

## FULL COUNCIL

Minutes of the **Stirchley and Brookside Parish Council** held on:-  
**Tuesday 18<sup>th</sup> June 2019** at the **Sambook Centre** at **6:00pm**

**Present:** Councillors: Mrs J Loveridge (Chair), M Randle (Vice-Chair), R Breeze, ARH England, N England, J G Loveridge, S Parr, S Roberts, G Sinclair, C Turley, and A Watkin.

**Also Present:** Mrs G Bailey ( Parish Clerk/RFO), Mrs S Middleton (Deputy Clerk) and Mr C Corbett (Committee Secretary – taking the minutes)

Mr Alex Moore, Local Government Correspondent with “Newsquest” representing the “Shropshire Star”.

### **Public Open Session**

There were three members of the general public present, together with the 3 candidates for the vacant Councillor position.

No comments were expressed by the Public.

### **FC/19/26 APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received from Councillor T Bate, (work commitments in Yeovil) and were unanimously accepted.

Cllrs J G Loveridge and Mrs J Loveridge declared their interest in agenda item FC/19/39 Brookside Central, as Trustees, and declined from taking part in the consideration of the matter.

### **FC/19/27 MINUTES**

**RESOLVED – that the minutes of the last meeting of the Council held on 14<sup>TH</sup> May 2019 be approved as a true record and signed by the Chair.**

### **FC/19/28 MATTERS ARISING**

None.

### **FC/19/29 CONSIDERATION OF A VACANCY ON THE COUNCIL**

The Council considered applications for the vacant post of Parish Councillor for the Brookside Ward of the Parish of Stirchley & Brookside. There were three applications for the position of Parish Councillor from:- Amy Corcoran, Jay Hevingham and Sophia Vaughan-Hodkinson.

All of the Candidates were afforded the opportunity of giving a short statement as to why they wished to be a Parish Councillor.

Following a vote, by secret ballot, the result was 4 votes for Amy Corcoran, 3 votes for Jay Hevingham and 4 votes for Sophia Vaughan-Hodkinson.

With no Candidate having received at least 51% of the votes, the candidate with the least votes, Jay Hevingham, fell from the ballot and a second vote, by secret ballot, was taken of a choice between the remaining two candidates.

Following that vote, by secret ballot, the Chair stated that it was **RESOLVED that by six votes to five, that Amy Corcoran be co-opted to the vacancy of Parish Councillor of the Brookside ward of Stirchley & Brookside Parish Council.**

The Parish Clerk asked Mrs Corcoran to sign the Declaration of Acceptance of Office and invited her to remain and partake in the remainder of the meeting – and thanked the other two candidates Jay Hevingham and Sophia Vaughan-Hodkinson for their contributions to the co-option process.

### **FC/19/30 APPOINTMENT TO THE POLICY & RESOURCES COMMITTEE**

The Council was requested to make an appointment to the vacant position on the Policy & Resources Committee.

It was proposed by Cllr M Randle and seconded by Cllr S Parr and subsequently unanimously **RESOLVED that Cllr Amy Corcoran be appointed to the Policy & Resources Committee for 2019/20.**

**The Clerk also agreed to forward details of the Bus User Group for Cllr Corcoran to examine and maybe offer to represent the Parish on the Group.**

### **FC/19/31 PARISH CLERK'S REPORT**

The Parish Clerk tabled a report that highlighted various issues including :-  
**Youth Forum-** had been progressing well with a regular group of young people engaged. The plan was to develop the forum so that it could sit alongside the parish council and have some meaningful input into the decision making process. The Clerk recommended that the best way to begin the process would be to recruit a 'link Councillor' who would work with the youth forum on this.

Cllr A R H England expressed an interest in the position, having recently retired from Cabinet duties at the Borough Council giving him more time to devote to Parish duties. The Clerk agreed to furnish Cllr England with further details of the Youth Forum and their next meeting on 10<sup>th</sup> July.

**Holiday Hunger Programme** - funding had been secured from a joint bid with Brookside Big Local for funding to provide food for young people during the school holidays. Working alongside our colleagues at Brookside Central the aim is to provide food for breakfast at the Sambrook Centre and Brookside Central and lunch at the Sambrook Centre to tie in with Funzone activities.

**Youth Club** – was open 2 nights a week we have spent the first few months building positive relationships with young people and giving them a voice, to make decisions on the youth club and holiday provision whilst participating in a range of activities.

**Holiday Provision** The student council at the Park School had been instrumental in planning the Easter and summer programme with young people. The Parish undertook a survey with young people and a few issues that came out top of the list were: safety and being safe, cooking, and life skills. We have built workshops to address the above like first aid training, cooking workshops and self-defence course.

## Appendix A

The young people will have the opportunity to participate in -:Family activities, Life skills, New experiences, Creative & challenging activities, Accredited outcomes, Have fun, Community events, and Sport & recreational activities.

**Speed Indication Devices (SIDS)** The Parish Clerk had met with the clerk from Hollinswood and Randlay to discuss how to proceed with the purchase of a SIDS system to share between the parishes. Katrina has one quote from Morelocks, and is waiting for a further quote from a Telford company recommended by TWC. We will then present a paper with some options for both councils to consider.

### **FC/19/32` MONTHLY FINANCIAL REPORTS**

The monthly receipts and payments report and the monthly investment report, together with the monthly payroll report for April and May 2019 were presented to the Council for approval.

It was proposed by Cllr S Parr and seconded by Cllr S Roberts and subsequently unanimously **RESOLVED that the Monthly Receipts and Payments report for April 2019, as presented to the Council, be approved.**

It was proposed by Cllr M Randle and seconded by Cllr C Turley and subsequently unanimously **RESOLVED that the Monthly Cash Control report for April 2019, as presented to the Council, be approved.**

It was proposed by Cllr J Loveridge and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the Monthly Payroll report for April 2019, as presented to the Council, be approved.**

It was proposed by Cllr J Loveridge and seconded by Cllr S Parr and subsequently unanimously **RESOLVED that the Monthly Receipts and Payments reports for May 2019, as presented to the Council, be approved.**

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

It was proposed by Cllr S Roberts and seconded by Cllr S Parr and subsequently unanimously **RESOLVED that the Monthly Payroll report for May 2019, as presented to the Council, be approved.**

### **FC/19/33 FINAL INTERNAL AUDIT REPORT 2018/19**

The Council received the Final Internal Audit Report 2018/19 from the Auditors, SDH Audit and Accounting Services.

It was proposed by Cllr R Breeze and seconded by Cllr J G Loveridge and subsequently unanimously **RESOLVED that the Final Internal Audit Report 2018/19 from the Auditors, SDH Audit and Accounting Services be accepted and approved.**

### **FC/19/34 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

- a) Members were requested to approve the Annual Governance Statement 2018/19 (Section 1)

It was proposed by Cllr J G Loveridge and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the Annual Governance Statement 2018/19 (agreed "Yes" to sections 1-8) be approved.**

- b) Members were requested to approve the Accounting Statements 2018/19 (Section 2)

It was proposed by Cllr ARH England and seconded by Cllr S Parr and subsequently unanimously **RESOLVED that the Accounting Statements for 2018/19 be approved.**

- c) The Council were requested to approve the Year End Balance Sheet 2018/19.

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the Year End Balance Sheet for 2018/19 be approved.**

### **FC/19/35 THE SAMBROOK CENTRE**

Consideration was given to a report regarding the works to the Sambrook Centre

Ceilings and Lighting - Some areas of the building still needed to have the ceilings and lighting updated. PP Electrical, the original contractor, have requoted as the original quotation is out of date. We have also received a quote from another electrical contractor and a ceiling contractor.

It was proposed by Cllr R Breeze and seconded by Cllr G Sinclair and subsequently unanimously **RESOLVED that the quotation from P.P. Electrical, of £18,195, be accepted and approved.**

Doors The fire doors in the Chat Room had been broken for some time and needed replacing as a matter of priority. The external door into the Rainbow room required attention. Three quotes had been received and were outlined to the Council.

Members considered all the quotations and were supportive of the installation of solid metal doors in the Chat Room and Rainbow Room to have a more robust security provision to the areas that had been subject to criminal damage in the past.

Subsequently, Members supported the quotation from Granville Construction for replacement of Chat and Rainbow rooms with solid steel doors and frames of £1,998 and £3,232 respectively.

It was proposed by Cllr N England and seconded by Cllr G Sinclair and subsequently unanimously **RESOLVED that the quotation from Granville Construction for solid steel exterior doors at the Chat Room and the Rainbow Room be accepted and approved.**

The Parish Clerk outlined the budget level for refurbishment works at the Sambrook Centre had been agreed as £27,000, next year £7,000 and £5,000 for subsequent years.

Further works may be required in the future for :-

- a) Security Shutters

The Centre had 11 motorised roller shutters to the external windows. There was a contract for maintenance (cost £800 per annum) of the shutters; it would cost £800 to replace each motor. One had been replaced and there was another which was in need of replacing. There were two options:

- i. Start a rolling programme to renew shutters
- ii. Replace shutters with locking grille type security.

**Members suggested that the Clerk obtain additional information regarding the rolling programme to replace the shutters to the building and present a report to the next Policy & Resources Committee in July**

b) External Paintwork

There had been some minor graffiti and kick marks up the walls; this had slowed down now, so hopefully the novelty of the new building had worn off. It would be preferable to refresh this paintwork at some time, but would need to be professionally spray painted. Members noted the issues.

**FC/19/36 ROAD SAFETY SCHEME AT BROOKSIDE AVENUE**

Members received a Briefing note from Telford & Wrekin Council regarding a proposed Road Safety Improvement Scheme at Brookside Avenue, Brookside.

Members were generally supportive of the proposed measures but thought that chicanes were better traffic slowing measures than speed humps.

Cllr A England explained that it was advantageous to the parish to accept the proposed measures but convey an opinion for more consultation on future measures to address concerns regarding speeding traffic and lack of sufficient parking provision at Brookside.

It was proposed by Cllr ARH England and seconded by Cllr C Turley and subsequently **RESOLVED that Options 2 & 3 of the consultation document be approved and that the views of the Council on preferred speed restriction measures and parking provision be conveyed to the Borough Council.**

**Cllr G Sinclair abstained from voting on the matter, and wished the fact to be noted in the minutes.**

**FC/19/37 GENERAL DATA PROTECTION REGULATIONS (G.D.P.R.)**

An Action Plan from the Parish Clerk was presented to the Full Council regarding the GDPR and Members gave consideration to any actions to be taken. The Clerk advised Members that it may be desirable for clarification to use a Stirchley & Brookside PC business email address for receipt and dispatch of all Parish business. To separate that business for domestic email usage.

It was proposed by Cllr A England and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the Action Plan as presented to the Council be approved.**

**FC/19/38 MINUTES OF COMMITTEES**

Members received, for information, the minutes of: - the Community and Environment Committee held on 04/06/19, - the Audit Sub-Committee held on 10/06/19 and the Personnel Sub-Committee on 11/06/19.

**FC/19/39 BROOKSIDE CENTRAL**

Having previously Declared an Interest in the matter, Cllrs J G Loveridge and Mrs J Loveridge declined from participating in the agenda item and the Vice Chair, Cllr M Randle, took the Chair. The Council considered a request received, for the installation of a CCTV HD Security System at the Brookside Central community building, Brookside.

Members were supportive of the measures to install the CCTV system in Brookside Central. The installation would need to be professionally undertaken and appropriate Certification provided.

It was proposed by Cllr S Parr and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the installation of Close Circuit Television Security System for Brookside Central be approved. The Clerk was requested to send a formal letter of approval to the Brookside Central Trustees.**

Cllr M Randle relinquished the Chair.

**FC/19/40 CORRESPONDENCE**

To receive any correspondence requiring action – one item regarding Climate Change measures had been received and would be forwarded to the next meeting of the Policy & Resources Committee.

**FC/19/41 COUNCILLOR'S REPORTS**

The meeting received any reports from councillors on current matters in the parish.

Cllr G Sinclair commented on a recent meeting of the Shropshire Area Committee for Local Councils and the Clerk agreed to put it on the next P&R Cttee agenda.

Cllr A Watkin – stones thrown at residents cars and properties.

Cllr R Breeze – Colour Run event for Severn Hospice harmful and Tunnel Cottages planning issues continued.

Cllr A Corcoran – Play Group “Big Toddle” on Tuesday

Cllr A England now had more time, following cessation of Cabinet duties at T&WC, now would be holding regular surgeries in the Ward.

Cllr J G Loveridge – electrical car point at Brookside – meeting with Greenhous rep’

Cllr S Roberts – Big Local house on Brookside acquired – Welcome Packs for all residents to be distributed – press article being prepared.

Cllr S Parr – fly tipping at Beaconsfield

Cllrs C Turley & N England – “Chatford” Environmental Improvement Plan

The Meeting finished at 8.59 pm

Chair .....

Date.....

