

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING
HELD AT THE CONFERENCE CENTRE, HMP SWNFEN ON
WEDNESDAY 18 MAY 2022 COMMENCING AT 6.12 PM**

PRESENT

Councillor Dyott in the Chair
Councillors Mrs Phillips and Mrs Pope.

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

RESOLVED That Councillor Richard Barnes be elected Chairman of the Parish Council for the ensuing year.

2. APOLOGIES FOR ABSENCE

Councillors Armstrong, Barnes and Loescher.

3. DECLARATIONS OF INTEREST

None declared.

4. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 23 March 2022 [Minute Nos. 62-73] as circulated, be approved as a correct record.

5. CHAIRMAN'S ANNOUNCEMENTS

Community Governance Review

The Parish Clerk informed Members that Lichfield District Council were consulting Parish Councils on the Community Governance Review:

What is a community governance review?

A community governance review is a review of the whole or part of the council's area to consider one or more of the following:

- *Creating, merging, altering or abolishing parishes*
- *The naming of parishes and the style of new parishes*

- *The electoral arrangements for parishes (the ordinary year of election, council size (the number of councillors to be elected to council), and parish warding); and*
- *Grouping parishes under a common parish council or de-grouping parishes*
- *Other types of local arrangements, including parish meetings*

A community governance review is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish

The council is required to ensure that community governance within the area under review will:

- Be reflective of the identities and interests of the community in that area; and
- Be effective and convenient

If the council is satisfied that the recommendation of a community governance review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area, and is effective and convenient, the council makes a community governance order.

Why is the council carrying out this community governance review?

The council is required to keep its area under review – every 10-15 years. Following a number of requests from parishes for a review, it was deemed appropriate to undertake a review of the whole principal council area, rather than dealing with review requests piecemeal. A community governance review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove the many anomalous parish boundaries that may exist.

Scope of the review

The review will consider any community governance review requests received following publication of the terms of reference.

RESOLVED That it be noted that the Parish Council does not wish to make any changes to its current format. The Parish Council does not wish to be merged, altered, abolished or renamed and does not wish to change the number of Councillors to be elected to Council or parish warding.

6. THE HIGH-SPEED RAIL PLANS

Councillor Dyott and Councillor Mrs Pope gave a brief update on HS2.

7. RISK ASSESSMENT

RESOLVED That the Risk Assessment in respect of the Parish Council's bus shelters and public notice boards be received and noted.

8 STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

8.1 Annual Return: Section 1 – Annual Governance Statement 2021/22

RESOLVED That the following be agreed [Yes] in order to comply with legislative requirements:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

and that the Chairman and the Clerk be authorised to sign the document.

8.2 Annual Return: Section 2 – Accounting Statements 2021/22

RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2022 be approved and that the Chairman be authorised to sign the document.

8.3 Accounts, Payments & Receipts as at 31 March 2022

RESOLVED That the Accounts, Payments & Receipts as at 31 March 2022 be approved and that the Chairman be authorised to sign the book.

9. CONCLUSION OF INTERNAL AUDIT 2021-22

RESOLVED That the Annual Internal Audit Report 2021/22 [forming Page 3 of the Annual Governance and Accountability Return for the year ended 31 March 2022] together with the Internal Audit Report be received and noted [**cheque number 100642**].

10. WEBSTE

RESOLVED That the Parish Council's annual website hosting and annual domain renewal be renewed [£120] [**cheque number 100640**].

11. PARISH COUNCIL'S INSURANCE

RESOLVED That the Parish Council's insurance be renewed [£452.56] [**cheque number 100641**].

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 2022 [**cheque number 100633**] and May 2022 [**cheque number 100636**] salary, HMRC - April 2022 [**cheque number 100634**], Staffordshire Pension Fund - April 2022 [**cheque number 100635**], HMRC - May 2022 [**cheque number 100637**] and Staffordshire Pension Fund - May 2022 [**cheque number 100638**].

(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 100639**] be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

14. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 13 July 2022
Wednesday 07 September 2022
Wednesday 02 November 2022
Wednesday 25 January 2023
Wednesday 22 March 2023
Wednesday 17 May 2023

All meetings will commence at 6.00 pm.

[The Meeting closed at 6.31pm]

Signed

Dated