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**Minutes of a meeting of the Full Council of Stirchley and Brookside Parish Council**

**held on**

**Tuesday 7th December 2022 at 7:00pm at the Sambrook Centre, Stirchley**

Present: Cllrs L Powers (Chair), C Turley, H Unwin, S Vaughan-Hodkinson, T Wood (who left the meeting early), C Lloyd, A Watkin, G Sinclair and N England

Also present: M Turner (Parish Clerk) and C Maclean (Locum RFO)

Public Open Session

Two members of the local Policing team were present who noted that four burglaries had taken place at Jim Hicks Close with copper being removed from empty houses. Children had also gained access to houses in the same area.

**FC/22/91 APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received from Cllrs Bate and Loveridge. Cllrs Powers, England and Lloyd declared an interest in agenda item FC/22/107. Cllrs S Vaughan-Hodkinson, G Sinclair, H Unwin and C Turley declared an interest in agenda item FC/22/94. Cllr S Vaughan-Hodkinson declared an interest in item FC/22/106.

**FC/22/92** **MINUTES**

It was proposed by Cllr Harvey Unwin, seconded by Cllr G Sinclair and, with seven votes in favour and one abstention,

**RESOLVED – that the minutes of the Full Council meeting held on 22 November 2022 be approved.**

**FC/22/93** **MATTERS ARISING** (from the Minutes)

There were none.

**FC/22/94 PARISH CLERK’S REPORT**

The Parish Clerk reported:

**Asset Maintenance**

**1. Sambrook Centre Roof**

The roof repairs had been completed. Anti-vandal paint (and associated signage) will be applied to the overhang lip of the flat roof. Following a clean out, repairs to the guttering will be addressed soon.

**2. Sambrook Centre Front Doors**

The contractor for the work has been appointed and a start date is being chased.

**3. Kitchen Water Boiler**

The staff kitchen water boiler needed repairing. This had been undertaken.

**4. Fencing at Brindleyford MUGA**

This required work had been completed within budget.

**5. Hot Water at The Sambrook Centre**

The hot water supply had been “tripping out” at the fuse board and contractors were being sought to address this.

**6. Intruder Alarm**

After a problem with the intruder alarm, it had now been addressed.

**Speed Indicator Device (SID)**

After problems relating to a joint funding bid between Hollingswood and Randlay Parish Council (HARPC) and Stirchley and Brookside Parish Council for SIDs,

It was proposed by Cllr T Wood, seconded by Cllr C Lloyd, with a further one vote in favour and one abstention

**RESOLVED – that the Parish Council should make a payment of £2,650 from reserves to HARPC to recognise their loss of funding in this case.**

**Christmas Closure**

With there being insufficient people able to cover for weekends, or in the period between Christmas and New Year, the Sambrook Warm Space would continue to operate during the current opening hours of the Sambrook Centre up until 12 noon 23 December 2022. The Centre will then be closed through to 9am on Tuesday 3 January 2023. Councillors expressed their disappointment at the situation and agreed to inform the Clerk of any availability that they may have over the Christmas period. The Clerk would then see if a viable opening schedule could be arranged.

**FC/22/95 STRATEGIC REVIEW**

The Parish Clerk and Locum RFO introduced a new document which they felt captured the key strategic elements of the notes that came out of the 15 October Strategic Review paper, in a form that could be presented to the public.

It was proposed by Cllr S Vaughan Hodkinson, seconded by Cllr T Wood, and unanimously

**RESOLVED – that the Strategic Review Document (V2) be adopted.**

It was agreed that the Parish Clerk and Locum RFO would work up an operational plan to address how the Strategic Plan could be delivered. This would be presented at the February Full Council meeting.

**FC/22/96 COMMITTEE STRUCTURE**

With there being a lack of clarity regarding the ongoing Committee Structure, the Parish Clerk presented a paper outlining a structure which could be adopted by the Council to be operated until the elections in May 2023.

It was proposed by Cllr G Sinclair, seconded by Cllr T Wood and, with eight votes in favour and one abstention,

**RESOLVED – that the proposed Committee Structure be adopted but with the Policy Committee meeting quarterly and urgent Audit and Finance Committee matters being able to be referred to Full Council, if required.**

The Clerk agreed to create a meeting schedule for adoption at the next Full Council meeting. Committee membership would also be addressed at that meeting.

**FC/22/97 FINANCIALS**

1. **Consideration of expenditure against the 2022/23 budget**

The Locum RFO confirmed that he had not been able to produce a paper for consideration and that this would be delivered to Councillors early in the New Year.

1. **To consider changes of signature to the Council’s bank accounts**

It was proposed by Cllr T Wood, seconded by Cllr G Sinclair and unanimously

**RESOLVED – that Gillian Bailey and Caroline Higgins be removed as signatories to the main bank accounts and that Chris Maclean be added.**

**FC/22/98 PAYMENTS OVER £500.00**

It was proposed by Cllr T Wood, seconded by Cllr G Sinclair and unanimously

**RESOLVED – that payments of over £500.00 be agreed to the Community Academies Trust, TFM Farm and Country Superstore Ltd and Chris Maclean.**

Two further payments over £500.00 to Interfix Roofing and Telford Hotel and Golf Resort were noted. There was discussion over where items were being bought from and the cost-effectiveness of some purchases. The Clerk and Locum RFO agreed to review this matter.

**FC/22/99 FINANCIAL REGULATIONS**

After discussion it was proposed by Cllr T Wood, seconded by Cllr G Sinclair and unanimously

**RESOLVED – that the Parish Clerk could authorise operational payments of up to £750.00 and for these to be reported subsequently.**

It was proposed by Cllr T Wood, seconded by Cllr S Vaughan-Hodkinsion and unanimously

**RESOLVED – that any corporate trade or credit cards should only be used with the authority of the Parish Clerk.**

**FC/22/100 FIRST DRAFT BUDGET FOR 2023/24**

The Locum RFO noted the various projects that needed attention both from the Strategic Plan and the soon to be created Operation Plan. Cllr H Unwin suggested that a deep dive approach would need to be taken to the budgeting exercise. Documentation relating to this would be prepared in advance of the next Full Council meeting on 10 January 2023. Linked to this, some further discussion took place over the utilities at The Sambrook Centre. The Locum RFO confirmed that he was pressing forward with investigations of how utilities were charged through to the Parish Council, while the Clerk had triggered the process to see how much a new, separate electricity supply would cost to be brought into the building. Both officers were keen to take up the issue of the solar panels, where previous investigations had stalled.

**FC/22/101 FAIR SHARE**

The Parish Clerk having reported that Fair Share would be returning to the Sambrook Centre and agreed to review the rental agreement and report back to Councillors on his findings. The Locum RFO drew Councillors attention to the existence of the subordinated loan that the Council had given to Fair Share and the fact that its renewal would need consideration in the New Year, as part of the budgeting process.

**FC/22/102 ROOM BOOKINGS**

Following consideration of a paper from the Parish Clerk, it was proposed by Cllr A England, seconded by Cllr S Vaughan-Hodkinson and, with eight votes in favour and one abstention

**RESOLVED – that Officers take a flexible and pragmatic approach to the application of rental charges for rooms at The Sambrook Centre.**

It was proposed by Cllr H Unwin, seconded by Cllr S Vaughan-Hodkinson and unanimously

**RESOLVED – that standing orders be suspended for item FC/22/103**

**FC/22/103 CCTV**

After consideration of a paper from the Parish Clerk, Councillors asked the Policing Team members present to comment on the proposal. As the system would be linked back to the Oakengates control centre, they were supportive of it. However, Councillors raised issues relating to light levels (particularly at the foot of the ramp to The Sambrook Centre from the car park) and whether the system would provide sufficient cover to match the investment. The Parish Clerk agreed to investigate the situation further.

It was proposed by Cllr S Vaughan-Hodkinsion, seconded by Cllr L Powers and unanimously

**RESOLVED – that standing orders be restored.**

**FC/22/104 TRAINING**

The training paper outlining potential opportunities, prepared by the Parish Clerk, was noted and it was suggested that it be worked up into a more formal schedule. Responding to the lack of more specialist training being specified in the paper, the Parish Clerk noted that job-specific training, or training addressing less generic subject areas, would be considered as part of the appraisal process.

**FC/22/105** **EXCLUSION OF THE PRESS & PUBLIC**

It is recommended that the press and public be excluded from the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information in relation to any individual, as defined in paragraph 1, and/or information relating to financial or business affairs, as defined in paragraph 3, Part 1 of Schedule 12A of the Local Government Act ‘72.

It was proposed by Cllr S Vaughan-Hodkinsion, seconded by Cllr L Powers and unanimously

**RESOLVED – that standing orders be restored.**

**FC/22/106 HUMAN RESOURCE MATTERS**

1. **Staff recruitment;**

Councillors noted the salary to be attached to the role of Customer Service Officer. It was It was proposed by Cllr G Sinclair, seconded by Cllr C Lloyd and unanimously

**RESOLVED – temporary Customer Service Officer cover be sought from 3 January 2023 until a permanent appointment is made.**

1. **Introduction and outcomes of the national pay increase;**

The Locum RFO confirmed that the recent pay increase equated to a circa £5k annual increase in staff costs to the Council under current staffing levels.

1. **Staff Leave Entitlement**

Further to a paper from the Parish Clerk, it was proposed by Cllr C Lloyd, seconded by Cllr H Unwin and unanimously

**RESOLVED – that the contents of the paper Staff Leave Entitlement, dated 2 December 2022, be adopted.**

It was proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr H Unwin and unanimously

**RESOLVED – that standing orders be suspended in order to complete the business set out on the agenda.**

Cllr S Vaughan-Hodkinson assumed the Chair (see FC/22/91 above)

**FC/22/107 BROOKSIDE BIG LOCAL**

The Parish Clerk reported that the Parish Council had now stood down as the Locally Trusted Organisation (LTO) to Brookside Big Local, that the Co-ordinator had been moved to the new LTO under TUPE regulations and that, as soon as practicable, the final return to the Local Trust from the Parish Council would be enacted.

The meeting closed at 9.09pm.