

Fradley Parish Council

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NOTICE OF A MEETING

To All Members of the Parish Council

You are hereby summoned to attend the Fradley Parish Council Annual Parish Council Meeting to be held at **Fradley Village Hall on 18 May 2023, commencing at 7pm**, the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Parish Clerk.

Mrs C M Orme

Clare Orme, Clerk/RFO to Fradley Parish Council

PARISH COUNCIL MEMBERS

Cllr Shikha Prabhaker
Cllr David Leytham

Cllr Glen Bown
6 current vacancies

Cllr Derick Cross

RECORDING PARISH COUNCIL MEETINGS

Under the Openness of Local Government bodies regulations 2014, members of the public may film, photograph and make audio recordings of the proceedings of the formal Council meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

- Notice is given that at the time agreed by the meeting, 15 minutes will be set aside for members of the public to make representation on any item on the agenda only.
- Any member of the public shall not speak for more than three minutes, this is strict and will be timed at the meeting. This is to allow the Parish Council to get through the business to be transacted at the meeting in a timely manner.
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

PUBLIC BODIES (ADMISSION OF MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or for any other special reason. The public's exclusion from part or all of a meeting shall be by resolution of the Council, which shall give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960

AGENDA

23/01 – Election of the Chairperson for the year 2023/2024 (Local Govt Act 1972,S15(2)) and the completion of the Declaration of Acceptance of Office Local Government Act 1972 s 83 (4) - (1 min)

23/02 - Election of the Vice Chairperson for the year 2023/2024 (Local Govt Act 1972, s15 (6)) and the completion of the Declaration of Acceptance of Office Local Government Act 1972 s 83 (4) – (1 min)

23/03 – Confirmation that Clare Orme will be the Proper Officer, Clerk and Responsible Officer for Fradley Parish Council. (Local Govt Act 1972, s112) – (1 min)

23/04 – Co-option of Councillors Local Govt Act 1972 s87(2) – (5 mins)

23/05 – Declarations of Acceptance of Office for all other Councillors Local Government Act 1972 s 83 (4) – (1 min)

23-06 - Declarations of Members' Interests. – (1 min)

- a. To receive declarations of disclosable pecuniary interests and personal and prejudicial interests from members to be considered at the meeting in accordance with the [Localism Act 2011 \(section 30 to 33\)](#). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with [Local Govt Act 1972 s117](#).
- b. To receive, consider and record Councillors requests for a disclosable pecuniary interest dispensation ([section 31 Localism Act 2011](#)) in connection with items on the agenda. Applications for this must be made in writing to the Clerk prior to the meeting.
- c. Register of Interests: Councillors are reminded of the need to keep updated their Register of Members Interests Forms as required . [Chapter 7 of the Localism Act 2011 and the Councils Code of Conduct](#)

Note: Members must generally declare a disclosable pecuniary interest which they have in any item on the agenda. A member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with

23/07 – Apologies for Absence. Local Govt Act 1972 s85 (1) – (1 min)

- a. To receive and approve apologies for absence from Councillors

23/08 – Adjournment for Public Speaking. Public Bodies (admission to meetings) Act 1960 s1 extended by the LG Act 1972 s100 – (15 min)

- a. To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business on the agenda This also includes any District or County Council Ward Members in attendance. No resolutions can be made under public speaking.
- b. Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

23/09 - Variation to the Order of Business. – (1 min)

23/10 – Committees and Working Groups– (3 mins)

To consider and approve if any Committees Working Groups are required and to nominate Councillors to such Committees and Working Groups.

23/11 – Membership of Outside Bodies – (3 mins)

23/12 – a. To consider and adopt the following 33 draft Parish Council Policies and Procedures for 2023/2024 – (5 mins)

1	Code of Conduct	19	Grant Awarding Policy
2	Financial Regulations	20	Communications and Engagement Policy
3	Scheme of Delegation to the Clerk	21	GDPR - Privacy Notice
4	Standing Orders	22	GDPR - Retention and Destruction Policy
5	Meeting Attendance Policy	23	Staff and Councillor Training Policy
6	Risk Management and Risk Assessment	24	Equality and Diversity Policy
7	Freedom of Information Scheme and Policy	25	Disposal and Acquisition of Land Policy and Procedure
8	Reserves Policy	26	Protocol and Guidance on Meeting Developers
9	Health and Safety Policy	27	Tree and Hedge Maintenance Policy
10	Filming and Recording Meetings	28	Cookie Policy
11	Complaints Procedure	29	Lone Working Policy
12	GDPR - Privacy (Data Protection and Security) Policy	30	Recruitment Selection Policy
13	Dealing with Abusive Persistent or Vexatious Complaints and Complainants Policy	31	Protocol for Councillor and Officer relationship
14	Discipline Policy	32	Whistle Blowing Policy
15	Grievance Policy	33	Accessibility Statement (Vision ICT Link on website)
16	Illegal and Unauthorised Encampments		
17	Drone Policy		
18	Co-option Policy		

- b. Consider the new NALC/SLCC Dignity at Work Policy and the Civility and Respect Pledge as follows:

By signing the Pledge, Fradley Parish Council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- i. Has in place a training programme for councillors and staff
- ii. Has signed up to the Code of Conduct for councillors
- iii. Has good governance arrangements in place including staff contracts and a dignity at work policy
- iv. Will seek professional help at an early stages should civility and respect issues arise
- v. Will commit to calling out bullying and harassment if and when it happens
- vi. Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- vii. Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

23/13 – Finance – (5 mins)

- a. **To consider the following payments, any payments required after publication of the agenda will be advised at the meeting. Note: April Payments were made under delegated authority by the Clerk/RFO as previously agreed.**

PAYEE	DESCRIPTION	AMOUNT	POWER
April 2023			
Planning Design	Professional Fees	2,400.00	LGA 1972 s111
Vision ICT Ltd	Website and Email Support	336.00	Website LGA 1972, s142
SJL Landscapes	Ground Maintenance Contract	1,080.19	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	239.22	Open Space Act 1906 s9,10
SJL Landscapes	Tree Work	420.00	Open Space Act 1906 s9,10
Parish Online	Mapping System	96.31	LGA 1972 s111
Salaries, TAX, NIC, Pension		1,867.30	LGA 1972 s112 - 119
May 2023			
East Midlands Audit Service		82.50	LGA 1972 s111
Vision ICT Ltd		86.40	Website LGA 1972, s142
SJL Landscapes Ltd		1,720.31	Open Space Act 1906 s9,10
D Beaumont		486.00	Open Space Act 1906 s9,10
C Orme	Expenses	18.79	LGA 1972 s111
1 st Fradley Scout Group	Delivery of the Newsletter	100.00	Newsletter LGA 1972, s142
Salaries, Tax, Nic and Pension	Salaries costs were not available when the agenda was published – They will be available at the meeting on the Payment Sheet for approval		LGA 1972 s112 - 119

- b. **Amend the current bank mandate with Unity Trust**
- i. **To note that the Clerk/RFO and Cllr Prabhaker are current signatories/authorisations on the Unity Trust Mandate.**

- ii. To remove Cllr Stanley from the bank mandate as soon as possible
- iii. Consider who else should be added to the Bank Mandate as a signature/authorisation.

c. To Authorise the DD Mandate for Focus Group re the VOIP Telephone Service 01543 444233.

23/14 - Confirmation for East Midlands Audit Services Ltd to complete the Internal Audit for 2023/2024 – (1 min)

23/15 – Planning – (5 mins)

N.B - Town and Country Planning Act 1990, Sched. 1, para.8 - Right to be notified of planning applications if right has been requested. The Parish Council is a non-statutory consultee within the planning process.

- a. To determine any action required on the planning application information, from information circulated via email by officers in advance of the meeting.
- b. Any planning application received after publication of this agenda will be advised at the meeting.

Application No.	Location	Proposal	Comments by
SCC/23/CON-PWA L/20/03/867/M	Pyford Brook Quarry, Kings Bromley Road, Orgrave, Alrewas	Request for Prior Written Approval in compliance with condition 9 (f) (Extension of operating hours for concrete plant) of planning permission L.20/03/867 M	09.05.2023
23/00452/S73	Land Fronting Turnbull Road Fradley Lichfield Staffordshire WS13 8UQ	Application under Section 73 of the 1990 Town and Country Planning Act to vary condition 2 (approved plans) of permission 22/00293/FUL to amend site layout and house types to accommodate storm drain	23.05.2023
23/00487/FUH	7 Rumbold Avenue Fradley Lichfield Staffordshire WS13 8SJ	Erection of single storey rear extension	23.05.2023

- c. Update on the request from Barratt Homes to connect storm drainage system into the current drainage system for the Village Hall/FYCC – There is no further update

23/16 - Update Community Sports Hub project and BMX Pump Track Project – (5 mins)

23/17 - Clerk Report – Items for discussion – (1 mins)

- c. Consider if the Parish Council wish to have a stall at the Village Information Fair in the Youth and Community Centre on Sunday 25 June from 1pm to 4.30pm.

23/18 - Date and time of the next Parish Council Meetings to be confirmed as 15 June 2023 at Fradley Village Hall commencing at 7pm – (1 min)

23/19- To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public. – (5 mins)

- a. To note any Clerks overtime hours for April 2023
- b. To note the Pension Regulator Enrolment and the Declaration of Compliance