

At the Annual General Meeting of the
New Frankley in Birmingham Parish
Council, held at the Parish Office, 12
Arden Road, Frankley, on Monday, 22nd
May 2023, at 19:00 hours.

Present: Councillor Linda Coates (Chairperson)

Councillors: Sam Goodwin, Alarra Cowie, Kate Strachan, Alarra Cowie,
Marion Kenyon, Mick Murphy, Tammy Clayton, Ray Price,
Sue Bradley.

Also, in Attendance Rachael Anstey (Clerk), Margarita Fackrell (Responsible
Financial Officer), Elaine Collier (Admin Assistant).

Members of
the Public 1

MINUTES

ELECTION OF CHAIRPERSON

It was proposed, with there being no other nominations, and none dissenting –

6450 **RESOLVED:** That, for the period ending with the Annual Meeting of the Council in
May 2024, Councillor Grey MBE be elected Chairperson of the Council.

FROM THIS POINT ON COUNCILLOR GREY MBE IN THE CHAIR

APOLOGIES FOR ABSENCE

6451 Apologies were received on behalf of Councillors Joanna Walker and Sue Baker
(personal circumstances). The apologies were accepted.

ELECTION OF VICE-CHAIRPERSON

It was proposed that Councillor Linda Coates be elected Vice-Chairperson of the
Council, in the absence of enough votes to nominate Marion Kenyon.

6452 **RESOLVED:** That, for the period ending with the Annual General Meeting of the
Council in May 2024, Councillor Linda Coates be elected Vice-
Chairperson of the Council.

DECLARATIONS OF ACCEPTANCE OF OFFICE

6453 Hereon, Councillors made their Declaration of Acceptance of Office for Chairperson, Vice Chairperson and members of the Parish Council. As well as disclosed their pecuniary and non-pecuniary interests.

DECLARATIONS OF INTEREST & DISPENSATIONS

6454 No interests were recorded and no dispensations were requested, in regards to business to be transacted on the agenda, at this point of the meeting.

[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].

PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

6455 No items were raised by the Members of the Public with respect to items on the agenda.

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

APPOINTMENT OF REPRESENTATIVES ON EXTERNAL BODIES & COMMITTEES FOR YEAR 2023-24

The following committees were to be convened at the call of the Chairperson of each Committee were subject to there being business to transact

(Interleaved Document No.1)

The [list of committees](#) from the previous year, outlined the deferred responsibilities in their Terms of Reference, along with the members. The appointment of new members for the period ending at May 2024 were discussed.

a. Finance & Management Committee

Following receipt of nominations, it was -

6456 **RESOLVED:** That, period ending with the Annual Meeting of the Council in May 2024, Councillor Goodwin be appointed the Chairperson with Councillors Murphy, Joanna Walker, Kate Strachan as members and Councillor Linda Coates (who as Vice Chairperson of the Council exercised her right to be ex officio member) be appointed to serve on

the Finance and Management Committee; further that meetings of the Committee be convened monthly.

b. Planning, Environmental, Highways & Public Transport Committee

Following receipt of nominations, it was –

- 6457 **RESOLVED:** That, for the period ending with the Annual Meeting of the Council in May 2024, Chairperson would be Councillor Linda Coates (who as Vice Chairperson of the Council exercised her right to be ex officio member) and Councillors Joanna Walker, Kate Strachan, Sam Goodwin, Ray Price, Tammy Clayton be appointed as members to serve on the Planning, Environmental, Highways and Public Transport Committee; further that meetings of the Committee be convened monthly.

c. Appeal Committee

Following receipt of nominations, it was -

- 6458 **RESOLVED:** That, for the period ending with the Annual Meeting of the Council in May 2024, Councillors Sue Baker, Marion Kenyon and Tammy Clayton be appointed to serve on the Appeals Committee; further that meetings of the Committee be convened subject to there being business to transact.

d. Staffing Committee

Following receipt of nominations, it was -

- 6459 **RESOLVED:** That, for the period ending with the Annual Meeting of the Council in May 2024, Councillors Alarra Cowie, Joanna Walker, Linda Coates (who as Vice Chairperson of the Council exercised her right to be ex officio member) be appointed to serve on the Staffing Committee; further meetings of the Staffing Committee be convened subject to there being business to transact.

(i) City Council's Standards Committee

The Chairperson in his role exercised his right to be ex officio member of the Committee. It was proposed-

- 6460 **RESOLVED:** That, for the period ending with the Annual Meeting of the Council in May 2024, Councillor Grey MBE be nominated to serve as the Parish Council's representative on the City Council's Standards Committee.

(ii) Balaam's Wood Management Committee

Upon receipt of a nomination, it was –

- 6461 **RESOLVED:** That, for the period ending with the Annual Meeting of the Council in

May 2024, Councillors Linda Coates and Joanna Walker be nominated to serve as the Parish Council's representative on the Balaam's Wood Management Committee.

(iii) Northfield Constituency Flood & Emergency Planning Committee

Upon receipt of a nomination, it was –

- 6462 **RESOLVED:** That, for the period ending with the Annual Meeting of the Council in May 2024, Councillor Goodwin be nominated to serve as the Parish Council's representative on the Northfield Constituency Flood and Emergency Planning Committee.

(iv) Frankley Carnival Committee

Upon receipt of a nomination, it was –

- 6463 **RESOLVED:** That, for the period ending with the Annual Meeting of the Council in May 2024, Councillor Linda Coates be nominated to attend meetings of the Frankley Carnival Committee to serve as a representative of the Parish Council.

DATES OF MEETINGS OF THE COUNCIL FOR THE YEAR 2023/2024

It was proposed, and with none dissenting, -

- 6464 **RESOLVED:** That, the meetings of the Parish Council for the forthcoming Municipal Year be held on the following Mondays commencing at 19:00 hours at the Parish Office –
- 2023
19 June; 17 July; 21 August; 18 September;
16 October; 20 November; 18 December
- 2024
22 January; 19 February; 18 March; 22 April;
Annual AGM & Parish Assembly on or around 20 May.

CHAIRPERSON'S ALLOWANCE

It was proposed, with none dissenting, was -

- 6465 **RESOLVED:** That the Chairperson's allowance be set at £800 per annum for the forthcoming Municipal Year 2023/2024 and that the payment thereof be paid in 10 equal monthly instalments commencing in May 2023.

MINUTES

It was proposed, with none dissenting, was-

- 6466 **RESOLVED:** That the Minutes of the meeting of the Parish Council held on 17th April 2023, having previously been circulated, were taken as read, confirmed and signed.

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING

- 6467 Minutes of the F&M Committee meeting on 4th May 2023 were circulated and read.

CHAIRPERSON'S ANNOUNCEMENTS

- 6468 The Chairperson commented on the rodent problem, that it was up to the food premises to deal with pest control, the Parish Council's had been resolved.

QUESTIONS

- 6469 There were no questions was raised to the Chairperson.

FINANCE REPORTS

(Interleaved Document No.2-4)

The RFO pointed out that half of the precept had been paid out into two instalments, half had been received into the bank account with the other half expected in October. It was proposed, with none dissenting, was-

- 6470 **RESOLVED:** That, the bank reconciliation, bank balances on the statements, payments on the schedule, be approved.

GRANTS APPLICATIONS

(Interleaved Document No.5-7)

Frankley Library

- 6471 The library's grant application form did not have bank account details the decision on this was deferred until the criteria was met.

Balaam's Wood

- 6472 The Balaam's Wood grant did not qualify if it went towards room hire of the Tai Chi sessions, it would have to revisited.

Frankley Carnival

Declarations of interest were made by Councillor Linda Coates and Marion Kenyon.

It was proposed, with none dissenting, was-

- 6473 **RESOLVED:** That the recommendation by the F&M Committee to support the Frankley Carnival Committee's events following a request received for £5000 for the benefit of bringing the community together, be approved, under the provisions of Section 145 & 144 of the 1972 Local

Government Act, power to promote entertainment & encourage
Tourism to the area.

SUMMER PLANTERS

6474 On the topic of planters and whether to fund summer bedding, the number had been reduced to six in total and the vandals had reportedly left them alone, the feedback from the Parish Assembly was residents wanted to see more wildflowers from the forest, thus a decision to outlay any further expense on this project was deferred.

EMERGENCY BLOOD CONTROL KIT

6475 It was agreed that the Emergency blood kit for the prevention of death from a stab wound would be worthwhile. If it could be housed in an external cabinet along with the defibrillator. With the Heritage supermarket only open until 2pm on a Sunday it warranted a relook at relocating its current position so it could be accessed 24 hours a day 7 days a week. Councillor Marion Kenyon would look into whether a grant could cover the cost.

ANNUAL GOVERNANCE ACCOUNTABILITY RETURN (AGAR)

(Interleaved Document No.7-12)

6476 The audit documents were completed and returned; the auditor thanked the RFO & Clerk for all the assistance provided. The audit report was received on 17th May and a copy was circulated to members. The feedback was she was happy with the bank reconciliations and budget controls, the various records in place were to a depth of standard of internal controls. There were the following recommendations highlighted as areas for improvement:

- i) Petty cash, receipts should not include personal purchases.
- ii) F&M Committee measure progress of internal controls periodically.
- iii) Working from home policy and lone worker policy should be drawn up.
- iv) Receipts & payments should be back on the website giving total amount of income and expenditure.
- v) The grievance and disciplinary on contracts need reviewing by the Staffing Committee.

- 6477 Section 1 Annual Governance statement 2022/2023 had been approved and printed off with yes to all sections.
- 6478 Section 2 Accounting Statements for 2022/2023 has been approved.
- 6479 Section 3 the Internal Auditor's Report & certificate 2022/2023 will go to the external auditor Moore.
- 6480 The Annual Internal Audit Report 2022/23 was approved.

The Notice of the period exercise for the public to have the right to inspect the accounts was for the whole of June and one week in July, 30 days by law. The announcement was done by 26th May and published in the next two weeks.

POLICIES REVIEW

(Interleaved Document No.13-21)

It was time for the annual review of the Parish Council's existing policies. It was proposed, and with none dissenting, was:-

[Financial Regulations,](#)

[Health & Safety Policy,](#)

[Privacy Policy,](#) (Data Protection)

[Safeguarding Policy](#)

[Social Media Policy,](#)

[CCTV policy,](#)

[Grant application & criteria.](#)

- 6481 **RESOLVED:** That, the above policies to be re-adopted along with a adopting a new [Equality, Diversity & Inclusivity Policy.](#)
- 6482 Following a recommendation by the Information Commissioner's Office, the new [Publication Scheme](#) had been adopted, which took immediate effect from 31st March 2023, because it did not require Council's approval.

ASSET REGISTER

(Interleaved Document No.22)

- 6483 The porta cabin was not on the asset register, it was purchased sometime after 2018 and before Covid, but there is no record of its value so a suggestion was made to go through the archive files or contact the company to be able to add this on there.

PLANNING

(Interleaved Document No.23-24)

- 6484 There were no planning applications for consideration.
6485 The following decisions on planning applications were noted:

Application number 2023/01532/PA
Site 4 Lyall Gardens, B45 9YW
Proposal Proposed garage conversion into habitable room
Decision Permission not required

Application number 2022/03860/PA
Site Recreation ground at Boleyn Road, B45
Proposal Erection of 70 dwellings with associated public space, play area, parking, access, landscaping
Decision Approve subject to conditions 27-04-2023

There was 6 months to make an appeal on planning decisions. If you thought the appeal decision was legally incorrect you had 6 weeks from the decision in the High Court.

At the Parish Assembly, the local Member of Parliament, Gary Sambrook, had brought up the section 106 money, an amount of circa £500,000 which would significantly benefit Frankley residents. New Starts Chief Executive would talk to Sharon Thomson about it. A copy of the conditions was to be sent to the Planning, Environmental, Highways, Transport Committee to action.

TRANSPORT ISSUES

- 6486 Last month a proposal had been put to National Express about routes and the expectation was to receive a reply in a few weeks' time and report back.

PROGRESS REPORT

(Interleaved Document No.25)

6487 A report from the Clerk on any outstanding matters was received.

ITEMS FOR INFORMATION ONLY

6488 There was a bin moved by the moat.

The Pantry was to move to the Hub, 4 Arden Road on 23rd May 2023.

The City Council no longer had a Standards Board.

The lack of payment for the newsletter was the member of the public's fault it being previously his job and he apologised to Heron Press.

6489 REPORT OF THE DISTRICT WARD COUNCILLOR

There was no District Ward Councillor present.

AUTHORITY TO PROPER OFFICER IN CONSULTATION WITH THE CHAIRPERSON

6490 The last item on the agenda was read aloud and the Clerk was quizzed. Councillors felt it had been changed when really the first part of the usual motion had been omitted, "giving authority to the Chairperson who was authorised to act but not in the Council's functions" in order to make it clearer to Members and give them better understanding, so it read:

"The Proper Officer was hereby authorised to act, until the next meeting of the Parish Council, in pursuant of the powers delegated to her in consultation with the Chairperson (or in his absence the 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."

The Vice Chairperson asked about where did it come from and who told you. The Clerk went on to provide further clarification from NALC's Legal notes.

[It explained that the as full council cannot delegate the performance of its statutory and legal responsibility to an individual councillor and it was often impractical for the full council to meet every time a decision was made therefore, under section 10(1) of LGA 1972, permitted a delegation of its legal responsibilities].

In any case Members had been issued with their own copy of the Good Councillors's Guide 2018 last year, with the hazards outlined on page 54, in a bid to overcome lack of understanding:

(It is unhelpful if councillors are unsure of their role or their responsibilities and duties, don't respect each other's roles and the Council will have difficulty if it allows one person or a small group of councillors to dominate its work or it allows a councillor (including the Chairperson to make decisions on its behalf). When the Clerk went to get the guide and the Local Council Administration book and tried to

answer the question. Councillor Goodwin make it clear he did not want to hear from the Clerk and slammed down his fists in annoyance.

MEETING ENDED AT 21.30 HOURS

Chairperson.....

Date.....

Draft copy - subject to Council's approval