

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING HELD  
AT THE CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON  
WEDNESDAY 13 MAY 2015 COMMENCING AT 7.22 P.M.**

**PRESENT**

Councillor R Barnes in the Chair  
Councillor Armstrong, Dyott and Elliott

**In attendance:**

Ms J Minor, Parish Clerk

**PUBLIC FORUM**

No members of the public were present.

**1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR  
FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**

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

Councillor R Barnes made and signed the Statutory Declaration of Acceptance of Office and thanked the Parish Council for his election.

**2. APOLOGIES FOR ABSENCE**

Councillors J Barnes and Mrs Harrison.

**3. DECLARATIONS OF INTEREST**

None declared.

**4. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 18 March 2015 (Minute Nos. 67 - 80) as circulated, be approved as a correct record and signed by the Chairman.

**5. CHAIRMAN'S ANNOUNCEMENTS**

**Packington Sign**

Councillor R Barnes informed Members that the Packington Sign half way up Hopwas Hill on the left hand side (Tamworth to Lichfield) was bent back and a branch had fallen onto the sign.

**RESOLVED** That an email be sent to Staffordshire County Council, as Highway Authority, asking that the fallen branch be removed and repairs made to the Packington Sign.

**Whittington Arms**

Councillor R Barnes informed Members that the 'grip' needs cleaning out on the road by the Whittington Arms (Lichfield to Tamworth).

**RESOLVED** That an email be sent to Staffordshire County Council, as Highway Authority, asking that the 'grip' be cleaned out.

**6. HOPWAS QUARRY**

Councillor R Barnes informed Members that the quarry was active last weekend with quad bikes, however, they were not gaining access off the A51.

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED (1)** That an email be sent to Inspector Rachel Joyce, copied to PCSO Stackhouse asking that the quarry be visited on a regular basis to deter the quad bikes from visiting.

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

**7. THE HIGH SPEED RAIL PLANS**

Councillor Dyott gave an update on the HS2. It was proposed by Councillor R Barnes, duly seconded and

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

**8. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2015**

**a. Income and Expenditure Account for the Year Ended 31 March 2015**

**RESOLVED** That the Income and Expenditure Account for the year ended 31 March 2015 be approved.

**b. Balance Sheet as at 31 March 2015**

**RESOLVED** That the Balance Sheet for the year ended 31 March 2015 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

**c. Forecast Balances and Reserves as at 31 March 2015**

**RESOLVED** That the Balances and Reserves as at 31 March 2015 be approved.

**d. Annual Return: Section 1 - Accounting Statements for the Year Ended 31 March 2015**

**RESOLVED** That the Annual Return: Section 1 – Accounting Statements for the year ended 31 March 2015 be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

**e. Annual Return: Section 2 – Annual Governance Statement for the Year Ended 31 March 2015**

**RESOLVED** That the Parish Council had approved the accounting statements in the way prescribed by law.

**RESOLVED** That the Parish Council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

**RESOLVED** That the Parish Council had only done what it had the legal power to do and had complied with proper practices in doing so.

**RESOLVED** That the Parish Council during the year had given all persons interested the opportunity to inspect and ask questions about the council's accounts.

**RESOLVED** That the Parish Council had considered the financial and other risks it had faced and had dealt with them properly.

**RESOLVED** That the Parish Council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of the council.

**RESOLVED** That the Parish Council had responded to matters brought to its attention by internal and external audit.

**RESOLVED** That the Parish Council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

**RESOLVED** That the Parish Council had met all of its responsibilities where it was a sole managing trustee of a local trust or trusts.

**9. RISK ASSESSMENTS**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the 2014/2015 Risk Assessment in respect of the Parish Council's bus shelters and public notice boards be received and noted.

**10. INTERNAL AUDITOR'S REPORT (YEAR ENDING 31 MARCH 2015)**

It was proposed by Councillor R Barnes, duly seconded 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 100324**).

**11. APPOINTMENT OF INTERNAL AUDITOR**

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

**RESOLVED** That Mrs Mary Danby, BA (Hons) MILCM, Town Clerk, Burntwood Town Council be re-appointed as Internal Auditor for the year 2015/2016 at a cost of £25 per annum.

**12. SOCIETY OF LOCAL COUNCIL CLERKS**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the Parish Council renew membership of the Society of Local Council Clerks (**cheque number 100325**).

**13. WHITTINGTON AND LICHFIELD DISTRICT STOP HS2**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the action taken by the Parish Clerk, after obtaining the Chairman's consent, be approved (**cheque number 100320**).

**14. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the Parish Council renew membership of the Staffordshire Parish Councils' Association (**cheque number 100326**).

**15. BANK MANDATE**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED (1)** That the bank mandate be signed by all Members present.

**(2)** That in light of Councillors J Barnes and Mrs Harrison's absence the bank mandate be placed on the 15 July 2015 Parish Council Agenda.

**16. PLANNING DECISIONS**

**PLANNING APPLICATION 15/00054/COU - WHITE HOUSE FARM, OLD LONDON ROAD AND PLANNING APPLICATION 14/01246/COU - HEART OF THE COUNTRY SHOPPING VILLAGE, LONDON ROAD**

**RESOLVED** That the information be received and noted.

**17. PLANNING APPLICATION 15/00334/FUL**

**MR S CLAYTON – HILL HALL BARN, OLD LONDON ROAD  
CHANGE OF USE OF DEPENDANT RELATIVE'S ACCOMMODATION TO SEPARATE DWELLING HOUSE**

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

**18. PARISH COUNCIL'S INSURANCE - AON LIMITED**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the Parish Council's insurance be renewed (**cheque number 100327**).

**19. SWINFEN ESTATE**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED (1)** That an email be sent to Swinfen Prison to ascertain the answers to questions raised by Councillor Mrs Harrison.

**(2)** That in light of the absence of Councillor Mrs Harrison this item be placed on the 15 July 2015 Parish Council Agenda.

**20. 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.

**21. PARISH CLERK'S SALARY**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED (1)** That cheques be drawn in respect of the Parish Clerk's April 2015 (**cheque number 100322**) and May 2015 (**cheque number 100323**) salary, HMRC – June 2015 (**cheque number 100329**), Staffordshire Pension Fund – June 2015 (**cheque number 100328**), HMRC – July 2015 (**cheque number 100331**) and Staffordshire Pension Fund – July 2015 (**cheque number 100330**).

**(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 100321**) be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

**22. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING**

**RESOLVED** That Wednesday 15 July 2015, Wednesday 02 September 2015 and Wednesday 04 November 2015 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 7.52 p.m.)

Signed .....

Dated .....