
Hollinswood and Randlay Parish Council

Chairman: Councillor S Unwin

Clerk: Katrina Baker MBE

FULL COUNCIL

21st September 2022

To all Members, Hollinswood & Randlay Parish Council
Copied to others for information

Dear Councillors

You are hereby summoned to attend the **Full Council** meeting on **Monday 26th September 2022** at **Hollinswood Neighbourhood Centre at 7.30pm.**
PLEASE NOTE THE CHANGE OF DATE

A zoom link to attend will be available for the public, please request the link by emailing enquiries@harpc.org.uk before 12 noon on Monday, 26th September 2022.

A G E N D A

1. Welcome

The Chairman, Councillor Sheenagh Unwin, will welcome everyone to the meeting.

Period of Reflection

Councillor Unwin will read the Proclamation for the Accession of King Charles III.

Public Session

This is an opportunity for any local residents to raise issues or matters for consideration with the Parish Council.

2. Apologies

- a) To receive apologies for absence from Members of the Council. A reason for absence must be given and Members are required to consider any necessary approval.

3. Declarations of Interest & Dispensations

- a) To receive declarations of pecuniary interest (DPI) from members in respect of any matter on the agenda, the nature of any interests and whether the Member regards the interest to be prejudicial in accordance with Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question and to leave the meeting if necessary.
- b) Due to recent changes in the guidance, Members are now required to declare membership of other organisations and charities.

4. Minutes of the meeting held on 12th July 2022

Members are required to confirm, as accurate, the Minutes of the last meeting which have been circulated.

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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5. Matters arising, for information only, from the July Minutes (not included in this Agenda).

- a) F22/3120 e The shoppers have been delivered and will be used as the gift for the senior citizens Christmas Lunches
- b) F22/3121 b Grasscutting and landscaping around Deercote Flats
This has been raised at the Clerk's forum as it is a problem in other areas around the Borough. TWC will be contacting all property owners to remind them of their responsibilities.
- c) F22/3129
 - i) Issues regarding ASB, Motorbikes and Electric Scooters on highways have been passed to our Safer Neighbourhood Team for action
 - ii) Parking and broken glass issues have been passed to the CAT team, for monitoring and action

6. Finance & Governance

- a) Councillor H Unwin will present the Minutes of the meeting held on 25th July 2022.
- b) Recommendations
 - i) FA22/804e To grant £150 to Friends of Telford Town Park towards the purchase of tools and paint.
- c) Internal Audit Checks
 - i) To receive a report from Councillor S Unwin and Councillor Turley regarding ordering, purchases, payments and recording
 - ii) To receive a report from Councillor H Unwin and Councillor Johnson regarding health & safety
 - iii) To receive a report from Councillor Vaughan-Hodkinson regarding employment procedures
- d) Parish Strategy Meeting
This will take place on Saturday, 8th October from 10am and will continue into the afternoon. A fish & chip lunch will be provided by the Chairman.
- e) Allocation of Funding
To confirm the allocation of £7200, from reserves, to ensure that adequate funding is available for the projects identified within the Minutes of the Asset & Property Committee
 - i) Portable PA System
 - ii) LED external lights at RCC
 - iii) Goal posts at the Pavilion Field
 - iv) Bus Shelter project in Randlay Avenue
 - v) Gazebos for use at Parish events
- f) Completion of the External Audit and AGAR
It had been confirmed that there were no comments or actions needed.
- g) Clerk's Review
Councillor Snell will present the report from the Clerk's Review
- h) Civility & Respect Pledge
To consider signing up the Pledge, as promoted by NALC.

7. Asset & Property Committee

- a) Councillor Turley will present the Minutes of the meeting held on 25th July 2022.
- b) Matters Arising from the Minutes
 - i) AP22/1425 The recycling bins for use at Parish events have been delivered, unfortunately they were not in time to use at the SNAC Fun Day.
The windows have all been replaced at The Pavilion
 - AP22/1429 The planters have been created at the allotments to identify the parking area

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- c) To consider the recommendation for the Parish Council to purchase the portable PA system at a cost of £721.65 for use at Parish events.
- d) Councillor Turley will present the Minutes of the meeting held on 5th September 2022.
- e) Recommendations
 - i) AP22/1441 To purchase and installation of replacement LED external lights (not to exceed £1680) – update on the three quotations provided
 - AP22/1443 To supply and install replacement goal posts at the Pavilion Field at a cost not to exceed £1551.50
 - AP22/1444 To employ the services of a local artist, to work with staff and allotment tenants to refurbish the bus shelter near to the allotment site on Randlay Avenue
 - AP22/1447 To purchase three gazebos, one purple and two black (with Parish logos) at a cost not exceeding £2137.00.

8. Events

Councillor Johnson will present the Minutes of the Meeting held on 5th September 2022, for information

9. Youth Provision Partnership

Councillor Ricketts will present the Minutes of the meeting held on 20th July 2022, for information

10. Enforcement & Neighbourhood Matters

a) Community Action Team

- i) Meeting with the Team Leader and update on current project areas
- ii) TWC / HRPC Action Plan
- iii) Any new issues to be raised

11. Correspondence

All correspondence received has been shared with Members. Members have had the opportunity to request that any item be added to the Agenda for further consideration.

- a) Information from SALC – circulated
- b) Wrekin Area Committee Meeting report
- c) Minutes of the TW Bus User Group

12. Planning

- a) To receive any reports or updates on planning issues
- b) New applications
 - i) TWC/2022/0602 Excellency Midlands, Stafford Park 6
Change of Use to ground floor exhibition centre and banquet hall
 - ii) TWC/2022/0680 18 The Pippins, Randlay
Erection of a single storey rear extension
 - iii) TWC/2022/0780 Unit B, Stafford Park 2
Notification of prior approval for the installation of 281 solar photovoltaic roof panels

13. West Mercia Police Report

- a) The Nedge SNT – regular updates and walkabout
- b) Local Neighbourhood Watch Schemes update

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14. Friends of Hollinswood & Randlay Valley

- a) Projects – Report & Updates
- b) Working with Fujitsu

15. Chairman's Report & Charity.

- a) Chairman's communications & attendance at events
- b) Chairman's Charity – the Gymathon has been postponed

16. Clerk's Report

- a) Clerk's Forum – report
- b) Attendance at the Carbon Literacy Training events
- c) Provision of Warm Hubs
- d) Vaccination Bus
- e) Temporary Road Closure – resurfacing of Dale Acre Way
- f) Footpath maintenance – local issues

17. Matters from Telford & Wrekin Council

Update from Telford & Wrekin Ward Members

18. Parish Matters

This is an opportunity for Members to discuss any matters raised in the public session or to bring to the attention of the meeting any local matters or issues.

19. Date of next meeting

3 rd October 2022	7pm	Climate Change WG	Council Chamber
	8pm	Finance & Audit Committee	
8 th October 2022	10am	Strategy Day	Council Chamber
17 th October 2022	7.30pm	Full Council	Hollinswood N Centre

Katrina Baker
Clerk to the Council