

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING
HELD AT CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 13 MAY 2026 COMMENCING AT 6.07 PM**

PRESENT

Councillor Barnes in the Chair
Councillors Loescher, Perks and Pope

In attendance:

Ms J Minor, Parish Clerk

PARISH FORUM

No members of the public were present.

1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR

RESOLVED That Councillor Richard Barnes be elected Chairman of the Parish Council for the ensuing year.

2. APOLOGIES FOR ABSENCE

Councillor Armstrong (Dispensation)
Councillor Perks

3. DECLARATIONS OF INTEREST

None declared.

4. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 11 March 2026 (Minute Nos. 56-68) as circulated, be approved as a correct record.

5. CHAIRMAN'S ANNOUNCEMENTS

Member's Home Address

The Parish Clerk informed Members that Councils are to no longer publish an elected or co-opted member's home address. From 29 June 2026, section 65 of the English Devolution and Community Empowerment Act 2026 removes the requirement for a local government member's home address to be published in council registers of interest.

The newly added section 32A of the Localism Act 2011 requires that Councils do not publish details of a member's home address in public registers of interest unless an individual member explicitly requests it. To aid transparency, public registers of interest will still state that an interest exists but that the address is withheld under the new section 32A. The exact address details will still need to be declared, remain available internally to Councils and will continue to prevent conflicts of interest. Further, the register of member contact details maintained

under section 100G of the Local Government Act 1972 must no longer include home addresses when made available for public inspection.

The Parish Clerk confirmed that she had updated the Parish Council's website and also Lichfield District Council's website.

Website Accessibility

The Parish Clerk informed Members that the website needed to be Web Content Accessibility Guidelines (WCAG) version 2.2 AA standard as required under the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

The Parish Clerk confirmed that the Parish Council's website was currently under review.

6. THE HIGH-SPEED RAIL PLANS

Councillor Loescher updated Members and explained that when BBV and HS2 Ltd issued the "Information and Feedback Request" on 11 December 2025, the responses were directed to be in a stringent written format and by a tight deadline (7 weeks covering the busy Christmas holiday period) to qualify to even be considered. The Parish Council were able to comply with those requirements. Wendy McSeveney thanked the Parish Council on 27 April 2026 for our continued correspondence and patience in relation to the Information and Feedback submission. She said that HS2 Ltd and Balfour Beatty Vinci (BBV) are currently progressing discussions to finalise the maintenance and asset management arrangements. They are keen to ensure that any response they provide is fully informed by these agreed outcomes and therefore aim to share the most comprehensive and accurate information with the Parish Council once it becomes available. However, Ms McSeveney offered an in-person meeting at Cappers Lane in June.

Councillor Loescher explained that a further email was sent on 30 April to Ms McSeveney making it clear the Parish Council's position and that the Parish Council wanted a response in writing. A response was received saying that given the points raised this had been logged and they will endeavour to respond within 20 working days, or sooner, where possible. That is by 01 June 2026.

7. CIL MONIES

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

Members discussed options available. A quotation is awaited for a gate and removal of brambles around the bus shelter opposite Whittington Barracks.

8. RISK ASSESSMENT

RESOLVED That the Risk Assessment in respect of the Parish Council's bus shelters and public notice boards be received and noted.

9. INFORMATION TECHNOLOGY (IT) ACCEPTABLE USE AND SECURITY POLICY

RESOLVED That the Information Technology (IT) Acceptable Use and Security Policy be approved and adopted.

10. UPDATE OF STANDING ORDERS BASED ON NALC 2025 MODEL

RESOLVED That the Standing Orders based on NALC 2025 Model be approved and adopted.

11. INFORMATION AND DATA PROTECTION POLICY

RESOLVED That the Information and Data Protection Policy be approved and adopted.

12. ICO – INFORMATION AVAILABLE FROM SWINFEN AND PACKINGTON PARISH COUNCIL UNDER THE FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME

RESOLVED That the ICO be approved and adopted.

13. MOTION

RESOLVED:

1. **Call on our local Member of Parliament** to press the Secretary of State for Housing, Communities and Local Government to:

- Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
- Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
- Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.

2. **Write to the MP** enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.

3. **Engage with our principal authority** to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.

4. **Publicly communicate** this Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.

14. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

14.1 Section 1 – Annual Governance Statement 2025/26

RESOLVED That the Section 1 – Annual Governance Statement 2025/26 for the year ended 31 March 2026 be approved and that the Chairman be authorised to sign the document.

14.2 Section 2 – Accounting Statements 2025/26

RESOLVED That the Section 2 – Accounting Statements 2025/26 for the year ended 31 March 2026 be approved and that the Chairman be authorised to sign the document.

14.3 Certificate of Exemption – AGAR 2025/26 Form 2

RESOLVED That the Certificate of Exemption – AGAR 2025/26 Form 2 for the year ended 31 March 2026 be approved and that the Chairman be authorised to sign the document.

Members were reminded that as the Parish Council's total gross income for the year 2025/26 or total gross annual expenditure, for the year 2025/26 did not exceed £25,000 then the Parish Council would be submitting the Certificate of Exemption – AGAR 2025/26 Form 2 only to the external auditors.

15. ANNUAL INTERNAL AUDIT REPORT 2025/26

RESOLVED That the Annual Internal Audit Report 2025/26 for the year ended 31 March 2026 completed by Mr B Cooper be received and noted (**cheque number 100797**).

16. WEBSTE

RESOLVED That the Parish Council's annual website hosting and annual domain renewal be renewed (£100) (**cheque number 100794**).

17. PARISH COUNCIL'S INSURANCE

RESOLVED That the Parish Council's insurance be renewed (£735.98) (**cheque number 100798**).

18. SWINFEN AND PACKINGTON PARISH COUNCIL DATA AUDIT

RESOLVED That the Data Audit be approved and adopted.

19. 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.

20. PARISH CLERK'S SALARY

RESOLVED (1) That cheques be drawn in respect of the Parish Clerk's April 2026 [**cheque number 100787**] and May 2026 [**cheque number 100789**] salary, HMRC – 06 April 2026 to 05 July 2026 (1st Quarter) [**cheque number 100795**], HMRC – 06 July 2026 to 05 October 2026 (2nd Quarter) [**cheque number 100796**], Staffordshire Pension Fund - April 2026 [**cheque number 100788**] and Staffordshire Pension Fund - May 2026 [**cheque number 100791**].

(2) That in relation to 7.3 of the Parish Clerk's Contract of Employment an annual sum of £156 [£3 per week] [**cheque number 100790**] be paid to the Parish Clerk in reimbursement of use of space, lighting, heating, and electricity.

21. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 15 July 2026
Wednesday 16 September 2026
Wednesday 18 November 2026
Wednesday 13 January 2027
Wednesday 17 March 2027
Wednesday 19 May 2027

All meetings will commence at 6.00 pm.

[The Meeting closed at 6.45 pm]

Signed

Dated