

**MINUTES OF THE ANNUAL SWINFEN AND PACKINGTON PARISH COUNCIL MEETING HELD
AT THE BARN RESTAURANT, HEART OF ENGLAND CRAFT FARM, SWINFEN
ON TUESDAY 03 MAY 2011 COMMENCING AT 7.10 P.M.**

PRESENT

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

In attendance:

Ms J Minor, Parish Clerk
Ms C Bennett, HS2

PUBLIC FORUM

No questions were raised.

1. APOLOGIES FOR ABSENCE

All Members were present.

2. DECLARATIONS OF INTEREST

None declared.

3. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL

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

RESOLVED That Councillor John Barnes be elected Chairman of the Parish Council for the ensuing year (maximum two year term).

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

4. ELECTION OF VICE-CHAIRMAN OF THE PARISH COUNCIL

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

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

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

5. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 23 March 2011 (Minute Nos. 119 – 134) as circulated, be approved as a correct record and signed by the Chairman.

6. CHAIRMAN'S ANNOUNCEMENTS

It was proposed by Councillor Stubbs, duly seconded and

RESOLVED That a cheque be drawn in respect of room hire at The Barn Restaurant, Heart of England Craft Farm, Swinfen (**cheque number 100145**).

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

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

RESOLVED That the Local Authorities (Model Code of Conduct) Order 2007 No. 1159 The Revised Model Code of Conduct for Members of Parish and Town Councils be approved and adopted.

8. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2011

It was proposed by Councillor J Barnes, duly seconded

RESOLVED (1) That the Accounting Statements and Annual Governance Statement be approved.

(2) That Councillor Stubbs, as Chairman for the year ended 31 March 2011 sign the Accounting Statements and Annual Governance Statement in respect of the Annual Return.

9. SOCIETY OF LOCAL COUNCIL CLERKS

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

RESOLVED That the Parish Council renew membership of the Society of Local Council Clerks (**cheque number 100139**) and this be reviewed on an annual basis.

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

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

RESOLVED (1) That the Internal Auditor's Report be received and noted.

(2) That a cheque be drawn in respect of the Internal Auditor's fee (cheque number 100140).

11. APPOINTMENT OF INTERNAL AUDITOR

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

RESOLVED That Mrs Mary Danby, BA (Hons) MILCM, Town Clerk, Burntwood Town Council be re-appointed as Internal Auditor for the year 2011/2012 at a cost of £25 per annum.

12. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

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

RESOLVED That the Parish Council renew membership of the Staffordshire Parish Councils' Association (cheque number 100138) and this be reviewed on an annual basis.

13. PARISH COUNCIL'S INSURANCE - AON LIMITED

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

RESOLVED That the Parish Council's insurance be renewed (cheque number 100133).

14. RISK ASSESSMENTS

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

RESOLVED That the 2010/2011 Risk Assessment in respect of the Parish Council's bus shelters and public notice boards be received and noted.

15. THE HIGH SPEED RAIL PLANS

Councillor J Barnes together with Ms Claire Bennett, gave verbal updated reports on debates currently being heard on HS2. It was proposed by Councillor R Barnes, duly seconded by Councillor J Barnes and

RESOLVED (1) That all Members of the Parish Council, if available, should attend the public consultation events on 08 June and 09 June 2011.

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

16. WEEFORD CHURCH

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

RESOLVED That the Parish Council make a financial donation of £300 (**cheque number 100137**) to Weeford Church to help maintain the burial ground as it is the local parish church.

17. VAT REIMBURSEMENT

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

RESOLVED That the action taken by the Parish Clerk in recovering VAT be received and noted.

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

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

RESOLVED That 'No Objection' be submitted in respect of the above planning application to Lichfield District Council.

19. PLANNING DECISIONS

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

RESOLVED That the planning application decision relating to application no. 11/00076/REM – Packington Fields Farm, Tamworth Road and application no. 10/01496/COU – Horsley Brook Farm, Tamworth Road be received and noted.

20. 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.

21. CONTRACT OF EMPLOYMENT - PARISH CLERK

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

RESOLVED (1) That cheques be drawn in respect of the Parish Clerk's April 2011 (**cheque number 100134**) and May 2011 (**cheque number 100135**) salary, Inland Revenue – June 2011 (**cheque number 100141**) Staffordshire Pension Fund – June 2011 (**cheque number 100142**), Inland Revenue – July 2011 (**cheque number 100143**) and Staffordshire Pension Fund – July 2011 (**cheque number 100144**).

(2) That in relation to 7.3 of the Contract of Employment an annual sum of £156 (£3 per week) (**cheque number 100136**) be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

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

RESOLVED That Wednesday 13 July 2011 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7.00 p.m. be confirmed as the next Parish Council meeting.

(The Meeting closed at 8.05 p.m.)

Signed

Dated