

## NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend a meeting of the Parish Council which will be held on **Monday, 20th May 2019**, at the Parish Council Office, 12 Arden Road, Frankley, following the meeting of the Parish Assembly **but no earlier than 1930 hours** to transact the business shown on the Agenda below.

*S. Whittaker*

Clerk

13th May 2019

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### AGENDA

**1 Election of Chairperson**

To elect a Chairperson for the period ending with the Annual Meeting of the Council in May 2020.

**2 To Receive the Chairperson's Declaration of Acceptance of Office**

**3 Election of Vice-Chairperson**

To elect a Vice-Chairperson for the period ending with the Annual Meeting of the Council in May 2020.

**4 Apologies and Reasons for Absence (if any)**

**5 To Appoint Representatives to Outside Bodies**

All appointments/nominations, unless otherwise stated, are for the period ending with the Annual Meeting of the Parish Council in May 2019.

- i) City Council's Standards Committee  
(Last year Councillor Bruckshaw)
- ii) Northfield District Committee  
(Last year Councillor Pitt)
- iii) Longbridge Consultative Group  
(Last year Councillors Grey and Muddyman)
- iv) Longbridge Transportation Visioning Workshops

(Last year Councillor Grey with Councillor Bruckshaw as substitute Member)

v) Balaam's Wood Management Committee

(Last year Councillors Linda Coates and Joanna Walker)

vi) Northfield Constituency Flood and Emergency Planning Committee

(Last year Councillor Bruckshaw)

vii) Frankley Carnival Committee

(Last year Councillor Linda Coates)

viii) Liaison Body with Balaam Wood School

(Last year Councillors Bruckshaw, Linda Coates, Muddyman and Pitt – attendance of the above appointees to meetings of the liaison body to be at the discretion of the Chairperson)

## **6 Dates of Meetings of the Council for the 2019/2020 Municipal Year**

To set the dates of Parish Council Meetings for the period ending with the Annual Meeting of the Council in May 2020.

It is recommended that the Council meets on the following Mondays at 1930 hours: -

### 2019

17<sup>th</sup> June; 15<sup>th</sup> July; 19<sup>th</sup> August; 16<sup>th</sup> September;

21<sup>st</sup> October; 18<sup>th</sup> November; 16<sup>th</sup> December

### 2020

20<sup>th</sup> January; 17<sup>th</sup> February; 16<sup>th</sup> March; 20<sup>th</sup> April

with the Annual Meeting of the Council and the Annual Parish Assembly on 18<sup>th</sup> May, 2020

## **7 Planning, Environmental, Highways and Public Transport Committee for the 2019/2020 Municipal Year**

To appoint the members and the Chairperson (a maximum of 7) of the Planning, Environmental, Highways and Public Transport Committee for the period ending with the Annual Meeting of the Council in May 2020. [The Chairperson and Vice Chairperson of the Council are ex officio members of the Committee and, accordingly, the Council needs to appoint a further **FIVE** members].

(Last year – Councillors Tammy Clayton, Goodwin (Chairperson), and Pitt together with the Chair and Vice-Chair as ex-officio Members)

**8 Dates of Meetings of the Planning, Environmental, Highways and Public Transport Committee for the 2019/2020 Municipal Year**

It is recommended that meetings of the Planning, Environmental, Highways and Public Transport Committee be convened at the call of the Chairperson as and when there is business to transact.

**9 Staffing Committee for the 2019/2020 Municipal Year**

To appoint the members and the Chairperson (a maximum of 3) of the Staffing Committee for the period ending with the Annual Meeting of the Council in May 2020 (Note that the same Members cannot serve on both the Staffing and Appeals Committee) [Last year the Chairperson and Vice-Chairperson of the Council did not exercise their right to be ex officio Members of this Committee]

(Last year Councillors Pitt, Linda Coates and Joanna Walker)

**10 Dates of Meetings of the Staffing Committee for the 2019/2020 Municipal Year**

It is recommended that meetings of the Staffing Committee be convened at the call of the Chairperson as and when there is business to transact.

**11 Appeals Committee for the 2019/2020 Municipal Year**

To appoint the members and the Chairperson (a maximum of 3) of the Appeals Committee for the period ending with the Annual Meeting of the Council in May 2020 (Note that the same Members cannot serve on both the Staffing and Appeals Committee) [Last year the Chairperson and Vice-Chairperson of the Council did not exercise their right to be ex officio Members of this Committee]

(Last year Councillors Grey and Goodwin.)

**12 Dates of Meetings of the Appeals Committee for the 2019/2020 Municipal Year**

It is recommended that meetings of the Appeals Committee be convened at the call of the Chairperson as and when there is business to transact.

**13 Dates of Meetings of the Audit Committee for the 2019/2020 Municipal Year**

It is recommended that meetings of the Audit Committee meet as and when there is business to transact subject to the proviso that it must meet at least once during February or March 2019.

**14 Finance and Management Committee for the 2019/2020 Municipal Year**

To appoint the members and the Chairperson of the Finance and Management Committee for the period ending with the Annual Meeting of the Council in May 2020. [The Chairperson and Vice Chairperson of the Council are ex officio members of the Committee and, accordingly, the Council needs to appoint a further **three** members].

**15 Declarations of interest (existence and nature) with regard to items on the agenda**

Members are reminded that the Council's Code of Conduct requires that any Member, having a Pecuniary or a Non-pecuniary interest in any of the business to be transacted, must declare all such interests either at the start of the meeting or immediately before the item is discussed.

If a Member declares a non-pecuniary interest then that Member may remain in the meeting, take part in the discussion and vote on the matter.

If a Member declares a pecuniary interest, then he/she must not take part in any discussion of the matter at the meeting and must NOT vote on the matter. Members need not withdraw from the meeting but any participation by the Member at the meeting in respect of the matter in which they have a pecuniary interest is a criminal offence for which the Member may be prosecuted as well as referred to the City Council's Standards Committee.

**16 Public participation session with respect to items on the Agenda**

*[No decision on the matter before the Council shall be made at this point in the meeting]*

Where a Member has a pecuniary interest in the business of the Council that Member must declare that interest but may speak at the meeting for the purpose of making representations, answering questions, or giving evidence relating to the business providing the

public are also permitted to attend the meeting for the same purpose. Any representations relating to the business contained on the agenda in which a member has a pecuniary interest or members of the public wish to speak on, should be made at this point of the meeting.

#### **17 Chairperson's Allowance**

Members will recall at the meeting of the Council in April 2016, the recommendation of the City's Independent Remuneration Committee in respect of Parish Council's Chairperson's allowances was approved.

It is therefore recommended that the Chairperson's Annual Allowance be set at £800.00 p.a. to be paid in 10 instalments starting with the payment at the end of May.

#### **Attached 18 Minutes**

To approve and authorise the signing of the Minutes of the meeting of the Council held on 15<sup>th</sup> April 2019.

#### **Attached 19 Minutes of the Meeting of the Planning, Environmental, Highways and Public Transport Committee held on 8<sup>th</sup> May 2019**

To note the Minutes of the Planning, Environmental , Highways and Public Transport Committee held on 8<sup>th</sup> May 2019.

#### **20 Chairperson's Announcements**

To receive the Chairperson's announcements and any such communications as the Chairperson may wish to place before the Council.

#### **21 Questions**

In accordance with Standing Order 9, Members of the Council may ask the Chairperson any question concerning the business of the Council.

#### **Attached 22 Internal Auditor's Report**

To receive the report of the Internal Auditor and to approve any recommendations contained therein.

#### **Attached 23 Annual Return for the Year Ending 31<sup>st</sup> March 2019**

##### **A Annual Governance Statement**

To approve the attached Annual Governance Statement and to authorise the signing thereof by the Chairperson and the Clerk.

**B Statement of Accounts**

To approve the attached Statement of Accounts and to authorise the signing thereof by the Chairperson and Responsible Financial Officer.

**Attached 24 Parish Council Annual Accounts**

To approve the attached accounts and to authorise their signing by the Chairperson of the Council and the Responsible Financial Officer.

**Attached 25 Report of Action Taken under Authority to Chairperson and Officers**

To note the attached report detailing the actions taken by the Chairperson and Officers in accordance with Resolution No. 5350.

**Attached 26 Schedule of Payments**

To approve the payments as set out on the attached schedule.

**Attached 27 Revised Grant Application**

To approve the revised Grant Application Form as now submitted.

**Attached 28 Grant Applications**

**A) Community News**

A supplementary invoice as publication of newsletter on 2<sup>nd</sup> April 2019 was a double issue (should have been £890.00) and a grant for £445.00 was put in at the time was submitted by the Forum.

The Grant, if approved, will be paid under the provisions of Sections 137 and 139 of the Local Government Act 1972.

**B) ?**

**Attached 29 Planning Applications**

The following Planning Applications are submitted for Member's consideration -

**Queen Elizabeth Road**

Application Number	2019/03139/PA
Site	14 Queen Elizabeth Road, Birmingham, B45 ONE
Proposal	An erection of single storey rear extension.

The Council's observations on the foregoing Application are requested

**North Worcestershire Golf Club Frankley Beeches Road**

Application Number 2019/03155/PA

Site North Worcestershire Golf Club, Frankley Beeches Road, Northfield, Birmingham, B31 5LP.

Proposal Application for Prior Notification for the installation of 20m high telecommunication tower, 12 no. apertures, 4 no. dishes and associated works.

The Council's observations on the foregoing Application are requested.

**The Pines**

Application Number 2019/03058/PA

Site 16 The Pines, Rubery, B45 9FD.

Proposal Erection of single storey rear extension.

The Council's observations on the foregoing Application are requested

**30 Decisions made on Planning Applications**

There were no decisions made on planning applications.

**31 Councillor Training**

To discuss possible dates for Councillor training at the Parish Office.

**Training for Councillors**

Proposed training schedule for new and existing councillors.

**32 Items for Information Only**

Members may raise items not on the agenda under this heading as long as they involve no more than an exchange of information.

**33 Outstanding Minutes [To be laid on the table]**

To receive a verbal report from the Clerk to update Members regarding the schedule of outstanding minutes which will be laid on the table at the meeting

**34 Reports of District Councillors**

The Councillors for the Longbridge Ward are invited to report of any matter pertaining to the activities of the Parish Council which are not included in the foregoing agenda.

(Note: No decisions can be made on matters raised under this item. If necessary, a report can be requested for a future Council meeting.)

**35 Local Issues Raised by Members of the Public**

To allow members of the public to raise matters of local concern

(Note: No decisions can be made on matters raised under this item. If necessary, a report can be requested for a future Council meeting.)

**36 Authority to Chairperson and Officers**

Chairperson to move: -

“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.”

Sarah Whittaker, Clerk

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