

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING HELD
AT THE CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 16 MAY 2018 COMMENCING AT 7.03 PM**

PRESENT

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

In attendance:

Ms J Minor, Parish Clerk

**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

Councillor Elliott.

3. DECLARATIONS OF INTEREST

None declared.

4. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 14 March 2018 (Minute Nos. 61-70) as circulated, be approved as a correct record and signed by the Chairman.

5. CHAIRMAN'S ANNOUNCEMENTS

Bus Shelter

Councillor R Barnes made reference to a bus shelter [from Tamworth to Lichfield on the A51] which had been previously discussed on 17 January 2018.

RESOLVED That a site meeting to ascertain the exact location be arranged between Councillor R Barnes and the Parish Clerk.

Packington Hall

Councillor R Barnes informed Members that he had visited the site with District Councillor Brian Yeates. Even though the site was Grade II Listed, the site looked like a bomb site. Members were informed that there were no services on the site [no water, no electricity etc].

RESOLVED That Councillor R Barnes would pursue the matter further with District Councillor Yeates.

Community Infrastructure Levy (CIL)

The Parish Clerk informed Members that £1,037.77 had been received from Lichfield District Council in respect of planning application 16/00039/COU - Barn at Packington Lane. Members were informed that the monies could go towards paying for a replacement bus shelter [from Tamworth to Lichfield on the A51].

[Councillor Armstrong declared an interest in planning application 16/00039/COU – Barn at Packington Lane].

VAT Refund

The Parish Clerk informed Members that £108.16 had been reclaimed for goods and services bought by Swinfen and Packington Parish Council [laptop and printer].

General Data Protection Regulations/Data Protection Bill 2017

The Parish Clerk made reference to the draft Data Protection Bill previously discussed on 17 January 2018. The Parish Clerk informed Members that she had received an email from Bal Nahal, Head of Legal, Property and Democratic Services, Lichfield District Council:

“I understand that an amendment to the draft Data Protection Bill has been tabled by the Government which will exempt Parish Councils from the need to have a Data Protection Officer [DPO]. As you are aware, it was previously stated that this would be a statutory requirement for all Parish Councils.

It will still be a matter of good practice to have a DPO but not a statutory requirement.

It is highly likely that the amendment will go through and thus the requirement for a DPO for Parishes will be removed but until the final Bill is passed and becomes an Act it is impossible to state this with certainty.

It is of course a matter for you if you wish to appoint a DPO or not but I wanted to bring this to your attention in order that you can review any decision your Parish Council may have taken with regard to the appointment of a DPO.”

6. THE HIGH SPEED RAIL PLANS

Councillor J Barnes informed Members that the NFU were meeting next week at the Rugby Club.

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

7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS FOR THE YEAR ENDED 31 MARCH 2018

a. Certificate of Exemption

RESOLVED That the Certificate of Exemption be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

b. Section 1 – Annual Governance Statement 2017/18

RESOLVED That the Annual Government Statement 2017/18 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

c. Section 2 – Accounting Statements 2017/18

RESOLVED That the Accounting Statements 2017/18 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

8. RISK ASSESSMENT

RESOLVED That the 2017/2018 Risk Assessment in respect of the Parish Council's bus shelters and public notice boards be received and noted.

9. INTERNAL AUDITOR'S REPORT AND APPOINTMENT OF INTERNAL AUDITOR

RESOLVED That the internal auditor's report produced by Mr B Cooper be received and noted.

RESOLVED That Mr Brian Cooper appointed as Internal Auditor for the year 2018/2019.

10. SOCIETY OF LOCAL COUNCIL CLERKS

RESOLVED That the Parish Council renew membership of the Society of Local Council Clerks (**cheque number 100457**).

11. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

RESOLVED That the Parish Council renew membership of the Staffordshire Parish Councils' Association (**cheque number 100456**).

12. PARISH COUNCIL'S INSURANCE

The Parish Clerk informed Members that she had reviewed the Parish Council's insurance. Members were informed that AON UK Limited had been the previous insurance company at a cost of £460.86 however BHIB Insurance Brokers [the policy is underwritten by Aviva Insurance Limited] had provided a quotation for £388.27 thus saving the Parish Council £72.59.

RESOLVED That the Parish Council's insurance be renewed (**cheque number 100455**).

13. 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.

14. 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 2018 (**cheque number 100448**) and May 2018 (**cheque number 100449**) salary, HMRC - June 2018 (**cheque number 100452**), Staffordshire Pension Fund - June 2018 (**cheque number 100451**), HMRC - July 2018 (**cheque number 100454**) and Staffordshire Pension Fund - July 2018 (**cheque number 100453**).

(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 100450**) be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

15. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That Wednesday 04 July 2018, Wednesday 05 September 2018 and Wednesday 07 November 2018 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 7.40 p.m.)

Signed

Dated