

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor
6 Highfield Close
Burntwood
WS7 9AR

E-Mail: jayneminor@talktalk.net
Web Site: www.swinfenandpackington.org.uk

Our Ref: JM

03 September 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 10 September 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

COUNTY COUNCILLOR TRACEY DOUGHERTY

County Councillor Dougherty (representing Lichfield Rural East) to provide an update.

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 23 July 2025 (Minute Nos. 16-24) **(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 August 2025 and September 2025 salary **[PINK ENCLOSURE]**.

9. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

The next Parish Council meetings will be held on:

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 MEETING
HELD AT CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 23 JULY 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Barnes in the Chair
Councillors Pope and Phillips

In attendance:

Ms J Minor, Parish Clerk

LAURA WHITEHURST, GOVERNOR, HMP & YOI SWINFEN HALL

Mrs Whitehurst explained that Swinfen Prison is a closed young offender institute (YOI), category C prison, specialising in supporting young adults (18 to 25). She informed Councillors on plans for the Prison going forward, number of inmates, street lighting on the Swinfen Estate and community engagement.

PUBLIC FORUM

No members of the public were present.

16. APOLOGIES FOR ABSENCE

Councillors Armstrong (Dispensation)
Councillor Loescher
Councillor Perks

17. DECLARATIONS OF INTEREST

None declared.

18. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 14 May 2025 (Minute Nos. 1-15) as circulated, be approved as a correct record.

19. CHAIRMAN'S ANNOUNCEMENTS

Fly Tipping

Councillor Barnes explained that Councillor Loescher had reported to the Parish Clerk that an old commercial freezer had been fly tipped on the Heart of England Way by the "pull in" North West of Jerry's Lane. The Parish Clerk confirmed that this had been reported to Lichfield District Council on 22 July 2025.

20. THE HIGH-SPEED RAIL PLANS

Councillor Barnes explained that there was not much happening at the moment.

21. CIL MONIES

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

22. 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.

23. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's June 2025 (**cheque number 100763**) and July 2025 (**cheque number 100765**) salary, Staffordshire Pension Fund – June 2025 (**cheque number 100764**) and Staffordshire Pension Fund – July 2025 (**cheque number 100766**).

24. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 10 September 2025
Wednesday 12 November 2025
Wednesday 14 January 2026
Wednesday 11 March 2026
Wednesday 13 May 2026 – Annual General Meeting

All meetings will commence at 6.00 pm.

(The Meeting closed at 7.15 pm)

Signed

Dated