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

**held on**

**Tuesday 24th January 2023 at 7:00pm at the Sambrook Centre, Stirchley**

Present: Cllrs L Powers (Chair), C Turley, H Unwin, S Vaughan-Hodkinson, T Bate, C Lloyd, A Watkin, G Sinclair, A England and J Loveridge

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

Public Open Session:

There was one member of the public present.

**FC/22/116 APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received from Cllr T Wood.

The Chair took this opportunity to inform the meeting that Cllr H Evans had tendered her resignation from the Council. It was noted that there was no requirement to seek a replacement Councillor at this stage, due to the proximity of the elections in May 2023.

**FC/22/117** **MINUTES**

It was proposed by Cllr C Turley, seconded by Cllr C Lloyd and unanimously

**RESOLVED – that the minutes of the Full Council meeting held on 10 January 2023 be approved.**

**FC/22/118** **MATTERS ARISING** (from the Minutes)

The Parish Clerk informed Councillors that, on the matter of CCTV, he would be bringing an update to the next meeting of Full Council on 24 February 2023. Cllr T Bate raised misgivings over management of CCTV systems more generally. These were noted by The Clerk.

**FC/22/119 PARISH CLERK’S REPORT**

1. **Meeting Schedule**

The Parish Clerk reported that, since the meeting on 7 December 2022, a number of Councillors had approached him questioning the need for meetings of any committees before the May elections, as so much of the current business of the Council required Full Council consideration.

It was proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr G Sinclair Lloyd and unanimously

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

1. **Sambrook Warm Space (SWS)**

The Parish Clerk noted that the SWS was being well used and that the highest user rate in one day thus far had been 28. He reported that stocks of consumables were having to be carefully managed/monitored as some users were taking all available teabags, coffee sachets, sugar sachets and packets of biscuit for consumption elsewhere after their visits.

1. **Grit bins**

After a significant rise in enquiries about grit bin installation, snow wardening and road gritting, the Parish Clerk brought Councillors up-to-date on current policies and processes at Telford and Wrekin Council as had been reported to him. He raised concerns that, while the Parish Council could embark on a grit bin repair or installation programme, it could end up being extensive and costly, if the Council was to respond to every request it might receive. Councillor A England reminded the meeting that Pride funding was available from Borough Councillors to help match Parish or other funds for the provision of items such as grit bins. In conclusion, Councillors agreed that an audit of grit bin provision in the Parish be undertaken and presented to the next Full Council meeting. At that point, Councillors would have more background information from which to decide on any action to be taken thereafter.

**FC/22/120 BUDGET FOR 2023/24**

1. **To agree the 2023/24 budget**

After consideration of a revised budget, incorporating suggested changes to that which the Clerk had tabled at the Full Council meeting on 10 January 2023,

It was proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr G Sinclair Lloyd and unanimously

**RESOLVED – to adopt the updated 2023/24 budget presented by the Parish Clerk.**

1. **Completion of the required precept paperwork to be submitted to** **Telford and Wrekin Council for 2023/24.**

The necessary form was completed and signed by the Chair, two further Councillors and the Clerk for submission to Telford and Wrekin Council.

**FC/22/121 FAIR SHARE**

1. **To consider a draft Rental Agreement for the use of the Front Office at The Sambrook Centre**

The Clerk provided Councillors with a draft rental agreement that could be employed regarding use of the Sambrook Centre Front Office by Fairshare. Councillors considered the matter, with discussions ranging more generally from space allocation within the Sambrook Centre to how/if community providers should be charged for the space that they use. The discussions were inconclusive.

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

After a brief discussion, the Locum RFO agreed to provide a brief paper setting out the options for the Council in relation to the loan, for the future, giving consideration to various scenarios that might affect those options.

**FC/22/122 Payments over £500.00**

With Cllr C Lloyd having declared an interest in one of the payments to be made, and the Locum RFO giving some background to one of the payments being under £500.00,

It was proposed by Cllr H Unwin, seconded by Cllr S Vaughan-Hodkinson and, with 9 votes in favour and 1 abstention,

**RESOLVED – that payments be made to the Shropshire Youth Association, Brookside Central CIO and HMRC.**

**FC/22/123 PLANNING APPLICATIONS**

1. **To give consideration to any planning applications, received for consultation, after publication of the agenda – TWC/2023/0028**

Councillors asked that the Clerk submit the following comments relating to this new application :-

• That there still seems to be limited parking for the site and that this will only be made more problematic by increasing the number of units therein;

• That access issues off Grange Avenue (at an already busy section) will be further impacted;

• That there is potential for light nuisance from the site and its parking areas for its neighbours;

• That there will be a significant issue with contractor access and parking during the build which will need to be managed very carefully.

**FC/22/124** **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 C Lloyd and unanimously

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

**FC/22/125 HUMAN RESOURCE MATTERS**

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

The Locum RFO updated Councillors on the conversations that he had with officers of the LGPS. While it was agreed that the Parish Council remain within the LGPS scheme, this would not, however, remove the need for the Council to make provision for the payment of any sums owing. The Locum RFO would explore a timetable via which this could happen. Cllr S Vaughan-Hodkinson was concerned that an evaluation of how this matter might affect all staff, past, existing and future should be undertaken. The Locum RFO would give a further update at the next Full Council meeting.

1. **To consider any staffing updates**
   1. The Clerk reported that eleven application packs had been sent out to prospective candidates for the Customer Service Officer post and he had so far received one completed application. Discussion took place over whether the post had been advertised widely enough with differing views being expressed. The Clerk agreed to update Councillors on this matter once the deadline for applications (1 February 2023) had been arrived at.
   2. The Clerk outlined the current situation regarding a longstanding staffing matter related to decisions made in 2017. Councillors asked that it be resolved at the earliest opportunity. The Clerk said that he would report back with an update.
2. **To consider actions to further the recruitment of a new Parish Clerk**

Cllr A England expressed surprise that the post had not yet been advertised. The Locum RFO stated that, as a Job Description and Person Specification had yet to be agreed it had been impossible to do so. Relating to this, the Locum RFO referred to discussions over whether there was a need for a new Clerk to be CiLCA qualified, or not, and its relation to the General Power of Competence being able to be declared by a Council. After further discussion around this and other matters

It was proposed by Cllr Cllr C Lloyd, seconded by Cllr A England and unanimously

**RESOLVED – that a recruitment panel created to include Cllrs Powers, Wood, Vaughan-Hodkinson, Watkin and Sinclair.**

During this item on the agenda, there was a conduct matter raised which the Chair noted as being inappropriate for the meeting.

The meeting closed at 8.40pm.