



Fradley and Streethay Parish Council

14.04.2020

To Members of the Council

You are hereby summoned to attend a virtual meeting by Zoom of the Parish Council to be held at 7.00pm on Tuesday 21 April 2020.

If members of the public have a question/query or wish to give a report to the Parish Council. Please contact the Clerk by email clerk@fandspc.org.uk with the details, at least 48 hours prior to the scheduled meeting.

To Join the Zoom Meeting

<https://zoom.us/j/96911611486?pwd=VzVBUVkwL1pjNEtCQm8wbGJMSGRKZz09>

Meeting ID: 969 1161 1486

Password: 959973

Clare M Orme

Clare Orme, Clerk/RFO to Fradley and Streethay Parish Council

For the foreseeable future, it is proposed that this Parish Council uses "Zoom" to conduct remote meetings. Should a member of the public wish to observe the meeting it is requested that they contact the parish Clerk by email clerk@fandspc.org or by telephone 0771 9599132 for further guidance.

Remote Meetings Protocol

IMPORTANT

Members of the Public should be aware that the Parish Council Meeting will be recorded.

In order to ensure that the meeting is conducted in an orderly and lawful manner, members of the public wishing to observe the Meeting MUST WITHOUT FAIL OBSERVE THE FOLLOWING RULES.

On Joining the Meeting:

1. MUTE your microphone (SWITCH OFF).
2. Enable video (if you have it).

During the Meeting.

1. DO NOT SWITCH ON YOUR MICROPHONE UNTIL REQUESTED TO DO SO BY THE CHAIRMAN.
2. DO NOT attempt to speak until the Chairman asks you to speak
3. If you wish to speak be aware that you will be required to:
 1. Provide your name
 2. Confirm whether you are a registered Elector of Fradley and Streethay Parish.
 3. If you are not a registered elector as in 3 (2) above, you will need to state the basis on which you are raising the issue.
 4. In order to comply with the General Data Protection Regulations embodied in the Data Protection Act 2018 ('the Act') members of the public when speaking MUST NOT provide information that either directly or indirectly identifies any individual.

Further Information

Members of the public should be aware that any issues raised at the remote meeting by them under Public Speaking will not be commented on or debated by the Parish Council during the remote meeting. The Chairman will indicate if the issue will be added to a future agenda.

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Agenda

1. **To receive and approve apologies for absence**
2. **Declaration of Members' Interests.**
 - a) Register of Interests: Councillors are reminded of the need to update their Register of Members Interests Forms.
 - b) To declare any Personal and Pecuniary Interest in items on the agenda and their nature. (Councillors with a Pecuniary Interest will be temporarily suspended from the meeting). Where a member indicates they have a Pecuniary interest but wishes to make representation regarding the item before leaving the meeting, those representations must be made under item (c) Public Speaking below.
3. **Public Speaking**
 - a) At the start of the meeting a period of not more than fifteen minutes will be made available for members of the public and members of the Council to comment on **any matter in the agenda**.
 - b) If a County Council or District Council Member is in attendance, they will be given the opportunity to raise any relevant matter.
 - c) 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.
4. **Variation to the Order of Business.**
5. **To consider virtual meetings through Zoom to deal with Parish Council decisions when required and to appendix the change in Standing Orders to allow for remote meetings as follows:**

3i ... A person shall notify the meeting when requesting to speak by means of (e.g. electronically raising a hand).

3s ... Voting on a question will be (e.g. by a show of hands electronically OR e.g. by each councillor giving their vote verbally, one at a time

6. **Approval of the minutes from the Parish Council meeting held on 18th February 2020**
7. **To ratify decisions made under delegated powers and by email due to Covid -19 restriction**

Item No	Date	Resolution	Approved
1.	23.03.2020	Approval of Delegated Authority, COVID-19 Risk Assessment and HCID Policy	By email
2.	23.03.2020	<p><u>Cllr Bown Proposed</u></p> <p>1) The Clerk and Assistant Clerk work from home</p> <p>2) The Parish Council Office be closed</p> <p>3) If the collection of documents, folders etc is required then the Clerk and Assistant Clerk should communicate in advance so that their visits do not coincide</p> <p>4) Councillors should not visit the office</p> <p>5) The Office toilet and kitchen should not be used</p> <p>6) Any meetings with officials or representatives by Councillors or staff should be conducted remotely.</p> <p>7) Communication by Councillors and Staff should be via email and telephone. Councillors and staff should not feel compelled to use video conferencing from home.</p> <p>8) Staff should not be contacted outside of their agreed hours and are not required to respond to emails or telephone calls outside of these hours.</p> <p>9) Arrangements for calls to be forwarded from the office phone should be made. Either by providing a voice message or subscribing to a forwarding service. Clerk should be authorised to arrange the purchase of two mobile phones for this purpose.</p>	By email
3.	23.03.2020	The review of effectiveness of the Internal Audit Document	By email
4.	30.03.2020	Contractor - Grass Cutting to continue as of week com 31.03.2020	By email
5.	03.04.2020	Proposed by Cllr Bown that remote meetings be set up in regard to the potential Hay Lane and Horner Avenue developments. (Green Light developments & Wardell Armstrong)	By email

8. **To ratify cancelling the Annual Parish Meeting (Parish Assembly) for 2020 due to Covid-19 restrictions.**

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9. To ratify cancelling the Annual Parish Council Meeting and the Chair and Vice Chair remaining in position until May 2021. (if the Chair and Vice Chair are in agreement). Appendix the change in Standing Orders to suspend Items 5b, 5c and 5e.
10. To appendix the change in Standing Orders to item 17e to change the date the Annual Governance Accountability Return (AGAR) needs to be considered by the Council from 30 June to 31st August 2020.
11. Parish Office and Hub new build – Budget requirements, amendment to the application form, plans and QS
12. Planning Applications for consideration and ratification

Application No.	Location	Proposal	Comments	Comments by
20/00309/FUH	19 Horner Avenue, Fradley, Lichfield,	Single Storey Extension to rear and part conversion of garage	No Comment	22.03.2020 Submitted
20/00076/FUL	Elford Cottage, 26 Church Lane, Fradley, Lichfield	Erection of 1no dwelling house	No objection but comment this area is sensitive to local residents and we have concerns about the access to the site.	28.03.2020 submitted
20/00386/COU	Home Croft Long Lane, Fradley	Change of use to domestic curtilage and conversion of existing barn into gymnasium and ancillary space	No comment	27.03.2020 submitted
20/00428/DEM	Footsteps Day Nursery Sandyhill Farm Cottages Fradley Junction Alrewas Burton Upon Trent Staffordshire DE13 7DW	Demolition of steel framed structure		10.04.2020
20/00450/TPO	Land at Streethay Burton Road Streethay Lichfield Staffordshire	Various works to a group of Poplar trees		09.04.2020
20/00280/FULM	Land at Lancaster Road (B100), Fradley, Lichfield	Erection of 1no Industrial Unit (use class B1C, B2 and B8)		30.04.2020

13. Finance

a) To consider the financial statements for March 2020

b) To ratify payments from March 2020, due to meeting being cancelled:

CHEQUE NO.	PAYEE	DESCRIPTION	AMOUNT	POWER
101307	NALC	Subscription	60.00	
101308	SPCA	Subscription	327.00	
101309	Fradley Village Hall	Room Hire	16.00	
101310	Planning & Design Practice Ltd	Fees	834.00	
101311	SJL Landscapes Ltd	Ground maintenance	1,955.59	
101312	Lending Hands	Handyman & cleaning	192.50	
101313 to 101315 & DD to Nest	Salaries, Tax, NIC's Pension	Staff costs	3,976.74	
Direct debit	BT	Internet and phone	243.28	
Card payment	Plusnet	Internet and phone	39.60	
Card payment	HM Land Registry	Office copies	6.00	

c) To confirm payments for April 2020 as follows:

CHEQUE NO.	PAYEE	DESCRIPTION	AMOUNT	POWER
101316	Vision ICT Ltd	Biennial Fee for .gov domain renewal	66.00	
101317	W Hollinshead	Black and Yellow Tape	11.40	
101318	SJL Landscapes Ltd	Ground Maintenance	2,195.59	
101319	Lending Hands	Handyman & cleaning	150.00	
101320	Greenhatch Group Ltd	Topographical Survey	510.00	
101321	Total Lawn Care	Weed Spraying	318.00	
101322 to 101324 & DD to Nest	Salaries, Tax, NIC's Pension	Staff costs	3,929.76	
101325	Bentlyfab Engineering Services Ltd	Sign Frame	270.00	

14. Date of the next Zoom Parish Council Meeting to be confirmed when required.