

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING HELD
AT THE CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 10 MAY 2017 COMMENCING AT 7.06 P.M.**

PRESENT

Councillor R Barnes in the Chair
Councillor Armstrong, J Barnes and Dyott

In attendance:

Ms J Minor, Parish Clerk
District Councillor B Yeates, Lichfield District Council

**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.

2. APOLOGIES FOR ABSENCE

No apologies were received.

3. DECLARATIONS OF INTEREST

None declared.

4. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 08 March 2017 (Minute Nos. 68-80) as circulated, be approved as a correct record and signed by the Chairman.

5. CHAIRMAN'S ANNOUNCEMENTS

5.1 Flooding on the Tamworth Road

District Councillor Yeates produced a letter from John Henderson, Chief Executive of Staffordshire County Council to Christopher Pincher MP dated 10 May 2017. District Councillor Yeates informed Members that he had spoken to Kevin at Staffordshire Highways who had informed him that the works to the Tamworth Road were on the job sheet and would be done within 2 weeks.

5.2 Packington Hall

The Chairman informed Members that Blue Marble Properties had still not purchased the property and that Anthony Green was still the owner and therefore responsible.

5.3 Transparency Fund Grant (Staffordshire Parish Councils Association)

The Parish Clerk informed Members that she had applied to the Transparency Fund towards the purchase of a new laptop and printer/scanner. The Parish Clerk informed Members that she had been successful and had been awarded a grant of £650 (cheque number 100413 - £648.94).

6. HOPWAS QUARRY

Councillor R Barnes informed Members that CEMEX had fenced off the whole site and had made a huge effort to secure the site and had spent a huge amount of money.

It was proposed by Councillor R Barnes, duly seconded and

RESOLVED That in light of the current lack of activity on the site, an item on Hopwas Quarry be removed from the agenda.

7. THE HIGH SPEED RAIL PLANS

Councillor Dyott and Councillor J Barnes 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 2017

a. Section 1 – Annual Government Statement 2016/17

RESOLVED That the Annual Government Statement 2016/17 be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

b. Section 2 – Accounting Statements 2016/17

RESOLVED That the Accounting Statements 2016/17 be approved 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.

c. Annual Internal Audit Report 2016/17

RESOLVED That the Annual Internal Audit Report 2016/17 be received and noted.

9. RISK ASSESSMENT

Councillor Armstrong objected to the Risk Assessment being signed off on various grounds and a vote was taken.

FOR

Councillor R Barnes

Councillor J Barnes

Councillor Dyott

AGAINST

Councillor Armstrong

It was proposed by Councillor R Barnes, duly seconded and

RESOLVED That the 2016/2017 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 100409).

11. APPOINTMENT OF INTERNAL AUDITOR

It was proposed by Councillor R Barnes, duly seconded and

RESOLVED That Mrs Mary Danby, BA (Hons) MILCM, Chief Executive Officer, Burntwood Town Council be re-appointed as Internal Auditor for the year 2017/2018 at a cost of £30 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 100410**).

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 100411**).

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 100412**).

**15. PLANNING APPLICATION 16/00551/COU
HEART OF THE COUNTRY SHOPPING VILLAGE, LONDON ROAD
CHANGE OF USE OF LAND TO OUTDOOR RESTAURANT, INCLUDING CONVERSION
OF TIMBER SHED TO PREPARATION AREA AND ERECTION OF TIMBER CANOPY**

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

No objection.

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 2017 (**cheque number 100406**) and May 2017 (**cheque number 100407**) salary, HMRC - June 2017 (**cheque number 100415**), Staffordshire Pension Fund - June 2017 (**cheque number 100414**), HMRC - July 2017 (**cheque number 100417**) and Staffordshire Pension Fund - July 2017 (**cheque number 100416**).

(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 100408**) 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 12 July 2017, Wednesday 13 September 2017 and Wednesday 08 November 2017 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 8.02 p.m.)

Signed

Dated