

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor  
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Burntwood  
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Our Ref: JM

18 November 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 25 November 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**

<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 16 September 2020 [Minute Nos. 25-33] [**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 2021 [ENCLOSURE].

**8. 2021/2022 PRECEPT ON LICHFIELD DISTRICT COUNCIL**

Members are requested to agree and approve the level of Precept to be declared on Lichfield District Council [2018/19 - £4,675; 2019/20 - £5,000; 2020/21 - £5,500].

**9. REPAIR TO BUS SHELTER OPPOSITE WHITTINGTON BARRACKS**

Members are requested to approve the invoice in the sum of £189.50 plus VAT from Shelutions Urban Furniture Limited in respect of the repair to the bus shelter [ENCLOSURE].

**10. NOTICE BOARD AT JERRY'S LANE**

Members are requested to consider the replacement of the Notice Board at Jerry's Lane - legs have rotted off at ground level. [CIL monies could be used on this occasion - CIL is intended to be used to help fund infrastructure to support the development of an area].

**11. COMMUNITY INFRASTRUCTURE LEVY [CIL] – PACKINGTON HALL, TAMWORTH ROAD**

Members are requested to note that the Parish Council have been notified that they will received £8,721.17 in respect of the CIL payment associated with planning application 18/00065/FULM - Packington Hall, Tamworth Road.

**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 2020 salary (**PINK ENCLOSURE**).

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

The next Parish Council meetings will be held on Wednesday 27 January 2021; 24 March 2021 and 19 May 2021.

**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 MEETING  
HELD ON WEDNESDAY 16 SEPTEMBER 2020 COMMENCING AT 7.03 PM**

**PRESENT**

Councillor Barnes in the Chair  
Councillors Dyott, Loescher and Mrs Pope

**In attendance:**

Ms J Minor, Parish Clerk

**PARISH FORUM**

No members of the public were present.

**25. APOLOGIES FOR ABSENCE**

Councillor Armstrong.

**26. DECLARATIONS OF INTEREST**

None declared.

**27. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 22 July 2020 [Minute Nos. 15-24] as circulated, be approved as a correct record.

**28. CHAIRMAN'S ANNOUNCEMENTS**

**Bus Shelter Opposite Whittington Barracks**

The Chairman made reference to the bus shelter opposite Whittington Barracks which was in need of repair. The Parish Clerk stated that a quotation had been received from Shelutions Urban Furniture Limited in the sum of £189.50 plus VAT but because of the Covid-19 emergency there had been a delay in the repair being undertaken. Hopefully the repair would be undertaken within the next month.

**Packington Hall**

The Chairman made reference to Packington Hall and updated Members on the current progress. He stated that the Coach House part had now got a roof on but there was still no electrics on site [still on generators] and that it was work in progress.

## **Whittington Heath Golf Club**

The Chairman made reference to Whittington Heath Golf Club and informed Members that there was a chance for bidders to own pieces of Lichfield's golfing heritage as clubhouse items were being auctioned off by Lichfield based Richard Winterton Auctioneers on 24 September 2020.

## **Noticeboard at Botany Bay**

Councillor Loescher made reference to the noticeboard in Jerry's Lane and asked if the Council had a legal requirement/obligation to maintain the noticeboard as the Council had a website. The Parish Clerk stated that she would email the Staffordshire Parish Councils Association [SPCA] to ascertain the legalities. Councillor Loescher informed Members that he would personally cut back the branches which were overhanging the noticeboard.

## **Website**

Councillor Loescher asked how many "hits" the website got and the Parish Clerk stated that she would email MediaHeads to ascertain the information.

## **29. THE HIGH-SPEED RAIL PLANS**

The Chairman stated that he personally did not agree with everything that HS2 were saying and felt that they were shutting the door on the bund and that the Parish Council had not received a satisfactory response to some previous minutes.

Councillor Loescher made reference to a piece of land, known as the environment mitigation area on the A51.

**RESOLVED** That Councillor Loescher would draft an email [to be sent by the Parish Clerk] to HS2 asking what their current proposes were for the piece of land on the A51.

## **30. WEBSITE**

**RESOLVED** That the invoice in the sum of £200 plus VAT be approved [cheque no. 100567] in respect of work required to run various accessibility tests on the website and the development work to improve these and the creation of the accessibility statement.

## **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 2020 [cheque number 100555] and September 2020 [cheque number 100558] salary, HMRC - August 2020 [cheque number 100556], Staffordshire Pension Fund - August 2020 [cheque number 100557], HMRC - September 2020 [cheque number 100559] and Staffordshire Pension Fund - September 2020 [cheque number 100560].

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

**RESOLVED** That:  
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 7.23 pm)

Signed .....

Dated .....

**LIST OF PAYMENTS MADE BETWEEN 01 APRIL 2020 TO 31 MARCH 2021**

DATE	CHEQUE	PAYEE	HMRC	PENSION	SALARY	ANNUAL ALLOWANCE	AUDIT	SUBS	INSURANCE	BUS SHELTER	WEBSITE	TOTAL
			£	£	£	£	£	£	£	£	£	£
04 04 20	100537	SPCA Membership						129.00				129.00
10 04 20	100538	J Minor - April 2020			133.23							133.23
10 04 20	100539	Staffordshire Pension Fund - April 2020		57.14								57.14
10 04 20	100540	HMRC - April 2020	33.20									33.20
10 05 20	100541	J Minor - May 2020			133.23							133.23
10 05 20	100542	J Minor - Annual Allowance				156.00						156.00
10 05 20	100543	Staffordshire Pension Fund - May 2020		57.14								57.14
10 05 20	100544	HMRC - May 2020	33.20									33.20
11 04 20	100545	Media Heads									120.00	120.00
22 05 20	100546	BHIB Limited							405.81			405.81
22 05 20	100547	B Cooper					70.00					70.00
10 06 20	100548	J Minor - June 2020			133.03							133.03
10 06 20	100549	HMRC - June 2020	33.40									33.40
10 06 20	100550	Staffordshire Pension Fund - June 2020		57.14								57.14
10 07 20	100551	J Minor - July 2020			133.23							133.23
10 07 20	100552	HMRC - July 2020	33.20									33.20
10 07 20	100553	Staffordshire Pension Fund - July 2020		57.14								57.14
22 05 20	100554	SLCC Membership						78.00				78.00
10 08 20	100555	J Minor - August 2020			133.03							133.03
10 08 20	100556	HMRC - August 2020	33.40									33.40
10 08 20	100557	Staffordshire Pension Fund - August 2020		57.14								57.14
10 09 20	100558	J Minor - September 2020			133.23							133.23
10 09 20	100559	HMRC - September 2020	33.20									33.20
10 09 20	100560	Staffordshire Pension Fund - September 2020		57.14								57.14
10 10 20	100561	HMRC - October 2020	33.40									33.40
10 10 20	100562	Staffordshire Pension Fund - October 2020		57.14								57.14
10 10 20	100563	J Minor - October 2020			133.03							133.03
10 11 20	100564	HMRC - November 2020	33.20									33.20
10 11 20	100565	Staffordshire Pension Fund - November 2020		57.14								57.14
10 11 20	100566	J Minor - November 2020			133.23							133.23
17 09 20	100567	Media Heads									240.00	240.00
			266.20	457.12	1,065.24	156.00	70.00	207.00	405.81	0.00	360.00	2,987.37

	<b>ACTUAL YEAR ENDING 31/03/2020</b>	<b>ACTUAL TO DATE</b>	<b>ESTIMATED ACTUAL YEAR ENDING 31/03/2021</b>
<b>EXPENDITURE</b>			
Clerk's Salary	1,753.76	1,221.24	1,753.76
PAYE	398.14	266.20	398.14
Superannuation	664.32	457.12	685.68
Postage/Stationery	0.00	0.00	0.00
Insurance	402.38	405.81	405.81
Annual Subs (Staffordshire Parish Councils Association and Society of Local Council Clerks)	201.00	207.00	
Audit Fee (Both Internal and External)	0.00	70.00	70.00
Premises	0.00	0.00	0.00
Web Site	126.00	360.00	360.00
Legal Books (Clerk's Manual)	0.00	0.00	0.00
Election	0.00	0.00	0.00
Laptop, printer etc	0.00	0.00	0.00
Training/Courses/Conferences	0.00	0.00	0.00
Bus Shelters	1,294.00	0.00	227.40
Noticeboard	0.00	0.00	0.00
Grants [Weeford Church]	0.00	0.00	0.00
Tamworth Pest Control (Moles)	0.00	0.00	0.00
<b>TOTAL</b>	<b>4,839.60</b>	<b>2,987.37</b>	<b>3,900.79</b>
<b>INCOME</b>			
Transparency Fund	0.00	0.00	0.00
CIL	410.55	0.00	8,721.17
Precept	5,000.00	5,500.00	5,500.00
Interest	7.92	1.42	1.60
VAT	783.48	80.00	80.00
<b>TOTAL</b>	<b>5,826.70</b>	<b>5,581.42</b>	<b>14,302.77</b>





Shelutions Urban Furniture Ltd  
Accounts Department - C/o St James Close  
Wath-upon-Dearne  
Rotherham  
South Yorkshire  
S63 7BZ

0800 689 0365  
info@shelutions.co.uk

**Invoice**

Swinfen and Packington Parish Council

**Invoice Number:** 2997  
**Invoice Date:** 13/10/2020  
**Due Date:** 27/10/2020  
**Account:** SPPC01  
**Purchase Order:** JAYNE MINOR

VAT Registration No: 281579176

Qty	Description	Rate	Total	VAT
1	Opposite Whittington Barracks Removal and disposal of existing glazing panel. Supply & Fit of replacement UV Stabilised Polycarbonate glazing panel including of fixings.	189.50	189.50	37.90

Payment is due on or before the 14th day following the the date of invoice. Thank you.

JOB COMPLETED 03/11/19. PAYMENT IS DUE ON OR BEFORE 14th JANUARY 2020  
THANK YOU.

**PAYMENT**

Bank Transfer / BACS (Preferred)  
Account No: 43273717  
Sort Code: 20-76-92

If paid by Cheque please make cheque payable to: Shelutions Urban Furniture Ltd  
and post to: SUF Ltd, C/o 18 St James Close, Wath-upon-Dearne, Rotherham. S63 7BZ.

Total Net Amount: £189.50  
VAT @ 20%: £37.90  
Invoice Total: £227.40