
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the monthly meeting held on **Monday 19th July 2021** at **Hollinswood Neighbourhood Centre** at **7.30pm**. Covid restrictions remain in place.

PRESENT: Councillors

S Unwin
H Unwin
S Snell
S Vaughan-Hodkinson
T Wust
G Sinclair
C Turley
J Johnson
L Ricketts
J Creed
E Dalby
V Holt

In Attendance:

K Baker (Clerk)
G Johnson
S Fisher

F21/2891 WELCOME
Councillor S Unwin, Chairman, opened the meeting and thanked everyone for attending.

PUBLIC SESSION

None

Councillor Creed raised an item on behalf of a resident who was unable to attend the meeting. Overgrown hedges – Stirchley Avenue / Fisherman's Walk to Boscobel Tavern, causing an obstruction on the footpath and cycleway.

F21/2892 APOLOGIES & APPROVAL
None

F21/2893 DECLARATIONS OF INTEREST, regarding matters on the Agenda
As per the register. A copy of the register is available on request and appears on the website.

F21/2894 MINUTES OF THE MEETING HELD ON 21st JUNE 2021
It was proposed by Councillor Turley and seconded by Councillor H Unwin that the Minutes of the meeting held on 21st June 2021 be signed as a true record, all were in favour and thus it was

RESOLVED that the Chairman signs the Minutes as a true record.

F21/2895 MATTERS ARISING, for information
a) Outdoor Gym at Pavilion Field
The site has been completed and is already well used by the local community and Pavilion User Groups. The equipment will be subject to ROSPA inspections. The weekly and bi-monthly inspections will be undertaken by the Clerk. There will be a requirement for an annual inspection which will be added to our list for RoSPA as arranged by TWC on our

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

behalf. An information sign has been ordered and will be installed within the trees. Details of the wording has been shared with the Members.

b) Friendship Benches

The first of the new 'perch' benches has been installed behind Hollinswood Pavilion. The plaques have arrived (sample available) and will be fitted to the benches and the remaining 5 will be installed at agreed locations in both Hollinswood & Randlay.

F21/2896

FINANCE & GOVERNANCE

a) Financial Reports

As part of the Council's Internal Audit Process, details of all payments are shared with Members of the Finance & Audit Committee throughout the month.

Payment Vouchers are checked and signed by two Members, as part of the audit trail.

Payments of over £500 are available on the website.

The financial reports had been circulated to all Members and a current account balance of £225,091.84 is available.

b) External Audit

As part of an Intermediate Review, the External Auditors had requested details of HMRC registration and PAYE. This was to ensure that all salary and remuneration payments for Councillors are paid through the PAYE system.

There has been a delay in finalizing audits, due to staff at PKF Littlejohn all working from home, but it is hoped that final reports will be available soon.

c) Post Covid Support Grant

The Parish Council has received a grant from TWC to encourage and support existing groups back into the Centres but also to support new groups who may wish to start providing health and well-being sessions and activities for all age groups and abilities.

F21/2897

EVENTS COMMITTEE

a) Minutes of the last meeting

Councillor Johnson presented the Minutes of the meeting held on 28th June 2021, for information.

b) Picnic Party

Stuart updated Members of the events planned for the event on 15th August 2021, from 1pm until 4pm. The event has now been promoted with details going home with all children from both Hollinswood & Randlay Primary Schools.

Posters and Banners will be displayed soon and we look forward to an enjoyable and safe occasion with most events taking place in a central arena and encouraging families to bring a blanket to enjoy their picnic, although some refreshments will be available on the site.

c) Happy Healthy Holiday Activities

The funding had been secured and a programme of events has been promoted. There have already been over 100 registrations. The Parish Council is employing the services of external providers to run the events and TWC is offering continued support and training. A hot lunch is to be provided to every child attending one or two of the daily sessions – there is a varied menu available, provided by TWC.

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

d) Queen's Platinum Jubilee

It has been confirmed that Fun Day 2022 will take place on Friday, 3rd June 2022 as part of the celebrations for the Jubilee.

F21/2898

ASSET & PROPERTY COMMITTEE

a) Community Fridge

The fridge has been installed at Randlay Community Centre, we will be working with Telford Foodbank and the facility will be available from September for two hours on two mornings of each week.

b) Parish Roadname Signs

The design, previously agreed, has now been ordered and locations have been identified for the new (larger) signs as well as new locations for our existing signs. Site surveys are taking place tomorrow with a view to install the signs by the end of August 2021.

c) Randlay Valley Car Park

It is disappointing that TWC has not reinstated the car park to the condition it was before the NHS use, which was a requirement. A site visit will take place on 20th June to agree what work is required and to request that the fencing be removed before 15th August 2021 as the car park will be used for the Picnic Party.

d) Pavilion Lease

After a number of years of negotiation and correspondence, the lease for the Pavilion to the Parish Council has now been signed.

Thanks have been extended to Gallaghers Solicitors for their perseverance in this matter and for agreeing to undertake our legal work at no charge.

e) Randlay Allotments

Members are encouraged to arrange a visit to look around the allotment site, which is looking really good and a lot of our previous issues with certain plots have been resolved.

f) Garden Competition

The publicity flyers are available and Members are encouraged to nominate local gardens to the competition. Judging will take place by the Chairman, Councillor Johnson and Councillor Snell – anyone else available is welcome to join the group.

F21/2899

CLIMATE CHANGE WORKING GROUP

a) Minutes of the meetings

Councillor Vaughan-Hodkinson, Chairman, presented the minutes of the two meetings, for information.

b) Members are encouraged to take part in the Environmental Impact Assessment and to share 5 ways in which they are tackling climate change. Details of what we already do and what we aim to do, with associated costs, are available.

c) We will have a page on our website and offer helpful hints and good tips, including the various ideas from Councillors, these will also be shared on facebook. An aim of the Working

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

Group is to inspire others and for everyone to offer and accept suggestions that can be shared.

The Group will look to promote a 'plastic free' month later in the year.

F21/2900

YOUTH PROVISION PARTNERSHIP

a) Children in Care and Leaving Care Team

The Parish Council is working with this TWC team to offer support and encouragement to young people. They will be working with us on the provision and maintenance of plants within the community gardens and planters.

b) West Mercia

The Parish Council is working with the Safer Neighbourhood Team on a range of topics in the Parish in an attempt to engage with the young people.

Members of the SNT will be attending some of the holiday club sessions.

PC S Evans attended a School Council meeting with the Clerk and PCSO and it was good to hear from the young people on a range of matters.

c) Enhanced Summer Activities

We are looking to provide some engagement sessions with the young people using the inflatable football pitch, climbing wall, garden games, target practice etc. We are also considering a science afternoon. These will be available to all young people in the Parish, with no specific criteria or need.

d) Wednesday Wizards

It is hoped that Wizards will re-start in September and taking advantage of new rules and information gathered about the needs of the families.

e) Engagement Worker

The job description, person specification and advert have now been finalized and agreed by TWC. We are looking to promote SNAC and the work of the YPP prior to advertising the post.

F21/2901

COMMUNITY ACTION TEAM

a) Update

A copy of the report from the CAT team had been circulated for information.

b) Lorry Lay-by near the M54 junction and T54 on Stafford Park

The CAT team manager has agreed that this will be his priority when he returns from holiday.

c) Nuisance house to house calls

Details have been passed to the CAT Team and to the Trading Standards Officers, for investigation.

F21/2902

CORRESPONDENCE

All information received is shared with Members as soon as possible.

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

a) Information from SALC

Members are encouraged to read the regular updates which include important information. The Minutes of the last WAC meeting have been circulated for information.

F21/2903

PLANNING

a) Reports

None

b) Planning Applications

TWC/2021/0695 Units C6-C9, Stafford Park 11

Installation and relocation of a vacuum insulated storage tank

RESOLVED to have no objections but to raise the awareness of the concerns regarding hazardous substances and the close proximity of the sewer.

c) Other Matters

Thanks were extended to the staff for their efforts in explaining the situation with regards to the proposed Mast at Randlay. Following further discussions and investigations, TWC has refused the application and hopes to work with the applicant to identify a better and safer location.

The Parish Council has commenced discussions with the T54 companies with regards to working with the Parish Council and to identify and support each other with climate change initiatives.

F21/2904

WEST MERCIA POLICE REPORT

A Parish walkabout had taken place on 14th July, prior to the police attending a school council meeting with the Clerk.

Following concerns regarding the underpasses and youth shelter, we will be working with a specialist team (based at Madeley) where data will be collected and the police will look to take proactive action and gather names and addresses to work with the PC to find alternative ways for them to spend their time.

F21/2905

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

The family bush craft sessions will commence in the Summer holidays, holding courses and events relating to the do's and don'ts for green spaces. Work will take place at The Woodlands School and other locations in the Valley.

The volunteer days have been a huge success with the completion of path 7 to create an accessible path which is 1.5m wide. Further strimming and additional clearance is required. The next event will be on Tuesday, 3rd August – meeting at 10am at Hollinswood Pavilion. Thanks were extended to all volunteers.

Foothpath and verge maintenance will continue and bark is required in places to improve drainage. Telford Woods will be available in October to undertake the work to create a more accessible access to The Woodlands School for the less abled.

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

F21/2906

CHAIRMAN'S CHARITY

A total of £815 is currently available from Just Giving for the sponsored walk, this will be open until December.

Details of the Uniform Swap Shops have been displayed. Anyone available to help on 23rd / 24th August will be most welcome from 10am until 12 noon. Further details are available from the Chairman.

F21/2907

CLERK'S REPORT

a) Primary School Projects

Hollinswood Primary School has completed the piece of work have voted to create a first, second and third choices which will start in September. Randlay Primary School has also confirmed that a similar exercise will start in September.

b) The New Randlay Park and Benches

Details of the scheme and location of the new benches had been circulated and will form part of the planning application which will bring forward the scheme to provide the residential care home and associated assisted living units.

c) Overgrown hedges

There is a problem across the Borough with the excess growth and limited resources at TWC / Idverde. This may result in a delay in schemes being completed.

d) Pigeons

Work has taken place with a local resident regarding nuisance pigeons. Unfortunately, the pigeon was stubborn and returned to the location, so not sure that this has been a success.

COUNCILLOR'S REPORT

None

F21/2908

MATTERS FROM TELFORD & WREKIN

The first face to face Full Council meeting since the start of the pandemic is to take place on 22nd July at The Place.

Each Ward Member will have £5000 Pride funding for use within The Nedge. Details of the criteria will be shared when available

On recent ward walks, evidence of excessive numbers of overgrown trees have been identified as needing urgent attention.

F21/2909

PARISH MATTERS

- a) Fly tipping at Randlay Flats – this is disappointing as, at times, the area looks really good. A request to use the CCTV footage to establish details will be submitted. In the meantime we will look to report this on the APP at every opportunity.
- b) More planters are to be provided at Randlay Local Centre
- c) Drain and path to the rear of 45 Deepdale – this matter has been raised by TWC.
- d) Over full bin to the rear of 49 Deepdale – to be reported and a request for a more frequent collection will be submitted.
- e) Concerns have been received regarding the number and size of events taking place at a venue in Stafford Park. There are excessive numbers of vehicles and some events have

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

fireworks late into the night. TWC must be reminded that this is now a part/residential area and this type of activity / behaviour is not acceptable.

F21/2910

MEETING SCHEDULE

26 th July 2021	Asset & Property Finance & Audit	7pm 8pm	HNC
6 th September 2021	Asset & Property Events	7pm 8pm	HNC
20 th September 2021	Full Council	7.30pm	HNC

There being no further business, the Chairman closed the meeting at 9.00pm.

SignedDate.....

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting on Monday, 20th September 2021.