



COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 5TH SEPTEMBER 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 Fletcher; Cllr Harris; Cllr Jackson; Cllr Rattray; Cllr Roberts; Cllr Scattergood; Cllr Upton-Loach; Cllr Walters; Cllr Wells and Cllr Whitfield.

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

PUBLIC PRESENT: One

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

MINUTES

127/19 There were no **PRAYERS.**

128/19 **APOLOGIES** were received from Cllr McDonald AND Michael Lennon (Clerk).

RESOLVED to accept the apologies.

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

129/19 There were no **DECLARATIONS OF INTEREST.**

130/19 There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.**

131/19 **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 4TH JULY 2019.**

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

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

132/19 **BOROUGH COUNCILLORS’ UPDATES.**

Cllr McKeown reported a problem with the running of the local school buses including late arrival and overcrowding. Cllr Francis (SCC) indicated that he would be talking to County Council on the subject on 6th September 2019.

Cllr McKeown also reported that a petition was recently lodged against the validity of the recent election, but there is a petition to the House of Commons to drop the complaint.

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Cllr Brown reported on the recent decision of the Borough Planning to agree to the closure of part of Little Tixall Lane. The Chairman asked both the Borough Cllr and the County Cllr to look into the process that led up to the decision.

133/19 COUNTY COUNCILLOR'S UPDATE.

Cllr Francis reported that the chicane and footpath under the Mill Lane railway bridge is being delayed by Railtrack. Negotiations are ongoing.

134/19 THE RESOLUTION TRACKER.

RESOLVED to discharge the following items as completed:

Full Council

20/19; 22/19; 23/19; 24/19; 28/19; 100/19; 101/19; 102/19; 107/19; 119/19

Christmas lights and Events Committee

23/19X [Write to local schools and Article in Newsletter] and 24/19X;

Communications Committee

17/19N [Overgrown hedges; Potholes; Macmillan Coffee morning; Music Showcase; Rights of Way; Twinning; HS2 Petition; Flower & Veg; Youth Council Simmer Fete; JPF and Green Drinks] and 19/19N

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

135/19 LEAD COUNCILLOR FOR THE GREEN INFRASTRUCTURE PROGRAMME AND THE RIVER OF FLOWERS AS PER ITEM 120/19.

RESOLVED to defer this item to the next full council meeting.

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

136/19 TO PURCHASE SMARTPHONES FOR THE CLERK AND LENGTHSMEN AS PER ITEM 122/19.

RESOLVED to defer this item to the next Environment and Leisure Committee meeting.

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

137/19 THE STAFFORD BOROUGH COUNCIL RURAL PARISH SURVEY.

RESOLVED to respond to Stafford Borough Council that we do not have the information required to answer the survey.

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

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138/19 INSURANCE PROVIDED BY CAME & CO.

RESOLVED to renew the three-year deal with Came & Co for a second year.

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

139/19 CYBER CRIME INSURANCE IN LINE WITH ITEM 103/19.

RESOLVED to take out cyber insurance with Came & Co.

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

140/19 There were no **SMALL GRANT APPLICATIONS.**

141/19 THE RECYCLING CENTRE AT THE JPF.

RESOLVED to remove the recycling bins from the JPF and to put up signs at the JPF to advise that the nearest Recycling Centres are at Stafford and Rugeley. Also **RESOLVED** that Cllr Wells should write an article on this matter for the next council Newsletter.

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

142/19 THE DRAFT AUTUMN NEWSLETTER.

RESOLVED to agree the draft autumn newsletter and to send the same to Benhill Press for graphic designing and printing.

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

143/19 THE APPROVAL BY STAFFORD BOROUGH COUNCIL PLANNING DEPARTMENT OF THE CLOSURE OF PART OF LITTLE TIXALL LANE.

RESOLVED the Clerk should write to the Planning Dept and ask them to confirm (a) when the decision was made to close part of Little Tixall Lane and (b) when they decided to remove the condition in the original outline planning decision that the new development should be physically part of the existing development of Gt Haywood.

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

144/19 REPORT FROM THE JPF WORKING GROUP.

RESOLVED to accept the report and to proceed immediately with Phase 1.
RESOLVED to accept the quote from Bates drains to investigate the drains at the JPF.

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

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

145/19 THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018.

RESOLVED to ask our website provider, Vision ICT, to carry out the initial accessibility audit of the website and to post the resultant accessibility statement to the website.

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

146/19 THE TRENT SOW PARKLANDS GROUP.

RESOLVED that Cllr Dunn should ask Sam Carraway to e-mail the Group's report to him so that he can then forward it to all the Cllrs.

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

RESOLVED to nominate Cllr Whitfield to represent the Council at the next meeting of the Group.

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

147/19 FINANCE AND ADMINISTRATION.

a. The report from the External Auditor.

RESOLVED to accept the Auditor's report and thank the Deputy Clerk.

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

b. Payments made by Standing Order and Direct Debit and cheques issued since the last Full Council meeting were noted.

Bank Account

Date	Payee Name	Ref	£Gross	£VAT	£Net	Transaction Details
30/06/2019	Unity Trust	DD	31.05		31.05	Bank Fee
01/07/2019	Ash Waste Services	DD	104.40	17.40	87.00	AWS Waste bins
01/07/2019	DVLA	DD	12.25		12.25	Van Road Fund Tax

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02/07/2019	BT Telephone/Broadband	DD	122.59	20.43	102.16	BT, June, 2019
08/07/2019	Staffs Parish Councils Association	EP	20.00		20.00	Local Cllr Training Course
11/07/2019	Lloyds Bank Multipay Card ¹	DD	83.20		83.20	Repayment of card
15/07/2019	Allstar Business Solutions Ltd	DD	102.28	17.05	85.23	Fuel for van
18/07/2019	Scottish Power	DD	51.00		51.00	JPF July 2019
24/07/2019	Information Commissioner	DD	35.00		35.00	Annual subs
29/07/2019	Salaries, PAYE, NI and Pension		4,602.00		4,602.00	
01/08/2019	DVLA	DD	12.25		12.25	Van Road Fund Tax
02/08/2019	Salaries, PAYE, NI and Pension		1,802.08		1,802.08	
02/08/2019	W Colwill	301311	90.00		90.00	Performance at music festival
02/08/2019	Water Plus	DD	2.07		2.07	Water Plus
02/08/2019	ACB Motor Services	EP	40.00		40.00	Van MOT Test
02/08/2019	Salaries, PAYE, NI and Pension		1,480.60		1,480.60	
02/08/2019	Viking Direct	EP	142.44	23.74	118.70	Stationery
02/08/2019	Ash Waste Services	EP	78.78	13.13	65.65	AWS - Waste bins
02/08/2019	Staff Parish Councils Association	EP	552.00		552.00	Annual subs
02/08/2019	Great Haywood Memorial Hall	EP	73.30		73.30	Music Showcase
02/08/2019	Benhill Press	EP	177.00		45.50	Flower & Veg Show
					45.50	YC Flower & Veg fete
					86.00	Music festival
02/08/2019	Sam's Electrical Services Ltd	EP	234.00	39.00	195.00	Fit ceiling mounted projector
02/08/2019	Buxton's Ltd	EP	53.52	8.92	44.60	Strimmer wire
05/08/2019	J M Davis	EP	300.00		300.00	Melvin Hancox Band, Music festival
05/08/2019	Alec Beardmore	EP	80.00		80.00	Grass cutting at JPF
09/08/2019	Lloyds Bank Multipay Card ¹	DD	416.87		416.87	Card repayment
09/08/2019	Mazars LLP	EP	720.00	120.00	600.00	External audit 2019
14/08/2019	Unity Trust	DD	19.10		19.10	Bank fee
16/08/2019	BT Telephone/Broadband	DD	114.12	19.02	95.10	
19/08/2019	Scottish Power	DD	51.00		51.00	JPF August 2019
20/08/2019	House of Lords Payment Account	EP	20.00		20.00	HS2 Petition

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28/08/2019	Salaries, PAYE, NI and Pension		4,602.00		4,602.00	
30/08/2019	EDF Energy	301312	22.50		22.50	Final payment
30/08/2019	Salaries, PAYE, NI and Pension		1,802.08		1,802.08	
	Total Payments:		18,049.48	278.69	17,770.79	

Payment Card²

Date	Payee Name	Reference	£Gross	£VAT	£Net	Transaction Details
03/06/2019	Tippers	CARD	32.40	5.40	27.00	Building sand
12/06/2019	Wickes Building Supplies	CARD	18.80	3.14	15.66	Gloves
13/06/2019	City & Guilds	CARD	20.00		20.00	Herbicide licence
26/06/2019	Lloyds Bank Plc	CARD	12.00		12.00	Bank fees
26/06/2019	The Range	CARD	25.96		25.96	Stationery for Music festival
02/07/2019	Home Bargains Rugeley	CARD	11.97	1.99	9.98	Toilet Rolls
04/07/2019	Canalside Holdings Limited	CARD	50.00	8.33	41.67	Hanging Pots
04/07/2019	Wyevale Garden Centres	CARD	31.50	4.58	26.92	Plants
04/07/2019	Canalside Holdings Limited	CARD	20.00	3.34	16.66	Hanging Pots
10/07/2019	Pets at Home	CARD	10.00	1.67	8.33	Jumbo Dog Bowl
12/07/2019	H V W Ltd	CARD	220.20		220.20	Hi Viz t-Shirts
19/07/2019	Amazon	CARD	17.94		17.94	Wristbands
26/07/2019	Tesco Stores	CARD	7.31		7.31	Coffee & Tea
26/07/2019	Screwfix Direct Ltd	CARD	9.99	1.66	8.33	Irrigation Starter kit
26/07/2019	Lloyds Bank Plc	CARD	12.00		12.00	Payment card fees
07/08/2019	Screwfix Direct Ltd	CARD	4.99	0.83	4.16	Fluorescent starter
15/08/2019	Screwfix Direct Ltd	CARD	27.99	4.66	23.33	LED T8 Battens
27/08/2019	Lloyds Bank Plc	CARD	12.00		12.00	Bank Fees
	Total Payments:		545.05	35.60	509.45	

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.

- c. **RESOLVED** to agree and sign/authorise the cheque/online payments.
PROPOSED Cllr Billingsley **SECONDED** Cllr Fletcher
On being put to the vote, the **RESOLUTION** carried unanimously.

Date	Payee Name	Ref	£Gross	£VAT	£Net	Transaction Details
30/08/2019	EDF Energy	301312	22.50		22.50	Final payment

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30/08/2019	Salaries, PAYE, NI and Pension		1,802.08		1,802.08	
02/09/2019	Colwich Little Haywood Village Hall	EP	36.00		36.00	Room Hire
02/09/2019	Konica Minolta Business Solutions	EP	98.08	16.35	81.73	Copying
02/09/2019	Konica Minolta Business Solutions	EP	99.97	16.66	83.31	Rental
02/09/2019	Came & Company	EP	2,687.06		2,687.06	2 nd year Insurance renewal
	Total Payments:		4,745.69	33.01	4,712.68	

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

d. The Bank Statements and Reconciliations were noted.

148/19 **CORRESPONDENCE** received in July and August was noted.

CORRESPONDENT	SUBJECT
SBC	Members' Digest 257 and 258
LCR	Summer 2019
Cannock Chase AONB	Management Plan 2019-24
Gee Tee Bulb Company	Autumn 2019 catalogue
Big Dub	Issue 187

149/19 **TO UPDATES ON OUTSIDE BODIES** were noted.

150/19 **DATE OF NEXT MEETING** to be 10th October 2019.

Meeting closed at 9:59pm.

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