
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the monthly meeting held on **Monday 19th February 2024** at **Randlay Community Centre** at **7.30pm**.

PRESENT: Councillors

- S Unwin (Chairman)
- H Unwin
- S Snell
- C Turley
- J Creed
- S Vaughan-Hodkinson
- P Farrar
- C Prescott
- J Johnson
- P Cranfield

In Attendance:

- K Baker (Clerk)
- G Johnson

F24/0168 WELCOME

The Chairman welcomed everyone and thanked them for attending.

PUBLIC SESSION

None

F24/0169 APOLOGIES & APPROVAL

Liam and Stuart are on holiday.

F24/0170 DECLARATIONS OF INTEREST OR DISPENSATIONS, regarding matters on the Agenda

Councillor	Interests
Cranfield	FoHRV, FoTTP
Creed	FoHRV, FoTTP, SBPC
Farrar	Wizards, Randlay Allotments
Johnson	HPS, Wizards, FoHRV, HR Committee
Prescott	TWC, RPS, FoHRV, St Leonard's Malinslee
Snell	RTITB
Turley	FoHRV, TWC, SBPC, GDTC, FoTTP
Unwin H	FoHRV, Randlay Primary School
Unwin S	FoHRV, Randlay Primary School, TWC
Vaughan-Hodkinson	FoHRV, SBPC

Members were reminded that a form is available for anyone wishing to request a dispensation to be allowed to speak on any matter on which they have declared an interest.

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F24/0171 VACANCIES ON THE PARISH COUNCIL

There have been no applications for either of the two vacancies.

F24/0172 MINUTES OF THE MEETING HELD ON 22nd JANUARY 2024

It was proposed by Councillor Turley and seconded by Councillor Farrar that the Minutes of the meeting held on 22nd January 2024 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.

F24/0173 MATTERS ARISING, for information

Virtual Tour of Community Buildings

Due to the installation of solar panels at RCC, this has been postponed until the Easter holiday.

F24/0174 FINANCE & GOVERNANCE

a) Financial Reports

- i) The January reconciled account statements had been circulated along with a list of payments and receipts.
- ii) £1464.91 has been reclaimed as the VAT from January 2024.
- iii) All payments over £500 appear on the website.

b) Register of Gifts and Hospitality

In accordance with the Gifts & Hospitality Policy, Members were reminded of the need to declare, as soon as possible, any gift or hospitality valued in excess of £25.00.

c) Internal Audit Checks

Councillor S Unwin reported on the Internal Audit of Health & Safety which took place on 12th February with Councillor H Unwin.

The Health & Safety policy is current and was used to direct the audit. Random checks regarding all three buildings had been undertaken. Katrina & Glyn are Safety Officers with respective responsibilities and additional training is being sought for Glyn regarding community buildings in particular. Stuart has responsibility for Randlay Community Centre, Glyn for Hollinswood Neighbourhood Centre and Liam for the Pavilion.

The asset register feeds into the insurance policy and the general risk assessments are used to identify risks. The Risk Management Policy is effective along with the Training Policy to ensure that all relevant training is recorded in accordance with the Health & Safety Policy. Details of the alarm checks were available and the Fire Risk Assessment remains current. However, an assessment at Randlay will be required following the installation of the solar panels.

Liam undertakes regular checks of the LMT Van and records them, along with the visual and three-monthly checks of the outdoor gym equipment.

New (catering) first aid boxes are now available at Randlay Community Centre and Hollinswood Neighbourhood Centre. These are available for Parish Council use and particularly at events and they remain in the offices.

Details of the risk assessments had been made available to Councillor H Unwin, along with the user group fire evacuation times.

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Councillor H Unwin reported on the Internal Audit of Finance & Payroll which took place on 16th February with Councillor Johnson.

A full audit of the financial procedures had taken place following a decision at Council, through the order, delivery and invoice process and onto the recording of the expenditure within Edge. The reconciliations are available within the first few days of each month. Details of the employee timesheets, followed by holiday records, pension payments, HMRC and final payslips were available. Checks were undertaken regarding the salary payments within the bank. An audit of all the bank accounts was also covered and tracked payments were checked.

It was noted that there are time-consuming procedures within the recording of hours, salaries, deductions, payments and allocations – the Clerk will investigate an automatic system of transferring information onto different spreadsheets.

d) Grant Application

Councillor Prescott left the meeting

Councillor H & S Unwin declared non-pecuniary interests.

St Leonard's Church, Malinslee

Members considered an application for funding towards activities at the church which also covers Hollinswood and Randlay. It was proposed by Councillor Snell, seconded by Councillor Vaughan-Hodkinson and with three abstentions it was

RESOLVED to grant £50 towards the project. It was also agreed that information would be requested regarding the events in order that we can advertise them for our residents.
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It was further agreed that the Grants Policy and Application Form should be updated with an explanation included regarding eligibility and to include information that will assist members when considering applications such as this.

F24/0175

YOUTH PROVISION PARTNERSHIP

a) Report

Councillor S Unwin presented the Minutes of the meeting held on 28th January 2024, for information.

b) Urban Games

Details relating to the Urban Games for half term had been available and a Wrestling Activity had taken place at Randlay Community Centre on 16th February. Over 30 young people attended. This was part funded by the Parish Council which had also provided the venue at no charge.

F24/0176

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.

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F24/0177

PLANNING

a) Reports

TWC/2023/0654

Entanet, Stafford Park

Following the number of objections received to the part retrospective application and the complaints received by the Parish Council over an extended period of time, the application had been called-in for determination by the Planning Committee. This had been accepted by the Chairman of the Committee and the Clerk will attend to speak against the application when it appears on the Agenda.

b) New Applications

TWC/2024/0120

Magna House, Stafford Park 9

Side & rear extensions including additional floor and single storey side lean-to extension

Members questioned some of the information included on the application form especially relating to car parking, staff ratios and the hours of operation.

RESOLVED to offer comments regarding the concerns and to ask the Planning Officers to take into consideration all the comments received from neighbours to the site.

c) Other Planning Matters

None

F24/0178

WEST MERCIA POLICE REPORT

There had been no report for the meeting. The Nedge SNT remains short-staffed due to staff changes and sickness.

There are vacancies being advertised for PCSOs but no appointment has been made.

The Clerk had met with Ins Danielle Keay and shared concerns regarding the Nedge representation as well as additional information available regarding ASB in Hollinswood.

F24/0179

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

a) Projects

Liam, Environmental Officer, had sent a short report to confirm that the Mercian Project is progressing well.

Glyn reported that work had continued on the 'S' Path including open up the land to the rear of the Woodlands School, ring-binding and habitat building. Leaky dams had been created on the Bridleway. Councillor Turley will be attending the session on 21st February, as Glyn and Liam are not available. There is an area that has been identified which could be created into a further Woodland School in the future.

It was good to see Portalkids using the Valley and in particular the Woodland School recently.

b) Volunteering

The Ramblers Walks are still not well attended. The next volunteer morning is on 27th February.

The new leaflets are now available which promote the Bench To Bench walks. The way-markers will be available soon.

c) Annual General Meeting

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This will take place on 6th March at 7.30pm at Hollinswood Neighbourhood Centre.
Everyone welcome – there will be a guest speaker and light refreshments available.
This will be advertised as a public meeting in the hope that attendance will be good. All Councillors are invited to attend.

F24/0180

CHAIRMAN'S REPORT

Report

The footpath art and exercise trail (by Thermmark) has been installed and many compliments have been received.

Chairman's Charity & Events

The balance to date is £2556.33

A bingo night at Hollinswood had raised an amazing £406.00

A quiz and pub games evening will take place on 22nd March at Randlay Community Centre – all Members are asked to sell tickets to ensure a good attendance.

F24/0181

CLERK'S REPORT

a) Parish Council Insurance

Following a procurement process, the renewal has remained with Clear (formerly BHIB) at a slightly reduced cost of £3195.20 for a three- year commitment.

b) Solar Panels at Randlay Community Centre

Installation should be completed by 21st February. Details will be available. Members will have an opportunity to understand more at the Asset & Property Committee meeting which will take place at RCC.

c) Relaxed Summer Mowing Regimes

Following a discussion at the Climate Change Working Group meeting, discussions had taken place with TWC and a reduced mowing regime has been introduced for areas in both Hollinswood & Randlay. The Parish Council schedule will also be monitored – we have signs available to explain to the community.

Concerns were also raised regarding the landscape maintenance – it would appear that the TWC contractors are way behind schedule. Questions were asked about the nesting season which has already started and its affect on hedge-cutting.

Concerns had been received about 'dark alleys' where shrubs and trees have not been maintained by TWC.

d) Community Building Hall Hire

It is pleasing to report that bookings have increased for the hire of all buildings. However, this does mean that we have no availability for 5 day bookings. We continue to prioritise for health & well-being in accordance with the Parish Strategy.

e) IT Upgrade

Due to the end of Microsoft Window 10, Midland Computers will be undertaking the necessary work on our PCs in the coming weeks.

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COUNCILLOR REPORTS

None

F24/0182

MATTERS FROM TELFORD & WREKIN COUNCIL

Councillor Turley informed Members of a list of meetings that he had attended. Councillor Turley agreed to get an update on the CSE Enquiry and send this to the Clerk for distribution to Members. He was aware that Tom Crowther is due to re-visit Telford in the coming months.

F24/0183

PARISH MATTERS

Councillors had received some information and requests for action during the Meet Your Councillor events.

The following matters will be actioned or reported as necessary:

- Overhanging Branches – Boulton Grange, Long Meadow, Abbey Fields
- Chain on the gate to Randlay Valley
- Path maintenance within Randlay Valley
- Flooding under Mo's Underpass
- Condition of the bridleway
- STW and Gas works in the estates
- Flooding on Dale Acre Way (near to the School)
- Maintenance of speed bumps, Dale Acre Way, needed
- Check the speed and colours of SID messages
- Parking on Dale Acre Way

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

It was also agreed that during the Meet Your Councillor events, some members might like to walk around an estate and use the opportunity to raise issues direct with TWC on My Telford.

F24/0184

MEETING SCHEDULE

26 th February 2024	7pm	Asset & Property	RCC
	8pm	Finance & Audit	RCC
4 th March 2024	7pm	Human Resources	Council Chamber
	7.30pm	Events	
18 th March 2024	7.30pm	Full Council	HNC

There being no further business, the Chairman closed the meeting at 8.40pm, thanking members for their important contributions to a successful meeting.

SignedDate.....

These Minutes will remain DRAFT (E & O A) until confirmation at Full Council on 18th March 2024