

SWINFEN AND PACKINGTON PARISH COUNCIL

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Our Ref: JM

26 April 2012

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 **Conference Room 1, Conference Centre, HMP Swinfen and on Wednesday 02 May 2012 (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

A maximum of 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 (see notes at the end of the Agenda).

- 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 14 March 2012 (Minute Nos. 93 - 109) (**ENCLOSURE**).

6. CHAIRMAN'S ANNOUNCEMENTS

7. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2012

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 2012.

8. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

Members are requested to consider renewal of membership of the SPCA at a cost of £143.71 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.

9. RISK ASSESSMENT

Members are advised that the 2011/2012 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**).

10. HMP/YOI SWINFEN PRISON

This item has been requested by Katie Clark-Smith, HMPS Learning and Skills Manager, HMP/YOI Swinfen Hall.

HMP/YOI Swinfen Prison's Security Governor has asked that the Parish Council receive and note the following:

- It is the intention of HMP/YOI Swinfen Prison to close the car park at the rear of the prison where the water boilers are situated.
- It is the intention of HMP/YOI to get the two caravans removed from the other car park or charge residents an annual sum for this privilege.

Members are requested to receive and note the above information.

11. INTERNAL AUDITOR'S REPORT (YEAR ENDING 31 MARCH 2012)

Members are requested to receive and note the Internal Auditor's report 2011/12 (**ENCLOSURE**) and payment thereof of an invoice for undertaking an internal audit of the 2011/12 accounts for Swinfen and Packington Parish Council, in accordance with the Audit Commission guidelines.

12. APPOINTMENT OF INTERNAL AUDITOR (YEAR ENDING 31 MARCH 2013)

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 2012. Mrs Mary Danby BA (Hons) FILCM, Town Clerk, Burntwood Town Council has over 20 years experience 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.

13. 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. Further to Minute No. 64 (16 November 2011 refers) £400 was the figure to be donated.

14. NEWSLETTER

Members are requested to approve the enclosed newsletter for distribution around the Parish (**ENCLOSURE**).

15. DIAMOND JUBILEE BEACON

Further to the Public Forum within the Parish Council Meeting held on 14 March 2012 Members are requested to consider making a financial donation in the sum of £100 towards the costs of printing, hiring equipment etc in respect of the Diamond Jubilee Beacon celebrations to be held at Freeford Manor.

**16. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION
NEWSLETTER MARCH 2012**

Members are requested to receive and note the Staffordshire Parish Councils' Association Newsletter dated March 2012 (**ENCLOSURE**).

17. NEIGHBOURHOOD HIGHWAY TEAM - PARISH VISIT 2011/2012

Members are requested to compile a list of works that could be undertaken by the Neighbourhood Highway Team.

Normal tasks include:

- Footway edging off and tidying
- Cutting back brambles/growth
- Cutting back epicormic growth of highway trees
- Removing isolated weeds
- Re-opening drainage grips
- Sign cleaning/adjusting
- Painting tubular post/rail fencing
- Tidying areas

Tasks not included:

- Potholes
- Patching
- Gully emptying
- Road markings
- Any major works

The next programmed visit of the NHT is scheduled for week commencing 02 July 2012.

18. HOPWAS QUARRY

Further to Minute No. 75.2 (25 January 2012 refers) and No. 100 (14 March 2012 refers) Members are requested to receive and note the information received (**ENCLOSURE**).

19. PLANNING DECISIONS

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

11/01205/FUL	Freeford Farm London Road Lichfield Installation of 212 photo voltaic panels (solar panels) on roof	Approved
11/01028/LBC	Mr E S A McMahon Horsley Brook Farm Tamworth Road Whittington Heath Works to listed building to enable the change of use of existing stables to form accommodation for work riders	Approved
11/01027/COU	Mr E S A McMahon Horsley Brook Farm Tamworth Road Whittington Heath Change of use of existing stables to form accommodation for work riders	Approved

20. HS2 ACTION ALLIANCE – LEGAL CHALLENGES TO HS2 DECISION

Further to Minute No. 105 (14 March 2012 refers) Members are requested to receive and note the information received (**ENCLOSURE**).

21. 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.

22. 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 2012. Premium must include public liability, fidelity insurance (to cover both the precept and monies in the bank), bus shelters and notice boards.

23. MOLE HILLS – PLAYING FIELD ON THE DRIVE, SWINFEN

Further to Minute No. 96.1 (14 March 2012 refers) Members are requested to consider payment of an invoice from Premier Pest Control in respect of mole hills on the playing field, The Drive, Swinfen.

24. 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.

25. 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.

26. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's April and May 2012 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.

27. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

PUBLIC FORUM SESSION AT PARISH COUNCIL MEETINGS

Residents of Swinfen and Packington Parish Council have an opportunity to speak at each Parish Council meeting:

- 1. The Public Forum session will usually be the first item on the Agenda.*
- 2. The Public Forum will last up to 15 minutes and members of the public can ask the Parish Council a question (or make a statement).*

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3. *Your statement or question must relate to a matter of special relevance to Swinfen and Packington or within the responsibility of the Parish Council.*
4. *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Parish Council.*
5. *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
6. *After each speaker the Chairman of the Parish Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*

If a written answer is to be given this will be sent to you at your stated address.