

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend the parish council meeting of the New Frankley in Parish Council which will be held at the Parish Council Office, 12 Arden Road, Frankley, on **Monday, 19th July 2021**, at 1930 hours.

S. Whittaker

Clerk

12th July 2021

AGENDA

- 1 APOLOGIES AND REASONS FOR ABSENCE (IF ANY)**
- 2 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.

3 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.

ATTACHED 4 MINUTES OF THE PARISH COUNCIL MEETING

To approve and authorise the signing of the Minutes of the meeting of the Council held on 21st June 2021.

ATTACHED 5 MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING

To note the Minutes of the Finance & Management Committee meeting held on 28th June 2021.

6 CHAIRPERSON'S ANNOUNCEMENTS

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

7 QUESTIONS

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

ATTACHED 8 SCHEDULE OF PAYMENTS

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

ATTACHED 8 PETTY CASH SCHEDULE

To note the attached schedule for information on petty cash.

9 NEW CLERK SALARY AND WORKING HOURS

To approve the recommendations of the F&M Committee of a new salary and working hours of 60 per month for the Assistant Clerk who will be undertaking a new role as Clerk. It is proposed that a new salary of £12.98 per hour paid from 1st July 2021. It is also proposed that the new Clerk will train the new Admin Assistant, so from September an increase of 48 hours per month, at the administrator rate of £9.46 per hour, during this period.

ATTACHED 10 APPOINTMENT OF ADMINISTRATION ASSISTANT

To note the attached Part-Time Administrative Assistant Job Description and Person Specification and to approve the recommendations of the F&M Committee for the recruitment of an Administration Officer for 12 hours per week to support the front office. The salary will be £9.46 rising to £9.84 after training. A Committee will need to be formed and volunteers requested due to a large amount of interest in the role. It is proposed that the Chairman, RFO and Clerk filter applications to form a shortlist which can be further narrowed down by the Committee.

11 PLANNING APPLICATIONS

There were no new planning applications to consider.

12 DECISIONS MADE ON PLANNING APPLICATIONS

To note that the City Council have made an application decision below:

Application Number: 2021/04756/PA

Site Address: 7 Prince Charles Close, Birmingham, B45 0NB

Description: Erection of 6-metre-deep single storey rear extension. Maximum height 3.5 metres, eaves height 3 metres.

Decision: No prior approval required

13 TRANSPORT ISSUES

Transport issues to receive a verbal report.

14 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.

15 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 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.)

16 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.)

17 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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