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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 17<sup>th</sup> March 2025** at **Hollinswood Neighbourhood Centre** at **7.30pm**.

**PRESENT:**

|             |                    |                      |
|-------------|--------------------|----------------------|
| Councillors | S Unwin (Chairman) | H Unwin              |
|             | J Johnson          | C Prescott           |
|             | S Snell            | P Farrar             |
|             | P Cranfield        | M Salifu             |
|             | R Tyrrell          | P Krajewski          |
|             | J Creed            | S Vaughan-Hodgkinson |

**In Attendance:**

K Baker (Clerk)  
G Johnson  
L Seabury  
S Fisher  
Cllr N Page, TWC

**F25/200**

### **WELCOME**

The Chairman welcomed everyone and thanked them for attending.

### **PUBLIC SESSION**

A Dallamoor resident, who was unable to attend the meeting, had sent in a letter for consideration within the public session.

There were four areas of concern:

Car parking used by HMO tenants

Dallamoor Park – used for ball games and consideration to replace with car parking

Monitoring of proposed ‘no parking’ area and current TROs

Cars with no tax / insurance using parking spaces

**F25/201**

### **APOLOGIES & APPROVAL**

The Nedge Safer Neighbourhood Team

**F25/202**

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

| Councillor | Interests                                                                              |
|------------|----------------------------------------------------------------------------------------|
| Cranfield  | FoHRV, FoTTP                                                                           |
| Creed      | SBPC, St James’ Park, FoHRV                                                            |
| Farrar     | Randlay Allotments, Wizards, TW Climate Change Communities Forum and associated Groups |
| Johnson    | HPS, Wizards, FoHRV, HR Committee                                                      |
| Krajewski  | HPS                                                                                    |
| Prescott   | FoHRV, Randlay Primary School, TWC, Friends of St James’ Park                          |
| Salifu     | SBPC, Chosen Generation, Randlay Primary School                                        |

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|                   |                                                                        |
|-------------------|------------------------------------------------------------------------|
| Snell             | RTITB, FoHRV                                                           |
| Unwin H           | FoHRV, Randlay Primary School                                          |
| Unwin S           | FoHRV, Randlay Primary School, TWC                                     |
| Vaughan-Hodkinson | SBPC, FoHRV, TW Climate Change Communities Forum and associated groups |

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.

### **F25/203 MINUTES OF THE MEETING HELD ON 17<sup>th</sup> FEBRUARY 2025**

It was proposed by Councillor Snell and seconded by Councillor Prescott that the Minutes of the meeting held on 17<sup>th</sup> February 2025 be signed as a true record. With four abstentions, all were in favour and thus it was

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

### **F25/204 MATTERS ARISING, for information**

None

### **F25/205 FINANCE & GOVERNANCE**

#### **a) Finance & Audit Meeting**

Councillor H Unwin presented the Minutes of the meeting held on 24<sup>th</sup> February 2025, for information.

#### **b) Financial Reports**

Copies of the reconciled accounts for the end of February had been circulated to all members, the balance is £144,596.59.

A total of £1262.39 VAT has been reclaimed.

#### **c) Other financial matters**

TWC has issued the council tax bills for 2025/26 which showed the increase in the Parish Precept. Members discussed the significant projects that had been completed during the last financial year which had resulted in a reduction in general reserves and therefore a small increase in the precept.

- Community Building Enhancements, particularly relating to the heating and solar panel projects.
- Provision of three community buildings for use by the residents and to provide venues for services and activities in accordance with the Parish Strategy.
- Community engagement and enforcement.

The Parish Council will continue to work towards the community buildings being self-funding, however due to the amount of maintenance and refurbishment necessary, this is not yet possible. Please refer to the budget for further information on community building expenditure.

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### **Governance**

#### **d) Internal Audit – Health & Safety**

Councillor Tyrrell and Councillor Farrar had visited the office to undertake the internal audit and reported that it was a 'good audit' with only minor issues to follow up. They wished to congratulate all staff on their record-keeping and policies.

#### **e) Accidents or Near Misses**

None

#### **f) Risk Management**

The policy remains current and there were no matters to report.

#### **g) Meeting Schedule for 2025/26**

A draft schedule will be circulated, for consideration prior to the Annual Meeting.

#### **h) TW Community Governance Review**

The review has been launched and the last date for comments has been extended to 14<sup>th</sup> April 2025.

There had been an opportunity to attend a meeting at Southwater recently, to receive a presentation from TWC on the details and timescale of the Review.

Members recalled the initial TW recommendation from the 2023/24 Review and remained concerned that there is a 'plan' that this Parish Council merges with Storchley. From the details in the meeting, it was clear that this would not meet the recommended outcomes of the Review regarding community identity and cohesion and a strong, clear boundary. There remains no support for this option and residents would find it difficult to understand.

After a lengthy discussion, it was agreed that the views of Hollinswood & Randlay Parish Council remain unchanged.

Overall, the Parish Council would support a 'no change' option but would like to include the long-standing request for Arundel Close, and other roads off it, to be moved into HRP as the residents identify themselves as living in Randlay and have no affiliation to Storchley.

Other areas that the members wished to be considered included:

- The Hem – the estate should remain within one Parish, including the public house. With the entrance road being in Storchley, we would understand if this was to be Storchley & Brookside
- Station Quarter – residents in this new development would use the services and facilities of nearby Hollinswood, including the Doctors, School and Chemist. Therefore, there is a case for including this area, with the Box Road, in this Parish.

It is important that the Parish Council and Councillors engage with the communities – staff will discuss the options with members of the user groups and encourage them to respond to the consultation as individuals. The details will be included on the screens,

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website, social media and noticeboards. Paper copies must be available for those not able to use the internet.

**F25/206**

### **ASSET & PROPERTY COMMITTEE**

#### **a) Asset & Property Committee Meeting**

Councillor H Unwin presented the Minutes of the meeting held on 24<sup>th</sup> March 2025, for information.

#### **b) Pitch Power Report and Grant Application update**

Liam reported that following receipt of the Report, an application was submitted to the Football Foundation for financial assistance to help to improve and maintain the Pavilion Field, for use by local football teams. The application was successful and details of the allocation was circulated. This will be available for 6 years, totaling in the region of £16,000. Thanks were extended to everyone involved.

The first quotation was very expensive, but two others have been requested. The teams are pleased to be able to use the Pavilion Field and it is anticipated that more details will come forward on completion of enhanced work and drainage.

#### **c) TW Play Strategy Consultation**

The Clerk had responded, including the comments received from Cllr Krajewski. All play areas in our Parish are the responsibility of TWC, however we do work closely with the officers to enhance the areas where possible.

#### **d) Hall Hire Charges**

Contract users of our community buildings continue to get a significant discount from the private hire rates, due to the regular nature of their bookings. Consideration, and support, is and will continue to be focused towards the Council's Strategy, particularly towards groups and organisations which support our Health and Wellbeing priorities.

#### **e) Allotments**

Glyn reported that all invoices had been sent out. 6 plots remain available.

The Parish Council has been working with tenants to provide compost for use on the plots. This will be available on 4<sup>th</sup> and 5<sup>th</sup> April and can be purchased at £3.50 per wheelbarrow. Our thanks are extended to two tenants for their help in organizing this offer.

#### **f) Marches Energy Press Release**

A copy of the press release, which includes comments from the Chairman and TWC, had been circulated to all members. It is very positive and will be good for the Parish Council. It will appear on our website and Facebook and a copy will be sent to the MP.

**F25/207**

### **HUMAN RESOURCES COMMITTEE**

*Councillor Johnson, Glyn, Liam and Stuart left the meeting for this agenda item*

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**a) Minutes of the meeting held on 10<sup>th</sup> March**

Councillor Snell presented the Minutes of the meeting, for information.

**b) Recommendations**

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

|                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESOLVED that a review of all Staff Contracts and Job Descriptions will take place during 2025 / 2026 for the implementation of any amendments from April 2026. The Clerk will use the official template from SLCC.</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**F25/208**

**EVENTS COMMITTEE**

Councillor Johnson presented the Minutes of the meeting held on 10<sup>th</sup> March 2025, for information.

**F25/209**

**CHAIRMAN'S COMMUNICATIONS**

**Chairman's Charity**

The total raised for the Chairman's Charity remains at £1839.59.

Donations of prizes for the raffle at the St George's Day Bingo event would be appreciated.

**F25/210**

**CORRESPONDENCE**

**a) Information from SALC**

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

**b) Anti Social Behaviour**

The parish council continues to receive concerns and complaints, particularly relating to the areas around the flats of Deercote.

Multi-Agency meetings and walkabouts have been taking place to understand the issues, some of which relate to rough-sleepers. Details of suitable accommodation have been made available to them and landlords have been contacted to ensure that their buildings are secure.

A meeting for residents is to be arranged.

**F25/211**

**PLANNING**

**a) Reports**

None

**b) New Applications for consideration**

TWC/2025/0138

Hollinswood House, Stafford Court,

Single storey extension to a modular building on the site

|                                             |
|---------------------------------------------|
| <b>RESOLVED to support the application.</b> |
|---------------------------------------------|

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### c) Other Planning Matters

TW Local Plan Consultation

Members are asked to access the proposals and information – this will appear on the April Agenda for discussion and to agree the response to the consultation which must be submitted by 5<sup>th</sup> May 2025.

**F25/212**

### **WEST MERCIA POLICE REPORT**

#### a) Report

The Nedge SNT had sent a report which had been circulated to Members.

**F25/213**

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

The Chairman and Environmental Officer reported on the work of the Friends of Group and thanked everyone for their important contributions to the upkeep of the Valley.

There had been two volunteer events, with work undertaken in accordance with the Local Nature Reserve Management Plan and on the creation of the Chris Turley Path.

Thanks were extended to the Ward Members for their support with Pride Grants of £500 each.

#### **Events**

Sheenagh Unwin updated Members on the details for the two upcoming events:

14<sup>th</sup> April – Arts and Crafts at Hollinswood Neighbourhood Centre

16<sup>th</sup> April – Easter Egg Hunt in the Valley, from 1pm until 4pm – thanks were recorded to ASDA for donating the Eggs.

**F25/214**

### **CLERK'S REPORT**

All had been included on the Agenda.

### **COUNCILLOR'S REPORT**

A number of points had been raised with Councillors at the 'Meet your Councillor' events on 15<sup>th</sup> March 2025:

- Frequency of grass cutting
- Unauthorised use of disabled parking bays at Randlay
- Excessive leaves on the footpaths at Stirchley & Randlay Avenues
- Pushbikes using footpaths, dressed in dark clothing with no lights
- ASB on vehicles at Dodmoor Grange
- Overgrown bushes on Stirchley Avenue
- Litter
- English Classes
- Vans on highway in Stafford Park – mechanical repairs?

**F25/215**

### **TELFORD & WREKIN COUNCIL**

Councillor Page reported that following the recent Meet Your Councillors, which she was pleased to attend, a number of member enquiries had been submitted.

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Recycling leaflets are to be delivered around Long Meadow.

A residents meeting will be arranged and in the meantime dates have been set for her Councillor Surgeries and Walk Walks.

**F25/216**

### **PARISH MATTERS**

#### **The following matters will be actioned or reported as necessary**

- Lights not working – Town Park to Fisherman’s Walk – new poles have been sited so hopefully the lights will be repaired.
- Overgrown Leylandii in Abbey Fields
- Rough sleepers
- Speed of vehicles using Downmead
- Tents in the Valley
- ASB in the flats
- Glass on the path in Hollinswood
- Unauthorized parking in Foxglove Rise
- Damage to verges in Larkspur Glade
- Fence at Clover Grove
- Bridleway impassable in Randlay Valley

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

**F25/217**

### **MEETING SCHEDULE**

|                                   |                                                                         |                               |                        |
|-----------------------------------|-------------------------------------------------------------------------|-------------------------------|------------------------|
| <b>14<sup>th</sup> April 2025</b> | <b>Annual Parish Meeting<br/>Full Council</b>                           | <b>7pm<br/>8pm</b>            | <b>RCC</b>             |
| <b>28<sup>th</sup> April 2025</b> | <b>Asset &amp; Property Committee<br/>Finance &amp; Audit Committee</b> | <b>7pm<br/>8pm</b>            | <b>Council Chamber</b> |
| <b>19<sup>th</sup> May 2025</b>   | <b>Annual Meeting of the Council<br/>May Full Council</b>               | <b>7pm<br/>7.30pm approx.</b> | <b>HNC</b>             |

There being no further business, the Chairman closed the meeting at 8.20pm, thanking members for their important contributions to a successful meeting.

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

These Minutes will remain DRAFT (E & O A) until confirmation at Full Council on 14<sup>th</sup> April 2025.