
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the monthly meeting held on **Monday 20th October 2025** at **Hollinswood Neighbourhood Centre** at **7.30pm**.

PRESENT: Councillors S Unwin (Chairman) H Unwin
 C Prescott M Salifu
 S Snell P Farrar
 R Tyrrell P Krajewski
 P Cranfield

In Attendance: K Baker (Clerk)
 L Seabury
 S Fisher

F25/084 WELCOME

The Chairman thanked all Members for attending the meeting.

PUBLIC SESSION

There were no members of the public in attendance.

WEST MERCIA POLICE

There was no one available to attend the meeting.

F25/085 APOLOGIES & APPROVAL

Cllr J Johnson	Family Commitments
Cllr S Vaughan-Hodkinson	Holiday
Cllr Creed	Holiday

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

RESOLVED that these apologies be accepted.

Cllr N Page (TWC)	Attending an alternative engagement
West Mercia Police	

F25/086 DECLARATIONS OF INTEREST OR DISPENSATIONS, regarding matters on the Agenda

Councillor	Interests
Cranfield	FoHRV
Farrar	Randlay Allotments, Wizards, TW Climate Change Working Groups
Krajewski	HPS, Hollinswood PPG, Randlay Colts
Prescott	Randlay Primary School, TWC, FoHRV

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Salifu	SBPC, Chosen Generation, Randlay Primary School, Randlay Colts
Snell	RTITB, FoHRV
Tyrrell	FoHRV
Unwin H	FoHRV, Randlay Primary School, FoTTP
Unwin S	FoHRV, Randlay Primary School, TWC

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.

F25/087 MINUTESS OF THE MEETING HELD ON 15th SEPTEMBER 2025

It was proposed by Councillor Snell and seconded by Councillor Krajewski that the Minutes of the meeting held on 15th September 2025 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.

F25/088 MATTERS ARISING, for information

Active Travel Project

We have continued to work with Hollinswood Primary School and TWC to improve the experience for the children by working with TWC Travel Team and Safer Stronger Communities. Thanks had been extended to the Parish Council and Nedge Ward Members for their financial support, as well as Safer Stronger Communities fund towards the Walking Bus Initiative.

ASB – cars and motorbikes

The Nedge SNT are actively dealing with the concerns raised by local residents.

F25/089 FINANCE & GOVERNANCE

a) Minutes of the meeting held on 29th September 2025

Councillor H Unwin presented the Minutes, for information

b) Recommendation

Councillors S Unwin, H Unwin, Prescott and Salifu declared an interest and left the meeting

It was proposed by Councillor Snell, Seconded by Councillor Krajewski, all were in favour and thus it was

RESOLVED that a grant of £500 be allocated to Randlay Primary School towards the cost of Swimming.

c) Financial Reports

Copies of the September Bank Reconciliation and details of all receipts and payments had been shared with Members. The total balance is £270,486.95.

VAT reclaimed for September has been received - £1075.69.

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Governance

d) Accidents or Near Misses

None

e) Risk Management

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

f) TW Community Governance Review

The third round of consultation ended at midnight on 19th October. Thanks were extended to the staff and councillors who had attended the drop-in sessions at both Hollinswood & Randlay. Members had felt that these were important, especially as TWC were not organizing any public sessions during this round of consultation.

Over 110 responses had been received and included in the Parish Council response. This has also included concerns regarding the inadequate amount of time for a consultation on a new proposal – the creation of two new Parish Councils. Despite the lack of time, 99% of those who expressed a view remained against the proposal and wanted Hollinswood & Randlay Parish Council boundary to remain unchanged. The TW Boundary Review Committee will meet on Tuesday, 4th November at 6pm at Southwater, where it is anticipated that a final decision will be made.

g) Parish Strategy and Five-year Plan

The Chairman thanked all members for their contributions to the discussions regarding the Parish Strategy and Five-Year Plan. A draft document will be circulated and will be considered by the Finance & Audit Committee on 27th October 2025 with a view to being recommended to Full Council in November.

Thanks were also extended to Councillor H Unwin for typing up the draft document.

F25/090

EVENTS COMMITTEE

a) Minutes

Councillor s Unwin presented the Minutes of the meeting held on 29TH September, for information.

b) Recommendation

It was proposed by Councillor S Unwin, seconded by Councillor Snell, all were in favour and thus it was agreed that funding be included in the 2026/27 budget for Games Days

c) Remembrance Sunday

Arrangements are in hand for the event in the Town Park on Sunday, 9th November. The parade will leave Southwater at 10.20am. The service will be led by Revd Laura Lenandra, Telford Minster. It is unfortunate that we no longer have the KSLI or Wolverhampton Brass Band with us.

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HUMAN RESOURCES COMMITTEE

- a) Councillor Snell presented the Minutes of the meeting held on 6th October, for information.
- b) Councillor Snell also congratulated all staff on their excellent sickness and holiday records.

F25/092

ASSET & PROPERTY COMMITTEE

a) Minutes

Councillor H Unwin presented the Minutes of the meeting held on 6th October 2025 for information.

b) Recommendations

- i) It was proposed by Councillor H Unwin, seconded by Councillor Tyrrell, all were in favour and thus it was

RESOLVED that the office door at Randlay Community Centre be replaced at a cost of £730.00

- ii) It was proposed by Councillor H Unwin, seconded by Councillor Snell, all were in favour and thus it was

RESOLVED that the office window be replaced at Randlay Community Centre at a cost of £880.00

- iii) Members were provided with the additional information which had been requested, regarding the warranty and maintenance of the proposed front shutters. It was then proposed by Councillor H Unwin, seconded by Councillor Krajewski, all were in favour and thus it was

RESOLVED that the front shutters be replaced with an electric version which has a three year warranty and an optional maintenance agreement, at a cost of £2300.00.

Members of the Asset & Property Committee had expressed the need to consider other maintenance projects and would therefore request that the Finance & Audit Committee allocate funds, from reserves, in order that these projects can be considered at a future meeting when specifications had been confirmed.

- iv) It was proposed by Councillor H Unwin and seconded by Councillor Cranfield that £8000 be allocated to the Pavilion in order to consider a monitored fire alarm system.
- v) It was proposed by Councillor H Unwin, seconded by Councillor Tyrrell that £3500 be allocated to the Pavilion in order to consider replacing the guttering and downpipes.
- vi) It was proposed by Councillor H Unwin, seconded by Councillor Prescott that £1100 be allocated to Randlay Community Centre in order to consider replacing the window blinds in Hall One.
All were in favour, and thus it was

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RESOLVED that the three allocations, as listed by agreed and that these will appear on the agenda for Finance & Audit to consider.

F25/093

CHAIRMAN'S COMMUNICATIONS

The Chairman, and Vice Chairman, had attended the Surplus Celebration Supper at Hollinswood Primary School. Members of their Eco Committee and Gardening Group welcomed guests to learn more about their work and to taste food and drinks prepared in the school's kitchen by the School Cook and students with a variety of surplus food. Information was also available regarding the compost projects in school.

Chairman's Charity

The Charity Bikeathon had raised over £460 to date, with some sponsorship still to be received. The Chairman thanked everyone for their support, especially those who took turns on one of the three bikes available throughout the 24 hour period.

The next event will be the Charity Bingo night on 15th November at Randlay Community Centre. Tickets will be £3.00 – bring your own food and drinks, although nibbles and soft drinks, tea and coffee will be available from 6pm. Bingo starts at 6.30pm - there will also be a raffle. Bingo Tickets will be available on the night at £5 a book. Posters will be created and the event advertised asap.

F25/094

CORRESPONDENCE

All general correspondence received has been forwarded to Members, for information, throughout the month.

a) Information from SALC

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

The AGM is at Shrewsbury Town FC on 29th October, from 4pm – everyone welcome.

F25/095

PLANNING

a) Reports

None

b) New Applications for consideration

TWC/2025/0626 2 Randlay Fields

Variation of Condition 5 to allow repositioning of gable wall and reduction in depth of rear extension

RESOLVED that the Parish Council would have no objections to this application.

TWC/2025/0649 Units 1,2 and 3, Stafford Park 17

Installation of new insulated roof over cladding units 1, 2 and 3 and installation of roof mounted solar panels (amended description0

RESOLVED to support this application, the inclusion of solar panels is to be applauded.

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c) Other Planning Matters

Member Training and Development Sessions

Green Spaces, Local Access Forum and TGSP

Councillors H & S Unwin gave a resume of this training sessions which they had attended – the information is very useful to PTCs.

Jade Jackson, the TW Green Spaces Officer, will attend the Asset & Property Committee meeting on 24th November 2024.

Highways & Built Heritage

This session had been postponed.

Ecology & Local Nature Recovery Strategy

6.30pm on 22nd October on Teams – everyone welcome

F25/096

CLERK'S REPORT

Safer Neighbourhood Team Meetings

Stuart attended this meeting on 14th October where the following matters were discussed by the agencies in attendance:

- Off Road Bikes

- Section 59 Letters

- Seized and removed vehicles

- Excellence Conference Centre

- Speed Cameras

Learn Telford

The Clerk had circulated a written report. This scheme has been well received and well supported. We are working with TW Learn Telford to offer additional courses in our centres.

Community Action Team – enforcement

The Clerk had circulated a written report to update members on the success of this scheme and including the benefits to our Parish in particular.

COUNCILLORS REPORT

None

F25/097

MATTERS FROM TELFORD & WREKIN COUNCIL

Councillor Page had sent her apologies but asked it to be recorded that her Councillor Surgeries are continuing and she welcomes any local residents who need to speak to her about local issues.

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FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

The Chairman reported on the successful launch of the Chris Turley trail and memorial bench and tree. The family very much appreciated the thought and we will continue to maintain the area in his memory. Volunteer mornings have continued. The new information board design has been signed off. FoHRV had met to submit comments to the consultation regarding the Local Nature Recovery Strategy.

The Environmental Officer reported on the work undertaken within the Valley and highlighted some future projects. A Veolia Grant application has been submitted to fund dog poo bag dispensers and bins for siting within the Valley.

The Events Secretary updated members on the events planned which include the Halloween Event from 4pm on 30th October with a film show, crafts and refreshments.

A craft morning will take place in the Pavilion on 22nd December from 10am until 12 noon.

The Winter Walk will start at 10.30am on 27th December and will be followed by seasonal refreshments in the Pavilion – everyone welcome.

F25/099

PARISH MATTERS

The following matters will be actioned or reported as necessary

- Randlay Development – a one-year build period – concerns regarding access, deliveries and parking – discussions with the developers
- Electric scooters using footpaths and green spaces
- Dog nuisance – to reported to Environmental Health / Dog Warden
- Overgrown hedges -thanks for action taken
- Fly Tipped oil tanker – to be reported

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

F25/100

MEETING SCHEDULE

22nd October	6.30pm	Ecology & LNRS	on Teams
27th October	7.00pm	Climate Change Committee	HNC
	7.30pm	Finance & Audit Committee	HNC
5th November	6.30pm	Section 106 and Enforcement	on Teams
17th November	7.30pm	Full Council	HNC

There being no further business, the Chairman closed the meeting at 8.25pm, 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 17TH November 2025.