

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 meeting of Fradley Parish Council to be held at **Fradley Village Hall on 15 January 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

PARISH COUNCIL MEMBERS

Cllr Mike Ashcroft
Cllr David Leytham
+ Vacancies

Cllr Phil Beswick
Cllr Jan Leytham-Gain

Cllr Tosh Crompton
Cllr Jon Sealey

Cllr Derick Cross
Cllr Kevin Stroud

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

25/86 – Apologies for Absence. Local Govt Act 1972 s85 (1) – (1 min)

- a. To receive apologies for absence from Councillors.

25/87 – 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.

25/88 – 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)

25/89 – 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

25/90 – Variation to the Order of Business. – (1 min)

25/91 –To confirm the minutes of the Fradley Parish Council Meeting held on 11th December 2025. – (1 min)

25/92 – 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
25/01513/FUH	21 Lakin Lane, Fradley, Lichfield, Staffordshire	Single storey extension	Application Rec: 10.12.25 Comment by: 01.01.26
25/01387/LBC	Junction House , Fradley Junction, Alrewas, Burton Upon Trent	Retrospective works to listed building including replacement of existing windows, minor internal reconfiguration, insulating external walls, new entrance gates, fitting of sensors and cameras to the external facade.	Application Rec: 12.12.25 Comment by: 02.01.26
25/01463/FUH	Junction Manor, Fradley Junction, Alrewas, Burton Upon Trent	Retrospective application for the replacement of existing windows, minor internal reconfiguration, insulating external walls, new entrance gates, fitting of sensors and cameras to the external facade.	Application Rec: 12.12.25 Comment by: 02.01.26
25/01523/FULM	Land Off Horner Avenue, Fradley, Lichfield, Staffordshire	Section 73 application to permission 22/00106/FULM to remove condition 26 (Garage conversion restriction) and vary conditions 2 (Approved Plans), 20 (Play Areas), 21 (Acoustic Fence), 23 (Boundary Treatment) & 24 (Cycle Storage) relating to the approved plans and residential mix and tenure arrangements	Application Rec: 23.12.25 Comment by: 13.01.26 Ext until: 16.01.26
25/01582/REMM	Midland Pig Producers Ltd , Hay End Lane, Fradley, Lichfield	Reserved Matters application relating to 20/01031/OUTM for the construction of 77 dwellings including details of layout, scale, appearance and landscaping (Phase 1)	Application Rec: 23.12.25 Comment by: 13.01.26 Ext until: 22.01.26
25/01441/FUL	60, 62 & 66 Church Lane, Fradley, Lichfield, Staffordshire	Installation of external wall insulation (EWI) to 3 dwellings	Application Rec: 29.12.25 Comment by: 19.01.26
25/01543/FUH	14 Denyer Court, Fradley, Lichfield, Staffordshire	Removal of the existing flat roof and extension of the existing pitched roof over the extension, forming a lantern in the remainder of the flat roof and removal. Relay new flat roof to remaining area, not covered by the pitched roof extension.	Application Rec: 05.01.26 Comment by: 26.01.26

26/00005/FUH	3 Waterworks Cottages , Brookhay Lane, Lichfield, Staffordshire	Erection of a single storey rear extension to replace existing conservatory and roof over existing storage	Application Rec: 05.01.26 Comment by: 26.01.26
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To note the outcome of the following planning applications for which the Council has been consulted on:

25/01259/FUL	Land Adjacent Bear Cottage , Heath Gap, Fradley, Lichfield	Section 73 application to vary approved plans relating to condition 2: To enlarge the eastern side projection by increasing the ground floor footprint and adding a first floor to permission of 23/00062/FUL	GRANTED
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25/93 – 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
January 2026			
Amazon (paid by card)	Office Supplies	9.98	LGA 1972 s111
LDC (paid by card)	Parking	1.00	LGA 1972 s111
Royal Mail (DD)	PO Box	445.80	LGA 1972 s111
Focus Group (DD)	Telephone Line	30.80	LGA 1972 s111
Unity Trust (DD)	Service Charge	7.65	LGA 1972 s111
Salaries, TAX,NIC	November Payment	3727.79	LGA 1972 s112 - 119
Claire Crompton	Expenses	55.11	LGA 1972 s111
JR Landscaping	Ground Maintenance Contract	2526.88	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	320.00	Open Space Act 1906 s9,10
Fradley Village Hall	Room Hire	69.50	LGA 1972 s111
Forvis Mazars	External Audit	756.00	Local Audit & Accountability Act 2014 s.7
LDC	Annual Play Park Inspection	180.00	Open Space Act 1906 s9,10
David Leytham	Chairs Allowance	50.00	LGA 1972 s15 (5)

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

PAYEE	DESCRIPTION	AMOUNT
Amazon (Paid by Card)	Refund for Tape (Xmas Lights Project)	4.06

c. To consider the unaudited accounts from 1.04.2024 to 31.12.2025, including all supporting documents provided by the Clerk.

31.12.2025

Current Account	£289,862.77
Equals Card	£354.89
Unpresented Payments	£0.00
TOTAL	£290,217.66

d. To consider amending the current bank mandate with Unity Trust

- i. To remove all Councillors who have resigned from Council
- ii. Consider additional Councillors be added as signatories/authorisers

e. To authorise the DD Mandate for Valda Energy as the electricity supplier for the Christmas Lights.

f. To consider approval of the completed Precept return for 2026/2027 signed by the Chair

25/94 – To review the final costs of the Bat Box project and consider the funding source, including whether to allocate the expenditure from reserves or to reassign underspent budget lines within the current precept – (5 mins)

25/95 – To review the final costs of the Commemorative Tree project and consider the funding source, including whether to allocate the expenditure from reserves or to reassign underspent budget lines within the current precept – (5 mins)

25/96 – To consider and adopt the following 36 draft Parish Council Policies and Procedures for 2025/2026 – (5 mins)

1	Cookie Policy	19	Reserves Policy
2	GDPR - Privacy (Data Protection and Security) Policy	20	Review of Effectiveness of Internal Audit
3	Freedom of Information Scheme and Policy	21	Risk Management and Business Risk Assessment
4	GDPR - Privacy Notice Your Data	22	Tree and Hedge Maintenance Policy
5	GDPR - Retention and Destruction of Documents Policy	23	Community Engagement Statement & Plan
6	Complaints Procedure	24	Staff and Councillor Training Policy
7	Dealing with Abusive Persistent or Vexatious Complaints and Complainants Policy	25	Discipline Policy
8	Dispensation Policy & Request Form	26	Grievance Policy
9	Disposal and Acquisition of Land Policy and Procedure	27	Equality and Diversity Policy

10	Drone Policy	28	Lone Working Policy
11	Community Grants Policy	29	Protocol on Councillor and Officer relationship
12	Health and Safety Policy	30	Recruitment Selection Policy
13	Bio Diversity Policy	31	Performance Management Policy
14	Environmental Policy	32	Whistle Blowing Policy
15	Communication & Social Media Policy	33	Dignity at Work Policy
16	Illegal and Unauthorised Encampments	34	Co-option Policy
17	Meeting Attendance Policy	35	Accessibility Statement (Vision ICT Link on website)
18	Filming and Recording Meetings	36	Terms of Reference for the Working Group

25/97 – 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)

25/98 – Clerk Reports – (5 mins)

a. Parish Council Diary Dates:

Meeting with LWM for Scoring Methodology Review (WRPP): Wednesday 14th January, 9.30pm on Teams

Resubmission Deadline for Contractors (WRPP): Thursday 15th January 2026

Moderation Meeting with LWN (WRPP): Wednesday 21st January, time & venue tbc.

Parish Network Meeting: 26th January 2026, 7pm, Fradley Village Hall.

SLCC Practitioners Conference: 28th & 29th January, Hilton St George's Park.

- b. To note we have received the Annual Play Park Inspection.
- c. To note Fradley Parish Council took part in the Annual Christmas Tree Festival at St Stephens Church in December.
- d. To note the Christmas Lights received positive feedback from residents.
- e. To note the delay of the refurbishment of Worthington Road Play Park. This should now be back on schedule.
- f. The Clerk has provided a list of training courses provided by the SLCC for January and February, should Cllrs wish to part in any, please email the Clerk directly.

25/99 – Date and time of the next Parish Council Meeting to be confirmed as 19th February 2026 at Fradley Village Hall commencing at 7pm. – (1 min)