

SWINFEN AND PACKINGTON PARISH COUNCIL

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Our Ref: JM

15 November 2012

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 **Conference Room 1, Conference Centre, HMP Swinfen on Wednesday 21 November 2012 commencing 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. MINUTES

To approve as a correct record the Minutes of the Meeting of the Parish Council held on 12 September 2012 (Minute Nos. 46 - 62) (**ENCLOSURE**).

4. CHAIRMAN'S ANNOUNCEMENTS

5. HOPWAS QUARRY

Further to Minute No. 50 (12 September 2012) Members are requested to receive and note the email reply from Inspector Darren Oakey (**ENCLOSURE**).

Further to Minute No. 18 (02 May 2012) Members are requested to debate the up to date position relating to Hopwas Quarry.

6. 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.

7. PUBLIC FOOTPATHS

This item has been requested by Councillor Mrs Bennett. Councillor Mrs Bennett feels that signs need to be maintained in the Parish so the community can benefit.

8. LOCAL PLAYGROUPS/GARDENING CLUBS

This item has been requested by Councillor Mrs Bennett. Councillor Mrs Bennett feels that the Parish Council needs to try and get into the community via local playgroups or gardening clubs plus other groups, to generate an interest for new Councillors.

9. 2013/2014 BUDGET

Members are requested to receive and note the Parish Clerk's report detailing Actual to Date figures and the forecast for the 2012/13/14 financial years (**ENCLOSURE**).

10. SCHEDULE OF PAYMENTS TO DATE

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

11. 2013/2014 PRECEPT ON LICHFIELD DISTRICT COUNCIL

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

12. DRAYTON BASSETT, HINTS AND WEEFORD COMMUNITY FORUM

Members are requested to receive and note the draft Note of Issues and Actions of the Drayton Bassett, Hints and Weeford Community Forum dated 04 September 2012 (**ENCLOSURE**).

13. COMMUNITIES, COUNCILS AND CLERKS

Members are requested to receive and note the Communities, Councils and Clerks Newsletter dated October 2012 (**ENCLOSURE**).

14. DISPENSATIONS

Parish Councils are now responsible for determining requests for a dispensation by a Parish Councillor under Section 33 of the Localism Act 2011. This is because they are a 'relevant authority' under Section 27(6)(d) of the Act.

Members are requested to:

- (a) Receive the attached document entitled "Dispensation Procedure Guide for Parish Councils" (**ENCLOSURE**).
- (b) Consider the attached document entitled "Swinfen and Packington Parish Council Dispensation Process" with a view to approving and implementing the process with immediate effect (**ENCLOSURE**).

15. 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.

16. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's October and November 2012 salary (**PINK ENCLOSURE**).

17. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

Further to Minute No. 92 - 17 November 2010, with effect from May 2011 Parish Council meetings will be held in the Conference Room 1, Conference Centre, HMP Swinfen.

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).*
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.