



# Fradley and Streethay Parish Council

Minutes of the Virtual Parish Council meeting held at 7:00pm on Tuesday

21 April 2020

**Present:** Cllrs Simon Roberts (Chair), Glen Bown, Harry Warburton and Darren Peck.

**In Attendance:** Clare Orme (Clerk), Wendy Hollinshead (Asst. Clerk), District Cllrs Derick Cross and Michael Wilcox and one member of the public

**The Chair welcomed everyone to the first virtual meeting of the Parish Council and explained how the meeting would operate.**

**1. Minute Number 01/2020 - Apologies for absence**

Cllr Stan Whitehead

**Resolved to accept apologies.**

**2. Minute Number 02/2020 – Declaration of Members Interests**

None

**3. Minute Number 03/2020 - Public Speaking**

**a) Minute Number 03/2020/A – Public Speaking**

There were no issues raised

**b) Minute number 03/2020/B - District Council Representatives Report**

Cllr Cross raised an issue on item 7.2. 8) of the agenda, he asked for there to be provision for a contact point in the Parish Council for emergency health and safety issues. On item 12 application 20/00386/COU Cllr cross advised that the application has been referred to the planning Committee rather than be dealt with by the officers. Application 20/00280/FULM was also having enquiries made to see if the application triggered any payments towards improvement of the Hilliard's Cross A38 junction and/or towards a lorry park at Fradley. Application number 18/01693/FUL for the site on Turnbull Road was not decided at the March meeting due to the Covid-19 restrictions. Virtual Planning Committee meetings were being established and he would advise the Parish Council when this matter was to be next considered. Cllr Warburton advised that LDC were working with the Co-Op to ensure all elderly people were being reached to provide help during the Covid-19 pandemic. Cllr Wilcox had nothing to report.

**c) Minute Number 03/2020/C – County Council Representatives Report**

Cllr Eagland was not present at the meeting and there was nothing new to report. Regular County Council Covid-19 briefings were being made available to the Parish Council.

**d) Minute Number 03/2020/D – Police Representatives Report**

There were no Police Representatives present at the meeting and there was nothing to report.

**4. Minute Number 04/2020-Variation to the Order of Business**

There was no variation to the order of business

**5. Minute Number 05/2020- To consider virtual meetings through Zoom to deal with Parish Council decisions when required and to appendix change in Standing Orders to allow for remote meetings.**

**Resolved: to append 3i A person shall notify the meeting when requesting to speak by means of raising a hand physically or electronically**

**Resolved: to append 3s Voting on a question will be by a show of hands or by each councillor giving their vote verbally one at a time**

**6. Minute Number 06/2020 - Approval of the minutes of the previous Parish Council meeting held on 18 February 2020**

**Resolved: The minutes of the Parish Council meeting on 18 February 2020 were approved as an accurate record.**

**7. Minute Number 07/2020-To ratify decisions made under delegated powers and by email due to Covid-19 restrictions as follows:**

- 1) Approval of Delegated Authority, COVID-19 Risk Assessment and HCID Policy

**Resolved: to approve the Delegated Authority, COVID-19 Risk Assessment and HCID policy.**

- 2) Cllr Bown Proposed - 1) The Clerk and Assistant Clerk work from home. 2) The Parish Council Office be closed. 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. 4) Councillors should not visit the office. 5) The

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Office toilet and kitchen should not be used. 6) Any meetings with officials or representatives by Councillors or staff should be conducted remotely. 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. 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. 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.

**Resolved: to ratify the above decision except for item 5. The office is closed so this does not stand, Item 8. The Clerk has provided a mobile telephone number for emergency use. Item 9 not to purchase mobile phones now but this could be looked into at a later date if necessary.**

3) Approval of The Review of effectiveness of Internal Audit Document

**Resolved: to approve the review of Effectiveness of the Internal Audit Document.**

4) Contract – Grass cutting to continue as of week 31.03.2020

**Resolved: to allow grass cutting to continue provided Covid-19 Guidance are followed.**

5) Proposal by Cllr Bown that remote meetings be set up regarding the potential Hay Lane and Horner Avenue Developments. (Green Light Developments & Wardell Armstrong)

**Resolved: to set up remote meetings as soon as possible.**

8. Minute Number 08/2020- To ratify cancelling the Annual Parish Meeting (Parish Assembly) for 2020 due to Covid-19 restrictions.

**Resolved: To cancel the Annual Parish Meeting for 2020 and hold an open meeting later in the year, if possible.**

9. Minute Number 09/2020 To ratify cancelling the Annual Parish Council Meeting and the Chair and Vice-Chair remaining in position until May 2021.

The Chair and Vice -Chair have agreed to remain in position until May 2021.

**Resolved: To cancel the Annual Parish Council Meeting and for the Chair and Vice-Chair to remain in position until May 2021.**

**Resolved: To Appendix the change in Standing Orders to suspend items 5b, 5c and 5e.**

10. Minute Number 10/2020- 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 31<sup>st</sup> August 2020.

The Clerk reported that she hoped to be able to meet the original time frame as set by the External Auditor and was hoping to have the accounts ready for approval at the virtual meeting in May.

11. Minute Number 11/2020- Parish Office and Hub new build – Budget requirements, amendment to the application form, plans and QS

**Resolved: to set up a working group to take the matter forward as there are a large number of considerations to take into account. A working group virtual meeting to be arranged by the Clerk.**

12. Minute Number 12/2020 - Planning Applications for consideration.

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

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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

**Resolved: to make no comment on applications 20/00309/FUH, 20/00076/FUL and 20/00450/TPO.**

**Resolved: To reconsider application 20/00386/COU and make further comment expressing concerns that the development appears to be excessive for a home gymnasium.**

**Resolved: to make comment on application 20/00428/DEM, that to remove the barn structure would affect the character of this part of the village.**

**Resolved: to comment on application 20/00280/FULM, that the development should be contributing to Hilliard's Cross junction improvements and to the provision of a lorry park as it will lead to an increase of lorries to the Hilliard's Cross junction and to an area where there is already nuisance caused by insufficient facilities for lorries to park overnight.**

### 13. Minute Number 13/2020 - Finance

a) To receive and approve the Financial Statements for March 2020.

Financial Statement from 01.04.2019 to 28.03.2020 as follows:

Reserve Account	93,648.19
Current Account	20,378.59
Less unrepresented payments	1,237.00
<b>Total</b>	<b><u>112,789.78</u></b>

**Resolved: The Council approved the unaudited accounts from 01.04.2019 to 28.03.2020 and the supporting paperwork.**

b) To ratify payments of cheques in March 2020 due to march 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	

**Resolved: The above payments were approved by the Council.**

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	

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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	Bentleyfab Engineering Services Ltd	Sign Frame	270.00	
101326	Lichfield District Council	Supply and install dog bins x 2	570.00	
101327	SSWW	Water Supply to play park	14.71	

**Resolved; The above payments were approved and additional cheques numbered 101326-327 Resolved: to suspend item 6 of the Financial Regulations for the Instruction for Making Payment, item 6.4 - That all cheques should be signed by two Councillors and Countersigned by the Clerk. Appendix a change to the Financial Regulations that cheques will be approved by the Council via a zoom meeting (Clerk to provide a copy of all invoices to be paid via email to all Councillors). The cheques and supporting paperwork are to be signed or initialled where appropriate by one Councillor and Countersigned by the Clerk until sanctions on meeting face to face again are lifted. The bank requires 2 signatures as per the bank mandate.**

**14. Minute Number 14/2020 - Date of next Virtual Parish Council meeting**

**Resolved: Tuesday 19 May 2020 at 7.00pm.**

**There being no other business the meeting closed at 7.50pm**