



## COLWICH PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE FULL COUNCIL HELD ON THURSDAY 7<sup>TH</sup> MAY 2026, AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.**

**PRESENT** (For all or part of the meeting): Cllr Bloor; Cllr Dunn; Cllr B Forster; Cllr M Forster; Cllr Hardwick; Cllr Lowbridge; Cllr Martin; Cllr Plant and Cllr Walters.

**IN ATTENDANCE:** Revd Mr M Lennon (Chief Officer); Mr A Egan (Deputy Chief Officer); Miss F Alineri-Willis (Events and Communications Coordinator); Cllr McKeown (SBC) and Cllr Mynors (SCC).

**PUBLIC PARTICIPATION:** Cllr Hall and Cllr Meakin joined the meeting via Teams.

### MINUTES

**54/26** Cllr Plant (Chairman 2025/26) called for nominations to be **CHAIRMAN OF THE COUNCIL FOR 2026/27**.

Cllr Plant was **PROPOSED** by Cllr Bloor and **SECONDED** by Cllr Walters.

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

Cllr Plant **SIGNED THE DECLARATION OF OFFICE** witnessed by the Chief Officer and chaired the remainder of the meeting.

**55/26** The Chairman called for nominations to be **VICE CHAIRMAN OF THE COUNCIL FOR 2026/27**

Cllr Bloor was **PROPOSED** by Cllr Hardwick and **SECONDED** by Cllr Plant.

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

Cllr Bloor **SIGNED THE DECLARATION OF OFFICE** witnessed by the Chief Officer.

**56/26** **APOLOGIES** were received from Cllr Hall (work); Cllr Meakin (funeral); Cllr Mosley (prior engagement) and SBC Cllr Cooper (away)

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

**PROPOSED** Cllr Plant **SECONDED** Cllr Walters.

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

**57/26** There were no **DECLARATIONS OF INTEREST**.

58/26 There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011.**

59/26 **THE DEEDS FOR LAND AND PROPERTY OWNED OR HELD IN TRUST** were shown to the Council.

**The Chairman agreed to move the following items up the agenda.**

71/26 **THE BOROUGH COUNCILLOR'S REPORT** was noted.

72/26 **THE COUNTY COUNCILLOR'S REPORT** was noted.

Cllr McKeown and Cllr Mynors thanked the Council and left the meeting.

60/26 **THE COUNCIL'S COMMITTEES.**

**RESOLVED** to continue with the same Committees in 2026/27.

**PROPOSED** Cllr Bloor

**SECONDED** Cllr Plant.

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

**COMMUNICATIONS** (4 members).

Cllr Dunn

Chairman Cllr Hardwick

Cllr Hall

**PROPOSED** Cllr Lowbridge

Cllr Hardwick

**SECONDED** Cllr Dunn

Cllr Lowbridge

Vice Chairman Cllr Dunn

**PROPOSED** Cllr Hardwick

**SECONDED** Cllr Lowbridge

**COMPLAINTS** (4 members).

Cllr Bloor

Chairman Cllr Bloor (as Vice Chairman of the Council.

Cllr B Forster

Vice Chairman Cllr B Forster

Cllr M Forster

**PROPOSED** Cllr M Forster

Cllr Hall

**SECONDED** Cllr Bloor

**EMPLOYMENT** (4 members).

Cllr Bloor

Chairman Cllr Bloor (as Vice Chairman of the Council

Cllr M Forster

Vice Chairman Cllr Martin

Cllr Martin

**PROPOSED** Cllr Bloor

Cllr Walters

**SECONDED** Cllr Walters

**ENVIRONMENT** (6 members).

Cllr Bloor

Chairman Cllr Bloor

Cllr B Forster

**PROPOSED** Cllr M Forster

Cllr M Forster

**SECONDED** Cllr B Forster

Cllr Lowbridge

Vice Chair Cllr B Forster

Cllr Meakin

**PROPOSED** Cllr Bloor

Cllr Mosley

**SECONDED** Cllr M Forster

**EVENTS** (6 members).

Cllr Hall

Chairman Cllr Plant

Cllr Lowbridge

**PROPOSED** Cllr Walters

Cllr Martin

**SECONDED** Cllr Lowbridge

Cllr Meakin

Vice Chairman Cllr Walters

Cllr Plant

**PROPOSED** Cllr Plant

Cllr Walters

**SECONDED** Cllr Lowbridge

**FINANCE** (4 members).

Cllr Bloor

Chairman Cllr Plant (as Chairman of the Council)

Cllr Dunn

Vice Chairman Cllr Dunn

Cllr Hardwick

**PROPOSED** Cllr Plant

Cllr Plant

**SECONDED** Cllr Hardwick

**LEISURE** (6 members).

Cllr Bloor

Chairman Cllr Dunn

Cllr Dunn

**PROPOSED** Cllr Bloor

Cllr Hall

**SECONDED** Cllr Walters

Cllr Hardwick

Vice Chairman Cllr Walters

Cllr Martin

**PROPOSED** Cllr Bloor

Cllr Walters

**SECONDED** Cllr Hardwick

**NEIGHBOURHOOD PLAN** (6 members).

Cllr Bloor

Chairman Cllr Plant (as Chairman of the Council)

Cllr Hall

Vice Chairman Cllr Bloor (as Vice Chairman of the Council)

Cllr Hardwick

Cllr Lowbridge

Cllr Mosley

Cllr Plant

**PLANNING** (3+3 members).

Cllr Meakin and Cllr Mosley expressed a willingness to be elected onto the committee.

**RESOLVED** to elect Cllr Meakin to the Committee.

**PROPOSED** Cllr M Forster

**SECONDED** Cllr Bloor.

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

Great Haywood

Chairman Cllr Bloor

Cllr B Forster

**PROPOSED** Cllr Walters

Cllr M Forster

**SECONDED** Cllr B Forster

Cllr Meakin

Little Haywood

Vice Chairman Cllr M Forster

Cllr Bloor

**PROPOSED** Cllr Bloor

Cllr Martin  
Cllr Walters

**SECONDED** Cllr Walters

**POLICY** (4 members).

Cllr Dunn  
Cllr Hall  
Cllr Hardwick  
Cllr Plant

Chair Cllr Hardwick  
**PROPOSED** Cllr Plant  
**SECONDED** Cllr Dunn  
Vice Chair Cllr Dunn  
**PROPOSED** Cllr Hardwick  
**SECONDED** Cllr Plant

**YOUNG PEOPLE** (4 members).

Cllr B Forster  
Cllr M Forster  
Cllr Lowbridge  
Cllr Meakin

Chairman Cllr M Forster  
**PROPOSED** Cllr B Forster  
**SECONDED** Cllr Lowbridge  
Vice Chairman Cllr Lowbridge  
**PROPOSED** Cllr M Forster  
**SECONDED** Cllr B Forster

**RESOLVED** to agree the committee membership as above.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Lowbridge.

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

61/26

**COUNCIL REPRESENTATIVES WITH OUTSIDE BODIES.**

Community Association.  
Voluntary Transport Scheme.  
Colwich & Little Haywood Village Hall.  
Colwich Parochial Charities.  
Great Haywood Memorial Hall Committee.  
Colwich Allotments Association.  
Staffordshire Wildlife Trust.  
Colwich Parish in Bloom.  
AONB  
SinCH  
Flower & Vegetable Show  
GHMH Coffee morning  
St Michael's lunches  
St Stephen's lunches  
PPG  
National Trust  
Anson School  
St Johns School  
Colwich School  
High Schools  
Canal River Trust  
Tolkien Project

Cllr Hardwick  
Cllr Mosley  
Cllr Hardwick  
Cllr Dunn/Cllr Plant  
Cllr Bloor  
Cllr Lowbridge  
Cllr Martin  
Cllr Bloor  
Cllr Hall  
Cllr Hardwick  
Cllr Mosley  
Cllr Mosley  
Cllr Plant  
Cllr Plant  
Cllr Dunn/Cllr Plant  
Cllr B Forster/Cllr M Forster  
Cllr B Forster/Cllr M Forster  
Cllr Bloor  
Cllr Hardwick  
Cllr Plant  
Cllr Dunn  
Cllr M Forster/Cllr Hardwick

**RESOLVED** to agree the representatives as detailed above.



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

**68/26 THE MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING HELD ON 27<sup>TH</sup> APRIL 2026.**

Deferred to the June Full Council as insufficient cllrs were present who had attended the meeting.

**69/26 THE MINUTES OF THE ENVIRONMENT COMMITTEE MEETING HELD ON 30<sup>TH</sup> APRIL 2026.**

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

**PROPOSED** Cllr B Forster

**SECONDED** Cllr M Forster.

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

**70/26 THE CHAIRMAN'S REPORT** was noted.

The Chief Officer apprised the Council of his conversation with the ICO earlier in the week about case FOI 09/25.

**71/26 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.

**72/26 THE UPDATED POLICIES AND CORPORATE RISK ASSESSMENT.**

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

**PROPOSED** Cllr Plant

**SECONDED** Cllr Bloor.

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

**73/26 DATE OF NEXT MEETING** to be the 4<sup>th</sup> June 2026.

Meeting closed at 8:54pm.

**Current & Deposit Bank A/cs**

**Payments made between 01/04/2026 and 30/04/2026**

**Nominal Ledger Analysis**

| Date                   | Payee Name                     | Reference | £ Total Amnt     | £ Creditors | £ VAT         | A/c  | Centre | £ Amount         | Transaction Details            |
|------------------------|--------------------------------|-----------|------------------|-------------|---------------|------|--------|------------------|--------------------------------|
| 01/04/2026             | Ash Waste Services             | DD        | 253.58           |             | 42.26         | 4308 | 301    | 211.32           | AWS Waste Collection           |
| 01/04/2026             | HM Revenue & Customs           | TNSFR     | 3,824.73         |             |               | 501  |        | 3,824.73         | Rev of end of year toCreditors |
| 09/04/2026             | CloudyIT Ltd                   | DD        | 463.77           |             | 77.30         | 4303 | 301    | 55.04            | MS365/Teams/Phon               |
|                        |                                |           |                  |             |               | 4053 | 101    | 331.43           | MS365/Teams/Phon               |
| 09/04/2026             | Water Plus                     | DD        | 30.94            |             |               | 4301 | 301    | 30.94            | WaterPlus                      |
| 09/04/2026             | Lloyds Bank Multipay Card      | Transfer  | 1,403.69         |             |               | 203  |        | 1,403.69         | Repayment of Payment Card      |
| 13/04/2026             | Corona Energy Retail 4 Limitd  | DD        | 645.28           |             | 87.29         | 4304 | 301    | 395.89           | Electricity P C March 2026     |
|                        |                                |           |                  |             |               | 4304 | 401    | 162.10           | Electricity JPF March 2026     |
| 20/04/2026             | Hutchison 3G UK Ltd            | DD        | 90.62            |             | 15.10         | 4303 | 301    | 75.52            | Mobile phones                  |
| 24/04/2026             | National Assoc of Local Counci | EP        | 102.00           |             | 17.00         | 4010 | 102    | 85.00            | NALC Annual Conf 2026 ML       |
| 27/04/2026             | Salaries, PAYE, NI, Pensions   | Transfer  | 17,151.84        |             |               | 204  |        | 17,151.84        | Salaries, PAYE, NI, Pensions   |
| 29/04/2026             | Janitorial Direct Limited      | DD        | 181.17           |             | 30.19         | 4308 | 301    | 150.98           | Sanitary waste                 |
| 30/04/2026             | Unity Trust                    | DD        | 13.15            |             |               | 4019 | 101    | 13.15            | Service Charge                 |
| <b>Total Payments:</b> |                                |           | <b>24,160.77</b> | <b>0.00</b> | <b>269.14</b> |      |        | <b>23,891.63</b> |                                |

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### Lloyds Bank Multipay Card

Payments made between 01/04/2026 and 30/04/2026

#### Nominal Ledger Analysis

| Date                   | Payee Name        | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c  | Centre | £ Amount | Transaction Details            |
|------------------------|-------------------|-----------|--------------|-------------|-------|------|--------|----------|--------------------------------|
| 01/04/2026             | Lloyds Bank Plc   | TNSFR     | 1,403.69     |             |       | 501  |        | 1,403.69 | Rev of end of year toCreditors |
| 14/04/2026             | Flags TFW Midland | CARD      | 30.12        |             |       | 4043 | 105    | 30.12    | Flags                          |
| 27/04/2026             | Lloyds Bank Plc   | CARD      | 12.00        |             |       | 4019 | 101    | 12.00    | Bank fee                       |
| <b>Total Payments:</b> |                   |           | 1,445.81     | 0.00        | 0.00  |      |        | 1,445.81 |                                |

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### Current & Deposit Bank A/cs

Receipts received between 01/04/2026 and 30/04/2026

#### Nominal Ledger Analysis

| Receipt Ref            | Name of Payer                  | £ Amnt Received   | £ Debtors | £ VAT | A/c  | Centre | £ Amount   | Transaction Detail     |
|------------------------|--------------------------------|-------------------|-----------|-------|------|--------|------------|------------------------|
|                        | <b>BGC Banked: 02/04/2026</b>  | <b>663.60</b>     |           |       |      |        |            |                        |
| BGC                    | CCLA Investment Management Ltd | 663.60            |           |       | 1190 | 101    | 663.60     | Public Sector Dep Fund |
|                        | <b>BGC Banked: 09/04/2026</b>  | <b>6,365.20</b>   |           |       |      |        |            |                        |
| BGC                    | STAFFS COUNTY COUNCIL          | 6,365.20          |           |       | 1003 | 101    | 6,365.20   | Reimbursement for work |
|                        | <b>BGC Banked: 20/04/2026</b>  | <b>151,802.56</b> |           |       |      |        |            |                        |
| BGC                    | STAFFORD BOROUGH COUNCIL       | 151,802.56        |           |       | 1174 | 101    | 6,187.85   | Loc Cl Tax S Grant 1st |
|                        |                                |                   |           |       | 1175 | 101    | 1,649.00   | Concurren Function 1st |
|                        |                                |                   |           |       | 1176 | 101    | 143,965.71 | Precept 1st Tranche    |
|                        | <b>BGC Banked: 30/04/2026</b>  | <b>527.32</b>     |           |       |      |        |            |                        |
| BGC                    | CCLA Investment Management Ltd | 527.32            |           |       | 1190 | 101    | 527.32     | Dividend Prop Fund     |
| <b>Total Receipts:</b> |                                | 159,358.68        | 0.00      | 0.00  |      |        | 159,358.68 |                        |

**Lloyds Bank Multipay Card**

Receipts received between 01/04/2026 and 30/04/2026

**Nominal Ledger Analysis**

| Receipt Ref | Name of Payer               | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail   |
|-------------|-----------------------------|-----------------|-----------|-------|-----|--------|----------|----------------------|
|             | Banked: <b>09/04/2026</b>   | <b>1,403.69</b> |           |       |     |        |          |                      |
| Transfer    | Current & Deposit Bank A/cs | 1,403.69        |           |       | 200 |        | 1,403.69 | Repayment of Payment |
|             | <b>Total Receipts:</b>      | 1,403.69        | 0.00      | 0.00  |     |        | 1,403.69 |                      |