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## Hollinswood and Randlay Parish Council

*Chairman of the Council: Councillor Mrs Sheenagh Unwin*

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**MINUTES** of the Full Council meeting held on **Monday 16<sup>th</sup> March 2020** at **Telford International Centre** at **7.30pm** (with kind permission of Telford International Centre)

**PRESENT:** Councillors

S Unwin (Chairman)
H Unwin
J Creed
E Dalby
S Snell
S Vaughan-Hodkinson
V Holt
L Ricketts
T Wust
G Sinclair
J Johnson

**In Attendance:**

G Johnson
K Greatham, Southwater Events Groups
D Austin, Telford International Centre
1 Member of the public
Press
Katrina Baker (Clerk)

### **F20/2629 WELCOME & PUBLIC SESSION**

Councillor S Unwin, Chairman, opened the meeting and thanked everyone for attending. Members, and visitors, were reminded of the need to respect social distancing wherever possible and to use handwash facilities and sanitisers at every opportunity. Members of the Parish Council, and staff, have been provided with sanitisers and staff also have other PPE available.

The Parish Council will continue to support the community at this difficult time.

Prior to the start of this meeting, Keith (Chief Executive) and Diane (Operations Manager) had shared information about the exciting plans for the Telford International Centre site and building, which is to be made possible under the existing planning permission.

The submission of the Reserved Matters application is likely to be delayed due to the current national situation, however work will continue to ensure that the information is available as soon as the restrictions are lifted.

### **PUBLIC SESSION**

Dropped kerbs and disabled parking

### **F20/2630 APOLOGIES**

Cllr C Turley	Self-isolating on medical advice
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It was proposed by Councillor Dalby and seconded by Councillor Creed, all were in favour and thus it was

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**RESOLVED that the apologies above be accepted.**

**F20/2631**

### **DECLARATIONS OF INTEREST**

Cllr S Unwin	User of RCC, FoHRV, Randlay Primary School,
Cllr H Unwin	User of RCC, FoHRV, RPS,
Cllr S Vaughan-Hodkinson	FoHRV, FoTTP,
Cllr J Creed	FoHRV. FoTTP,
Cllr E Dalby	FoHRV, neighbour to HNC
Cllr J Johnson	Personnel matters and HPS

**F20/2632**

### **MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> FEBRUARY 2020**

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

**RESOLVED that the Minutes of the meeting held on 17<sup>th</sup> February 2020 be signed as a true record.**

**F20/2633**

### **MATTERS ARISING – for information only**

- a) Traffic Regulation Orders  
No objections had been received for the proposed schemes in Deercote, Dallamoor and Whitworth Drive. There had been lots of support but also some requests for 'yes but not outside of my house' which obviously is not possible.  
TWC has agreed to introduce an 18 month experimental order, which will include a public notice and further consultation, if required. After the 18 month period, a review will take place between the Parish Council and TWC.
- b) Randlay Centre – hoarding  
The new owner, and TWC representatives have agreed to attend the Parish Council's Annual Parish Meeting – however, this may have to be postponed from April to a new date in the future.
- c) Randlay Valley  
All work within the Valley must comply to the Management Plan. TWC remains responsible for the core service provision. It is essential that the FoHRV volunteers complete risk assessments for all tasks and that the proposed work is confirmed with the Locality Officers before commencement. This will ensure that we are meeting the requirements of the insurance and also the legal status of the Local Nature Reserve (LNR).

**F20/2634**

### **FINANCE & AUDIT COMMITTEE**

- a) Reports  
Councillor H Unwin presented the Minutes of the meeting held on 24<sup>th</sup> February, for information.
- b) Recommendations  
Councillor Unwin proposed that the Parish Council should submit an application for the ESF Funding to meet the needs identified in the Council's Strategic Plan, relating in particular to SNAC and Wizards, Homelessness and Isolation. This was seconded by Councillor Ricketts and all were in favour, thus it was

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<b>RESOLVED that the Clerk should submit an application via Landau for consideration in the Summer of 2020.</b>
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**c) Reports**

Up to date financial reports had been circulated to Members for information.  
The current account balance at the end of February was £129,591.52.  
A copy of the payment schedule had been made available.

The Finance & Audit Committee Chairman thanked the Clerk for 'running a tight ship' throughout the year. It was pleasing to note that a lot of the projects have been completed and that surplus funds are likely to be available at the end of the financial year. This is going to be a positive advantage as it is likely that the Community Buildings will close due to the current pandemic and therefore there will be no income for a considerable number of months.

Thanks were also extended to all staff, for their commitment to working within the budget. The financial position is as a result of prudent decisions regarding the Council's precept, which will assist in the coming months.

**d) Aged Analysis**

A copy of the aged analysis, dated 16<sup>th</sup> March, is available and shows some outstanding payments. The Clerk had contacted the relevant user groups and reminded them that as it is the end of the financial year, prompt payment is appreciated.

**e) Allotment Rental Fees**

The total received is now £1261.91, there are only a few still to pay and these have been contacted.

**F20/2635**

**ASSET & PROPERTY COMMITTEE**

**a) Report**

Councillor H Unwin presented the Minutes of the meeting held on 24<sup>th</sup> February 2020, for information.

**b) Recommendations**

There were no recommendations.

**c) Randlay Valley Car Park**

An unexpected National Non-domestic Rates Bill had been received for 2017, 2018 and 2019. It would appear that the property description may be incorrect, as it is described as Car Park and Premises. This has resulted in a Check an Challenge submission to the VOA. The Clerk informed the Council that she had also challenged TWC and provided information on the limited use of the Car Park facility which may result in a reduced Bill. The current Bill, for 2020, has been put on hold due to the current situation.

**d) Climate Change Working Group**

An initial meeting took place where Members gave consideration to the objectives which will be included in a Draft Action Plan to reduce our carbon footprint.

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The Group, led by Councillor H Unwin, would work towards a carbon calculation in July.

It was also agreed to nominate Councillor Vaughan-Hodkinson to be considered as a parish representative on the TWC Taskforce. SALC and TGSP will also have representatives on the Group.

**e) Depave Project**

Councillor Creed gave an overview of the project, led by and funded by Shropshire Wildlife Trust, which had created 8 planters at Hollinswood Local Centre. A second phase of the project will see the provision of a water butt and the creation of a bug hotel. The project has received full support from TWC and much positive appreciation from the community. The site was prone to flooding and there has already been an improvement noticed. Thanks were extended to everyone who volunteered to help.

**F20/2636**

**EVENTS COMMITTEE**

**a) Reports**

Councillor Vaughan-Hodkinson presented the Minutes of the meeting held on 2<sup>nd</sup> March 2020, for information

**b) St Georges Day events**

Due to the current situation, it was with regret that the Parish Council resolved to cancel the events arranged for St George's Day.

**c) VE Day**

Due to the unprecedented current situation, it is likely that the VE Day Street Party and Entertainment cannot take place.

However, Members would consider, at some point in the future, a way in which a display can be created.

It is hoped that we will still be able to recognize this important date and to pay tribute to those who lost their lives and to recognize and to thank those who survived.

**F20/2637**

**PERSONNEL COMMITTEE**

*Councillor J Johnson and G Johnson left the meeting*

**a) Reports**

Councillor Snell presented the Minutes of the meeting held on 2<sup>nd</sup> March 2020, for information

**b) Recommendations**

It was proposed by Councillor S Unwin and seconded by Councillor Snell that the Parish Council employs an Apprentice, as part of the Landscape Management Team. This two year agreement will enable the young person to further their education by attending Rodbaston College, whilst gaining experience in the workplace. The funding will be from the Parish Environment Team budget. All were in favour and thus it was

<p><b>RESOLVED that Hollinswood &amp; Randlay Parish Council employs an apprentice, via Landau, as part of the Landscape Management Team, undertaking a variety of tasks in the Parish and in Randlay Valley. We will offer a 32.5 hour week, which will include attendance at the College on a Friday. There will be an initial 3 month trial period.</b></p>
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**c) Youth Provision Partnership**

In order to further support the provisions within our Parish, Members confirmed that they would advertise volunteering positions with Wednesday Wizards and SNAC. The Clerk would use the services of TWC and be in a position to provide volunteer contracts for the successful applicants.

**F20/2638**

**CORRESPONDENCE**

All correspondence for Members had been circulated and this included information from SALC and TWC. There have been no requests to include items on the Agenda.

**F20/2639**

**PARKING ENFORCEMENT**

**a) Reports**

Members of the enforcing team have been seen around Hollinswood and having visited the officer, we have a direct contact number to report current local issues.

**b) Areas of Concern**

Boulton Grange (particularly in evenings)

Doddington

Dudmaston

Junctions with Dale Acre Way

**F20/2640**

**PLANNING**

**a) Reports**

All decision notices are forwarded to Members for their information and details can be found on the TWC website.

**b) New Applications for Consideration**

TWC/2020/0045 Unit 4b, Kendall Estate, Stafford Park 6

The updated information was as expected with no major changes to the original. It was good, however, to receive confirmation of the further details.

**RESOLVED to offer no further comments.**

TWC/2020/0162 Telecommunications Mast at St Quentin Gate

Permission had been granted under permitted development.

TWC/2020/0216 Luceco Distribution Centre, Stafford Park 1

Members discussed the application for a two storey extension for staff meetings rooms and a canteen.

**RESOLVED to have no objections to the proposals.**

**F20/2641**

**WEST MERCIA POLICE REPORT**

None

**F20/2642**

**FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY**

Councillor Creed, Environmental Officer for FoHRV, updated members on recent work undertaken which included the work by Telford Woods.

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

E-mail:- [enquiries@harpc.org.uk](mailto:enquiries@harpc.org.uk) Website:- [www.hollinswoodandrandlaypc.org.uk](http://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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The proposed work to create a ramp and path to the Woodlands School is progressing with a quote expected from Telford Woods using volunteers. This would mean a reduced cost as we would only be purchasing materials.

Idverde have awarded us £1000 towards the Woodland School project.

**F20/2643**

### **TELFORD & WREKIN COUNCIL**

A copy of the monthly report from Councillor Turley had been circulated.

**F20/2644**

### **CHAIRMAN'S REPORT**

Councillor S Unwin reported that the charity fund had now purchased the two defibrillators, cabinets, pads and notices. The remaining balance is currently £277.02.

A presentation event has been arranged with the Headteachers from both Primary Schools and was attended by a Shropshire Star reporter and photographer.

### **Coronavirus**

The Chairman informed Members of the creation of a Parish Support Scheme to support members of our community with shopping, prescriptions etc. It is important that we encourage people to stay at home, especially those needed to self-isolate.

The relevant insurance cover is in place and PPE will be provided, if required.

### **COUNCILLORS REPORTS**

Councillor Ricketts updated Members on the Cycling Initiative. An initial meeting took place on 10<sup>th</sup> March, with school representatives and TWC. The funding (up to £50,000) will enable a different approach as this innovative exciting project will involve the schools and local people offering a core activity (within PE) and linked to the outdoor pursuit company.

Aspects of the project will include bike maintenance, bike building and will be deliverable in various ways by other partners.

The initiative will be designed to be sustainable. It will ensure that Hollinswood & Randlay are cycle friendly, offering infrastructure improvements, bike sheds, bikes and helmets. It will create a safe cycling environment encouraging family cycling and groups ride activities.

The bid will need to be submitted in January 2021 and partners were asked to put together their 'offer' with 'funding options' for consideration at the next meeting.

In the meantime, the Clerk will liaise with the Cycle Hub at the Town Park regarding the use of balance bikes and facilities available for use at the SNAC.

### **CLERK'S REPORT**

#### **a) Wildflower Meadow Project**

In order to achieve the Council's wish within its Strategy, a project is to be implemented to create two wildflower meadows, one at Boulton Grange and the second between the Muddy and the Pavilion. It is hoped that this can commence in the Autumn.

#### **b) Emergency Planning and Business Continuity Plan**

The current situation regarding the pandemic will have a significant effect on the work of the Parish Council and the possible closure of community facilities will have a detrimental impact on the financial position. The clerk will keep members informed.

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- c) Holiday Activities and Eat Well funding application  
The funding, allocated to 'The Nedge' has been identified for a joint project with Stirchley & Brookside Parish Council to offer a facility to young people during the summer Holiday period.
- d) Damage to grass verges  
Work is taking place to improve the relationship with the bin lorry drivers to protect grass verges within the estates from unnecessary damage by the bin lorry due to inconsiderate parking.
- e) Reporting Neighbourhood Issues  
We have duty, along with local residents, to respect our Parish and we therefore expect local residents to respect it too. TWC is also keen to support PTCs in this role and therefore they have requested details of ASB or inappropriate parking and other localized issues. There are a number of ways in which reports can be forwarded, confidentially if this is your wish.

**F20/2645**

### PARISH MATTERS

Members reported the following matters for investigation / action

- a) Randlay Rain Garden – when are plants expected?
- b) Condition of Underpasses
- c) Randlay shops – lights
- d) Randlay Valley paths
- e) Home needed for bee hives
- f) Christmas Decorations at Randlay
- g) Randlay Car Park signs
- h) Daffodils and flower beds – the Parish looks lovely!

**F20/2646**

### FUTURE MEETINGS

30 <sup>th</sup> March	Finance & Audit Committee	7pm
20 <sup>th</sup> April	Annual Parish Meeting Full Council	Postponed To be advised

There being no further business, the chairman thanked Members for their important contributions to the meeting, which closed at 8.30pm.

Signed .....Date.....

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting.