Orders 6.1 – 6.20 the counter proposal was considered first. On being put to the vote this proposal was agreed.

157/18 OFFER FROM KENDRICK HOMES TO PURCHASE THE VERGES ON COLEY LANE AROUND THEIR DEVELOPMENT.

RESOLVED to approach Kendrick Homes asking if they would be prepared to only offer the strip of land on the A51 side of the site.

PROPOSED Cllr Cooper **SECONDED** Cllr Mosley.

158/18 THE INSURANCE QUOTE FOR 2018/19.

RESOLVED to accept the revised three-year quote from Came & Co.

PROPOSED Cllr Cooper **SECONDED** Cllr Gibson

159/18 THE AUTUMN NEWSLETTER.

RESOLVED that the Newsletter be cleared by correspondence as many articles, not least the Flower and Vegetable show and Youth Council fete, scheduled for 9th September, are outstanding.

The newsletter was considered at the Extraordinary Full Council meeting held on 13th September 2018.

160/18 THE PROPOSAL FROM HIGHWAYS DEPARTMENT FOR SPEED LIMITS ON THE A51.

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RESOLVED to support the County Highways proposal for 1,400 metres of 40mph road commencing at Farley Corner.

PROPOSED Cllr Billingsley **SECONDED** Cllr Cooper.

RESOLVED to propose to County Highways that the speed limit should be set at 50mph rather than 40mph.

PROPOSED Cllr Mosley There was no **SECONDER**.
Cllr Mosley's **RESOLUTION** failed for want of a **SECONDER**.

On putting the original **RESOLUTION** to the vote all Councillors present and voting were in favour except for Cllr Mosley who voted against.

The Chairman noted that the meeting had been running for 2 hours and so should be adjourned in line with Standing Order 1.25.

RESOLVED to continue for a further 30 minutes in line with Standing Order 1.26

PROPOSED Cllr Clendon **SECONDED** Cllr Whitfield.

161/18 ELECTRONIC TECHNOLOGY FOR MEETINGS.

RESOLVED to explore the possibility of moving to an electronic office.

PROPOSED Cllr Cooper **SECONDED** Cllr Dunn.

Cllr Whitfield agreed to lead on this issue.

162/18 CHRISTMAS LIGHTS

RESOLVED that the Working Group investigate installation costs for lighting a tree at Trent Close and the Parish Office for the October meeting.

PROPOSED Cllr Cooper **SECONDED** Cllr Billingsley.

163/18 POWER STATION

Cllr Clendon noted that there were proposals being considered for two gas turbine power generators on the border of Colwich and Colton parishes.

RESOLVED to refer the issue to the E&L Committee.

PROPOSED Cllr Clendon **SECONDED** Cllr Billingsley.

The formal planning application has now been received and will be considered by the Planning Committee on Monday 8th October 2018.

164/18 THE EXTERNAL AUDIT AND THE AUDITOR'S REPORT.

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DATE.....

The Clerk informed the Council that Mazars raised no issues with the Council's annual external audit.

RESOLVED to note the report from Mazars and the closure of the audit period.

RESOLVED to thank the Deputy Clerk for his excellent work in maintaining the Council's financial records.

PROPOSED Cllr Billingsley

SECONDED Cllr Dunn.

167/18 FINANCE AND ADMINISTRATION.

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

Date	Payee Name	Ref	£Gross	£VAT	£Net	Transaction
06-07-2018	Gerard Electrical	EP	£1,215.48	202.58	£1,012.90	Rewiring office Pitch improvement visit
06-07-2018	Staffs FA Ltd	EP	£50.00		£50.00	
06-07-2018	Staffs Playing Field Assocn	EP	£15.00		£15.00	Subscriptions Card
10-07-2018	Lloyds Bank Multipay Card	DD	£26.53		£26.53	repayment New email acct
13-07-2018	VisionICT Ltd	EP	£21.60	£3.60	£18.00	Electricity for Office
16-07-2018	EDF	EP	£95.00		£95.00	
17-07-2018	Petty Cash	301282	£49.40		£49.40	
18-07-2018	Scottish Power Information	DD	£51.00		£51.00	Electricity JPF
24-07-2018	Commissioner	DD	£35.00		£35.00	Registration
24-07-2018	WaterPlus	DD	£27.07		£27.07	
25-07-2018	Salaries, Pensions, NI, PAYE		£1,390.34		£1,390.34	
26-07-2018	Salaries, Pensions, NI, PAYE		£1,284.62		£1,284.62	
26-07-2018	Benhill Press	EP	£573.00		£573.00	Newsletter
26-07-2018	Filcris	EP	£4,798.08	£799.68	£3,998.40	Fencing
26-07-2018	Greenbarnes	EP	£7,890.39	£1,315.05	£6,575.34	Noticeboards
30-07-2018	Allstar Business Solutions	DD	£100.17	£16.69	£83.48	Diesel
30-07-2018	Salaries, Pensions, NI, PAYE		£4,066.00		£4,066	
01-08-2018	DVLA	DD	£12.25		£12.25	Road Tax
06-08-2018	Ash Waste	DD	£18.00	£3.00	£15.00	JPF bins
09-08-2018	Lloyds Bank Multipay Card	DD	£12.00		£12.00	Fee Electricity
15-08-2018	EDF	EP	£95.00		£95.00	for office
16-08-2018	BT	DD	£95.40		£95.40	

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20-08-2018	Scottish Power	DD	£51.00		£51.00	Electricity
20-08-2018	Freeman Jones	EP	£600.00	£100.00	£500.00	JPF
20-08-2018	Mazars	EP	£480.00	£80.00	£400.00	Fees
20-08-2018	SBC	EP	£780.00	£130.00	£650.00	Audit
20-08-2018	IMPlog	EP	£43.75		£43.75	Civic Visit
20-08-2018	Veolia	EP	£66.00	£11.00	£55.00	PC repairs
20-08-2018	Weston Ground Maintenance	EP	£60.00		£60.00	Bin removal
22-08-2018	Salaries, Pensions, NI, PAYE		£1,390.34		£1,390.34	JPF
22-08-2018	Konica	EP	£73.74	£12.29	£61.45	Copying
22-08-2018	Viking Direct	EP	£104.06	£17.34	386.72	Stationery
22-08-2018	Salaries, Pensions, NI, PAYE		£1,284.62		£1,284.62	
24-08-2018	Konica	EP	£99.97	£16.66	£83.31	Rental
24-08-2018	Eco Print Euro Ltd	EP	£120.00	£20.00	£100.00	YC Flag
28-08-2018	Salaries, Pensions, NI, PAYE		£4,066.00		£4,066.00	
03-09-2018	DVLA	DD	£12.25		£12.25	Road Tax
03-09-2018	Ash Waste	DD	£692.16	£115.36	£575.80	JPF Bins
Totals			£31,845.22	£3,073.25	£28,771.97	

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

PROPOSED Cllr Billingsley

SECONDED Cllr Mosley

Cllr Wells and Cllr Dunn agreed to sign the cheques/authorise the electronic payments.

Date	Payee Name	Ref	£Gross	£VAT	£Net	Transaction
06-09-2018	Viking Direct	EP	£308.40	£51.40	£257.00	Shredder Parish Online
06-09-2018	GeoXphere	EP	£100.80	£16.80	£84.00	Subscriptions
Totals			£409.20	£68.20	£341.00	

c. The Bank Statements and Reconciliation were noted

d. Virements.

RESOLVED to defer this item to the October meeting.

The Chairman noted that the additional 30 minutes had now elapsed and so proposed to adjourn the meeting in line with Standing Order 1.26.

RESOLVED to continue for a second and final additional 30 minutes in line with Standing Order 1.26

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PROPOSED Cllr Wells

SECONDED Cllr Stafford Northcote.

Cllr Clendon left the meeting.

169/18 JPF DRAINAGE PROJECT.

RESOLVED to suspend Standing Order 1.3 and exclude members of the public and press due to the legal confidentiality of the issue under discussion.

PROPOSED Cllr Billingsley

SECONDED Cllr Stafford Northcote.

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

PROPOSED Cllr Billingsley

SECONDED Cllr Wells.

166/18 THE UPDATES ON COMMITTEES were noted.

168/18 The **CORRESPONDENCE** received in July and August was noted.

CORRESPONDENT	SUBJECT
SBC	Members' Digest 244
WaterPlus	"Helping you to save" leaflet
Gee Tee Bulb Company	Autumn 2018 brochure
LCR	Summer 2018 magazine
Polycote	Issue 89
J Parker's	Autumn 2018 catalogue

165/18 THE COUNCIL'S INVESTMENT OPTIONS.

RESOLVED to defer this item to the October Full Council meeting.

170/18 DATE OF NEXT MEETING:

Extraordinary Meeting: 13th September 2018
 Full Council 4th October 2018.

Meeting closed at 10:28pm.

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

DATE.....