

**Minutes of a Meeting of the Full Council of Stirchley and Brookside Parish Council  
held on Tuesday 14 April 2026 at 6:30pm at The Sambrook Centre, Stirchley**

Present: Cllrs T Wood (Chair), C Addison, J Anderson, A England, C Lloyd, J Malcolm, Z Mandela, G Sinclair, T Skidmore, S Vaughan-Hodkinson, A Watkin, T Wust  
In Attendance: C Maclean (Locum Clerk/RFO)  
Borough Councillor: N Page  
Members of Public: 1

**FC/26/001 WELCOME**

Cllr T Wood welcomed everyone to the meeting.

**FC/26/002 APOLOGIES FOR ABSENCE**

Apologies received and noted from Cllr M A Salifu (extended leave of absence).

**FC/26/003 DECLARATIONS OF INTEREST**

Cllr A England noted with Cllrs his membership of the Planning Committee at Telford & Wrekin Council. Cllrs noted that Cllr A England would not participate in any discussions relating to planning items within this meeting.  
Cllr C Lloyd declared potential interest in item FC/26/011.

**FC/26/004 PUBLIC QUESTION TIME**

No issues or points raised.

**FC/26/005 POLICE REPORT**

**a. Receive Reports and Share Feedback on Matters of Community Interest**

The Locum Clerk advised Cllrs that no word had been received from the Nedge SNT team relating to their absence.

The Locum Clerk advised Cllrs that he had previously received advice that there would be presence from the Brookside SNT team, but prior to the meeting the officers advised that they had been called to a major incident in the borough. Cllrs noted the Locum Clerk had forwarded the summary report provided by PCSO D Ramsden.

**b. Review and Agree Charter Priorities for April to June 2026**

In view of the lack of the Brookside SNT team presence, it was agreed to defer the review of the Brookside charter priorities.

**FC/26/006 MINUTES**

**To Approve the Minutes of the Full Council Meeting on 10 March 2026 Proposed by Cllr T Wust, seconded by Cllr J Anderson and it was unanimously resolved by those present at that meeting that the Minutes be adopted and the Chair sign these as a true record.**

Cllrs noted the absence from the previous meeting of Cllr C Lloyd who abstained.

**FC/26/007 MATTERS ARISING**

No matters raised.

**FC/26/008 PLANNING APPLICATIONS**

**a. Applications For Consideration**

Cllrs noted no applications had been received for consideration since the previous meeting.

**b. Applications Received Post Agenda Publication**

Cllrs noted no applications had been received for consideration.

**c. Application Decisions**

Cllrs noted no further decisions had been received from Telford & Wrekin Council since the previous meeting.

**FC/26/009 CONSULTATIONS**

Cllrs noted receipt of three applications for street trading consent in relation to ice cream vendors.

**It was agreed no comment be offered.**

**FC/26/010 FUTURE PICTURE AND COMMUNITY ENGAGEMENT**

Cllr T Wood invited representatives from each of the sub-groups to provide details on their considerations.

On the topic of communications Cllr S Vaughan-Hodkinson shared with Cllrs two sets of notes compiled by herself and Cllr C Lloyd. Cllrs noted that in view of the timing of receipt of Cllr C Lloyd's contribution these had not been consolidated.

Cllr S Vaughan-Hodkinson commented on the following aspects:

1. Intent/Aims/Purpose
2. Principles of Engagement
3. Implementation/Methods
4. Impact/Monitoring and Review

Cllr S Vaughan-Hodkinson shared some ideas including (i) school visits; (ii) pop up meet the Cllrs; (iii) challenge, forms of communications and engagement.

On the topic of resident groups Cllr T Wood shared with Cllrs maps of the parish broken down into residential groupings and individual Cllr responsibilities. Cllr T Wood proposed that engagement with an initial few residents may assist in spreading the word and develop opportunities for wider engagement.

On the topic of QR codes, surveys and newsletters Cllr T Wust shared with Cllrs a mock up of a resident communication survey which allowed for comment on what people wished to see from the Parish Council and details on the Cllrs with contact address.

Cllr T Skidmore enquired about people's details and it was agreed that a disclaimer be incorporated.

Cllr C Lloyd suggested the survey be undertaken annually or bi-annually in view of the turnover of residents.

Cllrs discussed the option of providing freepost envelopes and it was understood that costs related to these only applied if they were used.

Cllr A Watkin suggested incorporation of a written address for the Council and contact telephone number.

Following discussion on these topics it was agreed that the Locum Clerk take these suggestions away for further consideration.

**FC/26/011 VIOLENCE AGAINST WOMEN AND GIRLS**

Cllrs noted the paper presented to Council by the Locum Clerk on actions taken by the Parish Council in terms of understanding and addressing the topic of violence against women and girls.

The Locum Clerk noted with Cllrs that following training for the team and Cllrs in December 2023 on the topic of Raising Awareness of Child Protection Training under the heading of Child Protection & Safeguarding, training sessions on Safer Streets 5 Bystander Intervention Training and addressing violence against women and girls had been hosted by the Parish Council in The Sambrook Centre in July 2024. Cllrs noted the sessions were funded by the Office of the Police and Crime Commissioner and were free to attend.

Cllrs noted that invitations had been sent to all town and parish council clerks in the borough as well as other organisations that would have interest in the topic.

The Locum Clerk advised Cllrs that a presentation on the topic had been made at the meeting between Telford & Wrekin Council and Town and Parish Council Clerks on 22 August 2024. The presentation was made to increase levels of awareness and promote training sessions to those who expressed interest.

Cllr A England noted that mistreatment extended wider than just women and girls and impacted all genders. Cllrs noted that The Sambrook Centre should be considered a safe place where victims could come in to be referred to support organisations.

Cllr T Wood noted the work undertaken to date and expressed appreciation to the team for the proactive approach adopted on the topic. Cllr T Wood noted the relevance of the topic to the Police Charter priorities.

Cllr J Malcolm suggested consideration be given to the topic of hate crime and it was noted this be undertaken separately. Cllr J Malcolm noted an upcoming event in June in the church adjacent to The Sambrook Centre and details and invite would be forwarded.

Cllr J Anderson noted the increase in crimes of which a substantial portion related to violent crime.

The Locum Clerk noted with Cllrs the Parish Council remains committed to awareness of this violence and to undertake appropriate referrals where such situations are brought to the attention of Cllrs or team members.

The Locum Clerk noted with Cllrs the Parish Council accepts that violence may not just be confined to women and girls and will collaborate with all parties to assist and refer victims to the relevant authorities and support organisations.

The Locum Clerk noted with Cllrs the Parish Council remains committed to collaborating with appropriate parties to ensure that parishioners are able to live in a safe environment.

The Locum Clerk noted with Cllrs the Parish Council will consider what training and education sessions may be provided to members of the community to help spread understanding and prevention.

**FC/26/012 NEIGHBOURHOOD GOVERNANCE**

**a. Note the emerging Neighbourhood Governance proposals through the English Devolution and Community Empowerment (EDCE) Bill**

Cllrs noted the Neighbourhood Governance Pack that had been produced by the West Midlands County Associations of Local Councils and forwarded by SALC.

Cllrs noted the briefing document which detailed the UK Government's emerging agenda on neighbourhood governance set out through the English Devolution and Community Empowerment (EDCE) Bill which signals a shift toward more localised, community-level decision-making. Cllrs noted that despite new duties placed on unitary councils, the Government has not yet provided a clear, formal definition or detailed guidance on what neighbourhood governance should look like. It was noted there is yet to be any role for parish and town councils in these new structures which is perceived as a key gap.

Cllrs noted that whilst parish and town councils are likely to remain important their role is no longer assumed or guaranteed. Cllrs noted a period of uncertainty whilst the Government develops regulations defining neighbourhood areas and governance standards. Until clarity is provided Cllrs noted that councils must prepare for:

- Possible structural changes
- Integration with new neighbourhood models
- The need to demonstrate strong community value

Cllrs noted the motion presented for consideration. Cllr T Wust noted differences between two and three tier structures with two tier structures regarded as safer. Cllr S Vaughan-Hodkinson considered financial impact on badly run councils and providing value for money.

Cllrs A England and T Wust advised their agreement in principle to the motion.

Cllr G Sinclair expressed his concern that those in higher level authorities were not dealing with people compared to those at lower levels.

**Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr G Sinclair and it was resolved unanimously that the Council notes:**

- 1. That the Government's English Devolution and Community Empowerment (EDCE) Bill introduces a new duty on all local authorities to establish "effective neighbourhood governance" structures, with further detail to be set out in forthcoming regulations.**
- 2. That the Government has stated it wants all local authorities to have a way of working with neighbourhoods "so they are not relying on town and parish councils to do it" indicating that parish and town councils may not automatically be recognised as the primary neighbourhood governance mechanism.**
- 3. That the Secretary of State will have powers to define neighbourhood areas and set criteria for neighbourhood governance arrangements, but these definitions and criteria have not yet been published, creating uncertainty about the future role of parish and town councils within the new framework.**

4. That parish and town councils are the most local and democratically accountable tier of government, with established relationships in communities and a strong track record of facilitating local engagement and service delivery.

It was resolved that the Council believes:

1. That parish and town councils should play a central and influential role in any new system of neighbourhood governance, reflecting their democratic mandate and deep local knowledge.
  2. That any new neighbourhood governance structures should complement, not duplicate or marginalise, existing parish and town councils.
  3. That clear guidance from Government is essential to avoid confusion, overlap and the dilution of local democratic accountability.
  4. That parish and town councils are offered the opportunity to join any neighbourhood governance structures created in their area.
- b. Agree content of letter to local MP and that it be signed and sent on behalf of the Parish Council.

Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr T Wood and it was unanimously resolved to:

1. Call on our local Member of Parliament to press the Secretary of State for Housing, Communities and Local Government to:
  - a. Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
  - b. Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
  - c. Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.
2. Write to the MP enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.
3. Engage with our principal authority to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.
4. Publicly communicate this Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.

Cllrs agreed that the letter be signed by the Locum Clerk on behalf of the Council.

**FC/26/013 ASSET REGISTER**

The Locum Clerk advised Cllrs that construction of an up-to-date Asset Register continued and would be presented at a future meeting of Council.

**FC/26/014 SOCIAL MEDIA**

**a. Consider and renew the Council 's Social Media Policy**

Cllrs noted the Council's Social Media Policy required review and reapproval. The Locum Clerk advised Cllrs that his review of the existing policy did not identify the requirement for any amendments.

**Proposed by Cllr T Wust, seconded by Cllr A England and it was unanimously resolved that the Social Media Policy as of March 2026 be adopted with immediate effect.**

Cllr A England suggested the only interest in implementing the policy was for SALC to control Cllrs. The Locum Clerk advised Cllrs that the policy came from NALC and not SALC.

Cllr A England enquired of the consequences of not following the policy. Cllr T Wood noted with Cllr A England that he had voted for the policy but in light of his comment he appeared to disagree with it.

**b. Consider social media training for Cllrs and types of training required**

Cllrs noted social media training could be provided through Breakthrough Communications who provided a range of sessions covering council communications, community engagement and GDPR/FOI compliance. Cllr J Anderson noted consideration would be required on identifying the appropriate level of training.

Cllr T Wood enquired of Cllrs whether any believed training was not required. No response was shown.

Cllr G Sinclair believed it appropriate for all to be up to date and be consistent with responses and approach by the Council.

Cllr T Wood noted with Cllrs that the level and types of training sessions would be investigated and taken forward.

**FC/26/015 FINANCIAL REPORT**

**a. Financial Report**

Cllrs noted the paper presented to Council by the Locum Clerk advising of the current status of the Council's finances.

**b. Payments Requiring Approval of Council**

Cllrs noted the payments required for approval at Council together with payment requiring ratification. Details of payments set out in the appendix.

**Proposed by Cllr T Wood, seconded by Cllr C Lloyd and it was unanimously resolved that the payments be made and the payment previously made ratified.**

**c. Note and Approve Bank Reconciliation at 31 March 2026**

Cllrs noted the Bank Reconciliation at 31 March 2026 presented to Council.

**Proposed by Cllr C Lloyd, seconded by Cllr G Sinclair and it was unanimously resolved that the Chair sign the Bank Reconciliation on behalf of the Council.**

**FC/26/016 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2025/26**

The Locum Clerk advised Cllrs of the year end process whereby the Council's accounts and controls would be reviewed by the internal auditor. Concurrently, Cllrs noted the documentation to satisfy the AGAR would be completed with the intention that Cllrs would review and sign off on the AGAR at the meeting of Council in June.

The Locum Clerk advised Cllrs they should pay particular attention to the Governance Statement as it should represent their views.

Cllr T Wood emphasised with Cllrs the importance of reviewing the documentation and considering the criteria on the Governance Statement.

Cllr T Skidmore on the possibility of abstaining on the resolutions for the AGAR. Cllr C Lloyd advised Cllr T Skidmore that should he do so, he needed to ensure that he followed the resolution of the majority and not argue he disagreed with the result.

**FC/26/017 BOROUGH COUNCILLOR UPDATES**

Cllr A England advised Cllrs of his meeting the new independent Chair of the Pride in Place panel. He awaited details on the membership of the Board.

Cllr A England noted with Cllrs the continued efforts to clean up Brookside. He advised Cllrs he continued to undertake ward walks with cabinet members from Telford & Wrekin Council.

Cllrs noted the ban on Shropshire residents accessing and using the recycling site in Telford.

Cllr N Page advised Cllrs she had spent considerable time in The Sambrook Centre on ward and resident matters and continued case work.

The Locum Clerk advised Cllrs that he was in continued discussions with colleagues at Telford & Wrekin Council on the clean up efforts in Brookside and how the two parties would progress on a partnership basis.

Cllr T Skidmore enquired whether the clean-up efforts related to inner parts of Brookside. Cllr C Lloyd advised that elements were being done.

**FC/26/018 PARISH MATTERS**

Cllr T Wood advised Cllrs she was involved in assisting in three case works.

Cllr C Lloyd advised Cllrs she was undertaking case work and reporting numerous fly tips.

Cllr Z Mandela advised Cllrs of his reporting a fly tip.

Cllr J Anderson advised Cllrs of continued paraphernalia at Churncote.

Cllr G Sinclair advised Cllrs of tree works being undertaken at Holmer Lake. He also observed some fly tipping was taking place at the foot of Sandino Road next to the litter bin.

Cllr J Malcolm advised Cllrs he undertook case work and had also paid a visit to the Brindleyford MUGA and play area.

Cllr S Vaughan-Hodkinson advised Cllrs she had been on holiday but had attended a meeting of the Allotment Association.

Cllr T Wust noted with Cllrs the recent litter picking initiative which he thought was well attended. He also noted the recent community day and hoped better community engagement may be built at a future event. The Locum Clerk advised that following a review of the day it was decided that a different format would be attempted in the future.

Cllr T Skidmore noted the lampposts at Elliot Close appear to have been resited.  
 Cllr A Watkin noted the recent period had been quiet but he continued to attend with Cllr N Page the meetings at Churchway with Wrekin Housing tenants.  
 Cllr C Addison advised Cllrs he was attempting to deal with recent events where the idverde environment team appear to undertake grass cutting without prior removal of cans, etc. resulting in shredded waste. Cllr C Lloyd advised her understanding that one idverde team would litter pick in the morning with grass cutting taking place in the afternoon.

**FC/26/019 NEXT MEETING’S AGENDA**

- a) HR update documents.
- b) Actions update on Community Engagement outreach and sub-groups.
- c) Items to be referred to Locum Clerk in advance of next meeting.

**FC/26/020 NEXT MEETING DATE**

Cllrs noted the following meetings scheduled for May 2026 at 6:30pm at The Sambrook Centre:

- a) Annual General Meeting: 12 May 2026
- b) Full Council Meeting: 12 May 2026, following the Annual General Meeting
- c) Electors/Parish Meeting: 26 May 2026

Cllr T Wood reminded Cllrs that whilst attendance was required at the Electors/Parish meeting it was not subject to the same formality as at a meeting of Council. Cllrs would be attending as members of the parish and Cllr T Wood encouraged Cllrs to invite fellow residents to attend.

The Chair thanked everyone, declaring the meeting closed at 8:10pm.

**APPENDIX**

**STIRCHLEY AND  
 BROOKSIDE PARISH  
 COUNCIL**

**COUNCIL MEETING 10 MARCH 2026:  
 FC/26/015b**

**INVOICES FOR PAYMENT  
 APPROVAL**

ID	SUPPLIER	DESCRIPTION	INVOICE NO	NET AMOUNT	VAT	TOTAL
1	HMRC	Tax & NIC	N/A	£6,432.41	£0.00	£6,432.41
2	idverde Limited	Rotovating & Seeding of Roundabout	10965058	£896.68	£179.34	£1,076.02
3	Cleveland Cleaning Limited	Cleaning Contract - April	04/21892	£1,067.08	£213.42	£1,280.50
4	Majestic Leisure Ltd t/a Liberty Games	Pool Table and Accessories	E74150	£1,306.67	£261.33	£1,568.00

5	SALC	ALC Affiliation Fees	3117	£2,728.24	£0.00	£2,728.24
6	Gillian Owen/Majic Catering	Easter 2026 Food Provision	Apr-26	£1,870.00	£0.00	£1,870.00
<b>TOTAL</b>				£14,301.08	£654.09	£14,955.17

**INVOICES RECENTLY PAID**

ID	SUPPLIER	DESCRIPTION	INVOICE NO	NET AMOUNT	VAT	TOTAL	PAID
1	Ex-Forces to Community's	Youth Work Provision	15/01/1900	£865.38	£0.00	£865.38	16-Mar
<b>TOTAL</b>				£865.38	£0.00	£865.38	

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Chair

Date: 12 May 2026