

# NOTICE OF A MEETING

## Fradley Parish Council



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### To All Members of the Parish Council

You are hereby summoned to attend the Fradley Annual Meeting of the Council to be held at [Fradley Village Hall on 16 May 2024, commencing at 7.15pm](#), the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Parish Clerk.

*C v Crompton*

Claire Crompton, Clerk/RFO to Fradley Parish Council

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### PARISH COUNCIL MEMBERS

Cllr Mike Ashcroft    Cllr Phil Beswick    Cllr Glen Bown    Cllr Paul Deathridge  
Cllr Mani Dhillon    Cllr Stuart Gilmour    Cllr Tracey Ham    Cllr David Leytham  
Cllr Mathew Richards + 1 Vacancy

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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, 20 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, unless they are elected members of a local authority in which case they will be allowed an additional two 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

**24/23 – Election of Chairperson for 2024/2025 (Local Govt Act 1972, S15(2)) and the completion of the Declaration of Acceptance of Office (Local Govt Act 1972, S83(4)). – (3 mins)**

**24/24 – Election of Vice Chairperson for 2024/2025 (Local Govt Act 1972, S15(2)) and the completion of the Declaration of Acceptance of Office (Local Govt Act 1972, S83(4)). – (3 mins)**

**24/25 – 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.

**24/26 – Apologies for Absence. Local Govt Act 1972 s85. (1) – (1 min)**

- a. To receive apologies for absence from Councillors.

**24/27 –Adjournment for Public Speaking. Public Bodies (admission to meetings) Act 1960 s1 extended by the LG Act 1972 s100 – (20 mins)**

- a. To adjourn the meeting for 20 minutes to allow members of the public, 3 minutes each, unless they are elected members of a local authority in which case they will be allowed an additional two minutes to make representation on the business on the agenda.
- b. No resolutions can be made under public speaking.
- c. 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.

**24/28 – Variation to the Order of Business. – (1 min)**

**24/29 – To confirm the minutes of the Fradley Parish Council meeting held on 18th April 2024. – (1 min)**

**24/30 – Election of Members to the Committee and Working Groups. – (5 mins)**

To consider, nominate and approve membership of the Committee and Working Groups:

- a. **Budget Advisory Group**
- b. **Engagement Group**
- c. **Environment Group**
- d. **HR Committee**
- e. **Planning Advisory Group**
- f. **Projects Group**

**24/31 – Councillor Membership of Outside Bodies – (3 mins)**

To consider, nominate and approve membership of the Outside Bodies:

- a. **Alrewas Charities**
- b. **CEMEX**
- c. **HS2**

**24/32 – Consider and readopt the following Parish Council Policies and Procedures for 2024/2025 – (5 mins)**

- a. **Code of Conduct**
- b. **Financial Regulations**
- c. **Scheme of Delegation to the Clerk**
- d. **Standing Orders**

**24/33 – Consider and adopt the **Councillor & Employee Training & Development Policy** – (2 mins)**

**24/34 – Consider and adopt the **Environmental Policy** – (2 mins)**

**24/35 – Finance – (3mins)**

- a. **To consider the following payments, any payments required after publication of the agenda will be advised at the meeting.**

PAYEE	DESCRIPTION	AMOUNT	POWER
<b>May 2024</b>			
SJL Landscapes	Ground Maintenance Contract	1777.20	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	435.68	Open Space Act 1906 s9,10
Fradley Village Hall	Room Hire	106.25	LGA 1972 s111
Salaries, TAX,NIC	March Payment	3219.81	LGA 1972 s112 - 119
Timberplay	Play Ground Inspection	900.00	LGA 1972 s111
Claire Crompton	Expenses	53.09	LGA 1972 s111
Focus Group (DD)	Telephone Line	30.92	LGA 1972 s111
Newton Flags	D Day Flags x 2	54.60	LGA 1972 s111
Parish Online	Mapping Software	96.00	LGA 1972 s111
East Midland Audit Service	Internal Audit	105.50	LGA 1972 s111

- b. **To note the following income:**

PAYEE	DESCRIPTION	AMOUNT
LDC	Precept	125401.00
Redrow	Bin Emptying Wellington Gardens 2022/2023	312.00
Redrow	Bin Emptying Wellington Gardens 2023/2024	312.00

- c. **To consider the unaudited accounts from 1.04.2024 to 30.04.2024, including all supporting documents provided by the Clerk.**

30.04.2024

Current Account	£383,237.30
Unpresented Payments	<u>0.00</u>
<b>TOTAL</b>	<b>£383,237.30</b>

**24/36 – Year End Accounts as at 31 March 2024 – (15 - 30 mins)**

**1. Year End Accounts to 31.03.2024**

**a. Section 1 – Annual Return - Annual Governance Statement 2023/2024 for approval.**

- i Consider the findings of the Review of the effectiveness of the systems of Internal Control by the members as a whole.**
- ii Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement.**

**Box 1** - Has the Council put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Has the Council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

**Box 2** - Has the Council maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Has the Council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

**Box 3** - Has the Council taken all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances. Has the Council only done what it has the legal power to do and has it complied with Proper Practices in doing so?

**Box 4** - Has the Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations? Has the Council during the year given all persons interested the opportunity to inspect and ask questions about the authority's accounts.

**Box 5** - Has the Council carried out an assessment of the risks facing the authority and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Has the Council considered and documented the financial and other risks it faces and dealt with them properly.

**Box 6** - Has the Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Has the Council arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the smaller authority.

**Box 7** - Has the Council taken appropriate action on all matters raised in reports from internal and external audit. Has the Council responded to matters brought to its attention by internal and external audit.

**Box 8** - Has the Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have had a financial impact on the authority and, where appropriate, have the Council included them in the accounting statements. Has the Council disclosed everything it should about its business activity during the year including events taking place after the year end if relevant

**Box 9** - In the Councils capacity as the sole managing trustee, has the Council discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. Has the Council met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

b. **Section 2 – Annual Return – Accounting Statement 2023/2024**

- i. **Consider the Accounting Statement by the members as a whole.**
- ii. **Approve the Accounting Statement by resolution.**
- iii. **Ensure the Accounting statements are signed and dated by the Chairperson of the meeting and the Responsible Financial Officer.**

c. **Confirm the dates of 3 June 2024 to 12 July 2024 for the Notice of Publication of unaudited Annual Governance and Accountability return for the year ending 31.03.2024 and the Provision of the Exercise of Public Rights.**

**24/37 – Confirmation for East Midlands Audit Services Ltd to complete the Internal Audit for 2024/2025 – (1 min)**

**24/38 – Planning Matters– (2 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.**

**Receive and consider report from the Planning Advisory Group:**

- a. **To determine any additional 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.

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>	<b>Comments by</b>
24/00449/FUL	Sentinel House , 9 Wellington Crescent, Fradley Park, Lichfield	Installation of 6no. air source heat pumps and 58no. solar panels	Application Rec 25.04.24 Comment by 18.05.24
22/00106/FULM	Land Off Horner Avenue Fradley Lichfield Staffordshire	This application is due to be determined at the Council's Planning Committee on 13 May 2024, commencing at 6.00pm.	Application Rec 01.05.24 Comment by 09.05.24

- c. **To note the outcome of the following planning applications for which the Council has made full comment : None received this month.**

**24/39 – Working Groups and External Representative Reports:**

- a. **Projects Group:** Meeting 09.05.24.
- b. **Environment Group:** Meeting 25.04.24 To include a monthly update on the Grounds Maintenance Contract.
- c. **Engagement Group:** Meeting 14.05.24.
- d. **HR Committee:**
- e. **Representatives:**
  - **CEMEX:** Next planned meeting is 15.07.24
  - **HS2:** No date set for next meeting as yet.
  - **Alrewas Charities:** Meeting 01.05.24.

**24/40 – To consider replacing the existing hanger for the swing seats at the Barlow Drive Play Park as identified as faulty by our Handyman. Quote to be given at the meeting. – (3 mins)**

**24/41 – Clerk Reports – (6 mins)**

- a. To consider: The Kings Portrait has now been delivered and would the Council like Cllr Leytham to donate the portrait to the local Scout Group at their next available meeting on 11<sup>th</sup> July.
- b. To note, the War Memorial was cleaned on Monday 13<sup>th</sup> May at a cost of £350 plus VAT, paid on completion.
- c. To note Councillor Evans resignation.
- d. To note that to date, there is still no further update regarding the S106 funds.
- e. To consider and approve the proposed future dates of the Parish Council meetings for the fiscal year 2024-2025 proposed by the Clerk.
- f. To note that the inspection by Timberplay at the Worthington Road Play Park has been completed and their report received and distributed to all Councillors. The Clerk has requested 2 quotes for all areas listed as amber. A quote for repair and a quote for replacement has been requested.

**24/42 – Identify how Fradley Parish Council has made Fradley a better place to live since the last full meeting? – (5 mins)**

**24/43 – Date and time of the next Parish Council Meetings to be confirmed as 20th June 2024 at Fradley Village Hall commencing at 7.15pm following an update from HS2 commencing at 6.30pm. – (1 min)**