

**Fradley Parish Council**

**Clerk/RFO Clare Orme**

110 New Road, Newhall, Swadlincote, Derbyshire DE11 0TH

Telephone: 01543 444233

Website: [www.fradleyparishcouncil.gov.uk](http://www.fradleyparishcouncil.gov.uk)

Email: [clerk@fradleyparishcouncil.gov.uk](mailto:clerk@fradleyparishcouncil.gov.uk)

**Minutes of the First Fradley Annual Parish Council Meeting  
held at 7:00pm at Fradley Village Hall on 27 July 2023**

**Present:**

Councillors Derick Cross (Chair at the start the meeting), Glen Bown (Chair from item 23/01), David Leytham and Mike Wilcox

**In Attendance:**

Clare Orme (Clerk), County Councillor Janet Eagland and 5 Members of the Public

***Cllr Cross gave an introduction to the meeting and explained that Under Section 91 of the Local Government Act 1972, Lichfield District Council had put in place an order with the Secretary of State for the temporary appointment of a District Council Ward Member being Cllr Mike Wilcox to sit on Fradley Parish Council to allow the Parish Council to be quorate for the first meeting to continue.***

***Cllr Cross also introduced the members of the public in attendance, three candidates for co-option later in the meeting, and two other members of the public.***

**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))**

Cllr Bown proposed himself as Chair for the meeting this was seconded by Cllr Leytham

Cllr Cross proposed himself as Chair for the meeting, this was seconded by Cllr Wilcox.

At this stage Cllr Wilcox stated that he could not participate in the voting.

A vote was taken for Cllr Bown or Cllr Cross. There were only 3 members at the meeting able to vote on this matter, being Cllr Bown, Cllr Cross and Cllr Leytham.

***RESOLVED: That Cllr Bown be elected as Chair for this meeting only, voting 2 to 1 in favour of Cllr Bown.***

**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)**

***RESOLVED: The Council noted that Clare Orme will continue as the Proper Officer, Clerk and Responsible Financial Officer for Fradley Parish Council until 31.08.2023.***

**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)**

**RESOLVED: The following people were co-opted onto Fradley Parish Council with immediate effect:**

- **George Petrou**
- **Mike Ashcroft**
- **Matt Evans**

**RESOLVED: In accordance with the Local Government Act 1972 all co-opted members signed the Acceptance of Office Form before the Clerk.**

**RESOLVED: Co-opted members to complete the Register of Members Interest Form within the next 28 days and return them to the Clerk.**

Cllr Cross left the meeting at 7.23pm

### **23-04 - Declarations of Members' Interests.**

There were no declarations of members interests.

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

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

There were no apologies for absence.

### **23/06 – Adjournment for Public Speaking. Public Bodies (admission to meetings) Act 1960 s1 extended by the LG Act 1972 s100.**

County Council Representatives Report - Cllr Janet Eagland was in attendance at the meeting and gave her report as follows:

- Cllr Eagland explained that she deals with Highway issues, potholes etc and explained what she covered on her division.
- Cllr Eagland would continue to email the Clerk updates for the Clerk to forward to Cllrs.
- Last Monday Cllr Eagland and County Council representatives were invited to see a new machine to fix potholes at JCB.
- Cllr Eagland reported that in relation to the last Cemex application, this was approved at the committee meeting, it was lost by two votes. A Cemex Liaison Meeting had since been set up. Cllr Eagland asked that Fradley Parish Council chose a representative to sit on this committee at their next meeting.
- The flooding issues especially outside of the former post office on Church Lane were in the process of being resolved by SCC.
- Chetwynd Bridge was in a very bad state of repair, to stop HGV's using the bridge two-way control had been installed and the bridge had been narrowed.
- There would be a meeting coming up soon with the Memorial Arboretum and SCC. This would be to discuss a bus service running to the Arboretum, which if agreed would go to public consultation. A cycle path had previously been discussed but had been rejected by SCC.
- If residents or the Parish Council wish to report highway issues, either email Cllr Eagland directly or use the Report It section on the SCC website.

District Council Representatives Report – Cllr Michael Wilcox was in attendance at the meeting and gave his report as follows:

- Cllr Wilcox explained what the District Council were responsible for, for example: planning matters, waste collection, environmental health etc.
- Cllr Wilcox explained what section 106 and CiL Contributions were.
- Cllr Wilcox said that he was the District Council Ward Member for Fradley and if the Parish Council had any issues that he could help with or support to contact him directly.

**23/07 - Variation to the Order of Business.**

There were no Variations to the order of business.

**23/08 – a. To consider and adopt the following 3 Parish Council Policies and Procedures for 2023/2024**

- Standing Orders
- Financial Regulations
- Code of Conduct

***RESOLVED: The Council approved the above three policies. Proposed by Cllr Leytham and Seconded by Cllr Ashcroft. AGREED unanimously.***

**23/09 – Finance**

- 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  FPC Contribution - Invoices split between 2 new Councils	LGA 1972 s111
<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	2.20	LGA 1972 s111

	Charges		
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

**RESOLVED: The Council approved the above payments. Proposed by Cllr Bown and Seconded by Cllr Ashcroft. AGREED unanimously.**

**RESOLVED: The Clerk to arrange for the payments to be made for August. The Clerk to email the invoices and the payment sheets to all Councillors for information. Cllr Bown and Cllr Evans to check/approve the payments with the Clerk via email. AGREED unanimously.**

**b. Other Income**

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

**RESOLVED: The Council approved the above income. Proposed by Cllr Bown and Seconded by Cllr Petrou. AGREED unanimously.**

- 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</u>
<b><u>31.06.2023</u></b>			
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>

**RESOLVED: The Council approved the above unaudited accounts and supporting information. Proposed by Cllr Bown and Seconded by Cllr Leytham. Councillors Petrou, Ashcroft and Evans abstained from voting.**

**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.

**RESOLVED: The Council noted the above information. Proposed by Cllr Bown and Seconded by Cllr Ashcroft.**

- ii. To remove Cllr Stanley, Cllr Prabhaker and the current Clerk/RFO from the bank mandate at the end 31 August 2023

**RESOLVED: The Council agreed to remove Cllr Stanley, Cllr Prabhaker and the current Clerk/RFO Clare Orme from the Bank Mandate as of 31.08.2023, or at an earlier date if possible.**

- iii. Consider who should be signatories/authorisers on the new bank mandate.

**RESOLVED: The Clerk agreed to add the following people as signatories/authorisers on the new bank mandate.**

- Cllr Bown
- Cllr Leytham
- Cllr Petrou
- Cllr Ashcroft
- Cllr Evans

**Proposed by Cllr Bown and Seconded by Cllr Petrou. AGREED unanimously.**

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

**RESOLVED: The Council approved the DD mandate for the Focus Group re the VOIP telephone service. Proposed by Cllr Bown and Seconded by Cllr Leytham. AGREED unanimously.**

**23/10 - Confirmation for East Midlands Audit Services Ltd to complete the Internal Audit for 2023/2024**

**RESOLVED: The Council approved East Midlands Audit Service Ltd to complete the Internal Audit for 2023/2024. Proposed by Cllr Ashcroft and Seconded by Cllr Evans. AGREED unanimously.**

**23/11 – Planning**

**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	09.05.2023 No Comments submitted

		L.20/03/867 M	
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 earthworks and associated fencing and safety barriers, access tracks and cutting	26.05.2023 Extension was given to 05.06.2023 – 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 <u>L.19/09/817 MW</u> 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 of an 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,	Erection of front porch.	29.07.2023

	Staffordshire		
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

**RESOLVED: The Council made no comment to applications 23/00684/FULM and 23/00772/FUH.**

**RESOLVED: The Council agreed for Cllr Bown to look further at application 23/00795/FUL to see if comments are required. Cllr Bown to let the Clerk know to either comment or make no comment after the meeting.**

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

**RESOLVED: The Council agreed to make no Comment to the above consultation.**

**RESOLVED: The Council agreed to arrange an engagement meeting with Representatives of HS2, to be followed by periodic catch-up meetings to form part of the Parish Council Meetings.**

**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)**

**RESOLVED: The Council ratified that the Community Sports Hub and BMX Pump Track Projects had been postponed, until such time the Council have agreed their future priorities. Proposed by Cllr Bown and Seconded by Cllr Leytham.**

**RESOLVED: The Chair with the help of the Clerk to provide the Council with information of the projects so that an informed decision can be reached.**

**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**

**RESOLVED: The next monthly Parish Council Meeting was confirmed as 21 September 2023, commencing at 7pm at Fradley Village Hall.**

**RESOLVED: Councillors agreed to hold an informal meeting in August. The Clerk to email out some dates and times.**

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

- 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 were no overtime hours for June 2023

**RESOLVED: The Parish Council noted the above.**

- b. To note the Pension Regulator Enrolment and the Declaration of Compliance



**RESOLVED: The Parish Council noted the above.**

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 2 people at Fradley Village Hall

**RESOLVED: The Council confirmed that they wished to offer candidate 1 the vacancy of Clerk/RFO, proposed by Cllr Bown and seconded by Cllr Ashcroft.**

ii. To ratify the Pay Scale SPC 24-30 (31,099 to £36,298)

**RESOLVED: The Council approved the above pay scale, starting at the lowest rate. Start date the end of August 2023.**

iii. To ratify the NEST Pension employer rate

**RESOLVED: Cllr Evans proposed, and Cllr Petrou seconded that the Employer pension contribution would be 7%**

iv. To ratify the hours of work per week

**RESOLVED: The council approved that the hours of work would be 37 hours per week.**

**RESOLVED: It was agreed to support the new member of staff with any training needs required.**

**Meeting closed: 8.50pm**