



**COLWICH PARISH COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING HELD ON 13<sup>TH</sup> JUNE 2019 AT THE PARISH CENTRE, ST. MARY’S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:35PM.**

**PRESENT** (For all or part of the meeting): Cllr Billingsley (Chair); Cllr Dunn (Vice Chair); Cllr Bloor; Cllr Fletcher; Cllr Harris; Cllr Rattray; Cllr Roberts; Cllr Walters; Cllr Wells and Cllr Whitfield.

**IN ATTENDANCE:** Michael Lennon (Parish Clerk); Cllr Brown and Cllr McKeown (SBC)

**PUBLIC PRESENT:** B Pennells (Lunar cars); D Jackson; G Scattergood; E Upton-Loach and one other.

**PUBLIC PARTICIPATION:** No member of the public wished to raise any issues.

**MINUTES**

**92/19** Revd Mr Lennon led the Council in **PRAYERS.**

**93/19** **APOLOGIES** were received from Cllr Bloor (late arrival) and Cllr Francis (SCC).

**RESOLVED** to accept the apologies.

**PROPOSED** Cllr Billingsley **SECONDED** Cllr Wells.  
On being put to the vote, the resolution passed unanimously.

**94/19** There were no **DECLARATIONS OF INTEREST.**

**95/19** There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.**

**96/19** **THE MINUTES OF THE ANNUAL MEETING HELD ON 16<sup>TH</sup> MAY 2019.**

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

**PROPOSED** Cllr Fletcher **SECONDED** Cllr Wells.  
On being put to the vote, the resolution passed unanimously.

**97/19** **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 16<sup>TH</sup> MAY 2019.**

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

**PROPOSED** Cllr Whitfield **SECONDED** Cllr Walters.  
On being put to the vote, the resolution passed unanimously.

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

**98/19 BOROUGH COUNCILLORS' UPDATES.**

Cllr Brown confirmed that he had called in the Little Tixall Lane proposed variations. He noted that he was unsure whether he needed to call this in again following the minor amendments.

Cllr McKeown noted his concern over the recent HS2 site approval in Hixon located outside of the designated industrial zone area recognised in the Neighbourhood Plan.

Cllr Brown, when asked by Cllr Whitfield about the none attendance of anyone from the Borough Council at the recent HS2 Phase 2a Extraordinary meeting of highways sub group, asked for details of the meeting to be forwarded to him.

Cllr Brown mentioned the High Court challenge to the recent Haywood and Hixon ward election.

**99/19 COUNTY COUNCILLOR'S UPDATE.**

See Apologies under 93/19 above.

**107/19 TO CO-OPT NEW MEMBERS**

The Chairman agreed to bring this item forward.

The Chairman invited the three candidates present to address the Council. Following questions from Councillors a paper vote took place of all the candidates with the following results:

**Great Haywood Ward**

Candidate	Yes	No	No mark
Steve Barnes	3	7	
Darren Jackson	8	1	1
Geoff Scattergood	10		

**Little Haywood Ward**

Candidate	Votes
Spencer Galley	3
Ellie Upton-Loach	7
None of the above	0

**RESOLVED** that Darren Jackson, Geoff Scattergood and Ellie Upton-Loach be co-opted onto the Council.

**RESOLVED** that, subject to clarification from Stafford Borough Council as to whether they will impose the 35 days rule under section 21 of the Representation of the People Act 1985, the Clerk should continue to seek further candidates for co-option to the outstanding vacancy.

**PROPOSED** Cllr Billingsley

**SECONDED** Cllr Wells.

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

**100/19 FINANCIAL SUPPORT TO LUNAR CARS.**

**RESOLVED** to refer the matter to the E&L Committee on 27<sup>th</sup> June 2019 to consider and to request improved financial papers from Lunar Cars.

**PROPOSED** Cllr Billingsley                      **SECONDED** Cllr Whitfield.  
On being put to the vote, the resolution passed unanimously.

**101/19 CLOTHES RECYCLING BINS.**

Cllr Bloor declared an interest and took no part in the discussion or vote.

**RESOLVED** to suspend Standing Order 1.4 and to exclude members of the public and press due to the commercially sensitive nature of the discussion.

**PROPOSED** Cllr Billingsley                      **SECONDED** Cllr Whitfield.  
On being put to the vote, the resolution passed unanimously by those able to vote.

**RESOLVED** to request the Clothes Recycling Group to remove the three bins from Council premises.

**PROPOSED** Cllr Harris                              **SECONDED** Cllr Roberts.  
On being put to the vote, the resolution passed unanimously by those able to vote.

**RESOLVED** to reinstate Standing Order 1.4 and to readmit members of the public and press due to the commercially sensitive nature of the discussion.

**PROPOSED** Cllr Billingsley                      **SECONDED** Cllr Whitfield.  
On being put to the vote, the resolution passed unanimously by those able to vote.

**102/19 THE RISK ASSESSMENT FOR THE JPF.**

**RESOLVED** to contract with RoSPA to undertake a risk assessment of all Council assets.

**RESOLVED** to contract with Morral Play Services to undertake an Annual Inspection of the play equipment (children’s play area, BMX track, MUGA, Skate park and the proposed new Youth Council play equipment).

**RESOLVED** that an annual review of the Risk Assessment be undertaken by the Policy Committee.

**PROPOSED** Cllr Billingsley                      **SECONDED** Cllr Walters.  
On being put to the vote, the resolution passed unanimously.

**103/19 INSURANCE AGAINST THE RISK OF CYBER CRIME.**

**RESOLVED** that the Council should take out insurance and that the Finance Officer should seek additional quotes.

**PROPOSED** Cllr Whitfield                              **SECONDED** Cllr Billingsley.  
On being put to the vote, the resolution passed unanimously.

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

**104/19 FINANCE AND ADMINISTRATION.**

- a. The payments made by Standing Order and Direct Debit and cheques issued since the last Full Council meeting were noted.

Date	Payee Name	Ref	£Gross	£VAT	£Net	Transaction
10-05-2019	Lloyds Bank Multipay Card*	DD	£165.94		£165.94	
15-05-2019	EDF	DD	£165.00		£165.00	Parish Office
16-05-2019	BT	DD	£114.12	£19.02	£95.10	
17-05-2019	GHHM	EP	£8.70		£8.70	Room hire
20-05-2019	Scottish Power Colwich	DD	£51.00		£51.00	JPF
24-05-2019	Allotments Association**	EP	£1,548.00		£1,548.00	Reimbursed rents
28-05-2019	Salaries, PAYE, NI & Pensions		£4,066.00		£4,066.00	
03-06-2019	DVLA	DD	£12.25		£12.25	Van
03-06-2019	Ash Waste Services	DD	£131.88	£21.98	£109.90	JPF bins
06-06-2019	Konica Minolta	EP	£99.97	£16.66	£83.31	Copier rent
06-06-2019	Konica Minolta	EP	£138.04	£23.01	£115.03	Copying
06-06-2019	Plugman	EP	£99.00		£99.00	PAT testing
06-06-2019	Viking Direct	EP	£46.51	£7.75	£38.76	Stationery
06-06-2019	SPCA	EP	£35.00		£35.00	Cllr Training
06-06-2019	Rialtas	EP	£150.00	£25.00	£125.00	Data Backup Service
06-06-2019	Alec Beardmore	EP	£80.00		£80.00	JPF grass
<b>Totals</b>			<b>£6911.41</b>	<b>£113.42</b>	<b>£6797.99</b>	

**\*Lloyds Bank Multipay Card breakdown**

Date	Payee Name	Reference	£Gross	£ Creditors	£ VAT	£Net	Transaction Details
01/04/2019	Amazon	CARD	£26.95			£26.95	Safety Boots for
01/04/2019	Amazon	CARD	£6.99			£6.99	Lengthsman Insoles for
05/04/2019	Hobbycraft Group Ltd	CARD	£120			£120	Lengthsman Gift cards/prizes Yth Festival
26/04/2019	Lloyds Bank Plc	CARD	£12			£12	Card Fee
<b>Totals</b>			<b>£165.94</b>	<b>0</b>	<b>0</b>	<b>£165.94</b>	

**\*\*Previously agreed cheque 301308 was cancelled and an electronic payment made instead.**

- b. To agree and sign/authorise the cheque/online payments.  
There were no new payments to agree.

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

- c. The Bank Statements and Reconciliation were noted and signed by the Chairman.
- d. Recommendations from the Finance Committee meeting held on 30<sup>th</sup> May 2019.

**RESOLVED** that

- Budget for Small Grants programme be confirmed as £3,800 for the year
- Programme for 2019/2020 to consist of two rounds
  - Round 1 to be open for applications from June 2019 to end of July 2019, with applications to be considered at the September 2019 meeting of the Full Council
  - Round 2 to be open for applications from September 2019 to end of December 2019, with applications to be considered for a second tranche at the February 2020 meeting of the Full Council
  - Applications will be considered for both tranches up to the annual budget limit.

**PROPOSED** Cllr Billingsley

**SECONDED** Cllr Bloor.

On being put to the vote, the resolution passed unanimously.

**RESOLVED** to agree the following transfers to Earmarked Reserves:

Amount from General Reserves (£)	To Earmarked Reserves
7,500	Sports facilities at JPF Reserve
7,500	Roads, pavements and gullies Reserve
5,000	Surgery Path Reserve
1,500	Land conveyance Reserve

**PROPOSED** Cllr Billingsley

**SECONDED** Cllr Roberts.

On being put to the vote, the resolution passed unanimously.

**105/19**

The **CORRESPONDENCE** received in May 2019 was noted.

CORRESPONDENT	SUBJECT
POLYCOTE	Issue 92 catalogue
CONTACT	June 2019 edition
SBC	Variation 19/30448/FUL (x2)
GLASDON	Street furniture catalogue

**106/19**

**THE UPDATES ON OUTSIDE BODIES** were noted.

**Colwich Parochial Charities**

Cllrs met with representatives of the Parochial Charity on Saturday 8<sup>th</sup> June to be briefed on the work of the CPC. The next formal meeting is 9<sup>th</sup> November 2019.

**108/19**

**DATE OF NEXT MEETING** to be 4<sup>th</sup> July 2019.

Meeting closed at 21:31.

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