

# **FULL COUNCIL**

Minutes of the **Full Council of Stirchley and Brookside Parish Council** held on:-  
**Tuesday 26<sup>th</sup> March 2019** at the **Sambrook Centre, Stirchley** at **6:00pm**

**Present:** Councillors: M Randle (Vice-Chair – in the Chair),  
T Bate,  
R Breeze,  
A R H England,  
Miss S Roberts,  
G Sinclair,  
C Turley,  
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)

## **Public Open Session**

There were two members of the general public present and they made a number of comments on issues in the parish that they considered needed attention. They included the following:-

- a. Footpaths – some in the area were overgrown and needed trimming
- b. Litter – by the Senior School (the Junior School undertook litter picks to combat the problem near their school).
- c. Path near the Senior School was icy in winter times and should be drained better.
- d. Outside the Co-Op – no grit in the winter
- e. Litter Bins near the BMX track were overflowing with rubbish.
- f. Footpath from Tadorna Drive to Brookside was not maintained and needed attention
- g. Pedestrian Traffic Lights on Holmer Farm Road needed a “Bleeper” to aid the partially sighted
- h. Holmer Farm Road – post alongside road with concrete attached was dumped on site and needed removing.
- i. Rubbish Bins near underpasses removed – needed replacing.

Members were of the general opinion that the issues raised were very valid and the Parish Council would do all that was possible to address the matters whilst explaining the matter of reduced maintenance budgets at the Borough Council level.

**FC/18/89**

## **APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received from Councillors Mr & Mrs J Loveridge (holiday) and were unanimously accepted.

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

Declarations of interest – none declared.

**FC/18/90**

**MINUTES**

**RESOLVED – that the minutes of the last meeting of the Council held on 29<sup>th</sup> January 2019 be approved as a true record and signed by the Chair.**

**FC/18/91**

**MATTERS ARISING**

None raised.

**FC/18/92**

**PARISH CLERK'S REPORT**

The Parish Clerk presented a report that commented upon various matters including:-

The STROWP project had now been closed and the final account was explained in the report. The net cost was some £7,255 with a 50% share with Madeley Town Council, that had been settled recently

Brookside Central CIO had some CCTV cameras, donated by TWC, for internal use. The Parish Council were the leaseholders and therefore had final decision on the matter. The centre manager had been asked to undertake a consultation to seek views from building users on the use of the cameras.

Stirchley Recreation Centre is due for demolition and Jas Badesha (TWC) had been asked for a community safety plan, as the Parish had in the past, paid for security for the Sambrook Centre.

Training on lone working personal safety had been arranged, for staff, on 18<sup>th</sup> April and the clerk sought approval for the Sambrook Centre to be closed on that day, with food parcels etc being distributed at Brookside during that day and the ensuing Easter Period. Consequently it was **RESOLVED that the Sambrook Centre be closed on 18<sup>th</sup> April 2019 for training purposes.**

**FC/18/93**

**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 S Roberts and subsequently unanimously **RESOLVED that the Monthly Receipts and Payments reports for March 2019, as presented to the Council, be approved.**

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

It was proposed by Cllr T Bate and seconded by Cllr S Vaughan-Hodkinson and subsequently unanimously **RESOLVED that the Monthly Payroll reports for March 2019, as presented to the Council, be approved.**

**FC/18/94**

**THE PARISH COUNCIL SCHEME OF DELEGATION**

The Council received a report that suggested a review of the Scheme of Delegation.

It was proposed by Cllr R Breeze and seconded by Cllr G Sinclair and subsequently unanimously **RESOLVED that the revised Scheme of Delegation, as presented, be approved.**

**FC/18/95 REVIEW OF THE FINANCIAL REGULATIONS**

The Council considered a review of the Financial Regulations that had been appended to the agenda.

It was proposed by Cllr R Breeze and seconded by Cllr T Bate and subsequently unanimously **RESOLVED that the revised Financial Regulations, as presented, be approved.**

**FC/18/96 REVIEW OF POLICIES**

The following policies were reviewed by the Council :-

a. Policy on Council Reserves

It was proposed by Cllr C Turley and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the Policy on Council Reserves, as presented, be approved.**

b. Health & Safety Policy Statement

It was proposed by Cllr T Bate and seconded by Cllr S Vaughan-Hodkinson and subsequently unanimously **RESOLVED that the Health & Safety Policy Statement, as presented, be approved.**

**FC/18/97 ORGANISATIONAL RISK ASSESSMENT**

The meeting gave consideration of the changes to the Organisational Risk Assessment made at the recent Policy & Resources Committee, and were requested to give final approval.

The Parish Clerk explained that following comments at the Policy & Resources Committee, a section had been added on Business Continuity measures had been added to the policy.

A question was raised regarding the fire risk assessment measures at the Centre and the Deputy Clerk commented that the building had recently undergone a formal Fire Risk Assessment by the Borough Council officer Gill Knowles

It was proposed by Cllr R Breeze and seconded by Cllr S Vaughan-Hodkinson and subsequently unanimously **RESOLVED that the revised Organisational Risk Assessment be approved.**

**FC/18/98 REFURBISHMENT & MAINTENANCE WORKS AT THE SAMBROOK CENTRE**

The Parish Clerk stated that sufficient information had not yet been received from contractors regarding the refurbishment & maintenance works at the Sambrook Centre, to enable a formal report to be presented to Members. It was suggested and agreed that the matter be differed to a future meeting.

**FC/18/99 STAFF VOLUNTEER SCHEME**

The Parish Clerk presented a report that asked the Council to consider a proposal for a staff volunteer scheme to give employees the opportunity to undertake volunteering

opportunities. The benefits for staff included learning new skills as well as using skills they have gained through their employment with Stirchley and Brookside Parish Council to benefit their own community or causes which are important to them. Examples were given.

The proposal was to allow a set amount of paid leave for volunteering activity, Councillors considered 15 hours a year to be reasonable; this would be for all employees who wish to take part and was not compulsory.

In consideration of the proposal, Members were reluctant to a suggested avoidance of volunteering with “charities supporting animals” as explained in the suggested “policy & procedure”. They commented that there were many animal charities focused on benefiting animals and should be supported if possible.

It was suggested that the volunteering activity approved should be at the discretion of the Parish Clerk and be of benefit to the community and employee.

It was proposed by Cllr R Breeze and seconded by Cllr S Vaughan-Hodkinson and subsequently unanimously **RESOLVED that the Staff Volunteering Scheme, as amended to include “charities supporting animals”, be approved.**

#### **FC/18/100 DECISIONS DURING APRIL/early MAY '19**

The Council considered giving delegated authority to the Parish Clerk to take decisions during the April/May election period. The measure was to have a decision mechanism to cover the period during April/May when the local election process precluded the holding of the normal committee process.

It was proposed by Cllr S Vaughan-Hodkinson and seconded by Cllr C Turley and subsequently unanimously **RESOLVED that the Parish Clerk be given delegated authority to take decisions on behalf of the Council during the election period of April and early May 2019.**

#### **FC/18/101 MINUTES OF COMMITTEES**

The Council received, for information, the minutes of the Community and Environment Committee held on 5<sup>th</sup> March 2019 and the Policy & Resources Committee held on 26<sup>th</sup> February 2019.

#### **FC/18/102 CORRESPONDENCE**

To receive any correspondence requiring action – none.

#### **FC/18/103 COUNCILLOR REPORTS**

The Council received Councillor reports on current matters relating to the Parish.

Matters raised related to:-

Stirchley Centre redevelopment

Flooding at Holmer Lake that had now been resolved.

Installation of a salt bin at Holmer Lake

Scattered litter following the holding of the Telford half-marathon

Possible merger of the local doctors practices

STATEMENT FROM THE PARISH CLERK

The Parish Clerk stated that the meeting was the last Full Council Meeting of the current administration before the Local Elections on 2<sup>nd</sup> May 2019. She made particular reference to the achievements of the Parish Council over the past 4 years, namely:-

- the acquisition and ownership of the Sambrook Centre,
- the saving of the Stirchley Library,
- the saving of the Brookside Central building for community use,
- and the extended Youth Service now operational in the Parish

To name but a few.

The Clerk stated that Members and staff should be extremely proud of the achievements attained over the past 4 years and Members gave congratulatory remarks about the achievements and to the Clerk & her staff.

Meeting finished at 7.18 pm

Chair .....

Date.....