
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the monthly meeting held on **Monday 18th March 2024** at **Hollinswood Neighbourhood Centre** at **7.30pm**.

PRESENT: Councillors

- S Unwin (Chairman)
- H Unwin
- S Snell
- C Turley
- J Creed
- S Vaughan-Hodkinson
- P Farrar
- C Prescott
- J Johnson
- P Cranfield

In Attendance:

- K Baker (Clerk)
- S Fisher

F24/0185 WELCOME
The Chairman welcomed everyone and thanked them for attending.

PUBLIC SESSION
None

F24/0186 APOLOGIES & APPROVAL
Liam and Glyn are on holiday.

F24/0187 DECLARATIONS OF INTEREST OR DISPENSATIONS, regarding matters on the Agenda

Councillor	Interests
Cranfield	FoHRV, FoTTP
Creed	FoHRV, FoTTP, SBPC
Farrar	Wizards, Randlay Allotments
Johnson	HPS, Wizards, FoHRV, HR Committee
Prescott	TWC, RPS, FoHRV, St Leonard's Malinslee
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

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.

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F24/0188 VACANCIES ON THE PARISH COUNCIL

There have been no applications for either of the two vacancies. We will promote the vacancies again after the Annual Meeting in May.

F24/0189 MINUTES OF THE MEETING HELD ON 19TH FEBRUARY 2024

It was proposed by Councillor Turley and seconded by Councillor Farrar that the Minutes of the meeting held on 19th February 2024 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.

F24/0190 MATTERS ARISING, for information

Installation of Solar Panels at Randlay Community Centre

The project appears to be working well. 124Kw of power have been recorded today.

Members can access the information on the app – the link is on the Parish Website.

Discussions continue with the electricity companies with reference to our surplus energy being sold to them.

F24/0191 FINANCE & GOVERNANCE

a) Finance & Audit Committee

- i) Councillor H Unwin presented the Minutes of the meeting held on 26th February, which had been circulated, for information
- ii) There were no recommendations

b) Financial Reports

- i) The February reconciled account statements had been circulated along with a list of payments and receipts.
- ii) The balance held in both accounts totals £174,132.93.
- iii) £9374.37 has been reclaimed as the VAT from February 2024.
- iv) All payments over £500 appear on the website.

c) Register of Gifts and Hospitality

In accordance with the Gifts & Hospitality Policy, Members were reminded of the need to declare, as soon as possible, any gift or hospitality valued in excess of £25.00.

d) Resilience & Emergency Planning

Work will commence on a plan for the document and will start with a meeting with the Chairman to discuss the areas of work that will need to be included. Members will be invited to join a working group at a later date.

F24/0192 ASSET & PROPERTY COMMITTEE

a) Report

Councillor h Unwin presented the Minutes of the meeting held on 26th February 2024, for information.

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b) Recommendations

i) Upgrading Parish Vehicle

The current lease agreement is coming to an end and in accordance with the Parish Strategy and Five-Year Plan, the company has negotiated a new agreement for an electric vehicle. It was proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Creed, all were in favour and thus it was

RESOLVED that the Parish Council upgrades to an electric Parish Vehicle for use by the Landscape Maintenance Team at a cost of £140.00 per week.

ii) Provision of an EV Charger

Details had been provided of the options available. The company works with SMVH and will install a unit, to our specification, at The Pavilion Building in Hollinswood. This is the ideal location for charging the van, as this will be available during the night when the electric costs are lower.

The 22kw dual charger offers a rapid charge and will mean that the Parish Council can also offer the service to the public – this has been mentioned by some user groups. This was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Turley. However, Councillor Snell proposed that the smaller, single 7.4kw unit should be adequate. This was seconded by Councillor Cranfield. At the vote, this amendment was not supported.

The provision of a 22kw three phase charger, became the substantive and at that vote, with one abstention and two against, it was

RESOLVED that an order be placed to provide a 22kw three phase charger.

It has also been confirmed that both Hollinswood & Randlay local centres will have a dual 22kw ChargePoint installed by TWC as part of its Borough-wide project.

c) Randlay Community Centre, Hall One Kitchen

Members had inspected the kitchen following the last meeting and it was agreed that action needs to be taken as a matter of some urgency and that this should also be completed before the 3D Video is produced.

The Clerk reported that £3500 would be required to undertake work required on the worktops, splash back, sink and taps and to include replacement handles and locks plus redecorating.

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

RESOLVED that £3500 be allocated from reserves for this emergency work and that the project be managed by the Chairman and Vice Chairman of Asset & Property with Councillor Johnson and the Chairman, and they will have delegated authority to place the relevant orders.

d) Randlay Community Centre – Main Door Entry System

It was agreed that this item required further discussion and consideration and would be included on the Asset & Property Agenda for 29th April. The information obtained from the company will be made available to all Members of the Committee.

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e) Purchase of an additional Defibrillator

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

RESOLVED that the offer from Heart Start should be accepted and that a new defibrillator, with heated cabinet, should be ordered (as a cost of 50% of RRP). This is to be located outside of the fence at Hollinswood Pavilion, to enable 24 hour access. This will mean that the portable defibrillator can be relocated to Randlay Allotments from March until September.

F24/0193

HUMAN RESOURCES COMMITTEE

a) Minutes

Councillor Snell presented the Minutes of the meeting held on 4th March 2024, for information.

b) Neighbourhood Enforcement

Members had previously discussed, and included in the Parish Strategy and Budget, a partnership with TWC to provide Neighbourhood Enforcement. For the last three years this has been very successful. The monthly action plans enabled the Parish Council Staff to monitor effectiveness of the scheme and to assess value for money.

It was noted, however, that the cost of this provision has escalated. After a lengthy discussion regarding the Service Level Agreement Terms and Conditions, it was proposed by Councillor H Unwin, seconded by Councillor Creed and all were in favour that it be

RESOLVED that Hollinswood & Randlay Parish Council signs the agreement with Telford & Wrekin Council for the provision of Neighbourhood Enforcement at a cost of £15,565 per annum and this includes the maintenance of our CCTV.

It was confirmed that this is a five-year agreement at a fixed cost. Members were also clear in that they will monitor the effectiveness and have an opportunity, after three years, to change the decision and withdraw from the partnership.

F24/0194

EVENTS COMMITTEE

Councillor Johnson presented the Minutes of the meeting held on 4th March, for information. There were no recommendations.

F24/0195

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.

F24/0196

PLANNING

a) Reports

None

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b) New Applications for consideration

TWC/2024/0153 45 Abbey Fields, Randlay
Erection of a two-storey side and single-storey rear extension

Members had previously commented on the size and scale of the proposals. However, it was

RESOLVED to ask the LPA to consider the proposals in accordance with the land available and to take into consideration, any comments received from neighbours to the site.

TWC/2024/0170 Polytec Car Styling
Variation of Condition 15 to allow the amendment of the elevational height and treatment to Phase Three

RESOLVED to support this application

TWC /2024/0185 Hollinswood House
Erection of a Modular building and associated works (retrospective)

Members were disappointed that this was a retrospective application which, on principle, they do not support. They believed that the organisation should have known better and checked if planning permission was required.

RESOLVED that the Parish Council would point out the concerns regarding retrospective applications but would support the provision of this essential building to enhance the provisions available for the public.

c) Other Planning Matters

None

F24/0197

WEST MERCIA POLICE REPORT

There had been a short report for the meeting which stated that there were no local issues at this time. Unfortunately, Members were aware of some open investigations and therefore it was agreed to ask The Nedge SNT to provide some updates.

F24/0198

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

a) Minutes of the Annual General Meeting

The Minutes had been circulated for information.

b) Projects

Liam, Environmental Officer, had presented a report to the AGM. Councillor Turley shared concerns regarding an amount of logs delivered to the Valley – a request for information will be sent to TWC.

c) Spring Clean

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F24/0199

Everyone is welcome to join in on Tuesday, 26th March from 10am in Randlay Valley to undertake a litter pick, as part of the volunteer morning.

CHAIRMAN'S REPORT

Report

A thank you letter had been received from Homestart to acknowledge receipt of the £250.00 provided from the Chairman's Charity.

Chairman's Charity & Events

The balance to date is £2523.33

The pub games and quiz night will not take place on 22nd March, due to lack of ticket sales.

F24/0200

CLERK'S REPORT

The Clerk and Councillor Farrar had attended the Eco Assembly at Hollinswood Primary School today. The children work hard to promote sustainability and to have respect for climate change.

COUNCILLOR REPORTS

Councillor Farrar updated Members on the Great British Spring Clean event on 23rd March – a community litter pick will take place between 10am and 12 noon. TWC will arrange to collect the litter collected from HNC on Monday 25th March. TWC is to undertake an audit of litter collected.

F24/0201

MATTERS FROM TELFORD & WREKIN COUNCIL

Councillor Turley informed Members that Addenbrooke House has been sold and a Council Chamber has been created in Southwater One. The most recent meeting was held to set the Council's budget and precept for 2024/45.

F24/0202

PARISH MATTERS

Councillors had also received some information and requests for action during the Meet Your Councillor events.

The following matters will be actioned or reported as necessary:

- Used dog poo bags hanging on hedges and in trees
- Concern regarding tents found in Randlay Valley
- Logs delivered to Randlay Valley
- Garden Scheme available to residents over 60
- Requests for information regarding SEN and School provision must be passed to TWC LEA
- Vehicles parking in Dale Acre Way and on Parking Restricted areas
- Road conditions and potholes in Danesford
- Overhanging tree from the garden of 33 Darliston
- Request for dropped kerbs
- Mud on the pavement – Stirchley Avenue, Abbey Fields and Mill Farm Drive
- Additional parking places promised for Brands Farm Way
- Randlay Centre – use of the public car park
- SID in Stirchley Avenue
- Tree branches in need of maintenance – Long Meadow / Boulton Grange

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

Councillors S & H Unwin also reported that they had received lots of positive comments about the area.

F24/0203

MEETING SCHEDULE

15 th April 2024	7pm 8pm	Annual Parish Meeting Full Council	RCC
29 th April	7pm 8pm	Asset & Property Committee Finance & Audit Committee	HNC
20 th May	7pm	Annual General Meeting Followed by the May monthly meeting	HNC

There being no further business, the Chairman closed the meeting at 9pm, thanking members for their important contributions to a successful meeting.

SignedDate.....

These Minutes will remain DRAFT (E & O A) until confirmation at Full Council on 15th April 2024