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

**held at**

**The Sambrook Centre on Tuesday 22nd November 2022 at 7.00pm.**

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

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

Public open session - no members of the public present.

**FC/22/78 APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received from Cllrs A England, J Loveridge and Hayley Evans. Cllr S Vaughan Hodkinson declared and interest in item FC/22/89b and Cllr C Lloyd an interest in item FC/22/90.

**FC/22/79 MINUTES.**

It was proposed by Cllr S Vaughan Hodkinson, seconded by Cllr C Lloyd and, with 8 votes in favour and one abstention,

**RESOLVED – that the minutes of the Extraordinary Full Council meeting held on 18th October 2022 be approved.**

**FC/22/80 MATTERS ARISING**

There were no matters arising

**FC/22/81 LOCAL POLICING**

PCSOs Katie Balaam and Wayne Turley reported to Councillors that a new Sargent, Sargent Jones had joined the team providing more support as a result. At the recent Brookside Big Bang event there had been increases in Anti-Social Behaviour. Recent walk abouts to look for fly tips and knives had seen few and none respectively. They were aware of the issues of the duck that had been hit with a crossbow bolt at Holmer Lake and were investigating. They were pleased that the Knife Bee had been at Brookside Central. They reported that there were currently no particular problems with speeding vehicles in the Parish. Councillors thanked them for attending and welcomed a return visit at some point in the future.

**FC/22/82 CO-OPTION**

Following an application to the Parish Council, and a presentation to Councillors at the meeting,

**a vote of Councillors confirmed the co-option of Trevor Bate BEM onto the Parish Council.**

Cllr Bate completed an Acceptance of Office form and joined the meeting.

**FC/22/83 MEETING RE-DESIGNATION**

It was proposed by Cllr T Wood, seconded by Cllr C Lloyd, unanimously agreed and

**RESOLVED – to re-designate the Policy and Resources Committee Meeting on Wednesday 7 December 2022 as a full Council Meeting**

**FC/22/84 PARISH CLERK’S REPORT**

The Parish Clerk reported that a pre-Christmas newsletter had been produced and distributed to residents via social media and in paper copies. Cllr Bate felt that the newsletter was not as good as those produced in the past.

The Sambrook Warm Space (SWS) was now up and running, would make sure that it was listed on the Borough Council’s Warm Hub list. He reported that a Warm Hub was also being set up at Brookside Central. Following discussion of the fact that the Parish Council had not secured funding for the SWS from the Borough Council, Cllr N England suggested that his Pride Fund could help with key issues, such as publicity. The Clerk agreed to seek funds from Cllr N England.

The Clerk confirmed that the repairs to the surface at Beckbury Drive Play Area had been undertaken and that he had had to fall back on his original proposed contractor for the work as the least expensive one had failed to re-quote as requested. He was awaiting a date for work to commence. A contractor has been instructed to undertake the uprating/repair/replacement of the front door at The Sambrook Centre. The company contracted to undertake the work at the Brindleyford MUGA had not carried out the work as yet. The Clerk was chasing them. The Clerk was seeking quotes for the necessary fixed electrics checks and portable appliance tests.

The Clerk has received the latest reports from Shropshire Youth Association relating to summer activities delivered at Brookside. These had been forwarded to Councillors.

**FC/22/85 PAYMENTS OVER £500.00**

It was proposed by Cllr T Wood, seconded by Cllr C Lloyd, and, with 9 votes in favour and one abstention,

**RESOLVED – to approve the payments to be made to Chris Maclean, Wolverhampton Grand Theatre, Illuminate Audio Visual Effects Ltd, Shropshire Youth Association, J Manny Ltd and A T Brown (Coaches) Ltd**

**FC/22/86 BUDGET 2023/24**

The Clerk reiterated that, while the Strategic Review would drive the budgeting process, there may be particular project within that that Councillors might want to be factored in. Cllr Vaughan-Hodkinson mentioned the need for batteries linked to the solar panels and the potential to employ a dedicated Youth Worker. Additionally, it was felt that there should be consideration given to an ongoing maintenance budget for the allotments and The Sambrook Centre. Cllr Unwin raised the matter of the precept and asked if a range of scenarios running from 0% - 5% increase could be put forward for consideration.

**FC/22/87 CIVILITY AND RESPECT**

The Locum RFO introduced a suite of documents relating to Civility and Respect between all personnel within the Council. Cllr T Bate was concerned that such documents would be biased against Councillors and wondered whether they might be used against Councillors in the case of an employment tribunal. It was confirmed that, in such a case, it was Employment Law that would hold precedence. It was agreed to hold the matter over to a later meeting. However, it was agreed that the Clerk and Locum RFO would bring a paper outlining a training plan for Councillors and Staff to the next Full Council meeting on 7 December 2022.

**FC/22/88 EXCLUSION OF THE PRESS AND PUBLIC**

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

**RESOLVED – that the press and public be excluded from the meeting.**

**FC/22/89 HUMAN RESOURCES MATTERS**

1. The Clerk presented a Job Description and Person Specification for a post that he wished to recruit to. Councillors made a number of small changes to the wording. Cllr S Vaughan-Hodkinson was concerned that no salary had been attached to the post. The Clerk confirmed that he would/could only send it for evaluation once Councillors had been happy with the scope of the position.

It was proposed by Cllr G Sinclair, seconded by Cllr C Lloyd and unanimously

**RESOLVED – that the Clerk could recruit to the post in question.**

1. The Locum RFO presented a paper to Councillors outlining the effects of the recent pay increase agreed by the NJC. The paper included details of back payments due to former staff members.

It was proposed by Cllr A Watkin, seconded by Cllr G Sinclair and unanimously

**RESOLVED – that the new pay scale be adopted, back pay be sent to previous employees and resulting changes to the salaries of existing staff be instigated.**

**FC/22/90 BROOKSIDE BIG LOCAL**

The Clerk reported that there had been a potential problem with the handover of the role of Locally Trusted Organisation to Brookside Central CIO. This had, however, been resolved but had required a delay of handover to 1 December 2022. Once the staff involved had been moved across, the remaining funds would be returned to Local Trust, after the necessary deduction as LTO had been undertaken.

There being no further business, the meeting closed at 8.36pm.