
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the monthly meeting held on **Monday 22nd January 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)
- G Johnson

F24/0151 WELCOME

The Chairman welcomed everyone and wished them a Happy and Healthy New Year.

PUBLIC SESSION

None

F24/0152 APOLOGIES & APPROVAL

None

F24/0153 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
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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F24/0154 VACANCIES ON THE PARISH COUNCIL

There have been no applications for either of the two vacancies, however a local enquiry has been received which may result in an application. This will appear on the February Agenda.

Members agreed that this should be advertised more widely, using the bus shelters, noticeboards and social media in particular.

F24/0155 MINUTES OF THE MEETING HELD ON 18th DECEMBER 2023

It was proposed by Councillor Prescott and seconded by Councillor Snell that the Minutes of the meeting held on 18th December 2023 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.

F24/0156 MATTERS ARISING, for information

F23/0140 The funding for the CCTV at The Pavilion had been included in the budget considerations.

The noticeboard is in use at the allotments.

The allotment invoices have been issued, payments are due by the end of February.

F23/0141 Whilst already visiting the Pavilion, a roofing company had confirmed that solar panels can be installed at the Pavilion.

F23/0147 Due to a leak, emergency repairs had been carried out on the roof at The Pavilion.

F24/0157 FINANCE & GOVERNANCE

a) Finance & Audit Meeting

Councillor H Unwin presented the Minutes of the meeting held on 15th January, for information.

b) Recommendations

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

RESOLVED that the Parish Council uses up to £2000 from the Reserves in order to create a 360 virtual tour of all the buildings, as identified within the Parish Strategy. It would also be necessary to add £250 to the budget for the annual fee.

- ii) Following the discussion at the Finance & Audit Committee, Members had considered the draft budget, in line with the Parish Strategy. It was proposed by Councillor H Unwin, seconded by Councillor Snell, all were in favour and thus it was

RESOLVED that the Parish Council confirms the budget for 2024/25 to be £466,280 as detailed in the Proposed Budget Papers.

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

RESOLVED that the Parish Council sets its precept for 2024/25 at £263,834.00 and requests TWC to collect this on our behalf. The Parish Council will receive the funds in two installments – in April and in October.

Councillor H Unwin thanked members of the Committee for their important contributions to the meeting, which was a good meeting with a positive outcome.

c) Financial Reports

The reconciled accounts for the end of December 2023 had been circulated to all Members, for information.

- i) The current accounts total £160,626 at the end of December with £100,000 invested with CCLA. A bank reconciliation had been circulated with details of all payments.
- ii) All payments over £500 will appear on the website, in accordance with the Transparency Code.
- iii) The VAT (£1595.88) had been reclaimed for December.
- iv) The internal audits were planned –
Health & Safety – Councillors S Unwin and S Vaughan-Hodkinson – 12th February at 10am

Finance & Administration – Councillors Johnson & H Unwin – 16th February at 5.30pm

d) 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.

It was confirmed that staff donate any 'thank you' gifts to the Council's fund-raising events.

F24/0158

EVENTS COMMITTEE

a) Report

Councillor J Johnson presented the minutes of the meeting held on 15th January 2024, for information.

b) St George's Day Bingo & Fish & Chip Supper

This event will take place on 28th April 2024 at Randlay Community Centre

c) Christmas Float

The Chairman announced that the Christmas Float will be around the Parish on 3rd and 4th December.

F24/0159

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.

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b) Wrekin Area Committee

The Minutes of the meeting will be circulated. There were two presentations at the meeting, the first gave an update on the Hospital Transformation Programme and the second on behalf of the Lord Lieutenant, a presentation regarding the King's Honours System and nomination process.

F24/0160

PLANNING

a) Reports

Nones.

b) New Applications

None

c) Other Planning Matters

i) TW Draft Local Plan Consultation

A draft response had been circulated and Members would offer any comments that they wish to be included so that it can be submitted before the end of January 2024.

ii) RCC – Pre-application for the solar panels at Randlay Community Centre

The pre-application has been submitted, but no response had been received. Councillor Turley confirmed that he had been consulted as part of the process. It may be necessary to submit a full application due to the amount of roof space to be used.

F24/0161

WEST MERCIA POLICE REPORT

There had been no report for the meeting. The Nedge SNT are currently short-staffed due to staff changes and sickness.

There are vacancies being advertised for PCSOs.

Members queried the lack of officers in the area and the effect this has on the Parish and the budget allocated.

ASB issues in Dunstone and on the Pavilion Car Park will be reported.

F24/0162

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

Projects

Liam, Environmental Officer, had circulated a report which updated Members on recent work. Councillor Turley updated members on other meetings and planned work. This has identified some other work that can be undertaken by the Volunteers and included invasive bamboo.

The planned work will be in accordance with the Management Plan and will need to be evidenced by before and after photographs.

The 'Deep Water' signs are now in place.

The following matters need investigating / addressing:

Padlock and chain on the kissing gate

Replacement of old bench

Condition and use of the Bridleway

TWC / Community Payback Team will be visiting to complete work on the footpaths to re-define the edges.

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F24/0163 CHAIRMAN'S REPORT

Report

The footpath art and exercise trail (by Thermmark) will be installed in January, this is being funded by the Chairman's Charity.

Chairman's Charity & Events

The balance to date is £2313.83.

A bingo night will take place on 16th February 2024 at Hollinswood Neighbourhood Centre.

There are tickets available.

A quiz and pub games evening will be arranged in March.

F24/0164 CLERK'S REPORT

a) The Pavilion

The roof has been repaired.

b) Emergency and Resilience Planning

Stuart will attend the fourth workshop, after which this will appear on an agenda for consideration and to outline a plan of action

c) Garage, underpass and bus shelter Projects

All these projects have the go-ahead and will be working with TWC and Community Payback Teams in the coming weeks.

d) Use of Instagram

Whilst this has been investigated with members and officers, there is little appetite to sue this form of social media at this time.

COUNCILLOR REPORTS

Councillors S Vaughan-Hodkinson and Creed had attended a webinar on 'Toxic Behaviour in Parish Councils' – a copy of the information will be shared when available.

Councillors expressed a concern regarding a statement included in the TWC Full Council report, setting of Council Tax Base 2024/25 – Special Fund Tax Base – the Clerk will ask for more information and clarification regarding ***the tax that will be levied on those parishes (which includes Hollinswood & Randlay).***

F24/0165 MATTERS FROM TELFORD & WREKIN COUNCIL

Councillor Turley brought to the attention of the parish council, a financial report from TWC – copies are available on request.

F24/0166 PARISH MATTERS

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

The following matters will be actioned or reported as necessary:

- Street Lights out / on permanently in Dunstone and Deepdale
- Trees blocking street lights
- Dropped kerbs in Abbey Fields towards Randlay Avenue
- Lighting on the Cap Gemini Path
- Deliveries to the Care Home at Randlay
- Ambulances using the main centre car park
- Poor lighting to Boulton Grange

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- Litter / dog waste bins need to be emptied more often
- Some paths have been swept, but others are waiting – especially the cycle path
- Request update on the Assisted Living Accommodation planned for Randlay

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

It was also agreed that during the Meet Your Councillor events, some members might like to walk around an estate and use the opportunity to raise issues direct with TWC on My Telford.

F24/0167

MEETING SCHEDULE

29 th January 2024	7.00pm	YPP	on Zoom
19 th February 2024	7.30pm	Full Council	RCC

There being no further business, the Chairman closed the meeting at 8.35pm, 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 19th February 2024