



## COLWICH PARISH COUNCIL

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

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

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

**PUBLIC PARTICIPATION:** Two members of the public were in attendance to observe the meeting.

### **MINUTES**

**103/25** Revd Mr Lennon led the Council in **PRAYERS**

Cllr Meakin arrived.

**104/25** **APOLOGIES** were received from Cllr Mynors (SCC)

The apology was noted.

Cllr McKeown arrived.

**105/25** **DECLARATIONS OF INTEREST** were received from Cllr Hardwick and Cllr Upton-Loach re: 121/25.

**106/25** There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011.**

**107/25** **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 5<sup>TH</sup> JUNE 2025.**

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

**PROPOSED** Cllr Mosley **SECONDED** Cllr Walters.

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

Cllr Dunn arrived.

**108/25** **THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 29<sup>TH</sup> JANUARY 2024.**

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

**PROPOSED** Cllr Dunn

**SECONDED** Cllr Mosley.

On being put to the vote, the Resolution carried unanimously by those present who had also been present at the meeting.

**109/25**

**THE MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 9<sup>TH</sup> JUNE 2025.**

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

**PROPOSED** Cllr Hardwick

**SECONDED** Cllr Plant.

On being put to the vote, the Resolution carried unanimously by those present who had also been present at the meeting.

**110/25**

**THE MINUTES OF THE LEISURE COMMITTEE MEETING HELD ON 12<sup>TH</sup> JUNE 2025.**

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

**PROPOSED** Cllr Plant

**SECONDED** Cllr Walters.

On being put to the vote, the Resolution carried unanimously by those present who had also been present at the meeting.

**111/25**

**THE MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON 19<sup>TH</sup> JUNE 2025.**

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

**PROPOSED** Cllr Plant

**SECONDED** Cllr Bloor.

On being put to the vote, the Resolution carried unanimously by those present who had also been present at the meeting.

**112/25**

**THE MINUTES OF THE COMPLAINTS COMMITTEE MEETING HELD ON 23<sup>RD</sup> JUNE 2025.**

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

**PROPOSED** Cllr M Forster

**SECONDED** Cllr B Forster.

On being put to the vote, the Resolution carried unanimously by those present who had also been present at the meeting.

**113/25**

**THE MINUTES OF THE ENVIRONMENT COMMITTEE MEETING HELD ON 26<sup>TH</sup> JUNE 2025.**

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

**PROPOSED** Cllr Upton-Loach

**SECONDED** Cllr Meakin.

On being put to the vote, the Resolution carried unanimously by those present who had also been present at the meeting.

**114/25 CHAIRMAN/VICE CHAIRMAN OF COMMITTEES.**

**Communications**

Chairman

Cllr Hardwick was Proposed by Cllr Boyce and Seconded by Cllr Hall.

On being put to the vote, Cllr Hardwick was elected unopposed.

Cllr Hardwick signed the Acceptance of Office which was witnessed by the Chief Officer.

Vice Chairman

Cllr Boyce was Proposed by Cllr Hardwick and Seconded by Cllr Hall.

On being put to the vote, Cllr Boyce was elected unopposed.

Cllr Boyce signed the Acceptance of Office which was witnessed by the Chief Officer.

**115/25 THE CHAIRMAN'S REPORT** was noted.

**116/25 THE BOROUGH COUNCILLORS'S REPORTS** were noted.

**117/25** There was no **COUNTY COUNCILLOR REPORT** (see 104/25)

**118/25 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.

**119/25 THE LETTER RECEIVED FROM KATHERINE HOUSE HOSPICE** was noted.

The Chairman moved items 120/25 and 121/25 to the end of the meeting.

**122/25 THE REVISED POLICIES.**

**RESOLVED** to defer the Pay Policy (PD108) to the September meeting.

**RESOLVED** to agree and sign the updated policies.

**PROPOSED** Cllr Boyce

**SECONDED** Cllr Bloor.

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

**123/25 CAMPAIGN CALLING FOR GOVERNMENT TO PROVIDE DEDICATED FUNDING FOR NEIGHBOURHOOD PLANS.**

**RESOLVED** to write to Rt Hon Sir Gavin Williamson MP and the Ministry for Housing, Communities and Local Government in support of the campaign.

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

**124/25 THE SUMMER NEWSLETTER**

**RESOLVED** to agree the draft newsletter, with amendments, and to forward it to Benhill Press for printing.

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

**120/25 PARISH OFFICE STAFFING STRUCTURE.**

**RESOLVED** to suspend Standing Order 1.4 and to exclude members of the public and press due to the confidential nature of the matters under discussion.

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

**RESOLVED** to agree the revised staffing structure.

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

**121/25 CO-OPTED MEMBERSHIP OF COMMITTEES.**

**RESOLVED** to write to co-opted organisations reminding them of Standing Order 10.

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

**RESOLVED** to re-instate Standing Order 1.4 and to readmit members of the public and press to the meeting.

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

**122/25 DATE OF NEXT MEETING to be 4<sup>th</sup> September 2024.**

Meeting closed at 9:28pm

**Colwich Parish Council 2025/2026**

**Cashbook 1**

**Current & Deposit Bank A/cs**

**Payments made between 01/05/2025 and 31/05/2025**

**Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/05/2025	Ash Waste Services	DD	218.99		36.50	4308	301	182.49	AWS - Waste services
01/05/2025	Stafford Industrial Supplies L	EP	91.73		15.29	4050	101	76.44	Hi Vis Clothing
07/05/2025	CloudyIT Ltd	DD	351.00		58.50	4303	301	55.20	Phone system
						4053	101	237.30	MS365/ Teams
07/05/2025	Janitorial Direct Limited	DD	175.95		29.32	4308	301	146.63	Waste collection
08/05/2025	Canalside Holdings Limited	EP	498.53			4230	203	498.53	Canalside CP In Bloom Order
08/05/2025	Colwich Parish In Bloom	EP	100.00			4600	601	100.00	Small Grant CP In Bloom
09/05/2025	Colwich Parish Great War Com C	EP	600.00			4600	601	600.00	Small Grant CP Great War CC
12/05/2025	Lloyds Bank Multipay Card	Transfer	465.19				203	465.19	Repayment of payment card
13/05/2025	Allstar Business Solutions Ltd	DD	87.77		14.63	4209	201	73.14	Fuel for truck
16/05/2025	BT Telephone/Broadband	DD	179.32		29.89	4303	301	149.43	Broadband
19/05/2025	Corona Energy Retail 4 Limitd	DD	636.82		74.02	4304	301	305.79	Electricity April 2025 P Centre
						4304	401	257.01	Electricity April 2025 JPF
19/05/2025	Hutchison 3G UK Ltd	DD	90.62		15.10	4303	301	75.52	Mobile phones May 2025
19/05/2025	ACB Motor Services	EP	50.00		2.50	4208	201	35.00	Van MOT
						4209	201	12.50	Service Charge Van MOT
20/05/2025	Roseacre Nursery & Plant Centr	EP	385.61		64.27	4230	203	321.34	Roseacre CP In Bloom Orders

20/05/2025	SCP Trans Plan Infra Design	EP	2,100.00	350.00	4419	402	1,750.00	SCP Design Consutlancy Fees
20/05/2025	Stafford Borough Council	EP	3.00		4307	301	3.00	Staffs BC Access Licence
27/05/2025	Salaries, PAYE, NI, Pensions	Transfer	17,375.74		204		17,375.74	Salaries, PAYE, NI, Pensions
31/05/2025	Unity Trust	DD	11.25		4019	101	11.25	Service Charge
<b>Total Payments:</b>			23,421.52	0.00	690.02		22,731.50	

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### Colwich Parish Council 2025/2026

#### Cashbook 3

#### Lloyds Bank Multipay Card

Payments made between 01/05/2025 and 31/05/2025

#### Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/05/2025	Screwfix Direct Ltd	CARD	32.95		5.49	4210	201	27.46	Strimmer wire
08/05/2025	Apple Distribution Internation	CARD	0.99		0.16	4043	105	0.83	Music for VE memorial
13/05/2025	Ryman	CARD	4.49		0.75	4026	101	3.74	Stationery
27/05/2025	Lloyds Bank Plc	CARD	12.00			4019	101	12.00	Bank fee
<b>Total Payments:</b>			50.43	0.00	6.40			44.03	

**Cashbook 1**  
**Current & Deposit Bank A/cs**  
**Receipts received between 01/05/2025 and 31/05/2025**

Nominal Ledger Analysis							
Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
BGC	Banked: <b>01/05/2025</b>		<b>50.00</b>				
BGC		La Piccola Pizza	50.00			1200 105	50.00 Fete contribution
BGC	Banked: <b>06/05/2025</b>		<b>10.00</b>				
BGC		Colwich Parish in Bloom	10.00			1203 105	10.00 Fete donation
BGC	Banked: <b>12/05/2025</b>		<b>10.00</b>				
BGC		Colwich PCC	10.00			1203 105	10.00 Fete donation
BGC	Banked: <b>20/05/2025</b>		<b>10.00</b>				
BGC		E & I Meakin	10.00			1203 105	10.00 Fete donation
BGC	Banked: <b>22/05/2025</b>		<b>10.00</b>				
BGC		Sustainability in Colw & the H	10.00			1203 105	10.00 Fete donation
BGC	Banked: <b>23/05/2025</b>		<b>20.00</b>				
BGC		Crave Cave Cafe	20.00			1200 105	20.00 Fete contribution
BGC	Banked: <b>28/05/2025</b>		<b>737.48</b>				
BGC		CCLA Investment Management Ltd	737.48			1190 101	737.48 Interest/Dividend PSDF
<b>Total Receipts:</b>			<b>847.48</b>	<b>0.00</b>	<b>0.00</b>		<b>847.48</b>

Cashbook 3  
Lloyds Bank Multipay Card  
Receipts received between 01/05/2025 and 31/05/2025

Nominal Ledger Analysis							
Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
Banked: 12/05/2025			465.19				
Transfer		Current & Deposit Bank A/cs	465.19			200	465.19 Repayment of payment
Total Receipts:			465.19	0.00	0.00		465.19