

COLWICH PARISH COUNCIL



PD011 AIMS AND VALUES

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AIMS AND VALUES

Aims and Values – PD011

Revision history

This document was originally written by:

Name	Position	Date
Michael Lennon	Chief Officer	7 th March 2024

This document version to be reviewed by:

Policy Committee	October 2025
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This document version was approved by:

Full Council	February 2026
Chairman of Council	Wendy Plant

Document Review Schedule:

Next Mandatory Review by:	November 2026
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Revision History

Version	Issue Date	Document ID	Reason for Change	Section(s) Changed
1		PD021-01	Initial Issue	NA
2	12/2024	PD011-02	New numbering	All
3	07/2025	PD011-03	Updated contacts	All
4	03/2026	PD011-04	Annual review	All

AIMS AND VALUES

CONTENTS

1	INTRODUCTION	4
2	POWERS AND DUTIES	5
3	AIMS	6
4	VALUES	7

AIMS AND VALUES

1. INTRODUCTION

- 1.1** The parish of Colwich consists of many villages within our one community of about 5,000 residents. The main villages, at the centre of the parish, are Colwich, Great Haywood and Little Haywood. Additionally, we have the communities of Bishton, Wolseley Bridge, Far Coley, Moreton and Farley Corner as well as parts of Etchinghill, on the border with Rugeley, and within the National Trust's Shugborough estate and Cannock Chase.
- 1.2** The parish of Colwich is situated to the east of Stafford on the confluent of the River Sow and River Trent. The two rivers meet by the Grade 1 listed Essex Bridge on the edge of the Grade 1 listed Shugborough house and estate, the ancestral home of Lord Lichfield. The Shugborough estate forms the western quadrant of the parish.
- 1.3** Great Haywood is also the confluent of the Staffordshire & Worcestershire Canal and the Trent & Mersey Canal which meet at Haywood Bridge. A portion of Cannock Chase Area of Outstanding Natural Beauty forms the southern quadrant of the parish.
- 1.4** The parish has two distinct conservation areas:
 - 1.4.1** Great Haywood & Shugborough (the historic centre of the village along Main Road, including both St John the Baptist RC and St Stephen CofE churches and all the Grade 1 listed Shugborough house and gardens up to the borders with Ingestre with Tixall parish and Berkswich parish).
 - 1.4.2** Colwich & Little Haywood (consisting of the historic heart of the villages including St Mary's Abbey and St Michael and All Angels CofE Church).
- 1.5** Additionally, the parish has parts of the Staffordshire & Worcestershire Canal Conservation Area as well as parts of the Trent & Mersey Canal Conservation Area within its boundary.
- 1.6** The Colwich Neighbourhood Plan was adopted in 2016 as a framework for how residents wished the parish to evolve in the period up to 2031. The five-year period up to 2016 had seen several planning applications for over 250 additional dwellings across six developments. Following the adoption of the neighbourhood plan, we have seen a lull in the building of new housing estates across the parish. Whilst some housebuilding continues, for historic approvals, the rush for more estates has been tempered by the agreed settlement boundary, meeting the expressed desires of residents.
- 1.7** There are 3 primary schools within the parish: St John the Baptist RC and Anson CofE in Great Haywood and Colwich CE in Colwich.
- 1.8** The West Coast mainline divides at Colwich junction with the western line going forward to Liverpool and Scotland through the 777-yard Shugborough Tunnel, with Grade II listed portals at either end. The eastern line, running along the western side of the main villages, proceeds to Manchester. The villages are bounded to the east by the A51, Lichfield Road. Beyond the A51 is primarily farmland. The A513, Lichfield Road, runs to the south of the villages meeting the A51 at Wolseley Bridge.

AIMS AND VALUES

2. POWERS AND DUTIES

- 2.1** Parish Councils have a number of powers and duties set out in legislation. A power is something a Council may do whereas a duty is something it must do. Unlike an individual, who can do anything unless the law prohibits the action, a Parish Council cannot do anything unless there is a specific law, or contractual agreement, to permit the action.
- 2.2** Colwich Parish Council offers a range of services across our many villages. Additional services are offered by either Stafford Borough Council or Staffordshire County Council. The three Councils work with each other but are responsible for different areas of local life. Each council has its own Councillors, officials, and budgets. Details, including contact information, for the Parish, Borough and County Councillors are available at:
www.colwichparishcouncil.gov.uk/Your_Councillors_5711.aspx
- 2.3** The Parish Council has the power to undertake tasks on behalf of the other two Councils, either under contract or through legislation. However, responsibility remains with either the Borough or County Council and any faults should be directed to them.
- 2.4** Stafford Borough Council and Staffordshire County Council prefer reports to be logged via their respective apps (available in the google and iOS app stores).
- 2.5** The areas of responsibility for the different Councils includeⁱ:
- 2.6 Colwich Parish Council**
- 2.6.1** Allotments (operated on our behalf by Colwich Allotments Association).
 - 2.6.2** Bus Shelter (e.g., Mill Lane).
 - 2.6.3** Events (e.g., Annual Fete, Twining, Scarecrow Competition, Halloween Competition, Christmas Lights Switch-on and Competition).
 - 2.6.4** Civic Events (e.g., Remembrance Sunday working with the 3 local churches and the Memorial Hall).
 - 2.6.5** JPF (car park, children's play area, MUGA, skate park, green gym, BMX track and field).
 - 2.6.6** Planning (The Council is a consultee to applications sent to either Stafford BC or Staffordshire CC).
 - 2.6.7** Oldfields Crescent green (The Council maintains the hedge whilst the grass is cut, on our behalf, by Stafford BC).
 - 2.6.8** Platinum Garden of Remembrance, Coley Lane.
 - 2.6.9** St Mary's estate green space (under agreement from Stafford BC).
 - 2.6.10** River of Flowers (working with Help Nature Thrive).
 - 2.6.11** Small grants to local groups.
 - 2.6.12** Grass cutting of roadside verges (under contract from Staffordshire CC).
 - 2.6.13** Hedge maintenance on parish land plus Rockhouse Drive, Abbeyfields and Dobree Close – under contract from Staffordshire CC.
 - 2.6.14** Clearing footpaths (under contract from Staffordshire CC).
 - 2.6.15** Cleaning road signs (under contract from Staffordshire CC).
 - 2.6.16** Quarterly Newsletter.
 - 2.6.17** Noticeboards.

AIMS AND VALUES

2.7 Stafford Borough Council

- 2.7.1** Benefits
- 2.7.2** Building Control and Planning
- 2.7.3** Council Tax (money collected on behalf of the other Councils and public bodies)
- 2.7.4** Electoral Services (electoral register and run all elections and/or referendum)
- 2.7.5** Environmental Health
- 2.7.6** Streetscene (grass cutting, litter, fly-tipping and dog mess)
- 2.7.7** Conservation areas
- 2.7.8** Parks and Open Spaces in Stafford
- 2.7.9** Leisure services (provided via Freedom Leisure)
- 2.7.10** Stafford Town Centre management
- 2.7.11** Green, Blue and Brown Bin collections
- 2.7.12** Car parks
- 2.7.13** StaffordBC app to report issues

2.8 Staffordshire County Council

- 2.8.1** Education
- 2.8.2** Libraries
- 2.8.3** Mineral and Waste
- 2.8.4** Flood Management
- 2.8.5** Social Services (Children & early years, adult support and care)
- 2.8.6** Transport and Highways
- 2.8.7** Public Transport
- 2.8.8** Road Safety
- 2.8.9** Road Lighting
- 2.8.10** HS2 Liaison
- 2.8.11** Cannock Chase AONB
- 2.8.12** Heritage and Archives
- 2.8.13** Births, deaths, marriages, and civil partnerships
- 2.8.14** Business
- 2.8.15** MyStaffs app to report issues.

3 AIMS

3.1 Open and Accountable

- 3.1.1** The Council will publish 90% of Draft and Final minutes on its website within 10 working days. [PD022-08 s2.4]
- 3.1.2** The Council will publish all agendas for the Full Council or Committees on its website at least 3 clear days before the date of the meeting. [PD006-06 s1.2]
- 3.1.3** The Council will ensure that all meetings of the Full Council and its Committees will be open to the public and press to attend [PD006-06 s1.4]
- 3.1.4** The Council will set aside a period at the start of all meetings for members of the public to speak on any issue on the agenda. [PD006-06 s1.7]
- 3.1.5** The Council will maintain its ten noticeboards across the parish keeping all information up to date.
- 3.1.6** The Council will look to provide additional noticeboards when a need is identified.

AIMS AND VALUES

3.2 Voice and Leadership

- 3.2.1** The Council will invite members of Stafford Borough Council and Staffordshire County Council to all ordinary Full Council meetings and provide an item on the agenda for the exchange of information and discussion of relevant issues. The Council will, also, be proactive in approaching both Stafford Borough Council and Staffordshire County Council for updates and information on matters impacting on the parish.
- 3.2.2** The Council will elect at least one member to represent the Council with each local Community and Voluntary groups and village halls.

3.3 Natural and Built Environment

- 3.3.1** The Council will ensure that all grass areas, it owns or maintains under contract from County Highways, are maintained throughout the year whilst providing wildlife habitats wherever possible.
- 3.3.2** The Council will ensure all hedges, it owns or maintains under contract from County Highways, are cut during the year.
- 3.3.3** The Council will provide annual financial assistance to support the Green Infrastructure Plan, working with Help Nature Thrive.
- 3.3.4** The Council will meet quarterly with local environment groups including Colwich Allotments Association; Colwich Parish in Bloom; Haywoods Flower and Vegetable Show and Help Nature Thrive.

3.4 Services

- 3.4.1** The Council will continue to work with Stafford Borough Council to access section 106 monies to improve local leisure facilities and green spaces.
- 3.4.2** The Council owns and maintains a number of public benches and noticeboards across the parish.
- 3.4.3** The Council will provide small grant support to local community and voluntary groups on a rolling programme throughout the year.

3.5 Officials and Councillors

- 3.5.1** The Council will hold four Employment Committee meetings each year during which it will consider all its Staff Handbook and Health & Safety policies.
- 3.5.2** The Council will provide full funding for Officials and Councillors to attend relevant training courses and/or conferences including, for example, SLCC's Practitioners Conference and National Conference as well as Groundsfest, Saltex, Staffordshire Parish Councils Association and others.
- 3.5.3** The Council will support Officials' involvement with the Society of Local Council Clerks and the Association of Local Council Clerks within the Staffordshire branch and nationally.

4 VALUES

4.1 To provide effective, efficient, open and accountable local government for the residents of Colwich.

- 4.1.1** Colwich Parish Council consists of two electoral wards within the Haywood and Hixon Stafford Borough Council ward.

AIMS AND VALUES

- 4.1.2** HHA – Great Haywood (from Farley Corner to The Ring).
- 4.1.3** HHB – Colwich & Little Haywood (from Park View Farm to Bower Lane, Etchinghill).
- 4.1.4** The Council has 14 members being 7 from the Great Haywood ward and 7 from the Colwich & Little Haywood ward. The Ordinary Election, for all 14 seats, takes place every 4 years, at the same time as the Stafford Borough Council Ordinary Election. The next Ordinary Elections are scheduled to take place on Thursday 6th May 2027 and Thursday 1st May 2031, however, these are subject to change due to Local Government Reorganisation and the move to a Unitary Authority.
- 4.1.5** All meetings of the Council, and its Committees, are open to the public to attend in person. Additionally, the Full Council meetings are available to be viewed via a MTeams link included within the agenda. The proposed meeting dates and times, for the year ahead, are available on the Council website. ([Meetings and Minutes Calendar - Colwich Parish Council](#))
- 4.1.6** The annual budget of the Council, as of April 2026, is **£313,607**.
- 4.1.7** Financing of the budget comes from multiple sources including:
£10,900 income e.g. Coley Lane Allotments rents and bank interest.
£2,400 Reserves.
£300,307.11 Precept made up of £287,931.41 (charge on the Council Tax) and £12,375.70 (Central Government Grant).
- 4.1.8** These monies are broken down into numerous committees which oversee specific aspects of the Council's work and the Resources, which is managed by the Chief Officer.
- Communications** Quarterly Newsletters and the Website.
- Complaints**
- Employment** All matters relating to staffing, including Staff Handbook.
- Environment** including the Green Infrastructure Plan and Garden of Remembrance.
- Events** Summer fete; Christmas Lights; Remembrance weekend; Twinning; competitions and other events as determined by Council.
- Finance** Oversight of Budgets on behalf of Full Council to which all recommendations must be referred for agreement.
- Leisure** Jubilee Playing Field and other green spaces.
- Neighbourhood Plan**
- Planning**
- Policy** Oversight of all Council policies and procedures.
- Youth Council**
- Resources** Administration, Parish Maintenance, Parish Office, Jubilee Playing Field Maintenance, Small Grants.
- 4.1.9** To be recognised as providing high-quality value for money services.

4.2 To provide a voice and leadership for the residents of Colwich within Government bodies as well as public, private and voluntary sector organisations.

- 4.2.1** Colwich Parish Council is the first tier of local government and is thus uniquely situated to provide a forum for listening, understanding, and supporting the needs of its community. It provides advocacy on behalf of

AIMS AND VALUES

local residents most notably with Stafford Borough Council and Staffordshire County Council.

- 4.2.2 To provide a safe and pleasant built environment and to preserve and enhance the natural environment working with all relevant local organisations.
- 4.2.4 To ensure officers and members feel valued, supported and empowered.

SIGNED	<i>W^oPlant</i>
COUNCILLOR WENDY PLANT PARISH COUNCIL CHAIRMAN	

ⁱ These may change due to Local Government Reorganisation and the move to a Unitary Authority.