



Colwich Parish Council

MINUTES OF THE FULL COUNCIL MEETING HELD ON 7TH FEBRUARY 2019 AT THE PARISH CENTRE, ST. MARY’S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

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

IN ATTENDANCE: Michael Lennon (Parish Clerk) and Cllr Perkins (SBC).

PUBLIC PRESENT: One resident was present.

MINUTES.

1/19 CHAIRMAN FOR THE REMAINDER OF THE 2018/19 SESSION.

Cllr Dunn was **PROPOSED** by Cllr Billingsley and **SECONDED** by Cllr Cooper.

With no other candidates, Cllr Dunn was elected unopposed.

Cllr Dunn signed the Declaration of Acceptance of Office, witnessed by the Clerk, and accepted the badge of office.

RESOLVED to suspend the meeting for Public Participation.

PROPOSED Cllr Dunn **SECONDED** Cllr Billingsley.

The resident present raised the matter of the revised bus services in the parish including fewer 825 buses which all travel through the village in the same direction (Great Haywood to Colwich). Moreover, the service no longer serves Stafford station.

Concern was also raised about the proposals to restructure the 841/842 bus routes.

RESOLVED to continue the meeting.

PROPOSED Cllr Dunn **SECONDED** Cllr Billingsley.

2/19 An APOLOGY was received from Cllr Francis.

Cllr Clendon noted that she would need to leave by 10:00pm.
Cllr Cooper noted that he was awaiting a phone call when he would need to leave the meeting.

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RESOLVED to accept the apologies.

PROPOSED Cllr Billingsley **SECONDED** Cllr Dunn.

3/19 There were no **DECLARATIONS OF INTEREST.**

4/19 There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.**

5/19 **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 20TH DECEMBER 2019.**

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

6/19 **PROPOSED** Cllr Billingsley **SECONDED** Cllr Fletcher.
BOROUGH COUNCILLOR’S UPDATE.

Cllr Perkins noted that the railings have now been removed from the Little Haywood General Store with B&B.

The Borough Council would like to progress the Council’s s106 application for works at the JPF.

7/19 **COUNTY COUNCILLOR’S UPDATE.**

See 2/19 above.

19/19 **ARRIVA 825 BUS ROUTE THROUGH THE PARISH.**

The Chairman agreed to move this item forward.

RESOLVED that Colwich Parish Council communicates with Arriva, D&G and Staffordshire County Council to request that the 825 bus be dual direction and the 841 current route should be protected.

RESOLVED that the Council should liaise with other local Parish Councils and Jeremy Lefroy MP’s office.

PROPOSED Cllr Whitfield **SECONDED** Cllr Clendon.

The member of the public thanked the Council and left the meeting.

8/19 **CO-OPTION TO FILL THE TWO VACANCIES IN THE GREAT HAYWOOD AND LITTLE HAYWOOD WARDS.**

RESOLVED to look to co-opt new members at the 7th March 2019 meeting.

PROPOSED Cllr Billingsley **SECONDED** Cllr Whitfield.

9/19 **A CHRISTMAS LIGHTS/EVENTS COMMITTEE.**

a. Agree the Terms of Reference

RESOLVED to add an additional paragraph:

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“The Committee may co-opt representatives from the local community to provide advice and assistance in developing events, including the annual Christmas lights display and Santa visit, in the parish.”

RESOLVED that, with the above addition, the updates Committees Policy and terms of Reference be agreed.

PROPOSED Cllr Dunn **SECONDED** Cllr Billingsley.

- b. Membership for the 2018/19 session.
RESOLVED that Cllr Billingsley; Cllr Bloor; Cllr Dunn; Cllr Wells and Cllr Whitfield be members of the Committee.
- c. Chairman of the Committee for the 2018/19 session,
Cllr Bloor was **PROPOSED** by Cllr Wells and **SECONDED** by Cllr Billingsley. In the absence of other candidates, Cllr Bloor was duly elected Chair until May 2019.
- d. Vice Chairman of the Committee for the 2018/19 session.
Cllr Billingsley was **PROPOSED** by Cllr Dunn and **SECONDED** by Cllr Whitfield. In the absence of other candidates, Cllr Billingsley was duly elected Vice Chair until May 2019.

10/19 TO CONSIDER AND AGREE ADDITIONAL CLLR MEMBERSHIP FOR THE FOLLOWING COMMITTEES:

- a. E&L
Cllr Whitfield was **PROPOSED** by Cllr Billingsley and **SECONDED** by Cllr Bloor.
- b. Policy
Cllr Billingsley was **PROPOSED** by Cllr Dunn and **SECONDED** by Cllr Cooper.
- c. Communications
Cllr Whitfield was **PROPOSED** by Cllr Billingsley and **SECONDED** by Cllr Bloor.

11/19 THE VICE CHAIRMAN FOR THE E&L COMMITTEE FOR THE REMAINDER OF THE 2018/19 SESSION.

Cllr Featonby was **PROPOSED** by Cllr Billingsley and **SECONDED** by Cllr Dunn. In the absence of other candidates, Cllr Featonby was duly elected Vice Chair until May 2019.

12/19 TO CONSIDER AND AGREE REPRESENTATION ON OUTSIDE BODIES

- a. Colwich and Haywood Community Association
Cllr Billingsley was **PROPOSED** by Cllr Fletcher and **SECONDED** by Cllr Clendon.

- b. Colwich Allotment Association
Cllr Whitfield was **PROPOSED** by Cllr Fletcher and **SECONDED** by Cllr Clendon.
- c. Blithfield PC “Services from Staffordshire County Council” meeting 6th March.
Cllr Whitfield was **PROPOSED** by Cllr Fletcher and **SECONDED** by Cllr Clendon.

13/19 THE LINK COUNCILLOR FOR THE YOUTH COUNCIL.

Cllr Billingsley was **PROPOSED** by Cllr Stafford Northcote and **SECONDED** by Cllr Wells.

14/19 THE SMALL GRANT APPLICATIONS (ROUND 2).

St Michael’s luncheons
RESOLVED to provide a grant of £120.
PROPOSED Cllr Dunn **SECONDED** Cllr Billingsley.

Twinning Association
 Cllr Bloor declared an interest as Chairman of the Twinning Association and took no part in the discussion or vote.
RESOLVED to provide a grant of £150.
PROPOSED Cllr Cooper **SECONDED** Cllr Mosley.

15/19 COUNCIL RESPONSE TO HS2 LTD.

RESOLVED to petition parliament.

PROPOSED Cllr Cooper **SECONDED** Cllr Dunn.

RESOLVED to hold an informal meeting on Thursday 14th February at 7:30pm.

RESOLVED to host a public consultation event at the Great Haywood Memorial Hall between 7:30pm and 9:00pm on Monday 18th February and to advertise this in the noticeboards and on Facebook.

16/19 STAFFORD BOROUGH COUNCIL’S STRATEGIC HOUSING AND EMPLOYMENT LAND AVAILABILITY REPORT.

RESOLVED to write to Stafford Borough Council clarifying that the sites are outside the settlement boundaries for Great Haywood and Little Haywood/Colwich as per the Neighbourhood Plan and Plan for Stafford Part 2.

PROPOSED Cllr Whitfield **SECONDED** Cllr Featonby.

17/19 THE CIVIC AMENITY (SKIP) VISITS TO THE JPF IN 2019/20.

RESOLVED to continue to host a bi-monthly civic amenity visit.

PROPOSED Cllr Featonby **SECONDED** Cllr Fletcher.

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18/19 TRAFFIC CALMING MEASURES IN THE PARISH:

- a. Speed hump/cushions, Main Road, Great Haywood.
RESOLVED that the Council writes to Staffordshire Highways noting that it would prefer a double chicane be installed at this site rather than the proposed speed cushions and humps. Moreover, the Council is prepared to discuss financing for the chicane project.
- b. A51 new 40mph speed area.
- c. Main Road near Millers Croft.
- d. Coley Lane (Penn Croft to junction with Little Tixall Lane).
- e. Main Road Colwich and Little Haywood.
- f. Extension of 30mph zone on Meadow Lane, Little Haywood.

RESOLVED to refer traffic calming measures in the parish to the Environment and Leisure Committee.

PROPOSED Cllr Billingsley **SECONDED** Cllr Mosley.

20/19 FULL RISK ASSESSMENT OF THE JPF.

RESOLVED to authorise the Clerk to arrange a Full Risk Assessment and Inspection of the JPF and to vire £1,000 to the relevant budget heading from the JPF vandalism budget heading.

PROPOSED Cllr Billingsley **SECONDED** Cllr Dunn.

21/19 THE REVISED PAY SCALES ISSUED BY THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES (NJC) AND THE CORRESPONDING NATIONAL PAY AWARD EFFECTIVE FROM 1ST APRIL 2019.

The new pay scales were noted.

22/19 ITEMS TO BE INCLUDED IN THE 2019/20 BUDGET.

RESOLVED that a cost of living rise be applied to all day-to-day budget headings.

RESOLVED that specific project funding be included in the 2019/20 budget as detailed below:

Biodiversity enhancement – add **£2,000** to restore budget to £5,000

Youth Council Arts and Music festivals as well as late summer fete linked to Flower and Vegetable show - **£1,500.**

Paper free office reserve - **£1,000.**

Improved sports facilities at the JPF - **£15,000.**

Parish Office works - **£3,000.**

Defibrillator at the JPF - **£2,500.**

Lengthsmen additional hours (including NI and Pension) and equipment - **£8,500.**

Contribution towards gully cleaning along Main Road, Coley Lane and Meadow Lane - **£15,000.**

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Land conveyancing for open spaces in new estates - **£3,000**.
Link path from GHMH car park to surgery - **£10,000** added to reserve.

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 Billingsley.

RESOLVED that with the above items the total budget for 2019/20 be set at £194,640 including £5,280 Central Government Grant.

PROPOSED Cllr Dunn **SECONDED** Cllr Fletcher.

23/19 **THE 2019/20 PRECEPT.**

RESOLVED to set a precept charge of £189,360 with a Band D equivalent of £104.47 providing a 0.2% decrease on the 2018/19 level.

PROPOSED Cllr Dunn **SECONDED** Cllr Billingsley.

24/19 **UPDATES ON COMMITTEES.**

Cllr Stafford Northcote provided a verbal update on the Colwich & Little Haywood Village Hall noting that there had been damage to the floor and that ampules had been found in the grounds.

Cllr Stafford Northcote noted that at the recent Patient Participation Group meeting it had been mentioned that last month 83 people failed to attend for an appointment. In each of the previous two months the failure to attend rate was over 170 patients.

25/19 **FINANCE AND ADMINISTRATION.**

- a. The payments made by Standing Order and Direct Debit and cheques since the 20th December 2018 meeting were noted.

Date	Payee Name	Ref	£Gross	£VAT	£Net	Transaction
28-12-2018	Allstar Business	DD	102.31	17.05	85.26	Diesel
28-12-2018	Salaries, PAYE, NI & Pensions	SO	£4,066.00		£4,066.00	
31-12-2018	Unity Trust	DD	£1.60		£1.60	Manual handling credit charge
31-12-2018	Unity Trust	DD	£30.30		£30.30	Service charge
31-12-2018	Water Plus	DD	£20.02		£20.02	
02-01-2019	BT	DD	£141.31	£23.55	£117.76	
02-01-2019	DVLA	DD	£12.25		£12.25	Road Tax
03-01-2019	Craig Hillman	EP	£200.00		£200.00	Installation of Christmas lights

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10-01-2019	Lloyds Bank	DD	£307.70	£307.70	Card Repayment
15-01-2019	Petty Cash	301296	£50.00	£50.00	
15-01-2019	Donna Louise Trust	301297	£51.15	£51.15	Youth Council fundraising donation
15-01-2019	Donna Louise Trust	301298	£51.15	£51.15	Youth Council fundraising donation
15-01-2019	EDF	DD	£165.00	£165.00	Parish office
18-01-2019	Scottish Power	DD	£51.00	£51.00	JPF
28-01-2019	Salaries, PAYE, NI & Pensions	SO	£4,066.00	£4,066.00	
30-01-2019	CCLA	EP	£50,000	£50,000	Local Authority Property Fund
Totals			£59,315.79	£40.60	£59,275.19

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

Date	Payee Name	Ref	£Gross	£VAT	£Net	Transaction
31-01-2019	Salaries, PAYE, NI & Pension		£2,650.65		£2,650.65	
31-01-2019	SPCA	EP	£20.00		£20.00	Cllr Training
31-01-2019	Michael Lennon	EP	£89.00		£89.00	VDU spectacles
06-02-2019	Salaries, PAYE, NI & Pensions		£65.00		£65.00	
06-02-2019	SLCC	EP	£349.00	£40.00	£309.00	Practitioners Conference
Totals			£3,173.65	£40.00	£3,133.65	

- c. To Reconciliation was noted and the bank statements signed by the Chairman.

26/19 **CORRESPONDENCE** received in January 2019 was noted.

CORRESPONDENT	SUBJECT
SBC	Members' Digest 251
Cannock Chase DC	S.H.E.L.A.: Call for sites
Contact	February 2019 edition
Original Mountain Marathon	Notice of event 4 th /5 th May
Big Dug	Issue 179
The Donna Louise Hospice	Thank you letter to Youth Council

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27/19 **DATE OF NEXT MEETING** to be 7th March 2019.

Meeting closed at 10:00pm

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