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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 19<sup>th</sup> October 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  
J Creed

In Attendance: G Johnson  
Katrina Baker (Clerk)

**F20/2701 WELCOME & PUBLIC SESSION**

Councillor S Unwin, Chairman, opened the meeting and thanked everyone for attending. There were no members of the public in attendance.

**F20/2702 APOLOGIES**

Cllr Ricketts Work commitments  
It was proposed by Councillor Sinclair and seconded by Councillor Creed, all were in favour and thus it was

**RESOLVED that the apologies above be accepted**

**F20/2703 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
Cllr J Creed	FoHRV

**F20/2704 MINUTES OF THE MEETING HELD ON 21<sup>st</sup> SEPTEMBER 2020**

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

**RESOLVED that the Minutes of the meeting held on 21<sup>st</sup> September 2020 be signed as a true record.**

**F20/2705 MATTERS ARISING – for information only**

None

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**F20/2706**

### **FINANCE & AUDIT COMMITTEE**

**a) Aged Analysis**

The new invoicing system is working efficiently. There are no outstanding accounts.

**b) Website**

The new website went live on 1<sup>st</sup> October and has been welcomed. We are now populating the information to ensure it is up to date. We have already received communications via the website from the community. The website is fully compliant with the Accessibility Regulations.

**c) Risk Assessment**

New Covid 19 risk assessments have been provided to all user groups. Details relating to the use of hand dryers / paper towels will be confirmed and shared with Members and User Groups, for clarification.

**F20/2707**

### **CORRESPONDENCE**

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

**a) Wrekin Area Committee**

The Minutes of the last meeting will be circulated for information. The meeting with the Health Trust has been delayed.

**b) TW Bus User Group**

The Minutes of the last meeting will be circulated for information.

**F20/2708**

### **ASSET & PROPERTY COMMITTEE**

**a) Report**

Councillor H Unwin presented the Minutes of the meeting held on 5<sup>th</sup> October 2020, for information.

**b) Recommendations**

Councillor Unwin presented the recommendation regarding the purchase of 'Friendship' benches made from recycled material. Further to a conversation at the Strategy Meetings, Members considered the purchase of 5 benches, which enables a 6<sup>th</sup> one to be provided FOC.

The Chairman thanked Members for their support and the bank details will be made available so that donations towards this project can be paid directly to the Bank Account. It was proposed by Councillor H Unwin and seconded by Councillor Dalby, all were in favour and thus it was

<b>RESOLVED that 5 benches be purchased, with a 6<sup>th</sup> one FOC. These will be drilled to enable them to be fixed in position.</b>
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Suitable wording will be included in plaques to be fixed to the benches when in position.

**F20/2709**

### **PERSONNEL COMMITTEE**

*Councillor Johnson and G Johnson left the meeting.*

Councillor Snell presented the Minutes of the meeting held on 5<sup>th</sup> October 2020 for information.

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 Clerk reported that individual staff meetings have taken place so that all Staff have been briefed on the current situation regarding Covid Restrictions and the effect on the Parish Council financial position, due to the significant loss of income.

The considerations previously discussed at the Personnel Committee meeting have been discussed with the relevant staff members.

**F20/2710**

### **PARKING ENFORCEMENT**

#### **a) Reports**

Information had been received from TWC which confirmed that since 1<sup>st</sup> February 2020, 22 patrols have taken place in our Parish, of which 8 had direct observations and of those, 5 positive interventions had occurred with warnings and tickets.

Boroughwide, since the same date – there had been 2451 patrols and 3186 observations resulting in 776 positive outcomes.

Any area with a direct ICM, get a daily visit to the Clerk of the Council and patrols take place of the current hotspots identified by the Parish Council, which includes one visit per school per day and monthly reports for newsletters.

#### **b) Areas of Concern**

Dunstone was identified and consideration is being given to no parking areas being introduced by TWC. The Neighbourhood Enforcement officers will be asked to visit and observe.

Outside of Randlay Primary School remains a concern and enquiries regarding the parking have been received from parents, which will be passed to TWC and RPS.

#### **c) Community Action Teams**

Information had been received from Dean Sargeant and members agreed to take up his offer to attend a meeting of the Council to discuss what we have now and what we could achieve working in a partnership. This will take place before the next Full Council meeting on 16<sup>th</sup> November 2020 at 7pm.

**F20/2711**

### **PARISH STRATEGY**

Councillor H Unwin updated Members on the work to date. The priorities in the existing strategy have been reviewed and any budgetary implications will be discussed further at next week's 2<sup>nd</sup> Strategy meeting.

There were a lot of useful discussions and Members had reached a consensus quite quickly, this work will assist in the budget process for 2021/22.

Members took this opportunity to discuss further the arrangements for the Senior Citizens Parish Event for 2020. It was now clear that an event will not be possible. A number of the residents who normally attend, have indicated that they would prefer to wait until the end of the Covid pandemic and enjoy a social gathering together, whether this be in June, July or later 2021. However, Members wished to offer something to them at Christmas time.

Initial consideration has been given to a personalized bottle of hand sanitizer and a small Christmas Cake or Mince Pie. The idea of a 'buffet box' was not considered suitable and a hamper was not possible within the budget available.

After consideration, it was agreed that members who be available on the identified dates (26<sup>th</sup> and 27<sup>th</sup> October) and to take names and addresses, having explained why the lunch could not take place at The Holiday Inn. However, we do not want to encourage people to come out of

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their homes and meet in the community building. Depending on how many attend and register, a decision will be taken regarding the 'gifts' available this year. If Members know of senior citizens, they too can collect the information without them having to attend at the Community Centres.

**F20/2712**

### **PLANNING**

#### **a) Reports**

None

#### **b) New Applications for Consideration**

None

**F20/2713**

### **WEST MERCIA POLICE & NEIGHBOURHOOD OFFICER REPORTS**

The Nedge Policing Team had provided a short report which had been circulated to all members, for information.

It was noted that some young people were on top of the Youth Shelter and that the non-drying paint needs to be re-applied.

**F20/2714**

### **FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY**

Councillor Turley reported on the paths, numbers one and two, and the remedial work required. There appears to be little rubbish around the Woodlands School Area, although lots around the bench area.

Councillor Creed updated Members on the next steps which will be led by Telford Woods and will involve more volunteer work and training. This is to be encouraged.

Councillor S Unwin introduced the details of the Pumpkin Trail through the Valley, pumpkins will be decorated and placed on paths, in trees and shrubs etc. throughout the Valley during half term and we will encourage people (families) to visit the Valley.

**F20/2715**

### **CHAIRMAN'S REPORT**

#### **Randlay Local Centre**

The Chairman and Vice Chairman had attended a virtual meeting with Councillor Wright and James Dunn and a short report was presented to members confirming that negotiations are continuing. There is a commitment to keep the PC informed throughout the process.

#### **Remembrance Sunday**

A service in the Town Park will not be possible due to Covid. However, it had been agreed that a service will be available from 8<sup>th</sup> November pre-recorded and will include videos of people taking part in the service. The service will be led by Rev Anne Roberts (Lawley). Groups and organisations have been invited to lay a wreath and the video will be included on the website and facebook.

#### **Calendars**

The calendars for 2021 will be available from 9<sup>th</sup> November for distribution. All Councillors are asked to assist with delivering one each house in the Parish

**F20/2716**

### **CLERK'S REPORT**

#### **SID partnership**

The funding application has been submitted to the Police & Crime Commissioner.

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### Working with residents in Dunsheath Woods

An initial get together has taken place to consider this exciting local project. There are a number of interested residents, although we have to remind them that the area will always be a public open space and that it is a right of way for anyone to use.

The Community Payback Team has undertaken initial clearance work. When volunteer groups attend, relevant risk assessments will be necessary and only the use of appropriate tools can be allowed.

### Cycling Initiatives

Following an initial meeting to discuss a funding application, with the two Primary Schools, a meeting has taken place with the TWC Hub Officers and we are going to work together to promote cycling in the Parish, offering cycle maintenance and repairs as well as training and proficiency, for the entire family.

### Supporting Our Residents

Sessions will be available soon, FOC, to encourage local residents to get involved with some online training and information sessions, including hobbies and education. The Parish Council will be working with TWC and partners to provide various activities.

**F20/2717**

### MATTERS FROM TELFORD & WREKIN

None

**F20/2718**

### PARISH MATTERS

- Overgrown shrubs and trees – Longmeadow, Randlay Fields, Harebell Glade,
- Concern regarding glass at Randlay play park and MUGA
- Parking issues in Dunstone
- Replacement Boddington Crescent sign

**F20/2719**

### MEETINGS

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

Strategy 2	26 <sup>th</sup> October 2020	7pm
Finance & Audit		8pm
Events	2 <sup>nd</sup> November 2020	7pm
Climate Change Strategy		8pm
Full Council	16 <sup>th</sup> November 2020	7pm for 7.30pm with Guest Speaker

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

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

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting on Monday, 16<sup>th</sup> November 2020.