

NOTICE OF A MEETING



Fradley Parish Council

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Minutes of the Fradley Parish Council Meeting held at 7:00pm at Fradley Village Hall on 9 November 2023

Present:

Cllrs Glen Bown (Chair), David Leytham (Vice Chair), Mike Ashcroft, Matt Evans and George Petrou.

In Attendance:

Claire Crompton (Clerk/RFO), District Cllr Derick Cross and 5 Members of the Public.

23/15 – Apologies for Absence. Local Govt Act 1972 s85 (1) – (1 min)

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

There were no apologies for absence.

23/16 – Declarations of Members' Interests. – (1 min)

There were no declarations of members' interests.

23/17 – 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) – (15-30 mins)

RESOLVED: The following people were co-opted onto Fradley Parish Council with immediate effect, Proposed by Cllr Bown and seconded by Cllr Ashcroft. AGREED unanimously.

- ***Phil Beswick***
- ***Mani Dhillon***
- ***Stuart Gilmour***
- ***Tracey Ham***

RESOLVED: The above new Cllrs completed their declaration of acceptance of office before the Clerk. Register of members interest to be returned to the Clerk within 28 days.

**23/18 –Adjournment for Public Speaking. Public Bodies (admission to meetings)
Act 1960 s1 extended by the LG Act 1972 s100 – (20 mins)**

Apologies were received from County Cllr Janet Eagland, District Cllrs Sonia Wilcox and Mike Wilcox.

District Cllr Derick Cross was present at the meeting and gave his report as follows:
Plans have been submitted for the new Leisure Centre on Eastern Avenue. Planning application has been submitted for the old depot, once approved contractors are on standby to start work. The Birmingham Road site is moving forward and they are almost ready to submit a planning application. They have now got permission to demolish the old multi story car park which will go ahead in the new year. Additional car parking is now available at Frog Lane. They are taking the old Tempest Ford site and re-utilising it as additional car parking. LDC now have their own Project Management Company, which in the first 6 months has run at a profit. VCS funding is available by completion of an application form, closing date is 10.11.23. Cllr Cross has currently made 39 visits to various Parish Council meetings around the area and plans to make 14 more visits before Christmas.

PCSO Tracy Horton sent her apologies, the Clerk read out her report as follows:

05/09/2023 Burglary

Report from Bellway homes re break in to site overnight. Offenders broke into several containers and stole numerous tools and other items. Ongoing enquiries by police.

05/10/2023 Anti-Social Behaviour

Report from mother walking children to school, footpath along side of lake by Fletcher Drive of a male smoking cannabis. Male not found. We have had numerous reports from different people re the people smoking cannabis at this location all different times of the day and evening. Both PCSOs are doing patrols in area and walks around lake to try to find the offenders.

23/19 – Variation to the Order of Business – (1 min)

There were no variations to the order of business.

23/20 – To confirm the minutes of the Fradley Parish Council meeting held on 27th July & 29th September 2023 – (1 min)

RESOLVED: The minutes of the Fradley Parish Council meeting held on 27th July and 29th September were agreed and signed as a true and accurate record. Proposed by Cllr Leytham and seconded by Cllr Petrou. AGREED unanimously.

23/21 – Consider the progress of S106 project ideas and consider next steps in securing funding – (20 mins)

RESOLVED: The Parish Council approved to contribute £25,000 towards the S106 funds of £125,000 as seed funding. To be allocated from current reserves.

RESOLVED: All Cllrs to consider what projects to bring forward over the next few days, and email the Clerk with suggestions.

23/22 – Consider if meetings should be organised with Bellway, Wilson Bowden and Barrett’s regarding various issues affecting residents. Identify who should take part – (5 mins)

RESOLVED: Cllr Petrou to redraft the Meeting with Developers Policy.

RESOLVED: It was agreed for Cllrs Bown, Gilmour, Leytham and Petrou to meet with developers when required, with the Clerk to be in attendance to take notes.

23/23 – 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.

- a. Planning Committee – all councillors
- b. Finance Committee – all councillors
- c. HR Committee – ***RESOLVED: Cllrs Leytham and Ashcroft.***
- d. Ground Maintenance/Environment task group - ***RESOLVED: Cllrs Dhillon, Ashcroft, Beswick and Evans.***
- e. Projects Group - ***RESOLVED: Cllrs Dhillon, Ashcroft, Ham, Petrou and Evans.***
- f. Planning Advisory Group - ***RESOLVED: Cllrs Bown, Petrou and Leytham.***
- g. Budget Advisory Group - ***RESOLVED: Cllrs Dhillon, Evans, Ham and Bown.***
- h. Local Engagement group ***RESOLVED: Cllrs Ashcroft, Ham, Gilmour and Leytham.***

RESOLVED: All of the above were Proposed by Cllr Bown, Seconded by Cllr Evans, Agreed unanimously.

RESOLVED: Delegate authority was given to Cllrs Dhillon, Ashcroft, Ham, Evans and Petrou to spend up to £25,000 as per the S106 bid legacy and delegated authority was given to Cllrs Ashcroft, Ham, Gilmour and Leytham to spend up to but not exceeding £20,000 to begin the necessary work interim before the current ground maintenance contract is renewed.

23/24 – Membership of Outside Bodies – (3 mins)

Appoint CEMEX representative - *RESOLVED: Cllr Ashcroft.*

Appoint Fradley and Alrewas Charities representative - *RESOLVED: Cllr Ham.*

Appoint HS2 representative - *RESOLVED: Cllr Dhillon.*

RESOLVED: All of the above were Proposed by Cllr Bown, Seconded by Cllr Leytham. Agreed unanimously.

RESOLVED: It was agreed that the representatives on the above Outside Bodies will produce an verbal report for the next available Parish Council meeting after the outside bodies have met.

23/25 –To consider and adopt the following 28 draft Parish Council Policies and Procedures for 2023/2024 – (2 mins)

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

RESOLVED: The above policies and procedures from item 1 to 28 were approved. Proposed by Cllr Bown, Seconded by Cllr Leytham. AGREED: unanimously approved.

23/26 – Update on Jordan Close flooding issue. – (2 mins)

RESOLVED: It was agreed for Cllr Evans to investigate this matter further and report back in due course.

23/27 – Consider a subscription to One Network API – (3 mins)

Cllr Bown proposed that the Parish Council should subscribe to One Network API. This motion was not seconded, therefore no agreement was made and this became a failed motion.

23/28 – Finance – (8mins)

- 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 29.09.2023 Cllr Bown and Cllr Ashcroft confirmed payments by email.

PAYEE	DESCRIPTION	AMOUNT	POWER
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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		2950.41	LGA 1972 s112 - 119
Focus (Direct Debit)	Telephone Line	10.96	LGA 1972 s111
October 2023			
SJL Landscapes	Ground Maintenance Contract	1720.31	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	270.00	Open Space Act 1906 s9,10
Fradley Village Hall	Room Hire	51.00	LGA 1972 s111
Salaries, TAX,NIC		2844.61	LGA 1972 s112 - 119
Streethay Parish Council	September Payments	5482.31	LGA 1972 s111
Glen Bown	Flowers Leaving Gift	45.80	Chairs Allowance
Glen Bown	Metal Tape for Notice Board	14.02	LGA 1972 s111
Tonks Tree Surgeons	Tree removal	144.00	Open Space Act 1906 s9,10
Lichfield District Council	Play Inspection	180.00	Open Space Act 1906 s9,10 & Public Health Act 1875 s164
Unity Trust Bank (DD)	Service Charge	21.45	LGA 1972 s111
Focus Group (DD)	Telephone Line	12.34	LGA 1972 s111

RESOLVED: The Parish Council agreed the above payments. Proposed by Cllr Bown, Seconded by Cllr Leytham. AGREED unanimously.

- b. To consider the unaudited accounts from 01.04.2023 to 30.09.2023, including all supporting documents provided by the Clerk

	31.07.2023	25.08.2023	30.09.2023
Current Account	118,795.29	113,724.77	313,690.98
Unpresented Payments	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	118,795.29	113,724.77	313,690.98

RESOLVED: The Parish Council approved the unaudited accounts as above including all paperwork provided by the Clerk. Proposed by Cllr Bown, Seconded by Cllr Evans. AGREED unanimously.

- 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.

RESOLVED: The Parish Council agreed to the Microsoft 365 billing.

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 04.10.2023 No comment made 03.08.2023

23/00861/FUH	Bridge Farm Barn , Bridge Farm Lane, Fradley, Lichfield	Erection of single storey side extension	13.08.2023 No comment made 03.08.2023 Granted
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 Granted
23/00935/FUH	59 Rogerson Road, Fradley, Lichfield, Staffordshire	Erection of new boundary wall	14.09.2023 Comment Made 11.09.2023 Granted
23/00982/COU	Bell Bridge Garage , Rykneld 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 No comment made
22/00080/FUL	Fradley Airfield, Wood End Lane, Fradley, Lichfield	Construction of parking and manoeuvring area for up to 50 HGVs including a welfare block containing WCs, showers and canteen (As amended /augmented by plans and supporting information dated received 23.8.23)	24.09.2023 Extension requested As Soon after PC meeting as poss Comment made
23/01087/FULM	Fradley Airfield, Wood End Lane, Fradley, Lichfield	Section 73 application to vary conditions 3 (Tree Protection), Condition 4 (Construction Management Plan), Condition 7 (Cycle Storage Conditions), 9 and 16 (Noise Mitigation) and Conditions 17 and 19 (Landscaping Details) of application 18/00262/FULM	12.10.2023 Extension requested As soon after PC meeting as poss
21/00315/FULM	Fradley Airfield, Wood End Lane, Fradley, Lichfield	Construction of storage warehouse with associated yard including new HGV exit road (as augmented by plans and supporting information dated 23.8.223	24.09.2023 Extension requested Tbc Comment made
23/00985/FUL	Sittles Farm , Stockford Lane, Hilliards Cross, Lichfield	Erection of general purpose agricultural building.	04.10.2023 Extension requested, given until after meeting Decision to be made by 25.10.2023
23/00952/FUL	Motus Commercials, Rykneld Street, Alrewas, Burton Upon Trent	Erection of single storey modular office	08.10.2023 Extension requested Conf new date begin of November

22/00106/FULM	Land Off Horner Avenue, Fradley, Lichfield, Staffordshire	Full planning application for a residential development (109 units) with associated works and public open space, and access from Horner Avenue and Ward Close	18.10.2023 Extension requested Conf new date 26.10.23 Comment made
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RESOLVED: Application Ref 23/01087/FULM, the Parish Council agreed for the objection letter drawn up by the Clerk be submitted to LDC. Proposed by Cllr Leytham, Seconded by Cllr Petrou. AGREED unanimously.

RESOLVED: All other applications above were agreed as noted in the comments.

- c. To note the outcome of the following planning applications:
- a. Planning decision for 23/00861/FUH – Granted
 - b. Planning decision for 21/01596/REMM – Refused
 - c. Planning decision for 23/00452/S73 – Granted
 - d. Planning decision for 23/00710/FUL – Granted
 - e. Planning decision for 23/00541/FUH – Granted
 - f. Planning decision for 23/00795/FUL – Granted
 - g. Planning decision for 23/00935/FUH – Granted

RESOLVED: The Parish Council noted the above planning decisions.

23/30 – Clerk Reports – (15 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.

RESOLVED: The Parish Council noted the above.

- 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)

RESOLVED: The Parish Council noted the above.

- c. Ratify the Parish Councils temporary logo produced by Cllr Bown

RESOLVED: To ratify the Parish Council logo. Proposed by Cllr Bown, Seconded by Cllr Petrou. AGREED: unanimously.

- d. To consider the Tree Report and Quote for the High, Medium and Low priority 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

RESOLVED: The Parish Council agreed to the quote from Tonks in relation to the above works, high, medium and low priority works to be completed as soon as possible. Proposed by Cllr Leytham, Seconded by Cllr Evans.

- e. Consider the Play Ground Inspection Risk Assessments completed by the Handyman and agree repairs/requirements.

RESOLVED: The Clerk was given delegated authority to purchase the replacement zipwire seat and play bark as per the prices provided. Proposed by Cllr Bown, Seconded by Cllr Ham. AGREED: unanimously.

It was suggested that Cllrs should arrange for the sand pit area of Worthington Road Play Park to be inspected with a view to renewing the sand. The Clerk will arrange this and report back.

- f. Ratify letter to LDC regarding the Roofed MUGA and BXM project sent by Cllr Bown agreed by rest of Councillors.

RESOLVED: The above was ratified. Proposed by Cllr Bown, Seconded by Cllr Petrou. AGREED: unanimously.

- g. 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.

This was actioned prior to the meeting.

- h. 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.

RESOLVED: It was approved that Fradley Parish Council will pay Streethay Parish Council 50% of the value of the chain on the asset register. Proposed by Cllr Leytham, Seconded by Cllr Dhillon. 5 Cllrs in favour, 3 against, 1 abstention.

- i. 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.

RESOLVED: It was approved that Fradley Parish Council will pay Streethay Parish Council 50% of the value of the projector and screen on the asset register. Proposed by Cllr Bown, Seconded by Cllr Petrou.

- j. Consider taking out a subscription to Zoom.

RESOLVED: The Parish Council agreed to the lowest rate Zoom subscription. Proposed by Cllr Bown, Seconded by Cllr Petrou.

- k. Consider the purchase and locations of display poppies for Remembrance Sunday – Budget required of £100.

This was actioned prior to the meeting.

- l. Consider exploring the possibility of installing Christmas lights on a tree at the Stirling Centre and providing sufficient budget to purchase lights and any additional decorations for the Watersmeet tree.

RESOLVED: A budget was given to the Clerk of £300 to purchase additional Christmas lights and decorations for the tree at Watersmeet. In addition the Clerk was given a budget of £360 to purchase Christmas lights for a tree at The Stirling Centre. Proposed by Cllr Bown, Seconded by Cllr Evans. AGREED: unanimously.

- m. Consider reducing the height of the hedge at the Watersmeet to allow clearer view of the Christmas Tree.

RESOLVED: In order to view the Christmas tree at Watersmeet from the road, it was agreed to reduce the hedge in height. Proposed by Cllr Bown, Seconded by Cllr Leytham. AGREED: unanimously.

n. Consider providing a PO Box for Council mail.

RESOLVED: Clerk to arrange a PO Box address for the Parish Council as soon as possible. Proposed by Cllr Bown, Seconded by Cllr Beswick. AGREED: unanimously.

o. Provide a list of training courses for Councillors.

The above item was noted, the Clerk will provide all Cllrs with training course information.

p. Consider Cllrs providing photographs and no more than 100 word pen portrait for the website.

RESOLVED: It was agreed for Cllrs to provide the Clerk with the above information as soon as possible, the word limit was raised to 150 words.

23/31 - Date and time of the next Parish Council Meetings to be confirmed as 30 November 2023 at Fradley Village Hall commencing at 7pm – (1 min)

RESOLVED: The next Parish Council meeting as 30 November 2023 at Fradley Village Hall, commencing at 7pm.

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

RESOLVED: Members of the public were excluded under the Public Bodies (Admission to Meetings Act 1960).

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)

RESOLVED: It was agreed to ratify the training needs for the Clerk as per the email sent. Proposed by Cllr Bown, Seconded by Cllr Ashcroft. AGREED: unanimously.

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.

RESOLVED: The Clerk was given a budget of £3000 for any training requirements. Proposed by Cllr Bown, Seconded by Cllr Beswick. AGREED: unanimously.

The Parish Council would like to extend its praise to the new Clerk, Claire Crompton, for her stirring work. The Council also note their gratitude and thanks to the previous Clerk, Clare Orme, for the support she has provided to Mrs Crompton.

- c. To consider a mechanism through which training needs will be identified and agreed.

RESOLVED: Training needs will be agreed through the Chair and Vice Chair as required until the time when it is appropriate for the HR Committee to take on the role. Proposed by Cllr Bown, Seconded by Cllr Leytham.

- d. Horner Avenue Update – (15 mins) to ratify engaging a traffic consultant to evaluate new proposals.

RESOLVED: The Parish Council ratified the objection letter drawn up by an external traffic consultant which was filed with LDC prior to the meeting. Proposed by Cllr Bown, Seconded by Cllr Ashcroft. AGREED: unanimously.

- e. Consider giving some delegated authority to councillors to support residents in addressing their concerns.

RESOLVED: The Parish Council agreed to support the residents of Horner Avenue. Proposed by Cllr Bown, Seconded by Cllr Evans. AGREED: unanimously.
RESOLVED: Cllrs to support the residents are Cllrs Bown, Ham and Evans.

- f. Consider pursuing enforcement with LDC of Public Open Spaces at Horner Avenue and Godfrey Drive

RESOLVED: The Clerk to write to LDC.

Meeting Closed 21.33pm.