

**MINUTES OF THE ANNUAL SWINFEN AND PACKINGTON PARISH COUNCIL MEETING HELD AT
CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN
ON WEDNESDAY 08 MAY 2013 COMMENCING AT 7.08 P.M.**

PRESENT

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

In attendance:

Ms J Minor, Parish Clerk
Mr R Dyott

PUBLIC FORUM

No questions were raised.

1. APOLOGIES FOR ABSENCE

Councillor Armstrong.

2. DECLARATIONS OF INTEREST

Councillor Stubbs declared a personal interest in Minute No. 24.

3. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL

It was proposed by Councillor J Barnes, duly seconded and

RESOLVED That Councillor Mrs Bennett be elected Chairman of the Parish Council for the ensuing year.

Councillor Mrs Bennett 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 and

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

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

5. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 06 March 2013 (Minute Nos. 93 - 106) as circulated, be approved as a correct record and signed by the Chairman.

6. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

7. HOPWAS QUARRY

Members were in receipt of an email response from Amy Ward, Senior Regulation Officer, Staffordshire County Council informing the Parish Council that it was anticipated that the restoration on Hopwas would be started summer 2013. It was proposed by Councillor R Barnes, duly seconded by Councillor Mrs Bennett and

RESOLVED (1) That the email response from Amy Ward, Senior Regulation Officer, Staffordshire County Council be received and noted.

(2) That an item on Hopwas Quarry continue to be included on the next agenda.

8. THE HIGH SPEED RAIL PLANS

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

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

9. 50 YEAR ANNIVERSARY – HMP AND YOI SWINFEN PRISON

Councillor Mrs Bennett updated the Parish Council relating to the 50 Year Anniversary. It was proposed by Councillor Mrs Bennett, duly seconded and

RESOLVED That the information be received and noted.

10. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2013

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

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

(2) That Councillor Mrs Bennett, as Chairman for the year ended 31 March 2013 sign the Accounting Statements and Annual Governance Statement in respect of the Annual Return.

11. RISK ASSESSMENTS

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

RESOLVED That the 2012/2013 Risk Assessment in respect of the Parish Council's bus shelters and public notice boards be received and noted.

12. WEBSITE

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

RESOLVED That a cheque be drawn made payable to 'Newfangled Media Limited' in respect of the continued maintenance of the Parish Council's website (**cheque no. 100230**).

13. INTERNAL AUDITOR'S REPORT (YEAR ENDING 31 MARCH 2013)

It was proposed by Councillor Stubbs, duly seconded by Councillor J Barnes 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 100235**).

14. APPOINTMENT OF INTERNAL AUDITOR

It was proposed by Councillor Mrs Bennett, 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 2013/2014 at a cost of £25 per annum.

15. WEEFORD CHURCH

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

RESOLVED (1) That the Parish Council make a financial donation of £400 (**cheque number 100238**) to Weeford Church to help maintain the burial ground as it is the local parish church.

(2) That Mr Dyott approaches Whittington Church so that the Parish Council may consider making a financial donation to help maintain the burial ground.

16. PARISH COUNCIL NEWSLETTER

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

**17. PLANNING APPLICATION 12/01294/COU
PACKINGTON MOOR FARM, JERRY'S LANE, PACKINGTON
CHANGE OF USE OF A DUTCH BARN TO STORAGE AND DISTRIBUTION USES WITHIN USE
CLASS B8**

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

RESOLVED That the Decision Notice in respect of planning application 12/01294/COU – Packington Moor Farm, Jerry's Lane, Packington be received and noted.

18. 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 100234**).

19. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

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

RESOLVED That the Parish Council renew membership of the Staffordshire Parish Councils' Association (**cheque number 100236**) and this be reviewed on an annual basis.

20. SOCIETY OF LOCAL COUNCIL CLERKS

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

RESOLVED That the Parish Council renew membership of the Society of Local Council Clerks (**cheque number 100237**) and this be reviewed on an annual basis.

21. COMMUNITIES, COUNCILS AND CLERKS - NEWSLETTER

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

RESOLVED That the Communities, Councils and Clerks – Newsletter be received and noted.

22. PLANNING APPLICATION 13/00378/FUL – 4 JERRY'S LANE, PACKINGTON

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

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

23. PLANNING APPLICATION 13/00405/FUL – THICKBROOM FARM, LITTLE HAY LANE, WEEFORD

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

RESOLVED That 'the Parish Council are happy to support the Local Planning Authority's recommendations' be submitted in respect of the above planning application to Lichfield District Council.

24. WOODLAND DESTRUCTION – SWINFEN FARM DEVELOPMENTS

Councillor Stubbs gave an update on the felling operations which have taken place along the boundaries to the north of the Prison. It was proposed by Councillor Mrs Bennett, duly seconded by Councillor Stowe and

RESOLVED That a letter be sent to Ms J Cross, Community Engagement Manager, Swinfen Prison expressing the concerns of the Parish Council regarding the lack of communication relating to the felling operations when the Parish Council are trying to build/forgive links with the Prison/good neighbourly relations.

25. 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.

26. PARISH CLERK'S SALARY

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

RESOLVED (1) That cheques be drawn in respect of the Parish Clerk's April 2013 (**cheque number 100231**) and May 2013 (**cheque number 100232**) salary, Inland Revenue – June 2013 (**cheque number 100239**), Staffordshire Pension Fund – June 2013 (**cheque number 100240**), Inland Revenue – July 2013 (**cheque number 100241**) and Staffordshire Pension Fund – July 2013 (**cheque number 100242**).

(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 100233**) be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

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

RESOLVED That Wednesday 10 July 2013, Wednesday 11 September 2013 and Wednesday 13 November 2013 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7.00 p.m. be confirmed as the next Parish Council meetings.

(The Meeting closed at 8.05 p.m.)

Signed

Dated