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## Hollinswood and Randlay Parish Council

*Chairman of the Council: Councillor Mrs Sheenagh Unwin*

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**MINUTES** of the monthly meeting held on **Monday 20<sup>th</sup> June 2022** at **Randlay Community Centre** at **7.30pm**.

**PRESENT:** Councillors

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

In Attendance:

K Baker (Clerk)
G Johnson
S Fisher

**F22/3094**

### **WELCOME PRESENTATION**

It was with great pleasure that the Chairman presented her Chairman's Award to Harry Filtress. Harry has volunteered at many Parish Council events over a number of years and his support has been very much appreciated.

### **PUBLIC SESSION**

None

**F22/3095**

### **APOLOGIES & APPROVAL**

Councillor J Johnson Unwell

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

<b>RESOLVED that the apologies from Councillor Johnson be accepted.</b>
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**F22/3095**

### **DECLARATIONS OF ACCEPTANCE OF OFFICE**

Councillor Ricketts and Councillor Holt read and signed their Declarations of Acceptance of Office, these were witnessed by the Clerk, as the Proper Officer of the Council.

### **REGISTER OF DISCLOSABLE PECUNIARY INTERESTS**

Councillor Snell would update her Register due to a change in employment.

### **DECLARATIONS OF INTEREST OR DISPENSATIONS, regarding matters on the Agenda**

As per the register. A copy of the register is available on request and appears on the website.

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### **F22/3096 MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> MAY 2022**

It was proposed by Councillor Turley and seconded by Councillor Creed that the Minutes of the meeting held on 16<sup>th</sup> May 2022 be signed as a true record, all were in favour and thus it was

**RESOLVED that the Chairman signs the Minutes as a true record.**

### **F22/3097 MATTERS ARISING, for information**

- a) Air Filtration Units  
The order has been placed and the company has visited the three buildings to undertake the installation survey. The work will be completed in one week and will take place in July. The company will work around user group bookings to keep disruption to a minimum.
- b) The Job Box event at Hollinswood was very successful and well attended.
- c) The Get Telford Walking event was appreciated by TWC and those who attended. It is intended that regular monthly walking events will be arranged. Staff will take the opportunity to receive Walk Leader training as soon as possible.
- d) The Speed Indicator Device has been installed at its first location. This will now be managed by the Parish Council.

### **F22/3098 ASSET & PROPERTY**

#### **a) Minutes of the meeting held on 23<sup>rd</sup> May 2022**

Councillor Turley presented the Minutes of the meeting held on 23<sup>rd</sup> May 2022, for information.

#### **b) Recommendations**

- i) It was proposed by Councillor Turley and seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

**RESOLVED that the contract to complete the upgrade of the internal lighting at Randlay Community Centre be awarded to our original supplier, ABC Fire & Security.**

- ii) It was proposed by Councillor Turley and seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

**RESOLVED that the decoration of the first floor at HNC be completed by Paint Uk, including materials at a cost of £525.00**

- iii) It was proposed by Councillor Turley and seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

**RESOLVED that the small high-level windows be replaced at The Pavilion, as previously agreed.**

- iv) It was proposed by Councillor Turley and seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

**RESOLVED that the Parish Council purchases two Jubilee Benches, at a cost of £450 to be sited at the two Outdoor Gym Experiences within the Parish.**

- v) It was proposed by Councillor Turley and seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

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**RESOLVED that the contract for personal hygiene services be awarded to our current provider, as per their quotation, taking into consideration the amendments required regarding a reduction in frequency.**

**c) Parish Vehicle**

Members took the opportunity to discuss the needs of the Parish Council, in relation to a vehicle suitable for the Landscape Maintenance Team.

Our vehicle is currently off the road, and is in need of more extensive repairs at a cost of at least £600, with no guarantee of extended life.

It was proposed by Councillor H Unwin and seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

**RESOLVED that the current parish vehicle should be SORN and offered for sale as soon as possible.**

The Parish Council requires a vehicle to carry out current tasks, especially the garden maintenance scheme. We are currently leasing a vehicle, week by week. It was proposed by Councillor H Unwin and seconded by Councillor Vaughan-Hodkinson that a long term lease should be negotiated, until the end of October, as this will reduce the weekly hire charge significantly, the lease vehicle will be added to our insurance. All were in favour and thus it was

**RESOLVED that a long term lease agreement be secured until the end of October 2022.**

At the Climate Change meeting, on 27<sup>th</sup> June, Members will have an opportunity to discuss further options regarding a Parish Vehicle, taking into consideration the Parish Strategy which supports the provision of an electric vehicle if at all possible.

There are differing views regarding a lease agreement or a purchase, and the options needs to be identified, with benefits for future consideration.

TWC has electric vehicles and may be able to offer a suggestion, also the Parish Council is keen to work with a local company if possible.

**F222/3099**

**FINANCE & GOVERNANCE**

**a) Minutes of the meeting held on 23<sup>rd</sup> May 2022**

Councillor H Unwin presented the Minutes of the meeting held on 23<sup>rd</sup> May, for information.

**b) Recommendations**

None

**c) Financial Reports**

Copies of the Financial Reports for the end of May had been circulated, showing an overall balance of £324,490 including the Council's Free Reserve.

**F22/3100**

**HUMAN RESOURCES COMMITTEE**

**a) Declaration of Acceptance of Office**

Councillor S Snell and Councillor T Wust read and signed their Declaration of Acceptance of Office as Chairman and Vice Chairman, these were witness by the Parish Clerk.

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**b) Minutes of the meeting held on 30<sup>th</sup> May 2022**

Councillor S Unwin presented the Minutes of the meeting held on 30<sup>th</sup> May 2022, for information.

**c) Recommendations**

None

**F22/3101**

**EVENTS COMMITTEE**

**a) Minutes of the meeting held on 30<sup>th</sup> May 2022**

Councillor S Unwin presented the Minutes of the meeting held on 30<sup>th</sup> May 2022, for information.

**b) Recommendation**

None

**c) Jubilee Fete**

The entire afternoon had been a great success, with all elements of the event being enjoyed by many people. It was thought that there had been a record attendance. Thanks were extended to everyone who had helped in any way and particular thanks were recorded to Councillor Johnson.

During the afternoon there had been many positive comments and no negative remarks, however, when asked the following comments were noted:

- Could the obstacle course be included again in the future?
- Separate queues for food and drinks
- Attendance of fire fighters, if possible
- More chairs

**d) Service of celebration and thanksgiving – Platinum Jubilee**

This was well attended in the Town Park at the Memorial with special guests the Lord Lieutenant of Shropshire, Lucy Allan MP and the Mayor. Thanks were extended to everyone who took part and attended.

**F22/3102**

**CLIMATE CHANGE WORKING GROUP**

The next meeting will take place on 27<sup>th</sup> June 2022.

The following items will appear on the agenda

- Solar Panels at RCC
- Green Day Event
- Chemical Free landscape maintenance

**F22/3103**

**COMMUNITY ACTION TEAM**

**a) Update**

Copies of the current Action Plans had been circulated, these include more information about the current projects and work undertaken by the Team.

Members were disappointed that the cameras had not been of benefit with regards to the fly tipping issues at Randlay

**b) CCTV Initiative**

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It is not known why the CCTV has not been moved to a new location, despite previous requests. This will be raised with TWC.

Members will await any outcome before considering this facility for the future.

**F22/3104**

### **CORRESPONDENCE**

All information received is shared with Members as soon as possible.

**a) Information from SALC**

Members are encouraged to read the regular updates which include important information and legal updates.

**b) Hollinswood Primary School and Chit Chat Club**

The Parish Council has been bringing together HPS and CCC and the reading buddies scheme is to be reintroduced, along with visits by the choir and for bingo. It is also hoped that the Christmas Lunch can be prepared again this year.

**c) AGE UK Jubilee Party**

The Parish Council had been thanked for the arrangements made for a Jubilee Party for AGE UK Members and other guests. Funding had been secured from TWC and the Mayor visited the event. An art project had been included and the banner produced on the day will hang in HNC on display.

**F22/3105**

### **PLANNING**

**a) Reports**

The empty property in Duffryn has been reported and is subject to an Enforcement Notice, ENF/2022/0300

**b) New Applications**

TWC/2022/0417      Site of Emery's Timber Merchants, Stafford Park 4  
Change of Use to detached catering unit

<b>RESOLVED to have no objections to the application.</b>
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**F22/3106**

### **WEST MERCIA POLICE REPORT**

The Parish Council continues to meet regularly with representatives of the SNT and undertake walkabouts and the police are holding regular surgeries in Hollinswood, Randlay and Stirchley.

The two Neighbourhood Watch Schemes are now live, the road signs will be erected and letters delivered to every house to encourage residents to sign up to the schemes.

The Parish & Town Council survey has been completed.

The SNT members had thanked the Parish Council for their Jubilee Coins.

**F22/3107**

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

Councillor Turley updated Members on work undertaken recently at the Volunteer Days. Thanks were extended to Creed and all volunteers

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Councillor Turley and the Clerk had walked around the Valley to discuss with TWC the Green Infrastructure Plan. The creation of two routes, one being all ability, was welcomed. During the visit, the TWC Tree Officers attended and explained the situation with regards to the Ash Trees that will need to be removed. It is likely that a Tree Survey will be required. It is the Parish understanding that TWC, as the landowners, will be responsible for this and any work identified. A further update will be available in the coming weeks.

It had been noted that the new pond created was 'fairly dry'. The bridlepath, which is usually wet all year round, was also much drier at this time.

**F22/3108**

### **CHAIRMAN'S REPORT**

The Chairman and Vice Chairman had attended the Lord Lieutenant's Garden Party on 8<sup>th</sup> June at Orleton Hall, Wellington. It was a most enjoyable occasion.

The Jubilee Service had been mentioned in Parliament on 26<sup>th</sup> May 2022.

### **Chairman's Charity**

It is the Chairman's wish to continue a Street Art Project in the Parish. Funds raised during the year will be distributed to local charities and organisations at a Presentation Event. Members are asked for ideas for fund raising.

### **Jubilee Coins**

There are some coins still available. If anyone knows of primary age children that have not yet received one, please contact the Clerk.

### **Hollinswood Blitz**

This was the most successful Blitz so far with support from a range of services. Special thanks were extended to TWC for the help to promote the event on 31<sup>st</sup> May.

**F22/3109**

### **CLERK'S REPORT**

#### **TCAT Volunteering**

This scheme has been very successful with students assisting with Wizards and undertaking work in Randlay Valley. This scheme will continue next Term. Some of the students have offered to continue to volunteer outside of their course.

#### **Hollinswood Flats, garages and landscaping**

There are major issues around the flats in Hollinswood following the withdrawal of Wrekin Group from the maintenance programme.

Landlords and tenants now arrange the grass cutting and external maintenance and many residents are disappointed that there has been no grass cutting in some areas this season. The Parish Council and Councillor Turley are trying to establish responsibility and are asking TWC to assist in putting pressure on the relevant responsible persons to improve the area. TWC is undertaking the areas that it has responsibility for.

It is still planned to improve the appearance of the garages. Wrekin Housing Group has kindly agreed to provide the paint. We will be liaising with the owners and tenants to encourage volunteering.

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### Hollinswood School Council Meetings

These meetings have re-started and the Clerk attends to meet representatives of all the year groups. It is hoped that the school council will meet with the Parish Council in the near future.

#### **F22/3110 MATTERS FROM TELFORD & WREKIN COUNCIL**

Councillor Turley reported that his surgeries continue in the Ward. It has been confirmed that each Ward Member will have access to £10,000 Community Pride Funding and details of eligible criteria will be available soon.

Councillor Holt reported that the proposals for the Station Quarter are now available.

Ward Walks will be taking place again soon – any issues to be investigated can be sent to Councillor Turley.

#### **F22/3111 PARISH MATTERS**

- a) Abandoned trollies
- b) Drainage issues around Randlay Local Centre
- c) Broken Glass on the footpath at Randlay Car Park
- d) Fly tipping at Randlay Flats
- e) Thank you to Veolia for the collection of additional waste
- f) Footpath works around Hollinswood
- g) Can outdoor events be arranged at Randlay?
- h) Ensure our Outdoor Gym Experiences are on the TW list

All matters will be reported to the relevant organisations for action or undertaken by the Landscape Management Team.

#### **F22/3112 MEETING SCHEDULE**

27 <sup>th</sup> June 2022	Climate Change Events	7pm 8pm	Council Chamber Council Chamber
18 <sup>th</sup> July 2022	Full Council	7.30pm	HNC

There being no further business, the Chairman closed the meeting at 8.55pm, thanking members for their important contributions to the meeting.

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

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting on Monday, 18<sup>th</sup> July 2022.