
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the monthly meeting held on **Monday 26th September 2022** at **Hollinswood Neighbourhood Centre at 7.30pm.**

PRESENT: Councillors S Unwin (Chairman)
H Unwin
T Wust
S Vaughan-Hodkinson
S Snell
J Creed
J Johnson

In Attendance: K Baker (Clerk)
G Johnson
S Fisher

F22/3131 WELCOME

The Chairman welcomed everyone to his historic meeting and thanked them for attending. This meeting had been re-arranged due to the scheduled meeting date being that of the funeral of HM Queen Elizabeth 11.

Members observed a minute's silence.

Councillor Unwin had received a scroll from the High Sheriff for use in our Parish and the Chairman read the Proclamation for the Accession of King Charles III.

PUBLIC SESSION

None

F22/3132 APOLOGIES & APPROVAL

Councillor Ricketts	Work Commitments
Councillor Sinclair	Holiday
Councillor Turley	Health
Councillor Holt	Health

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

RESOLVED that the apologies, as listed, be accepted.

F22/3133 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.

It is now a requirement for Members to register their interests and membership of other organisations and charities. No further declarations were recorded.

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F22/3134 MINUTES OF THE MEETING HELD ON 18th JULY 2022

It was proposed by Councillor Wust and seconded by Councillor Johnson that the Minutes of the meeting held on 18th July 2022 be signed as a true record. With one abstention, all were in favour and thus it was

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

F22/3135 MATTERS ARISING, for information

- a) Shopping Bags
The new Parish Shopping Bags have arrived and have the Parish Logo and contact details included. These will be given as a gift at the senior's citizens Christmas lunches and be available throughout the year for other events.
- b) Grass-cutting and landscape maintenance – particularly around the flats at both Hollinswood & Randlay.
The Clerk has raised this issue and it is a problem across the Borough. TWC is taking up the issues, on behalf of PTCs and contacting the owners and management companies to remind them of their obligations.
- c) Off road bikes
The police have collected local data and been advised of specific addresses. Our camera is to be deployed in the area most affected.
- d) Parking issues and broken glass
These issues have been passed to the Community Action Team for monitoring and action.

F22/3136 FINANCE & GOVERNANCE

a) Minutes of the meeting held on 25th July 2022

Councillor H Unwin presented the Minutes of the meeting held on 25th July for information.

b) Recommendations

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

RESOLVED that a grant of £150 be forwarded to Friends of Telford Town Park

c) Internal Audit Checks and Monitoring

- i) Ordering, purchases, payments and recording
Councillors S Unwin and C Turley had undertaken a visit. The processes were clear and transparent and easy to follow and in accordance with the policy and procedures. The Edge Designs accounts package can provide a lot of information of monitoring. The Clerk, as RFO, undertakes the role within the 15 hours per month allocated.
- ii) Health & Safety
Councillors H Unwin and J Johnson had met with the Clerk and found all information to be available and up to date. The Council works within the health & safety laws and Members confirmed that all risks are well-managed by the Clerk and staff. The fire risk assessments are out-sourced and it was to be checked as to when the next inspection is due. As part of an action plan, the following had been agreed:
 - Fire Equipment Checks to be recorded at all buildings

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- Staff to undertake and record weekly outdoor gym inspections
- A list of actions taken as a result of accident or near miss reports will be recorded and reported to Finance & Audit Committee
- Daily visual check of the parish vehicle will be recorded.

iii) **Employment**

Councillor Vaugh-Hodkinson had scrutinized the employment procedures and identified a tick-list which is easy to follow, having a clear procedure and systems in place to ensure that payments to staff are accurate. All information is password protected or stored in a locked cupboard for GDPR.

d) **Parish Strategy**

All Members are required to attend the event at HNC on Saturday, 8th October from 10am. A copy of the revised survey will be re-circulated to be returned by 5th October 2022.

e) **Funding within the existing budget**

It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Sally Snell, with one abstention, all were in favour that £7200 be vired from reserves to specific budgets for project proposed within the Asset & Property Committee minutes. Councillor H Unwin did not support the recommendation in full due to his decision to abstain from the decision regarding the bus shelter project.

RESOLVED that £7200 be vired from reserves to the specific budget headings within the October monthly statement.

f) **External Audit and AGAR**

Section 3 of the AGAR had been received back from PKF Littlejohn with no comments or actions required. Members thanked the Clerk for her work to achieve this. Copies of the publication, as required, are available within the community buildings and on the website.

g) **Clerk's Review**

Councillor Snell reported that the annual review had taken place, using the same format as the Clerk used for all staff. The outcome was good, with feedback from Councillors and Staff being very positive.

A report and action will be confirmed and circulated for information.

h) **Civility & Respect Pledge**

Copies of the NALC publication had been circulated. Hollinswood & Randlay Parish Council already has all the relevant criteria in place including a Dignity at Work Policy, Training Strategy, Contracts etc. It was proposed by Councillor Johnson and seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

RESOLVED that Hollinswood & Randlay Parish Council signs up to the Civility & Respect Pledge.

A copy of the certificate will appear on the website and be displayed in the Council Chamber. Confirmation will be requested from TWC as to action that the Monitoring Officer will take should a breach be reported.

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F22/3137

ASSET & PROPERTY COMMITTEE

a) Minutes of the meeting held on 25th July 2022

Councillor Creed presented the Minutes, for information

b) Matters Arising

i) Recycling Bins

These have been delivered and are stored at The Pavilion, unfortunately they were not in time for use at the SNAC event.

ii) Windows

The project to replace all the windows at the Pavilion has been completed.

iii) Planters at the allotments

The project at the community garden, near the entrance to the allotments, is nearing completion. Thanks were extended to the tenants who assisted with this project.

c) PA system and portable speakers

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

RESOLVED that the Parish Council purchases a mobile PA system with two portable speakers and stands, plus microphones, for use at parish events.

d) Minutes of the meeting held on 5th September 2022

Councillor Creed presented the Minutes, for information

e) Recommendations

i) LED External Lighting at Randlay Community Centre

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

RESOLVED that the Parish Council accepts the tender at a cost of £1525.00 for the provision and installation of external LED lights at RCC.

ii) Replacement Goal Posts

It was proposed by Councillor S Snell and seconded by Councillor T Wust, all were in favour and thus it was

RESOLVED that replacement goal posts be purchased and permanently fixed on the Pavilion Field. Nets and posts will be kept in the Pavilion and be available on request. The total cost being £1551.50

iii) Bus Shelter Art Project

It was proposed by Councillor T Wust and seconded by Councillor Creed that a two-step approach be introduced for this project. An application will be submitted to the Councillor's Pride Fund for assistance to enable this project to discuss ideas for the design with the allotment tenants and to create a suitable

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piece of art to use in the bus shelter adjacent to the allotments. Councillor Unwin raised concerns regarding vandalism and the use of public funds for such a project. It was confirmed that the artwork will be sealed on completion (easy to clean if graffiti applied). The project will be part funded with grant funds and income from the allotments and therefore not from the precept. With one abstention, it was

RESOLVED that the project should commence with a request that the design be brought back to Council before final authorisation be given. The total cost of the project (without grant funding) will not exceed £800.

iv) Three Gazebos

It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Johnson that three additional gazebos be purchased for use at parish events, including weights, gutters, connecting clamps and parish logos. Two additional back panels will also be ordered for the existing gazebo, at a cost of £2737.00, all were in favour and thus it was

RESOLVED that three gazebos, two black and one purpose, be ordered for use at parish events.

F22/3138

EVENTS COMMITTEE

a) Minutes of the meeting held on 5th September 2022

Councillor Johnson presented the Minutes of the meeting, for information.

Councillor Johnson reminded Members of the need to book tickets for the Christmas lunch.

F22/3139

YOUTH PROVISION PARTNERSHIP

a) Minutes of the meeting held on 20th July 2022

The Clerk presented the Minutes of the meeting, for information.

F22/3140

ENFORCEMENT & NEIGHBOURHOOD MATTERS

a) Community Action Team

The Parish Council staff had met with the CAT Team Leader to discuss communication between our teams and to focus on current issues.

b) Action Plans

The current Action Plan is regularly updated and this moves forward to create the Action Plan for the next month. Both are available to members and staff, for information.

c) New Issues

Fireworks at Stafford Park

Many local residents, including some from further afield are affected by the late night fireworks from the venue at Stafford Park. The enforcement team are investigating the issue following numerous complaints.

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F22/3141

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) Wrekin Area Committee

The last meeting took place on 22nd September, on zoom. Guest speakers were David Spicer LLB, A Barrister who specializes in Safeguarding and CSE – Parish & Town Councils may wish to have a Safeguarding Policy. Also in attendance was Superintendent James Dunn, who offered information and support from West Mercia and encourages PTCs to work in partnership, updating the Police Charter with our priorities and he offered for a member of his team to attend at least one meeting per quarter. Finally, Councillor Paul Watling updated WAC on current matters – a copy of the minutes will be circulated to all Members.

c) TW Bus User Group

A copy of the Minutes has been circulated.

F22/3142

PLANNING

a) Reports

None

b) New Applications

TWC/2022/0602 Excellency Midlands, Stafford Park 6
Change of use to ground floor exhibition centre and banquet hall

RESOLVED that the Parish Council cannot support this application because of the existing issues which have not been addressed, which include parking, late night fireworks, lack of enforcement, breach of rules (such as covid) and keeping of animals. There is already significant noise disturbance from the venue, which is close to a residential area.

TWC/2022/0680 18, The Pippins, Randlay
Erection of a single storey rear extension

RESOLVED that the Parish Council would have no objections to the proposed extension providing that it is for use by a family member. There would be no support for a change of use to a HMO. Members would ask, however, that the Planning Officer takes into consideration any comments received from neighbours and that the development takes into consideration sustainability, with appropriate insulation and heat sources.

TWC/2022/0780 Unit B, Stafford Park 2
Prior approval for the installation of 281 solar photovoltaic roof panels

RESOLVED that the Parish Council is pleased to support such an initiative, which is to be encouraged.

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F22/3143

WEST MERCIA POLICE REPORT

- a) The Parish Council continues to meet regularly with representatives of the SNT and undertake walkabouts in the Parish to identify areas of concern.
- b) The three Neighbourhood Watch schemes are increasing in numbers and signs have been erected. We have been asked to set up a scheme for Boulton Grange and Brands Farm Way – this is under consideration.

F22/3144

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

- a) Projects
Work continues to keep existing routes open and clear of overhanging branches, thanks are extended to Councillor Turley for his sterling work whilst out with the mower.
- b) Councillor C Healy - TWC
Councillor Healy has confirmed that funding will be available for the first phase of work required because of Ash Dieback. However further discussions will be necessary regarding who has responsibility for this in Randlay Valley as it is owned by TWC and the Parish Council has the lease.
- c) Volunteers
Employees from Fujitsu will be working in the Valley on Wednesday and Thursday of this week, thinning out overgrown areas and improving access to the bridleway.

F22/3145

CHAIRMAN'S REPORT

a) Correspondence and Events

Councillor Unwin had received a letter on behalf of The Queen thanking the Parish Council for its letter and commemorative coin in celebration of her Platinum Jubilee. It was very sad that events had occurred so quickly. The Parish Council has written to HM King Charles III to congratulate him on his Accession to the throne and offering condolences to the Royal Family.

Councillor Unwin had attended the local Proclamation in Telford Town Park on 11th September and received a Scroll from the High Sheriff for use in the Parish. The Chairman had visited Cubs, Scouts, Brownies, Guides and Rainbows and read the Proclamation to their Groups.

On 18th September, she and Councillor H Unwin attended the TW Service of Reflection and Prayer, which was also attended by Councillors Johnson and Snell.

b) Chairman's Charity

The recent fund-raiser activity had to be postponed and a new date will be identified. We are currently looking for other fund-raising ideas.

F22/3146

CLERK'S REPORT

- a) Clerk's Forum
A written report had been circulated, with useful information regarding grass-cutting and landscaping around the flats, cost of living crisis support, STW Community Fund, Volunteering and the UK Prosperity Fund.
- b) Carbon Literacy Training – attended the two morning events

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- c) Warm Hubs – the staff will be considering how best we can support the community through difficult times ahead
- d) The vaccination bus has been at Hollinswood and has been very successful. Two dates have been arranged for Randlay and these will be advertised. Members are required to publicise these and encourage residents to attend.
- e) There have been numerous issues with the Dale Acre Way road closure, details have been escalated at TWC and Arriva in support of our community and in particular children unable to get to school.
- f) The footpath project continues, there are concerns regarding some of the work on some paths, but it has been confirmed that some of the paths need various maintenance processes and it could be some time before the final repair is complete.

F22/3147 MATTERS FROM TELFORD & WREKIN COUNCIL

An application has been submitted to the three Ward Members for financial assistance towards the creation of a disable-friendly allotment plot.

F22/3148 PARISH MATTERS

- a) Litter in the underpass to Randlay Valley
- b) Loose sections on the raised platform on Randlay Avenue
- c) Damage to fencing and removal of trees at entrances to Randlay Valley
- d) Overhanging trees at Long Meadow
- e) Inappropriate posters – Circus advertising
- f) Information relating to the new Care Home
- g) Overgrown hedges at traffic light location in Dale Acre Way
- h) Need to do a street light audit
- i) Street lights are out in Danesford and Deepdale
- j) Ownership and responsibility of bus shelter on Randlay Avenue – confirm Parish Boundary.

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

F22/3149 MEETING SCHEDULE

Please note that the meetings scheduled for 3rd October have been postponed.

8 th October 2022	from 10am	Parish Strategy Day	HNC
17 th October 2022	7.30pm	Full Council	HNC

There being no further business, the Chairman closed the meeting at 8.45pm, 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, 17th October 2022.