

SWINFEN AND PACKINGTON PARISH COUNCIL

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Our Ref: JM

28 October 2015

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 Room 1, Conference Centre, HMP Swinfen on Wednesday 04 November 2015 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

**Jayne Minor (Ms)
Parish Clerk**

AGENDA

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area (see notes at the end of the Agenda).

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST AND DISPENSATION

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Town Councils (Model Code of Conduct) Order 2007.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Parish Council held on 02 September 2015 (Minute Nos. 37 - 46) (**ENCLOSURE**).

4. CHAIRMAN'S ANNOUNCEMENTS

5. HOPWAS QUARRY

Members are requested to debate the up to date position relating to Hopwas Quarry.

6. THE HIGH SPEED RAIL PLANS

Members are requested to debate the up to date position relating to the High Speed Rail Plans.

7. SCHEDULE OF PAYMENTS TO DATE

Members are requested to receive and note the schedule of payments to date (**ENCLOSURE**).

8. 2015/2016 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 2016 (**ENCLOSURE**).

9. 2016/2017 PRECEPT ON LICHFIELD DISTRICT COUNCIL

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

10. STAFFORDSHIRE TITHE MAP DIGITISATION PROJECT - A PROJECT OF THE FRIENDS OF THE STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE

This agenda item has been requested by Councillor Dyott.

The background

The tithe apportionment maps and awards resulted from the Tithe Commutation Act 1836. The majority of parishes/townships in the county were subject to tithe payments.

The maps and the accompanying awards provide an invaluable 'snapshot' of the ownership, tenancy and use of land in the first half of the nineteenth century, of use to both local and family historians.

The vision

Since 2008 a dedicated group of volunteers at Staffordshire Record Office has been indexing the tithe apportionment awards for Staffordshire parishes. Once completed, the indexes will be made available on the Staffordshire Name Indexes web site.

To complement this generous commitment of time the FoSSA Committee has decided to raise funds to enable the digitisation of the maps which accompany the awards. All of the Bishop of Lichfield's copies of the tithe maps for Staffordshire (around 260) are included in the project, covering the majority of the historic county's parishes.

We currently estimate that the sum required for high-quality digitisation is somewhere between £15,000 and £20,000. The final amount needed will depend upon the results of a commercial tendering process. The digitised maps will be available to view on computers at all archive service points in Staffordshire and Stoke on Trent. This will preserve the original maps from further wear-and-tear.

Members are requested to consider a grant totalling £120 (£60 for Swinfen and £60 for Packington).

11. BANK MANDATE

Councillor J Barnes is requested to sign the new bank mandate in light of the Elections.

12. PLANNING DECISIONS

HILL HALL BARN, OLD LONDON ROAD

HEART OF THE COUNTRY SHOPPING VILLAGE, LONDON ROAD

Members are requested to receive and note the following planning application decision:-

15/00334/FUL	Mr S Clayton Hill Hall Barn, Old London Road Change of use of dependant relative's accommodation to separate dwelling house	Permitted
15/00149/FUL	Mr S Stubbs Heart of the Country Shopping Village, London Road Erection of an open fronted, open sided wooden shelter	Permitted

13. 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.

14. SWINFEN ESTATE

This item has been requested by Councillor Mrs Harrison:

I would like to discuss the fact that since our last meeting we have had three major accidents on our stretch of the A38, all of which have had an effect on us.

15. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's October and November 2015 salary (**PINK ENCLOSURE**).

16. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

Members are requested to 'book' forthcoming Parish Council Meetings.

PUBLIC FORUM SESSION AT PARISH COUNCIL MEETINGS

Residents of Swinfen and Packington Parish Council have an opportunity to speak at each Parish Council meeting:

1. *The Public Forum session will usually be the first item on the Agenda.*
2. *The Public Forum will last up to 15 minutes and members of the public can ask the Parish Council a question (or make a statement).*
3. *Your statement or question must relate to a matter of special relevance to Swinfen and Packington or within the responsibility of the Parish Council.*
4. *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Parish Council.*
5. *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
6. *After each speaker the Chairman of the Parish Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*

If a written answer is to be given this will be sent to you at your stated address.

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL MEETING HELD AT THE
CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 02 SEPTEMBER 2015 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor R Barnes in the Chair

Councillors Armstrong, Dyott and Mrs Harrison (from 7.20 p.m.)

In attendance:

Ms J Minor, Parish Clerk

Councillor Mrs N Bacon, Chairman, Lichfield District Council

Councillor B Bacon, Chairman's Consort, Lichfield District Council

PUBLIC FORUM

No members of the public were present.

37. APOLOGIES FOR ABSENCE

Councillors J Barnes and Elliott.

38. DECLARATIONS OF INTEREST

None declared.

39. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 15 July 2015 (Minute Nos. 23 - 37) as circulated, be approved as a correct record and signed by the Chairman.

40. CHAIRMAN'S ANNOUNCEMENTS

**40.1 Planning Application 14/00631/COU – Blackbrook Country Sports Limited
Coach and Horses Plantation, London Road, Weeford
Additional use of existing commercial woodland for country pursuits including clay
pigeon shooting, air soft, air rifles, archery and associated parking and buildings**

The Chairman stated to Members that he had been approached regarding the above application. It was **AGREED** by all Members present that as a number of residents of the Parish of Swinfen and Packington worship at Weeford Church and would be affected that the following objection be emailed to Lichfield District Council as the Local Planning Authority:

- The development is incongruous and out of keeping with the area being too close to residential development.
- The vehicular access off the A38 is not capable of accommodating additional use.
- The proposed use would generate significant noise pollution, which would have an adverse impact upon the reasonable amenity of local residents and the profitability of adjacent businesses and the nearby church.
- The noise produced by the scheme could impact upon the wellbeing of horses within the adjacent stable business and conversely the safety of riders.
- The proposal would constitute a safety hazard for users of the public footpath which crosses the site.
- The proposal would reduce the recreational diversity of the area.
- A micro-light flight path crosses the site and the proposal raises the potential risk of collision from a stray shot.
- Shot and clay fallout could have an adverse impact upon the environment.
- The felling of trees to enable the development will have an adverse impact upon the ecology of the area.

40.2 Staffordshire Tithe Map Digitisation Project – A Project of the Friends of the Staffordshire and Stoke on Trent Archive Service

Councillor Dyott stated that he was a 'Friend' of the Staffordshire and Stoke on Trent Archive Service and asked if the Parish Council would consider making a donation of £120 (£60 for Swinfen and £60 for Packington) towards the Digitisation Project. Councillor Dyott gave brief details regarding the project. It was **AGREED** by all Members present that this item be placed on the November agenda for further consideration in order that the Parish Clerk can obtain further details from Councillor Dyott.

41. HOPWAS QUARRY

Councillor R Barnes informed Members that he had visited the site on several Sundays and had spoken to 'lads' from Milton Keynes. The Chairman stated that they were gaining access via Knox's Grave Lane. Councillor Armstrong stated that he had had a visit from PCSO Stackhouse.

It was proposed by Councillor R Barnes, duly seconded and

RESOLVED (1) That an email be forward to Cemex bringing to their attention the legal liability they have should an accident occur.

(2) That an item on Hopwas Quarry continue to be included on the next agenda.

42. THE HIGH SPEED RAIL PLANS

Councillor Dyott gave an update on the HS2. It was proposed by Councillor R Barnes, duly seconded and

RESOLVED That an item on the High Speed Rail Plans (HS2) continue to be included on the next agenda.

43. BANK MANDATE

It was proposed by Councillor R Barnes, duly seconded and

RESOLVED (1) That in light of Councillor J Barnes absence the bank mandate be placed on the 04 November 2015 Parish Council Agenda.

44. 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.

45. PARISH CLERK'S SALARY

It was proposed by Councillor R Barnes, duly seconded and

RESOLVED That cheques be drawn in respect of the Parish Clerk's August 2015 (**cheque number 100338**) and September 2015 (**cheque number 100339**) salary, HMRC - October 2015 (**cheque number 100340**), Staffordshire Pension Fund - October 2015 (**cheque number 100341**), HMRC - November 2015 (**cheque number 100342**) and Staffordshire Pension Fund - November 2015 (**cheque number 100343**).

46. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That Wednesday 04 November 2015 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7.00 p.m. be confirmed as the next Parish Council meeting.

(The Meeting closed at 7.45 p.m.)

Signed

Dated

SWINFEN AND PACKINGTON PARISH COUNCIL

SCHEDULE OF PAYMENTS

PAYEE	ITEM(S)	DATE ON BANK STATEMENT	CHEQUE NUMBER	SUB TOTAL	VAT	TOTAL
The Grow Well Project	Grant Aid	08/04/2015	100315	100.00	---	100.00
Staffordshire Pension Fund	Superannuation (April 2015)	10/04/2015	100316	42.33	---	42.33
HMRC	PAYE (April 2015)	13/04/2015	100317	31.20	---	31.20
Staffordshire Pension Fund	Superannuation (May 2015)	08/05/2015	100318	42.33	---	42.33
HMRC	PAYE (May 2015)	08/05/2015	100319	31.40	---	31.40
Whittington and Lichfield District Stop HS2	Grant Aid	13/04/2015	100320	200.00	---	200.00
J Minor	Annual Heating Allowance	18/05/2015	100321	156.00	---	156.00
J Minor	April 2015 Salary	18/05/2015	100322	125.67	---	125.67
J Minor	May 2015 salary	18/05/2015	100323	125.47	---	125.47
M Danby	Internal Audit	03/06/2015	100324	25.00	---	25.00
SLCC	Membership	05/06/2015	100325	65.00	---	65.00
SPCA	Membership	26/05/2015	100326	143.00	---	143.00
AON UK Limited	Insurance	19/05/2015	100327	455.49	---	455.49
Staffordshire Pension Fund	Superannuation (June 2015)	11/06/2015	100328	42.33	---	42.33
HMRC	PAYE (June 2015)	08/06/2015	100329	31.40	---	31.40
Staffordshire Pension Fund	Superannuation (July 2015)	13/07/2015	100330	42.33	---	42.33
HMRC	PAYE (July 2015)	10/07/2015	100331	31.40	---	31.40
J Minor	June 2015 salary	20/07/2015	100332	125.47	---	125.47
J Minor	July 2015 salary	20/07/2015	100333	125.47	---	125.47
Staffordshire Pension Fund	Superannuation (August 2015)	05/08/2015	100334	42.33	---	42.33
HMRC	PAYE (August 2015)	05/08/2015	100335	31.40	---	31.40
Staffordshire Pension Fund	Superannuation (September 2015)	14/09/2015	100336	42.33	---	42.33
HMRC	PAYE (September 2015)	08/09/2015	100337	31.40	---	31.40

PAYEE	ITEM(S)	DATE ON BANK STATEMENT	CHEQUE NUMBER	SUB TOTAL	VAT	TOTAL
J Minor	August 2015 salary	09/09/2015	100338	125.47	---	125.47
J Minor	September 2015 salary	09/09/2015	100339	125.47	---	125.47
					TOTAL	2339.69

PAYEE	ITEM(S)	ISSUED BUT NOT APPEARED ON BANK STATEMENT YET	CHEQUE NUMBER	SUB TOTAL	VAT	TOTAL
HRMC	PAYE (October 2015)		100340	31.40	---	31.40
Staffordshire Pension Fund	Superannuation (October 2015)		100341	42.33		42.33
HMRC	PAYE (November 2015)		100342	31.20	---	31.20
Staffordshire Pension Fund	Superannuation (November 2015)		100343	42.33	---	42.33
					TOTAL	147.26

Parish Council Meeting 04 November 2015
Agenda Item 8

	ACTUAL YEAR ENDING 31/03/2015	ACTUAL TO DATE 04/11/2015	ESTIMATED ACTUAL YEAR ENDING 31/03/2016
ADMIN/OFFICE COSTS			
Clerk's Salary	1,661.64	1,034.29	1,661.64
PAYE/Superannuation	882.36	514.71	882.36
Postage/Stationery	0.00	0.00	50.00
Insurance	455.48	455.49	455.49
Annual Subs (Staffordshire Parish Councils Association and Society of Local Council Clerks)	207.00	208.00	208.00
Audit Fee (Both Internal and External)	25.00	25.00	25.00
Premises	0.00	0.00	0.00
Web Site	181.20	0.00	200.00
Legal Books (Clerk's Manual)	0.00	0.00	0.00
Election	0.00	0.00	100.00
Tamworth Pest Control (Moles)	0.00	0.00	200.00
SUB TOTAL	3,412.68	2,237.49	3,782.49
OTHER ITEMS			
Training/Courses/Conferences	0.00	0.00	0.00
SUB TOTAL	0.00	0.00	0.00
Bus Shelters	0.00	0.00	100.00
Notice Boards	0.00	0.00	100.00
SUB TOTAL	0.00	0.00	200.00
GRANTS			
Weeford Church	400.00	0.00	400.00
Jubilee Celebrations	0.00	0.00	0.00
HS2 AA Legal Fund	0.00	0.00	0.00
Whittington and Lichfield District Stop HS2	0.00	200.00	200.00
Friends of the Staffordshire and Stoke on Trent Archive Service	0.00	0.00	120.00
Grow Well	100.00	100.00	100.00
SUB TOTAL	500.00	300.00	820.00
GRAND TOTAL	3,912.68	2,537.49	4,802.49

Background

The Parish Council receives its funding through a 'precept' added to Council Tax bills. For the year ending 31 March 2014 the precept was £4,600; for the year ending 31 March 2015 the precept was £4,600 and for the year ending 31 March 2016 the precept was £4,800.