

COLWICH PARISH COUNCIL

MINUTES OF A MEETING OF THE FULL COUNCIL HELD ON 8TH NOVEMBER 2018 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

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

IN ATTENDANCE: Anthony Egan (Deputy Parish Clerk) and Cllr Francis (SCC).

PUBLIC PRESENT: Five members of the public were present.

PUBLIC PARTICIPATION

The meeting commenced with the Chairman presenting two cheques in memory of Cllr Birt in accordance with previous agenda item number 123/18. One cheque was issued to St Giles Hospice for £1,000 and one cheque was issued to Stafford Ladies Over 30s Football Club for £1,000. Photographs of the presentations were taken.

Following the presentations one member of the public remained, who spoke to item 216/18 in favour of the Council making an investment and to item 218/18 in favour of the Council purchasing both strips of land.

MINUTES

Item Ref

209/18 APOLOGIES were received from Cllr Cooper; Cllr Lyall; Cllr Mosley and Cllr Perkins.

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

RESOLVED to accept the apologies.

PROPOSED Cllr Bloor

SECONDED Cllr Gibson.

210/18 There were no **DECLARATIONS OF INTEREST**.

211/18 There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011**.

212/18 THE MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 18TH OCTOBER 2018.

The minutes were amended as follows:

Item No. 205/18 the following was added: Local Artisan Food Market-Mr Mawby

RESOLVED that the minutes be agreed and signed as a true and accurate record.

PROPOSED Cllr Sarjant

SECONDED Cllr Gibson.

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

213/18 There was no **BOROUGH COUNCILLOR'S UPDATE.**

214/18 COUNTY COUNCILLOR'S UPDATE.

Cllr Francis confirmed that preparations to change the speed limit on the A51 to 40mph were going ahead without problems, but he would keep an eye on this.

The appeal from the Little Haywood village shop had gone to the Magistrate's Court.

Cllr Francis gave his apologies for the next council meeting.

215/18 THE SECOND UPDATE PAPER FROM THE CHRISTMAS LIGHTS WORKING GROUP, ITS RECOMMENDATIONS AND TO AGREE THE WAY FORWARD FOR THE PROJECT.

RESOLVED to accept the recommendations of the Working Group as follows:

- To proceed with the Christmas Lights and accept the quote from Sam's Electrical Services for £791.16 to carry out the work, including running an underground cable from the parish office to the tree on St Mary's Road. Lights will be placed on the tree outside the parish office and on the tree situated on the green at Great Haywood. Barriers to be placed around the base of the tree outside the Parish Office.
- Lights to be on between 4pm and 9pm daily.
- Craig Hillman is to be employed to attach the Christmas Lights to each tree and has quoted £200.00.
- Mr Kundala, leaseholder of the shop in Trent Close, has confirmed that we can connect to a power supply from the shop.
- Mrs Jo McDonald of Haywood Heating and Plumbing Ltd, High Chase Rise, has secured a number of business sponsors for the project. She is to write an article for the Parish Newsletter to acknowledge the sponsors.
- The event will be publicised by posters at various points in the villages.
- International Components Hixon to supply the lights as follows:
 - 18 strings of TreeLED (10M x 100 lights)
 - 2 Water proof power supplies

Costings	£
Lights and accessory equipment	813.00 + VAT
Crowd Control Barriers (x 10 + delivery)	240.00 inc. VAT
Tree Surgeon to hang lights	200.00
Electrical work	791.16 inc. VAT
Electricity consumed	No cost to the project
Contingency	200.00
Total cost	2,244.16

PROPOSED Cllr Gibson **SECONDED** Cllr Featonby.

RESOLVED to have a switch on ceremony at the site in Great Haywood at 6pm on Saturday, 1st December, as this site provides the best position to accommodate the Haywoods Choir, who have agreed to sing, and any residents who wish to turn out for the switch on. One child from each school in the villages will be invited to assist with the switch on of the lights. The order of the event is proposed to include an introduction followed by carols, a countdown and

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

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

then the switch on. Cllr Whitfield and Cllr Bloor have confirmed that they will be able to attend on behalf of the Parish Council and Cllr Stafford Northcote and Cllr Clendon gave their apologies for the event. There will be a “quiet” turn on of lights at the Little Haywood site for this year, given the short time available to organise the event. Lights at both sites to be switched off on 6th January 2019.

PROPOSED Cllr Gibson

SECONDED Cllr Stafford Northcote.

216/18 THE COUNCIL’S INVESTMENT OPTIONS.

RESOLVED to invest £50,000 into the Local Authority Property Fund managed by CCLA.

PROPOSED Cllr Fletcher

SECONDED Cllr Stafford Northcote.

217/18 THE COUNTY COUNCIL’S FUNDING STATEMENT AND WHETHER THE COUNCIL WISHES TO TAKE ON ANY FUNCTIONS.

RESOLVED the following:

School Crossing Patrols at the parish school crossings. Look to provide part funding of the cost in the future, if this is possible.

Grass cutting. Make a formal request to Stafford Borough Council and Staffordshire County Council for them to asset transfer the grass cutting areas in the parish to the Parish Council, and confirm to them that they will then not have to cut the grass on these areas.

PROPOSED Cllr Whitfield

SECONDED Cllr Bloor.

Pot holes. Await further clarification on this item.

The Chairman noted that the meeting had been running for two 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 Bloor.

Grit bins. Clerk to contact Staffordshire County Council to enquire whether the promised grit bins will be delivered this year.

Bus passes. Take no action at present.

218/18 THE KENDRICK HOMES PROPOSAL TO TRANSFER OWNERSHIP OF TWO STRIPS OF LAND NEAR THEIR DEVELOPMENT ON COLEY LANE.

RESOLVED to enter into negotiations with Kendrick Homes to purchase both strips of land.

PROPOSED Cllr Dunn

SECONDED Cllr Featonby.

It was put to the vote and those in favour were Cllr Gibson; Cllr Dunn; Cllr Bloor; Cllr Featonby; Cllr Fletcher; Cllr Sarjant; Cllr Stafford Northcote; Cllr Wells and Cllr Whitfield.

Cllr Clendon voted against the resolution.

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

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

219/18 UPDATES ON COMMITTEES.

Noted.

220/18 FINANCE AND ADMINISTRATION.

- a. Payments made by Standing Order and Direct Debit and cheques issued during October 2018. – Noted.

Date	Payee Name	Ref	Gross	VAT	Net	Transaction
10-Oct-18	Lloyds Bank Multipay Card	DD	305.68		305.68	Repayment of Bank Card
15-Oct-18	EDF Energy	DD	95.00		95.00	EDF DD Oct 2018
15-Oct-18	Allstar Business Solutions Ltd	DD	98.78	16.46	82.32	Diesel for van
15-Oct-18	Great Haywood Memorial Hall	EP	8.70		8.70	Hire of Room at GHMH
15-Oct-18	Vision ICT Limited	EP	66.00	11.00	55.00	Biennial fee - web domain name
15-Oct-18	Vision ICT Limited	EP	741.60	123.60	618.00	Website host & sup 12/18- 11/19
15-Oct-18	SLCC	EP	414.00	49.00	365.00	SLCC Nat Conf Oct 18 x 2
15-Oct-18	SLCC	EP	384.00	54.00	330.00	Nat Conf Oct 18
18-Oct-18	Scottish Power	DD	51.00		51.00	ScottishPower DD Oct 2018
24-Oct-18	Freeman Jones Legal Ltd	EP	1,090.00		1,090.00	Freeman Jones Legal Ltd
	Totals		3,254.76	254.06	3,000.70	

- b. Sign/authorise the cheque/online payments.

Date	Payee Name	Ref	Gross	VAT	Net	Transaction
29-Oct-18	Michael Lennon	EP	216.45		216.45	Travel Expenses
29-Oct-18	SLCC	EP	103.99		103.99	Local CI Admin 11th Ed
29-Oct-18	Crowd Control Solutions	EP	240.00	40.00	200.00	Crowd Control Barriers
29-10-18	Salaries, NI, PAYE & Pension	EP	5,328.31		5,328.31	
31-Oct-18	Salaries, NI, PAYE, Pension		1,390.34		1,390.34	
01-Nov-18	DVLA	DD	12.25		12.25	Van Road Fund Tax

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

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

08-Nov-18	Water Plus	DD	126.72		126.72	Water Plus Oct 2018
08-Nov-18	Salaries, NI, PAYE & Pension	EP	75.29		75.29	
08-Nov-18	Great Haywood Memorial Hall	EP	130.00		130.00	Room Hire (Plastic Free Colwi)
08-Nov-18	Link Security Systems	EP	1,238.00		1,238.00	JPF- new CCTV post & camera
08-Nov-18	James Ryan Thornhill Ltd	EP	395.00		395.00	Investment review
08-Nov-18	Freeman Jones Legal Ltd	EP	8,430.00	1,405.00	7,025.00	Freeman Jones Legal Ltd
	Total		17,686.35	1,445.00	16,241.35	

RESOLVED Cllr Dunn and Cllr Wells to sign cheques and authorise online payments.

PROPOSED Cllr Gibson **SECONDED** Cllr Fletcher.

c. Bank Statements and Reconciliation. -Noted by the Chairman and the Vice Chairman.

221/18 There was no **CORRESPONDENCE**.

222/18 **NEXT STEPS FOR THE JPF**

RESOLVED to suspend Standing Order 1.3 and to exclude members of the public and press due to the legal confidential nature of the discussion.

PROPOSED Cllr Dunn **SECONDED** Cllr Gibson

RESOLVED to reinstate Standing Order 1.3

PROPOSED Cllr Dunn **SECONDED** Cllr Gibson.

223/18 **DATE OF NEXT MEETING: 20th December 2018.**

Meeting closed at 9:57.

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