

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor
6 Highfield Close
Burntwood
WS7 9AR

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Our Ref: JM

08 September 2021

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 15 September 2021 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Jayne Minor

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 07 July 2021 [Minute Nos. 17-27] [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**

CIL receipts

Total amount of CIL received in financial year 2021/22 so far	£8,721.17
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	£18,890.66

CIL Spent

Total amount of CIL spent in financial year 2021/22 so far	£4,908.00
Total amount of CIL spent in financial year 2020/21	£2,316.60
Total amount of CIL spent in financial year 2019/20	£354.00
Total amount of CIL spent in financial year 2018/19	£1,037.77
TOTAL SPENT	£8,616.37

CIL Unspent

TOTAL UNSPENT	£10,274.29
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7. **TWO NEW BUS SHELTERS**

Members are requested to debate the installation of the two new bus shelters bearing in mind the quotation and specification from Shelutions Urban Furniture Limited [ENCLOSURE] and the advice obtained from Kevin Wawrzynczyk, Community Highway Engagement Officer, Staffordshire County Council that the erection of new bus shelters on the Highway would require a “section 50 licence” [£367] [ENCLOSURE] and possibly a “permit to dig” [£245 per street in an unclassified street and not in a pedestrianised zone; £355 per street in a classified street [A, B, C] or in a pedestrianised zone plus £171 for each additional 200m length of road [ENCLOSURE].

8. **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.

9. **PARISH CLERK'S SALARY**

Members are requested to approve the payment of the Parish Clerk's August and September 2021 salary [**PINK ENCLOSURE**].

10. **DATE AND TIME FOR NEXT PARISH COUNCIL MEETING**

The next Parish Council meetings will be held on:

Wednesday 10 November 2021

Wednesday 19 January 2022

Wednesday 23 March 2022

Wednesday 18 May 2022

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 HELD AT THE
CONFERENCE CENTRE, HMP SWINFEN ON WEDNESDAY 07 JULY 2021
COMMENCING AT 7.00 PM

PRESENT

Councillor Barnes in the Chair
Councillors Dyott, Loescher, Mrs Phillips and Mrs Pope

In attendance:

Ms J Minor, Parish Clerk

PARISH FORUM

No members of the public were present.

17. APOLOGIES FOR ABSENCE

None submitted.

18. DECLARATIONS OF INTEREST

None declared.

19. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 05 May 2021 [Minute Nos. 1-16] as circulated, be approved as a correct record.

20. CHAIRMAN'S ANNOUNCEMENTS

Staffordshire County Council consultation to Hints and Canwell & Swinfen and Packington Parish Councils in connection with planning application L.19/04/805-808 MW – Hints Quarry, Watling Street, Hints

The Chairman referred to the above planning application [which had been circulated to Members]. Members raised concerns and asked what was the justification for the increase in traffic in Jerry's Lane and also the additional noise which would be generated.

Resolved That the Parish Clerk emails the Parish Council's concerns to planning@staffordshire.gov.uk

Packington Hall

Councillor Barnes informed Members that the redevelopment was progressing well, and it was rumoured that it should be habitable from September 2021 however currently there was no windows in the Hall. At the moment, they are putting up fencing and tarmacking the drive. Councillor Barnes informed

Members that he was having a site meeting [08 July 2021] and would be having an intensive look at the redevelopment.

21. MRS MELANIE PHILLIPS

It was proposed by Councillor Barnes, seconded by Councillor Mrs Pope and

RESOLVED That Mrs Melanie Ann Phillips be co-opted onto the Parish Council with effect from 07 July 2021. Mrs Phillips signed her Declaration of Acceptance of Office and completed her Register of Members Interests Form, the latter of which would be forwarded to Lichfield District Council.

22. THE HIGH-SPEED RAIL PLANS

Councillor Barnes informed Members that he and other Members had done the "Farm Walk" [17 HS2 representatives and 9 members of the public] and it was clear that lots of mistakes had been made. Following emails sent to HS2, Councillor Barnes felt that the replies that the Parish Council had received were not satisfactory.

RESOLVED That Councillor Barnes would draft an email to HS2 to be sent by the Parish Clerk.

23. CIL MONIES

Councillor Barnes suggested that some of the CIL monies could be used on tree planting [two bunds of land along Jerry's Lane]. Councillor Loescher pointed out that HS2 have no obligation to plant trees.

RESOLVED That the Parish Clerk would make enquiries of Lichfield District Council to ask whether or not CIL monies could be used for this purpose.

Councillor Dyott informed Members that he thought that Whittington and Fisherwick Environmental Group were using CIL monies to install electric charger points in the church car park.

Councillor Barnes informed Members that he had been approached by the Young Farmers and he thought that they had been given some CIL monies via Whittington Parish Council to purchase some equipment.

Councillor Barnes informed Members that he had seen members of the public waiting for a bus opposite the Horse and Jockey on Tamworth Road, Freeford and outside Whittington Barracks [opposite the Parish Council's already newly installed [replacement] bus shelter]. Councillor Barnes suggested a simple walk-through type bus shelter.

RESOLVED That the Parish Clerk obtains a quotation for two new bus shelters at locations where there is previously none and makes enquiries of Staffordshire County Council if it is possible to locate bus shelters at these locations.

24. POLICE, FIRE AND CRIME COMMISSIONER FOR STAFFORDSHIRE

RESOLVED That Ben Adams, the Police, Fire and Crime Commissioner for Staffordshire [with effect from 06 May 2021] be noted.

25. 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.

26. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's June 2021 [cheque number 100602] and July 2021 [cheque number 100605] salary, HMRC - June 2021 [cheque number 100601], Staffordshire Pension Fund - June 2021 [cheque number 100600], HMRC - July 2021 [cheque number 100604] and Staffordshire Pension Fund - July 2021 [cheque number 100603].

27. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 15 September 2021
Wednesday 10 November 2021
Wednesday 19 January 2022
Wednesday 23 March 2022
Wednesday 18 May 2022

All meetings will commence at 7.00 pm.

[The Meeting closed at 7.30 pm]

Signed

Dated



Shelutions Urban Furniture Ltd
Accounts Department - C/o St James Close
Wath-upon-Dearne
Rotherham
South Yorkshire
S63 7BZ

0800 689 0365
info@shelutions.co.uk

Quotation

Swinfen and Packington Parish Council

Quote Number: 2402
Quote Date: 15/07/2021
Valid For: 30 Days
Account: SPPC01
Quote Ref: Dearne Range

VAT Registration No: 281579176

Qty	Description	Rate	Total	VAT
2	Manufacture and Installation of a 2 Bay Dearne Flat range Cantilever with No End Returns bus shelter with Polycarbonate Glazing Panels. All aluminium components Acid Etched prior to Powder- Coating to RAL colour as advised by client	2,295.00	4,590.00	918.00

PLEASE NOTE PAYMENT IS DUE ON OR BEFORE THE 14th DAY FOLLOWING THE DATE OF INVOICE.

PAYMENT DETAILS

Our preferred method of payment is by BACS / CREDIT TRANSFER

Bank Details

Account Name: Shelutions Urban Furniture Ltd

Sort Code: 20-76-92

Account No: 43273717

If you choose to pay by cheque, please make the cheque payable to: Shelutions Urban Furniture Ltd, and post to: Shelutions Urban Furniture Ltd, Accounts Dept, C/o 18 St James Close, Wath/ upon-Dearne, Rotherham. S63 7BZ

Total Net Amount: £4,590.00
VAT @ 20%: £918.00
Quote Total: £5,508.00

shelutions

Urban Furniture

we've got you covered

Dearne Range of Shelters Specification

Shelter Options Available:

- End Panels
 - Information Panel
 - Real Time Passenger Information (RTPI) Display
 - Stop Flag
 - Perch
 - Solar Power or Mains Lighting
- Length**
- 2050mm
 - 3000mm
 - 3950mm
 - 4900mm
 - 5850mm
- Width**
- 1200mm
 - 1300mm
 - 1400mm
 - 1500mm
 - 2000mm
- Height**
- 2150mm From Ground Level
- Roof Section**
- Extruded aluminium frame Clad with flat aluminium sheeting (Internal rainwater management displacing at ground level Uprights)
 - 75mm x 3mm Aluminium stanchions set in concrete
 - Glazing 10mm full drop glass or 6mm with mid rail
 - UV Stabilised Polycarbonate 8,6 or 4mm
 - GRP
 - Aluminium or
 - Anti-Vandal Mesh Paint Finish Acid Etch Prime & Powder coated



T: 01709 876585

E: info@shelutions.co.uk

W: www.shelutions.co.uk

Honesty, Integrity, Flexibility, Value, Service

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Installation of private apparatus (Section 50 licence)

To apply for a Section 50 licence, please read the information below:

- [What is a Section 50 licence?](#)
 - [Types of private apparatus](#)
 - [How much does it cost?](#)
 - [How can I apply?](#)
 - [What happens next?](#)
 - [Responsibilities of licence holders](#)
 - [Appeals](#)
 - [More information](#)
-

What is a Section 50 licence?

A Section 50 licence allows a private individual to place or maintain apparatus in the highway. It may be needed for works to private drains and sewers as well as private gas, electricity and water services.

A licence can run for a limited period time, or for an undetermined period. If the duration is undetermined, the landowner is responsible for ensuring that the licence is amended if their land is sold to another party.

Types of private apparatus

There are many types of apparatus and structures that may be required within the highway. Any reasonable request will be considered provided sufficient detail about the apparatus or structure is provided on application.

Examples of apparatus that may be licensed:

[Private drains / sewers](#)

[Private gas / electricity / water / communication services / drainage](#)

[Ramps / guardrails / bollards](#)

It is worth noting that the highway authority in all cases has the right to refuse the granting of a licence where it is perceived that highway users may be unnecessarily disrupted, obstructed or

safety compromised. We also have a duty to ensure that the highway infrastructure is not compromised by the placing of apparatus within it. This is our statutory duty and as a result we may:

- Request an alternative construction method
- Request an alternative location or design
- Restrict the timing of works
- Refuse the application even after alternative options are submitted

The applicant will bear the cost of any requests and/or restrictions placed by the highway authority. Examples of additional costs incurred may be where a proposal requires a new design, where a different method may involve specialist equipment or where timings are restricted such as permitted working hours or a delay in commencement (such as a restriction that the works can only take place during school holidays). The applicant is required to inform the chosen contractor of all conditions applied to the licence as these must be included by the contractor when applying for a Section 171 permit to dig.

It is also a requirement of the applicant to notify all organisations with an interest in the highway including statutory undertakers, the police and emergency services of the proposal to ascertain objections, special requirements and the location of existing apparatus. The applicant must comply with any requests made by the consulted organisations and bear any additional costs incurred in doing so. In particular, connections to sewers require the written consent of the sewerage authority, Severn Trent Water, and therefore you will require a connection approval notice prior to application. This can be obtained from Severn Trent Water via their developer services department who can be contacted on 0845 601 6616.

A licence does not constitute approval for any works to take place in the highway. The actual works associated to the licence must be applied for under Section 171 of the Highways Act 1980 (temporary excavations) and a permit to dig must be granted before any works commence. Any work done prior to this will constitute an illegal opening of the highway for which there is a fine of up to £1,000.

How much does it cost?

A private licence for apparatus in the highway costs £367.

A permit to dig is also required for any works. Additional costs apply, please see the permit to dig page for details.

Fast track application

We will aim to get your permit to you within 20 working days. However we can process an application with a minimum of 5 days notice, there is an additional charge of £55 for this service.

How can I apply?

Please complete the [application form](#) (349 KB).

Information required on application:

- Completed application form
- Detailed plan of proposal clearly showing the proposed location of the apparatus or structure
- Specific detail including dimensions of proposed structures
- Signed blank licence

Payment of the fee will be sought once your application has been received by the team. Please do not provide card details on your form, we will contact you for them once your application is registered.

Please email completed forms to nmu@staffordshire.gov.uk, or post it to:

*Network Control Hub,
2 Staffordshire Place,
Tipping Street,
Stafford.
ST16 2DH*

An initial receipt of application will be made within 5 working days. We aim to complete a licence within 15 working days (for licence only, this does not include the permit to dig process time).

What happens next?

- We receive and register your application. We check all of the details supplied to make sure everything needed to process the application is included. We will then contact you for card payment details and process the fee.
- If there is any information missing we will not be able to start to process your application. At the time of taking the payment, we will notify you of what must be provided in order that your application can proceed.
- Your application will be passed to our assessment team. An inspection may be required to check the details provided, assess safety implications and determine whether special conditions will be required.
- After assessment, a response will be prepared which should be provided within 2-3 weeks of receipt of the application.
- The response will either be a granted licence with any necessary special conditions or a refusal to grant with reasons to support the decision.

Once a licence has been granted, installation should take place within one year. Failure to do so may mean that the licence is terminated and subject to a reapplication which is at the discretion of the network manager. This period of validity is required as the highway may have changed requiring different conditions to be placed upon a licence.

No works can commence until a Section 171 permit to dig is granted to the nominated contractor. Details of how to do this will be issued with the licence.

Following completion of the works an 'as laid' drawing of the apparatus must be forwarded to the network management unit.

Responsibilities of licence holders

On application

Licence validity

Installation and reinstatement

Future maintenance

Change of ownership

Licence termination and removal of apparatus or structure

Obligation of licence holder to indemnify the highway authority

Power by the highway authority to remove apparatus and/or withdraw a licence

Appeals

Where a licence has been refused, the applicant may appeal against the decision but only in cases where the apparatus is proposed to cross the street and not run along it.

Where apparatus is proposed to cross the street (for e.g. kerb to kerb) and the highway authority refuses to grant a licence the applicant may appeal to the Secretary of State. More information regarding appeals can be found on the [department for transport website](#).

Where apparatus is proposed to run along the highway and the highway authority refuses to grant a licence there is no opportunity to appeal the decision. In such cases, an applicant may wish to complain via our [complaints procedure](#) but this would not be treated as an appeal and the highway authority is not required to overturn the decision already made.

More information

Temporary excavations (permit to dig)

To apply for a permit to dig, please read the information below:

- [What is a permit to dig?](#)
 - [Fees](#)
 - [Application conditions](#)
 - [Apply](#)
-

What is a permit to dig?

A permit to dig can be given to contractors wishing to open the highway for a variety of reasons, such as for:

- Trial holes
- Works on private land that require the excavation of highway for 'tie-in' purposes
- Construction works for a vehicle access crossing point
- Placing or maintaining of apparatus

Permits are only given to the person carrying out the works, not to the customer requesting them.

If you are unsure whether a permit is needed please email nmu@staffordshire.gov.uk.

Fees

- £245 per street in an unclassified street and not in a pedestrianised zone
- £355 per street in a classified street (A, B, C) or in a pedestrianised zone.
- Plus £171 for each additional 200m length of road.

Fast track application

We will aim to get your permit to you within 20 working days. However we can process an application with a minimum of 5 days notice, there is an additional charge of £55 for this service.

Cancellation

A refund minus a fee of £84 per permit is given if a permit is fully processed but works are cancelled before they were due to start (must be cancelled the working day before the proposed start date). No refund is payable if the permit is cancelled after the proposed works start date and inspections have been scheduled.

Application conditions

Section 171 of the Highways Act 1980

1. No excavations shall be carried out in the highway without the prior approval of the highway network manager or their representative. To commence works on the highway without written permission is an offence under The Highways Act 1980 and may result in prosecution. The permit holder must be able to provide a copy of the permission if requested on site by a highway officer or police constable.
2. The applicant must have the minimum public liability insurance cover of £5,000,000 for any one claim with no limit to the number of claims, proof of which shall be required. The insurance must cover the full period that the permission covers works on the highway including the reinstatement guarantee period. The highway authority must be notified immediately of any changes to or termination of a policy that may affect this insurance requirement.
3. The applicant shall indemnify the county council against any liability, loss, claim or proceeding arising under the statute or common law in respect of the excavation, reinstatement, signing, lighting, guarding, traffic management or other activity associated to the works on the highway.
4. The applicant must be accredited in accordance with HAUC and all works and reinstatements must be undertaken by the NRSWA qualified person(s) as specified on the application form. Proof of this accreditation must be available for inspection if requested by a highway officer or police constable. The permanent reinstatement must comply with the HAUC Specification for the Reinstatement of Openings in the Highway, Second Edition 2002, together with amendments (or any successor document current at the time of the works).
5. The site must be safe at all times and comply with current legislation with regard to signing, lighting and guarding as failure to do so could result in prosecution.
6. All works will be guaranteed as required by HAUC and the applicant is responsible for rectifying any defects within specified timescales once notified by the highway authority. Failure to do so will result in costs being recharged to the applicant.
7. The applicant must allow at least twenty clear working days between the submission of the application and the proposed start date. This is to ensure that the correct notices are submitted as required by the New Roads and Street Works Act 1991 and the Traffic Management Act 2004. Further time may be required subject to processing traffic management requests (see condition 8 below with regards to traffic management approvals).
8. Where permission is granted, this relates only to the works and not to the use of traffic management (signals, other controls, Traffic Regulation Orders) which if required, must be applied for separately.
9. The applicant is responsible for any remedial costs for consequential damage to the highway resulting from the works or reinstatement.
10. The applicant shall ensure that all temporary excavations are reinstated as quickly as possible. The highway authority is entitled to apply a charge to works unreasonably occupying the highway and the permit holder may face a fine where works have remained open for an unreasonable duration.
11. Where multiple excavations are required, these should be carried out consecutively where each excavation is reinstated prior to the next excavation commencing. The applicant must

state on application if this is not possible as special conditions will be applied.

12. In situations where works are in the vicinity of a railway level crossing:

1. The application must clearly state this is the case
2. The rail authority must be informed (presently Network Rail, contact details available on request)
3. The applicant must comply with relevant legislation (available on request)

13. Plant belonging to statutory undertakers may exist in the vicinity and any damage caused to this plant by your works or any activity associated to the works will be the responsibility of the applicant. The applicant must contact all statutory undertakers prior to commencing works to notify them of the works and to establish the location of existing apparatus that may be affected by the works. Safe digging practices must be adhered to, to ensure the safety of the operatives, the public, assets owned by statutory undertakers and the highway structure.

Apply

Applications must be made by the company who is planning to excavate the highway. Your company must be [registered with us](#) to apply for a permit to dig.

Before applying please read the [excavations application conditions](#).

[Apply online](#)

If you have any queries, please email nmu@staffordshire.gov.uk.

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