

FULL COUNCIL

Minutes of a **Meeting of Stirchley and Brookside Parish Council** held on :-
Tuesday 28th February 2017 at the **Sambrook Centre** at **6:00pm**

Present: Councillors: Mrs J Loveridge (Chair), M Randle (Vice-Chair), T Bate, R Breeze, ARH England, Mrs L Hogger, J Loveridge, G Sinclair, C Turley, 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 no members of the general public present.

FC/16/93 APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received from Cllr S Parr (wife unwell), Cllr R Fagan (illness) and Cllr Mrs J Turley (unwell) and were accepted by the Council.

FC/16/94 MINUTES

RESOLVED – that the minutes of the last meeting of the Council held on 17th January 2017 be approved as a true record and signed by the Chair.

FC/16/95 MATTERS ARISING

No matters arising were raised.

FC/16/96 PARISH CLERK'S REPORT

The Council received the Parish Clerk's Report that stated that the Parish Vehicle had been subject to some unlawful damage, there was a proposed new venue for the Pensioners Christmas Party, there was an expected business rates refund following a successful appeal and the Sambrook Centre had experienced a recent episode of anti-social behaviour but had dealt with the matter.

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr G Sinclair and subsequently unanimously **RESOLVED that the Telford Golf Hotel: Great Hay be chosen as the venue for the 2017 Pensioners Christmas Party.**

FC/16/97 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 J Loveridge and subsequently unanimously **RESOLVED that the Monthly Financial Reports, as presented to the Council, be approved.**

FC/16/98 SAMBROOK CENTRE REFURBISHMENT

The Committee considered a report on the refurbishment of the Sambrook Centre, following the receipt of tender reports from HLP UK Ltd.

Phase One: Roofing works to both flat and pitched roofs, removal of asbestos tiles and replacement of insulation. After careful analysis of the tender documents received and completion of pre-tender questionnaires regarding background and financial checks, they had recommended that Lyndale

Roofing, as the lowest tenderer at £88,600, be engaged to undertake the roofing works. It was scheduled to commence in April for a 5-6 week period.

The report also outlined the estimated costs of providing a solar PV system on site.

Phase Two of the project encompassed a number of building works on site including a new entrance to the Sambrook Centre new FairShare office, lighting and decoration works, replacement gas boiler heating system, electrical and ventilation works etc

The tender process was explained and after analysis of the tenders received it was recommended that Neal R Shipley be engaged to undertake the works, with a 10% contingency sum being included in the costs.

Also, an asbestos survey would have to be undertaken prior to any works on site. The project was expected to be undertaken in a 7-10 week construction period.

Background and financial checks had been undertaken in a pre-tender questionnaire exercise.

Phase Three of the project was for the supply and installation of LED lighting and was dependent upon a grant bid to Veolia Environmental Trust.

Funding

The report outlined in detail the funding availability and opportunities for the whole project. Additional funding from reserves was also explained.

HMRC have yet to confirm the application from the Parish Council to 'opt to tax' which would ensure that VAT incurred on the project could be reclaimed.

During consideration of the report Members made a number of comments including the necessity to establish a Trading Company to sell the excess electric from the solar panels back to the National Grid and the Clerk explained the General Power of Competency opportunities following consideration of such later in the agenda.

Members also sought sight of the Pre-Tender Questionnaires mentioned in the report and the clerk agreed to make them available on request.

Members also wished to place on record their thanks for and appreciation of the measures taken by those involved in the refurbishment project.

It was proposed by Cllr C Turley and seconded by Cllr M Randle and subsequently **RESOLVED that the commencement of the roofing works, as recommended by HLP, as soon as possible using cash on deposit (£50,000 reserves and £48,000 partnership grant) be approved.**

Note: Cllr Watkin abstained from the vote.

It was proposed by Cllr ARH England and seconded by Cllr C Turley and subsequently **RESOLVED that the commencement of the solar panels element be approved.**

Note: Cllr Sinclair abstained from the vote.

It was proposed by Cllr C Turley and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that additional use of reserves for contingency, £19,000 and professional fees £13,500 be approved.**

It was proposed by Cllr ARH England and seconded by Cllr C Turley and subsequently unanimously **RESOLVED that, subject to the VAT recovery process being resolved, the appointment of Neal R Shipley for building works as outlined within the report be approved.**

The minutes of the Investment Sub-Group held on 2nd February 2017 were received for information.

The draft annual cash flow forecast was explained in a financial schedule and received for information.

The committee considered a report on Investments. The level for FCA protected investments has increased to £85,000. Any funds held for other bodies (Brookside Big Local) would be held as instant access. The CCLA public sector deposit account is a AAA+ rated investment but not covered by FCA insurance.

Independent financial advice would be sought before any non-specified investments were agreed. The Clerk suggested that further work be done by the investment group to progress longer term investment proposals.

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and subsequently unanimously **RESOLVED to: increase the amount on deposit with Bank of Scotland, Barclays, Santander and Nationwide to £85,000 for each institution; to deposit £100,000 with CCLA; and to further consider options for the investment of £30,000.**

An Investments Strategy was presented to the committee for consideration.

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the Investment Strategy as presented to the committee be approved.**

FC/16/100

INTERNAL AUDIT

The Council received an interim report from the internal auditor following a recent inspection of the accounts.

It was proposed by Cllr L Hogger and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the Interim Internal Audit Report 2016-17 and its summary of findings be received and approved.**

FC/16/101

T&W SCRUTINY WORK PROGRAMME

It was explained to the Council that Telford & Wrekin Council were currently formulating the 2017/18 Scrutiny Work Programme and were giving Parish Council's an opportunity to forward any issues for consideration for inclusion in the Programme.

Members commented that relationships with the Borough Council were sometimes stretched and the continued issue of Flytipping in the area had been reported.

It was proposed by Cllr ARH England and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that**

- i. **The Borough Council be requested to examine the purpose and practice of devolving services & ongoing partnerships with Parish & Town Councils**
- ii. **The Borough Council be requested to examine their ongoing relationships with Parish & Town Councils and their Elected Members.**
- iii. **The Borough Council be requested to make recommendations for a closer working relationship and positive responses to Parish & Town Councillors.**

FC/16/102 **ADOPTION BY COUNCIL OF THE GENERAL POWER OF COMPETENCE**

The Parish Clerk informed the Council that the Government had introduced the General Power of Competence (GPC) in the Localism Act 2011, s1 – 8. The legislation gave eligible councils the power to ‘do anything individuals may generally do’ as long as it was not prohibited by other legislation or restrictions. It was a power of first resort so the power may be used without having to consider other powers first.

The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 set out the criteria for eligibility to use the GPC. Local councils must demonstrate that they met the following criteria:

- Two thirds of the Council are elected, at the time of the resolution
- The clerk holds either the Certificate in Local Council Administration (CiLCA) including section 7 of CiLCA 2012; or a level 4 qualification from the University of Gloucestershire.

The Council had confirmed that it had a qualified clerk and a minimum of two-thirds of council vacancies were filled at the last ordinary elections (May 2013) The Full Council were therefore requested to give consideration to the adoption of the General Power of Competence, as set out in the Localism Act 2011, s1 – 8.

It was proposed by Cllr G Sinclair and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the Council adopt the General Power of Competence, as set out in the Localism Act 2011, s1 – 8.**

FC/16/103 **MINUTES OF COMMITTEES**

The Council received, and noted, the minutes of the Community and Environment Committee held on 07/02/17, the Policy & Resources Committee held on 31/01/17, the Personnel Sub Committee held on 21/02/17 and the Audit Sub-Committee held on 09/02/17.

FC/16/104 **Correspondence**

There were no items of correspondence requiring action.

FC/16/105 **Councillor Reports**

Members reported accordingly

- a. Mrs J Loveridge thanked BBL for a fine week of community entertainment and thanked Cllr T Bate for the pig roast
- b. J Loveridge – pot holes at Bembridge and Bishopsdale – AE to speak to T&W Cllr A McClements , ARH England had had a site meeting with Dave Ottley of T&W regarding the alley at Badger Close/ Norton Drive requiring clearing.
- c. R Breeze – tree down lane blocked at Northwood Terrace reported and cleared in 1 hour
- d. A Watkin – some break-ins at Stirchley Village
- e. G Sinclair – some dead branches fallen at Holmer Lake
- f. C Turley – full written report of recent activities in the Parish documented and circulated.

Meeting finished at 7.26pm

Chair

Date