



**Minutes of a Meeting of the Full Council of Stirchley and Brookside Parish Council
held on Tuesday 14th November 2023 at 6:30pm at the Sambrook Centre, Stirchley**

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

In Attendance: C Maclean (Locum Clerk/RFO)

Members of Public: 2

SYA: R Parkes, D Peart

FC/23/095 WELCOME

Cllr C Lloyd welcomed everyone to the meeting.

FC/23/096 APOLOGIES FOR ABSENCE

Apologies were received and noted from Cllr C Furnival, SNT Nedge and SNT Brookside.

FC/23/097 DECLARATIONS OF INTEREST

Cllr C Turley declared an interest in agenda item FC/23/107a.

Cllr S Vaughan-Hodkinson declared an interest in agenda item FC/23/119a.

FC/23/098 PUBLIC QUESTION TIME

Mr J Creed raised on behalf of a number of the allotment holders concerns relating to the condition of some of the plots within the allotments. As a result of recent heavy rainfall vehicles passing the site pushed water off the road and gutter onto some of the allotments adjoining the road. Subsequent checks identified that the water included oil residue.

Whilst the matter of surface water due to blocked drains and pavement contours had been referred to Telford & Wrekin Council the oil issue had still to be addressed.

Concerns had also been raised in relation to drainage within the site but it was recognised that there is no immediate solution to this issue.

Cllr C Lloyd read a letter from a resident requesting support from the Parish Council in attempts to address the potholes in the car park at the entrance to the Co-op store. Whilst the resident had written to local store management as well as Head Office, it was considered that the Parish Council could add weight to the situation in assisting to have the issue addressed.

Cllrs discussed the merits of engaging Telford & Wrekin Council Enforcement team to assist in the encouragement of the Co-op having the issue addressed.

Cllr C Lloyd passed the letter to the Locum Clerk for attention.

FC/23/099 POLICE REPORT

Cllrs noted the written report provided by the SNT Nedge team when they advised the following:

- a. **Half-Term:** a number of local incidents of high-spirited misbehaviour but no major incidents reported.
- b. **Building Site Access and Graffiti Spraying:** report of a group accessing the building site behind the Chipmunks nursery, obtaining cans of spray paint with subsequent graffiti incidents locally. Police were following up on the incident and seeking further information that may be available.
- c. **Operation Sceptre:** initiative to educate people about knife crime and risks of carrying knives as well as visiting premises that sell such items to enforce message of no sale to those under 18.

Cllrs noted the written report provided by the SNT Brookside team when they advised of the following:

- a. **Women's Self Defence:** attendance at sessions run through September.
 - b. **Holmer Lake:** continued patrols in the area.
 - c. **Half-Term:** period passed with no incidents
 - d. **Operation Spree:** continued efforts to address off road bikes.
 - e. **Child Seat Safety Awareness:** PCSO Katy Balaam completed awareness training course and available to share knowledge at local baby/toddler group meetings.
 - f. **Walk and Talk:** successful initiative completed from Brookside to Stirchley.
 - g. **Brookside Street Watch:** PC Doignie looking for volunteers to join the scheme.
 - h. **New Team Member:** PCSO Demmi Ramsden has joined the team.
- Cllrs A England and T Wood expressed over the lack of provision of detail over the statistics relating to violence and sexual offences. The Locum Clerk advised that he would send a reminder to the Police.

FC/23/100 SYA

Cllrs welcomed Mr R Parkes and Mr D Peart to the meeting. Mr R Parkes outlined details of the youth provision in Brookside. Cllrs were advised that Mr D Peart leads the local provision with a number of volunteers and approximately 55 young people participate in the weekly sessions.

Cllrs were advised that the provision covered juniors, seniors, wellbeing/time to talk sessions as well as summer and HHAH activities.

Cllr T Wood commented on the reports that were provided and felt that these lacked emotion.

Cllr T Wood also questioned whether the number attending could be increased as she had been made aware that a number of youths were hanging around the perimeter of Brookside centre with no perceived invitation to enter the premises. Mr D Peart advised that doors were open for youths to enter. Cllr A England questioned whether sufficient effort was being made to go into the parish to seek out the youths and encourage their participation.

Cllr T Wood advised of the perception that the Brookside youth provision was exclusive and enquired whether there could be more inclusivity. Concerns had also been raised over information provided that a youth had been excluded on a permanent basis. Both Mr R Parkes and Mr D Peart advised that they were not aware of any exclusion. The only known incident of this nature had involved a youth attending a HHAH event and discussions on this had involved the sponsor (Telford & Wrekin Council) and the parents. Cllr T Wood questioned whether the Parish Council should also have been made aware in its role as partner to the overall provision.

Cllrs noted that the current agreement expires 31 March 2024. Mr R Parkes advised that early discussion would be merited on future requirements.

Cllrs discussed with Mr R Parkes and Mr D Peart options for activities and level of inclusivity.

On being asked about how SYA make contact with local youths Mr D Peart advised that this is via the schools including Windmill, Park and Holmer Lake.

On enquiry from a resident whether there were street champions in Brookside engaging with the youths, he was advised that there was no such activity as this required further resource. Mr D Peart advised that where there were known local hotspots, these would be targeted.

Cllrs expressed appreciation to Mr R Parkes and Mr D Peart for their time and discussion who subsequently left the meeting.

FC/23/101 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 Extraordinary Meeting of Full Council on 19 September 2023.

Proposed by Cllr T Wood, seconded by Cllr J Loveridge and it was resolved unanimously that the Minutes of the Extraordinary Meeting of Full Council held on 19 September 2023 be adopted and that the Chairman sign these as a true record.

c. To Approve the Minutes of the Extraordinary Meeting of Full Council on 27 September 2023.

Proposed by Cllr T Wood, seconded by Cllr J Loveridge and it was resolved by all who were present at the Extraordinary Meeting of Full Council held on 27 September 2023 be adopted and that the Chairman sign these as a true record.

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

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

FC/23/102 MATTERS ARISING

The Locum Clerk was asked whether the opportunity had arisen for the review of the Tribunal hearing to be undertaken. Cllrs noted that this was still pending.

FC/23/103 COUNCILLOR VACANCIES

Consider and Agree Filling of Vacant Seats on Council

Cllrs welcomed Mr S Cook to the meeting who had expressed an interest in joining the Council and submitted an application.

Mr S Cook advised Cllrs of his reasons for interest and the activities he undertook within the parish with and for the community, especially in relation to youth provision.

Following a secret ballot, the votes were counted and Mr S Cook was invited to take his position as Cllr.

Following the signing and reading of the Declaration of Acceptance of Office Cllr S Cook took his seat at Council.

FC/23/104 KEY COUNCIL DOCUMENTATION: CASUAL VACANCIES AND CO-OPTION POLICY

Cllrs noted the revised Casual Vacancies and Co-Option Policy presented to Council.

Proposed by Cllr J Loveridge, seconded by Cllr T Wood and it was unanimously resolved that Council adopt the revised Casual Vacancies and Co-Option Policy.

FC/23/105 KEY COUNCIL DOCUMENTATION: SOCIAL MEDIA POLICY

The Locum Clerk advised Cllrs that whilst a revised policy had been drafted, further work is required prior to completion. The revised policy would be presented at a future meeting.

FC/23/106 DBS PROCESS AND POLICIES

a. Change of Supplier

The Locum Clerk advised Cllrs of the breakdown in the Council's DBS process. There had been a lack of monitoring of the status of team members and lack of awareness of the changes that had occurred in the supplier of the certificates.

Following a review of the process and discussions with Telford & Wrekin Council it had been identified that their service is cost effective and quick if all information provided up front.

Cllrs discussed the merits of utilising the annual updating service which is undertaken by individuals as opposed to the setup where the Parish Council seeks the certificate on behalf of the individual. It was noted that some Cllrs already held DBS certification and these could be shared with the Council.

Proposed by Cllr T Wood, seconded by Cllr S Vaughan-Hodkinson and it was resolved unanimously that the Council utilises the annual updating service where this was possible and where not the Council obtain the DBS certificate on behalf of the individual.

b. DBS Checks for Councillors

Cllrs noted that the Parish Council has no current process for seeking or obtaining DBS checks on Councillors. Consideration was given to the advice from Telford & Wrekin Council that standard checks would be appropriate.

Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr T Wood and it was resolved by all with one abstention that standard checks be undertaken and maintained on Cllrs.

c. Policy on Employing Ex-Offenders

Cllrs noted the policy that had been drafted on employing ex-offenders.

Proposed by Cllr T Wood, seconded by Cllr J Loveridge and it was resolved unanimously that the policy be adopted with immediate effect.

d. Policy on Handling of DBS Information

Cllrs noted the policy that had been drafted on the handling of DBS information.

Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr J Loveridge and it was resolved unanimously that the policy be adopted with immediate effect.

FC/23/107

GRANT APPLICATIONS

a. Application from Friends of Telford Town Park

Cllrs considered the application from the Friends of Telford Town Park for a grant of £200 to assist with the cost of purchasing timber and fencing materials.

Proposed by Cllr A England, seconded by Cllr T Wood and it was resolved with two abstentions that the Council provide a grant of £200 to Friends of Telford Town Park for the purpose stated in the application.

b. Application from Grange Park Family Stay & Play Sessions

Cllrs considered the application from Grange Park Family Stay & Play Sessions for a grant of £500 to assist with the cost of providing “themed” sessions to support parents in the early development of children. These include music and physical development opportunities.

Cllrs noted that the account quoted on the application was the general Trust account. The Locum Clerk was requested to ensure that the grant monies were segregated from the general funds within the account.

Proposed by Cllr T Wood, seconded by Cllr S Vaughan-Hodkinson and it was resolved unanimously that the Council provide a grant of £500 to Grange Park Family Play & Stay Sessions for the purposes stated in the application.

c. Ratification of the Maximum Amount of Grant per Applicant Displayed on Council Documentation and Social Media

Cllrs noted the paper from the Locum Clerk which advised that the amounts of grant available per application differed between the Application Form, Grants Policy and the Council website.

Proposed by Cllr T Wood, seconded by Cllr S Vaughan-Hodkinson and it was unanimously resolved that the maximum amount of £500 be shown on all documentation and media belonging to the Council.

FC/23/108

TELFORD & WREKIN COMMUNITY GOVERNANCE REVIEW 2023/24

Cllrs noted the consolidated feedback from Councillors on the consultation being undertaken within the borough. Cllrs noted the range of views which

included (a) the location of the Hem development in terms of Parish Council representation; (b) leaving the parish with its existing wards and boundaries as is; (c) reducing the current three wards to Brookside and Stirchley wards only; (d) boundary review of Brookside ward; (e) boundary review of Stirchley ward; and (f) Council name change.

a. The Hem Development

Cllrs noted that access to the full development would be via the Stirchley Parish. Cllrs agreed that it would be more appropriate for the full development to be located within one Parish Council and given that the majority of the development falls within Stirchley, it should be recommended that the Hem development be contained within the Stirchley ward of Stirchley and Brookside Parish Council.

Proposed by Cllr T Wood, seconded by Cllr A Watkin and it was resolved unanimously that it be recommended to Telford & Wrekin Council that the properties and households contained within the Hem development be part of the Stirchley ward of Stirchley and Brookside Parish Council.

b. Wards and Boundaries Remain as Current

Cllrs consider the suggestion by Cllr A England that the wards and boundaries remain as current. Cllrs considered that in view of changing dynamics within the Parish that some amendment be considered.

c. Reduction from 3 to 2 Wards

Cllrs considered the proposal within the feedback that the Parish be reduced from 3 to 2 wards, being Brookside and Stirchley. Cllrs considered the merits of Holmer Lake ward being placed within Brookside ward. Following discussion, Cllrs came to no decision in terms of changing the current setup.

Cllr G Sinclair suggested that it may be more appropriate for the properties located in Lake End Drive and Cygnet Drive to be incorporated within Holmer Lake ward.

d. Brookside Boundary Review

Cllrs considered whether the properties and households contained within Aqueduct Road should be included within the Brookside boundary. Cllrs noted that this would follow the Silkin Route line of which the majority of the route is contained within the Parish Council's boundaries.

Cllrs noted that by considering this option, the anomaly would be created whereby the Ward boundary would be positioned on Brookside Avenue but the Parish boundary would be extended beyond and creating issues in terms of polling station locations for elections.

Proposed by Cllr T Wood, seconded by Cllr S Vaughan-Hodkinson and it was resolved unanimously that the Brookside boundary should follow that of the Ward boundary, thereby meaning no change to current setup.

e. Stirchley Boundary Review

Cllrs noted that there was an element of confusion amongst residents in the area of Arundel Close in terms of whether they were part of Stirchley and Brookside Parish Council or Hollinswood and Randlay Parish Council.

Cllrs considered the setup of the properties within the area and how best they could fit between the two Parish Councils.

Proposed by Cllr T Wood, seconded by Cllr C Lloyd and it was resolved with 7 in favour and 3 against that the properties to the west of Randlay Avenue be located within Stirchley ward.

f. Council Name Change

Cllrs considered the suggestion that the Council rename itself Brookside and Stirchley Parish Council to reflect alphabetical order. Cllrs considered that there was more history to Stirchley and also the impact on rebranding efforts and costs.

Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr T Wood that the Parish Council rebrand. Following a vote 4 Cllrs voted in favour and 6 against so it was agreed to leave the Parish Council as it is currently named.

Cllrs noted the time taken to address the agenda items to the current point of the meeting. Recognising that there were some items requiring consideration at this meeting the suspension of Standing Orders was considered.

Proposed by Cllr T Wood, seconded by Cllr S Vaughan-Hodkinson and it was unanimously resolved that the Council's Standing Orders be suspended to enable completion of key items.

FC/23/109 TELFORD AND WREKIN LOCAL PLAN REVIEW

Cllrs noted the Draft Local Plan Consultation now being held on the Telford & Wrekin Local Plan Review and which runs to 12th January 2024. It was agreed to defer the item to the next meeting of Council.

FC/23/110 PLANNING APPLICATIONS

Cllrs noted receipt of advice of application TWC/2023/0785 and the proposed variation of conditions relating to the development at land northeast of Stirchley Interchange, Nedge Hill, Telford.

Following discussion Cllrs agreed that no comment be offered.

FC/23/111 FREE TREES FOR COMMUNITY GROUPS AND SCHOOLS

Cllrs noted the initiative from The Woodland Trust for the provision of free trees to schools and communities and appropriate sites within the parish. In view of the time it was agreed to defer discussion on the item.

FC/23/112 TELFORD & WREKIN COUNCIL: LIBRARY BOOK FUND

The Locum Clerk advised Cllrs that discussions were ongoing with senior members of Telford & Wrekin Council overseeing the library service. In view of the time it was agreed to defer discussion on the item.

FC/23/113 TELFORD & WREKIN COUNCIL: COMMUNITY ACTION TEAM 2024-2029

Cllrs noted the paper presented by the Locum Clerk relating to the proposal from Telford & Wrekin Council and the Community Action Team offering. It

was noted that the proposal covers a 5-year period commencing April 2024. Cllrs noted the details behind the offering and the costs; 50% of which would be match funded by Telford & Wrekin Council.

Cllrs considered the potential challenges facing the Parish Council over the next year in servicing the community.

The Locum Clerk advised Cllrs that analysis of the offerings on behalf of the Parish Council would be assessed and whether these should be maintained in-house or outsourced to the Community Action Team. The analysis would be undertaken with Creed.

The Locum Clerk advised Cllrs that further details would be presented at the next meeting of Council.

FC/23/114 PAYMENTS FOR APPROVAL BY COUNCIL

The Locum Clerk presented to Cllrs a schedule detailing payments requiring authorisation at the meeting. These related to JDH Business Services Ltd for £1,170.00 in relation to the internal audit and HMRC for £3,538.45 in relation to Tax & NIC.

Proposed by Cllr C Lloyd, seconded by Cllr T Wood and it was unanimously resolved that these payments be made.

Cllrs also noted the larger amount payments previously made since mid-September.

FC/23/115 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023

a. Receive and Note the Annual Internal Audit Report 2022/2023

In view of the time it was agreed to defer discussion on the item.

b. Note Detailed Internal Audit Report and Remediation Plan

In view of the time it was agreed to defer discussion on the item.

c. Receive and Note the External Auditor's Report 2022/2023

In view of the time it was agreed to defer discussion on the item.

FC/23/116 WARD COUNCILLOR UPDATES

Cllr G Sinclair advised Cllrs of his view that residents of Holmer Lake wished to be identified under the Holmer Lake ward.

FC/23/117 PARISH MATTERS

None raised.

FC/23/118 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.

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

FC/23/119 HUMAN RESOURCE MATTERS

a. Annual Salary Adjustment

Cllrs considered the paper prepared by the Locum Clerk providing details of the salary adjustments required following agreement of the new pay scales for 2023-2024 with the Local Government Association.

Cllrs also noted the back payments required in light of the agreement being effective from 1 April 2023.

Cllrs agreed that the adjustments should apply to all members of the team.

Proposed by Cllr T Wood, seconded by Cllr J Loveridge and it was resolved by all with exception of Cllr S Vaughan-Hodkinson who had declared an interest that the respective adjustments and back payments be made in November.

b. Employee Payroll Adjustment

Cllrs considered the paper prepared by the Locum Clerk providing details of salary adjustments required for two members of the team where it was identified there was an anomaly in the rate of pay. The anomaly identified that an uplift in the rate was required.

Cllrs agreed that this uplift should apply from the commencement of the roles.

Proposed by Cllr J Loveridge, seconded by Cllr T Wood and it was resolved unanimously that the respective adjustments and back payments be made in November.

c. Funzone Team

On consideration of staff matters Cllrs noted the efforts of the Funzone team members and their service in delivering a proactive youth provision to the community.

Proposed by Cllr T Wood, seconded by Cllr G Sinclair and it was resolved unanimously that the Locum Clerk issue letters to each of the Funzone team members on behalf of the Council thanking them for their efforts and commitment to delivering a quality youth provision.

The Chair noted the next meeting of Council scheduled for 12th December and thanked everyone, declaring the meeting closed at 8.42pm.

.....
Chair

Date: 12th December 2023

APPENDIX TO MINUTES OF MEETING OF COUNCIL ON 14th NOVEMBER 2023

AGENDA ITEM FC/23/114: INVOICES FOR APPROVAL AND NOTING

ID	SUPPLIER	DESCRIPTION	NET AMOUNT	VAT	TOTAL
1	JDH Business Services Ltd	Internal Audit	£975.00	£195.00	£1,170.00
2	HMRC	Tax & NIC	£3,538.45	£0.00	£3,538.45
			£4,513.45	£195.00	£4,708.45

LARGER INVOICES RECENTLY PAID

ID	SUPPLIER	DESCRIPTION	AMOUNT	VAT	TOTAL	PAID
1	Big Local Trust	Refund of Unused BBL Funding	£38,240.65	£0.00	£38,240.65	09-Nov
2	Shropshire County Pension Fund	Termination Deficit	£144,500.00	£0.00	£144,500.00	10-Nov
3	Telford Hotels Ltd (Holiday Inn)	Pensioners Christmas Lunch Balance	£1,354.17	£270.83	£1,625.00	25-Oct
4	SYA	Brookside Youth Provision	£13,577.00	£2,715.40	£16,292.40	18-Oct
5	HMRC	Tax & NIC	£4,589.01	£0.00	£4,589.01	06-Oct
6	Wolverhampton Grand Theatre	Kids Panto Tickets	£1,976.00	£0.00	£1,976.00	04-Oct
7	Department for Work & Pensions	S Regan - Universal Credit Reclaim	£1,584.55	£0.00	£1,584.55	29-Sep
8	S Regan	Tribunal Settlement Part 2	£4,720.85	£0.00	£4,720.85	29-Sep
9	S Regan	Tribunal Settlement Part 1	£3,545.82	£0.00	£3,545.82	25-Sep
10	Telford Hotels Ltd (Holiday Inn)	Pensioners Christmas Lunch Deposit	£1,354.17	£270.83	£1,625.00	15-Sep
			£215,442.22	£3,257.06	£218,699.28	