

At a meeting of the New Frankley in  
Birmingham Parish Council held at the  
Parish Council Office, 12 Arden Road,  
Frankley, on Monday, 19<sup>th</sup> March 2018, at  
1930 hours

- Present: Councillor Ian Bruckshaw (Chairperson)
- Councillors Eric Carter BEM, Tammy Clayton, Linda Coates,  
Sam Goodwin, Sid Grey MBE, Trevor Muddyman,  
and Joanna Walker.
- Also in Attendance Ward Councillor Andy Cartwright
- Members of the Public There were no members of the public present.

## MINUTES

### **APOLOGIES FOR ABSENCE**

- 4977 Apologies for absence for the reasons stated were submitted on behalf of Councillors Griffiths (illness), Hollis (weather conditions) and Pitt (family issues). The reasons for the absences were accepted.

### **DECLARATIONS OF INTERESTS (EXISTENCE AND NATURE) WITH REGARD TO ITEMS ON THE AGENDA**

- 4978 There were no declarations of interest made with regard to items on the agenda.

### **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

- 4979 There were no items raised by the Members of the Public with respect to items on the agenda.

## MINUTES

It was proposed by Councillor Muddyman, seconded by Councillor Linda Coates, and, with none dissenting, was –

- 4980 **RESOLVED:** That the Minutes of the meeting of the Parish Council held on 19<sup>th</sup> February 2018, having previously been circulated, were taken as read, confirmed and signed.

## **MINUTES OF THE MEETING OF THE AUDIT COMMITTEE – 14<sup>TH</sup> FEBRUARY 2018**

4981 The Minutes of the Audit Committee held on 14<sup>th</sup> February 2018 were noted.

(Interleaved Document No. 1)

### **CHAIRPERSON'S ANNOUNCEMENTS**

#### **Nomination Forms – Parish Council Elections**

4982 The Chairperson announced that nomination forms for the Parish Council Elections were available for completion by those Members seeking re-election. He added that the completed forms had to be handed into the City's Election Office by 1600 hours on Friday 6<sup>th</sup> April 2018.

The Clerk added that notices publicising the Parish Election would be placed at locations throughout the Parish. In response to a question from a Member, the Clerk advised that upon attending a polling station, voters would be given one ballot paper for the City Council elections and one ballot paper for the Parish Council elections.

The Clerk requested that nomination forms, which must include a proposer and seconder, be completed in the Parish Office for initial checking purposes.

#### **Beat Sweeper**

4983 The Chairperson stated that he had received a visit from Rachel Pearson, Assistant Service Manager Fleet and Waste Department, who had advised that the City was proposing to locate a beat sweeper on Frankley. The Chair advised that this operative would be in addition to the Street Champion's volunteer who already undertook street cleaning on Frankley and the Chair added that he would be working out routes for the City's beat sweeper.

#### **PAT Testing**

4984 The Chairperson advised that all the Office's portable electrical equipment was due for PAT testing. The Clerk confirmed that the Portable Appliance Testing of all electrical appliances in the office was normally undertaken at this time of year.

### **QUESTIONS**

4985 There were no questions to the Chairperson.

### **REPORT OF ACTION TAKEN UNDER AUTHORITY BY THE CHAIRPERSON AND OFFICERS**

4986 The following report of actions taken was noted -

(Interleaved Document No.2)

## **SCHEDULE OF PAYMENTS**

The following Schedule of Payments was submitted –  
(Interleaved Document No.3)

It was proposed by Councillor Goodwin, seconded by Councillor Linda Coates, and, with none dissenting, was –

- 4987 RESOLVED: That the payments, as set out in the schedule now submitted, be approved.

## **NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL'S RISK ASSESSMENT AND RISK REVIEW LOG FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**

- 4988 The Parish Council's Risk Assessment and Review Log setting out the potential risks, and the actions put in place to mitigate identified risks were noted.  
(Interleaved Document No.4)

## **GENERAL DATA PROTECTION REGULATIONS**

A report of the D M Payroll Services which outlined the changes to be made to the Parish Council's document processes and administration and security was submitted

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(Interleaved Document No.5)

The Clerk reported that the officers of D M Payroll Services had undertaken a review of the Council's current procedures and document storage arrangements and had recommended that the following measures to be undertaken to be effective from 25<sup>th</sup> May 2018.

- A major change concerning the filing cupboards, which, in future would be locked including during the working hours;
- A review of storage policy to identify those files which were considered to be out of date in accordance with the retention policy and consequently destroyed;
- The backup external drive to the office computer was to be detached and locked in a secure location out of office hours to protect against potential data loss.

The contents of the documents were duly noted, and it was agreed that the required actions were to be implemented as soon as possible.

It was proposed by Councillor Linda Coates, seconded by Councillor Grey, and, with none dissenting, was –

- 4989 RESOLVED: (i) That the content of Documents (i) to (vii) be noted;
- (ii) That the required actions set out in Document (ii) be implemented as soon as possible and in any case before 25<sup>th</sup> May 2018;
- (iii) That the Retention Policy set out in document (iii) be adopted as Council Policy with immediate effect.

### **PLANNING APPLICATIONS**

4990 There were no planning applications submitted for consideration by the Council

### **DECISIONS MADE ON PLANNING APPLICATIONS**

#### **33-35 Wareham Road, Frankley, Birmingham B45 0JS**

The following consultation document was submitted –

(Interleaved Document No.6)

|                    |   |
|--------------------|---|
| Application Number | 2017/01870/PA   |
| Site               | 33-35 Wareham Road, Frankley, Birmingham B45 0JS  |
| Proposal           | Variation of Condition No. 3 attached to planning application 2003/00651/PA to allow opening hours between 11.30 – 14.00 Monday to Saturday and 16.00 – 22.00 on Sundays. |
| Decision           | Permission Granted  |

4991 Following discussion, the decision document was duly noted.

### **LONGBRIDGE CONSULTATIVE COMMITTEE**

4992 Councillor Grey reported that the next meeting was yet to be arranged. He confirmed that a new Chairman, Chris Newsome, had been appointed and planned projects had been shelved due to lack of custom, quoting examples such as a proposed new cinema, shops and restaurants.

Councillor Grey also stated that proposals for a new office block had been temporarily shelved, and there was uncertainty over the amount of land available following the departure of the MG Company.

**CARNIVAL COMMITTEE, HOUSING LIAISON BOARD, STREET CHAMPIONS,  
BALAAM'S WOOD MANAGEMENT COMMITTEE, FRANKLEY NEIGHBOURHOOD  
FORUM, AND THE COMMUNITY WATCH CO-ORDINATORS**

The following report from Councillor Pitt was submitted-

(Interleaved Document No. 7)

The following were amongst the items discussed arising from the foregoing report-

**Neighbourhood Watch**

- 4993 Councillor Muddyman stated that once the new Police Sergeant had established the new shift patterns he would then discuss with him convenient dates for meetings of the Neighbourhood Watch.

**HLB**

- 4994 The Chairperson confirmed that he had finally received funding for the clearance of a section of Frogmill Walk. The Chairperson added that the programme of litter bin installation would proceed once the Housing Manager had confirmed the proposed locations for the litter bins and the planters.

**Frankley Street Champions**

- 4995 The Chairperson stated that the new tipper truck was now in operation, and the volunteer litter picker was in place operating within the shopping precinct and surrounding area.

**Fly Tipping**

- 4996 The Chairperson confirmed that he would be delivering letters to persistent offenders as soon as possible.

**TRANSPORT ISSUES**

**Reinstatement of Bus Stop outside Grosvenor Precinct.**

- 4997 Councillor Muddyman advised that due to pressure from local shops, the bus stop outside the Grosvenor Shopping Precinct had been reinstated.

**ITEMS FOR INFORMATION ONLY**

**Green Recycling Bins**

- 4998 Councillor Goodwin advised that the large green recycling bins had been removed from the both the Arden Road shops car park and the Reaside Centre on Ormond Road.

**Proposed Crematorium**

4999 Councillor Joanna Walker reported that she had attended the meeting concerning the application for a Crematorium on the land off New Inns Lane. The proposals were considered by Bromsgrove District Planning Committee and were refused again due to the possible effect on the local highways. Councillor Joanna Walker added that she had heard a rumour that the developer was now considering retaining the site as a Cemetery which it was originally proposed to be.

### **Panels at the side of Arden Road Shopping Precinct**

5000 In response to questions regarding the proposal to reinstate the panels on the wall facing the library, the Clerk stated that he had had an initial discussion with Jemma McCann who was proposing to set up a community group to fund the reinstatement the damaged panels. She had recently visited the Parish Office to report that she had obtained funding of £30 for each panel fund the reinstatement of 7 of the Panels from 7 Frankley Organisations, a total of £210.

Given the original cost of erecting and painting the panels, Members were concerned that £30 per panel would not be insufficient to complete the work and it was agreed that the Chairperson and Clerk discuss Jemma's proposal with her to clarify the work it was purposed to undertake and the costs of such work to be reported to the next Parish Council meeting.

### **Frogmill Walk**

5001 The Chairperson reported that the Army Cadet Squad had cleared Frogmill Walk of all litter which has consequently improved the outlook of the site. Councillor Linda Coates added that she was informed that the gardener at Balaam Wood school would be able to provide plants around the raised beds on the entrance to the library.

### **OUTSTANDING MINUTES**

The following schedule of Outstanding Minutes was laid on the table -

(Interleaved Document No.8)

#### **Outdoor Exercise Equipment**

**Minutes Nos. 4767,4796, 4836, 4861,4887,4915,4942 and 4973**

5002 The Assistant Clerk reported that was unaware of any further progress since the last meeting.

The Chairperson enquired as to future progress as Ward Councillor Cruise would not be standing for re-election in the May Council Elections.

Ward Councillor Cartwright added that he understood Ward Councillor Cruise is a member of the School Governing Body and the issue could be progressed via that channel of communication.

## **REPORTS OF DISTRICT COUNCILLORS**

### **5003 Proposed Crematorium**

Ward Councillor Cartwright advised that 90 people attended the recent meeting concerning proposed developments adding that the possible outcome may be the retention of the Cemetery, and a possible alteration of the entrance due to concerns over traffic issues.

### **Car Parking**

5004 Ward Councillor Cartwright highlighted the parking problems around the Reaside Centre and Balaam Wood school and suggested that the Chairperson, along with Councillor Grey arrange a meeting with Glen Smith at Birmingham City Council to register concerns and discuss alternatives. Councillor Grey expressed concern at the proposal of Reside Academy to use the alternative access from and exit onto Cross Farms Road as a replacement entrance/exit, as in his opinion the use of that entrance/exit onto a what was a fairly busy road, was more dangerous than using Ormond Road entrance/exit.

## **LOCAL ISSUES RAISED BY MEMBERS OF THE PUBLIC**

5005 There were no members of the public present.

## **EXCLUSION OF THE PRESS AND PUBLIC**

### **Quotation from Fu'Shia Landscapes**

The Clerk re-affirmed the quotation received from Fu'Shia Landscapes to cut the lawns in front of the shops on three verges including banks, trim out edges and remove all rubbish from the site on 15 occasions between March and October 2018. The Clerk stated that the quotation received amounted to £60 per occasion, with the annual cost of £900.

It was proposed by Councillor Joanna Walker, seconded by Councillor Carter, and, with none dissenting, was –

5006 **RESOLVED:** That quotation submitted by Fu'Shia Landscapes to cut the lawns in front of the Arden Road shops on three verges including banks, trim out the edges and remove all rubbish from the site on 15 occasions between March and October 2018 be accepted.

**AUTHORITY TO CHAIRPERSON AND OFFICERS**

It was proposed by Councillor Goodwin, seconded by Councillor Muddyman, and, with none dissenting, it was -

- 5007 RESOLVED: That the Chairperson (or in his absence, the Vice Chairperson, if appropriate) is hereby authorised to act until the next meeting of the Parish Council, except in respect of the Council’s functions in which case the appropriate officers are hereby authorised to act in pursuant of the powers delegated to them in consultation with the Chairperson or Vice-Chairperson; further, that a report of all action taken under this authority be submitted to the next meeting of the Council and that such a report shall explain why this authority was used.

**MEETING ENDED AT 2025 HOURS**

.....  
Chairperson

.....  
Date