

**SWINFEN AND PACKINGTON PARISH COUNCIL**

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

**Telephone: 01543 673473**

**E-Mail: [jayneminor@talktalk.net](mailto:jayneminor@talktalk.net)**

**Web Site: [www.swinfenandpackington.org.uk](http://www.swinfenandpackington.org.uk)**

Our Ref: JM

08 July 2015

**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 15 July 2015 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

**Jayne Minor (Ms)  
Parish Clerk**

<b>AGENDA</b>
---------------

**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 13 May 2015 (Minute Nos. 1 - 22) (**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. BANK MANDATE (Minute No. 15 - 13 May 2015 refers)**

Members are requested to sign the new bank mandate in light of the Elections.

**8. SWINFEN ESTATE (Minute No. 19 - 13 May 2015 refers)**

Councillor Mrs Harrison would like to raise the following issues regarding the Estate:

**Question** - Creating a zebra crossing across 'The Drive' at the entrance of the playing field. This would encourage children to cross at a designated spot and slow cars down even further.

**Answer** - Zebra crossing - The governor will consider this and has put it as an agenda item to be discussed at the next estates planning meeting, so once this has taken place I will be able to update you on this further.

**Question** - During visiting hours we ask our children to play in the Broom Covert area as the access road to the prison can get quite busy, however, there are still a number of cars (mainly taxis) using Broom Covert Road as a short cut. Maybe they could be asked to use the usual access route.

**Answer** - Traffic - The taxi company the prison has a contract with will be wrote to inform them of the route they should take to the prison and not to use Broom Covert Road as a short cut. May I suggest this is monitored and if there has been no improvement to inform us so we can take this further.

**Question** - Lighting at the entrance/exit of the Estate (little roundabout). The lack of this can be quite dangerous for cars entering and exiting to join the A38 in the dark.

**Answer** - Lighting - The lighting at the roundabout will need to be addressed with the council as this is their responsibility.

**Answer SCC** — Having looked into your query I can advise that the lighting on the A38 entrance/exit of Swinfen Hall does not fall under the responsibility of Staffordshire County Council. Therefore I have forwarded your enquiry through to Highways England (formerly Highways Agency) for their attention ([info@highwaysengland.co.uk](mailto:info@highwaysengland.co.uk)).

**9. AUDIT COMMISSION**

**COMPLETION OF ANNUAL AUDIT FOR THE FINANCIAL YEAR ENDING  
31 MARCH 2015**

The signed off Annual Return for the year ended 31 March 2015 is attached (**ENCLOSURE**) for Members consideration.

The Auditor found that the information contained in the Annual Return was in accordance with the Audit Commission's requirements and no matters had come to their attention which gave cause for concern that relevant legislation and regulatory requirements have not been met.

Members are requested to receive and note the above information.

**10. 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.

**11. PARISH CLERK'S SALARY**

Members are requested to approve the payment of the Parish Clerk's June and July 2015 salary (**PINK ENCLOSURE**).

**12. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING**

Further to Minute No. 22 (13 May 2015) the next Parish Council meetings will be held on Wednesday 02 September 2015 and Wednesday 04 November 2015.

**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.*