



**Minutes of a Meeting of the Full Council of Stirchley and Brookside Parish Council  
held on Tuesday 12 December 2023 at 6:30pm at the Sambrook Centre, Stirchley**

Present: Cllrs C Lloyd (Chair), S Vaughan-Hodkinson, A Watkin, T Skidmore, J Loveridge, G Sinclair, S Cook

In Attendance: C Maclean (Locum Clerk/RFO)

Members of Public: 1

Police: PCSO D Ramsden

**FC/23/120 WELCOME**

Cllr C Lloyd welcomed everyone to the meeting.

**FC/23/121 APOLOGIES FOR ABSENCE**

Apologies were received and noted from Cllrs A England, C Addison, C Turley, T Wood and Ward Cllr N England.

**FC/23/122 DECLARATIONS OF INTEREST**

None.

**FC/23/123 PUBLIC QUESTION TIME**

No comments or points raised.

**FC/23/124 POLICE REPORT**

Cllrs welcomed PCSO D Ramsden of the SNT Brookside team who advised of the following:

- a. **Holmer Lake:** no issues reported.
- b. **Operation Spree:** no big issues reported on the bikes. Police continue to monitor.
- c. **Anti-Social Behaviour:** no new incidents reported. Police continue to monitor Burford and Burtondale to deal with improper parking, litter and dog fouling.
- d. **Holmer Lake School:** Cllrs noted the work being undertaken to follow up on the road incident where a pupil was knocked down. Police are visiting the school. The Locum Clerk advised that having also followed the issue up with Telford & Wrekin Council he had been advised that the audible crossing system had not been switched off and it had been reported for fixing.

Cllr J Loveridge commented on the parking of two vans and a lorry being parked within Burford close to a junction and creating obstructed views. PCSO advised Cllrs she would refer this to PCSO K Balaam.

Cllr S Cook commented on anti-social behaviour within Brookside in the form of late-night noise and smoking of weed in people's gardens. It was noted that logs would require to be maintained for a period of time recording the issues to allow the matter to be referred to the authorities.

Cllr S Cook noted that some of the public spaces and paths within Brookside suffered from poor lighting.

PCSO D Ramsden advised Cllrs of further changes to the SNT Nedge team. Where there were gaps, the Brookside team would cover.

**FC/23/125 TELFORD & WREKIN FOSTERING**

Cllrs noted the apologies from Nichola Ward, Senior Social Worker in the Recruitment and Family Finding Fostering Team at Telford & Wrekin Council who had intended to deliver a presentation. This would be rescheduled for early 2024.

**FC/23/126 MINUTES**

**a. To Approve the Minutes of the Full Council Meetings on 21 March 2023, 13 June 2023 and 11 July 2023.**

The Locum Clerk expressed apologies and advised that these minutes were still being drafted. These would be presented at a future meeting.

**b. To Approve the Minutes of the Full Council Meeting on 10 October 2023.**

Cllrs noted there were insufficient members present who could approve the minutes and these were deferred to the next meeting.

**c. To Approve the Minutes of the Full Council Meeting on 14 November 2023.**

**Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr J Loveridge and it was resolved by all who were present at the Full Council Meeting held on 14 November 2023 be adopted and that the Chairman sign these as a true record.**

**FC/23/127 MATTERS ARISING**

None.

**FC/23/128 COUNCILLOR VACANCIES**

**a. Resignation of Cllr C Furnival from Council**

Cllrs noted the resignation of Cllr C Furnival from the Council which presented a vacancy for the Stirchley ward.

**b. Vacancies**

The Locum Clerk advised Cllrs that the notice period for the advice of the Stirchley ward vacancy expired on 11 December and he awaited advice from Telford & Wrekin Council whether there would be a call for a by-election.

Cllrs noted there remained a vacancy in the Brookside ward.

**FC/23/129 2024/2025 BUDGETARY AND PRECEPT REQUIREMENTS**

The Locum Clerk presented details relating to the fee charges and income received covering (a) printing; (b) room hire; (c) allotments; and (d) gardening service.

**a. Printing**

Cllrs noted the current printing costs for documents requested by visitors to the Centre. The disparity of the costs against those charged by Telford & Wrekin Council were noted.

**Proposed by Cllr J Loveridge, seconded by Cllr G Sinclair and it was resolved with 6 in favour and 1 abstention that the fees be amended to reflect those charged by Telford & Wrekin Council and that the revised fees be implemented with effect from 2 January 2024.**

**b. Room Hire**

Cllrs noted the current level of fees being charged for the rooms within the Centre and the level of income produced. It was noted that there had been no change to the fees since 2017.

The Locum Clerk advised Cllrs that proposals for a new fee structure would be presented at the next meeting of Council.

**c. Allotments**

Cllrs noted the current fee structure and income received from rental of the allotments. It was noted that there had no change to the fees since 2016.

The Locum Clerk presented initial scenarios in relation to alternative pricing structures and advised Cllrs that proposals for a new fee structure would be presented at the next meeting of Council.

**d. Gardening Services**

The Locum Clerk noted with Cllrs that the current service is provided free of charge to residents eligible for the scheme. The Locum Clerk advised Cllrs that consideration is required on how the scheme is supported in future and proposals would be presented at the next meeting of Council.

Cllr G Sinclair enquired about the offsetting against electricity costs of the solar panels. The Locum Clerk advised that the matter was being investigated. The Locum Clerk advised Cllrs that advice had been received from an officer within the biT Group that reviews had been undertaken on buildings owned or previously owned by Telford & Wrekin Council to investigate the possibility of RAAC concrete within the premises. A desktop review had been undertaken of The Sambrook Centre and the possibility of RAAC being contained within the Centre could not be ruled out. The Locum Clerk advised Cllrs that quotes on the relevant checks were being obtained.

Cllrs noted that consideration would require to be given to the overall future of the building.

**FC/23/130 TELFORD AND WREKIN COMMUNITY GOVERNANCE REVIEW 2023/24**

Cllrs noted the proposed comments for submission as outlined in the minutes of the last meeting. The Locum Clerk advised Cllrs that he would summarise these and present to Cllrs for review prior to the deadline of 18 December.

- FC/23/131 THE TELFORD AND WREKIN LOCAL PLAN REVIEW**  
Following discussion Cllrs agreed that no comment required to be offered to the consultation.
- FC/23/132 PLANNING APPLICATIONS**  
a. **Applications Received:** None.  
b. **Application Decisions:** None.
- FC/23/133 PAYMENTS FOR APPROVAL BY COUNCIL**  
The Locum Clerk presented to Cllrs a schedule detailing payments requiring authorisation at the meeting. These related to (i) SYA; (ii) Bryght Ltd; (iii) NEST; and (iv) HMRC.  
**Proposed by Cllr J Loveridge, seconded by Cllr S Vaughan-Hodkinson and it was unanimously resolved that these payments be made.**
- FC/23/134 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023**  
The Locum Clerk advised Cllrs that he awaited the conclusion of the external audit and the report. This would be forwarded to Cllrs on receipt.
- FC/23/135 WARD COUNCILLOR UPDATES**  
No reports had been provided by the Ward Councillors for the meeting.
- FC/23/136 PARISH MATTERS**  
Cllr A Watkin advised Cllrs of concerns raised by residents within the parish over what was perceived as anti-social behaviour of residents at Manning Place. Consideration would be given to the Council submitting a letter to the owners of the premises sharing the concerns.  
Cllr G Sinclair advised of communication from a resident expressing concerns relating to the proposed sale of a site in the vicinity of Tunnel Cottages and its future use. The communication would be shared with Cllrs and the matter discussed at the next meeting of Council.  
  
Cllrs S Vaughan-Hodkinson noted the meeting would exceed the 2-hour threshold in light of further agenda items that required consideration.  
**Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr G Sinclair and it was unanimously resolved that Standing Orders be suspended to enable the remaining agenda items to be considered.**
- FC/23/137 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 1972.

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

**FC/23/138 HUMAN RESOURCE MATTERS**

**a. Voluntary Redundancy**

Cllrs noted the previous submission from the Locum Clerk and the agreement that the voluntary redundancy process be concluded and the relevant payment made. The topic had been presented to Council to ratify the agreement.

**Proposed by Cllr C Lloyd, seconded by Cllr J Loveridge and it was unanimously resolved the voluntary redundancy process be concluded and payment made.**

**b. Resignation**

Cllrs noted the resignation of the Community Project Officer pending his retirement. Cllrs expressed appreciation for the service and commitment given to the Council.

The Chair noted the next meeting of Council scheduled for 9 January and thanked everyone, declaring the meeting closed at 8.49pm.

.....  
Chair

Date: 9 January 2024

**APPENDIX TO MINUTES OF MEETING OF COUNCIL ON 9 DECEMBER 2023**

**AGENDA ITEM FC/23/133: INVOICES FOR APPROVAL AND NOTING**

ID	SUPPLIER	DESCRIPTION	INVOICE NO	NET AMOUNT	VAT	TOTAL	Status
1	SYA	Brookside Youth Provision	20640	£6,788.50	£1,357.70	£8,146.20	Approve
2	Bryght Ltd	VR Sleigh Experience	INV-005446	£646.40	£129.28	£775.68	Ratification
3	NEST	Pension Payments	N/A	£1,063.76	£0.00	£1,063.76	Noting
4	HMRC	Tax & NIC	N/A	£5,616.76	£0.00	£5,616.76	Approve
<b>TOTAL</b>				<b>£14,115.42</b>	<b>£1,486.98</b>	<b>£15,602.40</b>	