

---

## Hollinswood and Randlay Parish Council

*Chairman of the Council: Councillor Mrs Sheenagh Unwin*

---

**MINUTES** of the Full Council meeting held on **Monday 16<sup>th</sup> November 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)  
Dean Sargeant (TWC – Neighbourhood & Enforcement Director)

Prior to the start of Full Council, the Chairman welcomed Dean Sargeant, who has responsibility at TWC for Neighbourhood & Enforcement, Grounds and Cleansing and Locality Officers. Details of a proposed Community Action Team (CAT) project had been circulated for Members to consider and Dean gave a presentation of each of the elements of the scheme which Parish & Town Councils can buy in to. TWC will be looking for a three-year agreement, from April 2021, with TWC providing 50% matched-funding. The project is in a 'mix and match' format so Parishes can opt to buy in to elements of the total project if they wish.

Member had an opportunity to ask further questions.

It was confirmed to Dean, that the Parish continues to have concerns regarding the provisions in the current contract between TWC and Idverde. Members recalled the presentations, prior to the start of the current contract, and the service level agreements that were promoted. Dean requested examples of where the Parish believes that the contractor is not fulfilling the agreements in the contract. These have already been discussed with the Parish Locality Officers.

The Chairman thanked Dean for attending and confirmed that the Parish Council would discuss this as part of the budget considerations for 2021/22.

**F20/2720** Councillor S Unwin, Chairman, opened the meeting and thanked everyone for attending. There were no members of the public in attendance.

Members observed a minute's silence in memory of June Davenport. The Chairman confirmed that June had been a loyal friend to the Parish Council, and a Parish Councillor, over many years. June always had Hollinswood in her heart and she will be sadly missed by all who knew her, but, in particular, by the Members of Chit Chat Club, as their Chairman.

---

## Hollinswood and Randlay Parish Council

*Chairman of the Council: Councillor Mrs Sheenagh Unwin*

---

### **F20/2721 APOLOGIES**

CLlr Ricketts Family Bereavement

Members asked that their sympathy and condolences be sent to Leigh and his family at this difficult time. Leigh's Mum had been a very happy resident in Hollinswood for over 30 years.

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**

### **F20/2722 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, resident of Dunstone

CLlr J Johnson Personnel matters and HPS

CLlr C Turley FoHRV, Planning

CLlr J Creed FoHRV, resident of Dunstone

### **F20/2723 MINUTES OF THE MEETING HELD ON 19<sup>th</sup> OCTOBER 2020**

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

**RESOLVED that the Minutes of the meeting held on 19<sup>th</sup> October 2020 be signed as a true record.**

### **F20/2724 MATTERS ARISING – for information only**

F20/2708 Friendship Benches

The six benches have been delivered and are very heavy and of sturdy construction. The plaques have been ordered and will be fitted to the benches before installation.

The sites were agreed as

The Muddy

Dunsheath Woods

Hollinswood Estate

The Woodlands School, Randlay Valley

2 x Randlay

F20/2713 Youth Shelter

Non-drying paint has been re-applied to the youth shelter.

### **F20/2725 FINANCE & GOVERNANCE**

#### **a) Finance & Audit Committee**

Councillor H Unwin presented the Minutes of the meeting held on 26<sup>th</sup> October 2020. There were no recommendations.

#### **b) End of Year Report**

The End of Year (AGAR) report had been received with no matters identified for action, other than that had been raised previously and the relevant action already taken.

---

## Hollinswood and Randlay Parish Council

*Chairman of the Council: Councillor Mrs Sheenagh Unwin*

---

Members wished to record appreciate to the Finance Manager and Clerk for their work to achieve this.

The Clerk expressed thanks to the Staff for their help and assistance in running an efficient and effective organisation.

c) **Conclusion of Audit**

PKF Littlejohn LLP have provided its Conclusion of Audit which will be displayed on noticeboards and will appear on the website.

d) **Current Balances**

Details of the balances in the accounts, and with CCLA, have been circulated to Members and are available on request.

e) **Budget 2021/22 Considerations**

The Clerk introduced the idea of Committee-led plans, this will give each Committee the opportunity to put forward projects to be considered as part of the budget process.

The Chairman of Finance & Audit reminded Members that difficult decisions may be necessary this year, due to the anticipated lower income levels. This had been taken into consideration whilst discussing the revised Strategy for 2021/22.

**F20/2726**

**PARISH STRATEGY**

The Chairman thanked Members for attending the three Strategy events and for their important contributions. The Clerk has completed a first draft of the Strategy for 2021 – 2026 and this has been circulated for consideration.

If Members have any queries or comments, please direct them to the Clerk and Chairman as soon as possible.

**F20/2727**

**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) **TW Bus User Group**

The Minutes of the last meeting had been circulated for information. Councillor S Unwin continues to represent Hollinswood & Randlay PC on this Group, with Glyn, and it is important to realise that Arriva has had to make changes to its working practices due to the Covid Regulations which may result in a reduction of services for the coming months.

**F20/2728**

**PARKING ENFORCEMENT**

a) **TWC Community Action Team Proposal**

Members took the opportunity to discuss the proposal presented early by Dean Sargeant. This has been drafted in response to the Parish Council's request to consider subscribing to the Enforcement Officer Scheme currently in place.

However, this new proposal is more extensive, in the roles and responsibilities that can be included. It is also significantly more expensive.

Members agreed that it was the Enforcement element of the scheme that may assist in addressing some of the concerns evident in our Parish. Members were clear that the current Idverde Contract would be sufficient for our grounds and cleansing need, especially as our LMT already provides the enhanced service provision.

---

## Hollinswood and Randlay Parish Council

*Chairman of the Council: Councillor Mrs Sheenagh Unwin*

---

After a lengthy discussion, it was agreed that an initial £4000 would be included in the draft budget for consideration, this would enable the Parish Council to have an Enforcement Officer for 15 hours per week, this can include some evening and weekend hours, when necessary.

**b) Areas of Concern**

Dunstone was identified and consideration is being given to no parking areas being introduced by TWC.

Councillor Creed has continued to liaise with TWC regarding the local issues and the Parish Council has enquired if parking restrictions would be possible, but had been informed that this is unlikely.

**F20/2729**

**PLANNING**

**a) Reports**

None

**b) New Applications for Consideration**

TWC/2020/0892      Johnson Controls, Stafford Park 6  
Change of Use from general industrial to mixed employment

<b>RESOLVED to have no objections.</b>
--

TWC/2020/0949      14 Mill Farm Drive  
Single Storey Rear Extension

<b>RESOLVED to have no objections.</b>
--

**F20/2730**

**WEST MERCIA POLICE & NEIGHBOURHOOD OFFICER REPORTS**

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

Members were disappointed at the reduced level of information contained in it and the Clerk was instructed to ask for more information.

It is hoped that an officer will attend a meeting in the near future.

There had been no progress with organizing a Community Safety event.

**F20/2731**

**FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY**

Councillor Creed reported on the work undertaken by Small Woods and their volunteers to continue the footpath work at The Woodlands School site in the Valley. The drainage, with stone, appears at this time, to be successful, this will be monitored as more wet weather is forecast.

The recent work undertaken by Small Woods has made a positive difference and FoHRV has paid the invoice. It is anticipated that one of the next jobs should be the steps to the Woodland School.

There is a selection of bird boxes available and Councillor Creed and the staff will be able to continue the siting of the boxes in various locations at The Valley, The Muddy and Dunsheath Woods in the coming days. A hedgehog box has been provided at The Allotment Site.

---

## Hollinswood and Randlay Parish Council

*Chairman of the Council: Councillor Mrs Sheenagh Unwin*

---

**F20/2732**

### **CHAIRMAN'S REPORT**

#### **Remembrance Sunday**

The virtual video of the Remembrance Sunday service at The Memorial in the Town Park had been much appreciated by many.

The recording was used at the Memorial on the Sunday morning, in order that those who were in attendance could take part in the service and, in particular, the two minutes' silence.

Thanks were extended to Stuart and to Kalidescope, our website provider, who had added it to the website at no charge.

Members agreed that they wished to donate the value of this work to the Royal British Legion.

#### **Chairman's Charity Online Raffle**

It was agreed to set up a fund-raising raffle via facebook / the website. This will run from 1<sup>st</sup> December to 22<sup>nd</sup> December and tickets will be £1.00 each. Thanks were extended to everyone for providing the prizes.

#### **Friendship Benches – Chairman's Charity Funding**

The Chairman thanked those Councillors who had donated to the benches. It was agreed that an official launch of the benches would take place in Randlay, with a local resident and a photo / press release will be sent to Shropshire Star.

#### **SS Gift Bags**

Thanks have been extended for the gifts which have been donated for this year, due to us not being able to safely hold our senior citizens Christmas Lunch.

The refillable sanitizer bottles are on order - these have the Parish logo and contacts details on them.

Councillors and staff will deliver these direct to homes, taking into consideration covid and social distancing regulations.

#### **2021 Calendars**

It is hoped that these will be delivered to the parish office in the next 7 – 10 days and Members have offered to undertake the distribution to every house.

#### **Reverse Advent Calendar**

Councillor Johnson is organizing a reverse advent calendar and each Councillor is asked to provide two gifts until 24<sup>th</sup> December and the Chairman and Councillor Johnson will deliver these to Lakeview Residential Home, as a gift for the staff and residents, in memory of the late June Davenport.

**F20/2733**

### **CLERK'S REPORT**

#### **Telford Foodbank**

Hollinswood & Randlay Parish Council is pleased to be supporting this scheme and food hampers are often collected from HNC – the families are very grateful when they collect.

#### **SID partnership**

The funding application to the Police & Crime Commissioner has been successful and the scheme will progress forward.

---

## Hollinswood and Randlay Parish Council

*Chairman of the Council: Councillor Mrs Sheenagh Unwin*

---

There will be 4 locations in Hollinswood and Randlay and 2 in Stirchley. The scheme will involve the camera being moved at three weekly cycles, and all the relevant information downloaded for the parish records and TWC.

There will be a camera location point in Dale Acre Way, near to the school, two between the Fisherman's Walk roundabout and the Holiday Inn roundabout, and one in Randlay Avenue.

### Hanging Baskets

Ten winter hanging baskets have been ordered from Idverde and will be delivered 'soon'.

### Grassed area rear of Downemead Flats

TWC Locality Officer has visited the site and the planting, taking place by a local resident, cannot be permitted. It is important that TWC explains to the resident, the reasons for their decision.

**F20/2734**

### MATTERS FROM TELFORD & WREKIN

None

**F20/2735**

### PARISH MATTERS

- Ensure that access for mobility scooters is available of footpath routes
- Leaves in Bryony Rise
- Graffiti in underpasses
- Shrub maintenance programme – Idverde

Members also agreed to undertake a community poll regarding fireworks, which will appear as an agenda item in December.

It was also agreed that Members would consider a policy regarding artistic graffiti at a future meeting.

**F20/2736**

### MEETINGS

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

Climate Change and Local Plan Consultation Events Committee	23 <sup>rd</sup> November	7pm 8pm
Asset & Property Committee Finance & Audit Committee	30 <sup>th</sup> November	7pm 8pm
Full Council	21 <sup>st</sup> December	7.30pm

Meetings will continue to take place via Zoom.

There being no further business, the Chairman thanked Members for their important contributions to the meeting, which closed at 8.45pm.

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

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting on Monday, 21<sup>st</sup> December 2020.