

FULL COUNCIL

Minutes of the **Full Council of Stirchley and Brookside Parish Council** held on:-
Tuesday 26th June 2018 at the **Sambrook Centre** at **6:00pm**

Present: Councillors: Mrs J Loveridge (Chair), M Randle (Vice-Chair), R Breeze, ARH England, J Loveridge, Miss S Roberts, S Parr, G Sinclair, and Miss S Vaughan-Hodkinson.

Also Present: Mrs G Bailey (Parish Clerk/RFO), Mrs S Middleton (Deputy Clerk/Community & Facilities Manager) and Mr C Corbett (Committee & Finance Secretary – taking the minutes)

Public Open Session

There were no members of the general public present.

FC/18/18 **MRS J TURLEY**
The Council stood for a minutes silence in memory of former Parish Councillor, Mrs Judith Turley who had recently passed away and was now at peace.

FC/18/19 **APOLOGIES AND DECLARATIONS OF INTEREST**
Apologies were received from Cllr A Watkin (family commitment).

Cllrs T Bate and C Turley were not present.

FC/18/20 **MINUTES**

RESOLVED – that the minutes of the last meeting of the Council held on 28th May 2018 be approved as a true record and signed by the Chair.

FC/18/21 **MATTERS ARISING**
Cllr R Breeze updated the Council re town park events and stated that he had had meetings with park officials to discuss the concerns and that matters were “evolving and encouraging”.

FC/18/22 **CASUAL VACANCY**
The Council declared a casual vacancy on the Parish Council following the resignation of Cllr Lynda Hogger.

It was **RESOLVED that a casual vacancy on the Parish Council be formally declared.**

FC/18/23 **PARISH CLERK’S REPORT**
The Parish Clerk presented a report on current matters pertaining to the Parish Council. It highlighted the Targeted Youth Work, the Strategic Parish Plan, the forthcoming 30th Birthday celebrations and some upcoming events.

Particular reference was made about the Strategic Plan that was suggested that two workshop sessions, chaired by the facilitator Harvey Unwin, were needed and the dates of 4th & 6th September were agreed.

Also commented upon was the need for further volunteers for the FunZone sessions as up to 40 children were now taking part in this very successful venture.

FC/18/24 **MONTHLY FINANCIAL REPORTS**

The monthly receipts and payments report and the monthly investment report, together with the monthly payroll report were presented to the Council for approval.

It was proposed by Cllr S Parr and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the Monthly Receipts and Payments report, as presented to the Council, be approved.**

It was proposed by Cllr S Parr and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the Monthly Investment report, as presented to the Council, be approved.**

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the Monthly Payroll report, as presented to the Council, be approved.**

FC/18/25 **FINAL INTERNAL AUDIT REPORT 2017/18**

The Council received the Final Internal Audit Report 2017/18 from the Auditors, SDH Audit and Accounting Services.

It was proposed by Cllr S Parr and seconded by Cllr A England and subsequently unanimously **RESOLVED that the final internal audit summary report 2017-18 be noted.**

FC/18/26 **ANNUAL REPORT**

Members received a copy of the Annual Report from the Chair of the Council – Cllr Mrs J Loveridge, and noted its content with interest.

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the Annual Report be noted.**

FC/18/27 **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

At a meeting of the Audit Sub-Committee held on 7th June 2018 a review of the effectiveness of the system of internal control was carried out. Minutes of the meeting were attached to the agenda, at a further item on the agenda for information.

The Full Council now considered the actions of the Audit Sub-Committee and endorsed the work undertaken.

- a) It was proposed by Cllr S Parr and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that Annual Governance Statement 2017/18 (agreed “Yes” in sections 1-8) be approved.**

Now, consideration was given to the Accounting Statements 2017/18.

- b) It was proposed by Cllr A England and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the Accounting Statements be approved by the Full Council, and subsequently signed and dated by the Chair of the Council.**

Members also considered the Year End Balance Sheet 2017/18.

- c) It was proposed by Cllr R Breeze and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the year-end Balance Sheet 2017/18 be approved.**

FC/18/28 REFURBISHMENT WORKS

The Parish Clerk presented a report that requested an agreement to works to the ceiling, lighting and shutters at the Sambrook Centre.

The “Practical Completion” date for the refurbishment project at the Sambrook Centre was still awaited and there were some works that the main contractor did not undertake and had to be completed by another contractor.

The Council had been successful in receiving a grant of £10,000 as part of the Telford 50 Legacy Grant to spend on the lighting and ceiling works. As part of the agreement the parish council would need to allocate 20% to the project.

£10,000 has been allocated for this financial year for refurbishment.

Unfortunately the grant was insufficient to enable us to undertake all of the planned work, therefore the electrical contractor has kindly split the quote down so areas can be prioritised:

Furthermore, the community pay back team have done a fantastic job of laying carpet tiles in the rainbow room.

The shutters had not been serviced for a number of years, and should be serviced annually. Quotes for the servicing of the shutters had been requested and those quotes received were considered in the report by the Council.

It was proposed by Cllr S Parr and seconded by Cllr M Randle and subsequently **RESOLVED that the quote by UK Roller Shutters be approved and actioned.**

Cllr G Sinclair abstained from voting.

FC/18/29 YOUTH WORK

Members considered a report outlining a revised programme of youth work following the Clerk’s attempt to bring the proposed partners of the initiative together. Subsequently, the proposals had been amended for partnership funding to T&WC (details were attached to the report). The same proposals would also be considered by Brookside Big Local in July.

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the amended proposals be agreed and submitted to Telford & Wrekin Council and Brookside Big Local; and that the Shropshire Youth Association be advised to commence recruitment.**

FC/18/30 GENERAL DATA PROTECTION REGULATIONS (G.D.P.R.)

The Council received an update from the Parish Clerk on the GDPR. An updated action plan was attached to the report that also outlined outstanding issues to be resolved. Consideration was given to the appointment of a Data Protection Officer but it was not considered necessary at the present moment.

The Council had received two estimates for the GDPR Services, including audit & training work, details of which were explained within the report.

It was proposed by Cllr S Parr and seconded by Cllr A England and subsequently unanimously **RESOLVED that the estimate by DM Payroll Services be agreed, and that the position be reviewed at the next AGM in May 2019.**

FC/18/31 INFILL OF UNDERPASSES

The Council received notification of the proposals of T&WC for the infill of two underpasses on Randlay Avenue at :-

Underpass C4 – Catherton to Clover Grove

Underpass R1 – Botfield Close to Broadoaks

Members were supportive of the proposals to infill the two underpasses but did request that T&WC be requested to consider replacement pedestrian crossings at the sites.

It was proposed by Cllr R Breeze and seconded by Cllr M Randle and subsequently unanimous **RESOLVED that no objection be raised to the proposed infill of the two underpasses detailed above and that replacement pedestrian crossings be requested.**

Cllr Vaughan-Hodkinson abstained from voting.

FC/18/32 MINUTES OF COMMITTEES

Members received, for information, the minutes of the Community and Environment Committee held on 05/06/18 and the Audit Sub-Committee held on 07/06/18 and noted their content.

FC/18/33 CORRESPONDENCE

To receive any correspondence requiring action – none.

FC/18/34 COUNCILLOR'S REPORTS

The Council received reports from councillors on current matters in the parish.

Cllr S Parr – a van parked across a footpath in Briarwood/Birchmore

Cllr S Roberts – canine fatalities and need for measures to slow traffic at Brookside – chicanes suggested – Parish clerk to take up with T&WC.

Cllr J Loveridge – fire at Briarwood recently and difficulties of Fire Appliance accessing the issue due to parked cars – Clerk to write to T&WC Enforcement Team

Cllr A England - attended T&WC Plans Board along with Cllr R Breeze, to present parish views on Planning App at Tunnel Cottages – Although the application was approved Cllr England did ask for an independent Traffic Survey to be conducted to monitor traffic access and egress at the application site and surrounding residential roads but was informed that T&WC did not undertake such matters and were only undertaken by applicants or objectors to an application.

Cllr G Sinclair – continuing motorcycle issue at Holmer Lake area.

FC/18/35 CODE OF CONDUCT

The Clerk presented a revised Code of Conduct for approval by the Council. The Clerk highlighted a number of specific inclusions in the Code, notably the Elected Members Obligations that all Members should make themselves aware of and conduct themselves accordingly.

It was proposed by Cllr S Parr and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the amended Code of Conduct be approved and adopted.**

Note: revised Code of Conduct declarations would need to be completed by all Councillors.

FC/18/36 EXCLUSION OF THE PRESS & PUBLIC

It was proposed by Cllr S Parr, and seconded by Cllr M Randle and subsequently **RESOLVED – 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 of Part 1 of Schedule 12A of the Local Government Act 1972.

FC/18/37 PERSONNEL SUB-COMMITTEE

Members received the minutes of the Personnel Sub Committee held on 12th June 2018. The Council confirmed the successful completion of the probationary period of the Community Project Officer.

There was an update of the staffing position in that Mrs Barnley would now be continuing on a part-time basis of 16hrs per week. Mr Barnley was presently on sick leave. The Clerk reported that the new staffing measures would be incorporated in the forthcoming Staffing Review.

It was proposed by Cllr M Randle and seconded by Cllr S Parr and subsequently unanimously **RESOLVED that the successful completion of the probationary period of the Community Project Officer be agreed and that the remainder of the minutes of the Personnel Sub – Committee held on 12th June 2018 be noted.**

FC/18/38 SOUTH TELFORD RIGHTS OF WAY PARTNERSHIP (S.T.R.O.W.P.)

The Council considered a report regarding the dissolving of the South Telford Rights of Way Partnership.

The report reminded the Council that, in March, Hollinswood & Randley PC gave a year's notice of a withdrawal from STROWP (as under a two year purchaser of services) and, in May, Madeley TC (as a full partner in STROWP) resolved to withdraw from STROWP from immediate effect.

At a STROWP meeting on 25th May it was resolved to dissolve the Partnership (STROWP) and that a redundancy notice be issued to the Project Officer, however, Madeley TC agreed that a consultation be undertaken prior to the redundancy notice being issued.

The report before Members detailed the costs associated with dissolving the partnership and highlighted the financial cost to the Parish Council.

In considering the report, Members suggested that the costs be shared between MTC and S&BPC.

Cllr A England declared a non-pecuniary interest (as a MTC Cllr)

It was suggested that MTC should make a higher contribution but that would not be enforceable.

Cllr G Sinclair said that, as a representative on STROWP, would convey the views of the Council at the meeting on 18th July 2018.

The Clerk wished to thank Mrs Katrina Baker, Clerk to Hollinswood & Randley PC who had given extensive support and advice to the Project Officer during the difficult period.

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr S Parr and subsequently unanimously **RESOLVED that costs be paid on a 50%/50% basis with Madeley Town Council**

Meeting finished at 7.27pm

Chair

Date.....