
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the monthly meeting held on **Monday 16th May 2022** at **Hollinswood Neighbourhood Centre at 8.00pm.**

PRESENT: Councillors S Unwin
H Unwin
T Wust
C Turley
J Johnson
S Snell
G Sinclair
S Vaughan-Hodkinson
J Creed

In Attendance: K Baker (Clerk)
G Johnson
X Johnson
Cllr E Dalby (via zoom)
Cllr V Holt (via zoom)

F22/3075 WELCOME
Councillor S Unwin, Chairman, opened the meeting and thanked everyone for attending.

PUBLIC SESSION
None

F22/3076 APOLOGIES & APPROVAL
Councillor E Dalby Agreed Leave of Absence (attended by zoom)
Councillor V Holt Work Commitments (attended by zoom)
Councillor L Ricketts Work Commitments

It was proposed by Councillor Johnson and seconded by Councillor Snell, all were in favour and thus it was

RESOLVED that the apologies as listed be accepted.

F22/3077 DECLARATIONS OF INTEREST OR DISPENSATIONS, regarding matters on the Agenda
As per the register. A copy of the register is available on request and appears on the website.
F22/3081 b Cllr Johnson Personal and pecuniary Interest

F22/3078 MINUTES OF THE MEETING HELD ON 21st MARCH 2022
It was proposed by Councillor Johnson and seconded by Councillor Turley that the Minutes of the meeting held on 21st March 2022 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.

MINUTES OF THE ANNUAL PARISH MEETING HELD ON 25th APRIL 2022

It was proposed by Councillor Turley and seconded by Councillor Wust, all were in favour and thus it was confirmed that the Minutes were an accurate record of the meeting. These will be signed at the next APM in 2023.

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F22/3079 **MATTERS ARISING, for information**
None.

F22/3080 **ASSET & PROPERTY**

a) Update

Permission had been requested by the Clerk to accept a quotation for the replacement of two radiators in the main hall at Hollinswood Neighbourhood Centre. The proposal was supported by the Chairman and Vice Chairman of the Asset & Property Committee and Chairman and Vice Chairman of the Council under emergency delegated powers. The work has been completed, however some redecoration is now necessary. The replacement of the radiators will assist in our Climate Change Action Plan.

b) Air Filtration Units

The Council had discussed the possibility of air conditioning and air filtration prior to Covid and then no further action was taken. However, as we started to return to use the community buildings, a number of enquiries have been received regarding air filtration in all three centres.

Some of our contract users remain low in numbers attending, due to concerns raised by members if overcrowding was to occur. The community centre windows are poorly positioned to assist with change of air and often the doors have to remain closed.

Air Filtration Units have been suggested and groups such as NHS have indicated additional use of the buildings would be possible if this system was available. It is also believed that groups such as Chit Chat and Age UK will also see an increase in Members.

Members discussed at length two options, to purchase the equipment, install and maintain it or to lease the equipment where installation and maintenance are included.

Details of the options were shared with Members and had been provided in detail to the Chairman and Vice Chairman of the Committee for perusal.

Members agreed it was a difficult project to assess, as the only way to monitor its success is to enter into the contract. Members balanced the expenditure against possible / probable increase in centre bookings.

The quotations included for 11 units or 13 units, depending on whether the offices are included. Members agreed that the Hollinswood Officers should be included as these are often used by staff for meetings with the public and clean air would be an advantage.

The proposal is for units which assess the air quality and automatically switch on and off, as required. Following a booking, when the room remains empty for a period of time, the systems do a full air quality check – this will be very beneficial between user groups.

Members agreed that the Parish Council should consider a lease option, rather than an outright purchase. Therefore consideration was given to the proposal from PHS. We already have a personal hygiene contract with the Company, which also provides reduced rates through a benefit agreement with NALC.

As the proposal includes the provision of the units and installation, a five year contract is necessary. For 13 units, this amounts to an annual cost of £4080 across the three community buildings and including all halls for hire, the Randlay foyer and Hollinswood offices. There is also an incentive, if the order is placed before the end of May, to reduce the initial cost by £1020.00.

It was proposed by Councillor Creed, seconded by Councillor Turley and with two abstentions all were in favour and thus it was

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RESOLVED that Hollinswood & Randlay Parish Council enters into a lease agreement with PHS to provide, install and maintain 13 units for Air Filtration across the three sites at a cost of £3060.00 for the first year and £4080 per year, for a further four years.

c) Randlay Valley Car Park

The Car Park is to be used by a local company for HGV trainer training on a weekly chargeable basis. This is to be worked in conjunction with the TIC and other hirers and will assist with ensuring that income is available to offset the expenditure for the management and upkeep of the facility.

d) Allotments

There has been much improvement on the allotments this season with some new tenants joining the scheme. There are no vacancies, but we do still have a short waiting list. We will be starting the work on the disabled plot in the Summer.

22/3081

FINANCE & GOVERNANCE

a) Minutes of the meeting held on 28th March 2022

Councillor H Unwin presented the Minutes of the meeting held on 28th March, for information.

b) Recommendations

FA22/780 Staff Backpay

Cllr J Johnson declared an interest

It was proposed by Councillor H Unwin, seconded by Councillor Wust, all were in favour and thus it was

RESOLVED that the Parish Council will include sufficient funding in the earmarked reserves to cover the cost of staff backpay for 2021/22.

FA22/782 Contribution to Hollinswood Primary School to assist with the In Harmony project

It was proposed by Councillor H Unwin, seconded by Councillor Wust, all were in favour and thus it was

RESOLVED that £500 be made available to Hollinswood Primary School to assist with the funding for the In Harmony project – the event will take place at The International Centre.

c) Accidents and Near Misses

The Clerk reported that there have been three accidents recorded in the Accident Books since the last meeting.

1. The Parish Council will ensure that the staff member wears the most appropriate gloves when working with a saw
2. All tables have been checked to ensure that they are safe and it has been agreed that a particular design of tables will only be used to heavy items.
3. The cones had been positioned in the car park area for safety reasons, whilst it was unfortunate that someone stepped back and tripped over one, there is no action available by the Parish Council to mitigate this occurrence.

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d) End of Year Accounts and Internal Audit

- i) The Internal Audit Letter and AGAR report (dated 6th May) had been completed and a copy had been circulated to all Members, for information. In conclusion, the Auditor had made no formal recommendations from the Review and brought the following matters to the Council's Attention
 - "We have confirmed that the Risks of the Council were reviewed in 2021/22 and approved at the Full Council meeting in February
 - The Parish Council has approved and adopted that the Asset Register is correct as at the end of 31st March, details of all new purchase and disposals have been recorded and accounted for in Box 9 of the Accounting Statements of the AGAR for 2021/22
 - The Council remains compliant with the Transparency Code Regulation 2015.
 - We are pleased to report that the various records and procedures in place for the Council provide an appropriate standard of control."
- ii) A copy of the Section One of the AGAR had been circulated to Members who considered the eight elements of internal control and concluded that there is a sound system in respect of the Accounting Statements for the year ended 31st March 2022. It was proposed by Councillor H Unwin and seconded by Councillor Vaughan-Hodkinson that Section One should be signed by the Chairman.
- iii) A copy of Section Two, the Accounting Statements, had been circulated for Members information. A copy of the Explanation of Variances, Bank Reconciliation and Reserves had been circulated and it was proposed by Councillor C Turley and seconded by Councillor Vaughan-Hodkinson that the Chairman should sign Section Two on behalf of the Council.

All were in favour and thus it was

RESOLVED that the Annual Governance and Accountability Return for 2021/22 be completed and submitted, with all the relevant documents, to the External Auditor at the earliest opportunity.

- iv) Dates for the Exercise of Public Rights
It was proposed by Councillor H Unwin and seconded by Councillor Turley that the commencement date be 13th June 2022 and the completion date be 22nd July.

RESOLVED that the dates for the Exercise of Public Rights be 13th June to 22nd July 2022.

e) Financial Reports

Copies of the Financial Reports for the end of April had been circulated, showing an overall balance of £349,453.48 including the Council's Free Reserve.

F22/3082

EVENTS COMMITTEE

a) Report

Councillor Johnson presented the Minutes of the meeting held on 28th March 2022, for information.

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b) Recommendation

It was proposed by Councillor Johnson and seconded by Councillor, Snell, all were in favour and thus it was

RESOLVED that the Sleigh be booked for two Christmas events to visit Hollinswood, Randlay and Stafford Park and that the Christmas Events, as outlined in the Minutes be arranged and publicized effectively. This will include the provision of a present for each child that visits Santa at Randlay.

c) Jubilee Fete

All the arrangements are now in hand and a detailed report will be presented to the Events Committee Meeting where a briefing session for stewards will take place.

d) Service of celebration and thanksgiving – Platinum Jubilee

This event will be led by Telford Minster and will take place in Telford Town Park on Saturday 4th June at 10.30am. It will include Wolverhampton Brass Band and our Primary Schools and the event will be attended by the Lord Lieutenant of Shropshire and our MP, Lucy Allan.

e) Fun, Sport and Games Day

With thanks to the Stronger, Safer Community Fund, this event will take place on 10th August on the Pavilion Field and will include a wide range of activities for all ages and abilities to experience and enjoy. We have also arranged for a burger van and ice cream van to attend the event and the company will be offering prizes throughout the afternoon. Crossbar Training are also attending. We will also be incorporating the outdoor gym equipment.

f) SNAC Fun Day

This special event will take place on August 20th at the Pavilion Field.

F22/3083

CLIMATE CHANGE WORKING GROUP

a) Councillor Vaughan-Hodkinson presented the Minutes of the meeting held on 4th April 2022 for information.

Members were pleased with the achievements to date and thanks were extended to all Members of staff.

Members still hoped for a suitable logo to be created – an offer will be made to the Primary Schools for them to arrange a competition to assist.

b) LED Lightbulb Initiative

In order promote the Parish Council's Climate Change agenda and to help and support families find ways to reduce energy bills, a local company from Stafford Park (SES) has kindly offered to support an initiative to give LED bulbs to 20 households and to request they in return they assist with identifying meter readings and enabling us to establish usage and savings.

F22/3084

COMMUNITY ACTION TEAM

a) Update

Copies of the current Action Plans had been circulated, these include more information about the current projects and work undertaken by the Team.

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b) CCTV Initiative

Concerns were shared that this part of the contract is not as successful and questions will be asked about the timescale of when the camera should be moved to a new location.

F22/3085

CORRESPONDENCE

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

a) Information from SALC

Members are encouraged to read the regular updates which include important information and legal updates.

b) Get Telford Walking

Information is available about a range of walks taking place throughout this week. An event will start at Hollinswood Pavilion on 21st May – everyone welcome. Light refreshments will be available from 10am.

c) Job Box

We are pleased to host Job Box on Thursday, 19th May 2022 at Hollinswood Neighbourhood Centre. There will be a wide range of local companies in attendance to promote their businesses and to encourage local residents to apply for the vacancies that they have available.

F22/3086

PLANNING

a) Reports

None

b) New Applications

TWC/2022/0331 14 Shamrock Way, Randlay

Erection of a single storey rear and side extension and the conversion of a garage into a habitable living space

RESOLVED to express concerns that the conversion of the garage will result in one more car needing a parking space. It was also agreed that a condition be applied to any permission granted that this should remain for family use only, both now and after any future sale, to prevent its conversion to a HMO.

c) Planning & Development Sessions

The series will be recorded and made available to all PTCs to use as a reference document.

F22/3087

WEST MERCIA POLICE REPORT

The Parish Council continues to meet regularly with representatives of the SNT and undertake walkabouts and the police are holding regular surgeries in Hollinswood, Randlay and Stirchley. Local intelligence continues with regards to drugs on the estates.

The Neighbourhood Watch Schemes in Deepdale and Dunsheath are now active and the signs have been received and will be erected following the Jubilee, when letters will also be delivered to all properties within each scheme to encourage residents to sign up. They will then have access to window stickers and bin signs to actively promote the scheme in their local areas.

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F22/3088

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

Councillor Turley and Councillor Creed update Members on work undertaken recently at the Volunteer Days.

Concern was expressed that there could be further delays before the completion of the work to provide the ramp and access to the Woodland School.

It was pleasing to hear that the Scouts are joining the next Volunteer Day on 11th June.

A walk through the Valley is taking place on 24th May at 11.30am with Councillor Carolyn Healy to identify potential projects which TWC may support with additional funding.

F22/3089

CHAIRMAN'S REPORT

Councillor S Unwin had recently attended the launch of Telford Minster at its official opening in Meeting Point House.

The Chairman and Vice Chairman will be attending the Lord Lieutenant's Garden Party on 8th June.

Chairman's Charity

The Chairman asked Members to contact her with their suggestions for projects or charities to receive support from the Chairman's Charity during her year in office.

Jubilee Coins

Arrangements for the distribution to young people in the Parish are being organized.

Members are asked to identify any children who are eligible but who do not attend Hollinswood or Randlay Primary Schools so that specific arrangements can be made.

F22/3090

CLERK'S REPORT

Speed Indicator Device Project

It is hoped that an update will be available soon.

Hollinswood Blitz

Arrangements are in hand for this event on 31st May 2022, based at Hollinswood Pavilion. We are to be joined by the Probation Service, TWC, Idverde, WMP and the CAT team.

Working with TCAT

Students have been made welcome through a partnership between the Parish and TCAT to provide work experience and volunteering in and around Hollinswood & Randlay. Four students joined Wednesday Wizards recently and ten will be volunteering in Randlay Valley on 18th May 2022. There are many more opportunities planned.

School Work Experience Opportunity

The Parish Council is keen to support young people and we are pleased to have Xander Johnson with us for a week. Although known to us, there was an application and selection process and we are pleased that Xander has joined us and hope that he benefits from the experience.

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Newsletter

The Annual Newsletter will be available to deliver from around 25th May. Offers of help to deliver will be appreciated. There is an article on the front of this edition to promote electronic copies, we are hoping to get a good take up of this opportunity to reduce our printing costs of future editions.

COUNCILLORS REPORT

Councillors S & H Unwin had received a lot of positive comments from local residents who enjoying living in Randlay and appreciate the work of the Parish Council.

F22/3091

MATTERS FROM TELFORD & WREKIN COUNCIL

Councillor Turley and Councillor Holt reported that the Annual Council Meeting and Mayor Making is to take place at Oakengates Theatre on 19th May 2022. Meetings are streamed wherever possible, although all meetings are now face to face for Councillors. A letter will inform residents of a programme of work (around £300,000) will commence in Hollinswood on 6th June and will include a wide range of repairs and maintenance.

F22/3092

PARISH MATTERS

- a) Grounds maintenance around the Hollinswood Flats
- b) Idverde have mowed over areas of daffodils which may hinder their growth for next year.
- c) Evidence of motorcycles in the Valley
- d) Waste bin (or similar) need for the underpass from Randlay
- e) Site of the old MUGA at Randlay
- f) Off road bikes, dangerous speeds
- g) School flashing lights – timers need adjustment

All matters will be reported to the relevant organisations for action or undertaken by the Landscape Management Team.

F22/3093

MEETING SCHEDULE

23 rd May 2022	7.00pm	Asset & Property	HNC
	8.00pm	Finance & Audit	HNC
30 th May 2022	7.00pm	Human Resources	HNC
	8.00pm	Events	HNC
		Inc Fete Briefing	
20 th June 2022	7.00pm	Complaints and Appeals	HNC
	7.30pm	Full Council	

There being no further business, the Chairman closed the meeting at 9.45pm, thanking members for their important contributions to the meeting.

SignedDate.....

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting on Monday, 20th June 2022.