

**SWINFEN AND PACKINGTON PARISH COUNCIL**

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Burntwood  
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Our Ref: JM

09 November 2010

**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 **Barn Restaurant, Heart of England Craft Farm, Swinfen on Wednesday 17 November 2010 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

**Jayne Minor (Ms)  
Parish Clerk**

<b>AGENDA</b>
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**PUBLIC FORUM**

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.

**COUNCILLOR MICHAEL WILCOX, LEADER, LICHFIELD DISTRICT COUNCIL**

Councillor Wilcox to explain about his role, as Leader, of Lichfield District Council.

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

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 22 September 2010 (Minute Nos. 62 - 78) (**ENCLOSURE**)

**4. CHAIRMAN'S ANNOUNCEMENTS**

**5. ST GILES HOSPICE**

Members are requested to consider making a financial donation towards the Community Campaign to help towards opening another patient bed in the Compassus Centre.

**6. PLANNING APPLICATIONS**

Members are requested to receive and note the following planning application decisions:-

<b>Application No.</b>	<b>Location and Description of Development</b>	<b>Results</b>
10/00845/FUL	Mr E S A McMahon Horsley Brook Farm Tamworth Road Lichfield  Erection of a 3 car garage with games room above that is attached to the existing farmhouse with a brick garden wall	Granted
10/00846/LBC	Mr E S A McMahon Horsley Brook Farm Tamworth Road Lichfield  Works to a listed building to enable the erection of a 3 car garage with games room above that is attached to the existing farmhouse with a	Granted

brick garden wall

**7. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION  
NEWSLETTER SEPTEMBER 2010**

Members are requested to receive and note the SPCA Newsletter dated September 2010 (**CIRCULATED AT THE MEETING**).

**8. STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE  
TIME 2 TIME**

Members are requested to receive and note the Staffordshire and Stoke on Trent Archive Service's Time 2 Time dated Autumn 2010 (**CIRCULATED AT THE MEETING**).

**9. STAFFORDSHIRE POLICE**

Members are requested to receive and note the 'Executive Briefing for Partners' dated October 2010 (**CIRCULATED AT THE MEETING**).

**10. SOUTH STAFFORDSHIRE PHARMACEUTICAL NEEDS ASSESSMENT**

South Staffordshire Primary Care Trust is seeking the Parish Council's formal response to the Pharmaceutical Needs Assessment. The purpose of a Pharmaceutical Needs Assessment is to assess: the pharmaceutical needs of its area and public a statement as to its assessment. To do this the PCT needs to answer three questions: Is there a need for new pharmacies in South Staffordshire?; Do the existing pharmacies provide an adequate level of services as commissioned by the PCT? And Is there a need for the PCT to commission new services that pharmacists could provide? (**ENCLOSURE**).

**11. WEBSITE**

Further to Minute No. 11 – 12 May 2010 Members are requested to consider the wording for the website structure.

**12. TRANSFER OF MONIES**

Further to Minute No. 11 – 12 May 2010 Members are requested to consider the transfer of monies in respect of the creation of a website and sign the proforma (**ENCLOSURE**).

**13. COMMUNITY SURGERY**

Further to Minute No. 69 – 22 September 2010, a "Community Surgery" was held at the Swinfen Hall Conference Centre on Wednesday 06 October 2010 from 6.00 p.m. until 8.00 p.m. In attendance was the Parish Clerk, Katie Clark-

Smith, Community Liaison Officer, Brian Norris, Deputy Governor and Tom Watson, Governor of HMP Swinfen Hall and PCSO Kevin Stackhouse.

Local residents were invited to come along to discuss any issues of concern. Unfortunately, no members of the public attended.

PCSO Stackhouse suggested that a 'multi-agency' meeting to include officers/Councillors from Lichfield District Council, Staffordshire County Council etc might be of benefit to the community.

Members are requested to debate the above suggestion.

**14. CONFERENCE CENTRE**

Further to Minute No. 78 – 22 September 2010 and in view of Councillor Stubbs' pending resignation as Chairman of the Parish Council with effect from May 2011, Ms K Clark-Smith, Skills for Life/Quality Manager, HMP/YOI be approached as to the Conference Centre availability for future Parish Council meetings.

After liaison with Ms Clark-Smith, it was suggested that Conference Room 1 in the Conference Centre be made available to the Parish Council for Parish Council Meetings at no cost with effect from May 2011.

Members are requested to debate the above suggestion.

**15. THE HIGH SPEED RAIL PLANS**

Members are requested to debate the impact of the High Speed Rail plans and the impact thereon to Swinfen and Packington.

The Transport Secretary Philip Hammond has agreed to review high speed rail link proposals announced by the last Government in March.

This will include a review of the controversial recommended route between London and the West Midlands and an assessment of options for the wider high speed network.

Critics fear the current proposals tabled by Lord Adonis, the former Labour Government's Transport Secretary, would ravage the countryside around Lichfield and blight thousands of home.

**16. 2011/2012 BUDGET**

Members are requested to receive and note the Parish Clerk's report detailing Actual to Date figures and the forecast for the 2011 financial year (**ENCLOSURE**).

**17. SCHEDULE OF PAYMENTS TO DATE**

Members are requested to receive and note the schedule of payments to date (**ENCLOSURE**).

**18. 2010/2011 PRECEPT ON LICHFIELD DISTRICT COUNCIL**

Members are requested to agree and approve the level of Precept to be declared on Lichfield District Council.

(When it was realised that the Parish Council would be unable to purchase the playing field it was agreed that the Precept be lowered, using up some of the spare funds in the Deposit account which had been ear-marked for this).

**19. AUDIT COMMISSION  
COMPLETION OF ANNUAL AUDIT FOR THE FINANCIAL YEAR ENDING  
31 MARCH 2010**

The signed off Annual Return for the year ended 31 March 2010 is attached (**CIRCULATED AT THE MEETING**) for Members consideration.

The Auditor found that the information contained in the Annual Return was in accordance with the Audit Commission's requirements and no matters had come to their attention which gave cause for concern that relevant legislation and regulatory requirements have not been met.

However, under the External Auditor's report 'other matters not affecting our opinion which we draw to the attention of the council' the External Auditor has made the following comments:

- The minute reference date in Section 1 is incorrect. This should read 12/05/2010.
- The accounting statements (Section 1) and the annual governance statement (Section 2) have not been formally approved by the council.
- Section 1 figures should be rounded to the nearest '£'.

Members are requested to receive and note the above information.

**20. AUDIT COMMISSION**

Members are requested to consider payment of an invoice from the Audit Commission relating to the Audit Fee 2010.

**21. PARISH CLERK'S TRAINING**

Further to Minute No. 10 – 12 May 2010 Members are requested to note that the Parish Clerk has successfully completed “Working with your Council” qualification and is awaiting the certificate from the University of Gloucestershire.

**22. 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.

**23. PARISH CLERK'S SALARY**

Members are requested to approve the payment of the Parish Clerk's October and November 2010 salary. **(ENCLOSURE)**

**24. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING**