



## COLWICH PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING OF THE COUNCIL HELD ON 16<sup>TH</sup> MAY 2019 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 8:45PM.

**PRESENT:** Cllr Billingsley; Cllr Bloor; Cllr Dunn; Cllr Fletcher; Cllr Harris; Cllr Rattray; Cllr Walters; Cllr Wells and Cllr Whitfield.

**IN ATTENDANCE:** Michael Lennon (Parish Clerk); Anthony Egan (Deputy Clerk); Cllr Brown & Cllr McKeown (SBC) and Cllr Francis (SCC).

**PUBLIC PARTICIPATION:** One member of the public was present who did not raise any issues.

### MINUTES

**75/19** Reverend Mr Lennon led the Council in **PRAYERS**.

**76/19** **APOLOGIES** were received from:  
Cllr Roberts who had to leave the meeting and Cllr Harris who noted he would need to leave by 10:30pm at the latest.

**RESOLVED** to accept the apologies.

**PROPOSED** Cllr Billingsley

**SECONDED** Cllr Whitfield.

**77/19** The Clerk **DECLARED AN INTEREST** in item 86/19 as he has numerous family links to the Painsley Academy.

**78/19** **There were no WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.**

**79/19** **BOROUGH COUNCILLORS' UPDATE.**

Cllr Brown introduced himself and noted that he had called in the Little Tixall Lane planning application.

Cllr McKeown introduced himself and noted that his priorities are Neighbourhood Plans and the adoption of the Community Infrastructure Levy by SBC.

The Councillors will agree an attendance schedule so at least one of them attends every meeting.

**80/19** **COUNTY COUNCILLOR'S UPDATE.**

Cllr Francis noted that he has had numerous meetings regarding HS2 with additional ones in the pipeline.

He will be taking up the issue of the proposed closure of Little Tixall Lane with Richard Rayson, Community Infrastructure Liaison Manager East Staffordshire and Stafford Borough districts.

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The Mill Lane proposals have been included in the capital programme for 2019/20. The Clerk asked whether the County Council would consider asset transferring the grass verges, maintained by the Council under contract from County Highways, to the Council.

The Clerk noted that he would not ask the lengthsman to paint the kerb stones by the Main Road chicane i. this is a live carriageway and ii. What is the difference between this chicane and the one requested by Roseacre which County Highways claim would need all the streetlights up to St Stephen’s Court moving to accommodate?

**81/19      STANDING ORDERS**

**RESOLVED** to amend Standing Order 1.2 and add a new Standing Order 1.3 to reflect the legal definitions found in the Local Government Act 1972 paragraph 243(1) and Schedule 12 paragraph 10(2); namely:

- 1.2** When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued; the day of the meeting; a Sunday; any day of the Christmas break; Easter break or bank holiday break or a day appointed for public thanksgiving or mourning shall not count.
- 1.3** Christmas break means the period beginning with the last weekday before Christmas and ending with the first weekday after Christmas Day which is not a bank holiday; Easter break means the period beginning with the Thursday before and ending with the Tuesday after Easter Day. Bank holiday break means any bank holiday not included in the Christmas or Easter breaks and the period beginning with the last weekday before that bank holiday and ending with the next weekday which is not a bank holiday.

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

**RESOLVED** to amended Standing Order 1.22 (now 1.23) to change the quorum number to reflect the legal definition contained within Local Government Act 1972 Schedule 12 paragraph 12; namely:

- 1.23** No business may be transacted at a meeting unless at least one third, rounded up, of the whole number of members of the Committee are present and in no case shall the quorum of a meeting be less than 3. For the Full Council the number required shall be 5.

**PROPOSED** Cllr Billingsley                                 **SECONDED** Cllr Fletcher  
On being put to the vote, the resolution carried unanimously.

**82/19      ASSURANCES GIVEN BY HS2.**

**RESOLVED** to accept the assurances provided by HS2 Ltd in response to the Council’s petition but to continue with the outstanding objections.  
**RESOLVED** to agree to meet with HS2 Ltd representatives on 20<sup>th</sup> June 2019.

**PROPOSED** Cllr Dunn                                         **SECONDED** Cllr Billingsley  
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On being put to the vote the resolutions carried unanimously.

**RESOLVED** to thank those who had attended the House of Commons Select Committee on 1<sup>st</sup> May 2019.

**PROPOSED** Cllr Bloor                                      **SECONDED** Cllr Dunn.

On being put to the vote the resolution carried unanimously.

Cllr Whitfield agreed to attend the Phase 2a Extraordinary meeting of highways sub group scheduled for 6<sup>th</sup> June 2019 at the North Staffordshire Conference Centre, North Staffordshire Medical Institute, Hartshill Road, Hartshill, Stoke-on-Trent, ST4 7NY.

Cllr Francis, Cllr McKeown and the member of the public left the meeting.

**83/19                      CHAIRMAN’S ALLOWANCE IN LINE WITH LOCAL GOVERNMENT ACT 1972 PARAGRAPH 15(5).**

**RESOLVED** to continue to offer a Chairman’s Allowance at £200 per year.

**PROPOSED** Cllr Fletcher                                      **SECONDED** Cllr Whitfield.

On being put to the vote the resolution carried unanimously.

**84/19                      THE RURAL PARISH COUNCIL’S GROUP.**

Cllr Wells provided feedback from the meeting held on 6<sup>th</sup> March 2019. The Clerk redistributed the minutes to Councillors. Cllr Wells to continue as the Council’s representative in line with 69/19.

**85/19                      TO PURCHASE A SHIPPING CONTAINER FOR STORAGE AT THE JPF.**

**RESOLVED** to refer this item to the 27<sup>th</sup> June 2019 E&L Committee meeting to consider as part of a wider consideration of the JPF facility.

**PROPOSED** Cllr Dunn    **SECONDED** Cllr Wells.

On being put to the vote the resolution carried unanimously.

The Chairman noted that the evening meetings had been running for a combined 2 hours and so should be adjourned in line with Standing Order 1.26.

**RESOLVED** to continue for a further 30 minutes in line with Standing Order 1.27

**PROPOSED** Cllr Whitfield    **SECONDED** Cllr Wells.

On being put to the vote the resolution carried unanimously.

**86/19                      ACCESS FOOTPATH FROM THE MEMORIAL HALL CAR PARK TO THE SURGERY CAR PARK.**

The Deputy Clerk took the minutes in line with 77/19.

**RESOLVED** that Cllr Billingsley, working through the Clerk, contracts with a structural survey engineer to obtain a valuation for the school playing field.

**RESOLVED** that the Chairman and Clerk meet with the Practice Manager from Hazeldene House Surgery.

**PROPOSED** Cllr Billingsley   **SECONDED** Cllr Whitfield.  
On being put to the vote the resolutions carried unanimously.

**87/19            “PHOTOGRAPH OF THE YEAR”.**

**RESOLVED** to suspend Standing Order 1.4 and to exclude members of the public and press so as to keep the winners’ names confidential until the Annual Parish Assembly on Thursday 23<sup>rd</sup> May at St Michael’s Church, Colwich.

**PROPOSED** Cllr Billingsley   **SECONDED** Cllr Fletcher.  
**88/19            “CITIZEN OF THE YEAR”.**

**RESOLVED** to reinstate Standing Order 1.4 and to readmit members of the public and press to the meeting.

**PROPOSED** Cllr Fletcher   **SECONDED** Cllr Billingsley.

**89/19            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               |
|------------|-------------------------------|--------|----------|---------|-----------|---------------------------|
| 01.04.19   | DVLA                          | DD     | £12.25   |         | £12.25    | Van                       |
| 03.04.19   | Petty cash                    | 301305 | £50.00   |         | £50.00    |                           |
| 05.04.2019 | Colwich & Little Haywood Hall | EP     | £203.50  |         | £203.50   | YC Arts festival          |
| 09.04.2019 | Lloyds Multicard*             | DD     | £287.03  |         | £287.03   |                           |
| 15.04.2019 | EDF                           | DD     | £165.00  |         | £165.00   | Parish Office             |
| 18.04.2019 | Scottish Power                | DD     | £51.00   |         | £51.00    | JPF                       |
| 29.04.2019 | Salaries, PAYE, NI & Pension  |        | £4,066   |         | £4,066    |                           |
| 03.05.2019 | Salaries, PAYE, NI & Pension  |        | £1802.08 |         | £1,802.08 |                           |
| 03.05.2019 | Topliss Associates            | EP     | £169.62  | £28.27  | £141.35   | Internal Assurance        |
| 03.05.2019 | RBS Software                  | EP     | £145.20  | £24.20  | £121.00   | Annual Maintenance        |
| 03.05.2019 | VisionICT                     | EP     | £21.60   | £3.60   | £18.00    | Annual email subscription |
| 03.05.2019 | Buxton’s Ltd                  | EP     | £731.67  | £121.94 | £609.73   | Mowers etc                |
| 03.05.2019 | SBC                           | EP     | £804.00  | £134.00 | £670.00   | Civic Amenity             |
| 03.05.2019 | Salaries, PAYE, NI & Pension  |        | £1480.20 |         | £1408.20  |                           |
| 03.05.2019 | Salaries, PAYE, NI & Pension  |        | £538.73  |         | £538.73   |                           |

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|               |                          |    |                  |                |                  |
|---------------|--------------------------|----|------------------|----------------|------------------|
| 03.05.2019    | Stackhouse<br>Poland Ltd | EP | £752.64          | £752.64        |                  |
| 07.05.2019    | DVLA                     | DD | £12.25           | £12.25         | Van              |
| <b>Totals</b> |                          |    | <b>£11292.77</b> | <b>£312.01</b> | <b>£10980.76</b> |

**Lloyds Multicard**

| Date         | Payee Name       | Amount         | Transaction                       |
|--------------|------------------|----------------|-----------------------------------|
| 05.03.2019   | Tippers, Rugeley | £125.69        | 1x 20mm Gravel bag, 3x Geotextile |
| 05.03.2019   | Home Bargains    | £13.55         | Toilet rolls, bleach              |
| 14.03.2019   | Wickes, Stafford | £6.00          | Apollo ground hooks               |
| 18.03.2019   | Tippers, Rugeley | £33.60         | 1x 20mm Gravel bag                |
| 19.03.2019   | Tippers, Rugeley | £33.60         | 1x 20mm Gravel bag                |
| 25.03.2019   | Amazon           | £28.99         | Safety boots                      |
| 26.03.2019   |                  | £12.00         | Monthly fee                       |
| <b>Total</b> |                  | <b>£287.03</b> |                                   |

- b. **RESOLVED** to agree and sign/authorise the cheque/online payments.  
**PROPOSED** Cllr Whitfield                      **SECONDED** Cllr Wells  
On being put to the vote the resolution carried unanimously.

Cllr Wells and Cllr Whitfield agreed to sign/authorise on behalf of the Council.

| Date          | Payee Name                      | Ref    | £Gross           | £VAT          | £Net             | Transaction        |
|---------------|---------------------------------|--------|------------------|---------------|------------------|--------------------|
| 16.05.2019    | Salaries, PAYE,<br>NI & Pension |        | £3,821.01        |               | £3,821.01        |                    |
| 16.05.2019    | Colwich<br>Allotments Assoc     | 301308 | £1,548.00        |               | £1,548.00        | Reimburse<br>rents |
| 16.05.2019    | SBC                             | EP     | £3.00            |               | £3.00            | Access<br>licence  |
| 16.05.2019    | Bradleys<br>Accountancy         | EP     | £556.80          | £92.80        | £464.00          | Payroll<br>charge  |
| 16.05.2019    | NALC                            | EP     | £17.00           |               | £17.00           | LCR Subs           |
| <b>Totals</b> |                                 |        | <b>£5,945.81</b> | <b>£92.80</b> | <b>£5,853.01</b> |                    |

- c. The Bank Statements and Reconciliation were noted and signed by the Chairman
- d. **RESOLVED** to agree the existing Direct Debits and Standing Orders.  
**PROPOSED** Cllr Billingsley                      **SECONDED** Cllr Whitfield.  
On being put to the vote the resolution carried unanimously.
- e. **RESOLVED** to amend the salary Direct Debits to reflect the 2019 pay award and additional hours.  
**PROPOSED** Cllr Whitfield                      **SECONDED** Cllr Billingsley.  
On being put to the vote the resolution carried unanimously.

The Chairman noted that the additional 30 minutes had now elapsed and so the meeting was to be adjourned in line with Standing Order 1.27.

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**RESOLVED** to continue for a further 30 minutes in line with Standing Order 1.27

**PROPOSED** Cllr Whitfield **SECONDED** Cllr Wells.  
On being put to the vote the resolution carried unanimously.

- f. **RESOLVED** to agree the Annual Governance and Accountability Return 2018/19.

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

- g. The Internal Auditors report 2018/19 was noted.
- h. To consider and complete the Annual Governance Statement 2018/19. The Chairman read each statement out to the Council.

**RESOLVED** to agree and sign the Annual Governance Statement

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

- i. The Annual Accounting Statement 2018/19. The Deputy Clerk/Finance Officer talked the Council through the various entries of the Statement which was signed by the Clerk on 2<sup>nd</sup> May 2019.

**RESOLVED** to agree and sign the Annual Accounting Statement

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

**90/19 CORRESPONDENCE** – the Clerk noted that all correspondence had been circulated previously via email to Councillors.

**91/19 DATE OF NEXT MEETING** to be 13<sup>th</sup> June 2019.

Meeting closed at 10:21pm

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**DATE.....**