

# COLWICH PARISH COUNCIL



## PD011 AIMS AND VALUES

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# Aims and Values – PD011

## Revision history

**This document was originally written by:**

Name	Position	Date
Michael Lennon	Chief Officer	7 <sup>th</sup> March 2024

**This document version to be reviewed by:**

Policy Committee

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## Revision History

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## AIMS AND VALUES

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## **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 Shugborough/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 Marys 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 blueprint 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 and Anson in Great Haywood and Colwich Primary School, 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.

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### **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 law 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](http://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 include:
- 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, 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 Marys play area under lease 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 (Rockhouse Drive and Abbeyfields – 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)

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**2.6.16** Quarterly Newsletter

**2.6.17** Noticeboards

### **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 VISION**

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

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

**3.1.2** HHA – Great Haywood (from Farley Corner to The Ring.

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- 3.1.3 HHB – Colwich & Little Haywood (from Park View Farm to Bower Lane, Etchinghill).
- 3.1.4 The Council has 14 Councillors being 7 from Great Haywood ward and 7 from 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 6<sup>th</sup> May 2027 and Thursday 1<sup>st</sup> May 2031.
- 3.1.5 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 MSTeams link included within the agenda. The proposed meeting dates and times, for the year ahead, are available on the Council website.
- 3.1.6 The annual budget of the Council, as of April 2025, is **£290,375.23**.
- 3.1.7 Financing of the budget comes from multiple sources including:  
**£251,577.23** Precept made up of £241,166.25 (charge on the Council Tax) and £10,410.98 (Local Council Support Grant from Central Government).  
**£38,897** Reserves.
- 3.1.8 These monies are broken down into numerous committees which oversee specific aspects of the Council's work:  
**Resources** Administration, Parish Maintenance, Parish Office, Jubilee Playing Field Maintenance, Small Grants.  
**Environment** including the Green Infrastructure Plan and support from Help Nature Thrive.  
**Events** Summer fete; Christmas Lights; Remembrance weekend; Twinning; competitions.  
**Leisure** Jubilee Playing Field improvements.  
**Communications** Quarterly Newsletters and the Website.  
**Youth Council**  
**Employment** All matters relating to staffing, including Handbook.  
**Policy** Oversight of all Council policies and procedures.  
**Finance** Oversight of Budgets on behalf of Full Council to which all recommendations must be referred for agreement.

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

- 3.2.1 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 local residents most notably with Stafford Barouch Council and Staffordshire County Council.
- 3.2.2 To provide a safe and pleasant built environment and to preserve and enhance the natural environment.
- 3.2.3 To provide high-quality value for money services.
- 3.2.4 To ensure officers and Councillors feel valued, supported and empowered.

## 4 AIMS

### 4.1 Open and Accountable.

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- 4.1.1** The Council will publish Draft and Final minutes on its website. [PD004-07 s2.4]
- 4.1.2** The Council will publish all agendas for the Full Council or Committees on its website before the date of the meeting. [PD001-05 s1.2]
- 4.1.3** The Council will ensure that all meetings of the Full Council and its Committees will be open to the public and press to attend [PD001-05 s1.4]
- 4.1.4** The Council will set aside a period at the start of all meetings, where members of the public are present, for attendees to speak on any issue on the agenda. [PD001-05 s1.5]
- 4.1.5** The Council will maintain its nine noticeboards across the parish keeping all information up to date.
- 4.1.6** The Council will look to provide additional noticeboards when new sites become available.

### **4.2 Voice and Leadership**

- 4.2.1** 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.
- 4.2.2** The Council will elect at least one member to represent the Council with local Community and Voluntary groups and village halls.
- 4.2.3** The Council will provide small grant support to local community and voluntary groups on a rolling programme throughout the year.

### **4.3 Natural and Built Environment**

- 4.3.1** The Council will ensure that all grass areas, it owns or maintains under contract from County Highways, are cut during the year.
- 4.3.2** The Council will ensure all hedges, it owns or maintains under contract from County Highways, are cut during the year.
- 4.3.3** The Council will provide annual financial assistance to support the Green Infrastructure Plan.
- 4.3.4** The Council will meet quarterly with local environment groups.

### **4.4 Services**

- 4.4.1** The Council will continue to work with Stafford Borough Council over the next 2-3 years to access section 106 monies to improve the facilities at the Jubilee Playing Field and St Marys Play Area and to develop the Coley Lane Platinum Garden of Remembrance.
- 4.4.2** The Council will maintain a number of public benches across the parish.

### **4.5 Officers and Councillors**

- 4.5.1** The Council will hold four Employment Committee meetings each year during which it will consider all its Staff Handbook and Health & Safety policies.



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- 4.5.2** The Council will provide full funding, within an agreed budget, for Officers to attend relevant training courses and/or conferences including SLCC's Practitioners Conference and National Conference as well as Groundsfest and Saltex.
- 4.5.3** The Council will support Officers' involvement with the Society of Local Council Clerks within the Staffordshire branch and nationally.
- 4.5.4** The Council will provide full funding, within an agreed budget, for Councillors to attend relevant courses provided by Staffordshire Parish Councils Association and others.

<b>SIGNED</b>	
COUNCILLOR WENDY PLANT PARISH COUNCIL CHAIRMAN	