



Minutes of a meeting of the **Policy Committee**, held on **Tuesday 26th July 2016** at the Sambrook Centre commencing 6pm

Present: Councillors: A England (Chair), R Breeze, R Fagan, Mrs J Loveridge, J Loveridge, S Parr, M Randle, C Turley, Mrs J Turley, A Watkin

Also Present: Mrs G Bailey, Parish Clerk/RFO, Mrs V Brain (taking Minutes)

Public Open Session

There were members of the public present, including members of the Stirchley Allotments Association, but there were no questions from the public.

- PC/16/01** **To elect a Chair for the year 2016-2017**
Cllr A England was nominated by M Randle and seconded by Mrs J Loveridge. Cllr A Watkin was nominated by R Breeze and seconded by S Parr. A vote was taken and Cllr A England was elected by majority vote (there was one abstention). It was therefore **agreed** to elect A England as the Chair of the Policy Committee for the year 2016-2017.
- PC/16/02** **To elect a Vice Chair for the year 2016-2017**
Cllr A Watkin was nominated by Mrs J Loveridge and seconded by R Breeze. It was **agreed** to elect A Watkin as the Vice Chair of the Policy Committee for the year 2016-2017.
- PC/16/03** **To receive apologies and declarations of interest in non-pecuniary matters.**
There were no apologies.

There were no declarations of interest in non-pecuniary matters.
- PC/16/12** **To consider an application from Stirchley Allotments Association for a Community Shed**
[Appendix G Application for Community Shed.pdf](#)
*It was **agreed** to move this Agenda item to the beginning of the meeting, as it was of interest to the members of the public present.*
It was proposed by R Breeze and seconded by Mrs J Loveridge and **agreed** that the Stirchley Allotments Association should be given permission to erect a community shed on the allotment site.
- PC/16/04** **To receive the minutes of the previous meeting held on Tuesday 26th April 2016**
[Policy Minutes April 2016.pdf](#)

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

PC/16/05

To receive the clerk's report and consider any recommendations contained therein

a) Purchase of 4G/internet handset for the Environmental Maintenance Supervisor at a one-off cost of around £65-70, to be used with a Pay as you Go SIM card.

It was noted that this would enable the use of the Everyday Telford app for reporting local issues to Telford & Wrekin Council.

It was proposed by M Randle, seconded by Mrs J Loveridge and **agreed** that a 4G/internet handset should be purchased.

b) Ongoing Projects

It was noted that the proposal for a Community Library has been submitted to Telford & Wrekin Council for consideration. The work relating to taking on the management of Brookside Central is on a tight timescale, but is progressing well. As Chair of the Policy Committee, A England thanked Mrs Bailey for all the additional work that she has been doing relating to the big projects that the Parish Council is currently undertaking.

c) Newsletter

The newsletter has previously been produced using a photocopier. The latest edition is being professionally printed on good quality A3 paper, which will be more expensive.

It was proposed by J Loveridge and seconded by M Randle and **agreed** that there should be a virement from the Contingency Budget to the Newsletter Budget in order to increase the Newsletter Budget for 2016-17 from £950 to £2,000.

Mrs Bailey encouraged councillors to contribute articles for the newsletter, including items about local events that they have attended.

PC/16/06

To receive financial reports for month

a) Receipts and Payments

It was proposed by M Randle and seconded by J Loveridge and **agreed** that the Receipts and Payments report should be approved.

b) Cashflow and Account Management

It was proposed by M Randle and seconded by J Loveridge and **agreed** that the Cashflow and Account Management report should be approved.

c) Payroll

It was proposed by Mrs J Loveridge and seconded by C Turley and **agreed** that the Payroll report should be approved.

PC/16/07

To appoint members to the Audit Sub Committee

It was proposed by Mrs J Loveridge and seconded by J Loveridge and **agreed** that the following councillors would be members of the Audit Sub Committee for 2016-2017:

S Parr, C Turley, A Watkin

PC/16/08

To appoint members to the Personnel Sub Committee

It was proposed by Mrs J Loveridge and seconded by M Randle and **agreed** that the following councillors would be members of the Personnel Sub Committee for 2016-17:

A England, Mrs J Loveridge, S Parr, C Turley, J Turley

- PC/16/09** **To appoint members to the Appeals Sub Committee**
It was agreed that the following councillors would be members of the Appeals Sub Committee for 2016-2017:
R Breeze, M Randle, A Watkin
- PC/16/10** **To receive the minutes of the Community and Environment Committee 5th July 2016**
[Appendix E CE Minutes July 2016.pdf](#)
Mrs Bailey reported that new signs stating that Northwood Terrace is parking for residents only and signs directing motorists to the car park in Grangemere have been installed. She thanked R Breeze for his input into making sure that the signs were in the correct locations.
Noted
- PC/16/11** **To review and approve Financial Regulations**
[Appendix F Financial Regulations July 2016.pdf](#)
The Financial Regulations had been revised in line with the new National Association of Local Councils (NALC) model financial regulations.
It was proposed by S Parr and seconded by J Loveridge and **agreed** that the revised Financial Regulations should be approved.
- PC/16/12** **Please see above**
- PC/16/13** **To consider a report and agree a recommendation to award the contract for project management to HLP UK Ltd.**
[Appendix H Report on Project Management Team.pdf](#)
It was proposed by Mrs J Loveridge and seconded by S Parr and **agreed** that HLP UK Ltd should be appointed as Project Manager for the building work at the Sambrook Centre.
- PC/16/14** **To receive a report on buildings insurance for the Sambrook Centre and agree action**
A report on buildings insurance for the Sambrook Centre was tabled at the meeting. It was noted that only the insurance company already used by the Parish Council (Aviva) was willing to quote for insuring the Sambrook Centre. Quotes had been given for two levels of insurance, depending on whether insurance for subsidence, heave and landslip was included. There would be an excess of £250 per claim for fire and general peril and an excess of £1,000 per claim for subsidence.
It was proposed by Mrs J Loveridge, seconded by S Parr and **agreed** that the insurance cover should include subsidence, heave and landslip, at an annual cost of £2,190.
- PC/16/15** **To consider options for naming/signage for Community Library**
Mrs Bailey showed councillors and the members of the public a mock up of a sign for the "Sambrook Centre and Community Library" and asked whether they agreed with the wording. Although signs cannot be put up until the library service is officially transferred to the Parish Council, it was proposed by Mrs J Loveridge and seconded by J Loveridge and **agreed** that the signs should say "Sambrook Centre and Community Library".

PC/16/16

To receive a report on recruitment

[Appendix I Report on Recruitment.pdf](#)

A progress report regarding the recruitment of a new Community & Facilities Manager and a new Committee and Finance Secretary was received. The standard of applications had been high. The final decision about the appointments had been delegated to the Personnel Committee, which would be meeting on Tuesday 9 August 2016.

It was **agreed** to accept the recommendations in the report.

J Turley abstained.

PC/16/17

To receive any other correspondence for information

a) A letter had been received from Dominic Proud, Service Delivery Manager, Transport & Highways Department, Telford & Wrekin Council, suggesting that there should be Quarterly Liaison Meetings with the Parish Council.

It was proposed by J Loveridge and seconded by Mrs J Loveridge and **agreed** that M Randle and Mrs J Turley should be nominated to represent the Parish Council at the Quarterly Liaison Meetings.

b) An e-mail had been received from Telford & Wrekin Council with information about the forthcoming improvements to Junction 4 of the M54.

c) A letter had been received from Telford & Wrekin Council advising that after school clubs would no longer be funded from September 2016 onwards.

PC/16/18

To receive councillors' reports on matters relevant to this committee:

a) C Turley – advised that he is aware of problems with a specialist HMO in Catherton, which are being addressed by the Telford & Wrekin Council Community Cohesion Team.

b) J Turley – is concerned that the Baha Trail is overgrown – Mrs Bailey will talk to the Parish Environmental Team and Alec Connah about this.

J Turley also reported damage being done in Burtondale by a large roadsweeper that is parked in the road regularly. J Loveridge and Mrs J Loveridge will have a look at this.

c) S Parr – has seen a large mound of cut grass outside Beaconsfield. Mrs Bailey will ask Chris Hallam about this.

d) J Loveridge has seen TWS grass cutting operatives racing their machines on the grass verge. Mrs Bailey will discuss this with Dave Ottley.

J Loveridge also reported repeated fly tipping at the back of Briarwood.

e) Mrs J Loveridge – said that the Take 5 Cafe would be closed for 2 weeks because of staff annual leave. She reported repeated fly tipping at Burford – A England will look at this.

f) M Randle – reported fly tipping especially at Burford and Bishopdale.

Mrs Bailey reminded councillors that issues can be reported directly to Telford & Wrekin Council using the Everyday Telford phone app.

h) A Watkin – was concerned that a fence erected around the Telford & Wrekin Council wood yard has blocked a historic footpath. There were also concerns about the way the wood yard is being used. A site visit with a Council officer is needed. This will be put on the Agenda for the next Community & Environment Committee meeting.

There being no further business the meeting closed at 7.15 p.m.

Appendix A

Minutes of a meeting of the **Policy Committee**, held on **Tuesday 26th April 2016** at the Sambrook Centre.

Present: Councillors: A England (Chair), R Breeze, Mrs L Hogger, J Loveridge, M Randle, S Parr, C Turley, Mrs J Turley

In attendance: Mrs G Bailey (Clerk/RFO), Mrs A Varney (Assistant Clerk/Minute Secretary)

Public Open Session – None.

PC/15/65 To receive apologies and declarations of non-pecuniary interest in matters on the agenda.

It was **agreed** to accept apologies from Councillors Mrs J Loveridge (ill health) and Mr A Watkin (family matters).

PC/15/66 To approve the minutes of the previous meeting on Tuesday 23rd February 2016

It was **agreed** to approve the minutes of the previous meeting. The Chair signed the

minutes.

PC/15/67 To receive information on action taken from the last meeting.

None.

PC/15/68 To receive the Clerk's Report.

1. **Rates** - An appeal is in progress with the Valuation Office, GB has requested that the Parish Council be appraised of the outcome. It is likely there will be a rebate back-dated to 2012 on approximately one third of rates paid due to a percentage of the rates being recharged to Telford & Wrekin Council.
2. **Building Work** – A meeting has been arranged for Tuesday 3rd of May at 2pm for Councillors and the building team. GB is looking at other options and is meeting with another architect to discuss plans.
3. **Vacancy: Councillor for Stirchley Ward** – Contested: costs around £4000.00 for the election.
4. **Councillor Training** – Code of Conduct Training on Tuesday 10th May 7pm, R Breeze, M Randle, C Turley, J Turley and S Parr to attend.
5. **Partnership Working** – it was agreed to defer the matter of considering a working partnership with the Police due to current and future workloads for the Parish staff.
6. **Computers** - On Thursday 28th April GB will meet with Midland Computers who will quote on new computers for the office. Costs will be outlined to councillors before agreement.
7. **BeActive** – Brookside Big Local have rejected BeActive's proposal to fund their services. The Parish Council will not fund the programme. GB to keep members informed.

PC/15/69 To approve the financial reports, for month 12

- a) Monthly receipts and payments
- b) Monthly investment report
- c) Payroll Report months (to be tabled)

It was proposed by S Parr, seconded by R Breeze and **agreed** to approve the financial reports for month 12.

PC/15/70 To receive the minutes of the Neighbourhood Services Committee held Tuesday 5th April 2016

Noted.

PC/15/71 To receive the minutes of the Planning Committee held Tuesday 5th April 2016

Noted.

PC/15/72 To receive the minutes of the Audit Sub Committee held Monday 21st March 2016

Noted. The internal auditor highly commended the work of the Audit Committee.

PC/15/73 To agree a proposal for the delivery of library services at The Sambrook Centre

It was proposed by M Randle, seconded by J Loveridge and **agreed** to the proposal for the delivery of library services at The Sambrook Centre.

PC/15/74 To consider a revised scheme of delegation and make a recommendation to Full Council

The clerk outlined the changes to the structure which will reduce the number of meetings for staff to administer:

- Planning matters to be considered by a new joint Community and Planning Committee
- Allotments sub committee to be dissolved; matters to be dealt with by Community and Planning Committee

It was proposed by C Turley, seconded by Mrs L Hogger and **agreed** to recommend the revised scheme of delegation to Full Council.

PC/15/75 To consider a proposal for a 'Skills Festival' to take place on 10th June 2016 at a cost of £565.00.

The proposal to host a 'Skills Festival' on 10th June at a cost of £565.00 was **agreed**.

PC/15/76 To resolve to exclude members of the public whilst matters relating to Personnel issues are discussed.

It was **agreed** to exclude members of the public whilst matters relating to Personnel issues were discussed.

PC/15/77 To receive minutes of the Personnel Sub Committee held Tuesday 19th April 2016 and agree recommendations therein.

It was **agreed** that S Smith has successfully completed her probationary period.

It was **agreed** to advertise for a part time youth worker.

PC/15/78 To receive details of any correspondence requiring action

None.

PC/15/79 To receive councillors reports on matters relevant to this committee.

- a) **C Turley** – is pleased that the application to build on land adjacent to Tunnel Cottages has been withdrawn.
- b) **S Parr** – is concerned that legislation to prevent cars parking on pavements will soon come into effect and will impact on local areas with insufficient parking provision, ie, areas of Brookside. Councillor Parr wished to flag the issue up with Telford & Wrekin now so that provision could be made for those residents who would be affected by this legislation.
- c) **M Randle** – was pleased to see that the area around the Brookside shops is much cleaner.
- d) **J Loveridge** – was concerned with continual fly-tipping on Brookside and the length of time taken to remove items, ie, fridges left for up to a month before collection. He had also reported to Dave Ottley at TWC the sighting of rats due to large amounts of rubbish at a privately rented house in Briarwood, Brookside.

There being no further business the meeting closed at 7:05pm.

Clerks Report July 2016

1. Environment Maintenance Team

1.1 Staffing

Shaun Hassell, our apprentice has passed the requirements for his apprenticeship. He has decided that Environmental Maintenance was not, after all for him, and has got another full time job. His last day was Friday 9th July.

This is our very busy time of year with the gardening service as it is during this time hedges are trimmed as well as lawn mowing, I have, in consultation with the Personnel Sub Committee employed a local young person, Jamie Doughty for three days a week starting on Tuesday 12th July.

1.2 Mobile phone

Last year I cancelled the mobile phone contract with Orange (cost was £32 per month) as the phones were not used – they are old text/talk handsets. Funzone have a pay as you go SIM card in their phone. Aaron uses his own phone for texting and calls, it would, however use his data allowance to use the Everyday Telford App to report fly tips etc, it would also be useful to be able to share emails etc with him.

I would therefore like to recommend the purchase of a 4G/internet handset with pay as you go SIM.
Cost: £65-£70

2. Partnership Support Programme

2.1 Community Library Service

The statutory consultation period ends on 26th July. The proposal for the library service agreed April 2016 has now been submitted to Telford & Wrekin Council for consideration.

2.2 Brookside Central

We have now formed a steering group who are, in smaller groups looking at:

- Budget
- Staffing
- Governance structure

Once this work is complete a funding package from the Big Local Partnership can be agreed and a proposal put forward to Telford & Wrekin Council.

Telford & Wrekin Council have indicated that they would ideally like to hand over at the end of the year; close as Telford & Wrekin in December and re-open as a community run centre in January. BIG events group are already planning the party!

2.3 Youth Service

Telford & Wrekin Youth Service provision in Brookside will end after the school holidays. After consultation with our own youth workers I have begun drafting a proposal. I am waiting further information following the outcome of consultations with the TWC youth service staff.

The Personnel Sub Committee will receive a detailed report and consider the staffing implications of these proposals for the Parish Council.

3 Newsletter

Sam has produced our summer newsletter. It will be A3 folded and printed (rather than photocopied). Cost £365 for 4,500 copies. With distribution the cost of each newsletter will be £665. The budget has been set at £950 based on A4 photocopying. The Parish Council usually produces 3 newsletters a year.

Recommend increase budget for newsletter to £2,000 and reduce contingency to £3,950.

