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## Hollinswood and Randlay Parish Council

*Chairman of the Council: Councillor Mrs Sheenagh Unwin*

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**MINUTES** of the Full Council meeting held on **Monday 15<sup>th</sup> March 2021** via Zoom at 7.30pm.

**PRESENT:** Councillors S Unwin (Chairman)  
H Unwin  
S Snell  
S Vaughan-Hodkinson  
V Holt  
T Wust  
G Sinclair (arrived F21/2791)  
C Turley  
J Johnson  
J Creed  
L Ricketts

**In Attendance:** G Johnson  
Katrina Baker (Clerk)  
Paul Fenn, TWC  
Councillor Kelly Middleton, TWC

**F21/2790**

### **WELCOME**

Councillor S Unwin, Chairman, opened the meeting and thanked everyone for attending.

### **PUBLIC SESSION**

There were no members of the public in attendance.

### **COMMUNITY ACTION TEAM – CCTV INITIATIVE**

Members welcomed Paul Fenn from TWC who had accepted the invitation to attend to answer questions on the proposal to work in partnership with TWC on a bespoke CCTV initiative for Hollinswood & Randlay.

The proposal includes to purchase a camera for this Parish. TWC is working with Security Wise to provide mobile 'hik' vision cameras that are self-contained, with a recording facility which will be sited on existing poles between 8 and 10m high.

The recent Borough CCTV upgrade will enable this to be integrated into the control unit at Oakengates which is managed by police-led volunteers.

Once the camera is purchased, the responsibility for management, monitoring, deployment and signage will be with TWC and requests for CCTV images from the police or 3<sup>rd</sup> parties, will be dealt with by TWC. TWC is the data controller, for GDPR and takes full responsibility for data protection and human rights enquiries.

This camera will not be suitable for use in Randlay Valley, as it requires mains feed.

### **THE ROLE OF THE MENTAL HEALTH CHAMPION**

Members welcomed Councillor Kelly Middleton, who is the Chairman of the TW Health & Wellbeing Board and works with homeless people. Cllr Middleton has been visited PTCs across the Borough to share information regarding the role and to ask that each local council elects a Mental Health Champion, who she will work with on service provision and relevant signposting and publicity regarding where and what type of help is available.

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Cllr Middleton is currently producing a practical guide and training in the role will be available. This will include 'Safe and Well' checks, safeguarding and support and information for all ages.

*Councillor Sinclair arrived*

**F21/2791**

### **APOLOGIES**

Councillor Dalby

Personal Circumstances

Councillor G Sinclair

Arrived F21/2791

**RESOLVED that these apologies be accepted.**

PC Sian Evans

West Mercia Police

**F21/2792**

### **DECLARATIONS OF INTEREST**

Cllr S Unwin

User of RCC, FoHRV, Randlay Primary School,

Cllr H Unwin

User of RCC, FoHRV, RPS,

Cllr S Vaughan-Hodkinson

FoHRV, FoTTP,

Cllr J Johnson

HPS

Cllr C Turley

FoHRV,

Cllr J Creed

FoHRV,

**F21/2793**

### **MINUTES OF THE MEETING HELD ON 15<sup>th</sup> FEBRUARY 2021**

Councillor Mrs Unwin presented the Minutes of the last meeting, which had been circulated. It was proposed by Cllr Turley and seconded by Cllr Ricketts, all were in favour and thus it was

**RESOLVED that the Minutes of the meeting held on 15<sup>th</sup> February 2021 be signed as a true record.**

**F21/2794**

### **MATTERS ARISING – for information only**

F21/2772

Local Nature Reserve Status update for Randlay Valley

We are awaiting the newsletter which will include the update on progress towards the designation of Randlay Valley as a LNR.

F21/2776

Census 21

Members are encouraged to assist local residents to complete the census by 21<sup>st</sup> March 2021. Assistance hubs are open and further information and guidance is available on the website.

F21/2786

Willow Tunnel at Hollinswood Primary School

HPS have thanked the volunteers, and Parish staff for their help with undertaking the work on the willow tunnel recently.

PC staff will also be assisting with planting trees with Telford Woods in the coming weeks.

**F21/2795**

### **FINANCE & GOVERNANCE**

#### **a) Minutes of the meeting held on 22<sup>nd</sup> February 2021**

Councillor H Unwin presented the Minutes of the meeting held on 22<sup>nd</sup> February, 2021 for information.

Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961

E-mail:- [enquiries@harpc.org.uk](mailto:enquiries@harpc.org.uk) Website:- [www.hollinswoodandrandlaypc.org.uk](http://www.hollinswoodandrandlaypc.org.uk)

Hollinswood & Randlay Parish Council and Telford & Wrekin Council have signed up to a Parish Charter –  
A commitment by all to work together for the benefit of the wider community.

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### b) Recommendations

#### i) Digital Screens

Following the demonstration at the meeting on 22<sup>nd</sup> February, further information has been provided and a revised quotation for the upgrade of 5 of the parish digital screens and the purchase of an all in one screen to be installed at RCC which will be visible from outside of the building. The total cost is now significantly less than the recommendation and it was therefore proposed by Councillor H Unwin and seconded by Councillor Vaughan-Hodkinson that the Parish Council includes £2064.17 into the budget and places the order, which will include installation and a five year maintenance plan. All were in favour and thus it was

**RESOLVED that the Parish Council will accept the quotation from Digiland for the upgrade of the digital screens and the supply of a new screen for RCC, including installation and a five-year maintenance plan at a cost of £2064.17.**

#### ii) Youth Provision Partnership Project Officer

In support of the work of the YPP and SNAC, Members had considered the employment of a part time project officer. This is supported by TWC in its aims to establish the Special Needs Activity Centre in Hollinswood. Members were pleased that this would advance the proposals included in the Parish Strategy. It was proposed by Councillor H Unwin and seconded by Councillor Turley that £12,000 be included in the budget to cover the salary and on-going costs of the role for an initial 12 month period. All were in favour and thus it was

**RESOLVED that £12,000 be allocated into the budget for 2021/22 for the employment of a YPP Project Officer.**

### c) Financial Reports

Members had received copies of the financial reports at the end of February 2021 which showed a current account balance of £196,602.00. Members thanked the Clerk for the work involved during the financial year and to bring about this healthy financial position which will enable the Parish Council to progress more of the agreed projects in the coming months. The updated list of expenditure over £500 is available on the website.

### d) Programme of Work

Work has started to prepare for the Year End and Audit. We are awaiting details from the internal auditor, but it is hoped that the accounts will be finalized in good time for the preparation and submission of the AGAR.

**F21/2796**

### **ASSET & PROPERTY COMMITTEE**

#### a) Minutes

Councillor H Unwin presented the Minutes of the meeting held on 22<sup>nd</sup> February 2021 for information. There were no recommendations.

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**b) Community Planters**

The Clerk updated Members on the work undertaken regarding the planters within the Estates. Additional compost will be added and plants / seeds available. Letters have been delivered to the local houses to enlist their help with maintenance. Councillor Vaughan-Hodkinson will be upgrading the planters at HNC, adding trellis for the sunflowers and planting vegetables and seeds in the coming weeks. The LMT are to create three new planters at the Muddy within the sensory garden. Work on the first, of 6, areas in Phase One of the 'Healthy Reasons to be Outdoors' project will start around Easter.

**c) Hollinswood Neighbourhood Centre**

The replacement main door and fire door at Hollinswood Neighbourhood Centre have now been ordered and will be fitted by ABC to include a new entry system. Previous authorisation remains in place and the quotation had been agreed and the work authorised by the Chairman and Vice Chairman of the Committee under delegated powers.

**d) Allotments**

All plots have now been allocated and we still have a number of people on the waiting list. The work on the site maintenance plan will continue when the weather improves and the site dries.

A social event has been arranged for 30<sup>th</sup> March on Zoom with a presentation by Master Composters. Everyone is welcome and it will be an opportunity for the tenants to meet the staff and councillors.

**e) Randlay Valley Car Park**

The International Centre has provisionally booked the car park for two events in June and July 2021. The numbers of attendees will be reduced and therefore the car park area can be shared with the NHS, as it is still used for the laboratory relating to the Covid Tests.

The Parish Council continues to discuss the cost of the business rates with TIC and a shared cost is being considered.

**f) Purchase of a Grit Bin**

Further to the request for a new grit bin in Dodmoor Grange / Boddington Crescent, TWC has confirmed that that location does not meet the winter maintenance criteria. It was proposed by Councillor S Unwin and seconded by Councillor Turley, all were in favour and thus it was

<b>RESOLVED that a new grit / salt bin be purchased from TWC at a cost of £140.00. This cost includes up to three refills through the year.</b>
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**g) Photocopier Contracts**

Further to item AP21/1311, the Chairman and Vice Chairman had given full consideration to the quotations received and had recommended that the contract remain with our existing provider, A-STAT, at a reduced annual cost. It was further agreed that the location of the machines would be reviewed to make better use of the available space in the offices.

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**RESOLVED that the contract be extended to enable the continued use of the existing machines.**

### h) **Friendship Benches**

The six recycled benches, purchased with the funds from the Chairman's Charity, have now been installed around the Parish. Two are in Randlay, one at The Woodlands School, one in Dunsheath Woods, one on the Muddy and one within Hollinswood Estate. The plaques have been fitted to each bench. Thanks were also extended to the Parish Councillors who had contributed to the scheme.

**F21/2797**

### **EVENTS COMMITTEE**

#### a) **Minutes**

Councillor Vaughan-Hodkinson presented the Minutes of the meeting held on 1<sup>st</sup> March, for information and confirmed the arrangements for the Easter and St George's Day Competitions at Randlay and Hollinswood Primary Schools.

#### b) **Extra Meeting**

An additional Committee meeting has been arranged for 26<sup>th</sup> April to consider the Summer Event and Christmas activities.

#### c) **Holiday Activities**

It is hoped that activities can be arranged for the Summer Holiday period, working with TWC and funding that is available from the Government Initiative. Activities to be considered include working in Randlay Valley with Telford Woods, Arts & Crafts, visits to Telford Town Park and will include lunch.

**F21/2798**

### **PERSONNEL COMMITTEE**

#### a) **Minutes of the meeting held on 1<sup>st</sup> March 2021**

Councillor Snell presented the Minutes, which had been circulated, for information.

#### b) **Recommendations**

It was proposed by Councillor Snell and seconded by Councillor Vaughan-Hodkinson that the Parish Council agrees to purchase a tablet, with accessories, for use by the Landscape Management Team. All were in favour and thus it was

**RESOLVED that HRPC purchases and table and accessories for the LM Team.**

#### c) **Furlough Update**

Our caretaker has now returned part time, as we are starting to welcome back some of the contract user groups.

Our apprentice is scheduled to return to work after the Easter Break, on 12<sup>th</sup> April 2021.

**F21/2799**

### **ENFORCEMENT MATTERS**

Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961

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### Community Action Team – CCTV Initiative

Members had taken the opportunity to ask Paul Fenn, TWC, questions relating to this recommendation and it was proposed by Councillor H Unwin and seconded by Councillor Creed, all were in favour and thus it was

**RESOLVED that Hollinswood & Randlay Parish Council work in partnership with TWC to deploy a CCTV camera for use within the Parish to assist with issues of anti-social behaviour, graffiti, parking and other local issues. The cost will be £1820 per annum, for an initial three year period.**

### Community Action Team

The Parish Council will commence their work with the CAT team on 1<sup>st</sup> April and regular monthly meetings will take place including both TWC and the Police.

### Current Areas of Concern

Parking continues to be an issue for a lot of residents and details regarding parking regulations within the estates will be investigated.

Fly tipping continues to be an issue around the flats in both Hollinswood & Randlay. Although, we are currently grateful to TWC for the help that has been received to tidy up around both areas in recent days.

Discussions will be arranged to consider, further, any opportunity to work with a local artist on murals within the underpasses.

**F21/2800**

### SNAC @ HARP

TWC continues to support this project and site visits have taken place with officers who have indicated a wish to use the SNAC building and enhance the provision of support and activities for Special Educational Needs and Disabilities.

The Parish Council has included funding in its budget for a support worker and we look forward to moving forward with this project, as part of the Council's Strategy.

It was confirmed that Councillor Ricketts, as Chairman of the YPP, with the Chairman and Councillor Holt will work with the Clerk and SNAC Team and will report back to the Council.

**F21/2801**

### CORRESPONDENCE

All correspondence received has been shared with Members, for information. There have been no requests for items to be added to the Agenda.

#### a) Information from SALC

Information from the Shropshire Association of Local Councils is circulated for information and includes information from NALC and training opportunities for Councillors – details are available on the SALC website.

#### b) Repair Café

Councillor Creed updated Members on the opportunity for the repair café to relocate from Oakengates. The decision had been made that they would move to Wellington. However, if there are local volunteers available to lead the work, the Parish Council would welcome sessions at the Pavilion.

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**F21/2802**

### **PLANNING**

#### **a) Reports**

The information relating to TWC/2021/0090 at Magna House had been circulated to Members and it was agreed that the Parish Council would not comment further.

#### **b) New Applications for Consideration**

None

**F21/2803**

### **WEST MERCIA POLICE & NEIGHBOURHOOD OFFICER REPORTS**

The monthly walkabouts will continue and are likely to be combined with work of the CAT in the future. It has been necessary to change the date in March due to police commitments. There is a close working relationship between the Parish Council and the SNT and it is very positive and we are able to support our community better.

### **SPEED INDICATOR DEVICES**

The three locations have been confirmed and the sites will be near to Hollinswood Primary School on Dale Acre Way, on Randlay Avenue approaching the entrance to the allotments and on Stirchley Avenue, near to the Fisherman's Walk mini-roundabout. A fourth location (on Dale Acre Way) will be used within the scheme, although the post is already in place.

**F21/2804**

### **FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY**

#### **a) Update**

Councillor Creed gave a short update on the enormous amount of work that the Friends of group have undertaken particularly with regards to the Woodlands School site. The area is now being well used by local groups and organisations, which is pleasing.

#### **b) An Easter Event**

Councillor S Unwin shared details of the Easter Trail, which will commence on 1<sup>st</sup> April and be in the Valley for everyone to enjoy over the Easter Holiday period.

**F21/2805**

### **CHAIRMAN'S REPORT**

#### **Chairman's Awards**

Nominations can be received until 20th March 2021.

#### **Randlay Blitz**

The Parish Council has agreed to support the residents of Brands Farm Way and Boulton Grange and to arrange a Randlay Blitz. We are pleased that we will be supported by West Mercia Police, TWC, Idverde, Wrekin Housing Group and time will be arranged to clear up the area and remove fly-tips and litter, tidy hedges and alleys. Skips will be available on site and an invitation will be extended to all residents and street champions to work together to improve the area. It is hoped that this will take place in the Easter Holiday period so that children can get involved.

#### **Randlay Regeneration**

The Chairman reported on a site visit to discuss the new location of the replacement MUGA. This is necessary to enable the first phase of the Care Home Project as part of Randlay Regeneration. The area will be returned to grass and form an open space suitable for children's play and benches will be provided around the site and to the side of the new MUGA. Some landscape



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work will be required and this will assist in opening up the area to prevent some ASB and litter issues.

**F21/2806**

### **CLERK'S REPORT**

#### **Envirogrant**

Our application was successful and the Clerk had represented the Parish Council at the celebration event and gave a presentation regarding the project 'Healthy Reasons to be Outdoors'. This funding will enable work on Phase One of the project in Hollinswood.

#### **Telford Foodbank & Breakfast Packs**

These projects continue weekly and it has been confirmed that we will continue to receive funding until the May half term holiday for breakfast packs. From Easter to May, we will be working with the local families to offer skills and encouragement with easy recipes and cookery classes.

#### **Outdoor Gym**

A quotation will be available soon and the locations for the four items of outdoor gym at The Pavilion Field are being checked due to nearby drains.

### **COUNCILLORS REPORTS**

None.

**F21/2807**

### **MATTERS FROM TELFORD & WREKIN**

Councillor Turley and Councillor Holt had nothing further to report other than to remind people of the local Covid regulations and the current advice. Members and the public are encouraged to sign up for News For You on the Council's website as this provides current news and information on a regular basis direct to PC inboxes.

**F21/2808**

### **PARISH MATTERS**

- Stafford Park, ASB relating to lorry parking
- Naird Roundabout to M54 – thanks to street champions for litter picking
- Trees in Long Meadow / Abbey Fields

**F21/2809**

### **MEETINGS**

19 <sup>th</sup> April 2021	7pm	Annual Parish Meeting	Via Zoom
	7.30pm	Monthly Meeting	

We are currently awaiting guidance on face to face meetings, but as it stands currently, we will have to return to face to face meetings after 6<sup>th</sup> May as the Coronavirus Act 2020 ceases to be legal.

17 <sup>th</sup> May 2021	7.30pm	Annual General Meeting	tbc
	8.00pm	Monthly Meeting	

Members confirmed the draft meeting schedule which had been circulated and this will be agreed at the AGM, but Members are asked to include the dates into their diaries as soon as possible.



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There being no further business, the Chairman thanked Members for their important contributions to a very successful meeting. Thanks were extended to all Members and to the Staff, for their continued good work through difficult times. The meeting closed at 9.10pm.

Signed ..... Date.....

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting on Monday, 19<sup>th</sup> April 2021.