COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 1st OCTOBER 2026, 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 Dunn; Cllr B Forster; Cllr M Forster; Cllr Hall; Cllr Lowbridge and Cllr Martin.

IN ATTENDANCE: Mr Lennon (Chief Officer) and Mr Gorman (Finance Officer).

PUBLIC PARTICIPATION: 2 members of the public was present.

The Chairman presented the Cllr Amyas Stafford Northcote shield to William Ives on behalf of St Michael and All Angels, Colwich. William Ives thanked the Council and left the meeting.

MINUTES

146/26 The Chief Officer led the Council in **PRAYERS**

147/26 **APOLOGIES** were received from Cllr Meakin (family); Cllr Cooper (SBC); Cllr Mckeown (SBC) and Cllr Mynors (SCC).

RESOLVED to accept the reasons for absence.

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

148/26 There were no **DECLARATIONS OF INTEREST.**

149/26 There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011.**

150/26 **TO CO-OPT A NEW COUNCILLOR TO FILL THE VACANCY IN THE COLWICH AND LITTLE HAYWOOD WARD.**

The Chairman invited the applicant to address the Council in support of their co-option application. Following questions, from Cllrs, the Chairman invited Cllrs to vote on the application.

APPLICANT	**YES**	**NO**
David Shearman	8	0

David Shearman was duly co-opted onto the Council and signed the Declaration of Acceptance of Office, witnessed by the Chief Officer. Cllr Shearman joined the Council for the remainder of the meeting.

151/26 THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 3RD SEPTEMBER 2026.

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

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

152/26 THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETINGS HELD ON 21ST MAY 2026 AND 23RD JULY 2026.

Deferred to the November meeting.

153/26 THE MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 8TH JUNE 2026.

The Chief Officer noted that only two Cllrs, who had attended the meeting, remain with the Council. The two Cllrs, Vice Chairman of the Committee and Chairman of the Council, confirmed that they were content that the minutes accurately reflected the meeting which was accepted by the Council.

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

PROPOSED Cllr Plant **SECONDED** Cllr Dunn
On being put to the vote, the resolution carried unanimously.

The Chairman reminded Cllrs on the importance of attending meetings of Committees to which they are members, or to agree a substitute, and to attend the following Full Council meeting to consider and agree the minutes.

154/26 THE MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON 6TH JULY 2026.

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

PROPOSED Cllr Plant **SECONDED** Cllr Dunn.
On being put to the vote, the Resolution carried unanimously by those present who had attended the meeting.

155/26 THE MINUTES OF THE ENVIRONMENT COMMITTEE MEETING HELD ON 10TH SEPTEMBER 2026.

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

PROPOSED Cllr Lowbridge **SECONDED** Cllr B Forster.
On being put to the vote, the Resolution carried unanimously by those present who had attended the meeting.

156/26 THE MINUTES OF THE LEISURE COMMITTEE MEETING HELD ON 17TH SEPTEMBER 2026.

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

PROPOSED Cllr Dunn **SECONDED** Cllr Bloor.
On being put to the vote, the Resolution carried unanimously by those present who had attended the meeting.

157/26 MEMBERSHIP OF COMMITTEES AND OUTSIDE BODIES.

COMMUNICATIONS
Cllr Dunn
Cllr Hall
Cllr Lowbridge
Cllr Shearman

Chairman Cllr Lowbridge
PROPOSED Cllr Dunn
SECONDED Cllr Hall

EMPLOYMENT
Cllr Bloor
Cllr M Forster
Cllr Martin
Cllr B Forster

EVENTS
Cllr Hall
Cllr Lowbridge
Cllr Martin
Cllr Meakin
Cllr Plant
Cllr

Vice Chairman Cllr Martin
PROPOSED Cllr Plant
SECONDED Cllr Hall

FINANCE
Cllr Bloor
Cllr Dunn
Cllr Plant
Cllr Lowbridge

LEISURE (6 members)**.**
Cllr Bloor
Cllr Dunn
Cllr Hall
Cllr Annett
Cllr Martin
Cllr

Vice Chairman Cllr Bloor
PROPOSED Cllr Dunn
SECONDED Cllr Hall

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

Great Haywood
Cllr B Forster
Cllr M Forster
Cllr Meakin
Little Haywood
Cllr Bloor
Cllr Martin
Cllr Annett

POLICY (4 members)**.**

Cllr Dunn
Cllr Hall
Cllr Shearman
Cllr Plant

Chair Cllr Dunn
PROPOSED Cllr Plant
SECONDED Cllr Hall
Vice Chair Cllr Hall
PROPOSED Cllr Plant
SECONDED Cllr Dunn

RESOLVED to agree the revised committee membership as above.

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

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

RESOLVED to agree the representatives as detailed above.

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

158/26 **THE CHAIRMAN'S REPORT** was noted.

159/26 There were no **BOROUGH COUNCILLORS'S REPORTS** (see 147/26).

160/26 There was no **COUNTY COUNCILLOR'S REPORT** (see 147/26)..

161/26 **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.
b. The receipts received since the last Full Council meeting were noted.
c. The Bank Statements and Reconciliation were noted.
d. The Lloyds Bank Multipay Card facility.

RESOLVED to reduce the number of cards to two and to increase the limits to:
Chief Officer (£2,500 per month with a limit of £1,000 per transaction)
Head Lengthsman (£1,500 per month with a limit of £1,000 per transaction).

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

162/26 **THE REVISED ENVIRONMENT COMMITTEE TERMS OF REFERENCE (PD002 S5.3).**

RESOLVED to amend the Terms of Reference to read:

"The Committee may co-opt members from relevant parish environmental groups, to provide advice and assistance to the Council, to its March and November meetings. Co-opted members may join discussions, in line with Standing Order (PD006) 6.4, but will not have a vote."

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

163/26 **THE SMALL GRANT APPLICATION FROM THE IN-BLOOM GROUP.**

The Chief Officer was asked to request the following in support of the application:

- Which areas the In Bloomers were proposing to cut using the proposed mower given that the Parish Council cuts all grass verges across the villages under contract with County Highways.
- Where the proposed mower would be stored.
- How the revenue cost for running the mower would be met.
- The documents required in support of a grant application e.g. constitution; bank account details.
- How the organisation aims to be inclusive.

164/26 A FOOTBALL PITCH AT THE JUBILEE PLAYING FIELDS (JPF).

RESOLVED to delegate authority to the Leisure Committee to obtain quotes to renovate the field for use as a football pitch.

RESOLVED to delegate authority to the Leisure Committee to consider the quotes, agree a preferred contractor, to let the contract and manage the contract up to the completion of the works.

PROPOSED Cllr Dunn **SECONDED** Cllr Shearman.
On being put to the vote, the Resolution carried unanimously.

165/26 THE SPCA CALL FOR EVIDENCE SHAPING THE FUTURE OF LOCAL GOVERNMENT IN STAFFORDSHIRE.

Deferred to the November meeting to allow time for consideration by Cllrs.

166/26 DATE OF NEXT MEETING to be 5th November 2026.

Meeting closed at 9:18pm

SIGNED AS A TRUE AND ACCUYRATE RECORD……W°Plant……..
DATE: 5TH NOVEMBER 2026

Current & Deposit Bank A/cs For Month No: 6

Receipts for Month 6

Balance Brought Fwd : **£284,535.93**

Receipt Ref	Name of Payer	£ Amount Received	£ Debtors	£ VAT	A/c	Nominal Ledger Analysis Centre	£ Amount	Transaction Detail
Banked:	05/09/2026 687.86							
	CCLA Investment Management Ltd	687.86				1190	101	687.86 Income Reinvest 4/8/26
Banked:	23/09/2026 126.82							
	Connor & Izon	126.82				1202	205	126.82 Ida Connor - Mem Gdn Plaque
Total Receipts for Month		£814.68	0.00	0.00				£814.68
Cashbook Totals	**£285,350.61**							

Current & Deposit Bank A/cs For Month No: 6

Payments for Month 6

Date	Payee Name	Reference	£ Total Amount	£ Creditors	£ VAT	A/c	Nominal Ledger Analysis Centre	£ Amount	Transaction Detail
01/09/2026	Ash Waste Services	DD	314.30		52.38	4308	301	261.92	Monthly recycling charges
04/09/2026	SLCC	EP	635.00		85.00	4010	102	550.00	AG - National Conference
07/09/2026	Cloudy Group Ltd	DD	2,845.77		474.30	4053	101	2,316.43	Council CRM annual renewal
						4303	301	55.04	Teams Phones monthly fee
07/09/2026	Michael Lennon	EP	141.10			4017	102	141.10	Travel expenses April to date
08/09/2026	Konica Minolta BSoln	EP	32.51		5.42	4027	101	27.09	Print Copying charges 3/6 to 2/9
09/09/2026	Lloyds Bank Multipay	Transfer	98.00				203	98.00	Repayment August Balance
10/09/2026	Konica Minolta BSoln	EP	100.01		16.67	4050	101	83.34	Printer leasing chgs to 2/12/26
11/09/2026	Bradleys Tax Services	EP	421.80		70.30	4006	102	351.50	Payroll Serv year to 5/4/27
11/09/2026	Teleshore (UK) Ltd	EP	216.36			1202	205	216.36	RG Plaques for The Beedells
16/09/2026	Hannah Reynolds	EP	28.95			4043	105	28.95	Freedom of Parish Cert
18/09/2026	Hutchison 3G UK Ltd	DD	96.02		16.00	4303	301	80.02	Mobiles bill to 18/8/26
23/09/2026	SLCC	EP	-635.00		-85.00	4010	102	-550.00	Refund re AG Nat Conf Booking
23/09/2026	Ian Benson NFP Wks	EP	95.00			4054	101	95.00	Workshop for Emily Meakin
23/09/2026	Arthur J Gallagher	EP	3,853.44			4016	101	3,853.44	Gen Insurance Renewal 26/27
23/09/2026	Arthur J Gallagher	EP	-3,853.44			4016	101	-3,853.44	Rev Ins Ren Pymt - wrong amt
23/09/2026	Arthur J Gallagher	EP	3,583.44			4016	101	3,583.44	Renewal Gen Insurance
25/09/2026	Sam Walker	EP	40.00			4043	105	40.00	Cakes for Parish Assembly Meet
25/09/2026	Philip Russell	EP	63.00			4017	102	63.00	Travel Expenses - Groundfest
25/09/2026	Teleshore (UK) Ltd	EP	126.82			1202	205	126.82	Mem Plaque CONNOR & IZON
28/09/2026	Allstar Bus Sols Ltd	DD	92.67		15.44	4209	201	77.23	Monthly Fuel Invoice & NSF
28/09/2026	Salaries, PAYE, NI	Transfer	20,295.77				204	20,295.77	Sal, PAYE, NIC & Pensions
30/09/2026	Unity Trust	DDR	12.25			4019	101	12.25	Bank transaction chgs
30/09/2026	Unity Trust	DDR	0.40			4019	101	0.40	Cheque processing chgs

SIGNED AS A TRUE AND ACCUYRATE RECORD……W°Plant……..

DATE: 5TH NOVEMBER 2026

Total Payments for Month	£28,604.17	0.00	£650.51	£27,953.66
Balance Carried Fwd	£256,746.44			
Cashbook Totals	**£285,350.61**	0.00	£650.51	£284,700.10

SIGNED AS A TRUE AND ACCUYRATE RECORD……..…*W°Plant*……..

DATE: 5TH NOVEMBER 2026