



**Minutes of a Meeting of the Full Council of Stirchley and Brookside Parish Council  
held on Tuesday 13 February 2024 at 6:30pm at the Sambrook Centre, Stirchley**

Present: Cllrs C Lloyd (Chair), S Vaughan-Hodkinson, A England, T Wood, C Turley, A Watkin, C Addison, T Skidmore, G Sinclair, K Jolly, J Loveridge

In Attendance: C Maclean (Locum Clerk/RFO)

Members of Public: 2

Police: 2 Representatives

Telford & Wrekin Council Children's Safeguarding and Family Support Services: 2  
Representatives

**FC/23/156 WELCOME**

Cllr C Lloyd welcomed everyone to the meeting.

Cllr C Lloyd reminded Cllrs of the contents of the induction folders provided by the Locum Clerk. Specific attention was drawn to the Good Councillor Guide and the 7 Nolan Principles.

**FC/23/157 APOLOGIES FOR ABSENCE**

Apologies were received and noted from Cllr S Cook.

**FC/23/158 DECLARATIONS OF INTEREST**

Cllrs C Turley and A Watkin declared an interest in items FC/23/164c and FC/23/165.

Cllr A England declared an interest in any discussion relating to the Community Action Team under items FC/23/164.

**FC/23/159 PUBLIC QUESTION TIME**

Cllrs welcomed Liz Taylor and Chris Thursfield from the Strengthening Families team at Telford & Wrekin Council's Children's Safeguarding and Family Support Services who explained the objectives of the team and their support within the borough.

Cllrs noted that financial support through grants had been provided to the team to provide free help for those aged 0 to 19 and 25 if they had special needs. These included classes held at locations within the borough. Bounce and rhyme sessions were also being provided and considered in community libraries as well as Southwater. Consideration was also being given to providing support sessions for fathers.

Cllrs were advised that a detailed website set out what was available and offered.

Cllrs noted that the facilities within Brookside were being reviewed with a view to expanding.

Cllrs thanked Liz Taylor and Chris Thursfield for their detailed presentation. A member of the public shared with Cllrs her concerns over the level of parking at the foot of Burford in Brookside where there appeared to be an insufficient number of parking bays. Cllr C Lloyd advised that contact had been made with the companies to whom the vans belonged and there had been some subsequent improvement. The situation would continue to be monitored and the Locum Clerk would contact Telford & Wrekin Council's Highways Enforcement Team where necessary.

**FC/23/160 POLICE REPORT**

Cllrs noted from the 2 representatives that their focus remained on addressing the priorities set out in the community charter. This included dealing with drugs offences.

**FC/23/161 MINUTES**

Cllrs noted the Locum Clerk was still working on the minutes of the meetings of 21 March 2023, 13 June 2023 and 16 January 2024.

**FC/23/162 MATTERS ARISING**

None raised.

**FC/23/163 COUNCILLOR VACANCY**

The Locum Clerk advised Cllrs that he had not to date received interest in the vacancy relating to Brookside ward.

**FC/23/164 2024/2025 BUDGETARY AND PRECEPT REQUIREMENTS**

**a. 2024/2025 Budgetary Requirements**

Cllrs noted the Precept request had been submitted to Telford & Wrekin Council as required.

Cllrs noted the presentation on the projected income and expenditure for 2024/2025. It was noted that projected expenditure totalled £357,370 whilst income was projected at £393,600. Cllr T Wood noted that with the serious dilution of cash reserves in the past year, effort was required to start building this back up.

**b. Amendments to Fees and Charges for Use of The Sambrook Centre**

Cllrs noted the paper presented to Council proposing to reduce the three different cost layers to two; these being Community and Standard. Cllrs also noted there had been no increase in fees since 2017.

Cllrs noted the following proposed changes to room hire fees to take effect from 1 April 2024:

- Green Room Community Rate: Current £5ph. Proposed £8 ph.
- Green Room Standard Rate: Current £10.80ph. Proposed £12ph.
- Rainbow Room Community Rate: Current £6ph. Proposed £8ph.
- Rainbow Room Standard Rate: Current £12ph. Proposed £12ph.

- Chat Room Community Rate: Current £5ph. Proposed £10ph.
- Chat Room Standard Rate: Current £10.80ph. Proposed £15ph.
- Studio Community Rate: Current £6ph. Proposed £12ph.
- Studio Standard Rate: Current £12ph. Proposed £20ph.

Cllr A England expressed desire to maintain lower rate levels for members of the community. Cllr T Wood noted that despite the proposed increases the level of the rates was still considered low.

Cllrs noted the proposal to terminate the provision of free refreshments and that a fee of £0.50 per cup be introduced from 1 April 2024.

**Proposed by Cllr J Loveridge, seconded by Cllr T Wood and it was resolved with 8 in favour, 2 against and one abstention that the room hire fees be increased and the introduction of the refreshment fee as proposed.**

The Locum Clerk advised Cllrs that he would present proposals relating to the long-term hirers at the next meeting of Council.

c. **Amendments to Fees and Charges for Allotment Tenancies**

Cllrs A Watkin, C Turley left the meeting for this item in light of their declared interests. Cllr T Skidmore advised Cllrs that he had applied for an allotment plot and in light of his interest in this regard it was agreed he excuse himself from the meeting.

Cllrs noted the benefit of inviting the Council's Environmental Services Officer into the discussion.

**Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr T Wood and it was resolved that Standing Orders be suspended.**

Cllrs noted the paper detailing the current level of charges for plots based on £0.37 per m<sup>2</sup> and level of discount of 33.3% for those of pensionable age. Cllrs also noted there had been no increase in fees since 2016.

Cllrs noted the level of income was minimal whereas costs to maintain the site required Council financial support.

Cllrs noted the proposal to increase the fee per m<sup>2</sup> and following discussion it was agreed the fee be increased to £0.45 per m<sup>2</sup>.

Cllrs discussed the level of discount currently in place and following discussion it was agreed the level be reduced to 15% for the coming year.

**Proposed by Cllr J Loveridge, seconded by Cllr C Addison and it was resolved that the fee per m<sup>2</sup> be increased from £0.37 to £0.45.**

**Proposed by Cllr T Wood, seconded by Cllr J Loveridge and it was resolved to reinstate Standing Orders.**

**Proposed by Cllr WT Wood, seconded by Cllr C Lloyd and it was resolved that the discount for those of pensionable age be reduced from 33.3% to 15%.**

Following closure of the discussion Cllrs A Watkin, C Turley and T Skidmore rejoined the meeting.

d. **Gardening Services**

The Locum Clerk advised Cllrs that this topic was deferred to a future meeting of Council.

**e. Environmental Service Offering**

Cllr A England left the meeting having declared an interest in this item. Cllrs considered the paper presented detailing activities currently undertaken by the Council's Environmental Services Officer and the proposal from Telford & Wrekin Council on their Community Action Team offering.

Cllrs considered the merits of the Telford & Wrekin Council proposal covering (i) Neighbourhood Enforcement; (ii) Grounds & Cleansing; and (iii) Area Engagement/Locality Liaison Officer. The costs of maintaining each of the services were considered. Cllrs noted that some of the offerings of the Community Action Team would not apply to the parish.

**Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr T Wood and it was unanimously resolved of the members present that the Council does not take up the offer from Telford & Wrekin Council.**

Following closure of the discussion Cllr A England returned to the meeting.

**FC/23/165 ALLOTMENT TENANCY AGREEMENTS**

The Locum Clerk advised Cllrs that this item would be deferred to a future meeting of Council.

**FC/23/166 PLANNING APPLICATIONS**

**a. Planning Applications**

Cllrs noted receipt of advice of application TWC/2024/0078 and the proposed erection of a first floor rear extension, ground floor side timber framed porch and installation of 2no. first floor front elevation windows at The Old Butchers, 3 Stirchley Village, Stirchley.

Following discussion it was agreed the Council offer no comment.

Cllrs noted receipt of advice of application TWC/2024/0113 and the proposed erection of a front porch with canopy and erection of a single garage at 28 Churchway, Stirchley. Cllrs considered elements of the application and some concerns were raised in relation to sustainability of materials to be used and whether a site visit would be appropriate.

Despite these concerns no overall objections were raised.

**b. Planning Decisions**

Cllrs noted that application TWC/2023/0785 relating to land northeast of Stirchley Interchange had been withdrawn.

**FC/23/167 FINANCIAL REPORT**

**a. Financial Position of Council**

The Locum Clerk advised Cllrs that efforts were ongoing to bring the Council's financial affairs up to date.

**b. Payments Requiring Approval of Council**

Cllrs noted the payments requiring approval by Council at the meeting.

Cllrs also noted the utility payments paid prior to the meeting. Details set out in the Appendix.

**Proposed by Cllr J Loveridge, seconded by Cllr T Wood and it was unanimously resolved that the payments be made and the payments made prior to the meeting were ratified.**

**FC/23/168      BANKING ARRANGEMENTS**

**a. Signatories on the Council's main trading banking accounts**

Cllrs considered future requirements in relation to the Council's main trading banking accounts with Bank of Scotland.

**It was resolved that Cllrs C Lloyd, J Loveridge and T Wood be added to the existing authorising signatories.**

**b. Signatories on the Council's CCLA account**

Cllrs considered future requirements in relation to the Council's Public Sector Deposit account with CCLA.

**It was resolved that Cllrs C Lloyd and T Wood be added to the list of authorising signatories.**

**c. Signatories on the Council's investment account**

Cllrs considered future requirements in relation to the Council account with Nationwide.

**It was resolved that Cllrs G Sinclair and S Vaughan-Hodkinson be added to the list of authorising signatories.**

**FC/23/169      ENVIRONMENTAL MATTERS**

Cllrs noted the contents of the environmental matters update provided by Creed. It was noted that there were a number of allotment applicants awaiting allocation of a plot. Maintenance of the allotments site has been continued over the winter months and it has been noted that a number of areas require repair and replacement of materials.

Cllrs noted that following receipt of the ROSPA reports on the play areas, the items that require early attention had been addressed. Efforts continue to keep the sites clean and tidy with graffiti cleaned off where required.

Cllrs noted the continued efforts to keep the St James churchyard under the Council's responsibility in good condition.

It was note that weekly checks of the bus stops are maintained and cleaned up where necessary. Maintenance checks and activities around the perimeter of the Sambrook Centre continue.

Cllrs noted a considerable number of environmental matters have been referred to Telford & Wrekin Council using the MyTelford app. Cllr C Lloyd expressed her thanks to Creed for his efforts and success in having these items addressed.

**FC/23/170      BOROUGH/WARD COUNCILLOR UPDATES**

Cllr C Turley advised that he no matters to raise to the meeting.

Cllr A England advised of concerns over the levels of poor parking at Burford and near Holmer Lake school. Concerns have also been expressed in relation to flooding in areas of Brookside following heavy rainfall.

**FC/23/171 PARISH MATTERS**

Cllrs shared concerns over the poor state of the carpark adjacent to the Coop store. Concerns were also noted in relation to the section between the Coop area and the medical practice where it had been observed that the cobbled area was collapsing.

Cllr A Watkin noted there were a number of environmental issues in the Churchway area where bushes and overgrown areas required cutting back.

Cllr A England left the meeting at 8:12pm.

Cllr T Wood advised that a disabled resident had complained about access past overhanging bushes in a part of the parish. The matter had been referred to Telford & Wrekin Council and resolved.

Cllr G Sinclair advised that a number of trees near Holmer Lake required attention but there was currently a lack of response from Telford & Wrekin Council.

Cllr C Addison observed that a number of the ramps on Brookside Avenue were starting to lift.

**FC/23/172 NEXT MEETING'S AGENDA**

Cllr C Loyd advised Cllrs that items for the next meeting of Council should be provided to the Locum Clerk latest seven days in advance.

**FC/23/173 NEXT MEETING DATE**

Cllr C Loyd advised Cllrs the next meeting of Council was scheduled for 12 March 2024

**FC/23/174 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 1972.

**Proposed by Cllr T Wood, seconded by Cllr S Vaughan-Hodkinson and it was unanimously resolved that the press and public be excluded from the meeting.**

Cllrs noted the time taken to address the agenda items. In light of the remaining items requiring discussion it was agreed that the meeting continue to conclusion.

**Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr T Wood and it was unanimously resolved that Standing Orders be suspended to allow the meeting to conclude all business.**

## FC/23/175 HUMAN RESOURCE MATTERS

### a. Council Administration

The Locum Clerk advised Cllrs that it had been realised that recruitment of a further team member was required for the administration of the Council.

**Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr T Wood and it was unanimously resolved that the Locum Clerk proceed to recruit a further member of the team.**

Cllr S Vaughan-Hodkinson left the meeting for the following item in light of her interest in the topic.

### b. Environmental Services

The Locum Clerk advised Cllrs that extra resource was required to assist in the Council's gardening service. Cllrs noted that consideration was being given to the recruitment of a seasonal gardener. Cllrs considered the merits of securing the resource via an apprenticeship.

**Proposed by Cllr T Wood, seconded by Cllr C Turley and it was unanimously resolved by attending members that the Locum Clerk proceed with the recruitment of an additional resource for environmental services.**

The Chair noted the next meeting of Council scheduled for 12 March and thanked everyone, declaring the meeting closed at 8:40pm.

## APPENDIX

### INVOICES FOR PAYMENT APPROVAL

ID	SUPPLIER	DESCRIPTION	INVOICE NO	NET AMOUNT	VAT	TOTAL
1	SYA	Youth Provision	20667	£6,788.50	£1,357.70	£8,146.20
2	Starboard Systems Limited	Scribe Accounts Renewal (2024)	INV-5283	£777.60	£155.52	£933.12
<b>TOTAL</b>				<b>£7,566.10</b>	<b>£1,513.22</b>	<b>£9,079.32</b>

### INVOICES RECENTLY PAID

ID	SUPPLIER	DESCRIPTION	INVOICE NO	NET AMOUNT	VAT	TOTAL	PAID
1	Community Academies Trust	Electricity Recharge	SI000332	£1,392.32	£278.46	£1,670.78	02-Feb
2	Community Academies Trust	Gas Recharge	SI000331	£1,569.80	£313.96	£1,883.76	02-Feb
<b>TOTAL</b>				<b>£2,962.12</b>	<b>£592.42</b>	<b>£3,554.54</b>	

*Signed*

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Chair

Date: 10 September 2024