



## COLWICH PARISH COUNCIL

### **MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 3<sup>RD</sup> APRIL 2025, AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.**

**PRESENT** (For all or part of the meeting) Cllr Bloor (Vice Chairman); Cllr Boyce; Cllr B Forster; Cllr M Forster; Cllr Hall; Cllr Hardwick; Cllr Hill; Cllr Meakin; Cllr Mosley and Cllr Upton-Loach.

**IN ATTENDANCE:** Revd Mr Lennon (Chief Officer); Mr Egan (Deputy Chief Officer) and Miss Alineri-Willis (Social Media Officer); Cllr Cooper and Cllr McKeown (SBC).

**PUBLIC PARTICIPATION:** Two members of the public were present.

A member of the public spoke to the proposed re-organisation in Staffordshire ahead of the November 2025 announcement by Central Government.

Cllr Upton-Loach arrived whilst the member of the public was speaking.

### **MINUTES**

**46/25** Revd Mr Lennon led the Council in **PRAYERS**.

**47/25** **APOLOGIES** were received from Cllr Dunn (arriving late); Cllr Hill (Dispensation); Cllr Martin (work - dispensation); Cllr Plant (away); Cllr Walters (work - dispensation) and Cllr McKeown (SBC).

**RESOLVED** to agree the reasons for absence.

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

**48/25** There were no **DECLARATIONS OF INTEREST**.

**49/25** There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011**.

**50/25** **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 6<sup>TH</sup> MARCH 2025.**

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

**PROPOSED** Cllr Bloor **SECONDED** Cllr M Forster.  
On being put to the vote, the resolution carried unanimously.

**SIGNED AS A TRUE AND ACCURATE RECORD.....**  
**DATE 1<sup>ST</sup> MAY 2025**

**51/25 THE MINUTES OF THE ENVIRONMENT COMMITTEE MEETING HELD ON 13<sup>TH</sup> MARCH 2025.**

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

**PROPOSED** Cllr Upton-Loach                      **SECONDED** Cllr M Forster.  
On being put to the vote, the resolution carried unanimously by those present who had also been present at the meeting.

**52/25 THE MINUTES OF THE LEISURE COMMITTEE MEETING HELD ON 20<sup>TH</sup> MARCH 2025.**

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

**PROPOSED** Cllr Hardwick                      **SECONDED** Cllr Hall.  
On being put to the vote, the resolution carried unanimously by those present who had also been present at the meeting.

**53/25 THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 31<sup>ST</sup> MARCH 2025.**

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

**PROPOSED** Cllr Bloor                      **SECONDED** Cllr Hall.  
On being put to the vote, the resolution carried unanimously by those present who had also been present at the meeting.

**54/25 The CHAIRMAN'S REPORT** was noted.

The Chief Officer sought a view on the offer from Network Rail to use over half of the JPF carpark from 14<sup>th</sup> April to 8<sup>th</sup> August as a compound during works on the railway near the Cliffs. The collective view was to reject the proposal, and the Chief Officer will write to Network Rail using delegated powers.

**55/25 There were no BOROUGH COUNCILLORS'S REPORTS.**

**56/25 There was no COUNTY COUNCILLOR'S REPORT.**

**57/25 FINANCE AND ADMINISTRATION**

- a. The payments made by Standing Order, Direct Debit, Electronic Payment and cheques issued since the last Full Council meeting were noted.<sup>i</sup> & <sup>ii</sup>
- b. The receipts received since the last Full Council meeting were noted.<sup>iii</sup> & <sup>iv</sup>
- c. The Bank Statements and Reconciliation were noted.

**58/25 THE 2025/26 SMALL GRANT APPLICATION FORM.**

**RESOLVED** to agree the application form and to launch the 2025/26 programme.

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

**59/25 THE DRAFT SPRING 2025 NEWSLETTER.**

**RESOLVED** to agree the Newsletter and to forward the draft to Benhill Press for printing.

**PROPOSED** Cllr Mosley **SECONDED** Cllr Hardwick.  
On being put to the vote, the resolution carried unanimously.

**60/25 QUOTES RECEIVED FOLLOWING THE JPF INSPECTION.**

The Chief Officer noted that an additional quote had been received for the roundabout and one for the wetpour. Additional quotes are expected.

Agreed to defer consideration to the May 2025 meeting.

**61/25 DATE OF NEXT MEETING** to be the Annual Meeting on 1<sup>st</sup> May 2025.

Meeting closed at 8:32pm.

**Current & Deposit Bank A/cs****Payments made between 01/02/2025 and 31/03/2025****Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/02/2025	DVLA	DD	12.25			4206	201	12.25	Van Road Fund Tax
03/02/2025	Ash Waste Services	DD	201.94		33.66	4308	301	168.28	AWS - Waste collection
04/02/2025	Plugman	EP	178.40			4305	301	178.40	PAT Testing equipment
04/02/2025	Buxton's Ltd	EP	187.64		31.27	4211	201	156.37	Electric mower service
04/02/2025	Stafford Borough Council	EP	978.00		163.00	4408	401	815.00	Civic Amenity Collections
04/02/2025	Michael Lennon	EP	54.20			4017	102	54.20	Expenses reimbursement to 9/01
04/02/2025	Michael Lennon	EP	102.15			4017	102	102.15	Expenses reimbursement to 28/1
06/02/2025	CloudyIT Ltd	DD	298.32		49.72	4053	101	248.60	MS 365/ Teams
06/02/2025	CloudyIT Ltd	DD	44.28		7.38	4303	301	36.90	Telephone system
10/02/2025	Lloyds Bank Multipay Card	Transfer	214.41			203		214.41	Repayment from payment card
12/02/2025	Allstar Business Solutions Ltd	DD	82.47		13.74	4209	201	68.73	Fuel for van
14/02/2025	CloudyIT Ltd	DD	7.14		1.19	4053	101	5.95	Additional members x 2
17/02/2025	Corona Energy Retail 4 Limitd	DD	340.31		56.72	4304	301	283.59	Electricity P Ctre Feb 2025
17/02/2025	Corona Energy Retail 4 Limitd	DD	170.02		28.34	4304	401	141.68	Electricity JPF Feb 2025
18/02/2025	Hutchison 3G UK Ltd	DD	86.74		14.46	4303	301	72.28	Mobile phones Feb 2025
21/02/2025	Beverley Mason	EP	60.00			4038	105	60.00	The Rock Choir Summer Fete

**SIGNED AS A TRUE AND ACCURATE RECORD.....****DATE 1<sup>ST</sup> MAY 2025**

21/02/2025	Wendy Plant	EP	15.30		4031	101	15.30	Plants Bottle for Christm Grot
21/02/2025	OSB Events Hire Ltd	EP	2,271.60	378.60	4038	105	1,893.00	Deposit for Summer Fete
21/02/2025	Teleshore (UK) Ltd	EP	1,115.58	185.93	4231	205	929.65	Platinum Garden plaques
21/02/2025	Sovereign Design & Play System	EP	478.80	79.80	4407	401	399.00	JPF Play Inspection 5 yrs
28/02/2025	BT Telephone/Broadband	DD	165.20	27.53	4303	301	137.67	Broadband Feb 2025
28/02/2025	Salaries, PAYE, NI, Pensions	Transfer	17,106.35		204		17,106.35	Salaries, PAYE, NI, Pensions
03/03/2025	Ash Waste Services	DD	200.86	33.48	4308	301	167.38	AWS - Waste Collection
03/03/2025	DVLA	DD	12.25		4206	201	12.25	Van Road Fund Tax
06/03/2025	CloudyIT Ltd	DD	351.00	58.50	4053	101	246.50	Teams/365
					4303	301	46.00	Teams/365 & Phone
10/03/2025	Morfe Valley Arboriculture	EP	780.00	130.00	4230	203	650.00	Tree report
10/03/2025	Roseacre Nursery & Plant Centr	EP	14.95	2.49	4230	203	12.46	Parish In Bloom
10/03/2025	Konica Minolta Business Soluti	EP	50.00	8.33	4027	101	41.67	Photocopying 20.11 to 19.02.25
10/03/2025	Redwood Products Ltd	EP	1,800.00	300.00	4221	202	1,500.00	Picnic Tables & Benches
					328		-1,500.00	Picnic Tables & Benches
					6000	202	1,500.00	Picnic Tables & Benches
10/03/2025	Benhill Press	EP	445.00		4028	103	445.00	Newsletter Jan 2025
12/03/2025	Lloyds Bank Multipay Card	Transfer	83.94		203		83.94	Repayment of payment card
17/03/2025	Corona Energy Retail 4 Limitd	DD	302.99	50.50	4304	301	252.49	Electricity Parish Ctre Feb 25
17/03/2025	Corona Energy Retail 4 Limitd	DD	151.33	7.21	4304	401	144.12	Electricity JPF Feb 25
17/03/2025	DETOPO Ltd	EP	1,120.00		4401	401	1,120.00	Floor Plans Survey
18/03/2025	Alec Beardmore	EP	72.00	12.00	4204	201	60.00	Hedge Cutting Abbeyfields
18/03/2025	Follwell Farming Limited	EP	120.00	20.00	4038	105	100.00	Deposit Toilets Summer Fete 25

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19/03/2025	Staffordshire County Council	EP	4,000.00		4205	201	4,000.00	Speed Reduction Scheme ML
21/03/2025	Hutchison 3G UK Ltd	DD	86.74	14.46	4303	301	72.28	Mobile Phones
21/03/2025	SLCC	EP	102.00	17.00	4010	102	85.00	SLCC Basics Bootcamp
21/03/2025	SLCC	EP	102.00	17.00	4010	102	85.00	SLCC Basics Bootcamp
21/03/2025	SLCC	EP	102.00	17.00	4010	102	85.00	SLCC Basics Bootcamp
27/03/2025	Salaries, PAYE, NI, Pensions	Transfer	17,001.82		204		17,001.82	Salaries, PAYE, NI, Pensions
28/03/2025	Allstar Business Solutions Ltd	DD	92.62	15.44	4301	301	77.18	Fuel for truck
28/03/2025	Surface Cleaning Products LLP	EP	259.20	43.20	4211	201	216.00	Cleaning brushes for WeedeePRO
28/03/2025	Michael Lennon	EP	83.02		4017	102	83.02	Expenses at 26/03
28/03/2025	S Egan	EP	22.50		4017	102	22.50	Expenses at 26/03
31/03/2025	Unity Trust	DD	1.60		4019	101	1.60	Bank Manual Handling Charge
31/03/2025	Unity Trust	DD	10.50		4019	101	10.50	Bank Service Charge
31/03/2025	Water Plus	DD	34.71		4301	301	34.71	WaterPlus Mch 2025
31/03/2025	Stu Haycock	EP	500.00		4038	105	500.00	DJ for summer fete deposit

**Total Payments:** 52,074.13 0.00 1,817.95 50,256.18

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### Lloyds Bank Multipay Card

Payments made between 01/02/2025 and 31/03/2025

### Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
12/02/2025	AEDonate	CARD	71.94		11.99	4416	101	59.95	Defibrillator Pads x 1 set
26/02/2025	Lloyds Bank Plc	DD	12.00			4019	101	12.00	Bank fee

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10/03/2025	Harveys	CARD	36.50		4043	105	36.50	Citizen of year & Chair award
10/03/2025	Tesco Stores	CARD	10.90		4043	105	10.90	Refreshmnt for Parish Assembly
14/03/2025	Buxton's Ltd	CARD	229.92	38.32	4211	201	39.00	Billhook
					4210	201	152.60	Sundries
26/03/2025	Lloyds Bank Plc	CARD	12.00		4019	101	12.00	Bank fee
31/03/2025	Amazon	CARD	21.63		4211	201	21.63	Toilet brush & bin liners
31/03/2025	Satrrn Machine Knives Ltd	CARD	6.15	1.03	4211	201	5.12	Chainsaw files
31/03/2025	Surgical Edge Co Ltd	CARD	26.57	4.43	4211	201	22.14	3 x Safety Work Gloves
31/03/2025	UK Bump Keys Ltd	CARD	5.21	0.87	4211	201	4.34	Radar Key
<b>Total Payments:</b>			<b>432.82</b>	<b>0.00</b>	<b>56.64</b>		<b>376.18</b>	

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**Current & Deposit Bank A/cs****Receipts received between 01/02/2025 and 31/03/2025****Nominal Ledger Analysis**

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BGC		Banked: <b>04/02/2025</b>	<b>796.29</b>						
BGC		CCLA Investment Management Ltd	796.29			1190	101	796.29	PSDF Dividend/Interest
107		Banked: <b>07/02/2025</b>	<b>130.00</b>						
107		Christmas Lights Competition	130.00			4209	201	130.00	Christmas Lights
108		Banked: <b>07/02/2025</b>	<b>114.46</b>						
108		Resident payment	114.46			1202	205	114.46	Memorial Garden plaque
BGC		Banked: <b>05/03/2025</b>	<b>3,145.80</b>						
BGC		HM Revenue & Customs	3,145.80			105		3,145.80	Refund of VAT paid

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BGC	Banked: <b>25/03/2025</b>	<b>1,870.00</b>					
BGC							
	Colwich Allotments Association	1,870.00		1500	501	1,870.00	Allotment Rents 2025-26
	<b>Total Receipts:</b>	6,056.55	0.00	0.00		6,056.55	

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**Lloyds Bank Multipay Card****Receipts received between 01/02/2025 and 31/03/2025****Nominal Ledger Analysis**

<u>Receipt</u>	<u>Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
		Banked: <b>10/02/2025</b>	<b>214.41</b>						
Transfer		Current & Deposit Bank A/cs	214.41			200		214.41	Repayment from payment
		Banked: <b>12/03/2025</b>	<b>83.94</b>						
Transfer		Current & Deposit Bank A/cs	83.94			200		83.94	Repayment of payment
		<b>Total Receipts:</b>	298.35	0.00	0.00			298.35	

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