

FULL COUNCIL

Minutes of the **Full Council** of **Stirchley and Brookside Parish Council** held on:-
Tuesday 29th January 2019 at the **Sambrook Centre, Stirchley** at **6:00pm**

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

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) and Miss H Metcalfe (Customer Services Officer)

Public Open Session

There was no members of the general public present.

FC/18/72 APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received from Councillor ARH England, (another meeting), T Bate (work commitment) C Turley (medical condition) and were unanimously accepted.

Cllrs S Heighway and S Parr were unable to attend the meeting.

FC/18/73 MINUTES

RESOLVED – that the minutes of the last meeting of the Council held on 27th November 2018 be approved as a true record and signed by the Chair.

FC/18/74 MATTERS ARISING

In answer to a question by Cllr R Breeze, the Clerk commented that she was following up the issue with unauthorised vehicular access to gardens.

Also Cllr Breeze referred to minute FC/18/68 and was informed by the Clerk that additional quotes for the replacement doors were being sought.

FC/18/75 PARISH CLERK'S REPORT

The Parish Clerk presented a report that commented upon various matters including:-the current position of the Refurbishment Project of the Sambrook Centre

There were still a couple of minor outstanding issues these are in the process of being resolved and to comply with building safety regulation we need the following certifications were needed:

- i. Asbestos Management Report: DMW have quoted £575 plus VAT they are the company who undertook the refurbishment survey and the previous management report.
- ii. Display Energy Certificate: As the Sambrook Centre is a public building we are required to publically show the energy performance of the building, I have two quotes for this work
HIBEC Ltd: £850
Just EPC: £395

The Clerk had been advised that in order to produce the DEC we will need the utility bills for the centre and they would be available by the end of the week.

Resolved – that approval be given to the required work to be undertaken by DMW (asbestos management works) and Just EPC (Display Energy Certificate)

The Clerk commented upon Broken Roof Tiles at the Sambrook Centre that would be addressed following quotes received from Granville Construction. There had been a number of incidents of anti-social behaviour both around and in the building, mainly attributed to a group of year 7's from the local school. The individuals have been identified and both the school and police have taken appropriate action. During a staff meeting we discussed personal safety and escape routes. The Clerk was working on a policy for staff and councillors and will look for training options in dealing with difficult behaviour.

There had been a number of incidents where staff have had to deal with medical emergencies. Once regular user of the building is prone to having seizures which can be life threatening. We have arranged for staff and volunteers to receive first aid training from the community first aid team; there will be no charge for this.

The Clerk commented that there was a need to increase income from room hire, leaflets would be produced but there was a need to improve the use of social media for marketing. Consequently it was **Resolved that Twitter and Instagram accounts be set up for the parish council that can be used for marketing and also re-tweeting of information.**

FC/18/76 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 R Breeze and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the Monthly Receipts and Payments reports for January 2019, as presented to the Council, be approved.**

It was proposed by Cllr M Randle and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the Monthly Investment reports for January 2019, as presented to the Council, be approved.**

It was proposed by Cllr G Sinclair and seconded by Cllr J Loveridge and subsequently unanimously **RESOLVED that the Monthly Payroll reports for January 2019, as presented to the Council, be approved.**

FC/18/77 TELFORD & WREKIN BUDGET POSITION

The Council received a briefing note regarding the Telford & Wrekin Council budget position for 2019/20. The comments expressed within were noted with interest by Members.

FC/18/78 BUDGET 2019/20

Members gave consideration to a report that the Parish Clerk presented that sought approval for the budget for the financial year 2019/20.

The Clerk explained the total draft budget figure as

	Budget
Policy Committee	£ 182,504
C&E Committee	£ 107,460
Neighbourhood Plan	£ 5,000
	£ 294,964

It was proposed by Cllr J Loveridge and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the budget for 2019/20, at a level of £294,964, be approved.**

FC/18/79 PRECEPT 2019/20

Members were also asked to consider and approve a precept for the year 2019/20 as outlined in the Budget report.

The clerk explained two options available to the Parish, namely :-

Option 1 – Precept £265,689 that would use £8,055 of CTS grant reserve. The balance of the budget was funded by a 2.58% increase in precept (0.06p) per week for a band D property.

Balance of CTS earmarked reserves will be £32,445 for use in future years.

Option 2 – Precept £258,844

Option 2 maintains the level of council tax raised by the parish council at 2018/2019 rates. This will require use of £14,900 from the CTS grant reserve.

Balance of CTS earmarked reserve will be £25,600

It was proposed by Cllr S Roberts and seconded by Cllr J Loveridge and subsequently unanimously **RESOLVED that Option 1, as explained within the report, be approved for the Parish Precept for 2019/20.**

FC/18/80 REVIEW OF PARISH BANK ACCOUNTS

Members considered a report regarding a review of the Parish Council bank accounts that recommended the closure of three accounts with Barclays Bank that had been difficult to operate. The Clerk would investigate alternative options.

It was proposed by Cllr S Roberts and seconded by Cllr J Loveridge and subsequently unanimously **RESOLVED that the three accounts with Barclays Bank be closed and that the Clerk be asked to investigate alternative provision.**

FC/18/81 SAMBROOK CENTRE MAINTENANCE CONTRACT

The Deputy Clerk presented a quotation that had been received for a maintenance Contract on the Heating/Ventilation/Air Conditioning (HVAC) system relating to the Sambrook Centre.

It was proposed by Cllr M Randle and seconded by Cllr J Loveridge and subsequently unanimously **RESOLVED that the Maintenance Contract quotation, as presented, with Air Control & Development Ltd be approved.**

FC/18/82 CO-OP CARPARK LAYOUT

Members considered a request from Councillor G Sinclair that the Council approach the Co-Op suggesting a one-way traffic flow through the car park. It was proposed by Cllr Mrs J Loveridge and seconded by Cllr G Sinclair and subsequently unanimously **RESOLVED that the Clerk request a meeting with the Manager of the Stirchley Co-op store, to assess the possibility of a one way flow of traffic in the car park; and then to report back to a future Council meeting.**

FC/18/83 BROOKSIDE CENTRAL C.I.O. ANNUAL REPORT & ACCOUNTS

The Council received, for information, the Brookside Central CIO Annual Report and Accounts. Cllr J Loveridge made particular reference to the hard work and efforts of the Parish Clerk in the preparation of the report and accounts.

FC/18/84 BROOKSIDE BIG LOCAL L.T.O. (Locally Trusted Organisation) REPORT.

The Council received, for information, the Brookside Big Local LTO report for January 2019.

FC/18/85 MINUTES OF COMMITTEES

To receive, for information, the minutes of the Community and Environment Committee held on 08/01/19, the Policy & Resources Committee held on 11/12/18 and the Audit Sub-Committee held on 03/01/19.

FC/18/86 INTERIM INTERNAL AUDIT VISIT

The Council received the report of the Internal Auditor following a visit in December 2018.

It was proposed by Cllr J Loveridge and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the report of the Internal Auditor be noted.**

FC/18/87 CORRESPONDENCE

To receive any correspondence requiring action – none.

FC/18/88 COUNCILLOR REPORTS

The Council received Councillor reports on current matters relating to the Parish. Cllr S Roberts reported that Brookside Big Local had now become a CIC (Community Interest Company) and had funded two people to join the Freedom programme. Cllr R Breeze commented that the landlady of the Rose & Crown PH was moving to another public house in north Telford. Cllr G Sinclair stated that the sewer breakage issue at Holmer Lake had now been resolved.

Meeting finished at 7.09 pm

Chair

Date.....