

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING
HELD AT PACKINGTON HAYES, PACKINGTON ON
WEDNESDAY 17 MAY 2023 COMMENCING AT 6.46 PM**

PRESENT

Councillor Barnes in the Chair
Councillors Armstrong, Dyott and Loescher

In attendance:

Ms J Minor, Parish Clerk
Mr A Perks

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 Mrs Phillips and Mrs Pope.

3. DECLARATIONS OF INTEREST

None declared.

4. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 22 March 2023 [Minute Nos. 61-76] as circulated, be approved as a correct record.

5. CHAIRMAN'S ANNOUNCEMENTS

Renovation of the parking area [lay-by] opposite Hopwas Woods

Councillor Barnes confirmed that the renovation works had started and at the meeting held on 10 May 2023, BBV/HS2 had agreed to fund the new signage. Taking into account BBV/HS2 generous offer, Councillor Barnes felt that a local historian should be engaged.

Packington Hall

Councillor Barnes informed Members that there was still a number of properties for sale on this development.

6. THE HIGH-SPEED RAIL PLANS

Councillor Barnes and Councillor Loescher gave Members an update following their meeting with representatives from BBV/HS2 on 10 May 2023 commencing at 2pm. Upon their arrival at the meeting, they had learnt that a directorate from London had attended the meeting at 1pm and representatives from BBV/HS2 had been told that a lot of the works would no longer take place. At the meeting BBV/HS2 had given an assurance that the "pot holes" around the roundabout outside Whittington Barracks would be made good by BBV/HS2. Councillor Loescher informed Members that he had seen this week people surveying the trees along the heart of England way however he was not aware of any intended works.

7. CIL MONIES

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

8. RISK ASSESSMENT

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

9. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

9.1 Certificate of Exemption – AGAR 2022/23 Form 2

RESOLVED That the Certificate of Exemption – AGAR 2022/23 Form 2 for the year ended 31 March 2023 be approved and that the Chairman be authorised to sign the document.

9.2 Annual Internal Audit Report 2022/23

RESOLVED That the Annual Internal Audit Report 2022/23 for the year ended 31 March 2023 completed by Mr B Cooper be received and noted.

9.3 Section 1 – Annual Governance Statement 2022/23

RESOLVED That the Section 1 – Annual Governance Statement 2022/23 for the year ended 31 March 2023 be approved and that the Chairman be authorised to sign the document.

9.4 Section 2 – Accounting Statements 2022/23

RESOLVED That the Section 2 – Accounting Statements 2022/23 for the year ended 31 March 2023 be approved and that the Chairman be authorised to sign the document.

Members were reminded that as the Parish Council's total gross income for the year 2022/23 or total gross annual expenditure, for the year 2022/23 did not exceed £25,000 then the Parish Council would be submitting the Certificate of Exemption – AGAR 2022/23 Form 2 only to the external auditors [Mazars].

10. ANNUAL INTERNAL AUDIT REPORT 2022/23

RESOLVED That the Annual Internal Audit Report 2022/23 for the year ended 31 March 2023 be received and noted. That the Internal Auditor's invoice in the sum of £60 be paid [**cheque number 100685**].

11. WEBSTE

RESOLVED That the Parish Council's annual website hosting and annual domain renewal be renewed [£100] [**cheque number 100683**].

12. PARISH COUNCIL'S INSURANCE

RESOLVED That the Parish Council's insurance be renewed [£475.34] [**cheque number 100684**].

13. CO-OPTION OF MR ALASTAIR PERKS

When asked by Councillor Barnes, Mr Perks indicated that he still wished to be co-opted onto the Parish Council. The Parish Clerk stated that she would contact the Electoral Office at Lichfield District Council.

14. PLANNING APPLICATION 23/00239/FUL – SWINFEN HALL HOTEL, THE DRIVE – RETENTION OF TEMPORARY MARQUEE

Members were informed that the application had been refused on 27 April 2023 for the following reasons:

1. The development would comprise inappropriate development within the Green Belt that would cause harm by definition, moderate harm to openness and minor to moderate harm to visual amenity. No very special circumstances have been put forward which clearly outweigh the harm to the Green Belt by reason of inappropriateness and other harm to the heritage assets and neighbouring amenity. The proposed development is therefore considered contrary to Lichfield Development Management Policy NR2 (Development in the Green Belt) and Government Guidance contained in the National Planning Policy Framework 2021.

2. The proposal would be an incongruous form of development that would cause harm to the Grade II*listed Swinfen Hall and Grade II listed walled garden, by virtue of its design, scale and massing, contrary to the requirements of Core Policies 3 (Delivering Sustainable Development) and 14 (Our Built and Historic Environment), Policy BE2 (Heritage Assets) of the Local Plan Allocations, Policy BE1 (High Quality Development) of the Lichfield Local Plan Strategy 2015, and section 16 of the National Planning Policy Framework. Furthermore, there are no demonstrable public benefits of the proposal that would outweigh the harm to the setting of the listed building. 3 The proposal, by virtue of the noise generated and associated disturbance, would result in an unacceptable impact on the amenity of neighbouring residents, contrary to the requirements of Core Policy

3. (Delivering Sustainable Development) and Policy BE1 (High Quality Development) of the Lichfield Local Plan Strategy 2015 and the National Planning Policy Framework.

15. BOTANY BAY SIGNAGE

The Parish Clerk circulated a photograph of the Levett Road street name plate. It was **AGREED** that this would be an agenda item for 19 July 2023 to see how the wording "Botany Bay" could be included on the existing signage.

16. PLANNING APPLICATION 21/01570/FULM – SWINFEN HALL HOTEL, THE DRIVE - VARIOUS RENOVATION WORKS INCLUDING THE CONVERSION OF STAFF ACCOMMODATION AND OUTDOOR BOTHIES TO CREATE 9 NEW HOTEL ROOMS, 2 HOLIDAY COTTAGES AND THE CONSTRUCTION OF 12 NO. LAKESIDE CHALETs, DEMOLITION OF AGRICULTURAL STRUCTURES, ERECTION OF 1 NO. TWO STOREY HOTEL BLOCK COMPRISING 12 HOTEL ROOMS, 1 NO. TWO STOREY HOTEL BLOCK COMPRISING 7 HOTEL ROOMS, AND A HOTEL LEISURE COMPLEX COMPRISING SPA WITH TREATMENT ROOMS, GYM, INDOOR/OUTDOOR POOL FACILITIES AND RESTAURANT, EXTENSION OF CAR PARK, ERECTION OF AN ENTRANCE GATE AND ALL ASSOCIATED WORKS AND LANDSCAPING ACROSS THE SITE.

Councillor Dyott referred to the above planning application and in particular the chalets and referred to the planning permission which was granted for the above development in accordance with the application, plans and drawings listed and subject to compliance with the legal agreement dated 18 May 2022. He referred to condition no. 2. The development authorised by this permission shall be carried out in complete accordance with the approved plans and specification, as listed on this decision notice, except insofar as may be otherwise required by other conditions to which this permission is subject and the access.

17. 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.

18. PARISH CLERK'S SALARY

RESOLVED (1) That cheques be drawn in respect of the Parish Clerk's April 2023 [cheque number 100676] and May 2023 [cheque number 100678] salary, HMRC – April, May, June, July, August and September 2023 [cheque number 100681], Staffordshire Pension Fund - April 2023 [cheque number 100677] and Staffordshire Pension Fund - May 2023 [cheque number 100680].

(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 100679] be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

19. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 19 July 2023
Wednesday 13 September 2023
Wednesday 08 November 2023
Wednesday 17 January 2024

Wednesday 27 March 2024
Wednesday 15 May 2024

All meetings will commence at 6.00 pm.

[The Meeting closed at 7.29 pm]

Signed

Dated