

# NOTICE OF A MEETING

## Fradley Parish Council



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Notice Published: 06/06/2025

### To All Members of the Parish Council

You are hereby summoned to attend Fradley Parish Council Meeting to be held at **Fradley Village Hall on 12 June 2025, commencing at 6.30pm**, 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 David Leytham

Cllr Phil Beswick  
+ Vacancies

Cllr Emma Garner

Cllr Stuart Gilmour

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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

### **25/17 – Apologies for Absence. Local Govt Act 1972 s85 (1) – (1 min)**

- a. To receive apologies for absence from Councillors.

### **25/18 – 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.

### **25/19 – 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)**

### **25/20 – 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 and County Ward Members Reports
  - c. Police Representative Reports

### **25/21 – Variation to the Order of Business. – (1 min)**

**25/22 – To receive a presentation from a representative of the FYCC regarding proposed access path works and boundary fencing improvements. – (5 mins)**

**25/23 –To confirm the minutes of the Annual Meeting of the Council held on 15th May 2025. – (1 min)**

**25/24 – 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.**

Application No.	Location	Proposal	Comments by
25/00583/FUL	Land Off , Wellington Crescent, Fradley Park, Lichfield	Erection of ancillary storage building, anchored to existing hardstanding.	Application Rec: 19.05.25 Comment by: 09.06.25 Ext until:
25/00001/REF 22/00106/FULM	Land Off Horner Avenue, Fradley, Lichfield, Staffordshire	Appeal against refusal of planning application 22/00106/FULM for a residential development (109 units) with associated works and public open space, and access from Horner Avenue and Ward Close	Application Rec: 21.05.25

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

25/00437/FUH	57 Rogerson Road, Fradley, Lichfield, Staffordshire	Installation of air source heat pump	GRANTED
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**25/25 – Finance – (5mins)**

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

PAYEE	DESCRIPTION	AMOUNT	POWER
June 2025			
Tesco (paid by card)	Refreshments Tree Ceremony	38.40	LGA 1972 s145
Tesco	Stationary	7.05	LGA 1972 s111
St Stephens PTA	Community Grant	5,000.00	Section 137 Grant
Fradley Community Choir	Community Grant	483.53	Section 137 Grant
Focus Group (DD)	Telephone Line	24.16	LGA 1972 s111

Unity Trust	Service Charge	7.80	LGA 1972 s111
Salaries, TAX,NIC	May Payment	3610.06	LGA 1972 s112 - 119
Claire Crompton	Expenses	13.49	LGA 1972 s111
JR Landscaping	Ground Maintenance Contract	2814.88	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	320.00	Open Space Act 1906 s9,10
Fradley Village Hall	Room Hire	61.62	LGA 1972 s111
S Bedlow	Newsletter Delivery (Sheasby)	94.00	LGA 1972 s142
1 <sup>st</sup> Fradley Scouts	Newsletter Delivery (Village)	288.40	LGA 1972 s142
Austen Prince	Payroll	870.00	LGA 1972 s111
East Midlands Audit Service	Subscription	113.00	LGA 1972 s111

b. To note the following income:

PAYEE	DESCRIPTION	AMOUNT
HMRC	VAT Reclaim	25,335.90

c. To consider the unaudited accounts from 1.04.2024 to 31.05.2025, including all supporting documents provided by the Clerk.

#### 31.05.2025

Current Account	£377,999.40
Unpresented Payments	<u>0.00</u>
<b>TOTAL</b>	<b>£377,999.40</b>

### 25/26 – Year End Accounts as at 31 March 2025 – (15 - 30 mins)

#### 1. Year End Accounts to 31.03.2025

a. Section 1 – Annual Return - Annual Governance Statement 2024/2025 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 Council's 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 2024/2025**

- 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 16 June 2025 to 25 July 2025 for the Notice of Publication of unaudited Annual Governance and Accountability Return for the year ending 31.03.2025 and the Provision of the Exercise of Public Rights.**

**25/27 – Confirmation for East Midlands Audit Services Ltd to complete the Internal Audit for 2025/2026 – (1 min)**

**25/28 – To receive a report from the working group and to discuss their recommendations. This is to include Community Grant applications received this month – (10 mins)**

**25/29 – Clerk Reports – (10 mins)**

a. Parish Council Diary Dates:

SLCC Branch Meeting: 17<sup>th</sup> June 2025, The White Room, SCC.

SPCA Online Brief of Local Reorganisation in Staffordshire: 18<sup>th</sup> June, 6pm, on Teams.

St Stephens Big Birthday Bash: 28<sup>th</sup> June 2025, 12pm – 4pm, St Stephens School.

Parish Network Meeting: 30<sup>th</sup> June 2025, Chase Terrace Community Centre.

- b. To note the updated proposal for the Worthington Road Play Park has been received and distributed.
- c. To note the Internal Auditor Report 16.05.25.
- d. To note the Annual Neighbourhood CIL report has been sent to LDC.
- e. To note the newsletter deliveries are now complete.
- f. To note the funds for the Community Grant applications agreed previously have been transferred.
- g. To note the Clerk has began work on St Stephens Big Birthday Bash event and quotes obtained.
- h. The Clerk has provided a list of training courses provided by the SLCC for June and July, should Cllrs wish to part in any, please email the Clerk directly.

**25/30 – Date and time of the next Parish Council Meetings to be confirmed as 17th July 2025 at Fradley Village Hall commencing at 7pm. – (1 min)**