

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor
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Our Ref: JM

05 November 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 12 November 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 10 September 2025 (Minute Nos. 25-33) (**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 2026 (ENCLOSURE).

9. 2026/2027 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 2025 salary (**PINK ENCLOSURE**).

12. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

Wednesday 14 January 2026

Wednesday 11 March 2026

Wednesday 13 May 2026 – 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 MEETING
HELD AT CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 10 SEPTEMBER 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Loescher in the Chair
Councillor Phillips

In attendance:

Ms J Minor, Parish Clerk

COUNTY COUNCILLOR TRACEY DOUGHERTY (LICHFIELD RURAL EAST)

Members were informed that due to unforeseen circumstances County Councillor Dougherty had been unable to attend, however, she had provided the following update:

HS2

Construction is still active in the Whittington to Armitage corridor - working on overbridges. Cappers Lane compound remains a hub for staff and logistics. The A38 slip road will remain closed with a view to re-opening in spring 2026. The Handsacre Link which connects HS2 with the West Coast Mainline is still planned although no timescales have been given due to new management. Calls have been made by Staffordshire County Council for more transparency and engagement for those areas and residents affected.

A51 Gully Cleaning and Accidents

Lisa Hall and Chloe Hammond (Community Highways Support Officers) had met with the Parish and local residents earlier on this year to discuss their concerns of blocked gullies along Tamworth Road (A51) and the local reports of accidents at the junction with Lichfield Road.

At the meeting officers informed them that the gullies along Tamworth Road are cleansed on an annual pack, last getting cleansed in November 2024. Whereas the gullies along Lichfield Road are on a biennial cleanse, last getting completed in 2023. Both roads are due to be cleansed Autumn/Winter 2025, but officers will reach out to the drainage scheduler to understand if there are any planned dates yet for these locations. Once officers have an update they will be back in touch.

While on site officers recognised that there were in fact some inaccessible blocked gullies due to locked lids, these were all closer towards The Wittington Arms pub and away from the junction. Officers have since raised works for these to be picked up and are waiting for them to be planned in.

With regard to accidents at the junction, Staffordshire County Council takes road safety extremely seriously and as such we welcome communication from local residents offering suggestions to improve areas that are of particular concern to them. With limited resources available to engineer road safety improvements, the County Council utilises a raft of data which is rationalised and challenged to determine those areas where a reduction in road traffic collisions involving personal injury and a benefit to road safety, can be demonstrably achieved.

If someone is injured in a road traffic accident on a public road and it has been reported to or recorded by the police, then the County Council receives the collision

data. Details of non-injury related collisions are not recorded in the same detail by the police, and the County Council do not receive data for these.

The County Council understand that the data does not always align with local perceptions, but it does enable the County Council to take a consistent approach across the network. The County Council often receive insight and feedback from residents on the number of accidents and near misses in their area but sadly they are not in a position to take these into account. The number of locations where fatalities and serious injury are occurring far exceed the resource available for road safety measures and they must target their available resources at road safety interventions that have the greatest impact.

It's worth mentioning that when carrying out assessments for enforcement, the Staffordshire Safer Roads Partnership (SSRP) use the Speed Compliance Tool to support speeding concerns in place of formal speed and volume surveys. The tool uses 'connected' vehicle data which the majority of modern private and commercial vehicles on the road provide. The data is combined over a 12-month period, with the most recent data from 2022/2023.

In the meantime, if there are any new concerns raised by the parish, can ask that they please report any these via our website www.staffordshire.gov.uk/reportit, where the enquiry will be assigned to the relevant officer to assess.

County Councillor Dougherty hoped to attend the next meeting scheduled for 12 November 2025.

PUBLIC FORUM

No members of the public were present.

25. APOLOGIES FOR ABSENCE

Councillors Armstrong (Dispensation), Perks and Pope.

26. DECLARATIONS OF INTEREST

None declared.

27. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 23 July 2025 (Minute Nos. 16-24) as circulated, be approved as a correct record.

28. CHAIRMAN'S ANNOUNCEMENTS

Local Government Reorganisation (LGR)

The Parish Clerk informed Members that Staffordshire County Council have published their proposals for Local Government Reorganisation (LGR). Their proposal is an east/west split of the county, with two councils made up of the following districts -

West Staffordshire Unitary: Comprising of the districts of Stafford, South Staffordshire, Newcastle-under-Lyme, and Cannock Chase.

East Staffordshire Unitary: Comprising of the districts of Tamworth, Stoke-on-Trent, Lichfield, Staffordshire Moorlands and East Staffordshire.

The East Staffordshire council would provide services for 689,784 people in Staffordshire Moorlands, East Staffordshire, Lichfield, Tamworth, and Stoke-on-Trent using the existing district and borough council boundaries. The West Staffordshire council would serve 487,794 people in Newcastle-Under-Lyme, Stafford, Cannock Chase, and South Staffordshire.

There is still lots of work to do before any reorganisation of councils and responsibilities takes place. A detailed business case needs to be submitted to government by 28 November 2025. The whole process of change will take a number of years and the earliest we expect to see changes fully up and running is 2028.

29. THE HIGH-SPEED RAIL PLANS

Members were informed that HS2 had received our request to register a complaint regarding planting at Packington Moor Farm (our reference: HS2-25-125139-E) however a response was awaited.

30. CIL MONIES

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

31. 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.

32. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's August 2025 (**cheque number 100767**) and September 2025 (**cheque number 100769**) salary, Staffordshire Pension Fund – August 2025 (**cheque number 100768**) and Staffordshire Pension Fund – September 2025 (**cheque number 100770**).

33. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
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 6.28 pm)

Signed

Dated

LIST OF PAYMENTS MADE BETWEEN 01 APRIL 2025 TO 31 MARCH 2026

DATE	CHEQUE	PAYEE	HMRC	PENSION	SALARY	ANNUAL ALLOWANCE	AUDIT	SUBS	BANK CHARGES	INSURANCE	STATIONERY	ROADS	WEBSITE	VAT	TOTAL
			£	£	£	£	£	£	£	£	£	£	£	£	£
10 04 25	100752	J Minor - Salary April 2025			150.45										150.45
10 04 25	100753	Staffordshire Pension Fund - April 2025		55.92											55.92
10 05 25	100754	J Minor - Salary May 2025			150.45										150.45
10 05 25	100755	J Minor - Annual Heating Allowance				156.00									156.00
10 05 25	100756	Staffordshire Pension Fund - May 2025		55.92											55.92
08 04 25	100757	MediaHeads											100.00		100.00
12 04 25	100758	SPCA Membership						149.02							149.02
15 04 25	100559	HMRC - 6 April 25 to 5 July 25 [1st Quarter]	112.80												112.80
15 04 25	100560	HMRC - 6 July 25 to 5 Oct 25 [2nd Quarter]	112.80												112.80
21 04 25	DD	Bank Charges 28.2.25 to 30.3.25							11.00						11.00
14 05 25	100761	Clear Insurance								716.48					716.48
14 05 25	100762	B Cooper Internal Audit					60.00								60.00
10 06 25	100763	J Minor - Salary June 2025			150.45										150.45
10 06 25	100764	Staffordshire Pension Fund - June 2025		55.92											55.92
10 07 25	100765	J Minor - Salary July 2025			150.45										150.45
10 07 25	100766	Staffordshire Pension Fund - July 2025		55.92											55.92
21 05 25	DD	Bank Charges 31.3.25 to 29.4.25							13.00						13.00
10 08 25	100767	J Minor - Salary August 2025			150.45										150.45
10 08 25	100768	Staffordshire Pension Fund - August 2025		55.92											55.92
10 09 25	100769	J Minor - Salary September 2025			150.45										150.45
10 09 25	100770	Staffordshire Pension Fund - Sept 2025		55.92											55.92
21 06 25	DD	Bank Charges 30.4.25 to 30.5.25							14.00						14.00
21 07 25	DD	Bank Charges 31.5.25 to 29.6.25							10.00						10.00
21 08 25	DD	Bank Charges 30.6.25 to 31.7.25							10.00						10.00
10 10 25	100771	J Minor - Salary October 2025			150.45										150.45
10 10 25	100772	Staffordshire Pension Fund - October 2025		55.92											55.92
10 11 25	100773	J Minor - Salary November 2025			150.45										150.45
10 11 25	100774	Staffordshire Pension Fund - November 2025		55.92											55.92
21 09 25	DD	Bank Charges 31.7.25 to 30.8.25							2.00						2.00
			225.60	447.36	1,203.60	156.00	60.00	149.02	60.00	716.48	0.00	0.00	100.00	0.00	3,118.06

BUDGET

	ACTUAL YEAR ENDING 31-Mar-25	ACTUAL TO DATE	ESTIMATED ACTUAL YEAR ENDING 31-Mar-26 £
EXPENDITURE			
Clerk's Salary	1961.40	1359.60	1,961.40
HMRC	451.20	225.60	451.20
Superannuation	694.92	447.36	694.92
Stationery (Ink Cartridges)	136.97	0.00	0.00
Insurance	572.76	716.48	716.48
Annual Subs (SPCA)	135.96	149.02	149.02
Audit Fee (Both Internal & External)	60.00	60.00	60.00
Web Site	130.00	100.00	100.00
Election	0.00	0.00	0.00
Bus Shelters	0.00	0.00	0.00
Noticeboards	0.00	0.00	0.00
A51 Tamworth Road - Grips & Ditch	575.00	0.00	0.00
Hopwas Wood Car Park	0.00	0.00	0.00
Bank Charges	133.00	60.00	133.00
TOTAL	4851.21	3118.06	4,266.02

INCOME			
CIL	0.00	0.00	0.00
Precept	6000.00	6000.00	6,000.00
Interest	77.59	28.48	68.35
VAT	3200.00	145.75	145.75
TOTAL	9277.59	6174.23	6214.10