

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor
6 Highfield Close
Burntwood
WS7 9AR

E-Mail: jayneminor@talktalk.net
Web Site: www.swinfenandpackington.org.uk

Our Ref: JM

20 January 2021

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 27 January 2021 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 25 November 2020 [Minute Nos. 34-47] [**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. REPLACEMENT OF NOTICE BOARD AT JERRY'S LANE

Members are requested to consider the quotation received from Noticeboard Online Limited [**ENCLOSURE**].

7. REFURBISHMENT OF EXISTING BUS SHELTER OPPOSITE JERRY'S LANE

Members are requested to consider the quotation received from Shelutions Urban Furniture Limited for the refurbishment of the existing bus shelter [**ENCLOSURE**].

8. REMOVAL AND INSTALLATION OF NEW BUS SHELTER OPPOSITE JERRY'S LANE

Members are requested to consider the quotation received from Shelutions Urban Furniture Limited for the removal of the existing bus shelter and manufacture and installation of a 3-bay commuter cantilever with full end returns to match the one opposite Whittington Barracks [**ENCLOSURE**].

9. 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.

10. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's December 2020 and January 2021 salary (**PINK ENCLOSURE**).

11. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

The next Parish Council meetings will be held on Wednesday 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 25 NOVEMBER 2020 COMMENCING AT 7.04 PM**

PRESENT

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

In attendance:

Ms J Minor, Parish Clerk
District Councillor B Yeates
Ms M Phillips

The Parish Clerk welcomed Ms Phillips to the meeting who had recently purchased a property within the Parish of Swinfen and was interested in becoming a Parish Councillor. Members proceeded to introduce themselves to Ms Phillips and it was agreed that as there is currently vacancies on the Parish Council, Ms Phillips would attend two further meetings before deciding if she wanted to join the Parish Council as a Councillor.

34. APOLOGIES FOR ABSENCE

None as all Members were present.

35. DECLARATIONS OF INTEREST

None declared.

36. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 16 September 2020 [Minute Nos. 25-33] as circulated, be approved as a correct record.

37. CHAIRMAN'S ANNOUNCEMENTS

Elections - 02 May 2019

The Parish Clerk informed Members that an invoice had been received in the sum of £22.45 in respect of the May 2019 parish council elections.

RESOLVED That a cheque be raised in the sum of £22.45 [cheque number 100574].

Street Naming in Packington

Councillor Barnes referred to an email dated 25 November 2020 which he had received from District Councillor Yeates. The email referred to an email which District Councillor Yeates had received from Katie Badger, GIS Officer, Lichfield District Council which confirmed that she had added

Packington as a locality for the new road being created and amended the existing roads in the same area to also include Packington as a locality. Councillor Barnes queried “what new road?” and “within the hall site?”.

Ms Badger confirmed that she was waiting for the streets team at Staffordshire County Council, who hold copies of the street records in the national street gazetteer, to confirm the changes have been made to their records. Once all records have been amended, she will send a final update. Councillor Barnes stated that County Councillor Alan White had said it was nothing to do with the County Council.

District Councillor Yeates confirmed that the records are kept by Staffordshire County Council, he had spoken to Ms Badger on several occasions on this subject and would report back to the Chairman in due course.

Councillor Loescher informed Members that Jerry’s Lane should be in Packington.

Packington Sign

Councillor Barnes referred to a Packington sign which is currently situated in the route of the HS2 railway route and suggested that the sign be moved 250 yards or more towards the Lichfield direction. District Councillor Yeates stated that he supported this action of the Parish Council moving the sign.

RESOLVED That Councillor Barnes obtains a quotation for the removal and erection of the Packington sign.

Bus Shelter opposite Jerry’s Lane on the A51

Councillor Barnes referred to the state of the bus shelter situated opposite Jerry’s Lane.

RESOLVED That Councillor Barnes provides some photographs and a specification in order that the Parish Clerk can obtain a quotation for the repair [two side panels, back panels, seating] or replacement of the bus shelter.

Playing Field on the Swinfen Estate

Councillor Dyott referred to an Asset of Community Value and asked if the Parish Clerk could send an email to the Prison Governor asking if the Prison were willing to sell the playing field.

RESOLVED That the Parish Clerk sends an email to the Prison Governor enquiring whether or not the Prison would be interested in selling the playing field.

Hopwas Car Park

Councillor Barnes referred to the state of the car park and stated that he had recently seen 50 cars parked there. It was

RESOLVED That Councillor Barnes would make enquiries via Roger Mercer [freehold owner of the car park] to ascertain if he would mind that the Parish Council pays for repairs to the car park [using community infrastructure levy monies] and the Parish Clerk to ascertain if this was permissible under CIL Regulations.

38. THE HIGH-SPEED RAIL PLANS

Councillor Barnes referred to an email dated 24 November 2020 from Chris Humphreys, Community Engagement Manager, HS2 Limited which gave a progress update on HS2 works in the Swinfen and Packington Area:

Enabling Works

As you will be aware, enabling works in your area are led by a joint venture between Laing O'Rourke and J. Murphy & Sons Ltd (LM).

They have continued to prepare the route of the railway throughout the northern section of the phase one route. In your area, this includes continuing to remove some existing vegetation to prepare for future construction activity. This involves some traffic management including temporary traffic lights and, on occasion, temporary road closures. To manage pedestrian traffic along some public rights of way in the Hints and Swinfen and Packington areas, LM will be employing marshalls and creating a number of temporary diversions to Public Rights of Way.

Alongside this work, LM will continue their archaeological investigations in the area.

Main works

As you know, main works in your area are being delivered by a joint venture between Balfour Beatty and Vinci (BBV).

Together with BBV, we last met you in August, to provide an update on the design and delivery of the route in the Packington Moor Farm area.

- We have finalised the overall design for the bund and associated landscaping, and are continuing to work on more detailed aspects of the plans. This includes the detail related to planting to the north of Packington Moor Farm, for which we will provide an update for discussion in due course.
- At the beginning of October we notified the community about work commencing at our satellite compound off the A51, in keeping with the programme and presentation made in August. Work at the site continues and we are progressing with trial holes prior to access works being constructed.
- The community's proposal for planting outside LLAU remains under consideration and we thank you for your patience.
- The design of the Flats Lane overbridge has moved from 'scheme design' into the 'detailed design' stage and is therefore a work in progress.

BBV will also be working closely with Whittington Heath Golf Club to prepare for the demolition of the clubhouse, which is planned for early 2021. This may include some traffic management.

In August, the date of the next meeting was left open, with the expectation that it would take place in the fourth quarter of 2020, tbc. Whilst we are happy to meet in December, we suggest that it would be more informative to hold the next discussion in late January 2021 when there will be more updates to share. This could potentially be combined with a site visit, subject to COVID-19 restrictions and working arrangements at that point in time.

Councillor Loescher made reference to a piece of land, known as the environment mitigation area on the A51 and the construction of new accesses on Flats/Jerry's Lane.

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 and Flats/Jerry's Lane.

39. SCHEDULE OF PAYMENTS TO DATE

RESOLVED That the schedule of payments to date be received and noted.

40. BUDGET

RESOLVED That the Parish Clerk's report detailing actual to date figures [budget] be received and noted.

41. 2021/2022 PRECEPT ON LICHFIELD DISTRICT COUNCIL

RESOLVED That the level of precept to be declared on Lichfield District Council should be £5,500 giving a Band D Council Tax of £36.30.

42. REPAIR TO BUS SHELTER OPPOSITE WHITTINGTON BARRACKS

RESOLVED That a cheque be raised in the sum of £189.50 plus VAT [cheque number 100575].

43. NOTICE BOARD AT JERRY'S LANE

Members were informed that the notice board legs at Jerry's Lane had rotted off at ground level.

RESOLVED That Councillor Armstrong provides a quotation [including drawings] for a stainless-steel notice board with lockable doors. The notice board would need to be concreted into the ground.

44. COMMUNITY INFRASTRUCTURE LEVY [CIL] - PACKINGTON HALL, TAMWORTH ROAD

Members were informed that the Parish Council had received £8,721.17 in respect of the CIL payment associated with planning application 18/00065/FULM - Packington Hall, Tamworth Road.

45. 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.

46. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's October 2020 [cheque number 100563] and November 2020 [cheque number 100566] salary, HMRC - October 2020 [cheque number 100561], Staffordshire Pension Fund - October 2020 [cheque number 100562], HMRC - November 2020 [cheque number 100564] and Staffordshire Pension Fund - November 2020 [cheque number 100565].

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

RESOLVED That:
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 7.40 pm)

Signed

Dated

Noticeboards Online Ltd
 9 Garden Street
 Kendal, Cumbria
 LA9 7EB
 info@noticeboard.company

Quotation
 Quote Ref: 3315

FAO Jayne Minor
 Swinfen & Packington Parish Council

01543 677166
 jayneminor@talktalk.net

16th December 2020

Best Price Guarantee

We will **BEAT** any
 genuine competitors prices



Product Name	Qty	Unit Price (ex vat)	Total (ex vat)
--------------	-----	---------------------	----------------

Post Mounted Varicase Noticeboard & Printed Flat/Straight Header Panel

Features:-

- * Superior Vandal & Weather Resistance
- * Air Ducts to Minimise Condensation
- * Impact Resistant 4mm Glazing (Industry standard is 2mm)
- * Powder Coated Premium Grade Aluminium Frame - Colour TBC
- * Colour Co-ordinated Premium Felt Inner Panel
- * Stainless Steel Tamper Resistant Key Lock

1 x A2P Portrait Noticeboard - W561mm x H729mm **£1141.00**

Fully Insured Installation Service:-

Installation of new noticeboard into soft ground **£550.00**
 Removal of wooden board and wooden posts **£50.00**
 Includes CAT Scan of ground & wall, all materials required

Total Cost of above excluding VAT **£1741.00**

INDUSTRY LEADING 10 YEAR GUARANTEE

- * Current Lead Times 4/6 weeks
- * Average life expectancy 25 years plus
- * Price includes delivery to UK Mainland
- * PRICE PROMISE - We will beat any quotation for a like for like product

Tel: 01539 628309 | Vat No: 243 2224 45 | Company No: 10118370
 Quotes are valid for 30 days - Prices exclude VAT
 Installation quotes do not include removal of old noticeboards unless otherwise stated



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

Quotation

Swinfen and Packington Parish Council

Quote Number: 2369
Quote Date: 17/12/2020
Valid For: 30 Days
Account: SPPC01
Quote Ref: BUS SHELTER REFURBISHMENT

VAT Registration No: 281579176

Qty	Description	Rate	Total	VAT
1	Removal of existing 1200mm x 2000 Toughened Glass Panels Manufacture and Installation of 5No 4 Bar Anti-Vandal Glazing Bays as Commissioned by Staffordshire County Council Each Glazing Bay manufactured using fully welded Aluminium Box Section (No Corrosion) All aluminium Components acid etc pre-treated prior to Powder-Coating to RAL 6018 Each Glazing Bay Clad with UV Stabilised i2mpact resistant polycarbonate.	1,390.00	1,390.00	278.00
1	PLEASE NOTE AS THE COMPANY WHO MANUFACTURES THIS PARTICULAR STYLE OF SHELTER (THE SA SERIES) HAVE CEASED TRADING YOU CAN NO LONGER PURCHASE THE GLASS WITHOUT PAYING FOR A PATTERN AND ORDERING A MINIMUM RUN ORDER OF 50No PANELS.	0.00	0.00	0.00

Total Net Amount: £1,390.00
 VAT @ 20%: £278.00
 Quote Total: £1,668.00



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

Quotation

Swinfen and Packington Parish Council

Quote Number: 2370
Quote Date: 17/12/2020
Valid For: 30 Days
Account: SPPC01
Quote Ref: REPLACEMENT BUS SHELTER

VAT Registration No: 281579176

Qty	Description	Rate	Total	VAT
1	Manufacture & Installation of a 3 Bay Commuter Cantilever with Full End Returns, , 3 Bar Aluminium Anti-Vandal Glazing Bays, Internal rainwater management system, UV Stabilised Polycarbonate roof and side glazing, All aluminium components acid etched and powder-coated RAL 6018. Inclusive of delivery and Installation	3,895.00	3,895.00	779.00
1	Removal & Disposal of Existing Bus Shelter	195.00	195.00	39.00

Total Net Amount: £4,090.00
VAT @ 20%: £818.00
Quote Total: £4,908.00