

**SWINFEN AND PACKINGTON PARISH COUNCIL**

**Ms Jayne Minor  
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Burntwood  
WS7 9AR**

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Our Ref: JM

02 November 2016

**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 09 November 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 14 September 2016 (Minute Nos. 28-39) (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. SCHEDULE OF PAYMENTS TO DATE**

Members are requested to receive and note the schedule of payments to date (ENCLOSURE).

**8. BUDGET**

Members are requested to receive and note the Parish Clerk's report detailing Actual to Date figures and the Estimated Actual forecast for the financial year ending March 2017 (ENCLOSURE).

**9. 2017/2018 PRECEPT ON LICHFIELD DISTRICT COUNCIL**

Members are requested to agree and approve the level of Precept to be declared on Lichfield District Council.

**10. PLANNING DECISIONS**

**EVERGREEN, PACKINGTON LANE  
PACKINGTON HALL, TAMWORTH ROAD  
LAND AT JERRYS LANE**

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

15/01429/FUL	Mr M Jennings Evergreen, Packington Lane Garage conversion, single storey front and rear extension to form living room, utility, bedrooms, en-suite, chimney and creation of parking area to the front	Granted
15/00486/LBC	Mr A Green Packington Hall, Tamworth Road Works to listed building to enable the demolition of existing commercial/manufacturing units and conversion of Packington Hall to form 4 no. dwellings and erection of 20 dwellings and associated works	Granted
15/00485/FULM	Mr A Green Packington Hall, Tamworth Road Demolition of existing commercial/manufacturing units and conversion of Packington Hall to form 4 no. dwellings and erection of 20 dwellings and associated works	Granted

16/00503/FUL	Mr and Mrs J Loescher Land at Jerrys Lane Erection of 4 bedroom detached dwelling, office barn, greenhouse, access and associated works	Granted
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**11. PLANNING APPLICATION 16/01130/CLE (CERTIFICATE OF LAWFULNESS – EXISTING)  
MR AND MRS POPE  
BARN AT PACKINGTON LANE  
CERTIFICATE OF LAWFULNESS (EXISTING): DEVELOPMENT IN RESPECT OF THE  
SUBSTANTIAL COMPLETION OF THE BUILDING IN EXCESS OF 4 YEARS**

Members are requested to consider the above planning application (**ENCLOSURE**).

**12. 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.

**13. PARISH CLERK'S SALARY**

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

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

Members are requested to 'book' forthcoming Parish Council Meetings.

**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.*

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING HELD  
AT THE CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON  
WEDNESDAY 14 SEPTEMBER 2016 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor R Barnes in the Chair  
Councillors J Barnes and Dyott

**In attendance:**

Ms J Minor, Parish Clerk

**28. APOLOGIES FOR ABSENCE**

Councillors Armstrong, Elliott and Mrs Harrison.

**29. DECLARATIONS OF INTEREST**

None declared.

**30. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 13 July 2016 (Minute Nos. 19-27) as circulated, be approved as a correct record and signed by the Chairman.

**31. CHAIRMAN'S ANNOUNCEMENTS**

**31.1 Planning Application 16/00039/COU – Mr D Pope  
Barn at Packington Lane  
Conversion and extension of rural building to form a 1 no. bedroom dwelling and  
associated works**

Further to the below Objection made to the Lichfield District Council Planners, by the Parish Council:

- Firstly, this is a new building on the footprint of an old one which has only just been completed; the application photographs clearly indicate this.
- The previous building had not been in agriculture for approximately 50 years; therefore, the Parish Council cannot support this application. It has not been in agricultural usage, it is not a redundant building, it does not have the benefit of planning permission or building regulations and it is a new build.
- Upon a site visit by Members of the Parish Council, this would not appear to be in current agricultural use, that being so, the Parish Council would have thought that we are not considering the conversion of a redundant agricultural building.
- Infringement of the Green Belt.

Councillor R Barnes stated that he had received various emails from Mrs Pope and had replied as follows:

“At no time did Councillor Armstrong express any particular insult to anybody at any meeting. I clearly understood he had issues but they are his personal opinion and not of the Parish Council. It’s just when he starts off with somebody asking what the time is - he tries to tell us how a watch works! He has a particular interest with anything in Packington Lane as I believe he owns the Freehold. But as is said in previous correspondence the outcome of your application lies with the planners in Lichfield and not the Parish Council. Any particular opinion he had would have to be relayed direct to the Council planners.”

**32. HOPWAS QUARRY**

Councillor R Barnes informed Members that CEMEX had erected 7ft high fencing around the quarry however this had been vandalised. Members **AGREED** that every effort had been made by CEMEX to keep the quad bikes out.

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

**33. THE HIGH SPEED RAIL PLANS**

Members were given an update on the HS2.

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

**34. AUDIT COMMISSION  
COMPLETION OF ANNUAL AUDIT FOR THE FINANCIAL YEAR ENDING  
31 MARCH 2016**

It was proposed by Councillor R Barnes, duly seconded and

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

**35. PROPOSED HOUSING REGENERATION PROJECT – LEVETT ROAD, PACKINGTON**

Members were informed that Councillors R Barnes, J Barnes and Dyott had attended the Bromford Housing Group’s ‘drop-in’ event in Whittington on 16 August 2016. All Members present felt that even though they had no objection, in principle, to the demolition of the “Airey” houses, replacement with 24 new dwelling was too intensive for the site.

**RESOLVED** That an email be sent to Mr Paul Newman of Levett Road stating that the Parish Council sympathises with the residents however the Parish Council cannot comment until such time as the full planning application is received. However, it is hoped that Bromford Housing Group would have listened to local concerns.

**36. PLANNING APPLICATION 16/00976/FUL - MR J V REMY  
6 THE DRIVE  
TWO STOREY EXTENSION TO SIDE TO FORM BEDROOM AND EN-SUITE, SINGLE  
STOREY EXTENSION TO REAR TO FORM DINING ROOM AND UTILITY AND EXTEND  
EXISTING GARAGE**

**RESOLVED** That the following comment be submitted in respect of the above planning application to Lichfield District Council:

- No objection.

**37. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as amended 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.

**38. PARISH CLERK'S SALARY**

**RESOLVED** That cheques be drawn in respect of the Parish Clerk's August 2016 (cheque number 100381) and September 2016 (cheque number 100382) salary, HMRC - October 2016 (cheque number 100384), Staffordshire Pension Fund - October 2016 (cheque number 100383), HMRC - November 2016 (cheque number 100386) and Staffordshire Pension Fund - November 2016 (cheque number 100385).

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

**RESOLVED** That Wednesday 09 November 2016 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 7.25 p.m.)

Signed .....

Dated .....

SWINFEN AND PACKINGTON PARISH COUNCIL

SCHEDULE OF PAYMENTS

PAYEE	ITEM(S)	DATE ON BANK STATEMENT	CHEQUE NUMBER	SUB TOTAL	VAT	TOTAL
HMRC	PAYE (April 2016)	13/04/2016	100360	31.20	---	31.20
Staffordshire Pension Fund	Superannuation (April 2016)	14/04/2016	100361	43.99	---	43.99
HMRC	PAYE (May 2016)	12/05/2016	100362	31.20	---	31.20
Staffordshire Pension Fund	Superannuation (May 2016)	13/05/2016	100363	43.99	---	43.99
J Minor	April 2016 Salary	09/05/2016	100364	125.67	---	125.67
J Minor	May 2016 salary	09/05/2016	100365	125.47	---	125.47
M Danby	Internal Audit	18/06/2016	100366	25.00	---	25.00
SPCA	Membership	11/05/2016	100367	143.00	---	143.00
SLCC	Membership	03/06/2016	100368	65.00	---	65.00
AON UK Limited	Insurance	12/05/2016	100369	450.57	---	450.57
Staffordshire Pension Fund	Superannuation (June 2016)	14/06/2016	100370	43.99	---	43.99
HMRC	PAYE (June 2016)	13/06/2016	100371	31.40	---	31.40
Staffordshire Pension Fund	Superannuation (July 2016)	08/07/2016	100372	43.99	---	43.99
HMRC	PAYE (July 2016)	08/07/2016	100373	31.40	---	31.40
J Minor	Annual Heating Allowance	09/05/2016	100374	156.00	---	156.00
J Minor	June 2016 salary	19/07/2016	100375	125.47	---	125.47
J Minor	July 2016 salary	19/07/2016	100376	125.47	---	125.47
HMRC	PAYE (August 2016)	12/08/2016	100377	31.40	---	31.40
Staffordshire Pension Fund	Superannuation (August 2016)	15/08/2016	100378	43.99	---	43.99
HMRC	PAYE (September 2016)	08/09/2016	100379	31.40	---	31.40
Staffordshire Pension Fund	Superannuation (September 2016)	14/09/2016	100380	43.99	---	43.99
J Minor	August 2016 salary	19/09/2016	100381	125.47	---	125.47

PAYEE	ITEM(S)	DATE ON BANK STATEMENT	CHEQUE NUMBER	SUB TOTAL	VAT	TOTAL
J Minor	September 2016 salary	19/09/2016	100382	125.47	---	125.47
					<b>TOTAL</b>	<b>2,044.53</b>

PAYEE	ITEM(S)	ISSUED BUT NOT APPEARED ON BANK STATEMENT YET	CHEQUE NUMBER	SUB TOTAL	VAT	TOTAL
Staffordshire Pension Fund	Superannuation (October 2016)		100383	43.99	---	43.99
HMRC	PAYE (October 2016)		100384	31.40		31.40
Staffordshire Pension Fund	Superannuation (November 2016)		100385	43.99	---	43.99
HMRC	PAYE (November 2016)		100386	31.20	---	31.20
					<b>TOTAL</b>	<b>150.58</b>



Parish Council Meeting 09 November 2016

Agenda Item 8

	ACTUAL YEAR ENDING 31/03/2016	ACTUAL TO DATE 04/11/2016	ESTIMATED ACTUAL YEAR ENDING 31/03/2017
<b>ADMIN/OFFICE COSTS</b>			
Clerk's Salary	1,662.04	909.02	1,662.04
PAYE/Superannuation	884.36	602.52	903.28
Postage/Stationery	0.00	0.00	50.00
Insurance	455.49	450.57	450.57
Annual Subs (Staffordshire Parish Councils Association and Society of Local Council Clerks)	208.00	208.00	208.00
Audit Fee (Both Internal and External)	25.00	25.00	25.00
Premises	0.00	0.00	0.00
Web Site	150.00	0.00	200.00
Legal Books (Clerk's Manual)	0.00	0.00	100.00
Election	0.00	0.00	100.00
Tamworth Pest Control (Moles)	0.00	0.00	200.00
<b>SUB TOTAL</b>	<b>3,384.89</b>	<b>2,195.11</b>	<b>3,898.89</b>
<b>OTHER ITEMS</b>			
Training/Courses/Conferences	0.00	0.00	0.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Bus Shelters	0.00	0.00	100.00
Notice Boards	0.00	0.00	100.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>
<b>GRANTS</b>			
Weeford Church	0.00	0.00	400.00
Whittington and Lichfield District Stop HS2	200.00	0.00	200.00
Friends of the Staffordshire and Stoke on Trent Archive Service	120.00	0.00	0.00
Grow Well	100.00	0.00	0.00
<b>SUB TOTAL</b>	<b>420.00</b>	<b>0.00</b>	<b>600.00</b>
<b>GRAND TOTAL</b>	<b>3,804.89</b>	<b>2,195.11</b>	<b>4,698.89</b>

**Background**

The Parish Council receives its funding through a 'precept' added to Council Tax bills. For the year ending 31 March 2014 the precept was £4,600; for the year ending 31 March 2015 the precept was £4,600; for the year ending 31 March 2016 the precept was £4,800 and for the year ending 31 March 2017 the precept was £5,000.

Your ref  
Our ref 16/01130/CLE  
Ask for Mrs Sue Hodgkinson 01543 308272  
Email



District Council House, Frog Lane  
Lichfield, Staffordshire WS13 6YZ

Miss Jayne Minor  
Swinfen And Packington Parish Council  
6 Highfield Close  
Burntwood  
Staffs  
WS7 9AR

Direct Line Mrs Sue Hodgkinson 01543 308272  
Customer Services 01543 308000

21 October 2016

Dear Sir/Madam,

**Application No:** 16/01130/CLE - (Certificate of Lawfulness - Existing)

**Applicant:** Mr & Mrs Pope

**Location:** Barn At, Packington Lane, Hopwas, Tamworth

**Proposal:** Certificate of Lawfulness (Existing): Development in respect to the substantial completion of the building in excess of 4 years

I refer to the above planning application which has been submitted to this Authority. I would be grateful for any comments you may have on the proposals within 21 days of the date of this letter.

I would request that any comments be submitted online to the following e-mail address: [consultation.responses@lichfielddc.gov.uk](mailto:consultation.responses@lichfielddc.gov.uk). Please quote the application reference in any correspondence.

These will be publically available and taken into account in the determination of the application. Copies of all relevant documents are available to view on the District Council's website: <http://www.lichfielddc.gov.uk/planningapplications> When made, the decision will be published on the Councils website.

The officer dealing with the application is **Mrs Sue Hodgkinson 01543 308272**

Yours faithfully

A handwritten signature in cursive script that reads 'C. Billings'.

Claire Billings  
Planning Development Manager  
Development Services



[www.lichfielddc.gov.uk](http://www.lichfielddc.gov.uk)



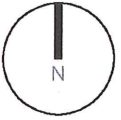
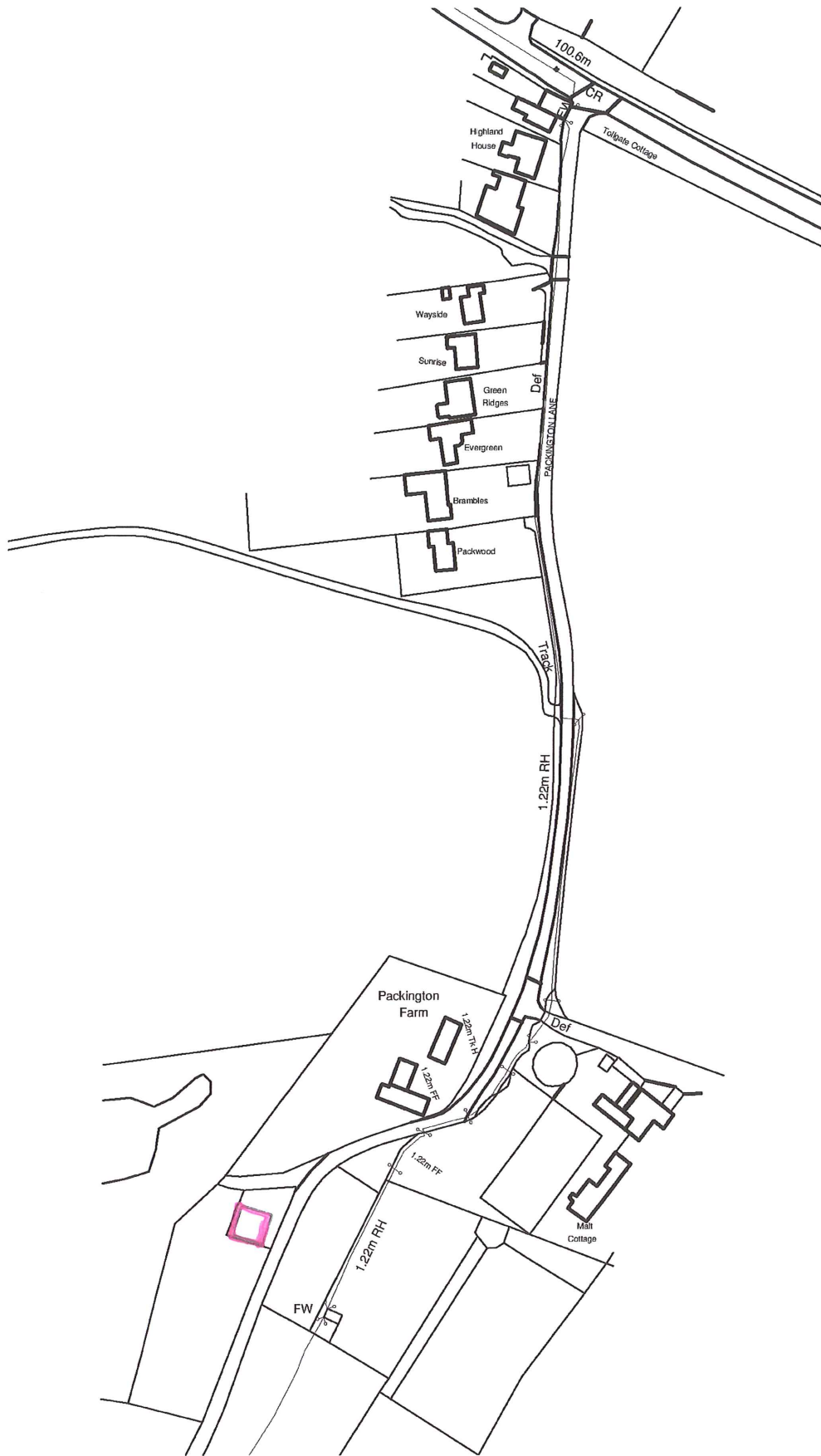
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**Location Plan**  
scale 1:2000@A4



revisions	
client	MR & MRS POPE
project	BARN PACKINGTON LANE, HOPWAS
title	LOCATION PLAN
drg. no.	revision
<b>247-93</b>	
scale	2000@A4
date	JAN 16
drawn	
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