

**SWINFEN AND PACKINGTON PARISH COUNCIL**

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Our Ref: JM

30 December 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 06 January 2016 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>
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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 04 November 2015 (Minute Nos. 47 - 62) (**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. REVIEW OF FINANCIAL REGULATIONS**

Members are requested to review the Parish Council's Financial Regulations which were adopted on 22 September 2010 (**ENCLOSURE**).

**8. REVIEW OF STANDING ORDERS**

Members are requested to review the Parish Council's Standing Orders which were adopted on 14 July 2010 (**ENCLOSURE**).

**9. REVIEW OF LOCAL GOVERNMENT PENSION SCHEME – EMPLOYER DISCRETIONS POLICY**

Members are requested to review the Parish Council's Local Government Pension Scheme – Employer Discretions Policy which was adopted on 02 July 2014 (**ENCLOSURE**).

**10. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT  
TRANSPARENCY CODE FOR SMALLER AUTHORITIES**

Members are requested to note and receive the Transparency Code for smaller authorities published by the Department for Communities and Local Government. On 17 December 2014 the Government published the Transparency Code for smaller authorities. The Code applies to the Parish Councils with an annual turnover not exceeding £25,000. The Code has been issued initially as 'recommended practice' and the Government is now commencing regulations with the intention of making the Code mandatory by the start of the 2015/16 financial year (**ENCLOSURE**).

**11. PLANNING APPLICATION 15/01429/FUL  
MR M JENNINGS**

**EVERGREEN, PACKINGTON LANE**

**GARAGE CONVERSION, SINGLE STOREY FRONT AND REAR EXTENSION TO FORM LIVING ROOM, UTILITY, BEDROOMS, ENSUITE AND ERECTION OF DETACHED DOUBLE GARAGE TO FRONT**

Members are requested to consider planning application 15/01429/FUL – garage conversion, single storey front and rear extension to form living room, utility, bedrooms, en-suite and erection of detached double garage to front at Evergreen, Packington Lane.

**12. EXTERNAL AUDIT ARRANGEMENTS**

The current contracts for the external audit of parish and town councils run out in 2017. They were traditionally let by the Audit Commission, which the government has abolished. Now, councils must appoint their own external auditor when the current contract expires, or subscribe to a sector led body which will procure external audit for them. NALC, the SLCC and the Association of Drainage Authorities have jointly set up a sector led body.

A fact sheet is attached and has been issued by the three organisations responsible. Members are requested to consider the 'opted in' option (**ENCLOSURE**).

**13. PLANNING DECISIONS  
THE BUNGALOW, TAMWORTH ROAD**

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

15/01135/FUL	Mr and Mrs Sandall The Bungalow, Tamworth Road Erection of a single dwelling (outline)	Refused
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**14. 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.

**15. PARISH CLERK'S SALARY**

Members are requested to approve the payment of the Parish Clerk's December 2015 and January 2016 salary (**PINK ENCLOSURE**).

**16. DATE AND TIME FOR NEXT PARISH COUNCIL MEETINGS**

The next Parish Council Meetings will be held on Wednesday 02 March 2016 and Wednesday 04 May 2016 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7.00 p.m.

**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.*