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

**held on**

**Tuesday 28th February 2023 at 7:00pm at the Sambrook Centre, Stirchley**

Present: Cllrs L Powers (Chair), C Turley, T Wood, S Vaughan-Hodkinson, A Watkin, G Sinclair, A England

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

Public Open Session:

There were five members of the public present.

Residents raised concerns that:-

1. The speed limit is regularly being ignored on this stretch of Stirchley Road, resulting in a number of near misses for vehicles emerging from Grangemere and Grange Farm View ;
2. There have been a number of incidences of quad bikes being driven dangerously around the area;
3. There needs to be further consideration around the car park at the lake. While it’s closed, people park inconsiderately and illegally on the local roads, although there is recognition that, if left open, it is a likely site for other illegal activities;
4. Road drains regularly get blocked with the result that flooding and surface water becomes an issue;
5. There needs to be a grit bin (or grit bins) sited in this area to deal with ice and snow on the various local slopes.

**FC/22/126 APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received from Cllrs H Unwin, T Bate, J Loveridge and C Lloyd.

**FC/22/127** **MINUTES**

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

**RESOLVED – that the minutes of the Full Council meeting held on 24 January 2023 be approved.**

**FC/22/128** **MATTERS ARISING** (from the Minutes)

There were none.

**FC/22/129 PARISH CLERK’S REPORT**

1. **CCTV**

The Parish Clerk outlined a new proposal for CCTV coverage of The Sambrook Centre, further to a site visit carried out with representatives from Telford and Wrekin and attended by the Clerk and Locum RFO. The new proposal was for a single, high level camera sited at the foot of the ramp up to the Centre. This would cost £7k, with a contribution of £3.5k being asked for from the Parish Council. The Clerk noted misgiving from some Councillors on the past concerning the monitoring of CCTV in the Borough. He confirmed that the Senior Anti-Social Behaviour Officer had offered the opportunity for a discussion of this matter, should Councillors wish.

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

**RESOLVED – that there should be no committee meetings in February, March or April 2023.**

1. **Coronation Event**

The Clerk outlined the details of the event, which would take place between 11am and 3pm on Saturday 29 April 2023:-

1. The King’s favourite music, performed by the Darby Singers and a pianist;
2. The food offer will be an upmarket buffet provided by Bare Nutrition;
3. Displays of achievements by local participants in Prince’s Trust Courses (with reference to Telford College);
4. Displays of local environmental management/enhancement (with reference to Shropshire Wildlife Trust, Local Environmental Groups and Telford and Wrekin Borough)
5. **Grit bins**

This matter was to be held over to the next Full Council meeting.

1. **Sambrook Centre Front Doors**

After consideration of the need for a maintenance agreement for the front doors,

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

**RESOLVED – that a five year PPM Contract be taken out with J Manny for the ongoing servicing and maintenance of the Sambrook Centre automatic doors.**

**FC/22/130 GRANT APPLICATIONS**

For this item, Cllrs L Powers and A England withdrew from the discussion by virtue of being on the Brookside Big Local Partnership.

Councillors considered an application from Brookside Big Local for funding towards the new Community Pantry project at Brookside Central. After discussion,

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

**RESOLVED – not to take this grant application forward.**

**FC/22/131 Payments over £500.00**

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

**RESOLVED – that payments be made to Chris Maclean, RMW Electrical Services Ltd, PKF Littlejohn LLP and HMRC.**

**FC/22/132 AGAR UPDATE**

The Locum RFO reported that he had been contact by the external auditors over paperwork that was outstanding in relation to the AGAR submission for the year 2021/22. After discussion around the signing off of the report, in summer 2022, the Locum RFO confirmed that the necessary remaining paperwork had now been submitted and acknowledged, as per the notices now displayed at The Sambrook Centre.

**FC/22/133 PLANNING APPLICATIONS**

1. To give consideration to any planning applications, received for consultation, after publication of the agenda **–** there were none.
2. To receive information of decisions taken by Telford & Wrekin Council relating to planning applications

in the Parish – there were none.

**FC/22/134** **OPERATIONAL PLAN**

The Clerk explained that he had drafted several versions of an Operation Plan but that, due to time pressures, he had not been able to send out his proposed draft as he had hoped. He would send this out by email, for discussion at the next Full Council meeting.

**FC/22/135 INDUCTION AND TRAINING PLAN**

Councillors gave feedback on the plan as drafted by the Parish Clerk. This included:-

1. The need to see a volunteer section within the plan;
2. That sources of training be noted within the plan;
3. To use opportunities for in-house workshops, taking advantage of skills from within the Council;
4. That, after elections (or significant changes in personnel) an informal “get to know you” event be organised.

The Clerk agreed to make the necessary updates.

**FC/22/136 FAIR SHARE**

1. **To consider Fairshare’s use of the Front Office at The Sambrook Centre**

The Clerk confirmed that he and the Locum RFO had held a meeting with the CEO of Fairshare. It had been confirmed that a small rent for the room had been paid throughout lockdown. Discussion took place over whether a rent should be paid and, if there should, what level that should be set at. However, concern was then raised about the fact that there were problems with the room in terms of fire evacuation. Relating to this, the Clerk was asked to organise a Fire Risk Assessment of the building as a matter of urgency.

1. **To consider the action to be taken concerning the Council’s subordinated loan**

It was agreed that the Locum RFO would bring a paper relating to this to the next Full Council meeting.

**FC/22/137** **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-Hodkinson, seconded by Cllr T Wood and unanimously

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

**FC/22/138 HUMAN RESOURCE MATTERS**

1. **To consider an update relating to pensions**

Extensive discussion took place around the matter of the Council’s pension provision. Concerns around there being a fair and equitable solution to the matter were discussed as were the finances of the Council relating to its pension obligations. This would be explored further at the next Full Council meeting, when a clearer guide to potential costs will be available to facilitate a resolution for the future.

1. **To consider any staffing updates**
   1. The Clerk confirmed that progress had been made on bringing a conclusion to a longstanding personnel matter. Councillors were informed of the likely budget relating to this and a timetable that it was hoped could be followed to complete it. Cllr T Wood noted the need to ensure that the process was carried out properly and appropriately within the law and noted some specific for consideration.
   2. Declaring an interest, Cllr S Vaughan-Hodkinson left the meeting.

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

**RESOLVED – that from 13 March 2023, the contract agreed at the Extraordinary Full Council Meeting of 18 October 2022, and further discussed at the Full Council meeting of 10 January 2023, be increased to 35 hours per week through to 3 April 2023, the beginning of the “summer season”.**

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

**RESOLVED – to suspend standing orders.**

1. **To consider actions to further the recruitment of a new Parish Clerk**
   1. The Locum RFO provided Councillors with the details of the proposed programme for securing a new Clerk. He noted that, in 2020, as the Policy and Resources Committee had decided to split the Clerk and RFO positions, Council should now undertake resolution to combine them again, as recommended by the Recruitment Panel.

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

**RESOLVED – that the role of Clerk/RFO be advertised.**

* 1. The Locum RFO provided Councillors with the details of HR support packages that could be considered for use as part of the recruitment process. It was suggested that such a facility could be used if required. A similar suggestion applied to the proposal from Cllr G Sinclair that the services of another Parish Clerk might be secured to help in the recruitment process.
  2. In terms of advertising the post,

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

**RESOLVED – that a budget of up to £2k be allocated for this purpose.**

The meeting closed at 9.24pm.