

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor

E-Mail: jayneminor@talktalk.net

Web Site: www.swinfenandpackington.org.uk

Our Ref: JM

07 May 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 14 May 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

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. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST AND DISPENSATION**
To receive declarations of interests and consider requests for dispensations.
- 3.1** To formally receive and approve that Councillor Armstrong be granted a Leave of Absence from attendance at meetings from 14 May 2025 to 13 May 2026 on grounds of ill health.
- 4. MINUTES**
To approve as a correct record the Minutes of the Meeting of the Parish Council held on 12 March 2025 (Minute Nos. 61-72) (**ENCLOSURE**).
- 5. CHAIRMAN'S ANNOUNCEMENTS**

6. THE HIGH-SPEED RAIL PLANS

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

7. 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
----------------------	------------------

8. RISK ASSESSMENT

Members are advised that the Risk Assessment has been completed and there are currently no uncontrolled risks in any area of the Council's business in respect of the Parish Council's bus shelters and public notice boards (**ENCLOSURE**).

9. ANNUAL INTERNAL AUDIT REPORT 2024/25

Members are requested to receive and note the contents of the Internal Audit Report from Mr B Cooper forming Page 4 of the Annual Governance and Accountability Return for the year ended 31 March 2025 (**ENCLOSURE**).

10. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

10.1 Section 1 – Annual Governance Statement 2024/25

Members are requested to approve the Annual Governance Statement (**ENCLOSURE**).

10.2 Section 2 – Accounting Statements 2024/25

Members are requested to approve the Accounting Statements (**ENCLOSURE**).

10.3 Certificate of Exemption – AGAR 2024/25 Form 2

Members are requested to approve the Certificate of Exemption (**ENCLOSURE**).

Following approval, the Chairman and Clerk be authorised to sign the Annual Governance Statement and the Chairman to sign the Accounting Statements.

11. WEBSITE

Members are requested to consider renewal of the Parish Council's annual website hosting and annual domain renewal [swinfenandpackington.org.uk] in the sum of £100.

12. PARISH COUNCIL'S INSURANCE

Members are requested to consider renewal of the Parish Council's insurance which is due for renewal on 01 June 2025 in the sum of £716.48. Premium must include public liability, fidelity insurance (to cover both the precept and monies in the bank), bus shelters and notice boards.

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. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's April and May 2025 salary (**PINK ENCLOSURE**).

15. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

Wednesday 23 July 2025
Wednesday 10 September 2025
Wednesday 12 November 2025
Wednesday 14 January 2026
Wednesday 11 March 2026
Wednesday 13 May 2026

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 12 MARCH 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Barnes in the Chair
Councillors Dyott, Loescher and Perks (from 6.30pm)

In attendance:

Ms J Minor, Parish Clerk

HS2 AND BALFOUR BEATTY VINCI

Councillor Barnes welcomed Wendy McSeveney, Community Engagement Specialist from Balfour Beatty Vinci and Sophia McKain, Senior Engagement Manager from HS2. The Parish Clerk informed Members that prior to the meeting the Parish Council had submitted the following questions:

1. **Works generally**

- Could we have update on the timescale for works generally in this area?
- What is the timescale for the Jerry Lane/Flats Lane bridge crossing construction?
- What is the timescale for the A51 Overbridge construction?

2. **Environmental Mitigation Area Opposite Whittington Barracks**

- What is the latest information regarding the design of the environmental mitigation area opposite Whittington Barracks? Whilst we appreciate work is paused in this area at the moment, the Parish Council would like HS2 Limited's assurance that this element of the Hybrid Act will still be delivered in full as per the Environmental Statement.

3. **Bund and agreed additional planting at Packington Moor Farm.**

- Whilst we appreciate work is paused in this area at the moment, the Parish Council would like HS2 Limited's (as well as BBV's) assurance that the additional planting and the completion of the bund will be promptly delivered in full in accordance with the assurances the Parish Council has already received from HS2 Ltd and BBV. See attached plan.
- What are the timescales for the agreed additional planting at Packington Moor Farm? (See attached plan of agreed additional planting.) It would make sense for this to be progressed irrespective to the pausing of work in this area so the trees have chance to mature before the railway is built.
- What progress is being made on the sculpting of the land (to form a bund??) North of Packington Moor Farm? It was agreed with BBV (Dave Emery) that BBV would undertake to extend the bund North of Packington Moor Farm by "sculpting in" the earthworks. Again, it would make sense for this to be progressed, irrespective to the pausing of work in this area, so the trees have chance to mature before the railway is built.

The Parish Clerk confirmed that the following response had been received, which had been circulated to Members prior to the meeting:

On 9th March 2023, the Government instructed a rephasing of HS2. As part of this, HS2 budgets were reduced for the 2023/24 and 2024/25 Financial Years, with funding prioritised for the section of HS2 between Old Oak Common and Curzon Street. This has led to a deferral of several assets, including those in the Swinfen and Packington Parish. We are anticipating an update later this year and will of course let you know what the outcome of that update is.

1. Works Generally

- Timescale for works in the area. Construction will continue throughout 2025 on the A5, Watling Street, A51, WHGC underpass, Whittington Embankment (north of Lichfield Road), and Darnford Lane. This will primarily involve works to install the bridges associated with each road.
- Timescale for Jerry Lane/Flats Lane bridge construction. The construction of this bridge is paused, pending further instruction. It is currently planned to recommence in Q1 2027.
- Timescale for A51 Overbridge construction. Similar to the Jerry Lane/Flats Lane bridge, this is a paused asset, and work is currently planned to recommence in Q1 2027.

2. Environmental Mitigation Area Opposite Whittington Barracks

- Design of the environmental mitigation area. Although work is paused in this area, HS2 Ltd. confirms that the design for the mitigation site is ongoing. The intention is still to deliver the area as per the Hybrid Act, in line with the Environmental Statement. Updates on future mitigation design and construction will be provided when available.

3. Bund and Additional Planting at Packington Moor Farm

- Additional planting and bund completion. While work is paused, HS2 Ltd. and BBV can confirm that the planting and bund will be delivered in full as per the assurances already provided. Timescales will be confirmed once work in the area resumes.
- Timescales for additional planting at Packington Moor Farm. Planting remains paused, as no instruction to commence has been received. Timescales will be updated once work in the area recommences.
- Progress on sculpting the land north of Packington Moor Farm. The sculpting of the bund is also paused. The design and timescale for this work will be confirmed once it is instructed.

Further discussions took place between Councillors and representatives. In an endeavour to advise correctly, it was **AGREED** that Ms McSeveney once she had all the answers to the questions and concerns raised would send everything over in one email for consistency for the Parish Clerk to share with Members.

PUBLIC FORUM

No members of the public were present.

61. APOLOGIES FOR ABSENCE

Councillors Armstrong (Dispensation)
Councillor Phillips

62. DECLARATIONS OF INTEREST

None declared.

63. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 15 January 2025 (Minute Nos. 50-60) as circulated, be approved as a correct record.

64. CHAIRMAN'S ANNOUNCEMENTS

Botany Bay Stone

Councillor Barnes informed Members that this was still work in progress. P J Neville Memorials had stated that the stone had weathered considerably and unfortunately the lettering is illegible. The stone would have to be removed from site and there is always a risk it could break due to the nature of the material and the fact it has been there some considerable time. The lettering would need re-carving deeper in the stone, re-painting in black paint and then re-fixing back on site again. To enable them to provide a quotation for this work and because they hand carve every letter, they charge price per letter so they would need to know the inscription that is on the stone to work out a quotation to carry out this work.

**Staffordshire County Council – Planning Application SCC/25/0012/FULL-ES
Hints Quarry**

Following consultation with Members, the Town Clerk confirmed that the following response had to be emailed to Staffordshire County Council:

- a. Request that Staffordshire County Council check that the purported extent of the L.19/04/805-808 MW permission is correctly shown on the new permission.
- b. That the Parish Council have remaining serious concerns about reinstatement in the local area. There are acres of unrestored quarries at the Hopwas site that Staffordshire County Council have been unable to enforce to date. Why are further permissions being granted while so much restoration remains outstanding and unenforced? What steps are Staffordshire County Council going to take to enforce restoration of both this site and all previous sites in Hints and Hopwas?

Swinfen Broun Grave Repair

Councillor Barnes informed Members that this was still work in progress. He explained that the Swinfen Broun grave in Weeford churchyard was in need of some attention. It had fallen in on the one side and needs refilling.

Packington Hall

It was noted that there were still properties for sale.

A51 Junction

Councillor Dyott informed Members that this was still work in progress and was awaiting a time and date for a site meeting with County Councillor Alan White (the County Councillor for Lichfield Rural East).

A51 Tamworth Road – Blocked Gully/Drain

Councillor Loescher informed Members that according to the email that he had received from Staffordshire County Council Highways, the work was completed on 27 January 2025.

65. THE HIGH-SPEED RAIL PLANS

See above discussions.

66. CIL MONIES

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

67. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

RESOLVED That the Parish Council considers the system of internal control to be sufficiently effective and the Review of Effectiveness of Internal Audit be signed by the Chairman.

68. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

RESOLVED That the Parish Council considers the controls currently in place are effective and that the Statement of Internal Control and Annual Review of Effectiveness of Internal Control be signed by the Chairman.

69. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION [SPCA]

RESOLVED That the Parish Council renew membership of the Staffordshire Parish Councils' Association.

70. 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.

71. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's February 2025 (**cheque number 100100744**) and March 2025 (**cheque number 100746**) salary, Staffordshire Pension Fund – February 2025 (**cheque number 100743**) and Staffordshire Pension Fund – March 2025 (**cheque number 100745**).

72. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 14 May 2025

All meetings will commence at 6.00 pm.

(The Meeting closed at 7.10 pm)

Signed

Dated

SWINFEN AND PACKINGTON PARISH COUNCIL

RISK ASSESSMENT

Company Name: **Swinfen and Packington Parish Council**

Date of Assessment: **12 April 2025**

Anticipated Review Date: **12 April 2026 (or straightaway if any major damage/deterioration happens)**

Undertaken by: **Jayne Minor, Parish Clerk**

Location or Activity	Hazard	Level of Risk	Key Risks Facing the Parish Council	Persons in Danger	Potential Consequences Should Risk Occur	Measures Taken
Using the bus shelters	Slips and trips	Low		Users		The bus shelters are routinely overviewed by Parish Council and any problems dealt with on an ad-hoc basis.
Using the bus shelters	Cuts from broken glass on the floor	Low		Users		The bus shelters are routinely overviewed by Parish Council and any problems dealt with on an ad-hoc basis.
Bus shelters		Low	Damage to the bus shelters		The need to make good the damage with the potential	Regular inspection of the bus shelters. Insurance of bus

Location or Activity	Hazard	Level of Risk	Key Risks Facing the Parish Council	Persons in Danger	Potential Consequences Should Risk Occur	Measures Taken
					accompanying cost to the Parish Council. Potential claim against the Parish Council	shelters against all risks. Potential claim against third party. Annual review of insurance cover.
Bus shelters		Low	Deterioration of bus shelters		The need to make good the damage with the potential accompanying cost to the Parish Council. Potential claim against the Parish Council.	Annual inspection of bus shelters followed by action should repairs be necessary.
Public notice boards		Low	Damage to public notice boards		The need to make good the damage with accompanying cost to the Parish Council.	Insurance against all risks. Annual review of insurance cover.
Public notice boards		Low	Deterioration to public notice boards		The need to make good the deterioration with accompanying cost to the Parish Council.	Annual inspection of the notice boards with repairs undertaken if necessary.

Annual Internal Audit Report 2024/25

Swinfen and Packington Parish Council

ENTER PUBLIC ADDRESS www.swinfenandpackington.org.uk ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

28 04 2025

B J COOPER

Signature of person who carried out the internal audit



Date 28 04 2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**25 Redlock Field
Lichfield
Staffs
WS14 0AB**

28 April 2025

AUDIT REPORT 2024/2025 SWINFEN & PACKINGTON PARISH COUNCIL

I have completed the internal audit review of the accounts for Swinfen and Packington Parish Council for the year ended 31 March 2025.

I examined the Payroll, Book Keeping, Asset Register, Risk Management, Bank Reconciliation and Insurance Documents. The accounts have been kept in accordance with the Financial Regulations and Standing Orders of the Council.

The payroll was examined and Tax, National Insurance and Superannuation were accounted for correctly. All other Payments and Income were accounted for and correctly recorded.

The Council's Insurance Policy fully insured the assets of the Council.

A VAT reclaim of £3,200.00 for 2023/2024 was paid on 17/04/2024. A claim of £145.75 has been made in April for VAT paid in 2024/2025.

I have completed the Annual Internal Audit Report on Page 4 of the Annual Governance and Accountability Return 2024/2025.

I would like to thank the Parish Clerk for her assistance during this Audit.

Brian Cooper

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Swinfen and Packington Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

14/05/2025

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

www.swinfenandpackington.org.uk

Section 2 – Accounting Statements 2024/25 for

Swinfen and Packington Parish Council

	Year ending		Notes and guidance	
	31 March 2024 £	31 March 2025 £		
1. Balances brought forward	31,278	15,426	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	5,500	6,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	2,230	3,278	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	3,131	3,108	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	20,451	1,889	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	15,426	19,707	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	15,426	19,707	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	31,000	31,000	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

14/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

14/05/2025

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

Swinfen and Packington Parish Council

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25: **£9,278** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2024/25: **£4,997** PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2025.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer Date
14/05/2025

I confirm that this Certificate of Exemption was approved by this authority on this date: **14/05/2025**

Signed by Chair Date
14/05/2025

as recorded in minute reference:

Generic email address of Authority
jayneminor@talktalk.net

Telephone number
07772406298

*Published web address

www.swinfenandpackington.org.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.