

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor
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Our Ref: JM

06 November 2024

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 Centre, HMP Swinfen on Wednesday 13 November 2024 commencing 6.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Jayne Minor

**Jayne Minor (Ms) CiLCA & FiLCA
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 18 September 2024 [Minute Nos. 28-37] [**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 2024/25	£0.00
Total amount of CIL received in financial year 2023/24	£0.00
Total amount of CIL received in financial year 2022/23	£0.00
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 2024/25	£575.00
Total amount of CIL spent in financial year 2023/24	£16,000.00
Total amount of CIL spent in financial year 2022/23	£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	£34,352.77

CIL Unspent

TOTAL UNSPENT	£1,980.22
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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 2025 [ENCLOSURE].

9. 2025/2026 PRECEPT ON LICHFIELD DISTRICT COUNCIL

Members are requested to agree and approve the level of Precept to be declared on Lichfield District Council.

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 October and November 2023 salary [**PINK ENCLOSURE**].

12. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

Wednesday 15 January 2025

Wednesday 12 March 2025

Wednesday 14 May 2025 – Annual General Meeting

All meetings will commence at 6pm

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 ANNUAL MEETING
HELD AT CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 18 SEPTEMBER 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Dyott in the Chair
Councillors Loescher and Mrs Phillips

In attendance:

Ms J Minor, Parish Clerk

PUBLIC FORUM

No members of the public were present.

28. APOLOGIES FOR ABSENCE

Councillors Armstrong, Barnes, Perks and Mrs Pope.

29. DECLARATIONS OF INTEREST

None declared.

30. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 10 July 2024 [Minute Nos. 17-27] as circulated, be approved as a correct record.

31. CHAIRMAN'S ANNOUNCEMENTS

Councillor Dyott referred to email correspondence which he had had with Councillor Barnes regarding flooding on the A51 and confirmed that he will take suitable photographs (this will go into abeyance until we have a downpour) so that the defect can be reported to Staffordshire County Council as Highway Authority. We are still awaiting a site visit with County Councillor Alan White regarding the junction of Lichfield Road, coming out of Whittington, with the A51 Lichfield - Tamworth Road.

Councillor Dyott referred to the letter received via an email dated 12 September 2024 from Lichfield District Council relating to an enforcement appeal which had been lodged against an Enforcement Notice that had been served by Lichfield District Council in respect of Swinfen Hall Hotel, The Drive and was considered unacceptable to the Council for the following reasons:

- a. The unauthorised engineering operation to create an earth bund.
- b. The unauthorised engineering operation to create an outdoor swimming pool.

- c. The unauthorised operational development to erect ornate metal pillars and gates over 2 metres in height.
- d. The unauthorised use of an existing flat roof (above the existing cocktail lounge) as a balcony.

It was **agreed** that the Parish Council sends a general comment to The Planning Inspectorate – That the Parish Council supports Lichfield District Council in maintaining the integrity of the Listed Building.

32. THE HIGH-SPEED RAIL PLANS

Councillor Loescher confirmed that he together with Councillor Barnes had met with representatives from HS2 and Balfour Beatty Vinci on Tuesday 09 July 2024 to chase up answers to and reiterate the points raised previously. It was **agreed** that Councillor Loescher would draft an email to BBV reminding them of their promises.

33. CIL MONIES

RESOLVED That the CIL unspent to date totalling £1,980.22 be noted.

34. IMPASSABLE FOOTPATH

Councillor Loescher referred to an impassable footpath (Heart of England Way). It was **agreed** that Councillor Loescher would provide a map and photograph(s) so that this could be forwarded to Staffordshire County Council, as Highway Authority in the first instance.

35. 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.

36. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's August 2024 [**cheque number 100729**] and September 2024 [**cheque number 100731**] salary, Staffordshire Pension Fund – August 2024 [**cheque number 100730**] and Staffordshire Pension Fund – September 2024 [**cheque number 100732**].

37. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 15 January 2025
Wednesday 12 March 2025
Wednesday 14 May 2025

All meetings will commence at 6.00 pm.

[The Meeting closed at 6.22 pm]

Signed

Dated

	ACTUAL YEAR ENDING 31/03/2024	ACTUAL TO DATE	ESTIMATED ACTUAL YEAR ENDING 31/03/2025
EXPENDITURE			
Clerk's Salary	1,961.40	1,359.60	1,961.40
HMRC	451.20	225.60	451.20
Superannuation	718.80	463.28	718.80
Stationery (Ink Cartridges)	126.16	0.00	0.00
Insurance	475.34	572.76	572.76
Annual Subs (Staffordshire Parish Councils Association)	133.05	135.96	135.96
Audit Fee (Both Internal and External)	60.00	60.00	60.00
Web Site	116.25	126.25	126.25
Election	0.00	0.00	0.00
Bus Shelters	0.00	0.00	0.00
Noticeboard	0.00	0.00	0.00
A51 Tamworth Road – Grips & Ditch	0.00	575.00	575.00
Hopwas Wood Park Car	16,000	0.00	0.00
Bank Charges	134.00	68.00	134.00
Signage	180.60	0.00	0.00
TOTAL	20,356.80	3,586.45	4,735.37
INCOME			
CIL	0.00	0.00	0.00
Precept	5,500.00	6,000.00	6,000.00
Interest	71.39	33.15	60.00
VAT	2,158.46	3,200.00	3,200.00
TOTAL	7,729.85	9,233.15	9,260.00