

Full Council meeting 4th July 2019 – Additional documents

Resolution Tracker

Agenda Ref	Description / Resolution	Actionee	Full Council / Committee	Status	Created	Deadline	Closed	Remarks
107/19	RESOLVED that, subject to clarification from Stafford Borough Council as to whether they will impose the 35 days rule under	Clerk	Full Council	Live	13/06/2019	N/A		Final vacancy filled 4 July 2019
101/19	RESOLVED to request the Clothes Recycling Group to remove the three bins from Council premises.	Clerk	Full Council	Live	13/06/2019	N/A		Letter issued to Star Charity 23 July 2019
102/19	RESOLVED to contract with RoSPA to undertake a risk assessment of all Council assets.	Clerk	Full Council	Live	13/06/2019	N/A		RoSPA survey undertaken 22 July 2019
102/19	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).	Clerk	Full Council	Live	13/06/2019	N/A		Email to Morral Play sent 24 June 2019 Email sent 1 August 2019
103/19	RESOLVED that the Council should take out cyber insurance and that the Finance Officer should seek additional quotes.	Clerk	Full Council	Live	13/06/2019	05/09/19		
100/19	RESOLVED to refer the matter to the E&L Committee on 27th June 2019 to consider and to request improved financial papers from Lunar Cars.	E&L	Full Council	Live	13/06/2019	27/06/19		See 23/19EL
102/19	RESOLVED that an annual review of the Risk Assessment be undertaken by the Policy Committee.	Policy	Full Council	Live	13/06/2019	N/A		
20/19EL	RESOLVED to fund the replacement of the stile on Footpath CPC48 in consultation with the tenant farmer.	Clerk	E&L	Live	27/06/2019	N/A		Discussed matter with the tenant farmer and wrote to the Rights of Way team requesting Kissing Gate kits for three stiles on 8th August 2019.
21/19EL	RESOLVED to write to Mr Khan, Elms Properties Ltd, Heralds Way, South Woodham Ferrers, Chelmsford, copied to environmental health, asking him to clear up the area ensuring any potential asbestos is dealt with appropriately.	Clerk	E&L	Live	27/06/2019	N/A		Letter sent 6th August. Phone call from SBc on 7th August to inform that they had previously written to Mr Khan to clear the area. Action is due to be taken by 31st August 2019 or further notices will be issued by SBC.
28/19EL	RESOLVED to write to the residents of Oldfields Crescent letting them know the Council is considering removing the fence.	Clerk	E&L	Live	27/06/2019	N/A		Letter distributed to all properties bordering the green on 7th August 2019.

19/19EL	RESOLVED to develop maps of existing bins ahead of the September 2019 Committee meeting when gaps in provision may be considered.	Cllr Bloor Cllr Whitfield	E&L	Live	27/06/2019	19/09/19		
24/19EL	RESOLVED to set up a small working group, including Cllr Dunn; Cllr Harris; Cllr Rattray and Cllr Walters, to research the future needs for the JPF to report to the September meeting with an outline plan.	Cllr Dunn Cllr Harris Cllr Rattray Cllr Walters	E&L	Live	27/06/2019	Ongoing		

22/19EL	RESOLVED to refer to the Communications Committee to include a newsletter article asking landowners to trim hedges to within their boundary.	Communications	E&L	Live	27/06/2019	18/07/19		
24/19EL	RESOLVED to refer the project to the Communications Committee to consider an article in the newsletter.	Communications	E&L	Live	27/06/2019	18/07/19		
20/19EL	RESOLVED to monitor the nearby hedge to Footpath 57, as the style has been removed, and to notify Staffordshire County Council's Rights of Way team remedial action is required.	E&L	E&L	Live	27/06/2019	Ongoing		
23/19EL	RESOLVED not to offer financial support to Lunar Cars as the Council does not have the necessary statutory power.	E&L	E&L	Live	27/06/2019	27/06/19		
18/19EL	RESOLVED to defer to the Full Council to consider the lead councillor for the Green Infrastructure programme and the River of Flowers.	Full Council	E&L	Live	27/06/2019	04/07/19		
119/19	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.	Clerk	Full Council	Live	04/07/2019	On-going		Table created and loaded onto members section 25 July 2019
120/19	RESOLVED that Councillors spend time over the summer recess to familiarise themselves with the Green Infrastructure and River of Flowers programmes and to agree a lead Councillor at the September meeting.	Cllrs	Full Council	Live	04/07/2019	05/09/19		
119/19	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.	Ctte Chairs	Full Council	Live	04/07/2019	06/02/20		

122/19	RESOLVED to delegate a decision on a hand held data collection device to the Environment and Leisure Committee meeting on 19 th September and to invite a representative from Pear Technology to attend to demonstrate the programme.	E&L	Full Council	Live	04/07/2019	19/09/19		
119/19	RESOLVED to add a review of the Resolution Tracker to the May Annual Meeting.	Full Council	Full Council	Live	04/07/2019	Annual		
23/19X	RESOLVED that the Clerk writes to the three local schools inviting their choirs to sing on the evening and asking them to co-ordinate carols. Also inviting the schools to establish a poster competition to advertise the Christmas lights event.	Clerk	Events	Live	11/07/2019	N/A		Email sent 12 August
23/19X	RESOLVED to engage a mobile pizza van and prosecco van to provide refreshments.	Clerk	Events	Live	11/07/2019	N/A		Contacted the owner on 2 August - awaiting reply.

23/19X	RESOLVED to purchase two trophies for i) Business entries and ii) private houses entries into the Christmas lights competition.	Clerk	Events	Live	11/07/2019	N/A		
24/19X	RESOLVED that the Clerk deliver a letter to neighbours of the Memorial Hall informing them of the Music Showcase event.	Clerk	Events	Live	11/07/2019	27/07/19		Delivered 12 July 2019
23/19X	RESOLVED to erect lights amongst the trees leading up St Marys Road.	Clerk Cllr Walters	Events	Live	11/07/2019	03/09/19		JP Electrical contacted and site visit undertaken. Awaiting quote for works.
23/19X	RESOLVED to ask the Communications Committee to include a Christmas Lights article in the September Newsletter with a report in the Christmas Newsletter.	Communications	Events	Live	11/07/2019	18/07/19		
17/19N	RESOLVED to commission an article on: Overgrowing hedges and trees.	Clerk	Communications	Live	18/07/2019	22/08/19		Drafted 29 July 2019
17/19N	RESOLVED to commission an article on: Potholes.	Clerk	Communications	Live	18/07/2019	22/08/19		Drafted 1 August 2019
18/19N	RESOLVED to purchase pull-up roller and other banners for use at events.	Clerk	Communications	Live	18/07/2019	N/A		Emailed eco-flags on 25 July requesting costing for roller banners and two tear drop flags.
17/19N	RESOLVED to commission an article on: Macmillan Coffee morning.	Cllr Billingsley	Communications	Live	18/07/2019	22/08/19		
17/19N	RESOLVED to commission an article on: Music Showcase/Festival.	Cllr Billingsley Cllr Dunn	Communications	Live	18/07/2019	22/08/19		

17/19N	RESOLVED to commission an article on: Footpaths/Rights of Way.	Cllr Bloor	Communications	Live	18/07/2019	22/08/19		Article submitted 9 August 2019
17/19N	RESOLVED to commission an article on: Twinning.	Cllr Bloor	Communications	Live	18/07/2019	22/08/19		
17/19N	RESOLVED to commission an article on: HS2 petitioning.	Cllr Dunn Cllr Billingsley	Communications	Live	18/07/2019	22/08/19		
17/19N	RESOLVED to commission an article on: Profiles.	Cllr Harris Cllr Jackson Cllr Harris Cllr Rattray Cllr Roberts Cllr Scetgerood Cllr UptonLoach Cllr Walters	Communications	Live	18/07/2019	22/08/19		
17/19N	RESOLVED to commission an article on: Christmas Lights.	Cllr Wells Cllr McDonald	Communications	Live	18/07/2019	22/08/19		

18/19N	RESOLVED to introduce a strategy of "surgeries" linking with current community events and for the Councillor attending to feedback to the Full Council any issues raised. All Councillors to arrange a link group.	Cllrs	Communications	Live	18/07/2019	On-going		
17/19N	RESOLVED to commission an article on: Flower & Vegetable Show	F&V Rep	Communications	Live	18/07/2019	22/08/19		
17/19N	RESOLVED to commission an article on: JPF	JPF Wkg Grp	Communications	Live	18/07/2019	22/08/19		
17/19N	RESOLVED to commission an article on: Green Drinks.	Plastic Free Colwich	Communications	Live	18/07/2019	22/08/19		Article submitted 18th July
19/19N	RESOLVED that there is no need to amend the current Terms of Reference for the Committee at present.	Policy	Communications	Live	18/07/2019	21/11/19		
17/19N	RESOLVED to commission an article on: Youth Council Summer Fete.	Youth Council	Communications	Live	18/07/2019	22/08/19		

AGENDA ITEM 144/19: To consider and Agree the Outline Plan for the Development and Re-Generation of the Jubilee Playing Field and the Works for Phase 1 of the Outline Plan.

BACKGROUND/ISSUE

The Jubilee Playing Fields Working Group (JPF WG) was established by the Environment and Leisure Committee and was tasked with researching the future requirements for the JPF and to report to E&L's September Mtg with an Outline Plan – there was a second resolution to prepared an article for the forthcoming Newsletter (23/19EL refers).

The objective of the WG is, in conjunction with the community, to improve the existing and provide new facilities at the JPF to create a sporting and recreational environment, that is sustainable and in line with the PC's Green Infrastructure Plan, for children and adults to enjoy and thus encourage health and wellbeing within the community.

The WG has met twice since being 'stood-up' in June 19 and has prepared an Outline Plan, which is provided below for consideration and agreement; an article advising of the proposed development of the JPF and which seeks input from the community has been submitted for inclusion in the Newsletter.

The WG members conducted a visual inspection of the JPF, car park area, and external condition of the Changing Rms/Toilet Block to consider potential ideas during which the parlous condition of the drainage system serving the building was identified i.e. localised flooding in the overflow car park. A subsequent visual investigation by Cllr Walters and a drainage company (requested to prepare a quote to inspect the drainage system) suggests there are blockages within the system and a submersible pump maybe required to pump the water into the main Seven Trent drainage system. This work was not originally anticipated by the WG and the original Outline Plan has been amended to include these works. A quote has been rec'd from Bates Drains to: clear out the drainage system; conduct a CCTV survey and report on the findings; make recommendations where required; and provide an outline drawing of the drainage system for future reference. (See separate Quote)

A quote was requested and rec'd from a construction and surfacing company to provide outline costs for a number of options for the refurbishment of the car park area including the removal of the central reservation area and removal of spoil material to a Licensed tip. (See separate quote)

This financial year, subject to funding constraints, the WG would like to undertake the works necessary to improve the access/frontage to the JPF, car park area, and external structure of the building to improve the visual presentation of the facility to encourage people to enter and utilise the facilities. (This needs to be co-ordinated and considered in conjunction with the proposed works to the toilet area). In parallel to this, the WG will continue to develop the costed plan for the re-energisation of the JPF and will intends to liaise with the community and Youth

Council before submitting its plans to both the Finance Committee and Full Council Meeting for funding considerations and approval in Dec 19. The Main Works to the JPF are being considered for FY20/21 and onwards

During the development of the costed plan consideration will be given to the availability of grants that may be available to the Council for these works, and thus this may affect the timeline for the Main Works in Ph 3.

Outline Plan (subject to FC Approval)

1. Phase 1 (to be completed by end Sep 19)
 - a. Investigate drainage system. (Bates Drains - Quote £440.00 ex VAT)

2. Phase 2a (to be completed this financial year (31 Mar 19)

Preparation of a costed Report for consideration at the Nov 19 FC mtg and covering:

 - a. Drainage works recommended by the investigation
 - b. Development of car park area including removal of central reservation, refurbishment of car park surface, and green areas.
 - c. Repair external structure of Changing Rm/Toilet building
 - d. Improvement to access and frontage to JPF (Pedestrian access and paint railings/gate)
 - e. Improvement of JPF signage including new sign at access to JPF and liaison with Highways regarding provision of road warning signs

3. Phase 2b (to be completed by Dec 19)
 - a. Review the future requirements for the building and JPF and prepare costed Report for consideration by the Finance Committee (Dec 19) and subsequent Full Council Meeting.

4. Phase 3 (to be completed FY 20/21 onwards)
 - a. Development of JPF and building. (To be determined in conjunction with the community, Neighbourhood Plan and as agreed by Full Council)

WAY FORWARD

1. The agree the Outline Plan (Phases 1 to 4) described above.

2. The agree to undertake the investigation of the drainage system serving the Changing Rm/Toilet Block in Sep 19.

RECOMMENDATION

1. To accept the items 1 and 2 above in the 'Way Forward', and require updates from the JPF WG at forthcoming Full Council Meetings.

Council resolution 118/16 refers. Agenda item setting procedure.

Cllr A M Dunn
22 Aug 19

BACKGROUND/ISSUE – AGENDA ITEM 143/19

Stafford Borough Council passed a proposal to close Little Tixall Lane to vehicle traffic in October 2018.

OPTIONS

To investigate the procedure and notifications and find out why Colwich Council did not object.

RECOMMENDATION

To discuss at Full Council and decide if there is a mechanism to investigate if due process was followed.

144/19 CORRESPONDENCE – RECEIVED JULY AND AUGUST 2019

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

Patient Participation Group

Thursday 1st August 2019 14.00hrs, Hazeldene House Surgery

The meeting was attended by 8 members of the public (including myself) and 2 members of staff.

Matters discussed included:

- The Memorial Hall Car Park and the access path.
- The GP partners of the surgery have sent a letter of support endorsing the Parish Council's effort to facilitate the access path.
- The surgery plan to turn the current car park into disabled parking only and encourage able bodied drivers to use the Memorial Hall car park. This should ease congestion for all.
- There was a discussion around the number of DNA's (Did Not Attend (an appointment)). The Practice Manager has developed a new poster emphasising the number of appointments wasted.
- The Practice has joined the P.C.N. (Primary Care Network) with Rugeley. This is a new initiative to encourage GP surgeries to link up and share resources – especially part time visiting clinicians. This will allow a Pharmacist to be employed, not to dispense but to see patients and review their medication. There will also be the appointment of a Social Prescriber who will signpost people towards social groups, CAB etc.
- Feedback from the S&S CCG (Stafford & Surrounds Clinical Commissioning Group) currently have two surveys running. One on carers and the other on ENT (Ear, Nose & Throat) services. They would welcome anyone from the public completing one or both.

The meeting concluded at 15.00hrs

