



COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 4TH JULY 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 (Chair); Cllr Dunn (Vice Chair); Cllr Bloor; Cllr Harris; Cllr Rattray; Cllr Roberts; Cllr Scattergood; Cllr Walters; Cllr Wells and Cllr Whitfield.

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

PUBLIC PRESENT: A Lowe and J McDonald.

PUBLIC PARTICIPATION: There were no issues raised with the Council.

MINUTES

109/19 Revd Mr Lennon led the Council in **PRAYERS**.

110/19 **APOLOGIES** were received from Cllr Fletcher; Cllr Jackson; Cllr Upton-Loach; Cllr Francis (SCC) and Cllr McKeown (SBC).

RESOLVED to accept the apologies.

PROPOSED Cllr Billingsley **SECONDED** Cllr Bloor.
On being put to the vote, the **RESOLUTION** carried unanimously.

111/19 There were no **DECLARATIONS OF INTEREST**.

112/19 There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011**.

113/19 **THE MINUTES OF THE FULL COUNCIL MEETING OF 16TH MAY 2019**

RESOLVED to **AGREE THE AMENDMENTS TO THE PAYMENTS TABLES**.

Insert at 89/19 a.

Date	Payee	Ref	Gross	VAT	Net	Transacation
18.04.2019	Scottish Power	DD	£51.00		£51.00	JPF
03.05.2019	RBS Software	EP	£145.20	£24.20	£121.00	Annual Maintenance

Insert at 89/19 b.

16.05.2019	Salaries, PAYE NI & Pension	£3,821.01			£3,821.01	
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PROPOSED Cllr Billingsley **SECONDED** Cllr Bloor
 On being put to the vote, the **RESOLUTION** carried unanimously.

The Chairman initialled the agreed amendments and signed a fresh set of minutes to be kept with the original set.

114/19 THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 13TH JUNE 2019.

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

PROPOSED Cllr Roberts **SECONDED** Cllr Walters
 On being put to the vote, the **RESOLUTION** carried unanimously.

115/19 BOROUGH COUNCILLOR'S UPDATE.

Cllr Brown noted that he had spoken with Sally Jones in the legal team who apologised for the delay in considering the application for the Borough Council to asset transfer various grass areas to the Parish Council. The papers will be presented to Cabinet next month.

Cllr Brown noted that he had also contacted Sally McDonald about the s106 application for funds to renovate the toilet block approved by Cabinet on 7th December 2017. Sally apologised for not responding to the Council's emails of 12th February 2019 and 14th November 2018. The JPF Working Group to take this matter forward.

116/19 There was no **COUNTY COUNCILLOR UPDATE**. See 110/19 above.

117/19 TO CO-OPT A NEW MEMBER FOR GREAT HAYWOOD.

The Chairman invited A Lowe and J McDonald to address the Council in support of their applications followed by questions from Councillors in line with Standing Order 34.7.2. A paper vote, in line Standing Orders 34.7.3 and 34.7.5, then took place with the following result:

Great Haywood Ward

Candidate	Votes
Andrew Lowe	1
Joanne McDonald	7
None of the above	2

RESOLVED that Joanne McDonald be co-opted onto the Council.

PROPOSED Cllr Roberts **SECONDED** Cllr Wells.

118/19 THE ASSURANCES PROVIDED BY HS2 LTD, ON BEHALF OF THE SECRETARY OF STATE FOR TRANSPORT.

Cllr Dunn talked through the assurances received by the Council both in meetings with HS2 and following representations to the House of Commons Select Committee. The Council is

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still awaiting the flooding investigation reports promised by HS2 in the corridor outside the Select Committee room.

A meeting was proposed for 9th July to discuss the possibility of petitioning the House of Lords Select Committee.

RESOLVED to agree the Assurances subject to receiving the flooding investigation report.

PROPOSED Cllr Dunn **SECONDED** Cllr Bloor
On being put to the vote, the **RESOLUTION** carried unanimously.

119/19 CHANGING MINUTES

Cllr Billingsley and Cllr Dunn spoke to the item. A lengthy discussion followed about the best way forward.

RESOLVED to add a review to the May Annual Meeting.

PROPOSED Cllr Wells **SECONDED** Cllr Scattergood.

RESOLVED that minutes should record the action agreed; the person who will undertake the action; the time frame for the action and to discharge formally once agreed action has been completed.

PROPOSED Cllr Billingsley **SECONDED** Cllr Walters.

RESOLVED to adopt the RESOLUTION TRACKER and to include a review, from Committee Chairs, and action on every agenda and to review the process in February 2020.

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

120/19 LEAD COUNCILLOR FOR THE GREEN INFRASTRUCTURE PROGRAMME AND THE RIVER OF FLOWERS.

RESOLVED that Councillors spend time over the summer recess to familiarise themselves with the programme and to agree a lead Councillor at the September meeting.

PROPOSED Cllr Billingsley **SECONDED** Cllr Bloor.
On being put to the vote, the **RESOLUTION** carried unanimously.

121/19 COUNCIL REPRESENTATIVE TO “COLWICH PARISH IN BLOOM”.

RESOLVED that Cllr Whitfield takes on this role.

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

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122/19 “HAND HELD FOR MOBILE DATA CAPTURE” EXTENSION TO THE PEAR TECHNOLOGY MAPPING SOFTWARE.

RESOLVED to delegate a decision to the Environment and Leisure Committee meeting on 19th September and to invite a representative from Pear Technology to attend to demonstrate the programme.

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

Agreed to add an item to the September Full Council meeting to consider purchasing official smart phones for the Clerk and Lengthsmen.

The Chairman noted that the meeting had been running for 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.

123/19 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 Details
11/06/2019	Lloyds Bank Multipay Card* ¹	DD	636.90		636.90	Tfr from C/A to Card
17/06/2019	EDF Energy	DD	165.00		165.00	Parish Office
18/06/2019	Scottish Power	DD	51.00		51.00	JPF
20/06/2019	SPCA Colwich Allotments Association	EP	35.00		35.00	Chairmanship Skills training
20/06/2019	Designer Metal (Suffolk) Ltd	EP	846.00	141.00	705.00	Galvanised Tree Guards
28/06/2019	Water Plus	DD	19.42		19.42	Water Plus
28/06/2019	Salaries, PAYE, NI and Pension	EP	4,602.00		4,602.00	
Total Payments:			6,505.32	141.00	6,364.32	

***Lloyds Bank Multipay card²**

Date	Payee Name	Ref	£Gross	£Creditors	£ VAT	£Net	Details
29/04/2019	West Coast Trains	CARD	4.30			4.30	HS2 Underground travel

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29/04/2019	West Coast Trains	CARD	4.30		4.30	HS2 Underground travel
29/04/2019	West Coast Trains	CARD	4.30		4.30	HS2 Underground travel
29/04/2019	West Coast Trains	CARD	355.20		355.20	HS2 rail travel to London
01/05/2019	Stafford Station MSCP	CARD	12.00	2.00	10.00	HS2 Car parking
01/05/2019	West Coast Trains	CARD	199.80		199.80	HS2 rail travel to Stafford
22/05/2019	Harveys	CARD	45.00		45.00	Engraving a trophy
28/05/2019	Lloyds Bank	CARD	12.00		12.00	Bank fees

Total Payments:	636.90	2.00	634.90
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¹The amount shown in the main table represents the payment from the Council’s current account to clear the corporate payment account with Lloyds Bank. ²VAT is accounted for against the individual items within the payment card table shown above.

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

PROPOSED Cllr Billingsley **SECONDED** Cllr Walters
 On being put to the vote, the **RESOLUTION** carried unanimously.

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

Date	Payee Name	Ref	£Gross	£ VAT	£Net	Details
27/06/2019	Salaries, PAYE, NI & Pensions		1,802.08		1,802.08	
28/06/2019	Alec Beardmore	EP	80.00		80.00	Grass cutting at JPF
28/06/2019	Salaries, PAYE, NI & Pensions		1,480.60		1,480.60	

Total Payments:	3,362.68	0.00	3,362.68
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- c. The Bank Statements and Reconciliation were noted. Cllr Dunn signed the Statements in line with Financial Regulation 2.2.

124/19 The **CORRESPONDENCE** received in June 2019 was noted.

CORRESPONDENT	SUBJECT
SBC	Members’ Digest 256
My Village Voice	June – July – August 2019
Contact	July - August 2019

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Innovation Group Environmental Services	Subsidence Damage
Hazeldene House Surgery	Confirmation of agreement for footpath
EDF Energy	Confirmation of notice (to change supplier)
HS2 Ltd	Amended Bills, Sections and Book of reference

Cllr Billingsley gave an update on the path proposal.

125/19 UPDATES ON OUTSIDE BODIES.

Great Haywood Memorial Hall were grateful for the grit bin.

126/19 DATE OF NEXT MEETING to be 5th September 2019.

Meeting closed at 9:54pm

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