

SWINFEN AND PACKINGTON PARISH COUNCIL

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Our Ref: JM

28 February 2013

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 06 March 2013 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).

JENNY CROSS, COMMUNITY ENGAGEMENT MANAGER, SWINFEN PRISON

Jenny Cross, Community Engagement Manager, Swinfen Prison to give a brief introduction into her role at Swinfen Prison.

- 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 23 January 2013 (Minute Nos. 80 - 92) (**ENCLOSURE**).

4. CHAIRMAN'S ANNOUNCEMENTS

5. HOPWAS QUARRY

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 up to date position relating to the High Speed Rail Plans.

7. GROW WELL – VISITORS' GARDEN AT THE REAR OF THE VISITORS CENTRE, HMP/YOI, SWINFEN HALL

Members will recall that at a meeting of the Parish Council held on 12 May 2010, Mr John Polhill, Chairman of Grow Well gave a presentation on a project to develop a 'Visitors' Garden' at the rear of the Visitors Centre, HMP/YOI, Swinfen Hall. However, this project was not pursued because Grow Well found it was not possible to get a grant from the usual agencies for work on land that was not owned by Grow Well.

However, Grow Well have now been able to get grants from a number of local charities, and the Prison have helped both financially and practically and the garden is now complete.

Grow Well continue to maintain the garden which is establishing itself well.

Members are requested to consider making an annual contribution in the sum of £100 towards the cost of maintaining the garden.

8. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2012/13

Members are requested to receive and note the attached report (**ENCLOSURE**).

9. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Members are requested to receive and note the attached report (**ENCLOSURE**).

10. WEBSITE

Members are requested to consider payment of an invoice from Newfangled Media Limited in connection with the continued maintenance of the website (swinfenandpackington.org.uk).

11. STATE OF FLOODING ON JERRY'S LANE

Members are requested to debate the state of the flooding on Jerry's Lane as the ditch has not been cleaned out opposite Hare Park Farm. This item has been requested by Councillor R Barnes.

12. 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.

13. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's February and March 2013 salary (**PINK ENCLOSURE**).

14. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

Due to audit purposes the next Parish Council Meeting will be held on Wednesday 08 May 2013.

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.