

SWINFEN AND PACKINGTON PARISH COUNCIL

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Our Ref: JM

15 July 2020

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Virtual Meeting of the Parish Council to be held **on Wednesday 22 July 2020 commencing 7.00 p.m.** at which the business set out below will be transacted. Councillors and members of the public can join the meeting by using Zoom.

Yours sincerely

Jayne Minor

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 20 May 2020 [Minute Nos. 1-14] [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. **REPAIR TO BUS SHELTER [OPPOSITE WHITTINGTON BARRACKS]**

Members are requested to consider a quotation received from Shelutions Urban Furniture Limited for the removal and disposal of a vandalism damaged full length glazing panel and supply and installation of a replacement UV stabilised polycarbonate glazing panel including fixings in the sum of £189.50 plus VAT [total £227.40].

7. **ROAD NAMING AT PACKINGTON HALL DEVELOPMENT**

Members are requested to consider the naming of one road [site location: Land at Packington Hall]. The developer has suggested the following names with reasoning [the suffixes may need to be changed to fit the type of road]:

James Wyatt Way - The architect of Packington Hall was James Wyatt the build was commissioned by Zachary Babington

Lady Walk - The wood visible from the boundary of Packington hall is called the Lady walk and it was the route that the Levett family took when they walked to Hopwas to church. Mary Babington married Theophilus Levett family. The Levett family lived in the hall for 200 years

Babington Folly - The first owner of Packington Hall. Zachary Babington was the high sheriff of Staffordshire when he commissioned Packington Hall to be built. The now demolished house in Hopwas wood was called Babington's Folly.

Hopwas Mews - The bridal path running alongside the wood on the boundary to Packington Hall is called Hopwas Hayes bridal way. It used to be the main road to Tamworth 200 years ago well before the A51 was ever built.

8. **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.

9. **PARISH CLERK'S SALARY**

Members are requested to approve the payment of the Parish Clerk's June and July 2020 salary (**PINK ENCLOSURE**).

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

The next Parish Council meetings will be held on:

Wednesday 16 September 2020
Wednesday 25 November 2020

Wednesday 27 January 2021

Wednesday 24 March 2021

Wednesday 19 May 2021

All meetings will commence at 7pm

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 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