

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL MEETING HELD AT THE  
CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON  
WEDNESDAY 02 MARCH 2016 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor R Barnes in the Chair  
Councillors Armstrong and Dyott

**In attendance:**

Ms J Minor, Parish Clerk

**PUBLIC FORUM**

No members of the public were present.

**79. APOLOGIES FOR ABSENCE**

Councillors J Barnes, Elliott and Mrs Harrison.

**80. DECLARATIONS OF INTEREST**

None declared.

**81. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 06 January 2016 (Minute Nos. 63-78) as circulated, be approved as a correct record and signed by the Chairman.

**82. CHAIRMAN'S ANNOUNCEMENTS**

**82.1 Flooding outside the Golf Course, Whittington**

Councillor R Barnes informed Members present that there was a huge flooding problem outside the Golf Course and that the grips needed to be cleaned out. Councillor R Barnes stated that he had reported this matter to the County Council on a number of occasions. Councillor Dyott informed Members that he had been in correspondence with the County Council on this matter.

It was **AGREED** by all Members present that Councillor Dyott would forward the correspondence he had had with the County Council to the Parish Clerk.

**82.2 Regeneration Plan at Levett Road, Packington**

Councillor R Barnes informed Members present that a letter had been received from Bromford informing the Parish Council of a regeneration plan for Levett Road, Packington.

It was **AGREED** by all Members present that this letter would be received and noted.

**82.3 Planning Notifications - Lichfield District Council**

Councillor Armstrong informed Members present that he had become aware that when planning notifications are sent to the Parish Council from Lichfield District Council they are not sent in a uniform manner. Councillor Armstrong felt that surely there must be a standardised method of submission? Councillor Armstrong stated that in the past some planning application documents had not been accompanied with plans or site drawings etc. Councillor Armstrong felt that this could be deceiving as to both intent and compliance. Councillor Armstrong felt that any planning issue including enforcements etc that arise in the Parish should be brought to the notice of the Parish Council immediately.

The Parish Clerk informed all Members present that Lichfield District Council no longer issues plans or site drawings to Parish Councils. All the information relating to a planning application can be downloaded from Lichfield District Council's website.

It was **AGREED** by all Members present that Councillor Armstrong would pursue this matter.

**83. HOPWAS QUARRY**

Councillor R Barnes informed all Members present that two very bad weekends of motor cyclists, which involved the Police, had occurred at the quarry.

**RESOLVED (1)** That an item on Hopwas Quarry continue to be included on the next agenda.

**(2)** That an email be sent to PCSO 23999 Deryn Beale asking that a report be produced detailing what action had been taken.

**(3)** That an email be sent to CEMEX bringing to their attention their legal liabilities.

**84. THE HIGH SPEED RAIL PLANS**

Councillor Dyott updated all Members present on the current situation relating to HS2.

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

**85. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2015/16**

**RESOLVED** That the Parish Council considers the system of internal control to be sufficiently effective and the Review of Effectiveness of Internal Audit 2015/16 be signed by the Chairman.

**86. REVIEW OF STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

**RESOLVED** That the Parish Council considers the controls currently in place are effective and that the Statement of Internal Control and Annual Review of Effectiveness of Internal Control be signed by the Chairman.

**87. WEBSITE**

**RESOLVED** That a cheque be drawn made payable to Newfangled Media Limited in the sum of £150 in respect of the continued maintenance of the Parish Council's website (**cheque no. 100359**).

**88. REVIEW OF FINANCIAL REGULATIONS**

Members were informed by the Parish Clerk that it was good practice to review the Financial Regulations of the Parish Council on an annual basis.

**RESOLVED** That in light of the fact that there had been no changes to the Financial Regulations since their adopted (22 September 2010) that the Financial Regulations be received and noted.

**89. REVIEW OF STANDING ORDERS**

Members were informed by the Parish Clerk that it was good practice to review the Standing Orders of the Parish Council on an annual basis.

**RESOLVED** That in light of the fact that there had been no changes to the Standing Orders since their adopted (14 July 2010) that the Standing Orders be received and noted.

**90. REVIEW OF LOCAL GOVERNMENT PENSION SCHEME - EMPLOYER DISCRETIONS POLICY**

Members were informed by the Parish Clerk that it was good practice to review the Local Government Pension Scheme – Employer Discretions Policy of the Parish Council on an annual basis.

**RESOLVED** That in light of the fact that there had been no changes to the Local Government Pension Scheme – Employer Discretions Policy since their adopted (02 July 2014) that the Local Government Pension Scheme – Employer Discretions Policy be received and noted.

**91. 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.

**92. PARISH CLERK'S SALARY**

**RESOLVED** That cheques be drawn in respect of the Parish Clerk's February 2016 (**cheque number 100357**) and March 2016 (**cheque number 100358**) salary,

HMRC - April 2016 (**cheque number 100360**), Staffordshire Pension Fund - April 2016 (**cheque number 100361**), HMRC - May 2016 (**cheque number 100362**) and Staffordshire Pension Fund - May 2016 (**cheque number 100363**).

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

**RESOLVED** That Wednesday 04 May 2016 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7.00 p.m. be confirmed as the next Parish Council meeting.

(The Meeting closed at 7.40 p.m.)

Signed .....

Dated .....