

SWINFEN AND PACKINGTON PARISH COUNCIL

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Our Ref: JM

21 April 2011

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held in the **Barn Restaurant, Heart of England Craft Farm, Swinfen on Tuesday 03 May 2011 (immediately after the Annual Parish Meeting - 7.00 p.m.)** at which the business set out below will be transacted.

Yours sincerely

**Jayne Minor (Ms)
Parish Clerk**

AGENDA

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.

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. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE

4. ELECTION OF VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE

5. MINUTES

To approve as a correct record the Minutes of the Meeting of the Parish Council held on 23 March 2011 (Minute Nos. 119 - 134) (**WHITE ENCLOSURE**)

6. CHAIRMAN'S ANNOUNCEMENTS

**7. LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) ORDER 2007 NO. 1159
THE REVISED MODEL CODE OF CONDUCT FOR MEMBERS OF PARISH
AND TOWN COUNCILS**

Members are requested to consider the adoption of the Revised Model Code of Conduct for Members of Parish and Town Councils (**ENCLOSURE**).

8. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2011

Members are requested to approve the following:

- a. Accounting Statements
- b. Annual Governance Statement

in respect of the Annual Return for the year ended 31 March 2011.

9. SOCIETY OF LOCAL COUNCIL CLERKS

Members are requested to consider renewal of membership of the Society of Local Council Clerks which was founded in 1972 to promote the professional standing and knowledge of full and part time Parish, Town and Community Council Clerks. The Society of Local Council Clerks is the professional body for Local Council Clerks. Cost of membership to the Society is £61.

10. INTERNAL AUDITOR'S REPORT (YEAR ENDING 31 MARCH 2011)

Members are requested to receive and note the Internal Auditor's report 2010/11 and payment thereof of an invoice for undertaking an internal audit of the 2010/11 accounts for Swinfen and Packington Parish Council, in accordance with the Audit Commission guidelines.

11. APPOINTMENT OF INTERNAL AUDITOR (YEAR ENDING 31 MARCH 2012)

Members will recall that the Internal Auditor must be appointed annually. Members are requested to consider the re-appointment of Mrs Mary Danby as

Internal Auditor for the year ending 31 March 2011. Mrs Mary Danby BA (Hons) FILCM, Town Clerk, Burntwood Town Council has over 20 years exercise in Local Government and having no conflicting interest in the Parish Council would be able to sign the letter of independence as required by the Audit Commission. Mrs Danby would charge £25 per annum.

12. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

Members are requested to consider renewal of membership of the SPCA at a cost of £143 per annum.

The Association was founded in 1939 and:

- Saves you time and money by streamlining your Council's "business" using model documents.
- Provides legal/financial advice.
- Provides free quarterly newsletters to all Clerks/Councillors to keep Councils in touch with the latest developments.
- Suggests sources of funding for projects and provides guidance and advice on public sector borrowing approval
- Provides access to a database of suppliers who provide products and services for Councils, website design, Council notice boards, playground equipment, shelters, bins etc.

13. PARISH COUNCIL'S INSURANCE – AON LIMITED

Members are requested to consider renewal of the Parish Council's insurance which is due for renewal in June 2011. Premium must include public liability, fidelity insurance (to cover both the precept and monies in the bank), bus shelters and notice boards.

14. RISK ASSESSMENT

Members are advised that the 2010/2011 Risk Assessment has been completed and there are currently no uncontrolled risks in any area of the Council's business in respect of the Parish Council's bus shelters and public notice boards **(ENCLOSURE)**.

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.

Express and Star dated 07 March 2011 –

Lichfield's Guildhall is to stage a two-day public consultation event over the high-speed rail line that would pass through the district. Residents will be able to have their say on HS2 on 08 June and 09 June at the Bore Street building.

The city's MP Michael Fabricant is urging people to make their views known on the proposals for the £32 billion project which involves trains travelling at up to 250 mph. He said the consultation is an opportunity for people to learn more about the route and say whether they believe it is really necessary.

Mr Fabricant said: "Needless to say, national anti-HS2 groups will be arguing forcibly whether HS2 is really necessary or whether an upgrade to the West Coast Main Line will obviate the need for HS2. This debate will be well publicised over the coming months and years in the national media".

Mr Fabricant said people could also e-mail their views to highspeedrail@dft.gsi.gov.uk or write direct to Philip Hammond, Secretary for Transport, Great Minster House, 76 Marsham Street, London, SW1P 4DR.

The Transport Select Committee of the House of Commons is conducting a separate independent - and - unwhipped - inquiry into the economic arguments for and against HS2. The upgrading of the existing West Coast Main Line has been ruled out as an option because it would cause a decade of disruption and cost £800 million more.

Staffordshire County Council has already objected to the line which would connect the northwest and Birmingham to London. Following its visit to Lichfield, the consultation will visit Birmingham Museum and Art Gallery on 18 and 19 June.

16. WEEFORD CHURCH

Members are requested to consider making a financial donation towards Weeford Church. The Parish Council has every year donated an amount of money to help maintain the burial ground at Weeford as it is the local parish church. £300 was the figure donated last year.

17. VAT REIMBURSEMENT

Members are requested to receive and note the action taken by the Parish Clerk in recovering VAT in the sum of £215.37 for the period 30 November 2009 – 31 March 2011.

**18. PLANNING APPLICATION 11/00425/FULM –
WHITTINGTON BARRACKS, TAMWORTH ROAD, WHITTINGTON HEATH**

Members are requested to consider the following planning application:-

PLANNING APPLICATION	APPLICANT/LOCATION	PROPOSAL
11/00425/FULM	Secretary of State for Defence Whittington Barracks Tamworth Road Whittington Heath	Demolition of selected buildings and redevelopment of Whittington Barracks to create a mixed use military development comprising education and training, office, storage and museum facilities with ancillary residential, recreational/social accommodation and related car parking, access, servicing and landscaping

19. PLANNING DECISIONS

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

PLANNING APPLICATION	APPLICANT/LOCATION	PROPOSAL
11/00076/REM	Mr R Mercer Packington Fields Farm Tamworth Road Lichfield	Erection of a 3 bedroom detached dwelling and single detached garage with store (appearance, landscaping and scale) – GRANTED
10/01496/COU	Mr E S A McMahon Horsley Brook Farm Tamworth Road Whittington Heath	Change of use of existing agricultural building to form accommodation for work riders – REFUSED

20. 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.

21. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's April and May 2011 salary (**PINK ENCLOSURE**) and further to Minute No. 35 (12 May 2010) in relation to 7.3 of the Parish Clerk's Contract of Employment an annual sum of £156 (£3 per week) be paid in reimbursement of use of space, lighting, heating and electricity.

22. DATE FOR NEXT PARISH COUNCIL MEETING