

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING HELD  
AT THE CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON  
WEDNESDAY 04 MAY 2016 COMMENCING AT 7.10 P.M.**

**PRESENT**

Councillor R Barnes in the Chair  
Councillor Armstrong, Dyott, Elliott and Mrs Harrison

**In attendance:**

Ms J Minor, Parish Clerk  
R Liggins, Health and Safety Advisor, HMP Swinfen

**PUBLIC FORUM**

Mr Liggins, Health and Safety Advisor for HMP Swinfen informed Members that the maintenance for the street lights had been outsourced to Amey and that the dropped kerbs installed by residents (which are not permitted) may have damaged the wiring underneath.

Mr Liggins informed Members that he had received a complaint from a resident regarding a caravan which had been parked opposite to their property. Councillor Mrs Harrison informed Members that the caravan had been removed; however, Councillor Mrs Harrison stated that residents had a letter from a previous Governor allowing the parking of caravans.

Councillor Mrs Harrison informed Members that parking of vehicles was a problem. Mr Liggins reminded Members that parking of vehicles on grass verges or crossing the grass verges by vehicles to gain access to driveways was prohibited and that such signage was in situ around the estate.

Councillor Mrs Harrison informed Members that there was a problem with litter. Mr Liggins confirmed that HMP Swinfen were not responsible for litter picking.

It was **RESOLVED** that Mr Liggins would arrange a meeting with the Governor regarding the need to tighten/firm up the parking on grass verges and would seek guidance on the best way forward regarding the street lighting problem.

**1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR  
FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**

**RESOLVED** That Councillor Richard Barnes be elected Chairman of the Parish Council for the ensuing year.

Councillor R Barnes made and signed the Statutory Declaration of Acceptance of Office and thanked the Parish Council for his election.

**2. APOLOGIES FOR ABSENCE**

Councillor J Barnes.

**3. DECLARATIONS OF INTEREST**

None declared.

**4. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 02 March 2016 (Minute Nos. 79-93) as circulated, be approved as a correct record and signed by the Chairman.

**5. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**6. HOPWAS QUARRY**

Councillor R Barnes informed Members that the quarry was active last weekend with quad bikes.

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED (1)** That an email be sent to CEMEX.

**(2)** That an item on Hopwas Quarry continue to be included on the next agenda.

**7. THE HIGH SPEED RAIL PLANS**

Councillor Dyott gave an update on the HS2. It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That an item on the High Speed Rail Plans (HS2) continue to be included on the next agenda.

**8. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2016**

**a. Income and Expenditure Account for the Year Ended 31 March 2016**

**RESOLVED** That the Income and Expenditure Account for the year ended 31 March 2016 be approved.

**b. Balance Sheet as at 31 March 2016**

**RESOLVED** That the Balance Sheet for the year ended 31 March 2016 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

**c. Forecast Balances and Reserves as at 31 March 2016**

**RESOLVED** That the Balances and Reserves as at 31 March 2016 be approved.

**d. Annual Return: Section 1 - Annual Governance Statement for the Year Ended 31 March 2016**

**RESOLVED** That the Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2016 be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

**e. Annual Return: Section 2 - Accounting Statements 2015/16 for the Year Ended 31 March 2016**

**RESOLVED** That the Parish Council had approved the accounting statements in the way prescribed by law and that the Chairman and Responsible Financial Officer be authorised to sign the document.

**RESOLVED** That the Parish Council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

**RESOLVED** That the Parish Council had only done what it had the legal power to do and had complied with proper practices in doing so.

**RESOLVED** That the Parish Council during the year had given all persons interested the opportunity to inspect and ask questions about the council's accounts.

**RESOLVED** That the Parish Council had considered the financial and other risks it had faced and had dealt with them properly.

**RESOLVED** That the Parish Council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of the council.

**RESOLVED** That the Parish Council had responded to matters brought to its attention by internal and external audit.

**RESOLVED** That the Parish Council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

**RESOLVED** That the Parish Council had met all of its responsibilities where it was a sole managing trustee of a local trust or trusts.

**9. RISK ASSESSMENTS**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the 2015/2016 Risk Assessment in respect of the Parish Council's bus shelters and public notice boards be received and noted.

**10. INTERNAL AUDITOR'S REPORT (YEAR ENDING 31 MARCH 2016)**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED (1)** That the Internal Auditor's Report be received and noted.

**(2)** That a cheque be drawn in respect of the Internal Auditor's fee (**cheque number 100366**).

**11. APPOINTMENT OF INTERNAL AUDITOR**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That Mrs Mary Danby, BA (Hons) MILCM, Town Clerk, Burntwood Town Council be re-appointed as Internal Auditor for the year 2016/2017 at a cost of £25 per annum.

**12. SOCIETY OF LOCAL COUNCIL CLERKS**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the Parish Council renew membership of the Society of Local Council Clerks (**cheque number 100368**).

**13. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the Parish Council renew membership of the Staffordshire Parish Councils' Association (**cheque number 100367**).

**14. PARISH COUNCIL'S INSURANCE - AON LIMITED**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the Parish Council's insurance be renewed (**cheque number 100369**).

**15. PLANNING APPLICATION 16/00423/ABN  
PACKINGTON FIELDS FARM, TAMWORTH ROAD  
AGRICULTURAL DETERMINATION: ERECTION OF AN AGRICULTURAL BUILDING  
FOR THE STORAGE OF STRAW**

**RESOLVED** That the following comment be submitted in respect of the above planning application to Lichfield District Council:

Concerns were raised by Members as to the visual impact of the agricultural building on the countryside and requested that the building be situated at the farmstead.

**16. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**17. PARISH CLERK'S SALARY**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED (1)** That cheques be drawn in respect of the Parish Clerk's April 2016 (**cheque number 100364**) and May 2016 (**cheque number 100365**) salary,

HMRC - June 2016 (**cheque number 100371**), Staffordshire Pension Fund - June 2016 (**cheque number 100370**), HMRC - July 2016 (**cheque number 100373**) and Staffordshire Pension Fund - July 2016 (**cheque number 100372**).

(2) That in relation to 7.3 of the Parish Clerk's Contract of Employment an annual sum of £156 (£3 per week) (**cheque number 100374**) be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

**18. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING**

**RESOLVED** That Wednesday 13 July 2016, Wednesday 14 September 2016 and Wednesday 09 November 2016 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7.00 p.m. be confirmed as the next Parish Council meetings.

(The Meeting closed at 8.10 p.m.)

Signed .....

Dated .....