

SWINFEN AND PACKINGTON PARISH COUNCIL

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Our Ref: JM

29 August 2018

To: **All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council to be held in the **Conference Room 1, Conference Centre, HMP Swinfen on Wednesday 05 September 2018 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Jayne Minor (Ms)
Parish Clerk

AGENDA

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area (see notes at the end of the Agenda).

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST AND DISPENSATION**

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Town Councils (Model Code of Conduct) Order 2007.

- 3. MINUTES**

To approve as a correct record the Minutes of the Meeting of the Parish Council held on 04 July 2018 (Minute Nos. 16-25) (**ENCLOSURE**).

4. CHAIRMAN'S ANNOUNCEMENTS

5. THE HIGH SPEED RAIL PLANS

Members are requested to debate the up to date position relating to the High Speed Rail Plans.

6. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

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.

7. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's August and September 2018 salary (**PINK ENCLOSURE**).

8. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

The next Parish Council meetings will be held on Wednesday 07 November 2018.

PUBLIC FORUM SESSION AT PARISH COUNCIL MEETINGS

Residents of Swinfen and Packington Parish Council have an opportunity to speak at each Parish Council meeting:

1. *The Public Forum session will usually be the first item on the Agenda.*
2. *The Public Forum will last up to 15 minutes and members of the public can ask the Parish Council a question (or make a statement).*
3. *Your statement or question must relate to a matter of special relevance to Swinfen and Packington or within the responsibility of the Parish Council.*
4. *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Parish Council.*
5. *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
6. *After each speaker the Chairman of the Parish Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*

If a written answer is to be given this will be sent to you at your stated address.

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL MEETING HELD AT THE
CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 04 JULY 2018 COMMENCING AT 7.03 PM**

PRESENT

Councillor R Barnes in the Chair
Councillor Armstrong and Dyott

In attendance:

Ms J Minor, Parish Clerk

PUBLIC FORUM

Councillor Armstrong made reference to planning application 17/00783/COU - Land adjacent Keepers Cottage, Packington Lane and even though Councillor Armstrong declared a pecuniary interest in this matter he stated that he personally had no issue with the Parish Council's comments, however, he did have a problem with the process.

The Parish Clerk explained that this planning application was not discussed at the Parish Council meeting on 16 May. An email was sent to all Members [not Councillor Armstrong] as well as District Council Yeates on 04 June 2018 asking for comments to be received by no later than Monday 11 June 2018

Councillor Barnes reiterated Councillor Armstrong's pecuniary interest and explained that there was nothing untoward happening.

Councillor Dyott stated that the Parish Council was only interested in its own point of view not that of neighbours etc.

16. APOLOGIES FOR ABSENCE

Councillor J Barnes and Elliott.

17. DECLARATIONS OF INTEREST

None declared.

18. MINUTES

RESOLVED That the Minutes of the Annual Meeting of the Parish Council held on 16 May 2018 (Minute Nos. 1-15) as circulated, be approved as a correct record and signed by the Chairman.

19. CHAIRMAN'S ANNOUNCEMENTS

Packington Hall

Councillor Barnes stated that he had asked District Councillor Yeates to look into the CIL situation. The Parish Clerk explained that the Parish Council were informed of the CIL payment in respect of planning application 16/00039/COU - Barn at Packington Lane via an email dated 13 April 2018 from Melissa Roberts, LDC. As you may be aware, Lichfield District Council is required to pass on a proportion of Community Infrastructure Levy funds to the Parish Council in that area. This is known as the Parish "Meaningful Proportion" and is calculated at 15% of the total CIL amount received (excluding surcharges and interest).

20. THE HIGH SPEED RAIL PLANS

Councillor Barnes informed Members that Councillor J Barnes had been informed that he could stop in his property for another 12 months as HS2 were 12 months behind.

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

21. GENERAL DATA PROTECTION REGULATIONS (GDPR)

RESOLVED That the following policies and documents be placed onto the Parish Council's website:

- Document Retention and Disposal Policy
- Data Security Breach Reporting Form
- List of Documents for Retention or Disposal – Appendix A
- Email Contact Privacy Notice
- Social Media and Electronic Communication Policy
- Councillor Privacy Notice
- Information and Data Protection Policy
- Privacy Impact Assessment Form
- Subject Access Request Form
- The Management of Transferable Data Policy

22. BUS SHELTERS

Councillor Barnes informed Members that the area needed for the bus shelter on the A51 would be cleared in approximately one weeks time.

RESOLVED That the quotation received from Shelutions in the sum of £3,895 plus VAT in respect of a replacement bus shelter [from Tamworth to Lichfield on the A51] be accepted.

RESOLVED That the quotation received from Handy H in the sum of £300 be in respect of a repair to the wooden bus shelter [from Tamworth to Lichfield on the A51] accepted.

23. 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.

24. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's June 2018 (cheque number 100458) and July 2018 (cheque number 100459) salary, HMRC – August 2018 (cheque number 100461), Staffordshire Pension Fund – August 2018 (cheque number 100460), HMRC – September 2018 (cheque number 100463) and Staffordshire Pension Fund – September 2018 (cheque number 100462).

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

RESOLVED That 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 7.38 p.m.)

Signed

Dated