

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL MEETING
HELD AT THE BARN RESTAURANT, HEART OF ENGLAND
CRAFT FARM, SWINFEN ON WEDNESDAY 14 JULY 2010
COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Stubbs in the Chair
Councillors Armstrong, J Barnes, R Barnes and Stowe

In attendance:

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

PUBLIC FORUM

There were no members of the public present at the meeting.

38. APOLOGIES FOR ABSENCE

There were no apologies as all Members were present at the meeting.

39. DECLARATIONS OF INTEREST

Councillor Stubbs declared a prejudicial interest in Agenda Item 19 and a personal interest in Agenda Item 20 and took no part in the proceedings thereon.

40. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 12 May 2010 (Minute Nos. 1 - 37) as circulated, be approved as a correct record and signed by the Chairman.

41. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

42. LOCAL GOVERNMENT PENSION SCHEME

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

RESOLVED That a resolution be passed "The Council does not make it a condition of service for staff to join the Local Government Pension Scheme at the start of the individual's employment. All employees are eligible for entry into the Local Government Pension Scheme subject to them making a positive election to become a member."

43. CHILDREN PLAYING ON THE CAR PARK

Ms K Clark-Smith, Skills for Life/Quality Manager, HMP/YOI gave a verbal report with regard to the problems with young children who keep playing on the staff car parks to the Prison on bikes and on foot.

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

RESOLVED That as the Parish Council has no authority to act, that this matter be mentioned at the Local Residents Open Forum and included on the Parish Council's Newsletter which will be distributed around the Parish.

44. LOCAL RESIDENTS OPEN FORUM

Ms K Clark-Smith, Skills for Life/Quality Manager, HMP/YOI gave a verbal report with regard to the Local Residents Open Forum and four dates (06, 07, 13 and 14 October 2010) were suggested.

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

RESOLVED That Ms K Clark-Smith, Skills for Life/Quality Manager, HMP/YOI speaks to the Governor of HMP/YOI with regard to fixing a date, time and location for the Local Residents Open Forum and reports back by email to the Town Clerk who in turn will inform all Members of the Parish Council and that the Local Residents Open Forum date, time and location be published on the Parish Council's Newsletter for distribution around the Parish.

45. STATIONERY/POSTAGE

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

RESOLVED That the Parish Clerk be reimbursed the cost of stationery items and postage purchased on behalf of the Parish Council (**cheque no. 100105**).

46. NEWSLETTER

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

RESOLVED That once a fixed date, time and location for the Local Residents Open Forum is known that this be included on the Parish Council's Newsletter and that a copy be emailed to Ms K Clark-Smith, Skills for Life/Quality Manager, HMP/YOI and Councillor J Barnes.

47. FINANCIAL REGULATIONS

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

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

48. ALAN BIRCH, RETIRING INTERNAL AUDITOR

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

RESOLVED That Mr Alan Birch, Retiring Internal Auditor be thanked for his services to the Parish Council and that he be reimbursed the cost of undertaking the Internal Audit on behalf of the Parish Council (**cheque no. 100106**).

49. LOCAL GOVERNMENT ADMINISTRATION

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

RESOLVED That a cheque be drawn made payable to "Society of Local Councils Clerk" in respect of the purchase of the Local Government Administration, 8th Edition by Charles Arnold-Baker (**cheque no. 100107**).

50. PARISH CLERK'S TRAINING

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

RESOLVED That a cheque be drawn made payable to "Society of Local Councils Clerk" in respect of the Parish Clerk's training (**cheque no. 100108**).

51. STANDING ORDERS

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

RESOLVED That the Standing Orders be adopted to include an amendment to Item 3. b. i. as follows:

"The Council's Proper Officer shall do the following:

- i. Sign and serve on Councillors by delivery or post **or email** at their residence a summons confirming the time, date, venue and the agenda of a meeting of the Council at least three clear days before the meeting."

52. THE HIGH SPEED RAIL PLANS

Councillor J Barnes gave an updated verbal report on the High Speed Rail Plans.

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

RESOLVED That the updated verbal report by Councillor J Barnes be noted and that an item on the High Speed Rail Plans continue to be included on the next agenda.

53. CHILDRENS PLAYING FIELD, SWINFEN

Councillor Stowe gave a verbal report on feed back regarding equipment purchased by the Parish Council for the playing field at Swinfen.

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That the verbal report by Councillor Stowe be noted.

54. NEW NOTICES REGARDING PARKING ETC ON THE SWINFEN ESTATE

Councillor Stowe gave a verbal report regarding the new notices on the Swinfen Estate.

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That the verbal report by Councillor Stowe be noted and that Ms K Clark-Smith, Skills for Life/Quality Manager, HMP/YOI be thanked for her assistance on this matter.

55. NEIGHBOURHOOD HIGHWAY TEAM – PARISH VISIT 2010/2011

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

RESOLVED That the Neighbourhood Highway Team be commended for the work undertaken and that the email address of the Chairman of the Parish Council be passed to Mr Kevin Wawrzynczyk, Community Highways Liaison Officer, Staffordshire County Council so that 'tasks' can be scheduled for week commencing 25 October 2010.

56. PLANNING APPLICATIONS

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

RESOLVED That the planning application decision relating to application no. 10/00551/FUL - Mr J Rose, Track off Barkers Lane, Lichfield be received and noted.

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

**57. SWINFEN AND PACKINGTON -
PLANNING APPLICATION 10/00763/OUT**

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

RESOLVED That the Local Planning Authority be informed of the Parish Council's strong objections to this application as the application site lies within the Green Belt; other houses are available in the neighbourhood; enterprises/operation transitory.

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

58. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION NEWSLETTER JUNE 2010

It was proposed by Councillor Stubbs, duly seconded and

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

59. 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.

60. PARISH CLERK'S SALARY

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

RESOLVED That cheques be drawn in respect of the Parish Clerk's June 2010 (**cheque no. 100109**) and July 2010 (**cheque no. 100110**) salary.

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

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That Wednesday 22 September 2010 at The Barn Restaurant, Swinfen commencing 7.00 p.m. be confirmed as the next Parish Council meeting.

(The Meeting closed at 7.50 p.m.)

Signed

Dated