

**SWINFEN AND PACKINGTON PARISH COUNCIL**

**Ms Jayne Minor  
6 Highfield Close  
Burntwood  
WS7 9AR**

**E-Mail:** [jayneminor@talktalk.net](mailto:jayneminor@talktalk.net)  
**Web Site:** [www.swinfenandpackington.org.uk](http://www.swinfenandpackington.org.uk)

Our Ref: JM

03 November 2021

**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 10 November 2021 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

*Jayne Minor*

**Jayne Minor (Ms)  
Parish Clerk**

<b>AGENDA</b>
---------------

**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 15 September 2021 [Minute Nos. 28-37] **[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. CIL MONIES [FOR INFORMATION PURPOSES ONLY]

### CIL receipts

Total amount of CIL received in financial year 2021/22 so far	£8,721.17
Total amount of CIL received in financial year 2020/21	£8,721.17
Total amount of CIL received in financial year 2019/20	£410.55
Total amount of CIL received in financial year 2018/19	£1,037.77
<b>TOTAL RECEIVED</b>	<b>£18,890.66</b>

### CIL Spent

Total amount of CIL spent in financial year 2021/22 so far	£4,908.00
Total amount of CIL spent in financial year 2020/21	£2,316.60
Total amount of CIL spent in financial year 2019/20	£354.00
Total amount of CIL spent in financial year 2018/19	£1,037.77
<b>TOTAL SPENT</b>	<b>£8,616.37</b>

### CIL Unspent

<b>TOTAL UNSPENT</b>	<b>£10,274.29</b>
----------------------	-------------------

## 7. SCHEDULE OF PAYMENTS TO DATE

Members are requested to receive and note the schedule of payments to date [ENCLOSURE].

## 8. 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 2022 [ENCLOSURE].

## 9. 2022/2023 PRECEPT ON LICHFIELD DISTRICT COUNCIL

Members are requested to agree and approve the level of Precept to be declared on Lichfield District Council [2019/20 - £5,000; 2020/21 - £5,500; 2021/22 - £5,500].

## 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 2021 salary **[PINK ENCLOSURE]**.

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

The next Parish Council meetings will be held on:

Wednesday 19 January 2022

Wednesday 23 March 2022

Wednesday 18 May 2022 – Annual General Meeting

**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 HELD AT THE  
CONFERENCE CENTRE, HMP SWINFEN ON WEDNESDAY 15 SEPTEMBER 2021  
COMMENCING AT 7.07 PM**

**PRESENT**

Councillor Barnes in the Chair  
Councillors Armstrong, Loescher and Mrs Phillips

**In attendance:**

Ms J Minor, Parish Clerk

**PARISH FORUM**

No members of the public were present.

**28. APOLOGIES FOR ABSENCE**

Councillors Dyott and Mrs Pope.

**29. DECLARATIONS OF INTEREST**

None declared.

**30. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 07 July 2021 [Minute Nos. 17-27] as circulated, be approved as a correct record.

**31. CHAIRMAN'S ANNOUNCEMENTS**

**Packington Hall**

Councillor Barnes informed Members that the redevelopment was progressing well and some of the properties should be occupiable within 6 weeks with a finish/completion date on site of March 2022. They had done a good job of tarmacking the drive.

**Manhole Cover on A51 By The Pig Farm**

Councillor Barnes stated that the manhole cover on the A51 by the Pig Farm needed to be repaired [it had been repaired once before].

**RESOLVED** That the Parish Clerk would report the manhole cover via the Staffordshire County Council "Report It" page.

**Kerb Stone on Packington Lane, B78 3AY**

Councillor Armstrong informed Members that he had reported the kerb stone [no longer a dropped kerb stone] to Staffordshire County Council many times but no action had been taken.

**RESOLVED** That Councillor Armstrong would provide the Parish Clerk with the reference number in order to chase up what the current situation was.

**32. THE HIGH-SPEED RAIL PLANS**

Councillor Barnes informed Members that he and Councillor Loescher were in correspondence with HS2 and were awaiting two responses and would report back in due course.

**33. CIL MONIES**

**RESOLVED** That the CIL receipts to date totalling £18,890.66; the CIL spent to date totalling £8,616.37 and the CIL unspent to date totalling £10,274.29 be noted.

**34. TWO NEW BUS SHELTERS**

The Parish Clerk informed Members that there was more work to be done before the Parish Council could erect the two new bus shelters [opposite the Horse & Jockey Public House, Tamworth Road, Freeford, WS14 9JE and on the side of Whittington Barracks, Lichfield, WS14 9TJ] as a section 50 licence and a permit to dig may be required.

**RESOLVED** That the Parish Council proceeds with erecting the two new bus shelters.

**35. 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.

**36. PARISH CLERK'S SALARY**

**RESOLVED** That cheques be drawn in respect of the Parish Clerk's August 2021 [**cheque number 100605**] and September 2021 [**cheque number 100608**] salary, HMRC - August 2021 [**cheque number 100604**], Staffordshire Pension Fund - August 2021 [**cheque number 100603**], HMRC - September 2021 [**cheque number 100607**] and Staffordshire Pension Fund - September 2021 [**cheque number 100606**].

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

**RESOLVED** That:  
Wednesday 10 November 2021  
Wednesday 19 January 2022  
Wednesday 23 March 2022  
Wednesday 18 May 2022 – Annual General Meeting

All meetings will commence at 7.00 pm.

[The Meeting closed at 7.45 pm]

Signed .....

Dated .....



	<b>ACTUAL YEAR ENDING 31/03/2021</b>	<b>ACTUAL TO DATE</b>	<b>ESTIMATED ACTUAL YEAR ENDING 31/03/2022</b>
<b>EXPENDITURE</b>			
Clerk's Salary	1,753.76	1,221.24	1,753.76
HMRC	399.40	266.20	399.40
Superannuation	685.68	457.12	685.68
Postage/Stationery	0.00	130.10	130.10
Insurance	405.81	410.11	410.11
Annual Subs (Staffordshire Parish Councils Association and Society of Local Council Clerks)	207.00	130.00	130.00
Audit Fee (Both Internal and External)	70.00	35.00	35.00
Premises	0.00	0.00	0.00
Web Site	393.36	135.76	135.76
Legal Books (Clerk's Manual)	0.00	0.00	0.00
Election	22.45	0.00	0.00
Laptop, printer etc	0.00	0.00	0.00
Training/Courses/Conferences	0.00	0.00	0.00
Bus Shelters	0.00	5,135.40	11,867.40
Noticeboard	2,089.20	0.00	0.00
Grants [Weeford Church]	0.00	0.00	0.00
Signage	100.00	0.00	0.00
Tamworth Pest Control (Moles)	0.00	0.00	0.00
<b>TOTAL</b>	<b>6,126.66</b>	<b>7,920.93</b>	<b>15,547.21</b>
<b>INCOME</b>			
Transparency Fund	0.00	0.00	0.00
CIL	8,721.17	8,721.17	8,721.17
Precept	5,500.00	5,500.00	5,500.00
Interest	1.60	0.24	0.36
VAT	80.00	451.66	451.66
<b>TOTAL</b>	<b>14,302.77</b>	<b>14,673.07</b>	<b>14,673.19</b>