

SWINFEN AND PACKINGTON PARISH COUNCIL

**Ms Jayne Minor
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Our Ref: JM

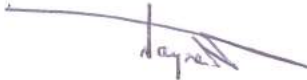
31 October 2018

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 07 November 2018 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely



**Jayne Minor (Ms)
Parish Clerk**

AGENDA

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 05 September 2018 [Minute Nos. 26-33] (**ENCLOSURE**).

- 4. CHAIRMAN'S ANNOUNCEMENTS**

5. THE HIGH SPEED RAIL PLANS

Members are requested to debate the up to date position relating to the High Speed Rail Plans.

6. SCHEDULE OF PAYMENTS TO DATE

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

7. 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 2019 (ENCLOSURE).

8. 2019/2020 PRECEPT ON LICHFIELD DISTRICT COUNCIL

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

9. LOCAL GOVERNMENT PENSION SCHEME – EMPLOYER DISCRETIONS POLICY

All employers have a legal requirement under the Local Government Pension Scheme (LGPS) to prepare and publish their Employer Pension Discretions.

Failure to formulate or review a policy is a breach of the LGPS regulations and, if material, would be reported to the Pensions Regulator. Staffordshire Pension Fund (SPF) will be reviewing its records of employer policies at the end of this scheme year (31st March 2019).

Swinfen and Packington Parish Council has a pension discretions policy in place already (adopted 02 July 2014). However it needs to be updated now to take account of revised LGPS regulations, primarily due to the move from a final salary scheme to a career average scheme. SPF has recently provided a detailed template to assist employers and so the policy has been updated in line with that. It should be noted that the policy intention is unchanged from the 2014 version to the latest version i.e. discretions have not been adopted if they would incur any additional cost to the council (ENCLOSURE).

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 October and November 2018 salary (PINK ENCLOSURE).

12. 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 MEETING HELD AT THE
CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 05 SEPTEMBER 2018 COMMENCING AT 7.03 PM**

PRESENT

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

In attendance:

Ms J Minor, Parish Clerk

PUBLIC FORUM

No questions were raised by member of the public.

26. APOLOGIES FOR ABSENCE

None received.

27. DECLARATIONS OF INTEREST

None declared.

28. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 04 July 2018 [Minute No. 16-25] be approved as a correct record and signed by the Chairman.

29. CHAIRMAN'S ANNOUNCEMENTS

The Parish Clerk informed Members that a Mrs G Pope of Pipistrelle Barn, Packington Lane, Hopwas had shown an interest in becoming a Councillor on the Parish Council. Unfortunately, Mrs Pope was unable to attend tonight's meeting due to prior commitments, however, it was hoped that Mrs Pope would attend the 07 November meeting.

The Parish Clerk informed Members that Mr J Loescher was not currently on the Electoral Role but had shown an interest in becoming a Councillor on the Parish Council. Councillor J Barnes stated that Mr Loescher was currently in the process of moving into the Parish [October 2018] – The Steadings, Jerry Lane, Packington.

Councillor R Barnes stated that the new housing at Botany Bay looked more attractive than anticipated.

Packington Hall

Councillor R Barnes informed Members that Packington Hall was still with the planners and that there was no work taking place on site at this moment in time.

Bus Shelters

The Parish Clerk informed Members that the repair to the wooden bus shelter [from Tamworth to Lichfield on the A51] had been completed and that the invoice in the sum of £300 had been paid [cheque number 100464].

Councillor R Barnes informed Members that the area needed for the bus shelter on the A51 would be cleared on Thursday 06 September.

30. THE HIGH SPEED RAIL PLANS

Councillors J Barnes and Dyott updated Members on the current situation and Councillor J Barnes stated that HS2 are currently undertaking a lot of bat surveys.

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

31. 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.

32. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's August 2018 [cheque number 100465] and September 2018 [cheque number 100466] salary, HMRC – October 2018 [cheque number 100468], Staffordshire Pension Fund – October 2018 [cheque number 100467], HMRC - November 2018 [cheque number 100470] and Staffordshire Pension Fund - November 2018 [cheque number 100469].

33. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED (1) That Wednesday 07 November 2018 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7pm be confirmed as the next Parish Council meeting.

(2) That Mrs Pope and Mr Loescher be invited to the next meeting of the Parish Council as observers only.

(The Meeting closed at 7.40 p.m.)

Signed Dated

SWINFEN AND PACKINGTON PARISH COUNCIL

SCHEDULE OF PAYMENTS

PAYEE	ITEM(S)	CHEQUE NUMBER	SUB TOTAL	VAT	TOTAL
HMRC	PAYE (April 2018)	100444	31.80	---	31.80
Staffordshire Pension Fund	Superannuation (April 2018)	100445	46.85	---	46.85
HMRC	PAYE (May 2018)	100446	32.00	---	32.00
Staffordshire Pension Fund	Superannuation (May 2018)	100447	48.85	---	48.85
J Minor	April 2018 Salary	100448	127.90	---	127.90
J Minor	May 2018 salary	100449	127.70	---	127.70
J Minor	Annual Heating Allowance	100450	156.00	---	156.00
Staffordshire Pension Fund	Superannuation (June 2018)	100451	48.85	---	48.85
HMRC	PAYE (June 2018)	100452	32.00	---	32.00
Staffordshire Pension Fund	Superannuation (July 2018)	100453	48.85	---	48.85
HMRC	PAYE (July 2018)	100454	31.80	---	31.80
BHIB Limited	Insurance	100455	388.27	---	388.27
SPCA	Membership	100456	129.00	---	129.00
SLCC	Membership	100457	72.00	---	72.00
J Minor	June 2018 salary	100458	127.70	---	127.70
J Minor	July 2018 salary	100459	127.90	---	127.90
Staffordshire Pension Fund	Superannuation (August 2018)	100460	48.85	---	48.85
HMRC	PAYE (August 2018)	100461	32.00	---	32.00
Staffordshire Pension Fund	Superannuation (September 2018)	100462	48.85	---	48.85
HMRC	PAYE (September 2018)	100463	32.00	---	32.00
Howard Shippey	Repair to Bus Shelter	100464	300.00	---	300.00
J Minor	August 2018 salary	100465	127.70	---	127.70
J Minor	September 2018 salary	100466	127.70	---	127.70
Staffordshire Pension Fund	Superannuation (October 2018)	100467	48.85	---	48.85
HMRC	PAYE (October 2018)	100468	32.00	---	32.00
Staffordshire Pension Fund	Superannuation (November 2018)	100469	48.85	---	48.85

PAYEE	ITEM(S)	CHEQUE NUMBER	SUB TOTAL	VAT	TOTAL
HMRC	PAYE (November 2018)	100470	32.00	---	32.00
			TOTAL	TOTAL	2,456.27

Current Account as at 31 August 2018 = £10,990.49

Deposit Account as at 31 August 2018 = £3,957.75

	ACTUAL YEAR ENDING 31/03/2017	ACTUAL YEAR ENDING 31/03/2018	ACTUAL TO DATE	ESTIMATED ACTUAL YEAR ENDING 31/03/2019
EXPENDITURE				
Clerk's Salary	1,662.04	1,689.20	922.60	1,689.20
PAYE	376.20	383.20	255.60	383.60
Superannuation	527.88	561.84	390.80	586.20
Postage/Stationery	0.00	0.00	0.00	0.00
Insurance	450.57	460.86	388.27	388.27
Annual Subs (Staffordshire Parish Councils Association and Society of Local Council Clerks)	208.00	196.00	201.00	201.00
Audit Fee (Both Internal and External)	25.00	25.00	0.00	0.00
Premises	0.00	0.00	0.00	0.00
Web Site	0.00	0.00	0.00	0.00
Legal Books (Clerk's Manual)	0.00	0.00	0.00	0.00
Election	102.46	0.00	0.00	0.00
Laptop, printer etc	0.00	648.94	0.00	0.00
Training/Courses/Conferences	0.00	0.00	0.00	0.00
Bus Shelters	0.00	0.00	300.00	4,195.00
Noticeboard	0.00	0.00	0.00	0.00
Grants [Weeford Church]	0.00	0.00	0.00	0.00
Tamworth Pest Control (Moles)	0.00	0.00	0.00	0.00
TOTAL	3,352.15	3,965.04	2,458.27	8,222.27
INCOME				
Transparency Fund	0.00	650.00	0.00	0.00
CIL	0.00	0.00	1,037.77	1,037.77
Precept	5,000.00	5,000.00	4,675.00	4,675.00
Interest	2.15	1.96	1.18	1.96
VAT	0.00	0.00	108.16	108.16
TOTAL	5,002.15	5,651.96	5,822.11	5,822.11
Current Account	5,444.92	7,129.88	10,990.49 As at 31/08/18	
Deposit Account	3,954.61	3,956.57	3,957.75 As at 31/08/18	
	9,399.53	11,086.45	14,948.24 As at 31/08/18	

**Local Government Pension Scheme
2014
(Administered by the Staffordshire Pension
Fund)**

**Employer Pension Discretions
Policy Statements for Employees**

I confirm that should any of the decisions change in the future the Pensions Fund will be notified immediately.

I have read the attached statements and certify that they are correct on behalf of:

**Employer name: Swinfen and Packington Parish
Council**

Effective date of discretions: 07 November 2018

**Completed by: Jayne Minor, Parish Clerk, Swinfen
and Packington Parish Council**

***Signed:**

Date: 08 November 2018

**SWINFEN AND PACKINGTON PARISH COUNCIL
LOCAL GOVERNMENT PENSION SCHEME – EMPLOYER DISCRETIONS POLICY**

1. LGPS Regulations - Regulation 31: Power of employer to award additional pension to an active member or ceasing within 6 months to be an active member by reason of redundancy or business efficiency

Where an employee of Swinfen and Packington Parish Council is dismissed on the grounds of redundancy and qualifies for a statutory redundancy payment, it will award lump sum compensation under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.

At this time, Swinfen and Packington Parish Council will not award any additional pension to the member.

2. LGPS Regulations 2013 - Regulation 16(2)(e) and 16(4)(d) : Funding of additional pension contributions (APC) shared cost

Swinfen and Packington Parish Council has not adopted this discretion.

3. LGPS Regulations 2013 - Regulation 30 (6): Flexible Retirement

Swinfen and Packington Parish Council has agreed to release pension where there is no cost and not to waive any reduction to the member's benefits.

Swinfen and Packington Parish Council will consider each case individually on its merits, but subject to the following criteria:

- Any employee wishing to work reduced hours or at a lower grade must first put their request in writing to the Parish Clerk who will consider the business case for the request
- Requests will only be considered if an employee is reducing the hours of their current job by at least 40% (or are transferring to another job which has either 40% fewer hours or is at a lower grade).
- Employees who have flexibly retired may not subsequently apply for positions that would result in either an increase in hours or being paid at a higher grade

4. LGPS Regulations 2013 - Regulation (paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Switching on rule of 85

Swinfen and Packington Parish Council will not apply this discretion.

5. LGPS Regulations 2013 – Regulation 30 (8): Waiving of actuarial reduction

Swinfen and Packington Parish Council will not waive any actuarial reduction.

6. LGPS Regulations 2013 – Regulation 17 - Shared Cost Additional Voluntary Contribution Facility

Swinfen and Packington Parish Council has not adopted this discretion.

7. LGPS Regulations 2013 - Regulation 100 (6) – election to transfer within 12 months

Swinfen and Packington Parish Council will not normally allow an extension of the 12 month limit if it incurs any additional costs to the Council but, after discussion with the administering authority, may allow members to opt to transfer pension rights beyond the 12 month time period if there is evidence of administrative shortcomings.

8. LGPS Regulations 2013 - Regulation 22 (7) and (8) – election to aggregate within 12 months of commencement

Swinfen and Packington Parish Council will not normally extend this 12 month time limit.

Extenuating circumstances may apply and this would include

- Where evidence exists that an election was made within 12 months but this was not received by the administering authority
- Where evidence exists that the member was not aware of the 12 month limit due to maladministration

9. LGPS Regulations 2013 - Regulation 9 – allocation of contribution band

Swinfen and Packington Parish Council will re-band on all contractual changes (but not ad hoc hours changes) and re-band upon a pay award.

The Council reserves the right to amend any of the above policies if in its opinion this would be appropriate given the special circumstances of an individual case. This policy document will be reviewed at least every five years.