

# MINUTES OF A MEETING



## Fradley Parish Council

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## Minutes of the Fradley Parish Council Meeting held at 7:15pm at Fradley Village Hall on 16 May 2024

### Present:

Cllrs Mike Ashcroft, Phil Beswick, Glen Bown (Chair), Paul Deathridge, Stuart Gilmour, David Leytham (Vice Chair) and Matthew Richards.

### In Attendance:

Claire Crompton (Clerk/RFO), Cllr Derick Cross and 0 Members of the Public.

**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)).**

**RESOLVED:** Cllr Bown be duly elected Chair to Fradley Parish Council for the ensuing year.

**RESOLVED:** In accordance with the Local Government Act 1972, Cllr Bown signed the Acceptance of Office form before the Clerk. **Proposed:** Cllr Ashcroft, **Seconded:** Cllr Beswick, **AGREED:** unanimously .

**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)).**

**RESOLVED:** Cllr Leytham be duly elected Vice Chair to Fradley Parish Council for the ensuing year. **RESOLVED:** In accordance with the Local Government Act 1972, Cllr Leytham signed the Acceptance of Office form before the Clerk. **Proposed:** Cllr Beswick, **Seconded:** Cllr Gilmour, **AGREED:** unanimously .

**24/25 - Declarations of Members' Interests.**

There were no declarations of member's interests.

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

Apologies were noted from Cllrs Dhillon and Ham.

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

Apologies were noted from Cllrs Janet England and Mike & Sonia Wilcox.

District Cllr Derick Cross was present at the meeting and gave his report as follows:

- **Housing:** LDC (Local District Council) has approved a capital programme amounting to £2,157,000. This funding is allocated to provide temporary accommodation for individuals and families in need. The temporary accommodations will be managed until they are handed over to the Housing Association.

- LDC has pledged to purchase additional properties to reduce reliance on bed & breakfast accommodations. Currently, there are 32 families, couples, and individuals in need of temporary housing. Funds are available to purchase an additional 5 houses, enhancing the council's ability to support those in need.
- The council is exploring ways to return to providing affordable housing for individuals and families in need. This initiative aims to address the housing shortage and provide sustainable living solutions.
- **Leisure Centre Development:** LDC has already pledged £10 million towards the new leisure centre, with works set to begin on 1st July. An additional £1,346,000 has been committed following a recent resident survey, which identified additional extras required such as a deeper pool, a community room, and floodlit playing fields with a 3g surface. Funds for the leisure centre are not coming from reserves but are sourced from section 106 monies due to LDC, additional collection funds surplus (funds not spent within the community), and earmarked reserves from VAT reclaim, making the project self-funding.
- **Cinema Site Development:** Similar to the leisure centre project, funds for the new cinema site are sourced from the sale of the Tempest Ford site on St Johns Street, Lichfield.
- **S106 Funds Allocation:** Cllr Cross assured the council that our S106 funds have been securely allocated to us.

PCSO's Horton & Anderson sent their apologies, the Clerk read out their report as follows:

- 27/03 Report of travellers attending addresses in Church Lane and toting for work, being rude and suggestive. Patrol despatched, area search negative.
- 12/04 Anti-social behaviour report regarding an ongoing neighbour dispute in Wyndham Wood Close, all parties managed by local officers.
- 13/04 Public order report regarding a heated altercation over parking in Rogerson Road – civil matter.
- 23/04 Vehicle crime, HGV damaged whilst parked near Fradley Park – side curtains cut and stock stolen amounting to over £5000.00+ - local enquiries completed, unfortunately no offenders identified.
- 26/04 Reports of travellers arriving at a business at Fradley Park – managed locally and they moved on after a couple of days.
- 29/04 Further issues reported of violence between neighbours at Rogerson Road.
- 03/05 Attempt theft/damage caused to a campervan in Church Lane, unfortunately no lines of enquiry.

#### **24/28 – Variation to the Order of Business.**

There were no variations to the order of business.

#### **24/29 – To confirm the minutes of the Fradley Parish Council meeting held on 18<sup>th</sup> April 2024.**

**RESOLVED: The draft minutes of the Fradley Parish Council meeting held on 18<sup>th</sup> April 2024 were approved and signed as a true and accurate record. AGREED unanimously.**

#### **24/30 – Election of Members to the Committee and Working Groups.**

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

- Budget Advisory Group – Cllrs Beswick, Bown, Dhillon and Ham**
- Engagement Group – Cllrs Ashcroft, Deathridge, Gilmore and Leytham.**
- Environment Group – Cllrs Ashcroft, Beswick, Deathridge and Dhillon.**
- HR Committee – Cllrs Ashcroft, Ham and Leytham.**
- Planning Advisory Group – Cllrs Bown and Leytham.**
- Projects Group – Cllrs Ashcroft, Bown, Ham and Richards.**

**RESOLVED: The members listed above were nominated and approved to their appropriate Committee or Working Group. Proposed: Cllr Bown, Seconded: Cllr Gilmour, AGREED: unanimously .**

**24/31 – Councillor Membership of Outside Bodies.**

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

- a. **Alrewas Charities – Cllr Deathridge**
- b. **CEMEX – Cllr Ashcroft**
- c. **HS2 – Cllr Dhillon**

**RESOLVED:** *The members listed above remained as Fradley Parish Council’s representatives of Outside Bodies. Proposed: Cllr Bown, Seconded: Cllr Deathridge, AGREED: unanimously .*

**24/32 – Consider and readopt the following Parish Council Policies and Procedures for 2024/2025 .**

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

**RESOLVED:** *The policies listed above were adopted. Proposed: Cllr Leytham, Seconded: Cllr Deathridge, AGREED: unanimously.*

**24/33 – Consider and adopt the Councillor & Employee Training & Development Policy.**

**RESOLVED:** *The policy listed above was deferred. Proposed: Cllr Bown, Seconded: Cllr Gilmour, AGREED: 4 Councillors in Favour, 2 Against & 1 Abstain.*

**24/34 – Consider and adopt the Environmental Policy.**

**RESOLVED:** *The policy listed above was adopted. Proposed: Cllr Deathridge, Seconded: Cllr Ashcroft, AGREED: 6 Councillors, 1 Abstain.*

**24/35 – Finance**

- 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>

**RESOLVED: The Parish Council AGREED the above payments and unaudited accounts provided by the Clerk. Proposed: Cllr Bown, Seconded: Cllr Ashcroft, AGREED: unanimously.**

## 24/36 – Year End Accounts as at 31 March 2024

### 1. Year End Accounts to 31.03.2024

Under the Accounts and Audit Regulations, Fradley Parish Council are obliged to conduct a review of the effectiveness of its internal controls and Financial Regulations. In relation to the effectiveness of the system of internal audit. Fradley Parish Council has appointed a qualified auditor to act as its independent internal auditor.

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.**

**RESOLVED: Fradley Parish Council, having reviewed the Effectiveness of the Systems of Internal Control and the Annual Governance Statement, approved the Annual Governance Statement and the current arrangements in place for internal control. AGREED: unanimously.**

ii **Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement.**

Section 1 of the Annual Governance Statement sets out Fradley Parish Councils responsibility for ensuring that there is a sound system of Internal Control, including the preparation of the accounting statement.

Therefore, the Parish Council Members are asked to confirm that the Annual Governance Statement for 2023/2024 fairly reflects the corporate governance arrangements in place for the Parish Council in relation to this matter. Fradley Parish Council members were asked to confirm, to the best of their knowledge, the Council's Corporate Governance arrangements set out in Section 1 of the Annual Governance Statement for 2023/2024 were correct as follow:

The Clerk asked The Parish Council members to either agree yes, no, or not applicable with regards to the following statements:

**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.

**RESOLVED: YES, Fradley Parish Council AGREED they had put in place arrangements for the effective financial management during the year and had prepared their 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.

**RESOLVED: YES, Fradley Parish Council AGREED they had maintained an adequate system of internal control, including measures to prevent and detect fraud and corruption, and they had proper arrangements in place and accepted responsibility for safeguarding public money and resources in their 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?

**RESOLVED: Yes, Fradley Parish Council AGREED they had taken all reasonable steps to assure themselves that there were 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 Fradley Parish Council to conduct their business or manage their finances. Fradley Parish Council AGREED they had only done what they have the legal power to do and have complied with proper practices.**

**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.

**RESOLVED: NO, This is Fradley Parish Council's 1<sup>st</sup> year, therefore do not have any historical information, therefore are unable to fulfil this requirement.**

**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.

**RESOLVED: YES, Fradley Parish Council AGREED they had carried out an assessment of the risks facing them and had taken appropriate steps to manage those risks, this included internal controls and external insurance cover where appropriate. Fradley Parish Council AGREED they had considered the financial and other risks they have faced 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.

**RESOLVED: YES, Fradley Parish Council AGREED they had in place throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Fradley Parish Council AGREED they had arranged for a competent internal auditor, independent of their financial controls and procedures, to give an objective view on whether internal controls met the needs of the Council.**

**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.

**RESOLVED: NO, This is Fradley Parish Council's 1<sup>st</sup> year, therefore they do not have any previous internal or external audit reports.**

**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

**RESOLVED: YES, Fradley Parish Council AGREED they had considered where relevant, any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, which may have had a financial impact on the Council and, where appropriate, have included them in the accounting statement. Fradley Parish Council AGREED they have disclosed everything they should about their business activity during the year including events taking place after the year end where 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.

**RESOLVED: NOT APPLICABLE, Fradley Parish Council AGREED this was not applicable as they are not responsible for any charities.**

**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.**

**RESOLVED: Fradley Parish Council approved that the year-end Accounting Statement for 31.03.2024 in the Annual Return Section 2, represented fairly the financial position of the Council and their income and expenditure. AGREED: unanimously.**

**RESOLVED: Fradley Parish Council AGREED for the Accounting Statement 2023/2024 to be signed and dated by the Chair and Clerk/RFO. AGREED: unanimously.**

- 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.**

**RESOLVED: Fradley Parish Council approved the dates as listed above. AGREED: unanimously.**

**RESOLVED: The Year-End Accounts to 31.03.2023, Annual Governance Statement and Annual Return – Accounting Statement 2023/2024 were approved by members of Fradley Parish Council. AGREED: unanimously.**

**24/37 – Confirmation for East Midlands Audit Services Ltd to complete the Internal Audit for 2024/2025.**

**RESOLVED: Fradley Parish Council approved East Midlands Audit Services Ltd complete the Internal Audit for 2024/2025. AGREED: unanimously.**

**24/38 – Planning Matters.**

**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.**

**RESOLVED: Fradley Parish Council do not wish to comment on 24/00449/FUL**

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

- a. **Projects Group:** Meeting 09.05.24. Cllr Ashcroft provided an update regarding the progress of the floral displays and planters, noting that they were not advancing as expected. He informed of his meeting with the Heritage Group regarding the content for the information boards, highlighting that they are now 95% complete. Additionally, he mentioned that QR codes will be included on the boards to provide residents with further information. Bellway Homes informed Council they were happy to allow the council to place the boards, together with floral displays, finger posts and a new notice board, on their development. He reported that significant progress has been made in determining the exact locations and siting arrangements, all while staying within the allocated budget.
- b. **Environment Group:** Meeting 23.05.24 The group are due to meet next week. Cllr Deathridge highlighted the overlap between working groups. Cllr Beswick asked about responsibility for the grass area at the Stirling Centre. Cllr Cross said he has a contact at the management company and will share it with the Clerk. A schedule is in place for monitoring the Grounds Maintenance Contractors. Each Councillor has their own responsibilities. SJL have started the additional work commissioned, and although they are keeping in touch, progress is slow. Monthly monitoring of SJL is planned.
- c. **Engagement Group:** Meeting 14.05.24. Cllrs Leytham and Deathridge gave the following report: Progress is being made on the newsletter. Each Councillor has been assigned specific tasks, a printing company has been sourced, and the Scouts are prepared and ready for delivery. New deadlines need to be arranged and communicated. The next joint project with the police is well underway, and the Police and Crime Commissioner has expressed his interest in joining one of our events. The next proposed date for the Police and Parish Surgery is the community litter pick initiative on Sunday, 9th June, from 10:00 AM to 12:00 PM. This event will involve the pupils and parents from the two primary schools in Fradley and Lichfield Litter Legends. A publicity schedule should be devised to publicise the event.

- d. **HR Committee:** Cllr Leytham advised the HR Committee would continue working on the Appraisal Policy. A date for their first public meeting needs to be arranged.
- e. **Representatives:**
- **CEMEX:** Next planned meeting is 15.07.24 There has been no further discussion.
  - **HS2:** No date set for next meeting as yet. An update from William Slater, BBV's representative, is due at our June meeting.
  - **Alrewas Charities:** Meeting 01.05.24. Cllr Deathridge attended the Fradley & Alrewas Charities meeting, where there were several presentations, including one for the Bowling Club and another for a local resident seeking support for their disabled child. As part of his work with the engagement group, Cllr Deathridge will write a short article about the charity to include in our upcoming newsletter.

**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.**

**RESOLVED: It was AGREED for the Clerk to purchase 2 new replacement hangers for the swings at Barlow Drive Play Park. Proposed: Cllr Bown, Seconded: Cllr Ashcroft, AGREED: unanimously.**

#### **24/41 – Clerk Reports.**

- 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. **RESOLVED: Cllr Leytham will deliver the Kings Portrait to the Scout Group on 11<sup>th</sup> July. Proposed: Cllr Bown, Seconded: Cllr Beswick. AGREED: unanimously.**
- 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. **Noted.**
- c. To note Councillor Evans resignation. **Noted.**
- d. To note that to date, there is still no further update regarding the S106 funds. **Noted.**
- e. To consider and approve the proposed future dates of the Parish Council meetings for the fiscal year 2024-2025 proposed by the Clerk. **Dates were approved. Proposed: Cllr Bown, Seconded: Cllr Gilmour. AGREED: unanimously.**
- 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. **Noted.**

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

Over the past month, our efforts to improve the village have been evident through several key initiatives. The Council have organised for the War Memorial at Watersmeet to be cleaned ahead of the upcoming D Day Commemorations. Additionally, the Council has held their 1st Annual Parish Assembly. Work has been ongoing to improve the website. There has been a notable active involvement from the Police through engagement with our Councillors. Councillors have conducted a comprehensive pot hole survey throughout the village which has been submitted to Staffordshire County Council and subsequently forwarded to the Highways Department for action.

**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 a Meeting with HS2 Representative, William Slater at 6.30pm.**

**RESOLVED: The Council approved the next Parish Council Meeting as 20th June 2024, at 7.15pm, Fradley Village Hall, following a Meeting with HS2 Representative, William Slater at 6.30pm.**

Meeting closed at 20.55pm