

# MINUTES OF THE FULL COUNCIL ON 6<sup>TH</sup> FEBRUARY 2020 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

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

**IN ATTENDANCE:** Michael Lennon (Parish Clerk and RFO); Anthony Egan (Finance Officer) and Cllr Brown (SBC).

**PUBLIC PRESENT:** 5 members of the Little Laura charity were present. O Spencer.

Ref **MINUTES** Revd Mr Lennon led the Council in PRAYERS. 1/20 2/20 **APOLOGIES** were received from Cllr Jackson (away); Cllr Upton-Loach (Dispensation); Cllr McKeown (SBC) and Cllr Francis (SCC). **RESOLVED** to accept the apologies. **PROPOSED** Cllr Whitfield **SECONDED** Cllr Dunn. On being put to the vote, the Resolution carried unanimously. The Chairman reminded Cllrs that reasons for absence must be provided to the Clerk, ahead of the meeting, in order for an apology to be considered and accepted. 3/20 There were no **DECLARATIONS OF INTEREST**. 4/20 There were no WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE **LOCALISM ACT 2011.** THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 19<sup>TH</sup> DECEMBER 5/20 2019. **RESOLVED** to agree and sign the minutes as a true and accurate record. **PROPOSED** Cllr Walters **SECONDED** Cllr Roberts. On being put to the vote, the Resolution was carried unanimously by those Cllrs present who had also been present at the 19<sup>th</sup> December 2019 meeting

7:36pm The Chairman suspended the meeting for Public Participation.

The Chairman presented a cheque for £941.15 to the Little Laura charity who thanked the Council and left the meeting.

7:40pm the Chairman recommenced the meeting.

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#### 6/20 CO-OPTION

O Spencer spoke to her application. Following questions from Cllrs, a show of hands was unanimous in co-opting O Spencer.

O Spencer signed the declaration of Acceptance of Office and joined the meeting.

# 7/20 BOROUGH COUNCILLOR'S UPDATE.

Cllr Brown congratulated Cllr Spencer on her co-option and the Chairman on her recent engagement.

Cllr Brown mentioned that the Local Plan is currently out for public consultation with a large development proposed for Hixon.

The borough has decided to revise its changes to parking charges with free evening parking at the weekends.

The Borough Council is considering changing its stance on HS2 as new proposals appear to remove the link into Stafford.

Hixon will be holding a Local Plan meeting on 29<sup>th</sup> February 2020.

Cllr Brown thanked the Chairman and left the meeting.

#### **8/20** There was no **COUNTY COUNCILLOR UPDATE** see 2/20 above.

Cllr Wells provided feedback from the Trent Valley Collaboration Group meeting held at Hopton Village hall early in the day. The Chairman noted her conversation with Cllr Francis where he confirmed that the Mill Lane traffic-calming proposal was going ahead. Plans are being drawn up to include the reinstallation of the footpath with a small build-out to include traffic lights on the village side of the railway bridge and a dedicated walkway under the bridge. Cllr Francis confirmed that the proposal to install a chicane, or double chicane, was no longer an option.

## 9/20 THE RESOLUTION TRACKER.

**RESOLVED** to discharge those items marked as "To Discharge".

# **PROPOSED** Cllr Whitfield

**SECONDED** Cllr Walters.

On being put to the vote, the Resolution carried unanimously.

### 10/20 THE 2020/21 BUDGET

The Finance Officer spoke to the draft budget prepared by the Finance Committee at its meeting on 12<sup>th</sup> December 2019.

**RESOLVED** to agree the Budget at £195,780.

# **PROPOSED** Cllr Whitfield

**SECONDED** Cllr Roberts.

On being put to the vote, the Resolution carried unanimously.

#### 11/20 THE 2020/21 PRECEPT.

**RESOLVED** to set a precept of £195,780 with £190,294.15 being charged to local council taxpayers giving a decrease of 1.1% based on the 2019/20 level.

**PROPOSED** Cllr Roberts

**SECONDED** Cllr Whitfield.

On being put to the vote, the Resolution carried unanimously.

# 12/20 SMALL GRANTS APPLICATIONS

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**RESOLVED** to agree a grant of £500 to the Great Haywood Under 5s.

#### **PROPOSED** Cllr Whitfield

#### SECONDED Cllr Dunn

On being put to the vote, the Resolution carried unanimously.

**RESOLVED** to agree a grant of £2,160 to Colwich and Little Haywood Village Hall to repair the driveway near the entrance gate.

#### PROPOSED Cllr Dunn

#### **SECONDED** Cllr Whitfield.

On being put to the vote, the Resolution carried unanimously.

**RESOLVED** to agree a grant of £1,140 to Colwich and Little Haywood Village Hall to repair the slab outside the main building.

#### PROPOSED Cllr Dunn

# **SECONDED** Cllr Whitfield.

On being put to the vote, the Resolution carried unanimously.

#### 13/20 SOCIAL MEDIA

Cllr Walters spoke to this item.

**RESOLVED** to refer this item to the Communications Committee to consider what needs to be improved and what resources are required.

#### PROPOSED Cllr Dunn

## **SECONDED** Cllr Spencer.

On being put to the vote, the Resolution carried unanimously.

## 14/20 QUALITY AWARD SCHEME.

In the absence of Cllr Rattray, who requested the item be included on the agenda, this item was treated as withdrawn in line with Standing Order 6.3.

#### 15/20 PROCESS AND TIMING FOR THE PRODUCTION OF THE ANNUAL REPORT.

In the absence of Cllr Rattray, who requested the item be included on the agenda, this item was treated as withdrawn in line with Standing Order 6.3.

## 16/20 RISK POLICY AND REGISTER.

In the absence of Cllr Rattray, who requested the item be included on the agenda, this item was treated as withdrawn in line with Standing Order 6.3.

## 17/20 MILL LANE TRAFFIC CALMING

See 8/20 above.

## 18/20 AGENDA TEMPLATE

Cllr Dunn spoke to his paper.

**RESOLVED** that with slight amendments including what action is required for the agenda item e.g. "Consider and Note" or "Consider and Agree", the revised template be adopted and Standing Orders amended accordingly.

PROPOSED Cllr Dunn

SECONDED Cllr Whitfield.

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On being put to the vote, the Resolution carried unanimously.

# 19/20 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
	Ash Waste					
02/01/2020	Services	DD	129.59	21.60	107.99	JPF waste bins
02/01/2020	DVLA	DD	12.25		12.25	Van Road Fund Tax
	Lloyds Bank					
10/01/2020	Multipay Card*	Card	13.08		13.08**	Card Repayment
17/01/2020	SLCC	EP	151.00		151.00	Manuals
	Opus Energy					
18/01/2020	(Corporate) Limitd	DD	145.37	6.92	138.45	Parish centre
	Salaries ,NI, PAYE					
28/01/2020	& Pensions		7,884.48		7,884.48	
			8.335.77	28.52	8.307.25	

<sup>\*</sup>Payment Card transactions

Date	Payee Name	Ref	£Gross	£VAT	£Net	Transaction Details
	Screwfix Direct					
27/11/2019	Ltd	CARD	85.00	14.16	70.84	LED Rechargeable
						Light
27/11/2019	Sainsbury's	CARD	6.00		6.00	<b>Duracell Batteries</b>
27/11/2019	Millets	CARD	64.75		64.75	Tent carpets x 2
	Abbey Access					Refund - item
28/11/2019	Ltd	CARD	-249.99	-41.67	-208.32	returned
04/12/2019	<b>HSS Hire Service</b>	CARD	-38.48		-38.48	Refund of deposit
11/12/2019	<b>Home Bargains</b>	CARD	13.73	2.29	11.44	Cleaning products
11/12/2019	Smiffys.com	CARD	36.99		36.99	Christmas dress
						Refund - item not
11/12/2019	Smiffys.com	CARD	-36.99		-36.99	purchased
18/12/2019	Asda	CARD	27.48		27.48	Sundry refreshments
18/12/2019	Asda	CARD	7.69		7.69	Sundry refreshments
18/12/2019	Harveys	CARD	84.90		84.90	Trophies
27/12/2019	Lloyds Bank Plc	CARD	12.00		12.00	Bank fees
			13.08**	-25.22	38.30	

The Chairman noted that the meeting had been running for 2 hours and so should be adjourned in line with Standing Order 1.16

**RESOLVED** that the meeting continue for a further 30 minutes in line with Standing Order 1.27.

PROPOSED Cllr Whitfield

**SECONDED** Cllr Bloor.

On being put to the vote, the Resolution carried unanimously.

b. To agree and sign/authorise the cheque/online payments.

Date	Payee Name	Ref	£Gross	£VAT	£Net	<b>Transaction Details</b>	
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			4,570.38	4,570.38	
05/02/2020	Michael Lennon	EP	195.75	195.75	Travel & Subsistence
04/02/2020	Little Laura	301323	941.15	941.15	Charity donation
30/01/2020	Salaries ,NI, PAYE & Pensions		3,282.48	3,282.48	
17/01/2020		EP	151.00	151.00	Manuals

#### **PROPOSED** Cllr Walters

#### SECONDED Cllr Dunn.

On being put to the vote, the Resolution carried unanimously.

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

c. The Bank Statements and Reconciliation were noted.

# **20/20 CORRESPONDENCE** the correspondence received in January 2020 was noted.

CORRESPONDENT	SUBJECT
SBC	Members' Digest 263
Contact	February 2020 edition
My Village Voice	Nov/Dec 2019 & Jan 2020 edition
Glasdon	Village Gateways brochure
Viking	Paper Ink & Toner brochure
Automatic Door Installation Association	Directory 2019/20

## 21/20 OUTSIDE BODIES.

Cllr Bloor spoke to the proposal under 18/19N that Cllrs link with social and committee meetings of outside groups.

In discussion it was agreed that:

GHMH coffee morning

Community Association

Haywood Society

WI

Cllr Dunn and Cllr Bloor

Cllr Roberts

Cllr Bloor

Cllr Wells

Creen Drinks

Cllr Spencer

Mothers' Union Cllr Spencer.

The Clerk to forward Cllr Wells' briefing paper to all Cllrs.

Cllr Wells gave an update on the current position of VE Dy commemoration events.

# **22/20 DATE OF NEXT MEETING** to be 5<sup>th</sup> March 2020.

Meeting closed at 9:49pm

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