

SWINFEN AND PACKINGTON PARISH COUNCIL

**Ms Jayne Minor
6 Highfield Close
Burntwood
WS7 9AR**

**Telephone: 01543 673473
E-Mail: jayneminor@talktalk.net
Web Site: www.swinfenandpackington.org.uk**

Our Ref: JM

27 February 2014

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 05 March 2014 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

**Jayne Minor (Ms)
Parish Clerk**

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| AGENDA |
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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 AND DISPENSATION

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 08 January 2014 (Minute Nos. 71 - 80) (**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 2013/14

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.

11. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

Members are requested to consider renewal of membership of the SPCA at a cost of £143 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.

12. SWINFEN AND PACKINGTON PARISH COUNCIL - CO OPTING - MR RICHARD DYOTT

Since 21 July 2011, the Parish Council have had one vacancy. Members are requested to consider co opting Mr Richard Dyott of Freeford Manor, London Road, Freeford, WS14 9QL onto the Parish Council. Members are reminded that all new Councillors must complete form LGA1 (Declaration of Interest) and Acceptance Forms which must be forwarded to Lichfield District Council.

**13. PLANNING DECISIONS
INGLEY HILL FARM, TAMWORTH ROAD, WHITTINGTON HEATH**

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

| | | |
|------------------------------|---|---------|
| 13/01094/COU 13/01095/LBC | Mr M Miller-Yardley Ingley Hill Farm, Tamworth Road, Whittington Heath Conversion of redundant agricultural buildings to form 2 dwellings and associated works | Granted |
|------------------------------|---|---------|

**14. PLANNING APPLICATION 14/00086/FUL – MR R DYOTT
HOME FARM, TAMWORTH ROAD, WHITTINGTON HEATH
DEMOLITION OF EXISTING BUILDING AND ERECTION OF A NEW STEEL FRAMED
AGRICULTURAL BUILDING**

Members are requested to consider planning application 14/00086/FUL in respect of Home Farm, Tamworth Road, Whittington Heath.

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 February and March 2014 salary (**PINK ENCLOSURE**).

17. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

The next Parish Council Meeting will be held on Wednesday 14 May 2014. Members are informed that Matthew Ellis, the Staffordshire's Police and Crime Commissioner will be in attendance.

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.