

# NOTICE OF A MEETING

## Fradley Parish Council



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Notice Published: 14/05/2026

### To All Members of the Parish Council

You are hereby summoned to attend the Annual Meeting of Fradley Parish Council to be held at **Fradley Village Hall on 20 May 2026, commencing at 7.00pm**, the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Parish Clerk.

*C v Crompton*

Claire Crompton, Proper Officer to Fradley Parish Council

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### PARISH COUNCIL MEMBERS

Cllr Mike Ashcroft	Cllr Phil Beswick	Cllr Tosh Crompton	
Cllr David Leytham	Cllr Jan Leytham-Gain	Cllr Kevin Stroud	+ Vacancies

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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

**26/01 – Election of Chairperson for 2026/2027 (Local Govt Act 1972, S15(2)) and the completion of the Declaration of Acceptance of Office (Local Govt Act 1972, S83(4)). – (3 mins)**

**26/02 – Election of Vice Chairperson for 2026/2027 (Local Govt Act 1972, S15(2)) and the completion of the Declaration of Acceptance of Office (Local Govt Act 1972, S83(4)). – (3 mins)**

**26/03 – 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.

**26/04 – Apologies for Absence. Local Govt Act 1972 s85 (1) – (1 min)**

- a. To receive apologies for absence from Councillors.

**26/05 – 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 mins)**

**26/06 – Adjournment for Public Speaking. Public Bodies (admission to meetings) Act 1960 s1 extended by the LG Act 1972 s100 – (20 mins)**

- 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.
- No resolutions can be made under public speaking.
- 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.
  - a. Public Speaking
  - b. District & Ward and County Members Reports

**26/07 – Variation to the Order of Business. – (1 min)**

**26/08 – To confirm the minutes of the Fradley Parish Council Meeting held on 9th April 2026 – (1 min)**

**25/09 – Councillor Membership of Outside Bodies – (3 mins)**

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

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

**25/10 – Consider and adopt the following Parish Council Policies and Procedures for 2026/2027 – (5 mins)**

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

**26/11 – Planning Matters. – (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.

**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>Application No.</b>	<b>Location</b>	<b>Proposal</b>	<b>Comments by</b>
26/00424/REMM	Land Off Wellington Crescent (unit 3), Fradley Park, Lichfield, Staffordshire	Land Off Wellington Crescent (unit 3), Fradley Park, Lichfield, Staffordshire Proposal: Approval of reserved matters, including appearance, access, layout, scale and landscaping for the erection of a industrial unit (Class Use B2, B8 and ancillary offices) including car parking, servicing, and associated works (pursuant to outline permission 22/00532/OUTM).	Rec: 08.04.26 Comm: 29.04.26
26/00448/COU	The Stirling Centre, Unit 7B , Tye Road, Fradley, Lichfield	Change of use from restaurant (Use Class E) to a small-scale, community-focused micropub (Sui Generis).	Rec: 13.04.26 Comm: 04.05.26
26/00463/REMM	Land At Fradley Parks, Halifax Avenue, Fradley, Lichfield	Reserved matters application (layout, scale, appearance and landscaping), pursuant to permission 17/00686/OUTM), for the erection of 328 dwellings including associated infrastructure, landscaping and open space	Rec: 20.04.26 Comm: 11.05.26
26/00442/REMM	Land East Of Fradley Lane, Fradley, Lichfield, Staffordshire	Reserved matters application (layout, scale, appearance and landscaping), pursuant to Conditions 4 and 6 of permission 25/00046/OUTM), for the erection of 211 dwellings including land for a community building, affordable housing, open space, drainage and associated infrastructure	Rec: 20.04.26 Comm: 11.05.26
26/00550/LBC	Lock 17 , Fradley Junction, Alrewas, Burton Upon Trent	Works to Listed Building to enable the reduction in lock ladders, alter ladder hoops to form continuous rail with ladder stringers and brick Ladder and recess to match existing chamber wall and masonry	Rec: 06.05.26 Comm: 29.05.26

**To note the outcome of the following planning applications for which the Council has been consulted on:**

26/00230/FUL	Land Off Horner Avenue , Fradley, Lichfield, Staffordshire	Creation of temporary construction access point off Common Lane	GRANTED
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26/12 – Finance – (5 mins)

- 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 2026</b>			
LDC (Card)	Parking	1.00	LGA 1972 s111
Valda Energy (DD)	Electricity	20.58	LGA 1972 s111
Keelys Solicitor	Professional Fee	504.00	LGA 1972 s111
Radii	Payment Skate Park Refurb	3,830.00	Open Space Act 1906 s9,10
Keelys Solicitor	Professional Fee Duplicate	504.00	LGA 1972 s111
Unity Trust (DD)	Service Charge	8.80	LGA 1972 s111
Salaries, TAX,NIC	May Payment	3,872.98	LGA 1972 s112 - 119
Claire Crompton	Expenses	134.16	LGA 1972 s111
JR Landscaping	Ground Maintenance Contract	2,526.88	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	420.00	Open Space Act 1906 s9,10
Fradley Village Hall	Room Hire	55.25	LGA 1972 s111
Civic.ly	Payroll Services	70.80	LGA 1972 s112
Civic.ly	Membership Subscription	70.80	LGA 1972 s111

- b. To note the following income:

PAYEE	DESCRIPTION	AMOUNT
LDC	Precept	141,081.00
Public Income	Sale of Asset	1,610.00
LDC	NCiL 2026	4,255.53
HMRC	VAT Reclaim	14,173.99

- c. To consider the unaudited accounts from 1.04.2026 to 30.04.2026, including all supporting documents provided by the Clerk.

**30.04.2026**

Current Account	£410,076.33
Equals Card	£105.89
Unpresented Payments	£0.00
<b>TOTAL</b>	<b>£410,182.22</b>

## 26/13 – Year End Accounts as at 31 March 2026 – (15 - 30 mins)

### 1. Year End Accounts to 31.03.2026

#### a. Section 1 – Annual Return – Annual Governance Statement 2025/2026 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.

**Box 10** – Has the Council put in place arrangements for effective IT and data management in accordance with proper practices during the year under review. Has the Council made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

**b. Section 2 – Annual Return – Accounting Statement 2025/2026**

- 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 2026 to 14 July 2026 for the Notice of Publication of unaudited Annual Governance and Accountability Return for the year ending 31.03.2026 and the Provision of the Exercise of Public Rights.**

**26/14 – Confirmation for East Midlands Audit Services Ltd to complete the Internal Audit for 2026/2027 – (1 min)**

**26/15 – To receive a report from the Working Group and to discuss their recommendations. This is to include Community Grant applications received this month – (20 mins)**

**26/16 – Clerk Reports – (5 mins)**

**a. Parish Council Diary Dates:**

- Worthington Road Play Park Upgrade Starts: Monday 18<sup>th</sup> May 2026
- Follow Up Meeting with UPN: Monday 18<sup>th</sup> May 2026, 1pm on UPN, Common Lane, Fradley Park.
- License Service for Revd Johnathon Nicholas: Friday 25<sup>th</sup> May 2026, All Saints Church, Alrewas, 5pm.
- 20's Plenty Meeting: Tuesday 9<sup>th</sup> June 2026, 7.30pm, Zoom.
- Dedication of a RAF Lichfield World War Two Memorial: St. Stephen's Church, Fradley, Saturday 13<sup>th</sup> June 2026 at 11am.
- Armed Forces Day: Tesco Fradley Park Distribution centre Thursday 25<sup>th</sup> of June from 1pm.

- b. To note the sale of the K6 Telephone Kiosk is now complete.
- c. To note we now have access to Civic.ly and the Parish Online subscription has been cancelled.
- d. To note the Direct Debit has been set up for Civic.ly subscription.
- e. To note that the bank mandate has been updated to remove former councillors who are no longer serving on the Council, and to add Cllr Kevin Stroud with viewing, submission, authorisation, and signatory access.
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- g. To note the Clerk and Cllr Ashcroft attend the LDC Planning Committee meeting on 13.04.26 where the Horner Avenue application was discussed.
- h. To note the Clerk attended the SLCC Branch meeting on 16<sup>th</sup> April 2026
- i. To note that the VAT reclaim form has been submitted and payment received.
- j. To note the receipt of our precept payment.
- k. To note the receipt of NCiL contributions of £4,255.53 for April 2026.
- l. To note that the Clerk met with Helen from LWMTS, Tim Broster from Creative Play, and representatives from the construction team ahead of the commencement of works at Worthington Road Play Park.
- m. To note that Cllr Leytham, District and Ward Cllr Cross, and the Clerk met with representatives from Vistry Homes to discuss the potential inclusion and logistical considerations of a pedestrian footpath linking the development to Common Lane.
- n. To note that Cllr Leytham, District and Ward Cllr Cross, and the Clerk met with representatives from Barratt Homes to discuss the outstanding Section 106 obligations relating to the Anson Gardens/Fradley Manor development.
- o. To note the outcome of planning application SCC/24/0128/VOC, which has now been granted.
- p. To note the Internal Audit took place on Friday 24<sup>th</sup> April 2026.
- q. Chair and RFO to sign the CiL Annual Report 2025-2026.
- r. The Clerk has provided a list of training courses provided by the SLCC & SPCA for May and June, should Cllrs wish to take part in any, please email the Clerk directly.

**26/17 – Date and time of the next Parish Council Meeting to be confirmed as 18 June 2026 at Fradley Village Hall commencing at 7pm. – (1 min)**