Hollinswood and Randlay Parish Council

Chairman: Councillor Sheenagh Unwin Clerk: Katrina Baker MBE CiLCA

14th October 2026

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

Dear Councillors

You are hereby summoned to attend the next **Full Council** meeting on **Monday 19th October 2026** at **Randlay Community Centre at 7.30pm.**

A zoom link can be available for local residents, please request this by 12 noon on the day of the meeting, if required.

A G E N D A

1. **Welcome & Introductions**
   The Chairman will welcome everyone to the meeting.

   Public Session
   This is an opportunity for any resident to raise matters with the Parish Council or to bring forward ideas for future projects.

   Matters from Telford & Wrekin Council
   Councillor Nathalie Page

   West Mercia Police

2. **Apologies**
   To receive apologies for absence from Members of the Council. A reason for absence should be given and Members are required to consider any necessary approval.

3. **Declarations of Interest & Dispensations**
   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.

4. **Minutes of the meeting held on 21st September 2026**
   Members are required to confirm, as accurate, the Minutes of the meeting which have been circulated. These will be signed by the Chairman.

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

6. Finance & Governance

a) Councillor H Unwin will present the minutes of the meeting held on 28th September

b) Members will consider the recommendations from the meeting

i) £20,000 be allocated from Reserves to the RCC budget to enable the purchase and installation the batteries for power storage

ii) £1000 additional funding be made available from Reserves to enable further consideration of the purchase of secure store at the Randlay Allotment site

iii) Two minor amendments be included in Section 6.9 of the Council's Financial regulations, points i and ii to **"The Clerk / RFO shall have delegated authority to authorise payments only in the following circumstances:**

i. Any payments up to £1000 excluding VAT, within an agreed budget

ii. Payments of up to £5000 excluding VAT, in cases of serious risk to the delivery of council services or to public safety on council premises"

c) Financial Reports at the end of September – copies have been distributed, along with details of the VAT reclaimed for the same month.

d) Risk Management – to receive any details of accidents or near misses

e) To receive any declarations of Gifts or Hospitality

7. Chairman's Communications and Charity Update

8. Events Committee

a) Councillor J Johnson will present the Minutes of the meeting held on 28th September 2026, for information

b) Matters Arising from the Minutes

9. Human Resources Committee

a) Councillor Snell will present the Minutes of the meeting held on 5th October 2026

b) Members are asked to note the information included

c) The Clerk's Review will take place on 30th October, with Councillors Snell, S Unwin and C Prescott

10. Asset & Property Committee

a) Councillor H Unwin will present the Minutes of the meeting held on 5th October 2026, for information

b) Members will consider the recommendations from the Minutes

i) That the contract for the replacement of the guttering and downpipes at Hollinswood Neighbourhood Centre be awarded to A S Luke at a cost of £1300 – it is hoped that the work will be completed as soon as possible.

ii) That the contract for the replacement of the guttering and downpipes, with the installation of tanalised wood to ensure a better fall at Hollinswood Pavilion be awarded to A S Luke at a cost of £3350

iii) That a 3m secure storage unit be purchased and sited at Randlay Allotments for use by the parish council staff and authorised volunteers.

11. Strategy Day

To receive a verbal update regarding the Parish Strategy and Five Year Plan for 2027/28

12. 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
   i) SALC AGM – 3rd November 2026
   ii) Local Nature Recovery Strategy Conferences

b) Police & Crime Commissioner – Parish & Town Council Survey – reminder
c) TWC Play Strategy Consultation - reminder

12. Planning

a) To receive any reports or updates on planning issues

d) New applications for consideration

TWC/2026/0728	N/A	Digiland House, Unit C, Stafford Park 12, Stafford Park, Telford, Shropshire, TF3 3BJ	Application under Section 191 for a certificate of lawfulness for an existing use of storage warehouse (Use Class B8)
TWC/2026/0708	N/A	Telford Shopping Centre, Telford, Shropshire	Removal of condition 1 (use classes) of planning permission W91/0705 (Modification of existing Planning Permission (W90/1031) to allow the extended centre to operate shops of all types currently in use elsewhere in the Centre and to further include Banks, Building Societies, Cafes and restaurants) as the condition is considered to be outdated and overly restrictive in the context of the current Use Classes Order, existing and emerging planning policy, and market conditions
TWC/2026/0686	N/A	Unit F, Stafford Park 12, Stafford Park, Telford, Shropshire, TF3 3BJ	Change of use from storage and distribution (Use Class B8) to an indoor padel courts facility (Use Class E(d))

c) Other Planning Matters (if any)

13. Clerk's Report

a) To receive a report from the TW Planning & Development Delegation Event
b) Parish Calendars – 2027
c) Hollinswood noise concerns
d) Randlay and Hollinswood – Local Centre Service Charges

Councillors Reports

14. Friends of Hollinswood & Randlay Valley

a) Update – Chairman & Environmental Officer
b) Snowdrops and Bluebells on order for Autumn and Spring – with grant application from TGSP

15. 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.

16. Dates of next meetings:

26th October 2026	Climate Change Committee	7.00pm	Council Chamber
	Finance & Audit Committee	7.30pm	
16th November 2026	Full Council	7.30pm	Hollinswood Neighbourhood Centre

Katrina Baker
Clerk to the Council