
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the Full Council meeting held on **Monday 21st September 2020** vis Zoom.

PRESENT: Councillors S Unwin (Chairman)
H Unwin
S Snell
S Vaughan-Hodkinson
V Holt
T Wust
G Sinclair
C Turley
J Johnson
E Dalby (from F20/2688)

In Attendance: G Johnson
Katrina Baker (Clerk)

F20/2682 WELCOME & PUBLIC SESSION

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

There were no members of the public in attendance.

F20/2683 APOLOGIES

Cllr Ricketts Work commitments
Cllr Creed Unwell

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

RESOLVED that the apologies above be accepted

F20/2684 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 Johnson Personnel matters and HPS
Cllr C Turley FoHRV, Planning

F20/2685 MINUTES OF THE MEETING HELD ON 20th JULY 2020

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

RESOLVED that the Minutes of the meeting held on 20th July 2020 be signed as a true record.

F20/2686 MATTERS ARISING – for information only

F20/2668f There had been no response from TWC regarding the funding request for the laptop project. This would remain on hold until the answers can be considered.

F20/2679 The Breakfast Box and Eatwell Scheme have been extended until half term.

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F20/2679 Some of the bicycle racks, provided by the Sustainable Transport initiative, have been installed. Thanks were extended to our Ward Members for working in partnership with us in this way which has enabled more sites to receive racks, which will be incorporated into our Cycling Project.

F20/2687 SCHEME OF DELEGATION

This continues to enable the parish council to fulfil its statutory duties. It is important that we work within the Government Guidelines at all times regarding social distancing, wearing face masks and avoiding groups of more than 6 at any time. The Parish Council must be seen to set a good example.

Councillor Dalby arrived

F20/2688 FINANCE & AUDIT COMMITTEE

a) Reports

The Clerk reported that there is currently £133,335.32 in the Barclays Bank Accounts. The 2nd payment of the 20/21 precept will be received at the end of September. Despite a very difficult time with a significant loss of income from hall hire, the Clerk was thanked for her continued commitment to the parish council. Thanks were extended for the fairness when dealing with staff hours and the monitoring of the revised Coronavirus budgets which is enabling the Parish Council to remain in a sound position in these difficult times.

b) Aged Analysis

The new invoicing system is working efficiently, we have only got one small outstanding amount.

c) Website

The new website will go live on 1st October.

d) Diary Management Package

The new system is proving useful, although we are still running the Google Calendar as a security measure alongside to ensure that no bookings are missed in the transfer. The system is linked to invoicing which has enabled Stuart to run the invoices more efficiently and it is less time consuming. This was part of the reorganization with the Finance Manager reduced her hours. We need to keep in mind, however, that we have far less bookings at this time. The invoices are clear and concise and include the bank details, for direct payments. There is also an opportunity to add a 'message from the parish council' – which can be an advert for a future event (for example). So far the groups have been pleased with the system and are paying within the terms of their hire agreement, so we have not had to introduce statements or reminders – but the system is in place for if we do.

F20/2689 CORRESPONDENCE

All correspondence received has been shared with Members, for information. There have been no requests for items to be added to the Agenda.

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- a) Closed Play Areas
Members are keen to ensure that the areas throughout the estates are available for young people to enjoy open spaces and informal play. A scheme will be introduced to look at each site and identify what can be provided.
- b) Recent Planning Changes 2020
All Members are invited to one of two events, hosted by TWC Planning Officers, to introduce the changes and how they will be implemented in TWC. The invitation links will be sent to all Members.
- c) Wrekin Area Committee
The next meeting will take place on 30th September 2020 at 7pm, via zoom – everyone is welcome.

F20/2690

ASSET & PROPERTY COMMITTEE

- a) **Report**
Councillor H Unwin presented the Minutes of the meeting held on 7th September 2020, for information.
The work to update the electrics and to supply and install a remote outside light has been completed,
The presentation of certificates to the allotment tenants will take place on 4th October 2020.

All user groups will be reminded of the need for their parents or visitors to wear masks.
These are then not required when the young people are in session.
- b) **Recommendations**
None
- c) **Business Rates – Randlay Valley Car Park**
Unfortunately, the challenge had been unsuccessful and Members reluctantly accepted that they would have to withdraw the challenge.
Members recalled that the outstanding invoices were for 2017, 2018 and 2019 when both TWC and The International Centre had used the car park. The Clerk will discuss shared costs with both.
In the meantime the Clerk has applied for Discretionary Rate Relief.
The future of the car park will be included on a future agenda for further discussion.

F20/2691

EVENTS COMMITTEE

Councillor Vaughan-Hodkinson presented the Minutes of the meeting held on 7th September 2020 for information – there were no recommendations.
Members were reminded of the need to provide photographs of areas around the Parish for the 2021 calendars by the end of September.
The Parish Council was hoping to hold an activity event on the Pavilion Field in half term, but Crossbar Coaching are not available and the changes in guidance regarding outdoor groups may mean that this is not possible.
Initial provisional bookings have been made for the 2021/22 events, including Fun Day which will take place (all being well) on 4th July.
Members will reconsider the Senior Citizens Christmas Lunches at the Strategy Day.

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F20/2692 PARKING ENFORCEMENT

a) Reports

There had been no reports from the Enforcement Officers, it is anticipated that car parking will be monitored again in the near future.

Members wanted to consider this as part of their Strategy for 2021/22 and the information will be needed, including costs and options available.

b) Areas of Concern

We continue to press TWC to bring forward the plans for the TROs in Whitworth Drive, Deercote, Dallamoor and Dudmaston. A number of objections were received to the plans for Dudmaston, but the others are going ahead.

Dudmaston will be added to the route for the Neighbourhood Officers to attend as and when possible.

F20/2693 PLANNING

a) Reports

None

b) New Applications for Consideration

TWC/2020/0621 12 Perton View, Randlay

Members shared concerns that the amenity land had been used and fenced off without permission and that such retrospective applications are not acceptable.

The fence is not in keeping with others in the area in both height and colour.

It was RESOLVED to object to the proposals and to include details of the reasons for the Council's decision.

TWC/2020/0751 Unit 1, Stafford Park 16

Whilst the Parish Council would have no objections to the proposals, it was noted that some trees will be removed and a request would be included in the response that replacement trees are planted in the parish, as part of our Climate Change Policy. Sites are available at The Muddy or in Randlay Valley.

It was RESOLVED to have no objections subject to conditions regarding the tree planting.

F20/2694 WEST MERCIA POLICE & NEIGHBOURHOOD OFFICER REPORTS

The Nedge Policing Team had not submitted a report for this meeting other than confirming who are the members of our SNT at this time and to confirm they have been dealing with a homeless person.

F20/2695 FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

Councillor Turley reported on the large amount of work done at the Volunteer Day on 1st September. As part of September Clean, volunteers have been working to improve the Woodlands School Area in the Valley at a second volunteer day on 22nd and on Wednesday, Telford Wood Volunteers would be attending the site and creating a dead hedge whilst improving visibility in the area. Further work will take place next month. A litter pick is taking

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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place on Saturday, 26th and Friends are invited to Dunsheath Woods on Sunday 27th at 12.30pm to view the work done and identify what is needed next.

F20/2696

CHAIRMAN'S REPORT

The Chairman will host a meeting with the Leader and relevant Cabinet Members to discuss the unacceptable condition of the Randlay site. This will take place on 8th October in the evening..

Councillor S Unwin reported that she had received £40 towards the Chairman's Charity. It was agreed that the online raffle will take place at Christmas.

The Garden Competition certificates will be delivered by the Chairman and Vice Chairman.

An event will be organized at the Allotments to present the certificates for the recent competitions. This will (weather permitting) take place on Sunday 4th October at 2pm.

COUNCILLOR'S REPORT

Councillor Holt updated members on the Uniform Swap events. Thanks were extended to everyone who helped in any way. It had been agreed to hold a series of such events through the year. Dates and Times will be advertised.

F20/2697

CLERK'S REPORT

The Clerk had provided a written report to update Members on a range of projects currently undertaken. A copy will be included in the Minute book.

SID partnership

We will be working with Stirchley & Brookside Parish Council and a joint funding application is to be submitted to the Police & Crime Commissioner.

Grit Bins

A recent grit bin survey has been completed and all bins will be in action and filled for the winter period.

Staffing

A reorganization has taken place within the administration of the Parish which is to enable staff to ensure that all aspects of our statutory duties are covered and that we are continuing to work within the guidelines of Covid 19 Regulations.

Use of the Community Buildings

Work is continuing to support all contract user groups that wish to return to the buildings, however, there are strict regulations governing their return especially in relation to numbers and mitigation.

Mobile Testing Unit

The Parish Council is pleased to have been able to support TWC and the NHS to enable a mobile testing unit for Covid 19 to be made available at Randlay Valley Car Park. Appointments are necessary for this drive through facility which will open on 25th September 2020.

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Working with residents in Dunsheath Woods

We are looking forward to the first get together on Sunday, 27th September from 12.30 until 1.30pm.

F20/2698 MATTERS FROM TELFORD & WREKIN

Councillor Turley updated Members on the recent Hollinswood Walkabout. Thanks were extended to Glyn and Liam for their assistance. A number of issues had been reported and it is hoped that urgent action will be seen.

A request for a Randlay Walkabout would be submitted.

At future Meet Your Councillor events, it was agreed that the Parish Councillors and Ward members would also walk some of the estate roads.

Thanks were extended to Glyn, Liam and Kieren for the recent LMT work in Long Meadow.

F20/2699 PARISH MATTERS

Members reported the following matters for investigation / action

- a) Blocked drain at the Play Area, Randlay
- b) Parking at Arundel Close (not in our Parish)

F20/2700 FUTURE MEETINGS

Members confirmed the new meeting schedule, which will be included on the website.

YPP	28 th September 2020	7pm
Strategy Meeting 1	ditto	8pm
Personnel	5 th October	7pm
Asset & Property		8pm
Full Council	19 th October 2020	7.30pm
Strategy 2	26 th October 2020	7pm
Finance & Audit		8pm

There being no further business, the chairman thanked Members for their important contributions to the meeting, which closed at 8.20pm.

SignedDate.....

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting on Monday, 19th October 2020.