

**MINUTES OF THE ANNUAL SWINFEN AND PACKINGTON PARISH COUNCIL MEETING HELD
AT CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN
ON WEDNESDAY 02 MAY 2012 COMMENCING AT 7.10 P.M.**

PRESENT

Councillor J Barnes in the Chair
Councillors Mrs Bennett, R Barnes and Stowe

In attendance:

Ms J Minor, Parish Clerk
Mr R Dyott
PC K Stackhouse
PC J Harrison

PUBLIC FORUM

No questions were raised.

1. APOLOGIES FOR ABSENCE

Councillors Armstrong and Stubbs.

2. DECLARATIONS OF INTEREST

Councillor J Barnes declared a prejudicial interest in Minute No. 25.

3. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL

It was proposed by Councillor Mrs Bennett, duly seconded by Councillor R Barnes and

RESOLVED That Councillor John Barnes be elected Chairman of the Parish Council for the ensuing year.

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 14 March 2012 (Minute Nos. 93 - 109) as circulated, be approved as a correct record and signed by the Chairman.

6. CHAIRMAN'S ANNOUNCEMENTS

6.1 Whittington Barracks (Minute No. 75.1 – 25 January 2012 and Minute No. 99 – 14 March 2012 refers)

The Chairman announced that Tarmac ready-mix lorries were using Jerry's Lane, Packington on their way to Whittington Barracks, as a consequence considerable damage was being done to the verges. It was proposed by Councillor Mrs Bennett, duly seconded by Councillor R Barnes and

RESOLVED That the Parish Clerk writes to Staffordshire County Council (as Highway Authority) requesting that a weight restriction be placed on Jerry's Lane as this was a country lane with no kerbs and not designed for concrete lorries and report back to the next Parish Council Meeting on the County Council's response.

7. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2011

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

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

(2) That Councillor J Barnes, as Chairman for the year ended 31 March 2012 sign the Accounting Statements and Annual Governance Statement in respect of the Annual Return.

8. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

It was proposed by Councillor Mrs Bennett, duly seconded by Councillor Stowe and

RESOLVED That the Parish Council renew membership of the Staffordshire Parish Councils' Association (**cheque number 100181**) and this be reviewed on an annual basis.

9. RISK ASSESSMENTS

It was proposed by Councillor R Barnes, duly seconded by Councillor Mrs Bennett and

RESOLVED That the 2011/2012 Risk Assessment in respect of the Parish Council's bus shelters and public notice boards be received and noted.

10. HMP/YOI SWINFEN PRISON

It was proposed by Councillor Stowe, duly seconded by Councillor Mrs Bennett and

RESOLVED That the item requested by Katie Clark-Smith namely:

- 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 intension of HMP/YOI to get the two caravans removed from the other car park or charge residents an annual sum for this privilege

be received and noted.

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

It was proposed by Councillor R Barnes, duly seconded by Councillor Mrs Bennett 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 100182).

12. APPOINTMENT OF INTERNAL AUDITOR

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

RESOLVED That Mrs Mary Danby, BA (Hons) MILCM, Town Clerk, Burntwood Town Council be re-appointed as Internal Auditor for the year 2012/2013 at a cost of £25 per annum.

13. WEEFORD CHURCH

It was proposed by Councillor Mrs Bennett, duly seconded by Councillor R Barnes and

RESOLVED That the Parish Council make a financial donation of £400 (cheque number 100183) to Weeford Church to help maintain the burial ground as it is the local parish church.

14. PARISH COUNCIL NEWSLETTER

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

RESOLVED (1) That the Parish Council Newsletter as circulated be received and noted.

(2) That Councillor Mrs Bennett distributes the newsletter to residents in Packington and the Parish Clerk distributes to residents in Swinfen.

15. DIAMOND JUBILEE BEACON

It was proposed by Councillor Mrs Bennett, duly seconded by Councillor J Barnes and

RESOLVED That the Parish Council make a financial donation of £100 (**cheque number 100184**) towards the Diamond Jubilee Beacon to be held at Freeford Manor.

16. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION NEWSLETTER MARCH 2012

It was proposed by Councillor J Barnes, duly seconded by Councillor Mrs Bennett and

RESOLVED That the Staffordshire Parish Councils' Association Newsletter dated March 2012 be received and noted.

17. NEIGHBOURHOOD HIGHWAY TEAM – PARISH VISIT 2011/2012

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

RESOLVED (1) That the Neighbourhood Highway Team be asked to remove the ragwort on the stretch of the A38 near to Swinfen.

(2) That Councillor J Barnes be the Parish Council's contact.

18. HOPWAS QUARRY

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

RESOLVED (1) That the information circulated be received and noted.

(2) That this item be placed on the next Parish Council agenda and that Councillor Mrs Bennett report back on any updated information.

19. PLANNING DECISIONS

It was proposed by Councillor J Barnes, duly seconded by Councillor Mrs Bennett and

RESOLVED That the planning application decision relating to application no. 11/01205/FUL - Freeford Farm, London Road, Lichfield; application no. 11/01028/LBC - Horsley Brook Farm, Tamworth Road, Whittington Heath and application no. 11/01027/COU - Horsley Brook Farm, Tamworth Road, Whittington Heath be received and noted.

20. HS2 ACTION ALLIANCE – LEGAL CHALLENGES TO HS2 DECISION

It was proposed by Councillor Mrs Bennett, duly seconded by Councillor J Barnes and

RESOLVED That the Parish Council make a financial donation of £300 (**cheque number 100195**) towards legal challenges to the HS2 decision.

21. SOCIETY OF LOCAL COUNCIL CLERKS

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

RESOLVED That the Parish Council renew membership of the Society of Local Council Clerks (**cheque number 100185**) and this be reviewed on an annual basis.

22. PARISH COUNCIL'S INSURANCE - AON LIMITED

It was proposed by Councillor Mrs Bennett, duly seconded by Councillor J Barnes and

RESOLVED That the Parish Council's insurance be renewed (**cheque number 100186**).

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

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

RESOLVED That a cheque be drawn in respect of the removal of the moles on the playing field on The Drive, Swinfen (**cheque number 100187**).

24. THE HIGH SPEED RAIL PLANS

Mr R Dyott updated the Parish Council on the HS2 Community Forum. It was proposed by Councillor R Barnes, duly seconded by Councillor Mrs Bennett and

RESOLVED (1) That the Minutes of the HS2 Community Forum be received and noted.

(2) That, subject to clarification as to detail, the Parish Council would wish to be associated with the Hints proposal for mitigation i.e. 'tunnelling' from the A5 to Jerry's Lane and that the proposal be a combined entry from both parishes with the 'tunnelling' continuing right through to the A51 Tamworth Road.

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

**25. PLANNING APPLICATION 12/00383/COU -
PACKINGTON MOOR FARM, PACKINGTON LANE, LICHFIELD**

It was proposed by Councillor R Barnes, duly seconded by Councillor Mrs Bennett and

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

26. 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.

27. PARISH CLERK'S SALARY

It was proposed by Councillor Mrs Bennett, duly seconded by Councillor J Barnes and

RESOLVED (1) That cheques be drawn in respect of the Parish Clerk's April 2012 (**cheque number 100188**) and May 2012 (**cheque number 100189**) salary, Inland Revenue – June 2012 (**cheque number 100192**), Staffordshire Pension Fund – June 2012 (**cheque number 100191**), Inland Revenue – July 2012 (**cheque number 100194**) and Staffordshire Pension Fund – July 2012 (**cheque number 100193**).

(2) That in relation to 7.3 of the Parish Clerk's Contract of Employment an annual sum of £156 (£3 per week) (**cheque number 100190**) be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

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

RESOLVED That Wednesday 11 July 2012 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 8.36 p.m.)

Signed

Dated