

**MINUTES OF THE ANNUAL SWINFEN AND PACKINGTON PARISH COUNCIL
MEETING HELD AT THE BARN RESTAURANT, HEART OF ENGLAND
CRAFT FARM, SWINFEN ON WEDNESDAY 12 MAY 2010
COMMENCING AT 7.40 P.M.**

PRESENT

Councillor Stubbs in the Chair
Councillors R Barnes and Stowe

In attendance:

Ms J Minor, Parish Clerk
Ms K Clark-Smith, Skills for Life/Quality Manager, HMP/YOI

GROW WELL

Mr John Polhill, Chairman of Grow Well gave a presentation on a project to develop a "Visitors' Garden" at the rear of the Visitors Centre at HMP/YOI Swinfen Hall.

1. APOLOGIES FOR ABSENCE

Councillors Armstrong and J Barnes.

2. DECLARATIONS OF INTEREST

Councillor Stubbs declared a prejudicial interest in Items 19 and 30 and took no part in the proceedings thereon.

3. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL

It was proposed by Councillor R Barnes, duly seconded by Councillor Stowe and

RESOLVED That Councillor Simon Stubbs be elected Chairman of the Parish Council for the ensuing year.

Councillor Stubbs then made and signed the Statutory Declaration of Acceptance of Office.

4. ELECTION OF VICE-CHAIRMAN OF THE PARISH COUNCIL

In the absence of Councillor J Barnes, it was proposed by Councillor R Barnes, duly seconded by Councillor Stubbs and

RESOLVED That Councillor John Barnes be appointed Vice-Chairman of the Parish Council for the ensuing year.

5. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 16 March 2010 (Minute Nos. 08/10 - 14/10) as circulated, be approved as a correct record and signed by the Chairman.

6. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

7. PUBLIC FORUM

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That a resolution be passed "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" and thus be included on all Parish Council agendas.

8. SOCIETY OF LOCAL COUNCIL CLERKS

It was proposed by Councillor Stubbs, duly seconded by Councillor Stowe and

RESOLVED That the Parish Council become members of the Society of Local Council Clerks (**cheque no. 100101**) and this be reviewed on an annual basis.

9. LOCAL GOVERNMENT ADMINISTRATION

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That the Parish Council purchase a copy of the Local Council Administration (Clerk's Bible), 8th Edition by Charles Arnold-Baker.

10. PARISH CLERK'S TRAINING

It was proposed by Councillor Stubbs, duly seconded by Councillor Stowe and

RESOLVED That the Parish Council pay towards the Parish Clerk's training namely "Working with your Council" and "Certificate in Local Council Administration (CiLCA)".

11. WEBSITE

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That Mr Ian Smith, Managing Director, Newfangled Media Limited be invited to give a presentation to the Parish Council at the Parish Council meeting to be held on Wednesday 22 September 2010.

12. APPOINTMENT OF NEW INTERNAL AUDITOR

It was proposed by Councillor R Barnes, duly seconded by Councillor Stubbs and

RESOLVED That Mrs Mary Danby, BA (Hons) MILCM, Town Clerk, Burntwood Town Council be appointed Internal Auditor for the year 2010/2011 at a cost of £25 per annum.

13. NATIONAL SOCIETY FOR THE PREVENT OF CRUELTY TO CHILDREN (NSPCC)

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That no financial donation be granted to the NSPCC as the Parish Council wishes to assist local voluntary or charitable bodies which are of direct benefit to residents within the Parish of Swinfen and Packington.

14. COMMUNITY COUNCIL OF STAFFORDSHIRE

It was proposed by Councillor Stubbs, duly seconded by Councillor Stowe and

RESOLVED That the Parish Council do not become members of the Community Council of Staffordshire at this moment in time.

15. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That the Parish Council renew membership of the Staffordshire Parish Councils' Association (**cheque no. 100102**) and this be reviewed on an annual basis.

16. NEWSLETTER

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That a Parish Council Newsletter be produced on a biannual basis to be distributed around the Parish and Ms K Clark-Smith, Skills for Life/Quality Manager, HMP/YOI be asked if the Prison would wish to be included.

17. RISK ASSESSMENTS

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That the Parish Clerk, in consultation with the Chairman, undertakes the producing of Risk Assessments with regard to the Parish Council owned bus shelters and notice boards.

18. PARISH COUNCIL'S INSURANCE - AON LIMITED

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That the Parish Council's insurance be renewed (**cheque no. 100103**) after the notice boards' sum insured be changed to £500 and the inclusion of the bus shelters at a sum insured of £5,000.

19. PLANNING APPLICATIONS

It was proposed by Councillor R Barnes, duly seconded by Councillor Stowe and

RESOLVED That the planning application decision relating to application no. 10/001113/FUL - Swinfen Farm Developments be received and noted.

(COUNCILLOR STUBBS DECLARED A PREJUDICIAL INTEREST IN THIS ITEM AND TOOK NO PART IN THE PROCEEDINGS THEREON).

20. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION NEWSLETTER MARCH 2010

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That the contents of the March 2010 SPCA Newsletter be received and noted.

21. BANK MANDATE

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That the new bank mandate be signed by all Members of the Parish Council and the new Parish Clerk.

22. COMMUNITY COUNCIL OF STAFFORDSHIRE - PARISH PLANS

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That the survey regarding the progress of Parish Plans throughout the county be completed by the Parish Clerk.

23. SWINFEN HALL HOTEL - ROOM HIRE

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That in light of the costs involved, the Chairman makes a personal approach to Swinfen Hall Hotel and reports back to a future meeting of the Parish Council.

24. STATIONERY/POSTAGE

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That the Parish Clerk be reimbursed the cost of stationery items and postage purchased on behalf of the Parish Council (**cheque no. 100097**).

25. STANDING ORDERS

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That the Parish Clerk, in consultation with the Chairman, produce Standing Orders and these be submitted to a future meeting of the Parish Council.

26. VAT REGISTRATION

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That the Parish Council, at this moment in time, not apply for VAT registration.

27. NEW MODEL PUBLICATION SCHEME

It was proposed by Councillor Stubbs, duly seconded by Councillor Stowe and

RESOLVED That the Model Publication Scheme together with the Guide to Information be adopted by the Parish Council and that the Parish Clerk, in consultation with the Chairman, undertakes to complete the necessary forms.

28. THE HIGH SPEED RAIL PLANS

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That an item on The High Speed Rail Plans be included on every agenda and that Councillor J Barnes be the Parish Council's nominated person.

29. WEEFORD CHURCH

It was proposed by Councillor Stubbs, duly seconded by Councillor R Barnes and

RESOLVED That the Parish Council make a financial donation of £300 (**cheque no. 100104**) to Weeford Church to help maintain the burial ground as it is the local parish church.

30. TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)

It was proposed by Councillor R Barnes, duly seconded and

RESOLVED That the appeal relating to application no. 10/00113/FUL - Swinfen Farm Developments be received and noted.

(COUNCILLOR STUBBS DECLARED A PREJUDICIAL INTEREST IN THIS ITEM AND TOOK NO PART IN THE PROCEEDINGS THEREON).

31. STAKEHOLDER BRIEFING FROM STAFFORDSHIRE POLICE

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That the new Local Policing Structure for the area be received and noted.

32. NEIGHBOURHOOD HIGHWAY TEAM - PARISH VISIT 2010/2011

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That the Neighbourhood Highway Team be commended for the work undertaken and that Councillor Stowe be the Parish Council contact person and that all Parish Councillors to pass to Councillor Stowe details of any works that could be undertaken by the Neighbourhood Highway Team.

33. ANNUAL AUDIT

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That the Annual Audit as presented be duly signed by the Chairman and the outgoing Clerk.

34. 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.

35. CONTRACT OF EMPLOYMENT - PARISH CLERK

It was proposed by Councillor R Barnes, duly seconded by Councillor Stubbs and

RESOLVED (1) That the Contract of Employment in relation to the new Parish Clerk be duly signed by the Chairman and Parish Clerk.

(2) That in relation to 7.3 of the Contract of Employment an annual sum of £156 (£3 per week) (**cheque no. 100100**) be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

36. PARISH CLERK'S SALARY

It was proposed by Councillor Stubbs, duly seconded by Councillor Stowe and

RESOLVED That cheques be drawn in respect of the Parish Clerk's April 2010 (**cheque no. 100098**) and May 2010 (**cheque no. 100099**) salary.

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

Wednesday 14 July 2010 at The Barn Restaurant, Swinfen commencing 7.00 p.m.

Wednesday 22 September 2010 at The Barn Restaurant, Swinfen commencing 7.00 p.m.

(The Meeting closed at 9.15 p.m.)

Signed

Dated