

SWINFEN AND PACKINGTON PARISH COUNCIL

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

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Web Site: www.swinfenandpackington.org.uk

Our Ref: JM

12 January 2022

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 19 January 2022 commencing 7.00 p.m.** at which the business set out below will be transacted.

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 10 November 2021 [Minute Nos. 38-49] [**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	£26,163.50
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
TOTAL RECEIVED	£18,890.66

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
TOTAL SPENT	£8,616.37

CIL Unspent

TOTAL UNSPENT	£27,716.62
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7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 [FOR INFORMATION PURPOSES ONLY]

Members are requested to note that as the Parish Council's gross income will exceed £25,000, they cannot certify themselves as Exempt from a limited assurance review and will therefore have to complete Part 3 of the AGAR at a cost of £200 plus VAT.

8. REPLACEMENT BUS SHELTER

Members are requested to accept the quotation received from Shelutions Urban Furniture Limited for the removal and disposal of the existing bus timber shelter and the manufacture and installation of a 3-bay commuter cantilever with full end returns in the sum of £4,145.00 plus VAT [ENCLOSURE].

9. UPDATES TO THE PARISH COUNCIL'S WRITTEN RULES OF OPERATION

Members are recommended to agree the following changes to its written rules:

- i. Standing Order 8(a) Questions be re-worded to read "A Councillor may seek an answer to a question concerning any business of the Council provided 3 working days' notice of the question has been given to the Proper Officer."
- ii. Financial Regulation 11.1h) Contracts be re-worded to read "..... For contracts between £10,000 and £1,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Parish Clerk shall seek to obtain three quotations (priced descriptions of the proposed supply)."

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 December 2021 and January 2022 salary **[PINK ENCLOSURE]**.

12. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

The next Parish Council meetings will be held on:

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 10 NOVEMBER 2021
COMMENCING AT 7.00 PM**

PRESENT

Councillor Barnes in the Chair
Councillors Armstrong [from 7.02pm], Loescher [from 7.02pm], Mrs Phillips and Mrs Pope.

In attendance:

Ms J Minor, Parish Clerk

PARISH FORUM

No members of the public were present.

38. APOLOGIES FOR ABSENCE

None received.

39. DECLARATIONS OF INTEREST

None declared.

40. MINUTES

It was proposed by Councillor Barnes, duly seconded and

RESOLVED That the Minutes of the Meeting of the Parish Council held on 15 September 2021 [Minute Nos. 28-37] as circulated, be approved as a correct record.

41. CHAIRMAN'S ANNOUNCEMENTS

Following an email received from Councillor Loescher dated 25 October 2021 which stated that he had met a member of the public from Botany Bay who had asked him to raise the following points:

- Bromford Housing have removed a number of new trees at the new development at Botany Bay. These may have been required by planning. Can the Parish Council ask that they be re-instated.
- DMW Whittington apparently always invite Whittington residents and Whittington Parish Council to their open days and events etc. Could we ask that the Swinfen and Packington residents etc are invited, as they are closer.

- The residents at Botany Bay are very concerned about the construction and earthworks on the area next to Botany Bay [that are supposed to be in the environmental mitigation area]. They are worried about noise, visual effect, potential light pollution and how long works are going to be carrying on. Some people are trying to sell houses and needless to say the work is not have a good effect.

Councillor Barnes informed Members that he had visited the site and could see no evidence of any trees being removed and could see no houses up for sale.

Councillor Loescher stated that a new soil/store bunded area has formed by BBV on field immediately next door to Botany Bay and is in addition to the area where the soil has been cleared on the field one away. Apparently, an indistinct plan was sent to the residents from BBV.

It was **AGREED** that if Councillor Loescher saw the member of the public again he would ask for more detail relating to the location of the trees etc.

Packington Hall

Councillor Barnes informed Members that he had been led to believe that 40% of the properties have been sold with a potential move in date of May/June 2022. They are being marketed by Paul Carr Estate Agents based in Sutton Coldfield.

Flooding

Councillor Barnes referred to an email received from Councillor Dyott relating to flooding. Councillor Dyott had detailed that he was going into Lichfield and at the bottom of the dip just beyond the Horse and Jockey the water was right across the road to the centre from the Freeford side. As a consequence when he came home, he went right up to the Whittington Arms and again the water was right across the road opposite All the Winds but this time on the golf course side and to such an extent that it was then running across the road and going into the drains on the Freeford site. Councillor Barnes stated that this was very poor attention to the roadside grip run off and lack of maintenance. This happens every time it rains heavily. Councillor Barnes also referred to flooding at the top of Hopwas Hill – again no maintenance and the manhole cover on the A51 which is now a hole.

It was **AGREED** that Councillor Barnes would obtain a quotation to try and rectify the problem with the flooding.

42. THE HIGH-SPEED RAIL PLANS

Members were informed that this was still work in progress and Councillor Loescher stated that there would be nothing bigger in the history of Swinfen and Packington than HS2.

RESOLVED That in light of the lack of response from Jayne Willetts, Community Engagement Specialist, Balfour Beatty Vinci that Councillor Loescher would draft an email to be sent by the Parish Clerk.

43. CIL MONIES

Members discussed potential items of expenditure i.e. Speed Indicator Devices on the A51 as this is meant to be a 50-mph road and the replacement of the wooden bus shelter on the A51 by Jerry's Lane.

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 and the Parish Clerk be authorised to obtain a quotation for the replacement of the wooden bus shelter.

44. SCHEDULE OF PAYMENTS TO DATE

It was proposed by Councillor Barnes, duly seconded and

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

45. BUDGET

It was proposed by Councillor Barnes, duly seconded and

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

46. 2022/2023 PRECEPT ON LICHFIELD DISTRICT COUNCIL

It was proposed by Councillor Barnes, duly seconded and

RESOLVED That the level of precept to be declared on Lichfield District Council should be £5,500 [Band D £34.35].

47. 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.

48. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's October 2021 [**cheque number 100610**] and November 2021 [**cheque number 100613**] salary, HMRC - October 2021 [**cheque number 100611**], Staffordshire Pension Fund - October 2021 [**cheque number 100612**], HMRC - November 2021 [**cheque number 100614**] and Staffordshire Pension Fund - September 2021 [**cheque number 100615**].

49. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
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



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: 2936
Quote Date: 12/11/2021
Valid For: 30 Days
Account: SPPC01
Quote Ref: Replacement bus shelter

VAT Registration No: 281579176

Qty	Description	Rate	Total	VAT
1	Removal & Disposal of Existing Bus Timber Shelter including skip hire	250.00	250.00	50.00
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

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

Our preferred method of payment is by BACS / Credit Transfer

Bank Details:

Bank: Barclays Bank

Account Name: Shelutions Urban Furniture Ltd

Sort Code: 20-76-92

Account No: 43273717

If you pay by cheque please make all cheques payable to: Shelutions Urban Furniture Ltd and send to: 18 St James Close, Wath-upon-Dearne, Rotherham. S63 7BZ.

Thank you

Total Net Amount: £4,145.00
 VAT @ 20%: £829.00
 Quote Total: £4,974.00