

# NOTICE OF A MEETING

## Fradley Parish Council



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Notice Published: 13/03/2026

### 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 19 March 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

### **25/116 – Apologies for Absence. Local Govt Act 1972 s85 (1) – (1 min)**

- a. To receive apologies for absence from Councillors.

### **25/117 – 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.

### **25/118 – 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)**

### **25/119 – 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

**25/120 – Variation to the Order of Business. – (1 min)**

**25/121 –To confirm the minutes of the Fradley Parish Council Meeting held on 17th February 2026. – (1 min)**

**25/122 – 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>
26/00230/FUL	Land Off Horner Avenue , Fradley, Lichfield, Staffordshire	Creation of temporary construction access point off Common Lane	Application Rec: 27.02.26 Comment by: 20.03.26

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

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	GRANTED
25/01513/FUH	21 Lakin Lane, Fradley, Lichfield, Staffordshire	Proposed single storey extension and retention of existing porch remaining area, not covered by the pitched roof extension.	GRANTED

25/123 – 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>March 2026</b>			
Etsy	Fradley 10K Trophies	30.97	Chairs Allowance
Amazon (paid by card)	Office Supplies	10.36	LGA 1972 s111
Tesco (paid by card)	10K Vouchers Office Supplies	111.55	Chairs Allowance, LGA 1972 s111
ICO (DD)	GDPR Data Protection	47.00	LGA 1972 s111
Focus Group (DD)	Telephone Line	24.16	LGA 1972 s111
Unity Trust (DD)	Service Charge	8.10	LGA 1972 s111
Salaries, TAX,NIC	February Payment	3777.42	LGA 1972 s112 - 119
Claire Crompton	Expenses	82.31	LGA 1972 s111
JR Landscaping	Ground Maintenance Contract	2526.88	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	435.93	Open Space Act 1906 s9,10
Fradley Village Hall	Room Hire	42.50	LGA 1972 s111
SLCC	Clerk Training	46.20	LGA 1972 s111
SLCC	CiLCA Fee	45.00	LGA 1972 s111
SLCC	Cllr Training	70.20	LGA 1972 s111
SLCC	Membership Subscription	316.00	LGA 1972 s111
Zurich	Insurance Renewal	2536.80	LGA 1972 s111

- b. To note the following income:

PAYEE	DESCRIPTION	AMOUNT
FYCC	Rent	10.00
Fradley Manco	Bin Recharge	162.00
Redrow Midlands Division	Bin Recharge	312.00

- c. To consider the unaudited accounts from 1.04.2025 to 28.02.2026, including all supporting documents provided by the Clerk.

**28.02.2026**

Current Account	£273,432.73
Equals Card	£109.44
Unpresented Payments	£0.00
<b>TOTAL</b>	<b>£273542.17</b>

**25/124 – To consider increasing the Council’s General Reserves to a level equivalent to four months of the annual precept and running costs, calculated at £47,026.99.**

**– (5 mins)**

**25/125 – 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)**

**25/126 – To consider whether the Council wishes to adopt Civic.ly, an asset management platform recommended alongside Scribe software for parish councils, and to determine whether the system would provide sufficient benefit for managing and monitoring the Council’s assets.– (5 mins)**

**25/127 – To consider correspondence regarding the telephone kiosk, defibrillator and noticeboard currently situated on private land, and to resolve the arrangements for their relocation following a request from the new landowner for their removal.– (5 mins)**

**25/128 – To consider a request from a member of Lichfield Litter Legends seeking the Council’s support in addressing litter on the Fradley Industrial Estate, including the possibility of contacting local businesses regarding the issue, concerns about the large quantity of small wine bottles and alcohol cans and bottles discarded along roadside verges, and a request for additional litter bins in the laybys on the A38 between Hilliards Cross and Fradley North. – (5 mins)**

**25/129 – To consider and, if appropriate, adopt the draft Data Audit.– (2 mins)**

**25/130 – To consider the updated asset register. – (2 mins)**

**25/131 – To consider and, if appropriate, adopt the 12 risk assessments – (5 mins)**

**25/132 – Clerk Reports – (5 mins)**

a. Parish Council Diary Dates:

- 1<sup>st</sup> Brain Storming Evening: Thursday 26<sup>th</sup> March 2026, 7pm.
- Police Surgery at The Stirling Centre: Saturday 28<sup>th</sup> March 2026  
2pm-4pm
- SPCA & Mazars Presentation for Staffordshire – 2025/26 AGAR: Thursday 7<sup>th</sup> April, 9.30am on Teams
- Proposed date for a meeting with representatives from UPN, District and County Councillors, Parish Councillors and the local PCSO team to discuss issues relating to lorries using Common Lane. Monday 23 March, time to be confirmed.

b. To note all Cllrs have been provided with read only access to the Council’s Scribe Accounts accounting software. Councillors who have not already done so are asked to accept the invitation and create a password, and to contact the Clerk if they experience any difficulties.

- c. To note that the noticeboard formerly located at the old Post Office has been removed and is currently being stored at Cllr Stroud's address, and to consider temporary storage arrangements until a decision is made regarding its permanent relocation.
- d. To note that the process has commenced to remove former Councillors from the Council's Unity Trust Bank account and to add Cllr Kevin Stroud as a user with permissions to view, submit and authorise payments, undertake administrative functions, and act as a signatory on the account.
- e. To note that the working from home allowance for the Clerk, as agreed by the Council at the previous meeting, has been included in this month's salary payment.
- f. To note that, following issues identified in the Annual Play Area Inspection, Broxap, the supplier and installer of the outdoor adult gym equipment, has attended the site to carry out an inspection and is arranging the necessary remedial works.
- g. To note correspondence from LWMTS confirming that the Worthington Road Play Park project is progressing, with Cabinet approval for the funding now confirmed, the five day call in period concluded, and contracts currently being prepared for issue to all parties for signature.
- h. To note Cllrs attended the internal meeting with Vistry Homes on Thursday 12<sup>th</sup> February, 12.30pm at Fradley Village Hall.
- i. To note Cllrs attended an internal meeting with Maple Vale Homes on Wednesday 25<sup>th</sup> February, 12pm at Fradley Village Hall.
- j. To note the Chair and Clerk attended a webinar delivered by Scribe on Civic.ly on Thursday 5<sup>th</sup> March at 12pm via Zoom
- k. To note the Chair and Clerk attended an Online Briefing on LGR delivered by the SPCA on Friday 6<sup>th</sup> March, 10.30am on Teams.
- l. To note that the Chair, Vice Chair and Cllr Leytham-Gain attended the Florette Fradley 10K on Sunday 8 March, where they presented the Parish Council's prizes and trophies to the first male and first female Fradley residents to cross the finish line. The event was publicised on the Council's social media and was considered to be a great success.
- m. To ratify the decision of the Council to permit Creative Play to appoint contractors to undertake the labour required for the Worthington Road Play Park project.
- n. To note the Clerk delivered training to members on Assertion 10 (Digital and Data Compliance) in line with the 2025/26 AGAR requirements at the Working Group meeting on 22.01.26.
- o. To note that Fradley Parish Council has been invited to participate in the first "Making AGAR Digital" project for the 2025 to 2026 financial year.
- p. To note that the Clerk has collected the Sakura cherry tree and that it is currently being stored at the Chair, Cllr David Leytham's address until a suitable planting location has been identified.
- q. The Clerk has provided a list of training courses provided by the SLCC & SPCA for March and April, should Cllrs wish to take part in any, please email the Clerk directly.

**25/133 – Date and time of the next Parish Council Meeting to be confirmed as 9th April 2026 at Fradley Village Hall commencing at 7pm. – (1 min)**