



At a meeting of New Frankley
in Birmingham Parish Council, at
Parish Office on 12 Arden Road,
15 April 2024, at 19:00 hrs.

Cllrs present: Jo Walker (in the Chair)
Sue Baker,
Sue Bradley
Kate Strachan,
Mick Murphy,
Marion Kenyon,
Phil Johnston.

In attendance: Rachael Anstey (Clerk),
Margarita Fackrell (RFO)

Members of
the Public: 1

Absent: Ray Price
Alarra Cowie
Linda Coates

MINUTES

Chair's Welcome & Announcements

The Chair welcomed attendees to the parish council's April meeting.

On the recent suspicious package, which fortunately hadn't turned out to be anything serious however it had highlighted security and a need to have an emergency procedure in place in the event of danger to life. Currently, for those without a mobile phone there was no way of contacting the emergency services on the office's telephone system, it did not permit 999 or 101 calls. It was proposed-

6820 **RESOLVED:** That, a simple red phone, costing in the region of £40-50 for a one-off purchase on a 1p tariff contract that cost around £30-40 to run it annually, located in the office for emergencies, be purchased.

The benefits would be up to 5 numbers could be saved on speed dial, for alerting neighbouring businesses, as well as the usual features: camera, video, radio, etc.

Apologies for Absences

6821 The apologies for absences, received on behalf of Cllrs Cowie and Coates, were accepted.

Declarations of Interests

6822 There were no declarations of interest.

Minutes

6823 It was **RESOLVED**: That, the minutes of the parish council meeting held on 18th March, be signed as accepted.

Finance

6824 At the Financial Year End for 2023-24, the bank balances finished on:
Current account: £50,360.79,
Saving account: £45,301.99 with £308.48 for interest added in.

Payment List Report logged expenditure last month, totalled £4,199.85, breakdown of regular reoccurring payments and bills.

6825 Following a request at the last meeting, a list of the upcoming expenditure for April for approval was presented. The RFO highlighted pending contracts, maintenance and annual subscriptions for 2024-25, as WALC and NALC membership fees, defibrillator's annual support, accounting software licence, as well as:

6826 [Brookside Fire Service safety inspection](#) on fire equipment completed 9 April 2024. A query on the electrical appliances testing (PAT) required for May 2024. The usual procedure was Roger Kenyon would be in contact a month before renewal.

6827 Insurance for the truck, policy was renewed with A-Plan t/a Howden.

6828 It was **RESOLVED**: That, the reviewed expenditure be approved so that financial reports could be signed as accepted.

After the Financial Regulations were circulated to be reviewed. It was-

6829 **RESOLVED**: That, this authority was authorised to spend up to the amounts as set out below and inserted into the reviewed [Financial Regulations](#) with amendments:

4.1 pre-authorisation required for spending by RFO and the Administrator of Frankley Truck for all items up to £500;

4.5 the amount of expenditure limit increased for business continuity from £500 to £5000.

6830 The internal auditor had provided a date to have documents ready by 2 May and returned by 10 May 2024.

6831 The Assistant Clerk was commended for obtaining the value of the rear storage container in the yard, in the absence of an invoice had completed researched and

based it on quote of £1,500. New Starts' bespoke storage container valuation was discounted as too expensive at £6-8000. The lower figure sourced would be updated on the Asset Register.

Administration

- 6832 Cuppa with a Copper The feedback from this morning's Police drop-in session:
- Residents raised concerns about the begging around the area. Although the PSCO's were aware of it they didn't have the manpower.
 - On the graffiti sprayed around the area. A photograph of the tag on the office's shutter was passed on for filing under the reported crime under investigation. Crime recorded on CCTV, Sergeant Scott Edwards had agreed protocol with Keith Bray, of the Resilience and Operations in the Control Centre, the PCSO would touch base with his boss.
- 6833 Removal of the graffiti could be permitted by a volunteer due to the hazardous substances. Firstly, sign up and secondly agreed to following conditions:
- read through the Graffiti Removal Pack (manufacturer's instructions),
 - use of supplied P.P.E. (clothes, mask, goggles, etc.),
 - signed waiver form stating by taking on this activity it was their responsibility therefore they could not hold the parish council liable.
- Cllr Strachan was willing to assist in the removal.
- At the recent Easter event, a Frankley Carnival & Events Committee member was threatened after asking the driver of a mobility scooter to slow down heading towards parents, and a quad bike threatened to ride through children attending the event. The PSCOs were willing to attend the Frankley Carnival as a presence.
- 6834 For risk assessment purposes, the Committee would contact Highways for guidance on how to keep the public safe during events, e.g. road closure, any signage required.
- 6835 The newsletter template, produced an attractive mock up created in Canva, would be forwarded to staff with the view of drafting future editions whilst retaining the current project leader who had the time to devote when other couldn't commit. A quote received from Heron Press for printing on non-coated paper was around £450 for 4 pages.
- 6836 The camera in the office had the wrong date, it was hoped it could be reset simply by a spare keyboard and mouse, Cllr Kenyon would look at on Wednesday morning.
- 6837 The domain gov.uk existed already for the website and it only a matter of contacting the current provider to set up staff and Cllr email addresses in line with the domain. James of Town & Parish Council Websites offer to do for a nominal additional fee of

£6.85 +VAT when renewing the contract in May, instead of Parish Online charging over £400 fee. As the order had already been placed on Friday 8 March yet cancelled 3 working days later on Wednesday 13 March 2024. The invoice generated by them had 50% discount applied for the work at £270. However, it had to be challenged as there was no evidence of work, no signed contract, no cooling off period, plus the domain was already set up.

6838 It was **RESOLVED**: That, the email addresses format should follow the NALC Briefing on Council Email Addresses, dated 9 February 2024, be approved. To replace the ones forwarded to Parish Online with birmingham.gov.uk sent to up which would not be permitted as its City Council's. The newly revised list would be forwarded to the current provider to set up as:

Website: newfrankleyinbirminghamparishcouncil.gov.uk

Cllr email addresses:

cldr.firstname.lastname@newfrankleyinbirminghamparishcouncil.gov.uk

Staff email addresses (Clerk one would be the central point of contact in the same way the newfrankleyparishcouncil@gmail.com was):

clerk@newfrankleyinbirminghamparishcouncil.gov.uk

rfo@newfrankleyinbirminghamparishcouncil.gov.uk

assistantclerk@newfrankleyinbirminghamparishcouncil.gov.uk

6839 The Parish Assembly time was changed to a slightly later time of 6pm on 18 May 2024, in line with protocol for the event. With the invites sent out by the host, the Chair of the parish Council, to local group and organisations, any grant recipients, the local MP Gary Sambrook. The District Cllr needed to be notified of the new time as he had already been invited with an earlier time. The newsletter should also be amended to reflect the change of time.

Staffing Committee

6840 The Interview Panel consisting of the Staffing Committee members to hold interviews in the office on Monday 13 May 2024 from 2pm. Applicants to be thanked for their application and notified of this date to keep their diary free.

Appeals Committee

6841 There was no meeting of the Appeal Committee. A query was raised over the appeal procedure. A copy of the existing Grievance and Disciplinary Procedures had been forwarded already for review following the internal auditor's recommendation. The Clerk would recirculate the document along with the Legal

Note 22 providing guidance and the NALC model Disciplinary Policy and Grievance Policy to F&M committee(s) to enable a review to be actioned before 2 May 2024.

Planning, Environmental, Highways, Public Transport Committee

6842 There was no meeting.

Street Champions

6843 It was **RESOLVED**: That, a prepayment card would be made available to the Administrator of the Street Champions truck (see minute reference 6829).

Flood and Resilience

6844 The deluge of recent rain water was causing big problems, drains cleared by Princess Diana but up by the Lickey Banker public house, it was flooded and the drain couldn't be found.

Planning

6845 There were no new planning applications or decisions.

Report of the District Councillor

6846 There was no report.

Public Participation Session

6847 There was no report.

Any Other Business

6848 A suggestion of requesting a mobile recycling unit date from Lifford Lane due to being overrun by dumped rubbish. Along with an enquiry directed to the City Council's Environmental Services about the cost of putting on an extra service if it was paid for by the parish council.

6849 Following attendance by News Starts' Chief Executive to the recent BVSC meeting, the City Council's cutbacks were in the £10's of millions of pounds as a direct consequence of S114. There would be no local welfare, with the voluntary sector

expected to pick it up. The areas hit hard: education, children and adults social care, with the warning that the next couple of years were expected to be hard.

6850 Next door premises rear yard needed clearing following the news from Property Services it would be leased out to City Council's contractors who, intended to modernise the interior, had vans to park up.

Meeting closed at 20:40 hours.

Chairperson.....

Date.....

draft pending approval