

## COLWICH PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON 4<sup>TH</sup> OCTOBER 2018 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

**PRESENT** (For all or part of the meeting): Cllr Bloor; Cllr Clendon; Cllr Cooper; Cllr Featonby; Cllr Fletcher; Cllr Gibson; Cllr Mosley; Cllr Sarjant; Cllr Stafford Northcote; Cllr Wells and Cllr Whitfield.

**IN ATTENDANCE:** Revd Michael Lennon (Parish Clerk); Anthony Egan (Deputy Clerk) and Cllr Francis (SCC).

**PUBLIC PRESENT:** Three members of the Haywood's Community Choir and two representatives from the Great Haywood Under 5s were present.

### MINUTES

**RESOLVED** that, following the resignation of the Chairman and in the absence of the Vice Chairman, Cllr Cooper should chair the start of the meeting.

**PROPOSED** Cllr Mosley

**SECONDED** Cllr Gibson.

#### 178/18 CHAIRMAN OF THE COUNCIL FOR THE REMAINDER OF 2018/19.

Cllr Gibson was **PROPOSED** by Cllr Sarjant and **SECONDED** by Cllr Mosley.

In the absence of any other nominations, Cllr Gibson was elected Chairman of the Council for the remainder of the 2018/19 Council year.

Cllr Gibson signed her Acceptance of Office which was countersigned by the Clerk.

The Clerk handed the Chairman the Badge of Office.

**RESOLVED** to suspend the meeting for Public Participation.

**PROPOSED** Cllr Cooper

**SECONDED** Cllr Whitfield.

The Chairman presented Small Grant cheques to the two organisations present. The five representatives thanked the Chairman and the Council and left the meeting.

**RESOLVED** to restart the meeting.

**PROPOSED** Cllr Featonby

**SECONDED** Cllr Whitfield.

#### 179/18 APOLOGIES were received from Cllr Dunn; Cllr Lyall and Cllr Perkins (SBC).

Cllr Mosley apologised and mentioned that he might need to leave early.

Cllr Clendon and Cllr Featonby apologised and noted that they would need to leave by 10:00pm.

Cllr Francis apologised and noted that he would need to leave by 8pm.

**RESOLVED** to accept the apologies.

**PROPOSED** Cllr Wells

**SECONDED** Cllr Bloor.

**180/18** There were **DECLARATIONS OF INTEREST**.

**181/18** There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011**.

**182/18 THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 6<sup>TH</sup> SEPTEMBER 2018.**

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

**PROPOSED** Cllr Whitfield

**SECONDED** Cllr Mosley.

**183/18 THE MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 13<sup>TH</sup> SEPTEMBER 2018.**

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

**PROPOSED** Cllr Whitfield

**SECONDED** Cllr Sarjant.

The Chairman also signed the amended minutes from the meeting of 23<sup>rd</sup> July 2018.

**184/18 BOROUGH COUNCILLOR'S UPDATE.**

The clerk noted that Cllr Perkins had sent an email update:

The action against the railings at the Little Haywood General Store with B&B is to be heard at the Magistrate's Court on 22<sup>nd</sup> October.

The various complaints against Trubshaw House have been referred to the relevant Heads of Departments for actioning.

**185/18 COUNTY COUNCILLOR'S UPDATE.**

Cllr Francis congratulated the Chairman on her election and asked that his best wishes be passed on to the previous Chairman.

Mill Lane: A meeting was planned for Tuesday 10<sup>th</sup> October to discuss the proposal from Amey and especially the £100,000+ cost they envisage.

The 40mph speed restriction 200 metres either side of Tolldish Lane was going ahead with the additional 1,000 metres going ahead only if/when the funding is found by the Parish Council. Cllr Francis agreed to provide the Parish Council with an indication as to the likely cost of the additional provision.

**186/18 REQUEST FROM ST MICHAEL AND ALL ANGELS CHURCH FOR THE COUNCIL TO ASSUME THE RESPONSIBILITY FOR THE MAINTENANCE OF THE NEW CHURCHYARD.**

**RESOLVED** that the Clerk writes to St Michael and All Angels church and Stafford Borough Council confirming that the Parish Council declines the offer to assume responsibility for the closed new Churchyard in accordance with the Local Government Act 1972 part IX, paragraph 215 (2) & (3).

**PROPOSED** Cllr Fletcher

**SECONDED** Cllr Featonby.

Cllr Francis left the meeting.

**187/18 COMMITTEE MEMBERSHIP FOR THE REMAINDER OF 2018/19.**

<p><b><u>Planning</u></b> (8 Members)            Cllr Cooper            Cllr Bloor            Cllr Featonby            Cllr Fletcher            Cllr Mosley            Cllr Sarjant            Cllr Stafford Northcote            Cllr Wells</p>	<p><b><u>Policy</u></b> (6 members)            Cllr Billingsley            Cllr Clendon            Cllr Dunn            Cllr Fletcher            Cllr Stafford Northcote            Cllr Whitfield</p>
<p><b><u>Environment &amp; Leisure</u></b> (8 Members)            Cllr Bloor            Cllr Clendon            Cllr Cooper            Cllr Dunn            Cllr Featonby            Cllr Gibson            Cllr Lyall            Cllr Sarjant</p>	<p><b><u>Communications</u></b> (6 members)            Cllr Billingsley            Cllr Bloor            Cllr Cooper            Cllr Gibson            Cllr Sarjant            Cllr Stafford Northcote            Cllr Wells</p>
<p><b><u>Finance</u></b> (6 members)            Cllr Clendon            Cllr Dunn            Cllr Fletcher            Cllr Mosley            Cllr Sarjant            Cllr Stafford Northcote</p>	<p><b><u>Employment</u></b> (6 members)            Cllr Dunn            Cllr Featonby            Cllr Fletcher            Cllr Sarjant            Cllr Wells            Cllr Whitfield</p>

**PROPOSED** Cllr Cooper

**SECONDED** Cllr Featonby.

**188/18 REPRESENTATION ON OUTSIDE BODIES FOR THE REMAINDER OF 2018/19**

Great Haywood Memorial Hall Committee	Cllr Bloor; Cllr Sarjant
Colwich & Haywoods Community Association	Cllr Gibson

Colwich & Haywoods Twinning Association	Cllrs Cooper (GH) Stafford Northcote (LH)
Colwich & Little Haywood Village Hall Committee	Cllr Stafford Northcote
Colwich & Haywoods Voluntary Transport Scheme	Cllr Clendon; Cllr Sarjant
Colwich Parochial Charities	Cllrs Clendon (GH) Stafford Northcote (LH)
AONB	Cllr Clendon; Cllr Featonby
World War I Action Group.	Cllr Cooper Cllr Stafford Northcote
Finance (Petty Cash/Bank Reconciliations etc.)	Cllr Clendon
Colwich Allotment Association	Cllr Gibson; Cllr Lyall; Cllr Sarjant
Recycling Scheme	Cllr Clendon; Cllr Lyall
Staffordshire Wildlife Trust	Cllr Featonby

**PROPOSED** Cllr Wells

**SECONDED** Cllr Mosley

**189/18 ELECTRONIC OFFICE PROVISION FOR THE PARISH CENTRE.**

**RESOLVED** not to purchase Tablets for use by Cllrs in meetings.

**PROPOSED** Cllr Cooper

**SECONDED** Cllr Gibson.

**RESOLVED** to purchase new laptop and docking stations for the Clerks to be used, along with a projector, to display papers during meetings.

**PROPOSED** Cllr Bloor

**SECONDED** Cllr Fletcher.

**190/18 THE CHRISTMAS LIGHTS PROJECT.**

Cllr Sarjant has spoken with SBC who confirmed the Council will not need to use one of their contractors but is free to engage their own contractor.

**RESOLVED** to purchase barriers to place around the trees.

**RESOLVED** that the Working Group, chaired by Cllr Sarjant, contacts other electricians for comparison prices and provides a final proposition to the November Full Council meeting.

**191/18 INVESTMENT OPTIONS.**

Cllr Fletcher agreed to investigate possible sources of Independent Financial Advice locally and to provide an update to the November Full Council meeting

**192/18 THE “RIVER OF FLOWERS” 2018 AUTUMN PROGRAMME.**

**RESOLVED** to agree the 2018 Autumn programme:

To purchase picnic tables for the JPF ‘bower’;

To source large planters;

Bulb planting and

Refurbish the donated beehive.

**PROPOSED** Cllr Featonby

**SECONDED** Cllr Mosley.

Cllr Mosley apologised and left the meeting.

### 193/18 THE COUNTY COUNCIL’S FUNDING STATEMENT.

**RESOLVED** that the Clerk approach the Headteachers at Anson Primary and Colwich Primary school to investigate what, if any, provision they might have to fund the £4,000 per year cost of keeping their respective School Crossing Patrol officers should the County Council decide to discontinue funding.

**RESOLVED** that the Council paints the kerb near the Great Haywood chicane.

**PROPOSED** Cllr Sarjant

**SECONDED** Cllr Cooper.

### 194/18 There were no UPDATES ON COMMITTEES.

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 Whitfield

**SECONDED** Cllr Wells.

### 195/18 FINANCE AND ADMINISTRATION.

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

Date	Payee Name	Ref	£Gross	£VAT	£Net	Transaction
11-09-2018	Lloyds Bank Multipay Card	D	£86.18		£86.18	Repayment
17-09-2018	EDF	EP	£95.00		£95.00	Electricity for Office
18-09-2018	Scottish Power Colwich & Haywoods	DD	£51.00		£51.00	Electricity JPF
26-09-2018	Twinning Association	301285	£250.00		£250.00	Grant
26-09-2018	Great Haywood Under 5s Haywoods Community	301286	£200.00		£200.00	Grant
26-09-2018	Choir Great Haywood	301287	£250.00		£250.00	Grant
26-09-2018	Wednesday Club	301288	£200.00		£200.00	Grant
28-09-2018	Salaries, Pensions, NI, PAYE		£1,390.34		£1,390.34	
28-09-2018	WaterPlus	DD	£20.24		£20.24	

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

28-09-2018	Salaries, Pensions, NI, PAYE		£5,350.42		£5,350.42	
30-09-2018	Unity Trust	DD	£29.85		£29.85	Service Charge
01-10-2018	DVLA	DD	£12.25		£12.25	Road tax
02-10-2018	BT	DD	£135.60	£22.60	£113.00	Telephone
04-10-2018	Came & Co.	EP	£2,610.25		£2,610.25	Insurance
<b>Totals</b>			<b>£8,070.88</b>	<b>£22.60</b>	<b>£8,048.28</b>	

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

**RESOLVED** that Cllr Bloor and Cllr Whitfield be added to the Unity Trust mandate allowing them to sign cheques and authorise electronic payments.

**PROPOSED** Cllr Gibson

**SECONDED** Cllr Fletcher

Cllr Dunn and Cllr Wells agreed to sign the cheque and authorise the online payments.

Date	Payee Name	Ref	£Gross	£VAT	£Net	Transaction
28-09-2018	Sustainable Furniture	EP	£80.00	£13.33	£66.67	Plpaque for B Birt
28-09-2018	Cllr Mosley	301289	£79.10		£79.10	T&S Chester
04-10-2018	Came & Co.	EP	£2,610.25		£2,610.25	Insurance
<b>Totals</b>			<b>£2,769.35</b>	<b>£13.33</b>	<b>£2,756.02</b>	

- c. To note the Bank Statements and Reconciliation.

- d. **RESOLVED** to agree the Virements in line with 123/18 to move £2,000 from Account Code 4705 (Burial Ground reserve) to 4600 (Small grants).

**PROPOSED** Cllr Fletcher

**SECONDED** Cllr Whitfield.

**196/18 CORRESPONDENCE** received in September was noted.

CORRESPONDENT	SUBJECT
SBC	Members' Digest 246
Royal Mail	Warning about "Scam mail"
HS2	Drop-in events
Lloyds Bank	Corporate card "terms and conditions"
My Village Voice	September/October edition
Clerks & Councils Direct	Issue 119

**197/18 THE NEXT STEPS FOR THE JPF.**

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

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

**RESOLVED** to suspend Standing Order 1.3 and to exclude members of the Press and Public from the meeting due to the legal confidentiality of the issue under discussion.

**PROPOSED** Cllr Cooper

**SECONDED** Cllr Sarjant.

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 further 30 minutes in line with Standing Order 1.26

**PROPOSED** Cllr Whitfield

**SECONDED** Cllr Fletcher.

Cllr Clendon left the meeting.

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

**PROPOSED** Cllr Cooper

**SECONDED** Cllr Gibson.

**198/18 DATE OF NEXT MEETING** to be 8<sup>th</sup> November 2018.

Meeting closed at 10:03pm.

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