COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL METING HELD ON THURSDAY 5TH NOVEMBER 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 Mosley and Cllr Shearman.

IN ATTENDANCE: Mr Lennon (Chief Officer), Miss Alineri-Willis (Communications Officer); Cllr Cooper (SBC) and Cllr Mynors (SCC).

PUBLIC PARTICIPATION: No members of the public were present.

MINUTES

167/26 The Chief Officer led the Council in **PRAYERS**

168/26 **APOLOGIES** were received from Cllr Dunn (enroute from working away); Cllr Lowbridge (illness); Cllr Martin (illness) and Cllr McKeown (SBC – illness). Cllr Mosley noted that he would need to leave at 9:30pm.

RESOLVED to accept the reason for absence/late arrival.

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

169/26 There were no **DECLARATIONS OF INTEREST.**

170/26 There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011.**

171/26 **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 1ST OCTOBER 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.

172/26 **THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETINGS:**

RESOLVED to agree and sign the minutes of the meeting held on **21ST MAY 2026** as a true and accurate record.

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RESOLVED to agree and sign the minutes of the meeting held on **23RD JULY 2026** as a true and accurate record.

PROPOSED Cllr Bloor **SECONDED** Cllr Mosley.
On being put to the vote, the Resolution carried unanimously by those Cllrs present who had attended the two meetings.

173/26 THE MINUTES OF THE EVENTS COMMITTEE MEETINGS:

Deferred to the December meeting as insufficient Cllrs were present who had attended the meetings.

174/26 THE MINUTES OF THE YOUNG PEOPLE COMMITTEE MEETING HELD ON 15TH OCTOBER 2026.

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

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

175/26 THE MINUTES OF THE COMUNICATIONS COMMITTEE MEETING HELD ON 15TH OCTOBER 2026.

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

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

176/26 THE MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON 22ND OCTOBER 2026.

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 by those present who had attended the meeting.

177/26 THE MINUTES OF THE LEISURE COMMITTEE MEETING HELD ON 2ND NOVEMBER 2026.

Deferred to later in the meeting.

178/26 TO CONSIDER AND AGREE THE REVISED MEMBERSHIP OF COMMITTEES AND OUTSIDE BODIES.

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RESOLVED to appoint:

Events – Cllr Shearman
Leisure – Cllr Plant
Community Association – Cllr Shearman
SinCH – defer to December meeting

(See below)

179/26 THE 2027 COMMITTEES AND MEETINGS TIMETABLE.

Cllr Dunn arrived during the discussion.

RESOLVED to retain the Committees until the Ordinary Election in May 2027.

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

RESOLVED to agree the revised meetings timetable.

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

180/26 THE CHAIRMAN'S REPORT was noted.

181/26 THE BOROUGH COUNCILLOR'S REPORT was noted.

182/26 THE COUNTY COUNCILLOR'S REPORT was noted.

Cllr Cooper (SBC) and Cllr Mynors (SCC) thanked the Council and left the meeting.

177/26 THE MINUTES OF THE LEISURE COMMITTEE MEETING HELD ON 2ND NOVEMBER 2026.

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

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

178/26 TO CONSIDER AND AGREE THE REVISED MEMBERSHIP OF COMMITTEES AND OUTSIDE BODIES.

RESOLVED to appoint

Neighbourhood Plan – Cllr Dunn

PROPOSED Cllr Plant **SECONDED** Cllr Hall.

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

183/26 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. To consider and agree a Councillor to undertake internal Self-Assurance checks

Defer to the December meeting.

e. The completion of the 2025/26 audit was noted.

184/26 THE SMALL GRANT APPLICATIONS.

RESOLVED to invite the applicant to the December meeting to further clarify the project.

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

185/26 SHAPING THE FUTURE OF LOCAL GOVERNMENT IN STAFFORDSHIRE.

RESOLVED that the Chief Officer writes to Staffordshire Parish Councils' Association as follows:

Fully support the adoption of CiL and all monies to be transferred to the PC upon receipt by the Unitary Authority.

Delegate authority to PC to manage Highway compliance e.g. yellow line parking; hedges; rubber ramps to gardens; littering; dog fouling;

Asset transfer land and buildings within the parish, to the PC. e.g. grass verges; open spaces any buildings.

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

186/26 THE CIVIC AMENITY (REFUSE VAN) IN 2027.

RESOLVED to continue with the visits every other month at a cost of £1,050.

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

187/26 A NEW COMMUNITY SPEEDWATCH SIGN.

RESOLVED to purchase a new sign for £19.88 (ex VAT).

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

The Chairman noted that the Council had been meeting for 2 hours and so adjourned the meeting in line with Standing Order 1.28

Cllr Mosley left the meeting.

RESOLVED to continue for a further 30 minutes as per Standing Order 1.28.

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

188/26 THE SCHOOL POSTER COMPETITION FOR THE CHRISTMAS LIGHTS SWITCH-ON.

RESOLVED to suspend Standing Order 1.4 and to exclude members of the public and press from the meeting so that the winners' names would be confidential until the event.

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

Cllr Shearman declared an interest in the posters from Anson school and took no part in the deliberation.

The Chief Officer was asked to write to the winners, and one Highly Commended, to invite them to the Lights switch-on.

RESOLVED to reinstate Standing Order 1.4 and to readmit members of the public and press.

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

189/26 DATE OF NEXT MEETING to be 17th December 2026.

Meeting closed at 9:55pm.

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Colwich Parish Council 2026/27

Current & Deposit Bank A/cs — Receipts for Month 7 — Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amount Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked:	5/10/2026	£693.22						
	CCLA Investment Management Ltd	£693.22			1190	101	£693.22	Income Reinvestment (Dep a/c)
Banked:	12/10/2026	£151,802.55						
00050123	STAFFORD BOROUGH COUNCIL	£151,802.55			1176	101	£151,802.55	Precept 2026/7 - 2nd Tranche
Banked:	22/10/2026	£2,225.58						
	HM Revenue & Customs	£2,225.58				105	£2,225.58	VAT Refund Quarter 2
Banked:	30/10/2026	£510.22						
1757870	CCLA Investment Management Ltd	£510.22			1190	101	£510.22	Quarterly Div Distribution
Total Receipts for Month		**£155,231.57**	**0.00**	**0.00**			**£155,231.57**	

Current & Deposit Bank A/cs — Payments for Month 7 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2026	Ash Waste Services	DD	£384.24		£64.04	4308	301	£320.20	Monthly Recycling Charges
05/10/2026	Water Plus	DD	£36.72			4301	301	£36.72	Sewage/Surface Water Chg
05/10/2026	PARISH ONLINE	EP	£120.00		£20.00	4036	101	£100.00	Mapping Software Sub
07/10/2026	Cloudy Group Ltd	DD	£463.77		£77.30	4053	101	£331.43	Monthly IT/Cyber Sec Chg
						4303	301	£55.04	Monthly IT/Cyber Sec
12/10/2026	Lloyds Bank M Card	Transfer	£227.90				203	£227.90	Monthly Bal Tfr M/pay Card
12/10/2026	Staff Parish Cils Assoc	EP	£48.00		£8.00	4054	101	£40.00	Councilor / Bus Planning
12/10/2026	Arthur J Gallagher	EP	£367.36			4016	101	£367.36	2026/7 Cyber Insurance
19/10/2026	Hutchison 3G UK Ltd	DD	£96.02		£16.00	4303	301	£80.02	Monthly Telecoms Bill
20/10/2026	Great Hayw S&S Club	EP	£20.00			4031	101	£20.00	Hire of Anson Room
21/10/2026	Vision ICT Limited	EP	£363.83		£60.64	4024	101	£303.19	Hosting & Support Fee
21/10/2026	Vision ICT Limited	EP	£30.00		£5.00	4024	101	£25.00	Annual Dom renewal fee
23/10/2026	Aaron Chet Arch Studio	EP	£11.00			4232	205	£11.00	Stafford BC Planning Fee
26/10/2026	Salaries, PAYE, NI, Pensions	Transfer	£17,368.74				204	£17,368.74	Salaries, NIC, PAYE & Pensions
31/10/2026	Unity Trust Bank	DDR	£12.10			4019	101	£12.10	Monthly Service Charge
	Total Payments for Month		**£19,549.68**	**0.00**	**£250.98**			**£19,298.70**	

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Lloyds Bank Multipay Card — Receipts for Month 7 — Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked:	12/10/2026	£227.90						
Transfer	Current & Deposit Bank A/cs	£227.90				200	£227.90	Monthly Bal Transfer Multipay Card
Total Receipts for Month		**£227.90**	**0.00**	**0.00**			**£227.90**	
Balance Carried Fwd to November		£269.88						

Payments for Month 7 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd from September:			£227.90						
01/10/2026	Screwfix Direct Ltd	CARD	£40.97		£6.83	4401	401	£34.14	Cable Tie & Angle Grind Discs
02/10/2026	Tesco Stores	CARD	£19.93			4300	301	£19.93	Cleaning Materials
21/10/2026	Screwfix Direct Ltd	CARD	£11.96		£1.99	4043	105	£9.97	Cable Ties / Festive Events
23/10/2026	Env Agency Waste	CARD	£191.02			4210	201	£191.02	Waste Carrier Licence Reg Fee
26/10/2026	Lloyds Bank Plc	DDR	£6.00			4019	101	£6.00	Monthly Card Fees x 2
Total Payments for Month (October)			**£269.88**	**0.00**	**£8.82**			**£261.06**	**Actual cost to the Council**
Cashbook Totals			**£**497.78	0.00	£8.82			£488.96	

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