

MINUTES OF A MEETING



Fradley Parish Council

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Minutes of the Annual Meeting of the Council held at 7:00pm at Fradley Village Hall on 15 May 2025.

Present:

Cllrs Mike Ashcroft, Phil Beswick, Stuart Gilmour, and David Leytham (Chair).

In Attendance:

Claire Crompton (Clerk/RFO), District/Ward Cllr Derick Cross, County Cllr Richard Holland and PCSO Maggie Griffiths and 2 Members of the Public.

25/01 – Election of Chairperson for 2025/2026 (Local Govt Act 1972, S15(2)) and the completion of the Declaration of Acceptance of Office (Local Govt Act 1972, S83(4)). – (3 mins)

RESOLVED: *Cllr Leytham be duly elected 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 Ashcroft, Seconded: Cllr Gilmour,*

AGREED: *unanimously.*

25/02 – Election of Vice Chairperson for 2025/2026 (Local Govt Act 1972, S15(2)) and the completion of the Declaration of Acceptance of Office (Local Govt Act 1972, S83(4)). – (3 mins)

RESOLVED: *Cllr Gilmour be duly elected Vice Chair to Fradley Parish Council for the ensuing year. RESOLVED:* *In accordance with the Local Government Act 1972, Cllr Gilmour signed the*

Acceptance of Office form before the Clerk. Proposed: Cllr Beswick, Seconded: Cllr Leytham, AGREED: *unanimously.*

25/03 - Declarations of Members' Interests.

There were no declarations of members interest

25/04 – Apologies for Absence. Local Govt Act 1972 s85 (1)

There were no apologies for absence.

25/05 – 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)

RESOLVED: *The following candidate was co-opted onto Fradley Parish Council with immediate effect. In accordance with the Local Government Act 1972, the co-opted member signed the Acceptance of Office Form before the Clerk and will complete and return the Register of Members Interest Form within 28 days. AGREED unanimously.*

- *Emma Garner*

25/06 – Adjournment for Public Speaking. Public Bodies (admission to meetings) Act 1960 s1 extended by the LG Act 1972 s100.

Apologies were noted from District/Ward Cllr Wilcox.

A member of the public requested updates on the current planning applications. Cllr Cross addressed the issue.

PCSO Margaret Griffiths attended the meeting and gave us her reports:

The PCSO reported the following incidents for the past month:

- Two arrests were made on Halifax Avenue for possession with intent to supply.
- A suspicious incident involving travellers attempting to re-enter the ASOS warehouse car park was reported.
- Two vehicle-related incidents were recorded in Heins Close:
 - One attempted break-in of a vehicle.
 - One attempted theft of a van.
- No anti-social behaviour (ASB) reports were received.
- An incident was reported at Bown Pond involving aggressive behaviour by a male accompanied by dogs. PCSOs will be contacting the landowners regarding this matter.
- Community Speed Watch has been active in the area. The PCSO expressed interest in liaising with the group for joint activity and information sharing.
- Ongoing issues with lorries on Common Lane were noted. The Clerk has submitted additional video footage. Cllr Holland has been asked to assist in addressing the matter.
- A request was made for an increased and more visible police presence during peak concern periods.
- It was recommended that the Council contact the Safer Roads team to request Speed Watch van deployment on Halifax Avenue to help slow drivers.
- PCSO Griffiths reminded members of the upcoming Police Pop-Up event at The Stirling Centre on Tuesday 3rd June, running until the afternoon.

PCSO Griffiths left the meeting.

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

Cllr Cross introduced and welcomed newly elected County Councillor Richard Holland to Fradley, following the retirement of former County Councillor Janet Eagland.

Cllr Cross confirmed that an additional £254,279 in Section 106 funding is earmarked for Fradley. He will continue to monitor this to ensure the funds are allocated locally.

Lichfield District Council recently held its Annual Meeting. The new Chair of the Council is Cllr Keith Vernon, with Cllr Tom Marshall appointed as Vice Chair. Cllr Jane Chamberlain has been appointed Chair of the Planning Committee, with Cllr Derick Cross serving as Vice Chair.

Cllr Cross advised that a meeting of the WRTG (Worthington Road Task Group) should be organised as soon as possible. This is to ensure progress is made ahead of his upcoming meeting with the LDC project manager scheduled for the following week.

County Cllr Richard Holland was present at the meeting and gave his report as follows:

Cllr Holland introduced himself, noting his prior experience as a member of Fradley & Streethay Parish Council before its division three years ago. He was subsequently elected to Lichfield District Council two years ago and has now been elected to Staffordshire County Council.

Cllr Holland pledged to support the parish and assist wherever possible, stating his intention to address matters in a rapid and timely manner. He acknowledged that it will be a steep learning curve but expressed a strong commitment to being proactive and helpful.

Cllr Leytham raised a concern reported by a resident regarding the erection of unlawful signage within the village. The Clerk has submitted three "Report It" cases to the relevant authorities regarding the issue. Cllr Holland requested that these reports be forwarded to him so he can explore how best to assist.

25/07 – Variation to the Order of Business.

There were no variations to the order of business.

25/08 –To confirm the minutes of the Fradley Parish Council Meeting held on 10th April 2025. – (1 min)

RESOLVED: *The draft minutes of the Fradley Parish Council Meeting held on 10th April 2025 were approved and signed as a true and accurate record.*

AGREED; *4 Councillors, 1 Abstain.*

25/09 – Councillor Membership of Outside Bodies

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

- a. **Alrewas Charities - David Leytham**
- b. **CEMEX - Mike Ashcroft**
- c. **HS2 - Emma Garner**

RESOLVED: *The members listed were appointed Fradley Parish Council's representatives of Outside Bodies. AGREED: unanimously .*

25/10 – Consider and adopt the following Parish Council Policies and Procedures for 2025/2026

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

RESOLVED: *The policies listed above were adopted. AGREED: unanimously.*

Cllr Garner left the meeting.

25/11 – Consider and approve the amended asset register

RESOLVED: *The amended and updated asset register was approved taking note of the increase from the S106 projects and the disposal of the old bins £4059.00. AGREED: unanimously.*

25/12 – 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.**

Application No.	Location	Proposal	Comments by
25/00420/LBC	Fradley Arms , Rykneld Street, Lichfield, Staffordshire	Works to listed building to enable the installation of additional windows and doors with resurfacing of existing driveway and extending link to rear car park with additional car park spaces and associated works	Application Rec: 09.04.25 Comment by: 02.05.25 Ext until: No reply
25/00448/FUL	Fradley Arms , Rykneld Street, Lichfield, Staffordshire	Installation of additional windows and doors with resurfacing of existing driveway and extending link to rear car park with additional car park spaces	Application Rec: 09.04.25 Comment by: 02.05.25 Ext until: No reply

25/00435/COU	Sandyhill Farm , Fradley Junction, Alrewas, Burton Upon Trent	Change of use of existing outbuilding into holiday let accommodation (2 units) with parking and private amenity space	Application Rec: 07.05.25 Comment by: 28.05.25
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Fradley Parish Council do not wish to comment on these applications.

To note the outcome of the following planning applications for which the Council has made full comment: *None this period.*

Cllr Holland left the meeting.

25/13 – 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
May 2025			
Ebay (paid by card)	Bunting Tree Ceremony	27.95	LGA 1972 s111
The Sign Maker (paid by card)	Commemorative Plaque	347.30	LGA 1972 s111
Focus Group (DD)	Telephone Line	25.76	LGA 1972 s111
Unity Trust	Service Charge	7.35	LGA 1972 s111
Salaries, TAX,NIC	May Payment	3610.06	LGA 1972 s112 - 119
Claire Crompton	Expenses	11.99	LGA 1972 s111
JR Landscaping	Ground Maintenance Contract	7882.96	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	558.99	Open Space Act 1906 s9,10
Fradley Village Hall	Room Hire	44.62	LGA 1972 s111
Pebbles Design Agency	Newsletter	935.00	LGA 1972 s111
Pretty Little Parlour	Farewell Gift for County Councillor (20 years' service)	75.00	Chairs Allowance
Vision ICT	Email/Website	24.00	LGA 1972 s111
SPCA	Subscription	601.90	LGA 1972 s111
Newton Flags	Union Jack Flag	30.60	LGA 1972 s111
Croxden Catering	Catering for Commemorative Tree Ceremony	190.00	LGA 1972 s145
Parish Online	Mapping Software	96.00	LGA 1972 s111
Zurich	Insurance	1692.63	LGA 1972 s111
Origin Amenity Solutions	Wildflower Garden Seeds	392.40	Open Space Act 1906 s9,10

RESOLVED: The Council approved the schedule of payments for May 2025.

AGREED; Unanimously.

b. To note the following income:

PAYEE	DESCRIPTION	AMOUNT
Lichfield District Council	S106 Income	15,454.73
Lichfield District Council	Precept 2025/2026	130,734.00

Noted.

c. To consider the unaudited accounts from 1.04.2024 to 30.04.2025, including all supporting documents provided by the Clerk.

30.04.2025

Current Account	£374,419.14
Unpresented Payments	<u>0.00</u>
TOTAL	£374,419.14

RESOLVED: The Parish Council AGREED the above payments and unaudited accounts provided by the Clerk. AGREED: unanimously.

25/14 – 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)

1. Community Grant Application – St Stephen's PTA (150th Anniversary)

The Working Group considered a community grant application from St Stephen's PTA to support the 150th Big Birthday Bash, taking place on Saturday 28th June. Councillors supported the application, noting the event's parish-wide significance.

RECOMMENDATION TO COUNCIL: Approve the grant application.

Councillors also agreed that Parish Council presence on the day was important. To facilitate this:

- The Clerk will obtain quotes for a Parish Council gazebo, banners, and giveaways (e.g. trolley tokens, pens).

RESOLVED: The Community Grant Application from St Stephens PTA for the 150th Big Birthday Bash was approved and the Council would have a presence there on the day and will purchase a gazebo, banners and giveaways: AGREED: unanimously.

2. Play Park Association Membership

It was agreed that the Parish Council will join the Play Park Association at a cost of £20 per annum.

RESOLVED: The Parish Council will join the Play Park Association. AGREED: unanimously.

3. Newsletter Delivery

In order to distribute the latest newsletter promptly, particularly due to the "Dates for Your Diary" section, Councillors agreed the following interim plan:

- Engage two local teenage residents to deliver to the Sheasby Estate at a cost of £0.20 per household.
- Use 1st Fradley Scouts to deliver to the remainder of the village, at a cost of £0.20 per household.

RESOLVED: The Council agreed the cost of the newsletter delivery should increase to £0.20 per household. AGREED: unanimously.

4. WWII Pillboxes – Bat Roost Project

Cllr Beswick updated the group on the proposal to convert local WWII pillboxes into bat roosts.

Councillors agreed to proceed with the project, and:

- Approved the quote of £2,340 + VAT for the supply of three metal doors.

- Agreed a total project budget of £3,500, due to Bellway withdrawing their previously pledged support.

RESOLVED: The Council agreed to a total budget of £3500 nett of VAT for the project. AGREED: unanimously.

5. Defibrillator Project – Feasibility Investigation

Councillors agreed to explore a potential defibrillator scheme. The Clerk will investigate:

- Costs for purchase, installation and maintenance
- Suitable locations
- Potential suppliers and grant options

6. Worthington Road Park Refurbishment – Update

The Clerk reported that revised plans had been circulated. A further meeting of the Task Group will be arranged to finalise feedback before submission to Lichfield District Council, who are delivering the project on behalf of the Parish Council.

Should S106 funds fall short, earmarked reserves may be used (subject to future Full Council approval).

7. Prioritisation of S106-Funded Projects

Councillors agreed the following priority order for upcoming S106 projects:

1. Replacement of benches, beginning with two damaged benches at Worthington Road Play Park.
 2. Installation of history boards, building on prior preparatory work.
 3. Installation of fingerposts, as promoted in the May newsletter.
- Other S106 projects will be reviewed following delivery of these.

8. Christmas Lights Project

The Clerk will obtain ideas and quotes from a company recommended at a recent SLCC event.

Suggested display areas:

- Trees at The Stirling Centre
- Rooftop above local shops
- Lampposts on Hay End Lane
- Existing Christmas tree on Watersmeet

A meeting will be arranged to explore options. Budget to be confirmed once feasibility and pricing are known.

9. Newsletter – Next Edition Planning

- Target delivery date: Before October half-term (13 October deadline)
- Suggested format: A5 booklet for easier handling and appeal
- Cllr Ashcroft to coordinate production, content, and scheduling
- Members to send ideas to Cllr Ashcroft and the Clerk; Clerk will liaise with design agency

10. Commemorative Tree Event – Feedback

Councillors praised the recent event and agreed it should be featured on the Parish Council's Facebook, website and future edition of the newsletter.

The commemorative plaque has been damaged; the Clerk has contacted the supplier and will arrange polishing or repair if required.

11. Website Revamp

Deferred to a future meeting.

12. Bown Pond – Angling Club Interest

The Clerk reported that an angling club (3 Spires, currently operating by the Crematorium) has expressed interest in using Bown Pond.

As the land is not owned by the Parish Council, members approved that the Clerk may pass on landowner contact details to the club.

13. Grounds Maintenance Checks

- Councillors reviewed the standard of current work under the Grounds Maintenance contract.
- To ensure quality control, each councillor will informally monitor a section of the parish, particularly near their homes.
- Issues will be reported to the Clerk.

The village will be divided into five areas, each assigned to a councillor.

The Clerk also noted:

- Crown-raising is required on trees overhanging the footpath at Worthington Road Play Park; quotes have been obtained.
- Weed control is needed in various locations.
- A shrub on Williams Avenue was heavily pruned by a resident for access reasons. A quote has been obtained to reshape it professionally for aesthetic recovery.

25/15 – Clerk Reports – (10 mins)

a. Parish Council Diary Dates:

Cemex Liaison Meeting: 19th May 2025, venue tbc. **Noted**

SPCA Online Brief of Local Reorganisation in Staffordshire. 20th May, 1pm, on Teams. **Noted**

Police Pop Up event: 3rd June 2025, The Stirling Centre. **Noted**

SLCC Branch Meeting: 17th June 2025, The White Room, SCC. **Noted**

- b. To note the updated proposal for the Worthington Road Play Park has been received and distributed. **Noted**
- c. To note the Clerk has contacted the company to investigate the cost of Christmas lights and has arranged a date to meet and discuss suggestions. **Noted**
- d. To note the newsletter has been printed and deliveries have already commenced. **Noted**
- e. To note the Commemorative Tree Ceremony took place on 2nd May and was very well attended and the Clerk has subsequently issued formal letters of thanks to all individuals and organisations who contributed to the success of the event. **Noted**
- f. To note the commemorative plaque has been damaged. The Clerk has contacted the supplier to ask for their advice. **Noted**
- g. The Clerk has provided a list of training courses provided by the SLCC for May and June, should Cllrs wish to part in any, please email the Clerk directly. **Noted**

25/16 – Date and time of the next Parish Council Meetings to be confirmed as 19th June 2025 at Fradley Village Hall commencing at 7pm. – (1 min)

RESOLVED: The Council AGREED the next Parish Council Meeting as 12th June 2025, at 6.15pm, Fradley Village Hall. Please note: The meeting has been brought forward by one week due to scheduled annual leave of two councillors, which would otherwise render the Parish Council inquorate.

Meeting closed at 21.00pm.