



At a meeting of New Frankley
in Birmingham Parish Council,
on 21st September 2026, at
12 Arden Road, Rubery, at 7pm.

Present: Marion Kenyon (in the Chair)
Linda Coates
Jo Walker
Sue Baker
Alarra Cowie
Kate Strachan
Adam Fitzgerald
Curtis Brittain
Tony Hill

In attendance: Margarita Fackrell (RFO)

Members of
the Public: 4

Absent: Sue Bradley
Elaine Collier

MINUTES

MEMBERS PRESENT AND ABSENT

- 7467 Apologies for absences were received on behalf of Cllr Sue Bradley, Elaine Collier Interim Clerk. The apologies, due to personal circumstances, were accepted.

DECLARATIONS OF INTEREST

- 7468 No declarations of interest were made in regard to items on the agenda.

PUBLIC PARTICIPATION SESSION

- 7469 A member of the public raised concerns regarding the steps leading from Holly Hill to Lysander Road, closest to the shop. The resident reported that a trench had been dug by Cadent in Lysander Road several months prior and, although the area had been reinstated, the tarmac and steps were uneven and sinking. The issue was reported to both Birmingham City Council and Cadent as a potential hazard by the resident. Birmingham City Council attended the site, applied a skim of tar, and installed a temporary yellow walkway board over the affected area. The resident

later contacted the City Council again, expressing concern that the temporary boards remained in place and noting that the steps appeared unstable and at risk of collapse, posing a significant danger. No-one has attended to inspect the area since. It was **RESOLVED**: That, the Parish Council would take photos of the area and contact the City Council and Cadent on behalf of the resident to get this resolved.

- 7470 A member of the public raised concerns over the Annual Gas Safety checks, they advised that no letters had been sent to residents. They were concerned that people especially the elderly and vulnerable would be frightened of cold callers wanting to inspect their properties without any warning.

It was **RESOLVED**: that the Parish Council would raise this with Birmingham City Council and feed back updates to the resident.

MINUTES OF THE PARISH COUNCIL

- 7471 It was **RESOLVED**: That, the minutes of the last Parish Council meeting held on 20th July 2026, be approved. Proposed by Cllr Coates, Seconded by Cllr Walker, with all in favour.
- 7472 It was **RESOLVED**: That, the minutes of the Finance & Management Committee held on 11th September 2026 meeting be approved. Proposed by Cllr Fitzgerald, Seconded by Cllr Coates, with all in favour.
- 7473 It was **RESOLVED**: That, the minutes of the Finance & Management Committee held on 13th July 2026, be approved. Proposed by Cllr Strachan, Seconded by Cllr Walker, with all in favour.

ACTION POINTS

- 7474 It was **NOTED**: That, to date only one quote had been received for a fire safety door inspection. The Interim Clerk would obtain more quotes and present to the Council.
- 7475 It was **NOTED**: That the Gas Safety Certificate relating to minute item 7444 (Outstanding Gas Certificate) has still not been received following the annual boiler service carried out by PJ Fitzpatrick. It was agreed that contact should be made again to obtain the previously requested Gas Safety Certificate.
- 7476 It was **NOTED**: That two quotations had been received for the Electrical Installation Condition Report. The third quotation was still outstanding and would be chased.

- 7477 It was **NOTED:** That one interview for the Councillor vacancy had taken place, and a further interview was to be arranged.
- 7478 It was **NOTED:** That Cllr Coates had inspected the Parish Council noticeboard at the Reaside Centre following reports that it had been driven into and damaged. Photographs were taken, and it was confirmed that the noticeboard will need replacing. Cllr Fitzgerald has spoken with the Reaside Centre regarding a safer and more accessible location for the replacement board, and permission has been kindly granted for it to be installed alongside their existing noticeboard.
- 7479 It was **NOTED:** That the River Rea cleanup needs to progress, working collaboratively with Officers, the Friends of Balaams Wood Committee, who are the subject-matter experts, and Frankley Litter Busters. Permission has been received from Birmingham City Council. Officers will now contact companies for quotations and report back to the Council.

CHAIRS ANNOUNCEMENT

- 7480 The Chair announced that the Clerk, Rachael Anstey had resigned.
- 7481 It was **NOTED:** That staff should only be contacted on non-working days in the event of an emergency. If unsure of a staff member's working pattern, contact should be made via email.
- 7482 It was **NOTED:** That Councillors were encouraged to bring any circulating rumours to the Parish Council for fact-checking and appropriate action. An example was provided where misinformation had spread suggesting that designated dumping spots existed for residents to leave rubbish for collection.
- 7483 It was **NOTED:** That newsletters will be produced quarterly, with the following deadlines and release periods:
- 9th October deadline – for publication at the beginning of December 2026
 - Mid-January deadline – for publication at the beginning of March 2027
 - Mid April deadline – for publication at the beginning of June 2027
 - Mid July deadline – for publication at the beginning of September 2027

FINANCIAL REPORTS INTERLEAVED DOCUMENTS

- 7484 The RFO read aloud the payments summary on expenditure outlaid in the financial reports:-

The total expenses for July were £6,157.65 with reclaimable VAT of £135.99

The total expenses for August were £6,791.78 with reclaimable VAT of £232.03

It was **RESOLVED**: that, the Bank Reconciliation and Payments List for July & August were accepted and approved. Proposed by Cllr Strachan, Seconded by Cllr Coates, with all in favour.

INTERNAL FINANCIAL CONTROL POLICY

- 7485 It was **RESOLVED**, that the Internal Control Policy be approved, proposed Cllr Cowie, seconded by Cllr Fitzgerald, with all in favour.

FINANCIAL REGULATIONS

- 7486 It was **RESOLVED**, that the Financial Regulations be approved, proposed Cllr Brittain, seconded by Cllr Coates, with all in favour.

EXTERNAL AUDITOR REPORT & CERTIFICATE ON AGAR 2025-26

- 7487 It was **RESOLVED**, that the External Auditor Report be approved, proposed Cllr Coates, seconded by Cllr Cowie with all in favour.

STRATEGIC PLAN

- 7488 It was **NOTED**: That 23 responses had been received, and the weekend event held on Saturday 12th September was well attended. Consultation forms remain available from the Parish Office, and it was acknowledged that it is encouraging to see residents taking an interest. The deadline for responses is 6th October 2026. Once the consultation period closes, the Council will review the feedback and consider allocating additional funding to enhance the projects where appropriate in the next budget.

- 7489 **COMMUNITY CHRISTMAS TREE**

It was NOTED: That in previous years the Frankley Carnival had incurred costs replacing Christmas lights due to deliberate damage. As a result, a different approach will be taken this year, encouraging families to come along and decorate a bauble and hang it on the community Christmas tree.

A “Sing Around the Christmas Tree” activity will take place, and the front of the parade will be decorated. The grey parade signs will be enhanced with nine sets of battery-powered lights, to be purchased by the Carnival Committee. Multi coloured lights were agreed upon.

7490 There was no report from the District Councillor / MP

COUNCILLOR INTERVIEWS

7491 It was **NOTED:** That Angela Brookes was welcomed as a new Parish Councillor, and the Council looks forward to working with her. A new interview date will be offered to the remaining candidate, Andrew Garvey.

TRAINING

7492 It was **NOTED:** That Lewis delivered a very effective training session, keeping participants engaged throughout and completing the session within the hour. Cllr Kenyon expressed interest in undertaking further training programmes and will contact Lewis to discuss options.

STAFFING COMMITTEE

7493 It was **NOTED:** That the Parish Council will advertise for a new Clerk, with a preference for applicants who already hold CILCA or who are willing to undertake the qualification. The vacancy will be advertised through WALC and the local Job Centre. The position will be for 60 hours per month. The Interim Clerk will contact WALC to arrange the advertisement.

CLEANERS CONTRACT

7494 It was **NOTED:** That the cleaner’s contract had been provided and was ready for signing. The cleaner has been issued with a checklist, and any specific tasks required can be noted on it for her attention. It was further **NOTED:** That the cleaner may sign the contract using the *negative effective date* method, meaning the contract will take effect from her original start date while being signed on the current date. Payroll has been notified of the one hour owed, and this will be reflected in her next pay.

ASSISTANT CLERK

7495 Following the Staffing Committee meeting that took place on 21st September 2026, it was recommended that the Assistant Clerk be offered a pay rise in recognition of the additional duties undertaken to support the role of Interim Clerk.

It was **RESOLVED**, that a two-point salary grade increase, effective from 1 September 2026, was proposed for approval with all in favour.

WALC TICKET

- 7496 The Interim Clerk was to contact WALC to get permissions for ticket system access following the resignation of Clerk and change of Chairperson.

STREET CHAMPIONS COMMITTEE

- 7497 **It was NOTED:** That Cllr Coates, Sam Goodwin and Sid Grey will meet to progress the opening of a community bank account, following the auditor's recommendation that the existing Memorandum of Understanding was not sufficiently robust. It was agreed that, once the account is established, New Frankley Parish Council will transfer the truck to Street Champions.

REPORT OF THE DISTRICT COUNCILLOR / MP

- 7498 There was no report from the District Councillor / MP

ITEMS FOR INFORMATION ONLY

FRANKLEY LITTER BUSTERS

- 7499 It was **NOTED:** That the Parish Office is now formally recognised as a Clean Up UK hub, and the Council approved the use of vinyl signage provided by William at Clean Up UK. A very successful cleanup took place along the Princess Diana path last week, supported by SCS staff who volunteered their time to join Frankley Litter Busters for the morning.

WINTER PLANTERS

- 7500 Cllr Baker is to request that this is put on the next Finance & Management agenda.

CHRISTMAS PARTY

- 7501 Cllr Cowie is to request that this is put on the next Parish Council Agenda.

NO COLD CALLERS SIGNS

- 7502 Cllr Fitzgerald raised awareness of community requests for *No Cold Calling* signs. Cllr Kenyon offered to contact the Community Sergeant, Scott to enquire whether signs

could be provided by the Police or whether an alternative supplier could be recommended.

PROJECT PRESENTATION

- 7503 Cllr Cowie announced her project presentation date of 20th November 2026 and encouraged all to keep their diaries free. Cllr Cowie will confirm venue and times as soon as possible.

Meeting closed: 08:26pm

Chairperson

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Date.....