



COLWICH PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE FULL COUNCIL HELD ON THURSDAY 7TH 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**.

SIGNED AS A TRUE AND ACCURATE RECORD ...*Wendy Plant*...

DATE: 4TH JUNE 2026

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	<u>Chairman Cllr Hardwick</u>
Cllr Hall	PROPOSED Cllr Lowbridge
Cllr Hardwick	SECONDED Cllr Dunn
Cllr Lowbridge	<u>Vice Chairman Cllr Dunn</u>
	PROPOSED Cllr Hardwick
	SECONDED Cllr Lowbridge

COMPLAINTS (4 members).

Cllr Bloor	<u>Chairman Cllr Bloor</u> (as Vice Chairman of the Council.
Cllr B Forster	
Cllr M Forster	<u>Vice Chairman Cllr B Forster</u>
Cllr Hall	PROPOSED Cllr M Forster
	SECONDED Cllr Bloor

EMPLOYMENT (4 members).

Cllr Bloor	<u>Chairman Cllr Bloor</u> (as Vice Chairman of the Council
Cllr M Forster	
Cllr Martin	<u>Vice Chairman Cllr Martin</u>
Cllr Walters	PROPOSED Cllr Bloor
	SECONDED Cllr Walters

ENVIRONMENT (6 members).

Cllr Bloor	<u>Chairman Cllr Bloor</u>
Cllr B Forster	PROPOSED Cllr M Forster
Cllr M Forster	SECONDED Cllr B Forster
Cllr Lowbridge	<u>Vice Chair Cllr B Forster</u>
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

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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 Porject

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.

SIGNED AS A TRUE AND ACCURATE RECORD ...*Wendy Plant*...

DATE: 4TH JUNE 2026

62/26 COUNCILLORS AUTHORISED TO MAKE PAYMENTS FROM THE UNITY TRUST BANK ACCOUNT.

RESOLVED to appoint Cllr Bloor; Cllr Dunn; Cllr Plant and Cllr Martin

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

63/26 COUNCILLORS AUTHORISED TO DEPOSIT FUNDS WITH/WITHDRAW FUNDS FROM THE CCLA DEPOSIT ACCOUNTS.

RESOLVED to appoint Cllr Haardwick; Cllr Lowbridge; Cllr Mosley and Cllr Walters.

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

64/26 THE INTERNAL AUDITOR FOR THE 2026/27 FINANCIAL YEAR.

RESOLVED to appoint Kim Squires Internal Audit Services, working with Topliss Associates.

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

65/26 THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 9TH APRIL 2026.

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.

66/26 THE MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON 13TH APRIL 2026.

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

67/26 THE MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 16TH APRIL 2026.

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 attended the meeting.

**68/26 THE MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING
HELD ON 27TH 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 30TH 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.ⁱ & ⁱⁱ
- b. The receipts received since the last Full Council meeting were noted.ⁱⁱⁱ & ^{iv}
- 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 4th June 2026.

Meeting closed at 8:54pm.

SIGNED AS A TRUE AND ACCURATE RECORD ...*Wendy Plant*...

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Current & Deposit Bank A/cs**Payments made between 01/04/2026 and 30/04/2026****Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
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
Total Payments:			24,160.77	0.00	269.14			23,891.63	

SIGNED AS A TRUE AND ACCURATE RECORD ... *Wendy Plant*...**DATE: 4TH JUNE 2026**

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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
Total Payments:			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
BGC	Banked: 02/04/2026		663.60						
BGC	CCLA Investment Management Ltd		663.60			1190	101	663.60	Public Sector Dep Fund
BGC	Banked: 09/04/2026		6,365.20						
BGC	STAFFS COUNTY COUNCIL		6,365.20			1003	101	6,365.20	Reimbursement for work
BGC	Banked: 20/04/2026		151,802.56						
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
BGC	Banked: 30/04/2026		527.32						
BGC	CCLA Investment Management Ltd		527.32			1190	101	527.32	Dividend Prop Fund

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Total Receipts:	159,358.68	0.00	0.00	159,358.68
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Lloyds Bank Multipay Card**Receipts received between 01/04/2026 and 30/04/2026****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: 09/04/2026	1,403.69						
Transfer		Current & Deposit Bank A/cs	1,403.69			200		1,403.69	Repayment of Payment
		Total Receipts:	1,403.69	0.00	0.00			1,403.69	

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