

MINUTES OF A MEETING



Fradley Parish Council

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Minutes of the Annual Meeting of Fradley Parish Council held at 7:00pm at Fradley Village Hall on 20 May 2026.

Present:

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

In Attendance:

Claire Crompton (Clerk/RFO) District & Ward Cllr Richard Stephenson and 5 Members of the Public.

26/01 – Election of Chairperson for 2026/2027 (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 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 Beswick, AGREED: unanimously.

26/02 – Election of Vice Chairperson for 2026/2027 (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 Ashcroft be duly elected Vice Chair to Fradley Parish Council for the ensuing year.

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

26/03 – Declarations of Members' Interests.

There were no declarations of interest.

26/04 – Apologies for Absence. Local Govt Act 1972 s85 (1)

Apologies were noted from Cllr Crompton.

26/05 – 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)

The Council considered the application received from Matt Evans for co-option to the Parish Council. Members confirmed that they were satisfied that Mr Evans met the qualification requirements under Section 79 of the Local Government Act 1972. As Mr Evans was unable to attend the meeting, members agreed to permit him to sign his Declaration of Acceptance of Office and complete his Register of Members' Interests at the first available opportunity following the meeting. The Proper Officer was delegated authority to facilitate the completion of the required documentation.

RESOLVED: The following candidate be co-opted to the office of Parish Councillor to Fradley Parish Council with immediate effect and that the Proper Officer be authorised to arrange for the completion of the Declaration of Acceptance of Office and Register of Members' Interests at the earliest opportunity following the meeting.

AGREED: Unanimously.

- ***Matt Evans***

26/06 – Adjournment for Public Speaking. Public Bodies (admission to meetings) Act 1960 s1 extended by the LG Act 1972 s100.

Apologies were noted from District and Ward Cllr Derick Cross and County Cllr Richard Holland.

a. Public Speaking:

There were 5 members of the public present.

A resident addressed the Council regarding the Bloor Homes planning application, stating that they were representing a number of local residents affected by the proposal. Concerns were raised regarding the availability of flood risk information, with residents expressing the view that relevant information had not been made publicly available. It was also reported that communication with the developer had reduced following earlier engagement with residents. Concerns were further raised regarding the accuracy of the Public Right of Way shown on the application plans and residents requested an update on the drainage improvement works for Church Lane, which form part of the planning conditions attached to the development. District and Ward Councillor Stephenson advised that he would raise concerns regarding flood risk with the Planning Manager. He further noted that the planning condition requiring improvements to, and maintenance of, drainage infrastructure on Church Lane remains in place. Councillor Stephenson expressed concerns that the funding allocated for these works may be insufficient and advised that responsibility for delivering the works rests with Staffordshire County Council. He also clarified that the drainage works currently being undertaken on site are routine preparatory works required at this stage of the planning process and do not constitute commencement of the development.

Residents requested that the Parish Council continue to provide updates on the application. It was noted that residents have been working closely with the District and Ward Councillors and expressed their appreciation for the support received.

Councillor Stephenson reported that the workload of the Lichfield District Council Planning Department has increased significantly following changes to Government housing targets, which have increased from approximately 250 to 750 dwellings per year. It was also noted that uncertainty surrounding Local Government Reorganisation has contributed to staffing pressures within the department.

Members were advised that the application is currently expected to be determined by the Planning Committee in July.

b. District & Ward and County Members Reports:

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

District and Ward Councillor Stephenson presented his report and advised Members that he had recently been appointed to the Cabinet of Lichfield District Council, a role which he was proud to undertake. He reported that one of his first actions in this position had been to authorise the sealing of the funding agreement relating to the Worthington Road Play Park project, enabling the project to proceed.

Members noted updates on a range of district matters, including continued investment in community facilities, progress on major projects across the district, ongoing pressures arising from increased housing targets, and the implications of Local Government Reorganisation. Councillor Stephenson also provided updates on planning matters affecting Fradley, including the Horner Avenue development, the Fradley Lane application, enforcement activity at Fletcher Drive, and proposals for a micro pub at the Stirling Centre.

Councillor Stephenson further reported that, following a meeting the previous evening with Councillor Cross and County Councillor Holland, work is commencing on a campaign to secure improved healthcare provision and a health facility for Fradley, recognising the increasing need for local healthcare infrastructure within the village.

Councillor Ashcroft raised concerns regarding the accessibility of the bollard system in Lichfield City Centre, noting that as a disabled driver he is unable to reach the activation buttons from within his vehicle and is therefore required to exit the vehicle in order to gain access and park. Councillor Stephenson advised that the District Council is exploring the use of vehicle number plate recognition technology as a potential solution to improve accessibility.

Councillor Stephenson also informed Members that parking in Lichfield City Centre is now free after 6.00pm.

County Cllr Richard Holland was absent from the meeting and asked the Clerk to give this report:

County Councillor Holland was unable to attend the meeting but asked the Clerk to report that he is working alongside District and Ward Councillors Cross and Stephenson to explore opportunities for improving healthcare provision within Fradley and Streethay, including the potential development of local health facilities to meet the needs of the growing community.

26/07 – Variation to the Order of Business.

There were no variations to the order of business.

26/08 – To confirm the minutes of the Fradley Parish Council meeting held on 9th April 2026.

RESOLVED: The draft minutes of the Fradley Parish Council Meeting held on 9th April 2026 were approved and signed as a true and accurate record.

AGREED; Unanimously.

26/09 – Councillor Membership of Outside Bodies

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

a. Alrewas Charities - Cllr David Leytham

- b. **CEMEX - Cllr Mike Ashcroft**
- c. **HS2 - Cllr Mike Ashcroft**

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

26/10 – Consider and adopt the following Parish Council Policies and Procedures for 2026/2027

- 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.

26/11– 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
26/00424/REMM	Land Off Wellington Crescent (unit 3), Fradley Park, Lichfield, Staffordshire	Land Off Wellington Crescent (unit 3), Fradley Park, Lichfield, Staffordshire Proposal: Approval of reserved matters, including appearance, access, layout, scale and landscaping for the erection of a industrial unit (Class Use B2, B8 and ancillary offices) including car parking, servicing, and associated works (pursuant to outline permission 22/00532/OUTM).	Rec: 08.04.26 Comm: 29.04.26
26/00448/COU	The Stirling Centre, Unit 7B , Tye Road, Fradley, Lichfield	Change of use from restaurant (Use Class E) to a small-scale, community-focused micropub (Sui Generis).	Rec: 13.04.26 Comm: 04.05.26
26/00463/REMM	Land At Fradley Parks, Halifax Avenue, Fradley, Lichfield	Reserved matters application (layout, scale, appearance and landscaping), pursuant to permission 17/00686/OUTM), for the erection of 328 dwellings	Rec: 20.04.26 Comm: 11.05.26

		including associated infrastructure, landscaping and open space	
26/00442/REMM	Land East Of Fradley Lane, Fradley, Lichfield, Staffordshire	Reserved matters application (layout, scale, appearance and landscaping), pursuant to Conditions 4 and 6 of permission 25/00046/OUTM), for the erection of 211 dwellings including land for a community building, affordable housing, open space, drainage and associated infrastructure	Rec: 20.04.26 Comm: 11.05.26
26/00550/LBC	Lock 17 , Fradley Junction, Alrewas, Burton Upon Trent	Works to Listed Building to enable the reduction in lock ladders, alter ladder hoops to form continuous rail with ladder stringers and brick Ladder and recess to match existing chamber wall and masonry	Rec: 06.05.26 Comm: 29.05.26

Planning Applications Considered

- **26/00424/REMM – The Parish Council resolved not to submit any comments on this application.**
- **26/00448/COU – The Parish Council resolved not to submit any comments on this application.**
- **26/00463/REMM – The Parish Council resolved not to submit any comments on this application.**
- **26/00442/REMM – The Parish Council continues to support residents' objections to the application on the grounds of flood risk and the potential adverse impact on neighbouring properties, particularly those located on Church Lane. Members expressed concern regarding the potential knock-on effects of the development on local drainage and flooding issues.**
- **26/00550/LBC – 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:

26/00230/FUL	Land Off Horner Avenue Fradley, Lichfield, Staffordshire	Creation of temporary construction access point off Common Lane	GRANTED
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Noted

5 Members of the Public left the meeting.

26/12 – 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 2026			
LDC (Card)	Parking	1.00	LGA 1972 s111
Valda Energy (DD)	Electricity	20.58	LGA 1972 s111
Keelys Solicitor	Professional Fee	504.00	LGA 1972 s111
Radii	Payment Skate Park Refurb	3,830.00	Open Space Act 1906 s9,10
Keelys Solicitor	Professional Fee Duplicate	504.00	LGA 1972 s111
Unity Trust (DD)	Service Charge	8.80	LGA 1972 s111
Salaries, TAX,NIC	May Payment	3,872.98	LGA 1972 s112 - 119
Claire Crompton	Expenses	134.16	LGA 1972 s111
JR Landscaping	Ground Maintenance Contract	2,526.88	Open Space Act 1906 s9,10
D Beaumont	Handyman Contract	420.00	Open Space Act 1906 s9,10
Fradley Village Hall	Room Hire	55.25	LGA 1972 s111
Civic.ly	Payroll Services	70.80	LGA 1972 s112
Civic.ly	Membership Subscription	70.80	LGA 1972 s111

Members were advised that, due to a technical issue during the bank authorisation process, the payment to Keelys solicitor was processed twice. The Proper Officer identified the error immediately and contacted the solicitor to arrange reimbursement.

It was noted that the duplicate payment has now been refunded, however the refund transaction will not appear until the following month's bank statement and financial reports.

RESOLVED: The Council approved the schedule of payments for May 2026.

AGREED; Unanimously.

- b. To note the following income:

PAYEE	DESCRIPTION	AMOUNT
LDC	Precept	141,081.00
Public Income	Sale of Asset	1,610.00
LDC	NCiL 2026	4,255.53
HMRC	VAT Reclaim	14,173.99

Noted

- c. To consider the unaudited accounts from 1.04.2026 to 30.04.2026, including all supporting documents provided by the Clerk.

	30.04.2026
Current Account	£410,076.33
Equals Card	£105.89
Unpresented Payments	£0.00
TOTAL	£410,182.22

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

26/13 – Year End Accounts as at 31 March 2026

1. Year End Accounts to 31.03.2026

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 2025/2026 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 2025/2026 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 2025/2026 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: Yes, Fradley Parish Council AGREED they had provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Fradley Parish Council AGREED they had given all persons interested the opportunity to inspect and ask questions about the authority's accounts throughout the year.

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: YES, Fradley Parish Council AGREED they had taken appropriate action on all matters raised in reports from internal and external audit. There were no matters brought to its attention by either the internal or external audit.

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.

Box 10 – Has the Council put in place arrangements for effective IT and data management in accordance with proper practices during the year under review. Has the Council made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

RESOLVED: YES, Fradley Parish Council AGREED they had put in place arrangements for effective IT and data management in accordance with proper practices during the year under review and had made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

b. Section 2 – Annual Return – Accounting Statement 2025/2026

- 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.**

Members had been provided with the Accounting Statements prior to the meeting and considered them as a whole before approval. The Council noted that Section 2 had been certified and signed by the Responsible Financial Officer prior to its presentation to Council. Following approval, the Chair signed and dated Section 2 of the AGAR 2025/26 at the meeting.

RESOLVED: Having first approved Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return (AGAR) 2025/26, Fradley Parish Council considered and approved Section 2 (Accounting Statements) of the AGAR for the year ended 31 March 2026 and confirmed that the Accounting Statements fairly present the financial position of the Council and its income and expenditure for the year. AGREED: unanimously.

RESOLVED: Fradley Parish Council authorised the Chair of the meeting to sign and date Section 2 (Accounting Statements) of the Annual Governance and Accountability Return (AGAR) 2025/26 on behalf of the Council. AGREED: unanimously.

- c. **Confirm the dates of 3 June 2026 to 14 July 2026 for the Notice of Publication of unaudited Annual Governance and Accountability Return for the year ending 31.03.2026 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 31.03.2026, Annual Governance Statement and Annual Return – Accounting Statement 2025/2026 were approved by members of Fradley Parish Council. AGREED: unanimously.

26/14 – Confirmation for East Midlands Audit Services Ltd to complete the Internal Audit for 2026/2027

RESOLVED: Fradley Parish Council approved East Midlands Audit Services Ltd complete the Internal Audit for 2026/2027. AGREED: unanimously.

26/15 – To receive a report from the Working Group and to discuss their recommendations. This is to include Community Grant applications received this month
wg26/01 – Vanessa Rigby - Deed of Easement

Members noted that the proposed Deed of Easement had been amended to refer solely to Fradley Parish Council, with all references to the former Fradley and Streethay Parish Council removed.

Members discussed whether the document should be independently reviewed prior to execution and recommended that former Councillor Emma Garner, a qualified solicitor, be invited to provide informal feedback on the draft deed.

RESOLVED: that the Deed of Easement be forwarded to former Councillor Emma Garner for informal review and advice prior to being signed by the Parish Council. AGREED: unanimously.

wg26/02 – Defibrillators

Members received an update from the Clerk and Councillor Stroud regarding ongoing investigations into the future management of the village defibrillators. It was noted that the

current volunteer responsible for overseeing the units wishes to step down and that five defibrillators within the village are approaching the end of their operational life, with replacement parts becoming increasingly difficult to source.

Members discussed options for securing grant funding towards the replacement of the units and associated equipment. It was noted that approximately £5,000 will be required to replace the existing defibrillators. Members further noted that, should the Parish Council assume responsibility for the units, they would become Parish Council assets and would need to be insured accordingly. Long-term financial planning would also be required to support future maintenance, consumables, servicing and replacement costs.

Members were advised that approximately £2,000 currently held by the volunteer responsible for the defibrillators will be transferred to the Parish Council to establish an earmarked reserve to support a future replacement and maintenance programme.

Members were further advised that a newly appointed Community First Responder has offered to act as guardian for the units, undertaking routine inspections and ensuring the devices remain registered on The Circuit. It was agreed that Councillor Stroud would act as the Parish Council's lead member for defibrillator provision and liaise with the Community First Responder on behalf of the Council.

The potential relocation of the defibrillator removed from the former Post Office site was also discussed, with Members agreeing that any future location should be considered in the context of existing village coverage.

RECOMMENDED: that Fradley Parish Council assumes responsibility for the village defibrillators, subject to the availability of funding and the continued support of the Community First Responder in undertaking routine monitoring and checks.

RESOLVED: that Fradley Parish Council assumes financial responsibility for the village defibrillators, including their maintenance, servicing and future replacement, and that the Community First Responder be appointed as guardian of the units, responsible for routine inspections and monitoring.

AGREED: unanimously.

RECOMMENDED: that funding applications be submitted to the relevant District, County and Ward Councillors, together with Fradley and Alrewas Charities, to support the replacement of the village defibrillators, and that the Parish Council provides funding for any remaining costs not met through external grants or fundraising.

RESOLVED: that funding applications be submitted to the relevant District, County and Ward Councillors, together with Fradley and Alrewas Charities, to support the replacement of the village defibrillators, and that the Parish Council fund any remaining costs not met through grants or fundraising.

AGREED: unanimously.

wg26/03 – Bat Roosts – Trail Cameras

Members considered a proposal from Councillor Beswick to purchase four trail cameras to monitor activity within and around the bat roosts. It was noted that the cameras would assist in assessing whether the bat roost project is contributing to biodiversity net gain and provide valuable information on wildlife activity at the sites.

RESOLVED: that four trail cameras be purchased for use at the bat roost sites.

AGREED: unanimously.

wg26/04 – Hedges at Statfold Lane

The Clerk reported that the Parish Council has received a number of complaints regarding overgrown hedges obstructing footpaths at Statfold Lane. Members were advised that investigations have been undertaken to establish ownership and maintenance responsibility; however, responsibility remains unclear. It was noted that the areas may have been adopted by Staffordshire County Council, although responsibility could still rest with the original developer.

Members were further advised that the Parish Council appears to have previously entered into a Section 53 Agreement relating to the maintenance of the adjacent green open space and landscaped areas, however a copy of the agreement has not yet been located.

In the interests of public safety and accessibility, Members considered whether the Parish Council should undertake maintenance of the hedges pending clarification of ownership and long-term responsibility.

RESOLVED: that Fradley Parish Council assumes responsibility for maintaining the hedges adjacent to the footpaths at Stafford Lane to ensure that pathways remain safe, accessible and unobstructed.

AGREED: unanimously.

It was noted that the meeting had been in progress for two hours.

RESOLVED: that Standing Orders be suspended to allow the remaining business on the agenda to be completed.

AGREED: unanimously.

wg26/05 – Play Park Inspections and the Handyman Contract

The Clerk provided an update on the Worthington Road Play Park refurbishment project. Members were advised that works are scheduled to commence on 18 May and are expected to take approximately six weeks to complete.

It was noted that the original quotation did not include sand for the new sandpit area and that the Parish Council will therefore need to arrange for the purchase and delivery of suitable play sand. Members also discussed future maintenance requirements for the sandpit and surrounding area, including the management of overhanging vegetation.

Members were advised that preparatory works, including hedge cutting, crown lifting of pine trees and vegetation clearance, will be required ahead of the refurbishment works, subject to wildlife considerations. It was noted that pedestrian access through the play park will be maintained wherever possible during the construction period.

The Clerk reported that Creative Play recommends daily visual inspections of the play equipment once the site is operational. Members discussed establishing a rota system to undertake these checks and noted that future inspections and maintenance records could be managed through the Civic.ly asset management system.

Members also noted that Creative Play intends to provide drone footage and progress updates throughout the installation period.

Discussion then turned to the existing Handyman Contract. Members noted that, following the reorganisation of local government and the creation of Fradley Parish Council as a standalone authority, the current contractual arrangements should be reviewed. The discussion regarding the Handyman Contract was subsequently deferred by Full Council.

wg26/06 – S106 Projects.

The Clerk advised that progress now needs to be made on the outstanding S106 projects to ensure delivery within the required timescales.

Cllr Ashcroft and Cllr Crompton confirmed that they would assist the Clerk in progressing the remaining elements of the programme, including project development, location identification, and coordination of outstanding actions.

wg26/07 – Green Open Spaces – Kids, football, damage

The Clerk reminded members of previous complaints received from residents regarding children playing football on green open spaces within the village. Concerns raised included reports of antisocial behaviour, damage to the areas, and football goalposts being left permanently on the open spaces, limiting their use and enjoyment by other residents.

Members discussed the need to encourage more considerate use of these shared community areas. It was suggested that the Parish Council undertake a letter drop to nearby properties and consider a social media campaign requesting that football posts be removed after use and reminding parents and guardians to supervise children appropriately when playing in these locations.

Particular concern was raised regarding open spaces located adjacent to main roads, where footballs can pass through boundary fencing and create potential risks involving passing vehicles.

This matter will continue to be monitored, and members agreed that promoting awareness and responsible use would be the preferred initial approach.

wg26/08 – Any Other Business

Discussion took place regarding the potential need for an Assistant Clerk role to help support the Clerk due to the increasing workload associated with ongoing projects, the Worthington Road Play Park refurbishment, and the Clerk's forthcoming professional qualification commitments.

Members discussed the possible scope of the role, including expected hours, pay scale, and the level of qualifications or experience that may be appropriate. It was agreed that the Clerk should undertake further research into these matters and report back with findings and potential options at the next Working Group meeting.

26/16 – Clerk Reports

- a. Parish Council Diary Dates:
 - Worthington Road Play Park Upgrade Starts: Monday 18th May 2026 **Noted**
 - Follow Up Meeting with UPN: Monday 18th May 2026, 1pm on UPN, Common Lane, Fradley Park. **Noted**
 - License Service for Revd Johnathon Nicholas: Friday 22nd May 2026, All Saints Church, Alrewas, 5pm. **Noted**
 - 20's Plenty Meeting: Tuesday 9th June 2026, 7.30pm, Zoom. **Noted**
 - Dedication of a RAF Lichfield World War Two Memorial: St. Stephen's Church, Fradley, Saturday 13th June 2026 at 11am. **Noted**
 - Armed Forces Day: Tesco Fradley Park Distribution centre Thursday 25th of June from 1pm. **Noted**
- b. To note the sale of the K6 Telephone Kiosk is now complete. **Noted**
- c. To note we now have access to Civic.ly and the Parish Online subscription has been cancelled. **Noted**
- d. To note the Direct Debit has been set up for Civic.ly subscription. **Noted**
- e. To note that the bank mandate has been updated to remove former councillors who are no longer serving on the Council, and to add Cllr Kevin Stroud with viewing, submission, authorisation, and signatory access. **Noted**
- f. To note that the bank mandate has been updated to remove former councillors who are no longer serving on the Council, and to add Cllr Kevin Stroud with viewing, submission, authorisation, and signatory access. **Noted**
- g. To note the Clerk and Cllr Ashcroft attend the LDC Planning Committee meeting on 13.04.26 where the Horner Avenue application was discussed. **Noted**
- h. To note the Clerk attended the SLCC Branch meeting on 16th April 2026. **Noted**
- i. To note that the VAT reclaim form has been submitted and payment received. **Noted**
- j. To note the receipt of our precept payment. **Noted**

- k. To note the receipt of NCiL contributions of £4,255.53 for April 2026. **Noted**
- l. To note that the Clerk met with Helen from LWMTS, Tim Broster from Creative Play, and representatives from the construction team ahead of the commencement of works at Worthington Road Play Park. **Noted**
- m. To note that Cllr Leytham, District and Ward Cllr Cross, and the Clerk met with representatives from Vistry Homes to discuss the potential inclusion and logistical considerations of a pedestrian footpath linking the development to Common Lane. **Noted**
- n. To note that Cllr Leytham, District and Ward Cllr Cross, and the Clerk met with representatives from Barratt Homes to discuss the outstanding Section 106 obligations relating to the Anson Gardens/Fradley Manor development. **Noted**
- o. To note the outcome of planning application SCC/24/0128/VOC, which has now been granted. **Noted**
- p. To note the Internal Audit took place on Friday 24th April 2026. **Noted**
- q. Chair and RFO to sign the CiL Annual Report 2025-2026. **Noted**
- r. The Clerk has provided a list of training courses provided by the SLCC & SPCA for May and June, should Cllrs wish to take part in any, please email the Clerk directly. **Noted**

26/17 – Date and time of the next Parish Council Meeting to be confirmed as 18 June 2026 at Fradley Village Hall commencing at 7pm.

RESOLVED: The date and time of the next Parish Council meeting has been changed and confirmed as 11 June at 7.00pm. AGREED: unanimously.

Meeting closed at 21.25pm.

Signed:

Chair Cllr David Leytham

Date: