

# **FULL COUNCIL**

Minutes of the **Full Council of Stirchley and Brookside Parish Council** held on:-  
**Tuesday 25<sup>th</sup> September 2018** at the **Brookside Central, Brookside** at **6:00pm**

**Present:** Councillors: Mrs J Loveridge (Chair), M Randle (Vice-Chair) R Breeze, ARH England, J Loveridge, Miss S Roberts, S Parr, C Turley, Miss S Vaughan-Hodkinson.  
Also Cllr S Heighway – following his appointment to the Council.

**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)  
Mr Dominic Proud (Telford & Wrekin Council)  
Police Officers –PCSO Paul Bayliss and Sgt. Ali

## **Public Open Session**

There were 2 members of the general public present.

Tamara Wood, a local resident, commented that there had been several recent incidents of vehicles being parked on pavements in Brookside thereby causing an obstruction to pedestrians, and particularly, disabled persons wishing to use the pavement. A measure that she said could be used was for the Police Officers to place an “information leaflet” on the offending vehicles to make the owners aware of the issues.

Lisa Freeman, also a local resident, commented on the speeding of traffic up Burford and along Brookside Avenue by the Care Home.

Cllr England stated that there was insufficient parking in Brookside and representations should be made to the Government to re-model the Brookside site. Other comments were made regarding the poor signage relating to the Homer Lake School and speeding traffic outside the school at various times. Traffic calming measures were suggested including the raising of road humps, chicanes, speed indication devices, “zebra crossings” to replace the “filled in” underpasses.

The Police Officers commented that they welcomed any reports of incidents in the parish that required their attention.

**FC/18/39**

### **APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received from Cllr A Watkin (Family commitments)

Cllrs T Bate and G Sinclair were also unable to attend the meeting.

**FC/18/40**

### **MINUTES**

**RESOLVED – that the minutes of the last meeting of the Council held on 26<sup>th</sup> June 2018 be approved as a true record and signed by the Chair.**

**FC/18/41**

### **MATTERS ARISING**

Cllr C Turley in reference to Minute 31 stated that the consultation on the infilling of underpass R1 had taken place and he was to receive feedback soon and report to a future meeting.

**FC/18/22**

**CASUAL VACANCY**

The Council considered applications for the vacant position of Parish Councillor on the Stirchley 7 Brookside Parish Council. One application had been received, that from Mr Stefan Heighway. Mr Highway was present at the meeting and gave a short presentation of his application,

After a secret ballot, and by 5 vote to 4 it was **RESOLVED that Mr Stefan Heighway be co-opted to the Parish Council for the Brookside Ward.**

The Parish Clerk asked Mr Heighway to sign the Declaration of Acceptance of Office and invited him to remain and partake in the remainder of the meeting.

**FC/18/43**

**BROOKSIDE TRAFFIC CALMING**

The Council considered traffic issues at Brookside, with particular reference to a Brookside Traffic Calming scheme currently being assessed by Dominic Proud, Telford & Wrekin Service Delivery Manager for Highways, Transport & Engineering Services.

Mr Proud gave a very informative presentation regarding the characteristics and costs of various traffic calming measures that could be introduced in Brookside within the constraints of current budgets at the Borough Council. He said that he was happy to work with the Parish Council, within available budgets, to address matters relating to traffic Calming in the Parish. There was some £600k available across the Borough focussed on school sites (approx. £15k per school) and Holmer Lake school site was in phase two of the programme scheduled for consultation after the coming Christmas period with work starting in summer 2019.

On the subject of speeding vehicles in the Parish, Mr Proud commented that Brookside did have some traffic calming measures in place and if thought unsuitable the removal and replacement of all the measures could be in the region of £100k.

There was limited funding at T&W but Mr Proud was willing to work with the Parish Council to allocate that funding to the most needy cases. He would look at the data available and analyse the key issues for reporting back to the Parish Council. He would use the reported concerns of the Parish Council to identify hot spots in the Parish for attention.

Cllr Breeze stressed the importance of maintenance of the existing and any new measures suggested. Cllr Loveridge reported poor parking outside the Care Home by its employees. Cllr Heighway emphasised the usefulness of speed indicator signs on lampposts.

Mr Proud commented that he was looking at various sites on the Brookside estate for additional parking and would furnish details to the Parish Clerk. He emphasised the urgent need identify key areas for inclusion on next year's programme of works before 4<sup>th</sup> October. The Clerk stated that the Parish Council's next Community & Environment Committee was to be held on 2<sup>nd</sup> October and would discuss the matters and feedback to Mr Proud its comments.

**FC/18/44**

**PARISH CLERK'S REPORT**

The Parish Clerk presented a report that commented upon various matters including:- Christmas closure proposals – **RESOLVED that the Sambrook Centre operate with reduced staffing levels between 9am – 12 noon on 24<sup>th</sup> December and be closed all day on 27<sup>th</sup>, 28<sup>th</sup> and 31<sup>st</sup> December 2018. Normal hours would return on Wednesday 2<sup>nd</sup> January 2019.**

Note - (Brookside Central would be closed from 22<sup>nd</sup> December until 2<sup>nd</sup> January).

E-Mail receipt issues (Gmail) – The Clerk issued advice to address issues that Cllrs had recently experienced in the receipt of emails to Gmail accounts.

GDPR – impact assessment completed.

New Staff – positions had been filled for Brookside Central Centre Manager and a P/T Customer Services Officer at Sambrook Centre.

Youth Services - We have been successful in our bids to Telford & Wrekin for a grant of £54,000 over three years and Brookside Big Local for a grant of £25,000 over five years to support the development of youth services in Brookside. The project is also being supported by Brookside Central CIO who will provide the room without charge.

Interviews are taking place on Friday 21<sup>st</sup> September for the half time level 6 youth worker post which will be hosted by Shropshire Youth Association. We will then, working with Funzone and Recharge, begin to create a youth service in Brookside and develop youth work in Stirchley. The subject would be debated by the Policy & Resources Committee on 23<sup>rd</sup> October.

Parish Plan - Councillors had worked extremely hard to produce the outline of a Parish Plan setting out Council priorities for the next 3 years. The Clerk would be spending some time drawing these together into an action plan to be further developed and agreed. This plan will be used for setting the budget and should be reviewed annually. Thanks were expressed to Harvey Unwin who had facilitated the sessions.

**FC/18/45**    **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 A England and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the Monthly Receipts and Payments reports for July and August 2018, 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 Investment reports for August and September 2018, as presented to the Council, be approved.**

It was proposed by Cllr S Parr and seconded by Cllr A England and subsequently unanimously **RESOLVED that the Monthly Payroll reports for August and September 2018, as presented to the Council, be approved.**

**FC/18/46**    **ANNUAL RETURN**

The Council was requested to approve the completed Annual Return (2017-2018), note the External Auditors comments and agree any necessary action.

It was proposed by Cllr S Parr and seconded by Cllr A England and subsequently unanimously **RESOLVED that the External Auditors comments be noted and that the Annual Return (2017-2018) be accepted.**

**FC/18/47**    **COMMITTEE VACANCY**

The Council recognised the pending vacancy on the Community & Environment Committee.

It was proposed by Cllr M Randle and seconded by Cllr S Parr and subsequently unanimously **RESOLVED that Cllr Sophia Vaughan-Hodkinson be appointed to the Community & Environment Committee for the remainder of the 2018/19 Municipal Year.**

**FC/18/48**    **REFURBISHMENT WORKS**

The Parish Clerk updated Members with the current position regarding the refurbishment works at the Sambrook Centre.

The Chair was pleased to see that the refurbishment works had been conducted under budget. Cllr S Parr was particularly pleased of a public Spending project came in under budget.

The Clerk reported that there was some £4,500 remaining in the refurbishment fund and requested that the monies be allocated for new Fire Doors, replacement tables and chairs in the Atrium and a new sofa for the Rainbow Room.

It was proposed by Cllr M Randle and seconded by Cllr S Parr and subsequently unanimously **RESOLVED that the Parish Clerk be given delegated authority to allocate the remaining budget of £4,500 for internal fixtures and fittings for the Sambrook Centre.**

**FC/18/49 WASHROOM SERVICES**

Members considered a report from the Deputy Clerk that outlined the measures to provide washroom services at the Sambrook Centre. Three quotes had been received for the services and -

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that Telford Washrooms be engaged to provide washroom services at the Sambrook Centre.**

**FC/18/50 SAFEGUARDING**

The Council considered the appointment of a “Safeguarding Councillor” - to be a coordinator for safeguarding matters in the Parish.

It was proposed by Cllr S Parr and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that Cllr Sophia Vaughan-Hodkinson be appointed to the role of Safeguarding Councillor – to be reviewed in 6 months.**

**FC/18/51 POLICE CRIME COMMISSIONER**

Members were furnished with details of an offer from PCC John Campion regarding the crime deterrent initiative “SmartWater”.

It was proposed by Cllr J Loveridge and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the initiative not be taken up in the present year but be re-examined in the next municipal year.**

**FC/18/52 MINUTES OF COMMITTEES**

The meeting received, for information, the minutes of the Community and Environment Committee held on 11/09/18.

**FC/18/53 CORRESPONDENCE**

To receive any correspondence requiring action – none.

**FC/18/54 COUNCILLOR’S REPORTS**

To receive any reports from councillors on current matters in the parish.

Cllr C Turley stated that the Allotment site sheds had been broken into. Police notified. Cllr R Breeze reported upon the statement from the Chief Executive of the Shrewsbury & Telford Hospital Trust commenting on a miss-wording of an investment of some £3m in Shrewsbury Hospital not Telford as previously stated. Cllr G Sinclair urged a strong response.

Cllr M Randle commented on the successful night with police officers patrolling the area. Cllr S Parr reported incorrect return of emptied bins by T&W Refuse operatives.

**FC/18/55 EXCLUSION OF THE PRESS & PUBLIC**

It was 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, and seconded by Cllr J Loveridge 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/18/56 PAYROLL SERVICES**

The Council considered a report relating to the future provision of Payroll Services to the Council. It outlined the current practice involved at the Parish. It recommended a change to paying Councillor Allowances on a quarterly basis and outsource the payroll function to an external provider. Three separate proposals had been received from external providers, the details of which were explained to the Committee.

It was proposed by Cllr R Breeze and seconded by Cllr J Loveridge and subsequently unanimously **RESOLVED that Councillor Allowances be paid on a quarterly basis and the Payroll Services of the Parish be contracted out to the external provider DM Payroll Services.**

**FC/18/57 PERSONNEL SUB-COMMITTEE**

Members received the minutes of the Personnel Sub Committee held on 1st August 2018 and 18<sup>th</sup> September 2018. New Members of staff starting employment shortly were Ellie Wilkinson (Centre Manager at Brookside Central) Hope Metcalfe (Customer Services Officer at Sambrook Centre) and Devon Kierty (Youth Worker)

It was proposed by Cllr A England and seconded by Cllr J Loveridge and subsequently unanimously **RESOLVED that the minutes of the Personnel Sub Committee held on 1st August 2018 and 18<sup>th</sup> September 2018 be approved.**

Meeting finished at 7.34 pm

Chair .....

Date.....