

Fradley Parish Council
Clerk/RFO Claire Crompton

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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 Meeting to be held at **Fradley Village Hall on 21 September 2023, commencing at 7pm**, the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Parish Clerk.

Claire Crompton

Claire Crompton, Clerk/RFO to Fradley Parish Council

PARISH COUNCIL MEMBERS

Cllr Glen Bown
Cllr Mike Ashcroft
5 current vacancies

Cllr David Leytham
Cllr George Petrou

Cllr Matt Evans

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

23/15 – Temporary Chair to start the meeting only. – (1 min)

23/16 - Election of the Chair for the rest of the year 2023/2024, and the completion of their Declarations of Acceptance of Office [Local Government Act 1972 s 83 \(4\)](#) – (3 min)

23/17 – Election of Vice Chair for the rest of the year 2023/2024.

23/18 – To Confirm Claire Crompton as the Proper Officer, Clerk and Responsible Officer for Fradley Parish Council. ([Local Govt Act 1972, s112](#)) – (1 min)

23/19 – Co-option of Councillors [Local Govt Act 1972 s87\(2\)](#) and the completion of their Declarations of Acceptance of Office and Register of Members Interest Forms [Local Government Act 1972 s 83 \(4\)](#) – (5 min)

23/20 - 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 a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

23/21 – Apologies for Absence. [Local Govt Act 1972 s85 \(1\)](#) – (1 min)

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

23/22 – 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.

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

23/24 – To confirm the minutes of the Fradley Parish Council meeting held on 27th July 2023

23/25 - To consider and adopt the following 28 draft Parish Council Policies and Procedures for 2023/2024 – (5 mins)

1	Accessibility Statement (Vision ICT Link on website)	19	Grant Awarding Policy
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2	Whistle Blowing Policy	20	Communications and Engagement Policy
3	Scheme of Delegation to the Clerk	21	GDPR - Privacy Notice
4	Protocol for Councillor and Officer relationship	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	Lone Working Policy
9	Health and Safety Policy	27	Tree and Hedge Maintenance Policy
10	Filming and Recording Meetings	28	Cookie Policy
11	Complaints Procedure		
12	GDPR - Privacy (Data Protection and Security) Policy		
13	Dealing with Abusive Persistent or Vexatious Complaints and Complainants Policy		
14	Discipline Policy		
15	Grievance Policy		
16	Illegal and Unauthorised Encampments		
17	Drone Policy		
18	Recruitment Selection Policy		

23/26 – Committees and Working Groups– (3 mins)

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

23/27 – Membership of Outside Bodies – (3 mins)

23/28 – Finance – (10 mins)

- a. To consider the following payments, any payments required after publication of the agenda will be advised at the meeting. **Note: August Payments were made under**

delegated authority by the Clerk/RFO as agreed at the Parish Council Meeting held on 21.09.202 Cllr Bown and Cllr Ashcroft confirmed payments by email.

PAYEE	DESCRIPTION	AMOUNT	POWER
August 2023			
SJL Landscapes	Ground Maintenance Contract	1,720.31	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	216.00	Open Space Act 1906 s9,10
Lichfield District Council	Bin Emptying	193.44	LGA 1972 s111
Salaries, TAX, NIC, Pension		2,929.81	LGA 1972 s112 - 119
September 2023			
SJL Landscapes	Ground Maintenance Contract	1,726.31	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	300.00	Open Space Act 1906 s9,10
Vision ICT	Email Hosting	43.20	LGA 1972 s111
Fradley Village Hall	Room Hire	153.00	LGA 1972 s111
Radii	Skatepark Quote for Repairs	250.00	Open Space Act 1906 s9,10
Glen Bown	Repairs to the Notice Board	59.39	LGA 1972 s111
Salaries, TAX, NIC, Pension		To Be Confirmed	LGA 1972 s112 - 119
Focus (Direct Debit)	Telephone Line	10.96	LGA 1972 s111

- b. To consider the unaudited accounts from 01.04.2023 to 25.08.2023, including all supporting documents provided by the Clerk

	31.07.2023	25.08.2023
Current Account	118,795.29	113,724.77
Unpresented Payments	<u>0.00</u>	<u>0.00</u>
TOTAL	118,795.29	113,724.77

- c. To ratify that the former Clerk will amend the Microsoft 365 billing details to Streethay Parish Council. The former Clerk will pay the monthly subscription of £20.64 per month and claim this back via expenses through Streethay Parish Council. Streethay Parish Council will then invoice Fradley Parish Council for half of the cost each month, until such time that Fradley Parish Council can set up their own subscriptions through their own bank accounts.

23/29 – 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
23/00526/HST	Land East Of Streethay Farm, Lichfield, Staffordshire,	Schedule 17 Application : Construction of South Staffordshire Line Overbridge, A38 Rykneld Street Overbridge, A38 Southbound Slip Road Overbridge, Streethay Retaining Structure and associated engineering earthworks and associated fencing and safety barriers, access tracks and cutting	17.08.2023 No comment made 03.08.2023
23/00861/FUH	Bridge Farm Barn , Bridge	Erection of single storey side extension	13.08.2023

	Farm Lane, Fradley, Lichfield		No comment made 03.08.2023
23/00541/FUH	Broadlands , Dumore Hay Lane, Fradley, Lichfield	Erection of bay window in lieu of single garage entrance	10.08.2023 No comment made 03.08.2023
23/00935/FUH	59 Rogerson Road, Fradley, Lichfield, Staffordshire	Erection of new boundary wall	14.09.2023 Comment Made 11.09.2023
23/00982/COU	Bell Bridge Garage , Ryknel Street, Fradley, Lichfield	Change of use from vacant hand car wash to petrol filling station including alteration to existing building with new parking arrangements and landscaping	22.09.2023

23/30 – Clerk Reports – (10 mins)

- a. To note that Cllr Bown was given delegated authority to lay the poppy wreath on behalf of the Parish Council at the Battle of Britain memorial service.
- b. Vandalism to the Parish Council notice board by the Village Hall – repairs completed by Cllr Bown. Cllr Bown to be refunded the cost of the materials required to complete the job (see accounts for September 2023)
- c. Ratify the Parish Councils temporary logo produced by Cllr Bown
- d. To consider the Tree Report and Quote for the High, Medium and Low work required as per the report by Tonks Brothers.
 - i. High Priority Work - £2,160.00 plus VAT
 - ii. Medium Priority Work - £540.00 plus VAT
 - iii. Low Medium Work - £380.00 plus VAT
- e. Consider the Play Ground Inspection Risk Assessments completed by the Handyman and agree repairs/requirements.
- f. Consider if the Parish Council should opt-out of the external Audit process or stay with the central external auditor appointment regime.
- g. Ratify letter to LDC regarding the Roofed MUGA and BXM project sent by Cllr Bown agreed by rest of Councillors.
- h. Facebook Page – To confirm that Streethay Parish Council are happy for Fradley Parish Council to keep the already established Facebook Page – This will need to be transferred over and renamed
- i. Chairs Chain – Streethay Parish Council have confirmed that they do not want the Chairs Chain, Fradley Parish Council to consider buying Streethay Parish Council's share of what it is worth on the asset register.
- j. Projector and Screen – Streethay Parish Council have confirmed that they do not want the Projector and Screen and will purchase their own when required – Fradley Parish Council to consider buying Streethay's share for what it is worth as per the asset register.
- k. Cllr Eagland request – Disabled access issues due to overhanging trees and hedges from private land.
- l. Consider the purchase and locations of lamppost poppies for Remembrance Sunday – Budget required of £100.

23/31 - Date and time of the next Parish Council Meetings to be confirmed as 19 October 2023 at Fradley Village Hall commencing at 7pm – (1 min)

23/32- To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public. – (10 mins)

- a. To ratify the training needs/providers for the new Clerk/RFO as per the emails sent by the previous clerk on 2nd August 2023 at 11.09 am. Confirmation received back from Cllr Glen Bown (02.08.23 at 12.33pm), Cllr George Petrou (03.08.23 at 09.20am), Cllr Mike Ashcroft (03.08.23 at 07.02am), Cllr David Leytham (02.08.23 at 17.54pm) and Cllr Matt Evans (02.08.23 at 19.46pm)
- b. To consider re-allocating a sum within the budget to cover the Clerk's training needs/providers which will be met by a combination of the following means:-
 - i. Face to face meetings with the training officer at SPCA once the free sessions run out if still needed. (between £30-£60 per session)
 - ii. Training on the website through website design tools provided by Vision ICT (£75 + vat)
 - iii. Membership to the Society of Local Council Clerks (SLCC) - The Council have always done this for past Clerks. (between £300 - £400 depending on calculation of salary and precept)
 - iv. Consultation sessions with other Clerks as needed and to pay for these on the Locum Clerk rate either through contract or the payroll. (range between £15 - £50 per hour depending on their qualifications)
 - v. Any relevant clerk training that is deemed necessary.
- c. To consider a mechanism through which training needs will be identified and agreed.