
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the Full Council meeting held on **Monday 15th October 2018** at **Hollinswood Neighbourhood Centre** at **7.30pm**.

PRESENT: Councillors

- S Unwin (Chairman)
- H Unwin
- J Johnson
- S Vaughan-Hodkinson
- C Turley
- G Sinclair
- L Ricketts
- S Snell
- J Creed

In Attendance:

- Katrina Baker (Clerk)
- Glyn Johnson (Parish Assistant)
- Councillor R Mehta, Mayor, Telford & Wrekin

F18/2361 WELCOME & PUBLIC SESSION

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

Councillor Unwin introduced the Mayor of the Borough of Telford & Wrekin, Councillor R Mehta, who gave a short talk on his role. His theme for his year in office is 'Bringing Communities Together' and he has been spending time visiting a wide range of groups and organisations. He has particularly enjoyed the school visits and those organisations who support elderly with their independent living. He has visited the PRH and met staff and patients and had an opportunity to thank them for what they do.

His role is non-political and people have welcomed him and his Consort at every event. He was at Zacfest on Sunday and presented Zac with a bravery award. It was good to see the entire community coming together for such an important occasion. Nominations for the Mayor's Awards are always welcome.

He recalled his visit to Chit Chat Club and wished for his congratulations to be passed to them as they work together to provide a valuable meeting place for local residents and friends.

PUBLIC SESSION

None

F18/2362 APOLOGIES

Cllr Roberts Work Commitments

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

RESOLVED that the above apologies be accepted.

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F18/2363 VACANCY FOR A PARISH COUNCILLOR

The Clerk reported that, as yet, no requests had been received for an election. The closing date is 23rd October. If no election is called, the Parish Council may fill the vacancy by co-option, but there is no requirement to do this, due to the closeness of an election.

F18/2364 DECLARATIONS OF INTEREST

Cllr S Unwin	User of RCC, FoHRV, Randlay Primary School
Cllr H Unwin	User of RCC, FoHRV, RPS
Cllr J Johnson	User of all community buildings, HPS, Personnel Committee
Cllr S Vaughan-Hodkinson	FoHRV, FoTTP
Cllr C Turley	FoHRV,
Cllr J Creed	FoHRV. FoTTP
Cllr L Ricketts	Planning Application TWC/2018/0764

F18/2365 MINUTES OF THE MEETING HELD ON 17th SEPTEMBER 2018

Councillor Mrs Unwin presented the Minutes and explained that under F18/2358 22nd October should read September. It was proposed by Cllr Johnson and seconded by Cllr Turley, with one abstention, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 17th September 2018 be signed as a true record.
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F18/2366 MATTERS ARISING – for information only

- a) **Overhanging Trees**
These have been reported.
- b) **Lights in the underpasses**
A night-time audit will be undertaken, to include street lights in Randlay Valley. The police and user groups may also take part.
- c) **Boulton Grange Paths**
Two paths remain to be resurfaced. A local complaint is being dealt with by TWC.
- d) **Redundant play areas**
A project is being considered to make the areas safe and maybe add ground cover play areas.

F18/2367 FINANCE & AUDIT COMMITTEE

- a) Minutes
Councillor H Unwin presented the Minutes of the meeting held on 1st October 2018, for information.
The External Audit Letter of Completion had been received. There are no matters for consideration. The report has been added to the website.
- b) Recommendations
Grant Applications
Councillors H Unwin and S Unwin, J Johnson, J Creed and S Vaughan-Hodkinson all declared relevant interests.
The following applications were proposed, seconded, all were in favour and it was **therefore RESOLVED :**

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Hollinswood Primary School	Contribution towards a residential visit	£800
Randlay Primary School	Purchase of outdoor weather suits	£358
Friends of Telford Town Park	Printing 'Explore' Newsletter	£200

Randlay Local Centre and Car Park improvements

Councillors H and S Unwin and Councillor Johnson declared their interests.

The details of the costs for the improvements at the Local Centre and in particular outside of the school had been considered and the Parish Council would share the costs of the area outside of the school with Randlay Primary School. The remainder of the costs would be funded from the Service Charge and shared with all parties. It was proposed by Councillor Snell and seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

RESOLVED that the Parish Council shares the costs of the agreed works as per the TWC recommendations.
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- c) **Payments**
Details of the payments, over £100, now appear on the website monthly, as required by the Transparency Code.
Payment Vouchers have been internally audited and signed by two Councillors as required by the Financial Regulations.
- d) **Financial Reports**
The current Aged Analysis has been shared with the Finance & Audit Committee and the three outstanding debtors remain as no further contact has been forthcoming.

F18/2368

EVENTS COMMITTEE

a) **Report**

Councillor S Snell presented the Minutes of the meeting held on 24th September, for information.

There were no recommendations.

Details of the following events were confirmed:

- Bake Off – Chairman’s Charity Event – 20th October 2018
- Distribution of Christmas Lunch Tickets – 29th / 30th October
- Remembrance – 11th November
- Christmas Fayres – 1st and 8th December
- Christmas Lunch – 5th December
- Christmas Carol Concert – 16th December

Members confirmed that, as in previous years, details of local eligible residents unable to attend the lunch for health reasons, can apply for a voucher in lieu of the Christmas Meal.

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F18/2369 ASSET & PROPERTY COMMITTEE

a) Report

Councillor h Unwin presented the Minutes of the meeting held on 24th September, for information.

b) Updates

i) Internal Security Doors at Randlay Community Centre

Councillors H Unwin, S Unwin and J Johnson declared an interest

Members have been considering the replacement of the internal doors for some time, for security reasons. The previous resolution to spend up to £1600 remains current. Following a request from Members at the last Asset & Property Committee meeting, the company has now offered an Option 2 quotation which is as previously agreed with the inclusion of adding a security camera to the front door area and a public screen in Halls 2 / 3. User groups are vulnerable within the Halls 2 / 3 area as they cannot see the main doors without entering the main foyer. The camera will enable them to know who is at the door prior to accessing the area to open the door if safe to do so. Councillor Rickets raised concerns regarding the amount of expenditure funded by the Parish Council on the community buildings and suggested that this is disproportionate with the number of Parish residents who attend events at the community buildings.

There was a lengthy discussion regarding the need for this enhanced option as Members wished to be clear of the benefits for the additional £500 cost. It was proposed by Councillor Turley and seconded by Councillor Vaughan-Hodkinson, there were three abstentions and six in favour, it was therefore

RESOLVED that the Parish Council will confirm Option 2 of the quotation to provide a Door Entry system to the inner double doors with a computer linked video and screen.

ii) Hollinswood Neighbourhood Centre roof and ceiling tiles

A further investigation is necessary to identify the problem which has resulted in a leak showing within the Main Hall at the Centre.

iii) Hollinswood Neighbourhood Centre – side entrance door

An initial quotation for the replacement of the door and frame is awaited. The Clerk confirmed that the Centre remains secure.

iv) Speed Indicator Devices

It was confirmed that the Parish Council wishes to consider this option in more detail and this will appear on the agenda of the next Asset & Property Committee.

F18/2370 PERSONNEL COMMITTEE

a) Report

Councillor Snell presented the Minutes of the Personnel Committee held on 1st October 2018, for information.

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It was confirmed that Councillor Vaughan-Hodkinson has joined the Committee in order to ensure that meetings are quorate.

b) Information and Budget Process

Councillor J Johnson and G Johnson left the meeting.

It was proposed by Councillor Snell and seconded by Councillor Vaughan-Hodkinson that the budget analysis be provided to the Finance & Audit Committee for consideration as part of the budget process for 2019/2020. All were in favour and thus it was

RESOLVED that the salaries budget analysis for 2019/20 should include for one additional hour per week for the Administrator and that a cost-of-living increase be considered.

c) Clerk's Review

The Chairman and Vice Chairman of the Committee will arrange a date for the Clerk's Review.

F18/2371

PLANNING

Councillor C Turley declared an interest

TWC/2018/0764 Telford 54, The Nedge

Provision and installation of an Electricity Sub Station and associated works

Councillor L Ricketts declared an interest.

RESOLVED to have no objections to the proposed work but to express disappointment at the fact that this work has already commenced and that the application is, in part, retrospective.

F18/2372

WEST MERCIA POLICE REPORT

The Nedge Safer Neighbourhood Team had sent apologies for not attending the meeting but had provided a brief report.

- a) West Mercia Nedge SNT has been working with the Parish Council on localized issues such as the security at the allotments. An event has been organized on the site and the police will attend to security mark property.
- b) There have been no further issues with the youth shelter and the police continue to attend the area regularly.
- c) ASB resulting from off-road bikes continues. A recent CCTV image from Hollinswood has been shared with the police and investigations are on-going.
- d) Recent graffiti is a localized issued and is being dealt with.

Councillor Turley reminded Members that statistics for the Nedge Ward are available on the upgraded Police Website. This is now up to date and it was confirmed that September information is available.

F18/2373

CHAIRMAN'S REPORT

a) Chairman's Charity

The total raised so far is £824.47

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The Chairman announced that Councillor Turley has provided £400 for the purchase of an outdoor cabinet for the Randlay Defibrillator which can now be ordered. His support in this way is much appreciated.

b) Parish Council Strategy

The Chairman thanked all the members for attending the Strategy Day on 6th October and thanked Cllr H Unwin for preparing the notes.

An updated Strategy had been circulated to Members for information. The revised document takes into consideration the agreements made at the Strategy Day and confirms that the Vision and Priorities for the Council remain unchanged.

RESOLVED that the Strategy for 2019-2024 be adopted.

Thanks were extended to Councillor Vaughan-Hodkinson for the questions to be included in the Questionnaire. These will be distributed to all residents within the calendars. It is hoped that a good number will be returned to assist the Parish Council in supporting the community.

COUNCILLOR'S REPORT

Councillor G Sinclair attended the workshop seminar on Conservation and gave a short report on the information and knowledge shared.

A copy of the slides will be circulated and places are available on all the forthcoming themed seminars.

Councillor Turley shared information about Article 4 with regards to construction in The Gorge.

Councillor S Vaughan-Hodkinson had attended a very useful and informative conference on loneliness. It was clear that this can be an issue for any age and it is recommended that organisations and agencies encourage engagement with friends and family, neighbours and work colleagues to prevent this from happening. There is a big difference between being alone and feeling lonely. Loneliness can lead to mental health issues. Big Lottery Funding is available for initiatives that help to combat loneliness.

F18/2374

MATTERS FROM TELFORD & WREKIN COUNCIL

Councillor Chris Turley updated Members on current matters from TWC and especially those on next Cabinet Agenda on Thursday, 18th October.

There is to be a special full council meeting regarding the proposed night-time closure of the A & E Department at Princess Royal Hospital on 29th October 2018.

F18/2375

CLERK'S REPORT

a) Telford Town Park Fun Run – parking

TWC had refused the proposal to allow free parking for runners at Dark Lane early on a Saturday and Sunday.

However, the Park Fun Run team have gratefully accepted the Parish Council offer to use the Randlay Valley Car Park. Work to ensure the route is clear and well signed started last week and will continue every Friday throughout the season.

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b) Motorbikes and ASB

All local residents are encouraged to report bikes and riders, at the time, with a clear description if possible, to the police.

c) Downemead Play Area surface

The damage had not been identified by TWS within the weekly inspections, this has now passed to TWC for action.

d) Telford Green Spaces Partnership

Councillor Turley and the Clerk had attended a special meeting of the Group, led by TWC. It was clear that there is a lot of enthusiasm and the local Friends of Groups need support and assistance with insurance, risk assessments, policies etc. In an ideal world, an officer would be appreciated to work with the Groups and link to TWC and other organisations. A further meeting will take place in one month and consideration will be given to applying for external funding to employ an independent officer to support the work of the Partnership.

e) Damaged pedestrian barrier, opposite the entrance to Fisherman's Walk

It is nearly two years since this barrier was damaged and reported to TWC. The cost of £358.22 has been established and it was proposed by Councillor Ricketts and seconded by Councillor S Unwin that the quotation be sent to TWC to explain that if they cannot arrange for the work to be done, the Parish Council will do so and can forward the invoice to them for payment.

The safety of pedestrians is important at this location and the work needs to be completed as soon as possible.

f) Parish Charter Review

The Clerk is working with colleagues to update the Parish Charter. Members were requested to look at the current edition and to offer any comments on suggested amendments that are needed.

F18/2376

CORRESPONDENCE

a) Randlay Avenue Underpass consultation outcome

The results of the consultation had been circulated to all members which showed that Option One is the preferred option to infill the underpass.

From the results it is not possible to tell how many people took part in the consultation, however it was clear that there is a 'wish' for sledging hill to remain available to the community.

There is a commitment from TWC to work further with the Parish Council on possible work to ensure the safety of pedestrians as they cross the road.

With regards to the second underpass, near to Stirchley, which will also be infilled, details to ensure the pedestrians are safe crossing the road at this location, too, are also needed.

F18/2377

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

The Chairman of FoHRV updated members on recent work and thanked the PET team and volunteers for their continued help in the Valley. The work on the disabled path is continuing and will be offering much improved access. Footpath 17 has been cleared. Work on the bridleway has commenced but this project will be on-going until the Spring.

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There is an Autumn Walk on 27th October from the Pavilion at 10-am and crafts and refreshments available after the event at 1pm. All are welcome.

The next Meeting of the FoHRV will be on 16th October 2018 at 7pm at Hollinswood Neighbourhood Centre.

F18/2378 PARISH MATTERS

- a) It is important to report any dangerous situation to the police – at the time. The small gas canisters found around the area can be dangerous and anyone finding them are advised to report it to the police.
A recent press release had been circulated with information from TWC and the Police about the dangers of this practice and members are advised to pass this to anyone who appears vulnerable.
- b) It would appear that the see-saw from Randlay has been removed for repair. The nearby car park is flooded and the drains need clearing out.
- c) Roadworks signs are still at Dodmoor Grange and Boulton Grange and must be removed.
- d) The Randlay Coffee and Chat had taken place today but no-one attended regarding local issues.
- e) The guttering at the Pavilion will be replaced.
- f) Keys to the gate and lock-up will be provided to the Chairman of FoHRV.

F18/2379 FUTURE MEETINGS

29 th October 2018	7pm	Events Committee	HNC
	8pm	Finance & Audit Committee	HNC
19 th November 2018	7.30pm	Full Council	HNC

There being no further business, the chairman thanked Members for their important contributions to the meeting and closed the meeting at 9.20pm.

SignedDate.....

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting which will take place on 19th November 2018.