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NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL  
REPORT OF THE CLERK TO THE COUNCIL

15<sup>th</sup> January 2018

REPORT OF ACTIONS TAKEN BETWEEN MEETINGS

Set out below are the details of the Actions taken by the Clerk/RFO in consultation with the Chair under the authority granted Minute No. 4921).

Payee	Description	Reason for approval
Ms D Seymour	Staff Wages (4 Payments)	Agreed that staff wages to be paid on a weekly basis
Cllr Ian Bruckshaw	Chairperson's Allowance	Agreement to pay Allowance at same time as Officer's Salaries
R A S Griffiths	Salary	Paid in accordance with the provisions of the Contract of Employment
D J Phipps	Salary	Paid in accordance with the provisions of the Contract of Employment
Frankley Neighbourhood Forum	Payment for Printing and Distribution of Community News	Payment required on receipt of invoice

Recommended: That the actions taken by the Clerk/RFO in consultation with the Chair under the authorisation granted by Minute No.4921, be noted.

Clerk to the Council & RFO  
15<sup>th</sup> January 2018

**New Frankley in Birmingham Parish Council**

15th January 2018

Voucher 192/17 to 201/18

Voucher No	Cheque Number	BACs Number	Payee	Description	£.p
192/17	* 300686		Ms Daphne Seymour	Wages	22.50
194/17	* 300688		Ms Daphne Seymour	Wages (3 weeks)	67.50
195/17	* 300689		Cllr Bruckshaw	Chairpersons Allowance	64.00
196/17	* 300690		R A S Griffiths	Salary	695.90
197/17	* 300691		D J Phipps	Salary	389.75
199/17	DD		Birmingham City Council	Lease	1,600.00
198/17	* 300692		Frankley Neighbourhood Forum	Printing & Distribution of Community News	435.00
200/18	300693		Office Outlet	Stationery etc	285.81
201/18	300694		R A S Griffiths	Petty Cash Reimbursement	26.78
				<b>Total</b>	<b>£3,587.24</b>

A S Griffiths  
responsible Financial Officer

\* These payments were authorised between meetings by the Chairperson, Vice-Chairperson or the Responsible Financial Officer

5th January 2018



## DM PAYROLL SERVICES LTD

Registered company number 10880898

7 New Road  
Far Forest  
Kidderminster  
Worcestershire  
DY14 9TQ

Tel: 01299 269188  
Mobile: 07967 857397  
Email: [diane@dmpayrollservices.co.uk](mailto:diane@dmpayrollservices.co.uk)  
[www.dmpayrollservices.co.uk](http://www.dmpayrollservices.co.uk)

4th January 2018

New Frankley in Birmingham Parish Council  
40 Meadowvale Road  
Lickey End  
Bromsgrove  
Worcestershire  
B60 1JY

Dear Roger

### **Internal Audit Services for Financial Year 2017/2018**

As it is now approaching the end of the financial year, I am writing to confirm that I am available to once again carry out the Internal Auditor function for your Council.

#### *Roles and Responsibilities*

The Council is responsible for ensuring that the Council maintains proper accounting records together with an appropriate system of internal control.

As internal auditor, I will be responsible for reporting to the Council on the adequacy of the systems of internal control. I will carry out the audit following recommendations by the Smaller Authorities Audit Appointments and the Practitioner's Guide.

#### *Scope of Audit and Reporting Requirements*

In carrying out the internal audit, I will have full regard to the guidance on Internal Audit. In addition to this work, I will: Complete and sign section 4 of the Annual Return; and provide the Council with a written report of my findings upon completion of the audit.

#### *Independence*

I confirm that I am independent of the Council and of its Councillors and officers.

#### *Access to Information, Members and Officers*

I will require full access to all Council books and records, staff and councillors as considered necessary. Please find enclosed a list of documents I require for the audit.

I hold public indemnity insurance administered by Trafalgar Insurance. I am suitably qualified to carry out the audit; I am licensed by the Association of Accounting Technicians to carry out internal audits.

### **Fee**

The fee for the internal audit for this year will be £170.

Payment for the internal audit services will be made on receipt of an invoice and will be payable within 30 days of the invoice date. I reserve the right to charge an administration fee of £10.00 for unreasonably late payment.

### **File destruction**

I am registered with the Information Commissioner's Office for handling of data.

Whilst certain documents may legally belong to you, unless you tell me not to, I intend to destroy correspondence and other papers that I store which are more than seven years old, other than documents which I think may be of continuing significance. If you require the retention of any document, you must notify me of that fact in writing.

### **Ethical guidelines**

I will observe the ethical guidelines of the Association of Accounting Technicians and accept instructions to act for you on the basis that we will act in accordance with those guidelines. A copy of these guidelines will be supplied to you on request. My AAT licence does not allow for the undertaking of investment work or giving pensions advice.

### **Customer service**

I am committed to providing a high standard of customer service. If you have any ideas as to how the service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know. In the event that you have a complaint, I will look into this carefully and promptly and do all I can to explain the position to you or address your concerns. If you are still not satisfied you may of course make a complaint to the Association of Accounting Technicians. Arrangements are in place for continuity in practice.

### **Third parties**

All accounts, statements and reports prepared by me are for your exclusive use within your business or to meet specific statutory responsibilities. They should not be shown to any other party without my prior consent.

No third party shall acquire any rights pursuant to our agreement to provide professional services.

### **Applicable law**

This engagement letter is governed by, and construed in accordance with, English law. The Courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

### **Disclaimer**

I will not be liable for any loss suffered by you or any third party as a result of our compliance with the Anti Money Laundering Legislation or any UK law or at all.

Please note the responsibility for the detection of irregularities and fraud rests with the council and that this would normally be outside the scope of the engagement.

### **Agreement of terms**

Once agreed, this letter will remain effective from the date of signature until it is replaced. Either party may vary or terminate our authority to act on your behalf at any time without penalty. Notice of termination must be given in writing.

## **Privacy Policy**

Your personal information is held by DM Payroll Services Ltd for the duration of the audit. We will return all information to you and will not retain or copy any personal information. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25<sup>th</sup>, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

### **Description of processing**

The following is a broad description of the way this organisation processes personal information:

#### **Reasons/purposes for processing information**

We process personal information to enable us to provide accounting, auditing and related services, to maintain our own accounts and records.

#### **Type/classes of information processed**

We process information relating to the above reasons/purposes. This information may include:

- Personal details
- Financial details
- Employment details

#### **Who the information is processed about**

We process personal information about customers and employees.

#### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- ombudsmen and regulatory authorities- if necessary

#### **Personal information security**

We have in place security measures, rules and technical measures to specifically protect your personal data from unauthorised or improper use, and from accidental loss. We are only responsible for the security of your data once it has been received, i.e. we are not responsible if it is lost in the post.

#### **Access to Personal Information**

If you wish, you can obtain a copy of any personal information we have about you by sending your request to [daine@dmpayrollservices.co.uk](mailto:daine@dmpayrollservices.co.uk). We will provide you, at no charge, an electronic copy of all the personal data that we have regarding you within 30 days; although we shall require proof of your identity.

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or contact our Data Protection Officer for more specific enquires at [ben@dmpayrollservices.co.uk](mailto:ben@dmpayrollservices.co.uk).

If your council would like me to carry out your internal audit again this year then please sign a copy of this letter to confirm you have read and understood the contract and privacy policy. I will then make contact with you to arrange a mutually convenient date for the internal audit.

Yours sincerely

*Diane Malley*

Diane Malley M.A.A.T.

On behalf of ..... (insert name council)

I/We\* confirm that I/we\* have read and understood the contents of this letter and agree that it accurately reflects the services that I/we\* have instructed you to provide.

I/We\* confirm that I/we\* have read, understood the Privacy Policy and agree to DM Payroll Services Ltd using personal data for the purpose of carrying out internal services and that no personal data will be retained by DM Payroll Services Ltd following the conclusion of the audit.

Signed ..... Dated .....

Analysis of the Council's 3rd Quarter's Receipts and Payments as at 31st December 2017

	Receipts & Payments 3rd Qtr	2017/2018 Budget	%age of Budget spent 31st December 2017
<b>RECEIPTS</b>			
Localising-Council Tax Support Grant	40,899.00	40,899.00	
Precept	46,016.00	46,016.00	
Untaxed Interest Deposit Account	27.18		
Current Account Charges	54.00		
Transfer to from Deposit Account	1,770.00		
	85,118.18	86,915.00	
<b>PAYMENTS</b>			
<b>Salaries/Expenses</b>			
Staff Salaries Including NIC	17,701.62	27,000.00	65.56%
Chairperson's Allowance	640.00	800.00	80.00%
Staff Wages	900.00	1,200.00	75.00%
<b>Total Salaries/Expenses</b>	19,241.62	29,000.00	66.35%

**Accommodation Costs**

Office Lease	4,800.00	6,400.00	75.00%
Water Rates	184.22	170.00	108.36%
Electricity Bills	241.42	750.00	32.19%
Gas Bill	197.39	750.00	26.32%
Broadband Service	210.78	270.00	78.07%
Telephone	576.73	675.00	85.44%
Office Furniture & Equipment Purchases		250.00	0.00%
Office Equipment Maintenance	177.00		
Premises Repair and Maintenance		100.00	
Office Equipment Lease	214.08	250.00	85.63%
Replacement Computer		600.00	

**Total Accommodation Costs**

6,601.62      10,215.00      64.63%

**Administration**

Petty Cash	347.64	750.00	46.35%
Printing and Stationery	753.90	750.00	100.52%
Computer Software and Consumables		250.00	
Website	49.99	50.00	
Audit Fees	525.00	650.00	80.77%
Subscriptions	1,093.08	1,250.00	87.45%
Parish Council Insurance	1,191.06	1,250.00	95.28%
Advertising - Recruitment			
Training	105.00	250.00	42.00%

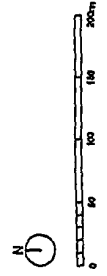
**Total Administration Costs**

4,065.67      5,200.00      78.19%

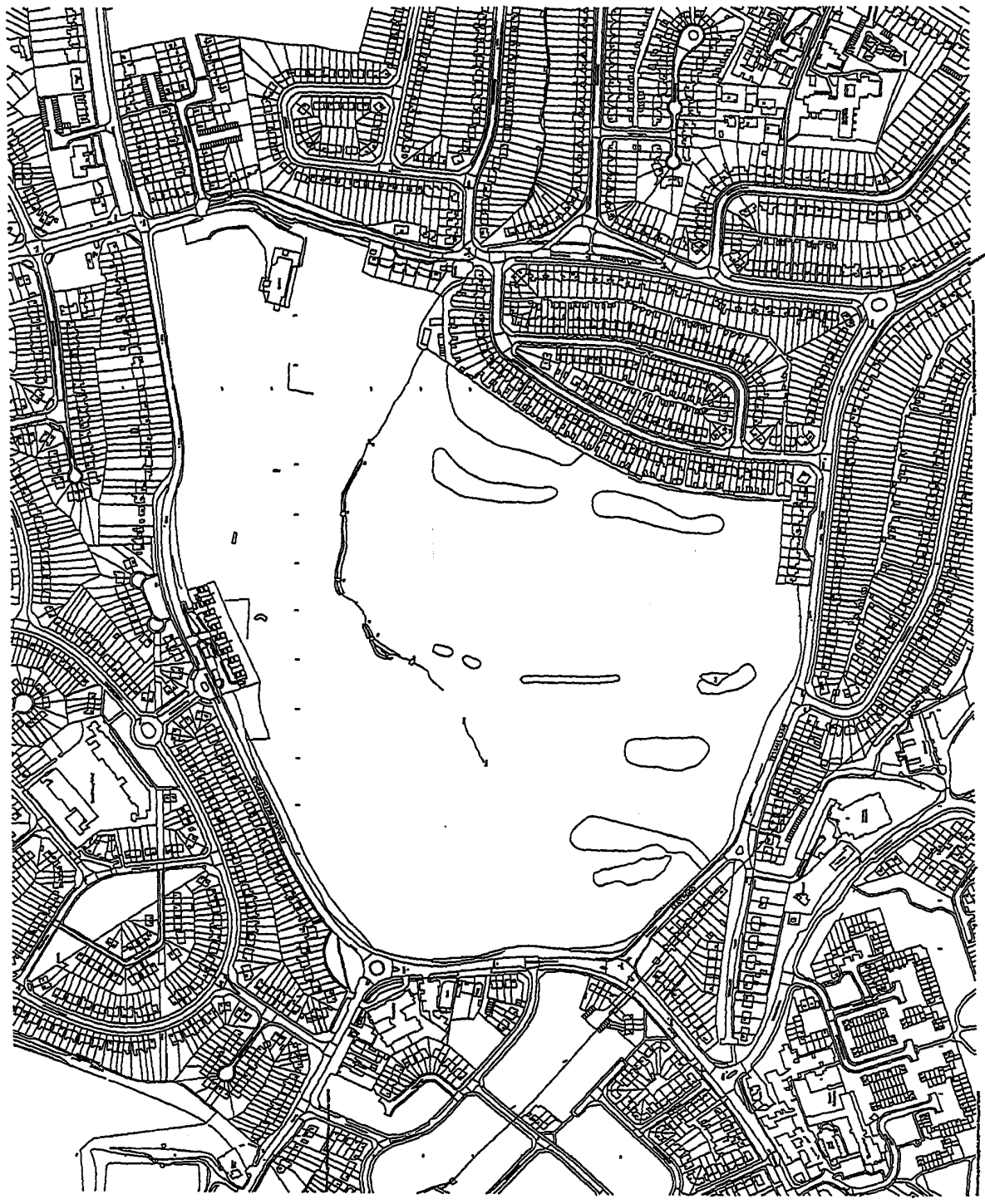


<b>Community Expenditure</b>			
Library Summer Playscheme	4,115.00		
MUGA Annual Inspection	66.50		
Frankley Carnival	3,115.00		
Sport Coaching Programme			
1 <sup>st</sup> Board (Planning Rebate)	15.00		
<b>Total Community Expenditure</b>	<b>7,281.50</b>	<b>7,500.00</b>	<b>97.09%</b>
<b>Section 137 Funding</b>			
Poop Scoops	896.00		
Gardening Services	840.00		
Frankley Neighbourhood Forum	1,305.00		
Christmas Tree	110.00		
Frankley Street Champions	3,000.00		
Elderly Telephone Hub	0.00		
<b>Total Section 137 Funding</b>	<b>6,151.00</b>	<b>35,000.00</b>	<b>17.57%</b>
<b>TOTAL PAYMENTS</b>	<b>43,341.41</b>	<b>86,915.00</b>	<b>49.87%</b>

NOTES  
This drawing is the property of the client and is not to be used for any other purpose without the written consent of the client. It is to be used for the purpose of the planning application only and is not to be used for any other purpose. It is to be used for the purpose of the planning application only and is not to be used for any other purpose.



Application site boundary  
Land under water ownership



PLANNING

120000 03/01  
20th September 2017 - CER/TJ  
G863-L-50

LOCATION PLAN - CLUBHOUSE

Bloor Western Homes Ltd  
Land off Frankley Beeches Road

Scale: 1:1000  
Date: 20th September 2017  
Drawing No: G863-L-50



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**Application for prior notification of proposed demolition.  
Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 11**

**Publication of applications on planning authority websites.**

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

**1. Applicant Name, Address and Contact Details**

Title:	<input type="text"/>	First Name:	<input type="text"/>	Surname:	<input type="text" value="Bloor Homes"/>
Company name:	<input type="text"/>				
Street address:	<input type="text" value="C/O agent"/>				
	<input type="text"/>				
	<input type="text"/>				
Town/City:	<input type="text"/>				
Country:	<input type="text"/>				
Postcode:	<input type="text"/>				
Are you an agent acting on behalf of the applicant?				<input type="radio"/> Yes <input type="radio"/> No	

**2. Agent Name, Address and Contact Details**

Title:	<input type="text" value="Mr"/>	First Name:	<input type="text" value="James"/>	Surname:	<input type="text" value="Hollyman"/>
Company name:	<input type="text" value="Harris Lamb Property Consultancy"/>				
Street address:	<input type="text" value="75-76 Francis Road"/>				
	<input type="text" value="Edgbaston"/>				
	<input type="text"/>				
Town/City:	<input type="text" value="Birmingham"/>				
Country:	<input type="text"/>				
Postcode:	<input type="text" value="B16 8SP"/>				
	Telephone number: <input type="text" value="01212136022"/>				
	Mobile number: <input type="text"/>				
	Fax number: <input type="text"/>				
	Email address: <input type="text" value="james.hollyman@harrislamb.com"/>				

### 3. Site Address Details

Full postal address of the site (including full postcode where available)

Description:

House:  Suffix:

House name:

Street address:

Town/City:

Postcode:

Description of location or a grid reference  
(must be completed if postcode is not known):

Easting:

Northing:

### 4. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?  Yes  No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title:  First name:  Surname:

Reference:

Date (DD/MM/YYYY):  (Must be pre-application submission)

Details of the pre-application advice received:

### 5. Proposed Demolition Works

Please describe the building(s) to be demolished:

Please state the reasons why demolition needs to take place:

Please describe the proposed method of demolition:

Please describe details of the proposed restoration of the site:

When do you expect the works to commence?

When do you expect the works to be completed?

Are there any public Rights of Way within the site or immediately adjoining the site?  Yes  No

Is redevelopment or rebuilding proposed at a later date?  Yes  No

Does the proposal involve the felling or pruning of any tree(s)?  Yes  No

How and where would spoil/rubble be disposed of?

## 6. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes  No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

The agent  The applicant  Other person

## 7. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

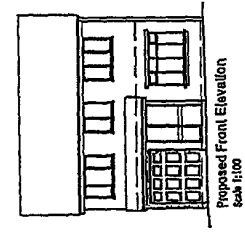
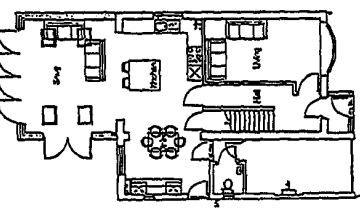
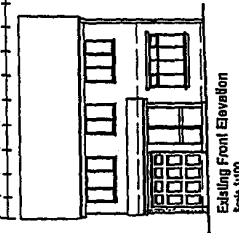
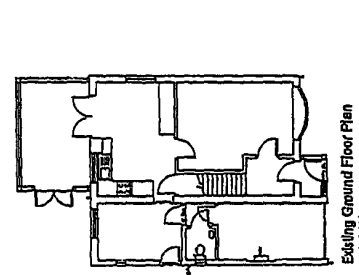
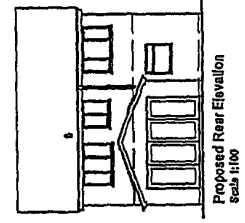
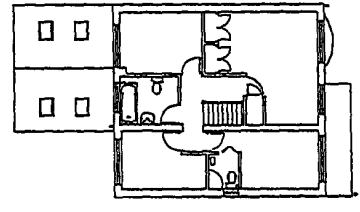
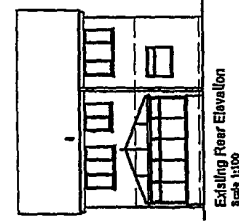
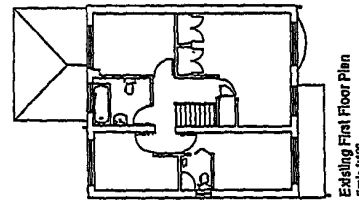
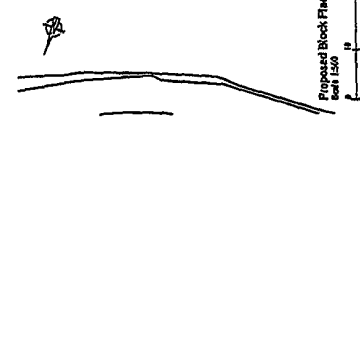
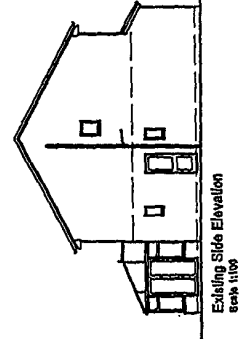
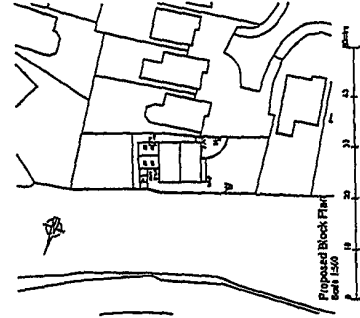
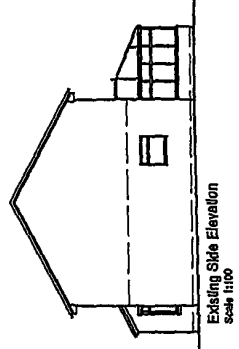
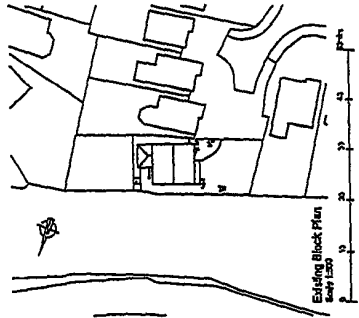
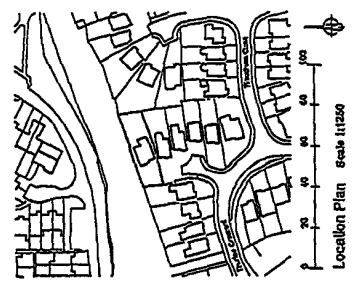


Date

15/12/2017

ALL NOTICES ARE TO BE CHECKED ON SITE PRIOR TO CONSTRUCTION. THE CONTRACTOR IS TO VERIFY THE ACCURACY OF ANY INFORMATION BETWEEN DRAWINGS, SPECIFICATIONS AND SITE CONDITIONS.

THE CLIENT IS ADVISED TO CHECK THE DRAWINGS WITH ALL NEIGHBOURS PRIOR TO COMMENCING WORK. THE CONTRACTOR IS REQUIRED TO HAVE READ AND UNDERSTOOD ALL CONDITIONS AND NOTES ATTACHED TO THE PLANNING "NOTICE OF DECISION" AND SERVE ANY NOTICES REQUIRED THEREIN BEFORE COMMENCING THE WORKS.



REVISION	DESCRIPTION	DATE	BY	CHECK
	HIGHBURY DESIGN Consultants, Project Managers, Cost Consultants			
	NO. 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100			
CLIENT Mr Johnathan Green				
PROJECT 29 Thurlow Crescent Rubbery, Birmingham B46 8YN				
TITLE Existing & Proposed Plans and				
DATE	SCALE	THICKNESS	PRICE	
01.08.17	1:100	10mm	£3200.00	

## Jan 2018. Parish Council briefing

**Frankley Carnival Committee** – A new year with new aspirations. We plan this year to hold our carnival before the end of the school year, 30<sup>th</sup> June. We are hoping to work closer with all schools in our parish, a view shared by teachers.

We didn't run a Halloween evening event last year in view of the poor attendance in 2016. There are plenty of evening events being held locally and we consider our job is to fill social gaps, not compete with others. Our art events at Halloween and throughout the year are well supported by the community and run by our predominantly ladies art team.

Steve Langstone's Christmas project ran into problems with weather and organisation but was a credit to him and his team. The general feeling is that we should do it again but in a revised manner.

**HLB** – Work is continuing on our revised spending plan for the financial year but there is little to report at present.

**FNF** – Our next meeting will be on 18<sup>th</sup> Jan. 6:00 @ the Parish Office. All members of the community are welcome.

**FSC** – Work continues, having been interrupted by holidays and bad weather. Our tipping agreement expires on Feb 4<sup>th</sup> 2018. We are in discussion with BCC to renew it and will keep PC and Champions updated.

Sid Grey is leading a project to prevent vehicles driving across education land from Boleyn Road. This will consist largely of moving timber green waste within the parish. The waste will be formed into dead hedges reinforced with timber stakes. Examples of this technique can be seen in Balaam's Wood.

**Green Gym/Balaam's Wood LNR** – The 2 volunteer events planned for December were cancelled due to bad weather, it is planned to reschedule both events.

The island contained by the moat at the rear of the Lickey Banker public house is due to be partially cleared of brush and brambles. The concept is to return the island to community use. The moat and island is a scheduled ancient monument, this restricts what we can do. Put at its simplest we can only work above ground level, e.g. we could put a bench on the island but we may not fix it into the ground. The land is owned by BCC and comes under the control of Parks Dept., which is keen to work with us and will direct the operation. Cllr Walker is the lead player on this project.

**BCC** – BCC is planning to encourage more Parish and Town Councils in Birmingham. As the only Parish Council in Birmingham we are in the spotlight. A cursory look at parishes across Britain suggests that New Frankley is exceptional; to what extent this is due to the Council, Councillors, voluntary bodies &/or the community is debateable. There will doubtless be a lot more to say about this as the year progresses.

**Bruce Pitt 7<sup>th</sup> Jan. 2017.**

OUTSTANDING MINUTES – 15<sup>th</sup> January 2018

Minute Number(s)	Item	Update
3883, 4066, 4113, 4218, 4247, 4656, 4676, 4702, 4747, 4767, 4796, 4819, 4836, 4861, 4887, 4915	Outdoor Exercise Equipment	<p>Awaiting arrangements for a meeting between the Head Teacher of Balaam Wood school and the nominated representative of the Parish Council.</p> <p>Awaiting details of arrangements for a meeting between the Head Teacher of Balaam Wood school and the nominated representative of the Parish Council, which would now take place in the Autumn term.</p> <p>Councillor Pitt confirmed that he had a conversation with the Head Teacher who was keen for the project to go ahead. A meeting of the Liaison Committee will be arranged at a convenient date to discuss the project</p> <p>The situation remains unchanged concerning a proposed meeting of the Liaison Committee to discuss the project. This will be arranged at a convenient date.</p> <p>Councillor Pitt advised that he would endeavour to contact the school Secretary in order to progress the matter owing to difficulty in contacting the Head Teacher due to his daily workload.</p> <p>Councillor Pitt undertook to arrange a meeting with Ward Councillor Cruise to progress the matter.</p>