

MINUTES OF A MEETING



Fradley Parish Council

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Minutes of the Fradley Parish Council Meeting held at 7:00pm at Fradley Village Hall on 15 January 2026.

Present:

Cllrs Mike Ashcroft, Phil Beswick, Tosh Crompton, David Leytham (Chair), Jan Leytham-Gain and Kevin Stroud.

In Attendance:

Claire Crompton (Clerk/RFO) District & Ward Cllr Richard Stephenson, County Cllr Richard Holland and 0 Members of the Public.

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

There were no apologies for absence.

25/87 – Declarations of Members' Interests.

There were no declarations of interest.

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)

There were no candidates for co-option.

25/89 – 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 Derick Cross.

a: There were no members of the public present.

b: District and Ward Cllr Richard Stephenson attended the meeting and gave his report as follows:

Cllr Stephenson reported that the new leisure centre at Stychbrook on Eastern Avenue, Lichfield, is now open. Feedback from users has been very positive, particularly regarding the swimming facilities. He clarified that the centre operates on a pay-as-you-go basis, and that a membership is not required, following some initial confusion.

Members were advised to be mindful of the implications of Local Government Reorganisation (LGR). It is anticipated that Lichfield District Council elections may not take place in 2027, as the District Council is expected to be abolished. As Parish Councils will remain unaffected, this has potential financial implications for Fradley Parish Council. Should a contested parish election arise in future, the Parish Council would be solely responsible for the full cost, as there would be no District Council election to share expenses. A standalone election could cost in the region of £8,000–£9,000.

Cllr Stephenson noted that there were a number of complaints over the Christmas period regarding litter left following recycling collections, particularly from blue bags. He has raised this issue with the relevant cabinet member at Lichfield District Council and is awaiting a response.

In relation to planning matters, Cllr Stephenson confirmed that he has called in:

- The application relating to Junction House, Fradley Junction;
- The Vistry application for Horner Avenue, which proposes a change to 100% affordable housing, including significant alterations to tenure, layout, materials, and dwelling sizes; and
- The Midland Pig Producers Canalside development (Phase 1). While not opposed to Phase 1 in principle, he has requested that the original intention of the scheme, particularly provision aimed at the over-50s be adhered to.

Cllr Stephenson also advised that the Government has issued new recommendations regarding household food waste recycling. This will result in all households receiving food waste caddies and liners, with weekly collections anticipated to commence around May. Collected food waste will be recycled and used to generate energy, including fuelling electric waste collection vehicles.

Finally, he highlighted that Lichfield District Council is consulting on proposals to create Mini Nature Reserves within existing open spaces across the district. Although no sites within Fradley are currently included, he suggested this may be something the Parish Council could consider in the future.

County Cllr Richard Holland attended the meeting and gave his report as follows:

Cllr Holland reported that Staffordshire County Council Council Tax is currently expected to increase by 3.99%.

He provided an update on highway maintenance, advising that potholes are now categorised as A, B, or C, with the most severe being prioritised for repair. Residents and councillors are encouraged to report potholes via the Staffordshire County Council website, and Cllr Holland will endeavour to monitor and provide updates on reported issues where possible.

In relation to planning matters, Cllr Holland advised that a planning application from Prologis for the Palletways site is imminent. While the main construction activity is expected to take place in Streethay, there may be traffic implications for Fradley due to the site's location at the bottom of Nanscawen Way. Members were advised to contact him should further clarification be required on highways-related matters.

Cllr Holland confirmed that he attended a meeting with Fradley residents in Streethay on 15 December to discuss concerns regarding the proposed 230-home Bloor Homes development off Fradley Lane. A further meeting with Bloor Homes representatives is scheduled for Monday 19 January, to be held via Microsoft Teams, involving Cllrs Holland and Stephenson. Key concerns raised include flooding and drainage issues on Church Lane. It was noted that Bloor Homes' original offer to carry out drainage works has since been amended to a financial contribution, which has increased from £20,000 to £30,000. Staffordshire County Council has confirmed that this sum reflects the cost required to undertake the necessary works and has given assurances that the drainage improvements will be completed upon receipt of the funds and prior to the commencement of building works. Should the works fail to resolve the issue, further investigation and correspondence will be required.

Cllr Holland noted that a high volume of planning applications are currently being received, and due to increased pressure on District Councils, their ability to refuse applications is becoming more limited. With regard to Local Government Reorganisation (LGR), there is currently no further update. Proposals remain under discussion, including a potential merger with Stoke-on-Trent and Tamworth, while Lichfield District Council's preferred option is a merger with Burton, Lichfield, and Tamworth, which is considered a more geographically coherent solution.

Cllr Holland also advised that Staffordshire County Council contributed approximately £3,000 towards the recent repair of the bell at St Stephen's Church, and confirmed that additional funding opportunities may be available from May 2026.

An update was provided on the Stirling Centre, where there is interest from a microbrewery operator to take one of the retail units; however, no suitable unit is currently available. The proposal could potentially include a brewery and pub.

Finally, the issue of Speed Indicator Devices (SIDs) was raised with Cllr Holland, noting that Staffordshire Highways have advised Fradley Parish Council that they are no longer advocating their use. The Clerk will forward the relevant correspondence to Cllr Holland for his information.

25/90 – Variation to the Order of Business.

There were no variations to the order of business.

25/91 –To confirm the minutes of the Annual Meeting of the Council held on 11th December 2025.
RESOLVED: The draft minutes of the Fradley Parish Council Meeting held on 11th December 2025 were approved and signed as a true and accurate record.
AGREED; Unanimously

25/92– 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
25/01513/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	Application Rec: 23.12.25 Comment by: 13.01.26 Ext until: 16.01.26

		and residential mix and tenure arrangements	
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

Planning Applications Considered

- 25/01513/FUH – The Parish Council resolved not to submit any comments on this application.
- 25/01387/LBC and 25/01463/FUH – The Parish Council noted the concerns raised by local residents and further noted that both applications have been called in by the District and Ward Councillor, Cllr Richard Stephenson.
- 25/01523/FULM – The Parish Council noted the objection submitted by the Fradley Residents Action Group (FRAG) and further noted that the application has been called in by the District and Ward Councillor, Cllr Richard Stephenson.

Cllr Holland left the meeting.

- 25/01582/REMM – The Parish Council raised no objection to Phase 1 of the application.
- 25/01441/FUL – The Parish Council resolved not to submit any comments on this application.
- 25/01543/FUH – The Parish Council resolved not to submit any comments on this application.
- 26/00005/FUH – The Parish Council resolved not to submit any comments on this application.

RESOLVED: The Parish Council members agreed to the above planning application comments.

AGREED: Unanimously.

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

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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Noted.

25/93 – 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
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)

RESOLVED: The Council approved the schedule of payments for January 2026. AGREED; Unanimously.

- b. To note the following income:

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

Noted

- 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

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

- 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

RESOLVED: All councillors who have resigned from the Council be removed from the bank mandate. It was further agreed that Kevin Stroud be added to the mandate with authority to input and authorise transactions. **AGREED: Unanimously.**

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

RESOLVED: The Direct Debit mandate for Valda Energy be authorised. **AGREED; Unanimously.**

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

RESOLVED: Parish Council Members approved the completed Precept Return for the financial year 2026/2027, which was signed by the Chair.

AGREED: Unanimously.

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)

Following discussion regarding the potential requirement for additional signage at all three bat roost locations, it was agreed to defer consideration of this item until costings have been obtained. This will allow the full cost of the project, inclusive of any additional signage, to be considered as a single total.

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)

Members considered the final costs of the Commemorative Tree project and discussed the appropriate funding source. Councillors noted that the project has been well received by residents and agreed that it represented a worthwhile community investment.

RESOLVED: The final project cost of £2,426.27 be approved and that the expenditure be funded from underspent budget lines originally allocated to the website upgrade, rather than from general reserves.

AGREED: Unanimously.

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	25	Discipline Policy

	Complaints and Complainants 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

Members considered the proposed 36 draft Parish Council Policies and Procedures.

RESOLVED: The policies and procedures as presented be approved and adopted.

AGREED: Unanimously.

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)

Working Group Report and Recommendations:

Members were advised that the scheduled Working Group meeting had been postponed due to adverse weather conditions. As a result, there were no Working Group recommendations to present and no Community Grant applications received for consideration this month.

The Clerk nevertheless provided an update on the Worthington Road Play Park Upgrade. Following a recent pause in progress, members were informed that the project is now back on track. After a meeting with the Chief Executive of Lichfield District Council, confirmation has been received that LWMTS are once again engaged with the project and that works are progressing in line with the agreed plan. The Clerk will continue to keep members informed as further updates are received.

Separately, the Clerk advised that the annual play park inspection report has now been received and circulated to all councillors. The report identifies issues at both play parks, and a meeting will be arranged to review the areas of concern in more detail. The Clerk will also contact the company responsible for the new outdoor gym equipment to address the matters raised.

The update was noted.

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. **Noted.**

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

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

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

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

- b. To note we have received the Annual Play Park Inspection. **Noted.**
- c. To note Fradley Parish Council took part in the Annual Christmas Tree Festival at St Stephens Church in December. **Noted.**
- d. To note the Christmas Lights received positive feedback from residents. **Noted.**
- e. To note the delay of the refurbishment of Worthington Road Play Park. This should now be back on schedule. **Noted.**
- 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. **Noted.**

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)

Noted.

Meeting closed at 21.04pm.

Signed:

Chair Cllr David Leytham

Date: