

## **Fradley Parish Council**

### **Clerk/RFO Clare Orme**

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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 27 July 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

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#### **PARISH COUNCIL MEMBERS**

Cllr Glen Bown  
6 current vacancies

Cllr Derick Cross

Cllr Davis Leytham

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#### **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 this meeting only, Election of Chairperson and Vice Chairperson for the rest of the Year 2023/2024 to be added to the next available agenda. (Local Govt Act 1972,S15(2) – (2 min)**

**23/02 – To note that Clare Orme will continue as the Proper Officer, Clerk and Responsible Officer for Fradley Parish Council only until 31.08 2023 (resignation already given to Council). (Local Govt Act 1972, s112) – (1 min)**

**23/03 – 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)**

**23-04 - 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

**23/05 – Apologies for Absence. Local Govt Act 1972 s85 (1) – (1 min)**

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

**23/06 – 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.

**23/07 - Variation to the Order of Business. – (1 min)**

**23/08 – a. To consider and adopt the following 3 Parish Council Policies and Procedures for 2023/2024 – (2 mins) – All other policies and procedures to be reviewed and adopted at a later date.**

- Standing Orders
- Financial Regulations
- Code of Conduct

**23/09 – Finance – (10 mins)**

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

PAYEE	DESCRIPTION	AMOUNT	POWER
<b>April 2023</b>			
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
<b>May 2023</b>			
East Midlands Audit Service	Internal Audit 2022/2023	82.50	LGA 1972 s111
Vision ICT Ltd	Website and Email Costs	86.40	Website LGA 1972, s142
SJL Landscapes Ltd	Ground Maintenance Contract	1,720.31	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	486.00	Open Space Act 1906 s9,10
C Orme	Expenses	18.79	LGA 1972 s111
1 <sup>st</sup> Fradley Scout Group	Delivery of the newsletter	100.00	Newsletter LGA 1972, s142
Bayliss Consulting	Professional Fees – Sports Hub	840.00	Open Space Act 1906 s9,10
Planning & Design Consulting Ltd	Professional Fees – Sports Hub	1,500.00	Open Space Act 1906 s9,10
SPCA	Good Councillor and Finance Guides	89.00	LGA 1972 s111
1 <sup>st</sup> Fradley Scout Group	Delivery of the Newsletter	100.00	Newsletter LGA 1972, s142
Salaries, TAX, NIC, Pension		1,832.98	LGA 1972 s112 - 119
<b>June 2023</b>			
Salaries, TAX, NIC, Pension		1,861.57	LGA 1972 s112 - 119
D Beaumont	Handyman Contract	288.00	Open Space Act 1906 s9,10
SJL Landscapes Ltd	Ground Maintenance Contract	1,726.31	Open Space Act 1906 s9,10
Tonks Brothers Tree and Environmental Services	Tree Report	1,500.00	Open Space Act 1906 s9,10
Austin Prince Ltd	Provision of Payroll Service 2022/2023 and Assistance, advice and set up new payroll systems for 2023/2024. RTI return completion 2 new operations	770.00	LGA 1972 s111
		FPC Contribution - Invoices split between 2 new Councils	
<b>July 2023</b>			
SJL Landscapes Ltd	Ground Maintenance Contract	1,720.31	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	617.94	Open Space Act 1906 s9,10
Planning & Design Consulting Ltd	Professional Fees – Sports Hub	300.00	Open Space Act 1906 s9,10
Total Lawn Care	Weed Spraying	318.00	Open Space Act 1906 s9,10
Fradley Village Hall	Room Hire	102.00	LGA 1972 s111
Vision ICT Ltd	Website and Email Costs	48.00	Website LGA 1972, s142
Salaries, TAX, NIC, Pension, Expenses		2,107.18	LGA 1972 s112 - 119
<b>Other Payments</b>			
Unity Trust Bank	01.04.2023 – Bank Charges	2.20	LGA 1972 s111
Unity Trust Bank	30.06.2023 – Bank Charges Handling Charges	0.30	LGA 1972 s111
Unity Trust Bank	30.06.2023 – Bank Charges	21.90	LGA 1972 s111

b. Other Income

DATE	FROM	DESCRIPTION	AMOUNT
	Lichfield District Council	Precept Payment 2023/2024	115,214. 42

- c. To consider the unaudited accounts from 01.04.2023 to 30.06.2023, including all supporting documents provided by the Clerk – Please note that there are still funds to be transferred from Fradley and Streethay Parish Council. This will be completed in due course

	<u>To 30.04.2023</u>	<u>To 31.05.2023</u>	<u>To 31.06.2023</u>
Current Account	138,773.20	130,176.80	124,008.72
Unpresented Payments	<u>39.69</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>138,733.51</b>	<b>130,176.80</b>	<b>124,008.72</b>

d. Amend the current bank mandate with Unity Trust

- i. To note that the Clerk/RFO, Cllr Prabhaker and Cllr Stanley are current signatories/authorisations on the Unity Trust Mandate. – Advice taken from SPCA to confirm that it is ok for former Cllr Prabhaker and the current Clerk/RFO to continue to schedule and make payments until the bank mandate can be changed.
- ii. To remove Cllr Stanley, Cllr Prabhaker and the current Clerk/RFO from the bank mandate at the end of August 2023
- iii. Consider who should be signatories/authorisers on the new bank mandate.

e. To ratify the DD Mandate for Focus Group re the VOIP Telephone Service 01543 444233.

23/10 - Confirmation for East Midlands Audit Services Ltd to complete the Internal Audit for 2023/2024 – (1 min)

23/11 – 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
<b>Items to note already dealt with</b>			
SCC/23/CON-PWA L/20/03/867/M	Pyford Brook Quarry, Kings Bromley Road, Orgreave, 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 No Comments submitted
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 No Comments Submitted
23/00487/FUH	7 Rumbold Avenue Fradley Lichfield Staffordshire WS13 8SJ	Erection of single storey rear extension	23.05.2023 No Comments Submitted
23/00526/HST - (High Speed Two 2a)	Land East Of Streethay Farm, Lichfield, Staffordshire,	Construction of South Staffordshire Line Overbridge, A38 Rykneld Street Overbridge, A38 Southbound Slip Road Overbridge, Streethay Retaining Structure and associated engineering	26.05.2023 Extension was given to 05.06.2023 –

		earthworks and associated fencing and safety barriers, access tracks and cutting	No Comments Submitted
SCC/23/0042/DA	ALREWAS QUARRY, CROXALL ROAD, ALREWAS, BURTON UPON TRENT, STAFFORDSHIRE, DE13 7LR	for compliance with Conditions 9 (Progress Plan), 52 (Hedge Planting), 55 (Restoration Strategy Review) and 56 (Restoration and Aftercare Scheme) of planning permission <a href="#">L.19/09/817 MW</a> at	27.05.2023 No Comments Submitted
22/01518/OUFMEI	Barratt West Midlands / Wilson Bowden Developments Ltd Land North Of, Hay End Lane, Fradley, Burton Upon Trent	Hybrid Planning Application comprising full application for the development of 500 dwellings, new accesses onto Hay End Lane and internal access, new sports provision consisting of playing fields, sports pavilion and associated parking, new open space, sustainable drainage, new ecology areas and woodland, landscaping and associated works; and an outline application for the development of a new primary school and associated works (As amended by plans dated 12.6.23, 14.6.23 and 19.6.23)	23.07.2023 No Comments submitted
<b>Items to consider for comment.</b>			
23/00684/FULM	Land At Harrier Centre And North Off, Wood End Lane, Fradley, Lichfield	Erection a industrial building, split into two units with employment uses E(g), B2 & B8, together with ancillary offices, associated car parking, service areas and soft landscaping, the building having the provision to be built for single occupation without the ancillary offices to the second unit	28.07.2023
23/00772/FUH	16 Hewitt Close, Fradley, Lichfield, Staffordshire	Erection of front porch.	29.07.2023
23/00795/FUL	Fradley 437 Halifax Avenue Fradley Lichfield Staffordshire WS13 8SS	Erection of 2no. standby generators, fuel tank, and associated works	02.08.2023

- c. To consider comments for the diversion of Public Footpath No. 43 (part) Fradley and Streethay Parish – Consultation end date 01.08.2023

**23/12 - Update Community Sports Hub project and BMX Pump Track Project (To ratify that both projects have already been postponed, until the new Council have reviewed their current position and agreed their own priorities going forward) – (2 mins)**

**23/13 - Date and time of the next Parish Council Meetings to be confirmed as 21 September 2023 at Fradley Village Hall commencing at 7pm – (1 min)**

**23/14- To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public. – (10 mins)**

- a. To note the Clerks overtime 11.5 hours for April 2023, agreed by the former Chair. 16 hours for May 2023 agreed by Cllr Cross, There are no overtime hours for June 2023
- b. To note the Pension Regulator Enrolment and the Declaration of Compliance
- c. To ratify the vacancy advertisement of the Clerk/RFO position after taking advice from the SPCA.
  - i. Interviews took place on 26<sup>th</sup> and 27<sup>th</sup> July 2023 – Cllr Cross, Cllr Bown and Cllr Leytham interviewed 3 people at Fradley Village Hall – To confirm if a new Clerk/RFO has been chosen.
  - ii. To ratify the Pay Scale SPC 24-30 (31,099 to £36,298)
  - iii. To ratify the NEST Pension employer rate
  - iv. To ratify the hours of work per week