
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the monthly meeting held on **Monday 21st February 2022** at **Randlay Community Centre** at **7.30pm**.

PRESENT: Councillors S Unwin
H Unwin
T Wust
C Turley
J Johnson
S Snell
V Holt
G Sinclair

In Attendance: K Baker (Clerk)
G Johnson

F22/3007 WELCOME

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

PUBLIC SESSION

None

F22/3008 APOLOGIES & APPROVAL

Councillor E Dalby	Agreed Leave of Absence
Councillor S Vaughan-Hodkinson	Annual Holiday
Councillor J Creed	Annual Holiday
Councillor L Ricketts	Work Commitments

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

RESOLVED that the apologies as listed be accepted.

Leave of Absence

It was good to hear that Councillor Dalby is feeling better. It was proposed by Councillor Johnson and seconded by Councillor Turley, all were in favour and thus it was

RESOLVED that a further period of Leave of Absence be granted for three months (this will come to an end at the end of May 2022).

F22/3009 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.
Councillor J Johnson HR Committee Personal and Pecuniary

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F22/3010 MINUTES OF THE MEETING HELD ON 17th JANUARY 2022

It was proposed by Councillor Turley and seconded by Councillor Johnson that the Minutes of the meeting held on 17th January 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.

F22/3011 MATTERS ARISING, for information

None

F22/3012 FINANCE & GOVERNANCE

a) Financial Reports

Copies of the Financial Report for the end of January had been circulated, showing an overall balance of £299,293.09 including the Free Reserve.

b) Accident Book and Near Misses

There had been one incident during a volunteer event with Friends of Hollinswood & Randlay Valley.

The risk assessment for the activity had identified the risks and it was confirmed that it is necessary to raise awareness of the risks and to attend further health and safety sessions.

c) The Annual Governance and Audit Regulations (AGAR)

The AGAR requires all Councils to maintain an effective programme of risk management and ensure that all policies and procedures are in place. Box 5 of the AGAR refers to the process. Members received and assessed the Council's Risk Management Strategy and Assessment documents and confirmed that they were confident that they continued to meet the needs of the Council. Members had been made aware throughout the year that the risk assessment relating to Covid 19 had been updated in accordance with Government guidelines. The Finance & Audit Committee will continue to monitor all risk assessments.

d) Asset Register

A copy of the Asset Register had been circulated to all Members, for information. The Finance & Audit Committee will meet on 28th February 2022 to confirm if any updates are required in preparation for the end of the financial year.

F22/3013 ASSET & PROPERTY COMMITTEE

a) Minutes of the meeting held on 24th January 2022

Councillor Turley, Chairman, presented the Minutes, which had previously been circulated, for information.

b) Recommendations

i) AP22/1382

It was proposed by Councillor Turley and seconded by Councillor H Unwin that the Parish Council employs the services of a local contractor for all work related to the Christmas Light Displays, on buildings throughout the Parish, including the safe storage throughout the year. The cost of £2575.00 will include the required PAT and electrical testing and will remain the cost for the three year period of the contract.

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- ii) AP22/1383c It was proposed by Councillor Turley and seconded by Councillor T Wust that the Council secures a maintenance contract on the moveable wall at RCC for one year at a cost of £300 in order that the use of the wall can be monitored prior to making any further decisions regarding future needs of user groups.
- iii) AP22/1384b It was proposed by the Chairman and seconded by Councillor H Unwin that the remaining windows at Hollinswood Neighbourhood Centre be replaced with UPVC at a cost of £1440.00.
- iv) AP22/1386f It was proposed by the Chairman and seconded by Councillor Hot that the allotment charges be increased slightly to £50 per year for the larger plots and £26 for smaller plots. The first newsletter had been produced and is available by email, or hard copy on request. The website page has been created and tenants are providing useful information and photos to be included.

All were in favour and thus it was

RESOLVED that the above four recommendations be confirmed.

F22/3014 HUMAN RESOURCES

Councillor Johnson and G Johnson left the meeting

a) Minutes of the meeting held on 31st January 2022

Councillor Snell presented the Minutes, for information

b) Recommendations

Members referred to the Minutes, which included details of the recommendations.

- i) It was proposed by Councillor Snell and seconded by Councillor Turley that the job title of the Administrator / Receptionist change to Assistant To The Clerk in order to recognize the position within the organisation. The salary will increase to SCP 24 to acknowledge the roles and responsibilities of the position.
- ii) It was proposed by Councillor Snell and seconded by Councillor Holt that the Parish Assistant be allowed an additional 5 hours per week from March to October to assist with the roles and responsibilities of the LMT.
- iii) It was proposed by Councillor Snell and seconded by Councillor Turley that the Landscape Maintenance Operative be allowed an additional 7 hours per week from March to October. The salary will increase to SCP 6 in recognition of the additional qualification gained during the year.

All were in favour and thus it was

RESOLVED that the above three recommendations be confirmed and will take effect from 1st April 2022. Staff will be awarded the NJC pay award, when announced, to be back-dated to April 2021 and to reflect the salary scales of the employees for that period.

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Corporate Identity and Logo

The chairman confirmed that a meeting had taken with Members and Staff and that a corporate poster, letter head and logo are nearing completion. Current posters on display are using the corporate colours.

Councillor Johnson and G Johnson returned to the meeting.

F22/3015 EVENTS COMMITTEE

a) Minutes of the meeting held on 31st January 2022

Councillor Johnson presented the Minutes, for information.

b) Promotional items

The quotation for the poppets, with the Council's logo and website, in rainbow colours was thought to be too expensive. Members agreed to consider other options at the next Events Committee meeting. If poppets are still popular closer to the SNAC Fun Day, it may be that SNAC will purchase them at that time.

F22/3016 CLIMATE CHANGE WORKING GROUP

The Vice Chairman, Councillor H Unwin, informed members of the positive feedback on the inclusion of useful tips in the Council's calendar (although there was criticism that no pictures were included this year). Members were aware of the Digital Clean Up Challenge, being led by Hollinswood Primary School and Councillor Unwin suggested that Members took part in the project, being led by Wednesday Wizards. A thermometer had been created by the young people and is on display at HNC identifying how many emails have been deleted during a week. If Members wish to take part, please email the Council with the total deleted on a Wednesday.

With reference to the TW Climate Change Action Plan for the Borough, it was agreed that a Climate Change Meeting should take place in order for Members to consider a response and to also update the Group on local initiatives, keeping in mind that we are part of a co-ordinated effort across the world and that if everyone does something small, a big difference can be achieved overall.

F22/3017 COMMUNITY ACTION TEAM

a) Update

- i) A copy of the progress report from the CAT team had been circulated for information. More information has been included, but the Clerk is working with the new Team Leader, Leah, to create a Parish Action Plan which will include more information on the priority areas across Hollinswood, Randlay and Stafford Park.
- ii) A meeting had taken place regarding the area to the rear of Deepdale (on the Downmead Park side) and an agreement had been reached for additional planting and also that the hedges will not be cut so low, in order to ensure that there is some privacy to the rear of the affected properties.

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b) CCTV

The camera will move to a new location soon. It has not been possible to deploy it in Downmead so it will be used in an alternative location, but still in Hollinswood. Details of the success of using the information in Randlay are included in the report, which has been circulated.

F22/3018

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) Use of Metal Detectors

Following advice from Telford & Wrekin Council, no metal detectors will be authorised on TWC land or Parish Council land. TWC will look to provide signage to show a consistent approach to this issue.

F22/3019

PLANNING

a) Reports

No further information is available regarding the recent Dunsheath application.

b) New Applications

TWC/2022/0032 30 Speedwell Ridge, Randlay
Single storey rear and two storey side extensions

RESOLVED to have no objections to the proposals, but to ask TWC to ensure that they take into consideration any responses they received from neighbours.

TWC/2022/0087 Schneider Electric, Stafford Park 5
Erection of a two storey mezzanine floor, 2 loading bays, charging building and canopy

RESOLVED to support the application.

c) Planning & Development Sessions

Members that had attended any of the first three sessions thought that they were worthwhile and included useful information. Spaces are available on the remaining sessions. A copy of all presentations will be provided to all clerks following the series and they will be available as a reference library of information.

F22/3020

WEST MERCIA POLICE REPORT

The Parish Council continues to meet regularly with representatives of the SNT and undertake walkabouts. We receive positive feedback from local residents and most are pleased that local issues are being addressed. PC S Evans and Team are well respected and people like to see that they are visible in the area.

More local residents have joined the Deepdale NW scheme and this has enabled us to obtain the NW street signs, at no cost to the Parish Council or residents.

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A NW scheme is to be set up for Dunsheath.

F22/3021 FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

Councillor Creed had circulated a detailed report on work undertaken in the Valley in recent weeks. An additional volunteer day had taken place.

Councillor Turley updated Members on the work planned to create the Dew Pond. TWC will also investigate other potential sites which will not only create new habitat but also resolved some local flooding issues in the Valley.

F22/3022 CHAIRMAN'S REPORT

Councillor S Unwin had the pleasure of presented a 6 year old with a Parish Council Hi-Viz tabard to thank him for his litter picking which he regular does with his Dad in Randlay. A litter picker will also be provided.

The Chairman would be writing, on behalf of the Parish Council, to HM The Queen to wish her good health, especially at this time when she has mild symptoms of Covid.

The Estate Meeting for Dunsheath had taken place and the Chairman thanked the Members that were able to attend. A number of local issues were discussed and they are being taken up by the relevant agencies and police. Residents are encouraged to report 'requests for action'; such as overgrown trees and bushes on the TW My Telford App.

Chairman's Charity

The balance is currently £2421.36.

The Chairman's Charity Event scheduled for 5th March has been postponed due to lack of ticket sales. The Chairman wished to record her thanks for the donations received, in lieu of ticket sales – this support is much appreciated.

F22/3023 CLERK'S REPORT

Speed Indicator Device Project

The delay in the installation of the sockets is frustrating but TWC has assured both HRPC and SBPC that this will be undertaken in the coming days. Unfortunately, only one camera has been purchased through the partnership scheme. This will be added to a future agenda for Members to consider part-funding a second camera.

Queen's Green Canopy

The Tulip Tree has been planted at Hollinswood Local Centre and TWC will be providing a plaque. The Parish Council will be planted other trees and it is hoped to arrange a volunteer day for tree-planting in March.

SNAC@HARP

Positive feedback has been received for our work to date, especially identifying activities for SEND families.

Covid Recovery Fund

Funding is still available to support new and returning groups to use our community buildings.

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COUNCILLORS REPORT

Councillor Turley reported that the Ward Members have started regular Ward Walks and surgeries at both Hollinswood & Randlay Centres.

F22/3024

MATTERS FROM TELFORD & WREKIN COUNCIL

Councillors Turley reported that a draft report is now available for the Safer Stronger Community project, which is very informative. It covers the Nedge and Brookside. The launch is scheduled to take place at The Sambrook Centre on 2nd April. The Parish Council asked to be included in the consultation.

F22/3025

PARISH MATTERS

- a) Randlay Valley - gate on footpath to Stafford Park
- b) Condition of footpaths through Randlay Valley, particularly around the underpasses
- c) Blocked drains
- d) Construction traffic on Randlay Centre Car Park, and rear of the shops

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

F22/3026

MEETING SCHEDULE

28 th February 2022	7.00pm	Asset & Property	HNC
	8.00pm	Finance & Audit	HNC
21 st March 2022	7.30pm	Full Council	HNC

There being no further business, the Chairman closed the meeting at 8.35pm, 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, 21st March 2022.