

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

26 October 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 02 November 2022 commencing 6.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Jayne Minor

**Jayne Minor (Ms)
Parish Clerk**

AGENDA

PUBLIC FORUM

To promote community engagement, the public now has the opportunity to attend and speak at all of the Parish Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST AND DISPENSATION

To receive declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Parish Council held on 07 September 2022 [Minute Nos. 26-35] **[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

CIL receipts

Total amount of CIL received in financial year 2021/22	£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	£36,332.99

CIL Spent

Total amount of CIL spent in financial year 2022/23 so far	£10,424.50
Total amount of CIL spent in financial year 2021/22	£4,090.00
Total amount of CIL spent in financial year 2020/21	£1,930.50
Total amount of CIL spent in financial year 2019/20	£295.00
Total amount of CIL spent in financial year 2018/19	£1,037.77
TOTAL SPENT	£17,777.77

CIL Unspent

TOTAL UNSPENT	£18,555.22
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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 2023 [ENCLOSURE].

9. 2023/2024 PRECEPT ON LICHFIELD DISTRICT COUNCIL

Members are requested to agree and approve the level of Precept to be declared on Lichfield District Council [2020/21 - £5,500; 2021/22 - £5,500; 2022/23 - £5,500].

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 SECTION 3 – EXTERNAL AUDITOR'S REPORT AND CERTIFICATE 2021/22

Members are requested to receive and note the External Auditor's Report [ENCLOSURE].

**11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22
EXTERNAL AUDITOR'S INVOICE**

Members are requested to approve payment of the External Auditor's Invoice [ENCLOSURE].

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 2022 salary [PINK ENCLOSURE].

14. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

The next Parish Council meetings will be held on:

Wednesday 25 January 2023

Wednesday 22 March 2023

Wednesday 17 May 2023

PUBLIC FORUM

15 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. You will have up to 3 minutes and can raise more than one issue. However, the Chairman has the option to extend the time allowed to you if they think it is appropriate. So that the Members at the meeting can be properly briefed in order to enable them to provide a considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Parish Council at least five working days before the meeting. The Chairman of the meeting has the right to reject any representations that he/she considers not to be appropriate for the meeting. The public forum session will usually be the first item on the agenda and normally will last up to 15 minutes. In some instances, it may not be possible at the meeting to provide an answer. Where that is the case, a written response will be sent to your stated address. While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Parish Council members who work for this Parish and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL MEETING
HELD AT THE CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 07 SEPTEMBER 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Barnes 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.

26. APOLOGIES FOR ABSENCE

Councillors Dyott and Loescher.

27. DECLARATIONS OF INTEREST AND DISPENSATION

None declared.

28. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 13 July 2022 [Minute Nos. 15-25] as circulated, be approved as a correct record.

29. CHAIRMAN'S ANNOUNCEMENTS

Hopwas Wood Car Park

Members were asked if the Parish Council wished to continue pursuing this project with BBV and HS2.

Councillor Barnes felt that the Parish Council did not have the resources to continue with the project with BBV and HS2. He felt that a general tidy up and new signage [predicting the heritage of the site] would be more appropriate. The Parish Clerk confirmed that it would be an acceptable project to spend the parish CIL on even though the car park is in private ownership. She confirmed that even though the work may not be carried out this financial year, the Parish Council could earmark the expenditure in 2023/24.

RESOLVED That Councillor Barnes would obtain a quotation for the works to the car park which would be discussed at a future meeting.

30. THE HIGH-SPEED RAIL PLANS

Councillor Barnes stated that this was an ongoing project. He referred to the demolition of Packington Moor Farm and stated that a drone was flying over the site on a regular basis in order to document everything that was happening. He said that the speed of the train would be 30 mph less than planned.

31. CIL MONIES

RESOLVED That the CIL unspent to date totalling £18,555.22 be noted.

32. ARRANGEMENTS FOR EXTERNAL AUDIT FOR THE 5-YEAR PERIOD BEGINNING 01 APRIL 2022

The Parish Clerk informed Members that Smaller Authorities' Audit Appointments Ltd [SAAA] had been responsible for procuring and appointing external auditors to all opted-in smaller authorities since its establishment in 2017 by the then Department of Communities and Local Government, following the closure of the Audit Commission. The initial 5-year appointing period ended with the passing of the deadline for submission of 2021-22 Annual Governance and Accountability Returns. The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 01 April 2022.

The Parish Clerk informed Members that all authorities require an appointed external auditor but must be given the option to opt-out of the central procurement and appointment scheme. However, the process of appointing its own external auditor is onerous. The Parish Council's arrangements for external audit over the past 5 years by Staffordshire's centrally appointed auditors Mazars have proceeded smoothly.

RESOLVED That the Parish Council takes no action and to thereby remain part of the central scheme for the appointment of external auditors for the 5-year period 2022-23 to 2026-27.

33. 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.

34. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's August 2022 [**cheque number 100649**] and September 2022 [**cheque number 100652**] salary, HMRC – August 2022 [**cheque number 100650**], Staffordshire Pension Fund – August [**cheque number 100651**], HMRC – September 2022 [**cheque number 100653**] and Staffordshire Pension Fund – September 2022 [**cheque number 100654**].

35. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
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 6.26 pm]

Signed

Dated

LIST OF PAYMENTS MADE BETWEEN 01 APRIL 2022 TO 31 MARCH 2023

[illegible]

	ACTUAL YEAR ENDING 31/03/2022	ACTUAL TO DATE	ESTIMATED ACTUAL YEAR ENDING 31/03/2023
EXPENDITURE			
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	130.10	0.00	0.00
Insurance	410.11	452.56	452.56
Annual Subs (Staffordshire Parish Councils Association)	130.00	133.57	133.57
Audit Fee (Both Internal and External)	35.00	50.00	150.00
Web Site	135.76	120.00	120.00
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	5,135.40	12,509.40	12,509.40
Noticeboard	0.00	0.00	0.00
Hopwas Wood Park Car	0.00	0.00	0.00
Bank Charges	34.00	73.00	138.00
Signage	0.00	0.00	0.00
TOTAL	8,849.21	15,283.09	16,342.37
INCOME			
CIL	26,163.50	0.00	0.00
Precept	5,500.00	5,500.00	5,500.00
Interest	0.49	1.30	3.00
VAT	451.66	862.31	862.31
TOTAL	32,115.65	6,363.61	6,365.31

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

Swinfen and Packington Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

A. Fixed assets at Box 9 was initially incorrect because the entries for 2020/21 and 2021/22 were incomplete. £11,486 of fixed assets were owned at 31/3/21 and £15,576 at 31/3/22 but the AGAR originally showed nil for both years.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

Not applicable.

External Auditor Name

Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature

Mazars LLP

Date

16 September 2022



Swinfen and Packington Parish Council
FAO Ms J Minor
6 Highfield Close
Burntwood
Staffordshire
WS7 9AR
United Kingdom

Invoice No: 2082853
VAT Reg No: GB 839 8356 73
Date/Tax Point: 11 October 2022
Client Code: SWIN184291

INVOICE

	VAT Rate	GBP
...fee is in respect of work carried out on the Limited Assurance Review undertaken on behalf of Smaller Authorities' Audit Appointments (SAAA) for year ended 31 March 22.	20%	200.00
... fee for additional work carried out as a result of errors in the Annual Return..	20%	40.00

PLEASE REFERENCE THIS INVOICE NUMBER WITH YOUR PAYMENT - thank you.

Net Amount	240.00
VAT	48.00
Total Amount Due GBP	288.00

REMITTANCE ADVICE

To contact the accounts team, please call +44 (0) 113 394 7000

Invoice No: **2082853** Invoice date: **11 October 2022**
Client Code **SWIN184291** Amount Due GBP **288.00**

Payments to be made payable to:

Mazars LLP
5th Floor
3 Wellington Place
Leeds
LS1 4AP

Bank Giro and BACS payments should be sent to:
Bank **HSBC Bank Plc**
Sort Code **40-11-60**
Account Number **10123889**
IBAN **GB22HBUK40116010123889**
Swift **HBUKGB4B**

Standard terms are payment on presentation

Email: credit.control@mazars.co.uk

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