

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL VIRTUAL ANNUAL MEETING  
HELD ON WEDNESDAY 20 MAY 2020 COMMENCING AT 7.03 PM**

**PRESENT**

Councillor R Barnes in the Chair  
Councillors Dyott, Loescher and Mrs Pope [from 7.06]

**In attendance:**

Ms J Minor, Parish Clerk

**PARISH FORUM**

No members of the public were present.

**1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR  
FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**

**RESOLVED** That Councillor Richard Barnes be elected Chairman of the Parish Council for the ensuing year.

**2. APOLOGIES FOR ABSENCE**

Councillor Armstrong.

**3. DECLARATIONS OF INTEREST**

None declared.

**4. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 11 March 2020 [Minute Nos. 56-68] as circulated, be approved as a correct record.

**5. CHAIRMAN'S ANNOUNCEMENTS**

**Packington Hall**

The Chairman informed Members that the builders, who were Liverpool based and worked from 6.30 am to 3.30 pm seven days a week, were making significant progress with a proposed finish date of July 2021.

## Levett Road, Botany Bay

The Chairman made reference to Minute No. 59 [Chairman's Announcements - Levett Road, Botany Bay] and explained that two/three developers had shown an interest in the land [owned by Mr J Barnes]. It was agreed by Members that the developer should make a payment towards the main sewer [actually overloaded on this site and would need an update]. Members agreed that a one-way traffic system would be of benefit and the site would need appropriate screening.

### 6. THE HIGH-SPEED RAIL PLANS

Councillor Loescher made reference to recent email communication and stated that it was work in progress. Councillor Loescher asked if the Parish Council could forward an email to Iain Andrews [HS2] copied to David Emery [Balfour Beatty Vinci] and Julie King [HS2] and it was **AGREED** that Councillor Loescher would draft the email and the Parish Clerk would send it. Councillor Loescher made reference to Covid-19 and said that the world was changing how it worked and travelled [Zoom Meetings].

Councillor Loescher informed Members that the empty properties in Packington were being broken into.

### 7. RISK ASSESSMENT

**RESOLVED** That the 2019/20 Risk Assessment in respect of the Parish Council's bus shelters and public notice boards be received and noted.

### 8. SOCIETY OF LOCAL COUNCIL CLERKS

**RESOLVED** That the Parish Council renew membership of the Society of Local Council Clerks [cheque number 100554].

### 9. PARISH COUNCIL'S INSURANCE

**RESOLVED** That the Parish Council's insurance be renewed [cheque number 100546].

### 10. WEBSTE

**RESOLVED** That the Parish Council's annual website hosting and annual domain renewal be renewed [cheque number 100545].

### 11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS FOR THE YEAR ENDED 31 MARCH 2020

**RESOLVED** That the Certificate of Exemption [AGAR 2019/20 Part 2] be approved.

**RESOLVED** That the internal auditor's report produced by Mr B Cooper be received and noted.

**RESOLVED** That Mr Brian Cooper be appointed as Internal Auditor for the year 2020/2021 and Mr Cooper's invoice in respect of Internal Auditor work carried out in 2018/2019 and 2019/2020 be approved [cheque number 100547].

**12. 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.

**13. PARISH CLERK'S SALARY**

**RESOLVED (1)** That cheques be drawn in respect of the Parish Clerk's April 2020 [cheque number 100538] and May 2020 [cheque number 100541] salary, HMRC - April 2020 [cheque number 100540], Staffordshire Pension Fund - April 2020 [cheque number 100539], HMRC - May 2020 [cheque number 100544] and Staffordshire Pension Fund - May 2020 [cheque number 100543].

**(2)** That in relation to 7.3 of the Parish Clerk's Contract of Employment an annual sum of £156 [£3 per week] [cheque number 100100542] be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

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

**RESOLVED** That:  
Wednesday 22 July 2020  
Wednesday 16 September 2020  
Wednesday 25 November 2020  
Wednesday 27 January 2021  
Wednesday 24 March 2021  
Wednesday 19 May 2021

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 7.17 pm)

Signed .....

Dated .....