

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor
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Our Ref: JM

16 July 2025

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 23 July 2025 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

LAURA WHITEHURST, GOVERNOR, HMP & YOI SWINFEN HALL

Ms Whitehurst to give Members an overview on their works and focus regarding HMP & YOI Swinfen Hall.

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 14 May 2025 (Minute Nos. 1-15) (**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. 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.

8. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's June 2025 and July 2025 salary **[PINK ENCLOSURE]**.

9. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

The next Parish Council meetings will be held on:

Wednesday 10 September 2025

Wednesday 12 November 2025

Wednesday 14 January 2026

Wednesday 11 March 2026

Wednesday 13 May 2026 – Annual General Meeting

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 14 MAY 2025 COMMENCING AT 6.08 PM**

PRESENT

Councillor Dyott in the Chair
Councillors Loescher, Perks and 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

Councillor Armstrong (Dispensation)
Councillor Barnes
Councillor Phillips

RESOLVED Members resolved to approve that Councillor Armstrong be granted a Leave of Absence from attendance at meetings from 14 May 2025 to 13 May 2026 on grounds of ill health.

3. DECLARATIONS OF INTEREST

None declared.

4. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 12 March 2025 (Minute Nos. 61-72) as circulated, be approved as a correct record.

5. CHAIRMAN'S ANNOUNCEMENTS

Swinfen Prison

The Parish Clerk confirmed that Laura Whitehurst, Governor of Swinfen Prison would be attending the next Parish Council meeting scheduled for 23 July 2025. It was **AGREED** that the Parish Clerk would email Members to see if they had any questions which they wished to raise with Ms Whitehurst and that these be forwarded to Ms Whitehurst prior to the meeting. Some questions already suggested were a. Plans for the Prison going forward; b. Number of

Inmates; c. Lack of working Street Lights on the Swinfen Estate and d. Community Engagement.

County Council Elections

The Parish Clerk informed Members that Mr Alan White (Conservative) was no longer the County Councillor for Lichfield Rural East. Ms Tracey Dougherty (Reform) had been elected. It was **AGREED** that the Parish Clerk would invite Ms Dougherty to a future meeting of the Parish Council. The Parish Clerk confirmed that Mr Ian Cooper (Reform) who represents Perrycrofts division in Tamworth was now Leader of the County Council and the Deputy Leader was now Mr Martin Murray (Reform) who represents Cannock Chase.

A51 Junction and Road Flooding

Councillor Dyott informed Members that he, together with Councillor Barnes and Mr David Walton, Parish Clerk to Whittington and Fisherwick Parish Council had met with representatives from the Highways Department regarding the safety of the Lichfield Road/Tamworth Road junction where accidents occur on a regular basis. He said that the officers were well meaning but had no funds to do anything substantial to the junction. He said that their statistics were only based on what the police are aware of and if the accidents were not reported they are therefore not recorded.

Councillor Dyott informed Members that at the meeting he also mentioned the road flooding. He said that one of the officers was based in Tamworth and he had her direct email. It was **AGREED** that photographs (if the flooding reoccurs) be taken and forwarded to Councillor Dyott who in turn would email the officer direct.

Parish Precept - Electorate

Councillor Loescher said that it would be useful to have an idea of a. the number of residences and b. the number of people in the parish so we can put our precept into context. It was **AGREED** that the Parish Clerk would email the election office at Lichfield District Council.

Littering in the Parish

Councillor Loescher informed Members that he had seen an increase in littering in the parish and asked if Members would consider purchasing say 15 signs and 15 posts to be erected around the parish (wording to be approved). It was **AGREED** that Councillor Loescher would look into the situation (costings) and report back to a future meeting. The Parish Clerk asked that if any Member had any specific location in mind could they please email her.

War Memorial Plaque at Botany Bay

Councillor Loescher informed Members that he together with Councillor Barnes had cleaned the war memorial plaque.

6. THE HIGH-SPEED RAIL PLANS

Councillor Loescher referred to Wendy McSeveney, Community Engagement Specialist from Balfour Beatty Vinci and Sophia McKain, Senior Engagement Manager from HS2 and their attendance at the Parish Council meeting held on 12 March 2025. He asked if a response had been received regarding the questions/concerns raised at that meeting. The Parish Council confirmed that Ms McSeveney had responded on 19 March 2025 saying that she had some answers, but not all, so she was unable to provide a full update. Once she had all answers to the questions and concerns raised, she would send everything over in one email for consistency. It was **AGREED** that the Parish Clerk would email Ms McSeveney for an update.

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 INVOICE 2024/25

RESOLVED That the Internal Auditor's invoice in the sum of £60 be paid [cheque number 100762].

10. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

10.1 Certificate of Exemption – AGAR 2024/25 Form 2

RESOLVED That the Certificate of Exemption – AGAR 2024/25 Form 2 for the year ended 31 March 2025 be approved and that the Chairman be authorised to sign the document.

10.2 Annual Internal Audit Report 2024/25

RESOLVED That the Annual Internal Audit Report 2024/25 for the year ended 31 March 2025 completed by Mr B Cooper be received and noted.

10.3 Section 1 – Annual Governance Statement 2024/25

RESOLVED That the Section 1 – Annual Governance Statement 2024/25 for the year ended 31 March 2025 be approved and that the Chairman be authorised to sign the document.

10.4 Section 2 – Accounting Statements 2024/25

RESOLVED That the Section 2 – Accounting Statements 2023/24 for the year ended 31 March 2025 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 2024/25 or total gross annual expenditure, for the year 2024/25 did not exceed £25,000 then the Parish Council would be submitting the Certificate of Exemption – AGAR 2024/25 Form 2 only to the external auditors.

11. WEBSTE

RESOLVED That the Parish Council's annual website hosting and annual domain renewal be renewed [£100] [cheque number 100757].

12. PARISH COUNCIL'S INSURANCE

RESOLVED That the Parish Council's insurance be renewed [£716.48] [cheque number 100761].

13. 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.

14. PARISH CLERK'S SALARY

RESOLVED (1) That cheques be drawn in respect of the Parish Clerk's April 2025 [**cheque number 100752**] and May 2025 [**cheque number 100754**] salary, HMRC – 06 April 2025 to 05 July 2025 (1st Quarter) [**cheque number 100759**], HMRC – 06 July 2025 to 05 October 2025 (2nd Quarter) [**cheque number 100760**], Staffordshire Pension Fund - April 2025 [**cheque number 100753**] and Staffordshire Pension Fund - May 2025 [**cheque number 100756**].

(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 100755**] be paid to the Parish Clerk in reimbursement of use of space, lighting, heating, and electricity.

15. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 23 July 2025
Wednesday 10 September 2025
Wednesday 12 November 2025
Wednesday 14 January 2026
Wednesday 11 March 2026
Wednesday 13 May 2026

All meetings will commence at 6.00 pm.

[The Meeting closed at 6.35 pm]

Signed

Dated