
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the monthly meeting held on **Monday 15th May 2023** at **Randlay Community Centre** at **8.15pm**.

PRESENT: Councillors S Unwin (Chairman)
S Snell
J Johnson
C Turley
H Unwin
J Creed
S Vaughan-Hodkinson
T Wood
C Prescott

In Attendance: K Baker (Clerk)
G Johnson
S Fisher

F23/0027 WELCOME

The Chairman welcomed everyone to the first meeting of the new municipal year and thanked them for attending.

PUBLIC SESSION

None

F23/0028 APOLOGIES & APPROVAL

Councillor C Furnival Lack of childcare

It was proposed by Councillor Johnson, seconded by Councillor Creed, all were in favour and the apologies were accepted.

F23/0029 DECLARATIONS OF INTEREST OR DISPENSATIONS, regarding matters on the Agenda

A new register of interests will be created including the following information

Councillor	Interests
Creed	FoHRV, FoTTP
Johnson	Hollinswood Primary School, TWC, Wednesday Wizards, Human Resources
Prescott	FoHRV, TWC, Randlay Primary School
Snell	RTITB
Turley	FoHRV, TWC, SBPC, GDTC, FoTTP
Unwin H	FoHRV, Randlay Primary School
Unwin S	FoHRV, Randlay Primary School, TWC
Vaughan-Hodkinson	FoHRV, SBPC
Wood	SBPC

Members were reminded that a form is available for anyone wishing to request a Dispensation to be allowed to speak on any matter on which they have declared an interest.

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

F23/0030 MINUTES OF THE MEETING HELD ON 20th MARCH 2023

It was proposed by Councillor Turley and seconded by Councillor Johnson that the Minutes of the meeting held on 20th March 2023 be signed as a true record.

With two abstentions, all were in favour and thus it was

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

MINUTES OF THE ANNUAL PARISH MEETING

The Minutes of the Annual Parish Meeting had been circulated and it was proposed by Councillor Turley, seconded by Councillor Snell and all were in favour that they are a true record of the meeting.

The Minutes will be signed at the next Annual Parish Meeting.

F23/0031 MATTERS ARISING, for information

a) Deepdale Planting

The planting had been completed, but unfortunately the grass cutters had once again mowed over them, despite an instruction from their managers. The company has agreed to replace them.

b) Blocked Drains, Underpass from Randlay

TW had confirmed that work will take place in April. However, some work had been undertaken but it has not resolved the problem. Liam continues to request action.

c) Elections

The election for Parish Councillors in Hollinswood & Randlay had been declared as uncontested, consequently we have two vacancies. These will be advertised for consideration on the June agenda. Anyone interested in being considered for co-option should submit a personal statement to the Clerk by Friday 16th June 2023.

d) Parking in the Estates

This continues to be a problem, particularly in Hollinswood & where additional HMOs have been created.

F23/0032 FINANCE & GOVERNANCE

a) Financial Reports

A financial report had been circulated for the end of April 2023, which showed a Current Account balance of £217,809.26. There remains £100,000 in the CCLA Account.

All payments over £500 will appear on the website, in accordance with the Transparency Code.

b) Additional Income

The interest on the CCLA Account for April will be £320.70.

c) Risk Management

The risk management plan is monitored regularly by the staff team and was accepted by the Internal Auditor. Our Financial Risk Management Plan was also included as required by the AGAR – this was one of the updates for 2023.

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

There have been two accidents, both at Randlay Community Centre and involved attendees at a third-party event. These have been recorded and the organisers of the event are taking any necessary actions.

d) End of Year Accounts

i) Internal Audit Report

A copy of the AGAR Internal Audit Report and the full report have been circulated to all Members, for their information.

The Clerk brought to the attention of the Councillors, page 3 – Recommendations and it was noted that there were no formal recommendations from the Internal Audit Review. In summary, the Internal Auditor commented ‘We are pleased to report that the various records and procedures in place for the Council provide an appropriate standard of control’.

Members accepted the report and thanked the Clerk for her work to prepare the accounts for Audit and for the successful Audit Report.

ii) End of Year Accounts

The end of year income and expenditure account, bank reconciliation, explanation of variances and draft AGAR had been circulated for information. Members had an opportunity to ask questions.

iii) AGAR Section One

Taking into consideration the Internal Audit Report and the Members internal audit visits and reports throughout the year, Members considered the Annual Governance Statement and confirmed there was a sound system of internal control. It was proposed by Councillor Snell, seconded by Councillor H Unwin, all were in favour and thus it was

RESOLVED that the Chairman should sign the Declaration on behalf of the Parish Council on Page 4 of the AGAR report.

iv) AGAR Section Two

Members had received a copy of the Accounting Statements for 2022/23 and had been signed by the RFO. The information provided for the end of year accounts confirmed the accuracy of the Statements and it was proposed by Councillor Snell and seconded by Councillor Unwin, all were in favour and thus it was

RESOLVED that the Chairman should sign the confirmation on behalf of the Parish Council on Page 5 of the AGAR report.

v) Exercise of Electors Rights

Following completion of the End of Year Accounts and AGAR, it was proposed by Councillor Snell and seconded by Councillor H Unwin that the Council sets the dates for the Exercise of Electors Rights as 5th June 2023 – 14th July 2023.

The Chairman thanked the Clerk / RFO for her work to produce the accounts and to ensure that the Parish Council has effective internal controls. The Clerk extended this thanks to the staff, who have supported new procedures to ensure that this is possible and that we work in the most effective way.

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

F23/0033

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) Invitation to the ROC Conversation – 8th June

c) TW Mayor Making

An invitation to the TW Mayor Making has been received. This is a public meeting, but booking is necessary.

F23/0034

PLANNING

a) Reports

None

b) New Applications

TWC/2023/0232 Excellency Midlands, Stafford Park
Change of Use – Part retrospective

RESOLVED that the Parish Council cannot support retrospective applications, particularly when they appear intentional having received more than one for this site. The continual flouting of the rules sets an unacceptable precedent. Specific concerns regarding this application include the increase in traffic and insufficient parking spaces. However, the unacceptable late night activities, such as fireworks, must be controlled for the benefit of the entire community if any application is to receive consent.

TWC/2023/0282 Land Opposite Unit One, Randlay Avenue
Installation of a 15m Phase 8 Monopole

Members would be aware of the original application (near to the Community Centre) and the opposition and suggested alternative locations. This application would replace the previous proposal, if successful and it was agreed that the location and size does reflect the views of the Parish Council. However, the Planning Officer will be asked to ascertain if the developments and pole can be green and located as close to the trees as possible. Whilst there is no immediate neighbours to this location, we would still require TWC to take any comments received from neighbours into consideration.

RESOLVED that the Parish Council will liaise with the Planning Officer to ensure that this is a replacement location (and not an additional one) and that the most appropriate location is confirmed along with the equipment to be green.

TWC/2023/0304 30 Speedwell Ridge
Erection of a two-storey side and rear extension

RESOLVED that the Parish Council could not support this application as it is and that more information is required. The proposal is not in keeping with the surrounding properties and will over-develop the site with no space between the properties. This could result in a lack of adequate parking. Members are also interested in why there will be two front doors and would enquire about the future use of the development.

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

F23/0035

WEST MERCIA POLICE REPORT

No-one was available to attend the meeting tonight. PC Evans had forwarded a report which had been shared with Members before the meeting.

Members are keen for the police to try online surgery events in order to engage with our local residents. It is hoped that joint surgeries will also be possible.

Members were invited to take a look at the SNT published crime statistics on the website – a link was circulated for access. This information is three months in arrears.

F23/0036

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

Councillor Turley, Chairman of FoHRV, updated Members on the Ramblers Well-being Walks and the provision of the Coronation Bench with a view to Dingy Skipper field and a ramp near to the steps.

A site visit with a representative of Smallwords discussed a Biodiversity Management Plan as part of the Mercian Project.

A grant application to TWC Green Spaces are Go had been successful and at a meeting with Chris (as Chairman) and Liam (as Environment Officer) confirmed that £2000 will be available for more signs, interpretation boards to create and advertise bench to bench routes.

A programme of events will be advertised, in association with the Events Committee of the Parish Council. This will include a volunteer day including Randlay Scouts.

F23/0037

CHAIRMAN'S REPORT

a) Correspondence and Events

The Chairman had represented the Parish Council at the Open Day at The Maples – this will be a valuable asset here in Randlay

b) Chairman's Charity

The Chairman will announce the Charity for 2023/24 at the June Meeting.

F23/0038

CLERK'S REPORT

a) Hollinswood Flats

The multi-agency meetings are very useful and effective. Work has been undertaken to clear areas of concern around the car park, paths and in the shrubs and trees. A number of enforcement notices have been served and fines paid.

We now have the paint for the garage project.

b) Walkabout with the Police

The April walkabout included around Randlay Valley and identified areas where there was evidence of fires and off-road bikes.

c) Telford Veteran's Trail

The launch will take place on Armed Forces Day, 24th June, at The Memorial in the Town Park on 24th June. Invitations will be sent out soon.

COUNCILLOR'S REPORT

The St George's Day Traditional Bingo Night with fish and chip supper was very well attended and lots of fun. The funds raised were donated to the Chairman's Charity.

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

The Coronation Event was very successful and well attended with lots of favourable comments regarding holding an event on Randlay Village Green

The shop keeper had confirmed that the people of Randlay (and visitors from Hollinswood and other villages) had really appreciated it and he had 'done well too'.

The site will be suitable for other community events in the future.

F23/0039 MATTERS FROM TELFORD & WREKIN COUNCIL

Councillor Turley reported that all Members are currently working through a programme of induction and member training.

The Annual Meeting and Mayor Making will take place on 25th May 2023.

F23/0040 PARISH MATTERS

The following matters will be actioned or reported as necessary:

- a) Training opportunities for Councillors can be found on the SALC website
- b) Details of a quad bike regularly seen in Dark Lane on Sundays will be reported and consideration requested for suitable barrier to prevent access
- c) Condition of the water in the pond in Randlay Valley
- d) Gates left open at the Barn, Randlay Development
- e) Litter in the underpass – Randlay Avenue to Boscobel
- f) School lights outside Hollinswood Primary School
- g) 'No Mow' – island at Holiday Inn
- h) Dodmoor Grange verges – planting for all year round effect
- i) Pedestrian path to the rear of Dodmoor Grange.

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

F23/0041 MEETING SCHEDULE

22 nd May	7.15pm	Human Resources
	7.45pm	Events
	8.15pm	YPP
5 th June	7.00pm	Asset & Property
	7.30pm	Climate Change
	8.00pm	Finance & Audit
19 th June	7.00pm	Complaints and Appeals
	7.30pm	Full Council

There being no further business, the Chairman closed the meeting at 9.35pm, thanking members for their important contributions to the meeting.

Signed Date.....