



Minutes of a meeting of Stirchley and Brookside Parish Council held on Tuesday 23rd August 2016 at the Sambrook Centre, commencing at 6:00pm.

Members present: Councillors T Bate, R Breeze, A England, R Fagan, J Loveridge, Mrs J Loveridge, S Parr, M Randle, C Turley, Mrs J Turley and A Watkin

Also present: Mrs G Bailey, Parish Clerk

Guests: C Corbett and S Middleton

Welcome to new staff members

Members welcomed Chris Corbett, Finance and Committee Secretary and Sam Middleton, Community and Facilities Manager/Deputy Clerk.

Public Open Session

- FC/16/43** To record apologies received and note non-pecuniary declarations of interest in matters on the agenda
It was **agreed** to accept apologies from Cllr L Hogger. There were no declarations of interest in matters on the agenda.
- FC/16/44** To approve the minutes of the last meeting of the Council 28th June 2016
It was **agreed** to approve the minutes of the last meeting of the Council 28th June 2016. The Chair Signed the minutes . **Appendix A**
- FC/16/45** To receive reports on action taken arising from the last meeting.
There were no actions arising from the last meeting.
- FC/16/46** To receive the Clerk's Report and consider any recommendations arising therefrom.
It was **agreed** that the Community and Environment committee consider maintaining the distribution of free of charge dog waste bags.
All other items were noted. **Appendix B**
Cllrs C Turley and J Turley arrived at the meeting.
- FC/16/47** To approve the financial reports for month 4
a) To approve monthly receipts and payments
b) To receive monthly investment report
c) To receive payroll report month 4
It was **agreed** to approve the financial reports for month 4.
- FC/16/48** To receive the minutes of the Community and Environment Committee held 9th August 2016

Cllr Breeze clarified that the incorrect signage was the directional signage to the car park. The 'residents only parking' has just been installed. The minutes were noted. **Appendix E**

FC/16/49 To consider the following motion.

Hospital services are currently under review at the Princess Royal Hospital, with the potential that some services could move to the Royal Shrewsbury Hospital and vice versa.

The #PRH4Me Campaign aims to raise awareness of hospital services and gather pledges of support for the Princess Royal Hospital.

Stirchley and Brookside Parish Council believes that any downgrading of services at the PRH would be detrimental to the residents in this area.

Stirchley and Brookside Parish Council fully supports the #PRH4Me campaign, the PRH and the services it provides, and wishes to show how valued the hospital is in this parish and encourage residents to also pledge their support for the PRH.

The members discussed the proposed motion. It was agreed that it should be clear that members supported all hospital services provided across both locations. Thus amended the motion was **agreed** unanimously.

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The #PRH4Me Campaign aims to raise awareness of hospital services and gather pledges of support for the Princess Royal Hospital.

Stirchley and Brookside Parish Council believes that any downgrading of services at the PRH would be detrimental to the residents in this area.

Stirchley and Brookside Parish Council fully supports the #PRH4Me campaign, and all hospital services provided for its residents across the two sites and wishes to show how valued hospital services are in this parish and encourage residents to also pledge their support for the #PRH4Me campaign.

FC/16/50 To approve and sign the contract for the purchase of The Sambrook Centre.

It was **agreed** unanimously to approve the contract for the purchase of The Sambrook Centre. The Chair signed the contract of behalf of the Parish Council.

FC/16/51 To approve and sign the transfer of part registered title for The Sambrook Centre (see standing order 25)

It was **agreed** unanimously to approve the transfer of registered title for The Sambrook Centre. The transfer document was signed by two councillors witnessed by the Parish Clerk as per standing orders.

FC/16/52 To agree to exclude members of the press and public in order to discuss matters relating to staffing matters. Public Bodies (Admission to Meetings) Act 1960.

It was **agreed** to exclude members of the press and public.

FC/16/53 To receive the minutes of the Personnel Sub Committee.

The minutes of the Personnel Sub Committee were received and noted.

FC/16/54 To receive any correspondence requiring action

Invitations have been received for a Battle of Britain Service at St Georges and the Wellington Town Council Civic parade.

- FC/16/55** To receive Councillors reports
- a) Cllr Chris Turley has prepared a written report. GB to circulate
 - b) Cllr S Parr concerned that instances of fly tipping have increased
 - c) Cllr Judith Turley requested that she receive hard copies of council paperwork
 - d) Cllr Jackie Loveridge reported that Take 5 Café will be closed for two weeks for staff holidays due to a shortage of volunteers
 - e) Cllr Jim Loveridge congratulated all involved in the Brookside Summer Event. He also reported concerns about increased fly tipping
 - f) Cllr England advised that the resurfacing work at Hilton Close has been redone due to shoddy workmanship.
 - g) Cllr Breeze reported that someone has been putting food down in the Grangemere/Swanmere area for a family of swans, this is not only encouraging the swans near to the road but dangerous to their health.
 - h) Cllr Watkin has reported a large number of cars which are being kept on the car park at the Rose and Crown. They have been given until the 13th of September to remove the cars or notice will be served.
 - i) Cllr Sinclair has received complaints from residents about parking on the paved area behind All Saints Church. GB advised that she has already asked the police to look at the situation. There has been a report of an extension to a radio mast in Wroxeter Way.

There being no further business the meeting closed at 6:50pm

Minutes of a meeting of **Stirchley and Brookside Parish Council** held on **Tuesday 28th June 2016** at the Sambrook Centre, commencing at **6:00pm** when the following business will be dealt with:

Present: Councillors T Bate, R Breeze, A England, R Fagan, Mrs L Hogger, J Loveridge, M Randle, C Turley, A Watkin
Also present: G Bailey, Parish Clerk

Public Open Session

There were no members of the public present.

- FC/16/21 To record apologies received and note non-pecuniary declarations of interest in matters on the agenda**
Apologies were received from Cllrs Mrs J Loveridge, Mrs J Turley, G Sinclair and S Parr. It was agreed to accept apologies.
There were no declarations of non-pecuniary interest.
- FC/16/22 To approve the minutes of the last meeting of the Council 24th May 2016**
Item FC/16/14 CAB should read Citizens Advice, date of agreement should read from 1st April 2016 to 31st March 2019.
With the above amendment the minutes of the last meeting were approved. The chair signed the minutes.
- FC/16/23 To receive reports on action taken arising from the last meeting.**
There were no reports on action taken arising from the last meeting.
- FC/16/24 To receive the Clerk's Report and consider any recommendations arising therefrom.**
1. Summons to meetings
Requires approval of revised standing orders
 2. Brookside Central
It was **agreed** to nominate Cllr Jim Loveridge to the steering group.
 3. Condom distribution scheme
It was **agreed** that there were no objections to participating in this scheme.
 4. The Sambrook Centre
It was **agreed** to proceed with:
 - Installation of blinds to the studio at a maximum cost of £800
 - Replacement of 4 x internal doors at a cost of £200 each plus installation
 - External signage (Parish Council): £232.13 (opening times) £439.94Additional verbal update:
 5. We welcome Nikki Lane as our new children's worker
 6. A Stirchley and Brookside Parish Council team has entered the 'It's a Knockout' competition which will take place after the fun day at 5pm on Sunday.
- FC/16/25 To approve the financial reports for month 2**
- a) To approve monthly receipts and payments
 - b) To receive monthly investment report
 - c) To receive payroll report month 2 (to be tabled)
- It was **agreed** to approve the financial reports for month 2.
- FC/16/26 To receive details of budget to expenditure for financial year 2015/2016**
Expenditure to budget reported as £24,662 due to unspent contingencies, projects not started and cost savings. Noted.

- FC/16/27 To receive the internal auditors report**
There were no issues raised by the internal auditor.
- FC/16/29 To approve the Annual Governance statement 2015-2016**
It was agreed to **approve** the Annual Governance statement for 2015-2016.
- FC/16/30 To approve the Annual Return and financial statements 2015 – 2016**
It was agreed to **approve** the Annual Return and financial statements for 2015 – 2016.
- FC/16/31 To approve the insurance renewal for the period 31.7.2016 to 30.07.2017 at a cost of £2,652.19**
It was agreed to **approve** the insurance renewal for the period 31.7.2016 to 30.7.2017 at a cost £2,652.19
- FC/16/32 To receive and approve revised Standing Orders**
Standing orders have been updated:
Summons to meetings
Proper officer
Updated legislation regarding public contracts.
It was noted that standing orders allow for their review at the annual meeting. It was agreed that sometimes this was not practical due to the amount of business at the AGM as well as the need to stay up to date with legislation.
It was agreed to **approve** revised Standing Orders.
- FC/16/33 To receive the minutes of the Community and Environment Committee held 6th June 2016**
It was **agreed** to receive the minutes of the Community and Environment Committee held 6th June 2016.
- FC/16/34 To consider and agree a proposal to upgrade computers in the Parish Office**
Members had received a report detailing three quotations. Councillors agreed that it was important to ensure good services as well as competitive pricing.
It was **agreed** to purchase new hardware from Midland Computers at a cost of £2,628.
Cllr A Watkin abstained from voting.
- FC/16/35 To approve the Annual Report for 2015-2016**
It was agreed to **approve** the Annual Report for 2015-2016.
- FC/16/36 To consider and agree a proposal for Youth Services**
It was **agreed** to defer this item.
- FC/36/37 To receive information about proposals for Project Management of the refurbishment of the Sambrook Centre and agree process for selection.**
Members received a written report giving details of three potential project management companies.
It was agreed that it was difficult to compare the information given. It was **agreed** that the steering group meet and make a recommendation to the policy committee.
- FC/36/38 To agree to exclude members of the press and public in order to discuss matters relating to staffing matters. Public Bodies (Admission to Meetings) Act 1960.**
It was **agreed** to exclude members of the press and public in order to discuss matters relating to staffing matters.
- FC/36/39 To receive the minutes of the Personnel Sub Committee and consider any recommendations contained therein.**
It was resolved to agree the Personnel sub committee and recommendations contained therein.
Council
Cllr Watkin abstained.

FC/16/40 To receive a report on staff restructure and agree action.

It was resolved to implement the new structure as recommended.

It was resolved to agree to issue a redundancy notice.

It was resolved to advertise the new posts in the Shropshire Star, with SALC and with Telford & Wrekin Council.

It was resolved that the interview panel be Councillors England, Parr, Watkin, Bate and Jackie Loveridge

FC/16/41 To receive any correspondence requiring action.

- Dual carriageway maintenance 4th July – 20th July.

FC/16/42 To receive Councillors reports

Councillor Sinclair submitted a written report.

- Cllr Jim Loveridge: continued concerns over flytipping. Looking at an opportunity with Brookside Big Local to recycle unwanted timber into garden troughs etc.
- Cllr A England has been involved in the future fit campaign to ensure the future of A&E services at the Princess Royal Hospital.
- Cllr Watkin: more prosecutions are needed for flytipping
- Cllr Breeze: there does not seem to have been action taken on plans to alleviate the parking situation for the south end of the town park, parking around the playing field area is appalling, there seems to have been an increase in commercial dumping in the town park.
- Cllr Turley reported that Hollinswood and Randlay Parish Council have recently passed a motion in support of the location of A&E services at PRH. It was agreed that a similar motion be put to members of Stirchley and Brookside Parish Council for consideration.
- Cllr Randle: concerns about flytipping and an increase in dog fouling.

There being no further business the meeting closed at 19:45pm

Clerks Report August 2016

1. The Sambrook Centre

The contract and deed transfer are (at the time of writing!) being finalised. I am hoping this will be ready for signature 23/8/2016 with a completion date the following week.

Neil from HLP is working on tenders for the work, prioritising the roof. He will be looking a cost options for the mechanical and electrical work as it may be more cost effective not to replace the gas boiler, he will also be looking at solar panels.

It will be necessary to call an extra ordinary meeting to agree the tender packages and resolve to apply for the Public Works Loan, which has already been budgeted for, in order to start work as soon as possible.

2. Partnership Working

a. Stirchley Library

The partnership agreement has now been signed and returned to TWC. The grant of £48,000 will be made in one lump sum (rather than over a three year period) to fund essential works to the Centre. We are awaiting a hand over date.

b. Brookside Central

Brookside Big Local have prepared their two year budget for the next round of funding from Local Trust. They have allocated a total of £141,000 to Brookside Central which will be paid as a grant over two years.

A draft budget has been prepared and agreed. The group now need to agree on the model for a constituted group, agree a constitution and open a bank account. They will need to take legal advice on this.

The details of the handover, service contracts etc will be the first major piece of work for the new Community and Facilities Manager.

c. Brookside Youth Service

Staffing consultation will not end until October 2016. Telford & Wrekin Council will continue to run the service at Brookside until the situation is clearer.

3. Dog Waste Bags

TWC have ceased to provide free of charge dog waste bags, unfortunately we did not find out until after the latest newsletter was sent out. Members may wish to consider maintaining this service. Costs for bulk purchase of bags are approximately £400 for 25,000, there is a balance of £6,700 in PET scheme funds until April 2017 (agreement ends April 2018).

Minutes of a meeting of the **Community & Environment Committee**, held on **Tuesday 9th August 2016** at the Sambrook Centre.

Present: Councillors: J Loveridge (Chair), T Bate, R Breeze,
Mrs L Hogger, M Randle, G Sinclair, A Watkin

Also Present: Mrs G Bailey, Parish Clerk/RFO, Ms Sam Smith, Community Project Officer,
Mrs V Brain (taking Minutes)

Public Open Session

Three organisers of the Skate Jam were present for the first ten minutes of the meeting to talk to the Committee about the Skate Jam, to be held on Friday 19th August 2016 and on Friday 2nd September at the Stirchley Skate Park.

CE/16/18 To receive apologies and declarations of interest in non-pecuniary matters.

Apologies were received from Mrs J Loveridge (potential conflict of interest) and accepted unanimously.

There were no declarations of interest in non-pecuniary matters.

CE/16/19 To receive the minutes of the last meeting held on Tuesday 5th July 2016.

It was proposed by G Sinclair, seconded by R Breeze and **agreed** to receive the minutes of the last meeting. The Chair signed the minutes.

CE/16/20 To receive reports of any action taken since the last meeting

a)

R Breeze reported that new signs directing motorists to the car park in Grangemere have been installed. Residents only parking sign has not been installed to date. Mrs Bailey thanked R Breeze for his input into making sure that the signs were in the correct locations.

Cllr T Bate arrived at the meeting.

CE/16/21 To receive the Community Project Officer's Report and consider request for expenditure total £500.

Activities

Ms Smith has been working with local community groups to assist with start-up arrangements, bid writing, grant applications, retaining volunteers and other issues and pieces of work as they occur.

She has been working on a new volunteer policy, application process and job descriptions for Parish Council volunteers, including volunteers for the Community Library.

She has also worked with a local childminding group to rejuvenate a disused patch of land and turn it into a play area.

She has worked with Alec Connah on the installation of a new picnic bench and table at the Madebrook Pools, which has been well-used.

Ms Smith has discovered that Mrs Holly Rigby, Head Teacher at the Telford Park School, is keen for the school to be more involved in community activities, so she will contact her in September.

Upcoming Events

The **Skate Jam** will be an informal event, organised by local young men. It will not be the big event that it was in 2015. Mrs Bailey, Ms Smith and Recharge volunteers will be assisting with the Skate Jam. It will be covered by the Parish Council's public liability insurance.

Skate Jams will take place on Friday 19th August 2016 and Friday 2nd September 2016. The PA system will be hired from Brookside Big Local, at a cost of £50 per event.

The budget had been revised since the Community Project Officer's report was written so that it had increased to £50 for the PA system, £150 for prizes and £50 for refreshments for each event, making a total of £500 for the two events.

Brookside Evolve Celebration , Saturday 20th August 2016
£50 for bouncy castle hire had been requested.

It was proposed by M Randle, seconded by R Breeze and **agreed** that a total expenditure of £500 should be allocated from the Budget for Community Events (i.e. £450 for the Skate Jam and £50 for the Brookside Evolve Celebration).

A Watkin voted against the proposal.

It was **agreed** to receive the Community Project Officer's report.

CE/16/22 To receive and agree a scheme of delegation for Stirchley Allotments Site

It was proposed by M Randle, seconded by T Bate and **agreed** that the scheme of delegation for the Stirchley Allotments Site drawn up by the Clerk should be adopted.

CE/16/23 To receive details and consider responses to a consultation on the licensing of hackney carriages and private hire vehicles.

An e-mail had been received from Suzanne Fisher, Principal Licensing Officer, regarding draft documents that can be viewed on Telford & Wrekin Council's website or in paper form at the Borough's libraries. Comments are requested by 31st October 2016.

Because of concerns over private hire vehicles, it was agreed to put this item on to the Agenda for the September meeting of the Community and Environment Committee.

CE/16/24 To receive details of the Telford & Wrekin Highways Vision – 'Keeping Telford Moving'

It was agreed to invite a Highways Officer to the next meeting of the Community and Environment Committee, in order to ask questions about the Highways Vision.

CE/16/25 To discuss concerns and agree action regarding the work undertaken at Telford & Wrekin wood yard, Stirchley

This item had been referred from the Policy Committee.

Mrs Bailey was asked to arrange a site visit, which members of the Community and Environment Committee would be invited to attend.

- CE/16/26 To receive details of and consider the following planning applications from Telford & Wrekin Council:**
- a) TWC 2016/0585 26 Tadorna Drive:** Erection of a single storey, two storey and first floor side and rear extension.
It proposed by R Breeze, seconded by G Sinclair and **agreed** that there were no objections.

- CE/16/27 To receive decisions on planning applications from Telford & Wrekin Council**
- a) TWC/2016/0485 The Old Rectory:** Change of use from guest house (Use Class C1) to dwelling (Use Class C3)
Full Granted
- b) TWC/2016/0492 5 Aqueduct Lane:** Erection of 1no. wall mounted mast to side of dwelling with an additional UHF/VHF whip antenna to the top and erection of 1no. freestanding mast pole in rear garden (Retrospective).
Full Granted
- c) TWC 2016/0194 Premier Stores:** Part change of use of existing retail unit to cafe and hot food takeaway.
Full Granted

All noted.

- CE/16/28 To receive councillors' reports on matters relevant to this committee:**
- a) G Sinclair** – is concerned about repeated flooding on Holmer Lane. Becky Eade has suggested installing a drain across the road – Mrs Bailey will follow this up.
- b) R Breeze** – is concerned that very loud PA systems are being used at outdoor events in the summer.
- c) A Watkin** – reported that the car park of the 'Rose and Crown' in Stirchley is being used for untaxed vehicles and vehicles in poor condition. Mrs Bailey will ask the Planning Enforcement Officer to have a look at this.
- d) J Loveridge** – reported repeated fly tipping in Burford. Mrs Bailey will ask Chris Hallam to look at this.
- There followed a discussion about ways to tackle fly tipping.

There being no further business the meeting closed at 7.20 p.m.