
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the Full Council meeting held on **Monday 17th June 2019** at **Hollinswood Neighbourhood Centre** at **7.30pm**.

PRESENT: Councillors S Unwin (Chairman)
H Unwin
J Creed
V Holt
J Johnson
L Ricketts
G Sinclair
S Snell
C Turley
S Vaughan-Hodkinson
T Wust (from minute F19/2504)

In Attendance: Katrina Baker (Clerk)
G Johnson
2 Members of the public

F19/2503 WELCOME & PUBLIC SESSION

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

PUBLIC SESSION

There were no comments or requests for action.

F19/2504 CO-OPTION TO HOLLINSWOOD & RANDLAY PARISH COUNCIL

There were three candidates who had all provided personal statement which had been circulated to the members for information. Two applicants attended the meeting and members had an opportunity to ask questions. The candidates left the meeting and a secret ballot took place. This process resulted in Mr T Wust being invited to join the Parish Council. Thanks would be extended to the two unsuccessful candidates and a request that they continue to keep in touch and support our work.

DECLARATION OF ACCEPTANCE OF OFFICE

Councillor T Wust read and signed the Declaration which was witnessed by the Proper Officer of the Council. There is also a requirement that a DPI and DBS form be completed as soon as possible.

F19/2505 APOLOGIES

Cllr E Dalby	Holiday	Accepted
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It was proposed by Councillor J Johnson and seconded by Councillor S Vaughan-Hodkinson that the apologies be accepted. All were in favour and thus it was

RESOLVED that the apologies from Councillor Dalby be accepted.

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F19/2506

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, FoTTP, Planning
Cllr J Creed	FoHRV. FoTTP,

F19/2507

MINUTES OF THE MEETING HELD ON 20th MAY 2019

Councillor Mrs Unwin presented the Minutes of the last meeting, which had been circulated. It was proposed by Cllr Creed and seconded by Cllr Sinclair with one abstention all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 20th May 2019 be signed as a true record.
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F19/2508

MATTERS ARISING – for information only

- a) Replacement Door at Hollinswood Neighbourhood Centre
It is disappointing that the contractor has still not arrive to complete the job. The Clerk will add pressure to him, members were assured that no invoice will be paid until we are satisfied that the job has been completed.
- b) Grounds Maintenance – Hollinswood & Randlay
Members raised further concerns regarding the condition and frequency of grass cutting in and around the estates. This is being discussed by the clerk with TWC and will include details relating to work in Randlay Valley, litter and bins.

F19/2509

FINANCE & AUDIT COMMITTEE

- a) **Reports**
Councillor H Unwin, Chairman, presented the Minutes of the meeting held on 30th May, for information
- b) **Recommendations**
Councillor H Unwin proposed the recommendation that a grant of £200 be awarded to Randlay Luncheon Club in recognition of their 40th Anniversary and towards their celebrations. This was seconded by Councillor L Ricketts, all were in favour and thus it was

RESOLVED that £200 be awarded to Randlay Luncheon Club

- c) **Updated aged analysis**
The Clerk presented the analysis dated 14th June and explained reasons for the outstanding amounts that were causing concern. These will be closely monitored.
- d) **Confirm the end of year accounts, Audit and Governance Statements**
Councillor H Unwin presented the end of year accounts and proposed the Committee's recommendation that they should be approved and forwarded to Audit.
Members completed the Governance Statements and received the Internal Auditors Report, all of which was very positive. This was seconded by Councillor C Turley, all were in favour and thus it was

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RESOLVED that the End of Year Accounts, Annual Governance and Accountability Return for 2018/19, Part 3 be signed and forwarded to Littlejohn Auditors.

e) Dates for the Exercise of Public Rights

The confirmation of the date for the period for the Exercise of Public Rights to inspect the accounts will be
18th June 2019 to 27th July.

f) Policy documents

Members had had an opportunity to peruse the updated policy documents and to ask any questions. These are all available on the website.

F19/2510

ASSET & PROPERTY COMMITTEE

a) Minutes

Councillor H Unwin presented the Minutes of the meeting held on 30th May 2019, for information.

b) Recommendations

AP19/1143

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

RESOLVED that the trolley and 14 tables be purchased at a total cost of £1290.00.

AP19/1146

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

RESOLVED that the Parish Council confirms its commitment to protecting and enhancing the local green space, known as the Muddy, which is sited to the rear of Daddlebrook and to sign the Lease document which has been produced by Telford & Wrekin Council.

RESOLVED that the Parish Council invests in the purchase of cones, signs, ropes etc. for use at our Events. This will be a cost-cutting exercise as there will then be no on-going hire charges. The total cost will be £668.79.

AP19/1150

It had been confirmed that TWC will arrange for the replacement posts to be fitted on the path adjacent to Randlay Valley Car Park.

It was then proposed by Councillor H Unwin and seconded by Councillor G Sinclair that the quotation for the supply and installation of two additional paths from the Car Park towards the Valley be accepted at a cost of £1000. All were in favour and thus it was

RESOLVED that £1000 be used for the path from the car park to the steps and from the car park to the new path, provided by TWC.

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TWC has agreed that it will work with the Parish Council to provide steps down to the Valley from the Car Park, this is necessary due to the steep bank which can be dangerous, especially when very wet or very dry.

F19/2511 PERSONNEL COMMITTEE

Councillor J Johnson and G Johnson declared an interest and left the meeting for this agenda item

a) Minutes

Councillor S Snell presented the Minutes of the meeting held on 3rd June for information.

b) Recommendation

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

RESOLVED that employee F receives an additional SCP in recognition of his enhanced duties.

F19/2512 EVENTS COMMITTEE

a) Minutes

Councillor Vaughan-Hodkinson presented the Minutes of the meeting held on 3rd June, for information.

b) A Calendar of Events

A copy had been circulated, this is also available on the website.

c) Calendars

A draft list of months per Councillor will be circulated. Each Councillor will provide a short, written statement about the Council facility which their month will promote. They will also need a photograph.

F19/2513 CORRESPONDENCE

All correspondence for Members had been circulated and this included information from SALC and TWC. Requests for discussion have been included on the Agenda

a) Police & Crime Commissioner's PTC Survey

Members took time to complete this survey as accurately as possible, although in places it was difficult to do so due to the structure of the questions.

b) Town Park Veteran's Walk

The Clerk had represented the Parish Council at a meeting with TWC, Rotary and Armed Forces. This enhanced area, in Telford Town Park, is proving to be very popular.

c) Pre-Application Consultations

There had been some issues where information contained in pre-application consultations had not been kept confidential and it is therefore necessary for TWC to hold an additional Forum in order to introduce changes to the scheme. This will take place on 10th July at 5.30pm and our council will be represented by Councillor H Unwin who will present the information to the following Full Council meeting.

d) Crucial Crew 2019

Members agreed that Councillor Holt could represent the Parish Council at the VIP Day on 4th July 2019. This year's event has two additional scenario organisations and is taking place at TCAT. Three members of staff have acted as steward volunteers during the events.

Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961

E-mail:- enquiries@harpc.org.uk Website:- www.hollinswoodandrandlaypc.org.uk

Hollinswood & Randlay Parish Council and Telford & Wrekin Council have signed up to a Parish Charter –
A commitment by all to work together for the benefit of the wider community.

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- e) Hollinswood Primary School – Eco Committee
The Clerk and Members have been invited to the Assembly on 24th June at 9am to hear about the work of the Eco Committee.

F19/2514 PLANNING

Councillor C Turley declared an interest

- a) **TWC/2019/0180 50 Deepdale, Hollinswood**
Concerns remained regarding the future of this development, following receipt of Planning approval and taking into consideration the history available regarding the company. It was agreed that the Parish Council would raise the concerns with the Senior Manager for Adult Social Care at TWC as part of our corporate responsibility.
It was also necessary to raise concerns regarding the excessive use of the local centre car park by the work vans.
- b) **TWC/2019/0462 13 Darliston**
Members had considered this application in detail and raised concerns regarding the current use as a HMO following a change of use to residential from a garage. This has resulted in the information relating to this application being unclear and misleading. Details relating appropriate licenses and inspections are also necessary. The regulations regarding a registered HMO must be clearly met. This is only a householder application and therefore cannot include any element of 'change of use'.

RESOLVED that Hollinswood & Randlay Parish Council could not support this application.

- c) **TWC/2019/0479 Northwood Hygiene, Stafford Park 10**
Whilst members wished to support the positive information of the success of the business, it was agreed to query the car parking numbers as there is to be additional staff, but reduced car parking spaces.
- d) **Planning Workshop Seminars**
Councillor Wust agreed to attend the session on 20th June at 10am at The Wakes – Introduction To Planning – and will report back to the full council meeting.

F19/2515 WEST MERCIA POLICE REPORT

None

F19/2516 FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

The Minutes of the last meeting had been circulated for information. The Tesco Fund monitoring form had been received and accepted, this will now enable the FoHRV to apply for further funding, although this is limited. The Group had been discussing future projects and resolved to purchase a mower suitable for the paths around the Valley.

F19/2517 MATTERS FROM TELFORD & WREKIN COUNCIL

Councillor C Turley & Councillor V Holt updated members on their initial work since election. There had been two cabinet meetings and Members had taken part in the 'Meet Your Councillors' events in the Parish.

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F19/2517 CHAIRMAN'S REPORT

Councillor S Unwin announced that it is her wish to provide both local Primary Schools with indoor defibrillators as a result of her Chairman's Charity Appeal.

COUNCILLOR'S REPORTS

There remains concern about alleged drug dealing outside of the Randlay Centre. This will be discussed with the police and more information may then be available.

F19/2518 SPECIAL NEEDS ACTIVITY CENTRE

The work to regenerate the rear room of the Pavilion into an additional facility is nearing completion. As part of the specification, we have been able to provide new lighting and a new floor surface in the room and corridor. Meetings of the Steering Group have been arranged. The new logo is now in use, and we have art creations to display which have been made by the young people in their classes.

F19/2519 PARISH MATTERS

Members reported the following matters for investigation / action

- a) Parking at RCC, by user groups on a Sunday
- b) Litter needs to be picked up before grass cutting – this has been reported to the contractor.
- c) A number of pathways are overgrown, this is in some part due to the weather, however it will be added to the agenda for discussion with the contractors.
- d) A blocked drain is to be reported between 43 – 49 Deepdale
- e) The Abbey Field sign remains missing
- f) Illegal parking (on pavements causing an obstruction) can result in fines
- g) Injury to the Swans at Holmer Lake is not acceptable and any unusual sightings must be reported to the Police at the time they are witnessed.
- h) PCOS will be asked to patrol areas of concern where inconvenient parking can be witnessed, especially when it can result in accidents.
- i) The redundant play areas are in need of attention, if this is not part of the new contract, the Parish Council will undertake the essential work whilst working with partners to enhance these and to bring them back into use.
- j) Estate roads are looking as if they are ready for cleaning – this should be done as part of the new contract and will be monitored.
- k) The extensive flooding at Boulton Grange will be reported again – hopefully the new contractors will be able to resolve the issue.

F19/2520 FUTURE MEETINGS

1 st July 2019	7.00pm	Events Committee at The Pavilion
15 th July 2019	7.30pm	Full Council in the Council Chamber

There being no further business, the chairman thanked Members for their important contributions to the meeting and closed the meeting at 9.10pm.

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 15th July 2019.