

SWINFEN AND PACKINGTON PARISH COUNCIL

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Our Ref: JM

01 November 2023

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 08 November 2023 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

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 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 13 September 2023 [Minute Nos. 35-45] **[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 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 2023/24 so far	£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	£33,777.77

CIL Unspent

TOTAL UNSPENT	£2,555.22
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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 2024 [ENCLOSURE].

9. 2024/2025 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 amended 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 2023 salary [**PINK ENCLOSURE**].

12. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

Wednesday 17 January 2024

Wednesday 27 March 2024

Wednesday 15 May 2024

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 IN THE CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 13 SEPTEMBER 2023 COMMENCING AT 6.06 PM**

PRESENT

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

In attendance:

Ms J Minor, Parish Clerk

PARISH FORUM

No members of the public were present.

35. APOLOGIES FOR ABSENCE

Councillors Perks and Mrs Pope.

36. DECLARATIONS OF INTEREST

None declared.

37. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 19 July 2023 [Minute Nos. 20-35] as circulated, be approved as a correct record.

38. CHAIRMAN'S ANNOUNCEMENTS

Parking Area Opposite Hopwas Wood

Members felt that it was a shame about the state of the road now that the parking area had been completed.

Packington Hall

Councillor Barnes informed Members that there was still 12 properties to sell however, some where being rented out for a 12-month period.

Christopher Pincher MP – Tamworth By-Election

Members acknowledged the resignation of Mr Pincher on 07 September 2023 and were informed that the Tamworth By-Election would take place on Thursday 19 October 2023. Currently the candidates were:

Andrew Cooper – Conservative Candidate
Sarah Edwards – Labour Party Candidate
Richard Kingstone – Independent Candidate
Ian Cooper – Reform UK Party Candidate

39. THE HIGH-SPEED RAIL PLANS

Councillor Barnes informed Members that he had heard that the 18-month stoppage was now 3½ years. It was noted that the work should continue on the A38 [Streethay] in order to get the road open.

40. CIL MONIES

RESOLVED That the CIL unspent to date totalling £2,555.22 be noted.

41. BOTANY BAY SIGNAGE

Following a discussion it was

RESOLVED That the new Botany Bay signage would sit just below the Levett Fields signage and Councillor Loescher would telephone the company concerned and arrange for the new signage to be made and erected.

**42. TOWN AND COUNTRY PLANNING ACT 1990 [AS AMENDED]
LAND AT: SWINFEN HALL HOTEL, THE DRIVE
APPEAL AGAINST ENFORCEMENT NOTICE RELATED TO UNAUTHORISED ERECTION
OF MARQUEE**

The Parish Clerk informed Members that she had received a letter dated 12 September 2023 from the Development Management Team, Lichfield District Council [letter circulated at the meeting]. The letter referred to an appeal against the enforcement notice issued by Lichfield District Council which related to the unauthorised erection of a marquee at the Swinfen Hall Hotel.

RESOLVED That the Parish Council would email the Planning Inspectorate [TeamE1@planninginspectorate.gov.uk] by no later than 23 October 2023 with the following objection:

- a. the site is located wholly within the Green Belt. The marquee comprises inappropriate development within the Green Belt.
- b. Swinfen Hall is Grade II* listed and the marquee is an incongruous form of development that would cause harm to the listed building by virtue of its design, scale and massing.
- c. Swinfen and Packington Parish Council is particularly concerned at the noise and traffic implications to the neighbouring residential properties.
- d. the marquee, by virtue of the noise generated and associated disturbance, would result in an unacceptable impact on the amenity of neighbouring residents.

43. 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.

44. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's August 2023 [**cheque number 100692**] and September 2023 [**cheque number 100694**] salary, Staffordshire Pension Fund – August 2023 [**cheque number 100693**] and Staffordshire Pension Fund – September 2023 [**cheque number 100695**].

45. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 08 November 2023
Wednesday 17 January 2024
Wednesday 27 March 2024
Wednesday 15 May 2024

All meetings will commence at 6.00 pm.

[The Meeting closed at 6.36 pm]

Signed

Dated

	ACTUAL YEAR ENDING 31/03/2023	ACTUAL TO DATE	ESTIMATED ACTUAL YEAR ENDING 31/03/2024
EXPENDITURE			
Clerk's Salary	1,753.76	1,359.60	1,961.40
HMRC	399.40	225.60	451.20
Superannuation	685.68	479.20	718.80
Postage/Stationery	0.00	151.39	151.39
Insurance	452.56	475.34	475.34
Annual Subs (Staffordshire Parish Councils Association)	133.57	133.05	133.05
Audit Fee (Both Internal and External)	338.00	60.00	60.00
Web Site	153.36	116.25	116.25
Election	0.00	0.00	0.00
Bus Shelters	12,509.40	0.00	0.00
Noticeboard	0.00	0.00	0.00
Hopwas Wood Park Car	0.00	19,200.00	19,200.00
Bank Charges	142.00	69.00	142.00
Signage	0.00	0.00	150.00
TOTAL	16,567.73	22,269.43	23,559.43
INCOME			
CIL	0.00	0.00	0.00
Precept	5,500.00	5,500.00	5,500.00
Interest	18.68	25.77	63.88
VAT	862.31	2,158.46	2,158.46
TOTAL	6,380.99	7,684.23	7,722.34