

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING
HELD AT CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 15 MAY 2024 COMMENCING AT 6.10 PM**

PRESENT

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

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.

Councillor Barnes signed the Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

Councillors Armstrong, Perks and Mrs Phillips.

3. DECLARATIONS OF INTEREST

None declared.

4. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 27 March 2024 [Minute Nos. 67-79] as circulated, be approved as a correct record.

5. CHAIRMAN'S ANNOUNCEMENTS

Cleaning Roadside Grips and Ditch on A51 Tamworth Road

Councillor Barnes informed Members that he had asked C T Petford to re-visit the site again as he felt that some spade work was still needed.

Opposite Whittington Barracks

Councillor Barnes informed Members that he had spoken to a representative from Amey and asked when the lime trees were going to be cut back on the footpath. The representative had indicated that this was low priority and that there was another path on the opposite side of the road.

Swinfen Broun Grave

Councillor Barnes referred to the Swinfen Broun Grave and the repairs needed to it.

Councillor Dyott referred to the Swinfen Broun Charitable Trust and their aims and purposes as listed on their website.

A Charity dedicated to assisting individuals and organisations within Lichfield City. The Trust applies the Charity Funds to help Organisations and Individuals within the boundaries of the City of Lichfield who qualify for help under the terms of the Trust Deed. For example, it assists with grants for the provision or maintenance of public Halls, meeting places, playing fields, sports facilities, public gardens and public open spaces.

Councillor Barnes pointed out that Lichfield Rugby Club is not located within the city boundary and he felt that it was morally wrong and that there were ways and means for the Trust to fund the grave.

Post Note

*Following on from the Parish Council meeting, the County Councillor covering Clifton Campville/Thorpe Constantine; Drayton Bassett; Edingdale; Elford; Fazeley Town; Harlaston; Lichfield City; **Swinfen and Packington**; Whittington and Fisherwick; Wiggington and Hopwas is Alan White. County Councillor White is also Leader of Staffordshire County Council. Councillor Barnes sent the following email to County Councillor White:*

- 1. The Parish Council have made arrangements and paid an approved contactor to clean the verge out to let the water off at a cost of 600 pound. This situation as reported some 4 years ago. It's been exacerbated by the contractors employed by the council, Amey, not cleaning the drains out properly and the surface water runs past several blocked drains now and down to this verge gap. I believe several drains are blocked and never been rectified despite it being reported. I actually spoke with contractors on of site 12 months ago and asked about it and was told sorting the drains out was not in their remit! I must point out in the event of a vehicle and occupants were injured the council could be held liable for this.*
- 2. Next the situation at the top of Hopwas Hill lay by. The parish council again Has already spent considerable funds acquired from the development at Packington hall [16k] to refurbish the layby for the benefit of the general public recently but the foot path has collapsed in several places between the lay by the main road. This again is the responsibility of the county council we believe not us. The potholes are considerable and a danger to all.*
- 3. The foot path opposite the verge we had repaired by the House know as All the winds has also collapsed and needs urgent attention.*
- 4. Finally, the footpath opposite the old barracks at Whittington has Lime tree branch ingress and unpassable in places. Could this not be trimmed please.*

6. THE HIGH-SPEED RAIL PLANS

Councillor Barnes gave Members an update. Councillor Loescher suggested that a meeting was needed with representatives from BBV [Balfour Beatty

Vinci] and it was **agreed** that Councillor Loescher would email the Parish Clerk with an outstanding list of issues.

7. CIL MONIES

RESOLVED That the CIL unspent to date totalling £1,980.22 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. ANNUAL INTERNAL AUDIT REPORT 2023/24

RESOLVED That the Annual Internal Audit Report 2023/24 for the year ended 31 March 2024 be received and noted. That the Internal Auditor's invoice in the sum of £60 be paid [**cheque number 100721**].

10. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

10.1 Certificate of Exemption – AGAR 2023/24 Form 2

RESOLVED That the Certificate of Exemption – AGAR 2023/24 Form 2 for the year ended 31 March 2024 be approved and that the Chairman be authorised to sign the document.

10.2 Annual Internal Audit Report 2023/24

RESOLVED That the Annual Internal Audit Report 2023/24 for the year ended 31 March 2024 completed by Mr B Cooper be received and noted.

10.3 Section 1 – Annual Governance Statement 2023/24

RESOLVED That the Section 1 – Annual Governance Statement 2023/24 for the year ended 31 March 2024 be approved and that the Chairman be authorised to sign the document.

10.4 Section 2 – Accounting Statements 2023/24

RESOLVED That the Section 2 – Accounting Statements 2023/24 for the year ended 31 March 2024 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 2023/24 or total gross annual expenditure, for the year 2023/24 did not exceed £25,000 then the Parish Council would be submitting the Certificate of Exemption – AGAR 2023/24 Form 2 only to the external auditors [Mazars].

11. WEBSTE

RESOLVED That the Parish Council's annual website hosting and annual domain renewal be renewed [£100] [**cheque number 100719**].

12. PARISH COUNCIL'S INSURANCE

RESOLVED That the Parish Council's insurance be renewed [£572.76] [cheque number 100722].

13. CLEANING ROADSIDE GRIPS AND DITCH ON A51 TAMWORTH ROAD

RESOLVED That the quotation received from C T Pefford in the sum of £690 be agreed and that the work be carried out [cheque number 100720].

14. 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.

15. PARISH CLERK'S SALARY

RESOLVED (1) That cheques be drawn in respect of the Parish Clerk's April 2024 [cheque number 100714] and May 2024 [cheque number 100715] salary, HMRC – April, May, June and July 2024 [cheque number 100718], Staffordshire Pension Fund - April 2024 [cheque number 100713] and Staffordshire Pension Fund - May 2024 [cheque number 100717].

(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 100716] be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

16. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 10 July 2024
Wednesday 18 September 2024
Wednesday 13 November 2024
Wednesday 15 January 2025
Wednesday 12 March 2025
Wednesday 14 May 2025

All meetings will commence at 6.00 pm.

[The Meeting closed at 6.50 pm]

Signed

Dated