
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the monthly meeting held on **Monday 15th June 2026** at **Randlay Community Centre** at **7.30pm**.

PRESENT: Councillors

S Unwin (Chairman)	P Krajewski
C Prescott	J Creed
S Snell	P Farrar
P Cranfield	J Johnson
S Vaughan-Hodkinson	H Unwin
R Tyrrell	M Salifu (from F26/044/b vi)

In Attendance:

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

F26/034

WELCOME

The Chairman for 2026/27 welcomed everyone to the meeting. On 23rd May, Councillor Unwin had attended the litter pick and on 27th May the bench to bench walk and litter pick.

Chairman's Charity 2026/27

Following the success of fund raising for Lingen Davies Sunflower Appeal last year, the Chairman announced that 50% of the funds raised in this financial year will also be donated this worthwhile cause: to provide a chemotherapy centre and other services at The Princess Royal Hospital. Funds will also be raised for the Friends of Hollinswood & Randlay Valley – it will be good to raise funds to enhance our work in this part of our parish. Donation of prizes for the tombola and raffle at The Summer Fayre will be gratefully accepted.

TELFORD & WREKIN COUNCIL

Councillor Page updated members on her work since the last meeting. It was particularly pleasing that work had been completed in Brands Farm Way by highway engineers – this has included new lining to increase parking areas.

Councillor Page is very busy with her Mayoral engagements, too.

Public Session

None

F26/035

APOLOGIES & APPROVAL

None

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F26/036 DECLARATIONS OF INTEREST OR DISPENSATIONS, regarding matters on the Agenda

Councillor	Interests
Cranfield	FoHRV
Creed	FoHRV, FoTTP, SBPC
Farrar	Randlay Allotments, Wizards, TW Climate Change Working Groups
Johnson	HPS, TWC. FoHRV, HR Committee, Wizards
Krajewski	HPS, Hollinswood PPG, Randlay Colts
Prescott	Randlay Primary School, TWC, FoHRV
Salifu	Chosen Generation, RPS
Snell	RTITB, FoHRV
Tyrrell	
Unwin H	FoHRV, Randlay Primary School, FoTTP
Unwin S	FoHRV, Randlay Primary School, TWC
Vaughan-Hodkinson	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.

F26/037 MINUTES OF THE MEETING HELD ON 18th MAY 2026

The draft minutes had been circulated. It was proposed by Councillor Snell, seconded by Councillor Creed, all were in favour and thus it was

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

Minutes of the Annual Meeting

It was proposed by Councillor Snell, seconded by Councillor Creed, all were in favour that the Minutes were an accurate record of the Annual Meeting – these will be signed at the Annual Meeting in 2027.

F26/038 MATTERS ARISING, for information

None

F26/039 ASSET & PROPERTY COMMITTEE

a) Minutes

Councillor H Unwin presented the Minutes of the meeting held on 8th June 2026, for information.

b) Recommendation

The recommendation to vire £2200 into the Community Building Fund to enable the purchase and installation of external coloured lighting at RCC and HNC had been considered by the Finance & Audit Committee on 8th June 2026.

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F26/040 HUMAN RESOURCES COMMITTEE

a) Minutes

Councillor Snell presented the Minutes of the meeting held on 1st June 2026, there were no recommendations.

F26/041 EVENTS COMMITTEE

a) Minutes

Councillor Johnson presented the Minutes of the meeting held on 1st June 2026, there were no recommendations.

b) Summer Fayre

Plans are progressing well for the event on 5th July at the Pavilion Field. There will be a briefing for staff and councillor stewards and helpers at 6.30pm on Monday 29th June at Hollinswood Neighbourhood Centre.

F26/042 YOUTH PROVISION PARTNERSHIP

a) Minutes

Councillor Tyrrell presented the Minutes of the Partnership meeting held on 1st June 2026, for information. There were no recommendations.

b) Games Days

Members were reminded of the Games Days on 6th and 13th August 2026.

FA26/043 CLIMATE CHANGE WORKING GROUP

a) Minutes

Councillor Farrar presented the Minutes of the meeting held on 8th June 2026, for information

b) Recommendations

There were two recommendations which had been considered by the Finance & Audit Committee.

i) That £5500 be vired from general reserves to enable consideration of the removal of the gas from RCC and HNC and to provide electric catering cookers.

ii) That £20,000 be available from general reserves to enabled further consideration of the provision of battery storage at Randlay Community Centre

FA26/044 FINANCE & GOVERNANCE

a) Minutes

Councillor H Unwin presented the Minutes of the meeting held on 8th June 2026, for information.

b) Recommendations

Copies of all the End of Year Paperwork had been made available to Members prior to the meeting.

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i) Annual Governance and Accountability Return (AGAR) Section One

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

RESOLVED that Members acknowledge their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements and confirmed the 10 assertions as listed in Section One. This was signed by the Chairman on behalf of the Council.

ii) AGAR Section Two

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

RESOLVED that the Accounting Statements, as circulated, present fairly the financial position of the Council. This was signed by the Chairman on behalf of the Council.

iii) Dates for the Exercise of Public Rights

Following confirmation of the End of Year accounts for audit, Members confirmed the dates to be 17th June 2026 until 28th July 2026.

iv) The Muddy – drainage percolation tests

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

RESOLVED that an additional £500 be used from The Muddy budget to enable the drainage engineers to undertake the necessary percolation tests in order that quotations can be sought for the work on The Muddy Field to alleviate the flooding issues. TWC had provided the initial £2000 as a grant towards this specialized work.

v) Vire of Project Funds

Further to the recommendations from Asset & Property and Climate Change, members considered the following vire of funds.

i)	£2200 for external lighting	Prop HU	Sec SS	1 abstention
ii)	£5500 for removal of gas	Prop HU	Sec SVH	
iii)	£20000 for battery storage	Prop HU	Sec SVH	

With one abstention, as noted above, all were in favour and thus it was

RESOLVED that the total of £27,700 be vired from general reserves into budget headings for future projects.

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Governance

Councillor Salifu arrived

c) Accidents or Near Misses

There have been none reported. Staff and members were reminded of the importance of recording all accidents and near misses.

d) Gifts & Hospitality

Members were reminded of the need to declare any gifts or hospitality offered or received when valued in excess of £25.00.

F26/045

CORRESPONDENCE

All general correspondence received has been forwarded to Members, for information, throughout the month. There had been no requests for items to be added to the agenda.

a) Information from SALC

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

F26/046

PLANNING

a) Reports

None

b) New Applications for consideration

TWC/2026/0388 Matheson House
BT Street Hub

RESOLVED that the Parish Council would have no objections to the application, but would remind them of the most appropriate colour to be used.

c) Other Planning Matters

TW Local Plan

Members were aware of the Inspector's modifications which are now out for public consultation. Further information, specifically relating to our parish, will be forwarded for members' consideration.

Randlay Local Centre Car Park

Whilst there are likely to be areas closed and diversions in place during the upcoming works on the car park at Randlay Local Centre, the contractors had confirmed that it is their intention for the remainder of the car park to stay usable and accessible to all. It is anticipated that the work may take up to 4 weeks of the school summer holiday period.

Installation of new poles

The Clerk was asked to ascertain the reason for the new poles which have been installed around Hollinswood Estates.

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F26/047

CLERK'S REPORT

a) Dunsheath / Downemead Underpass

A partnership meeting had recently take place, involving the police, fire authority, various departments of TWC and the parish council. An action plan has been drawn up to tackle the range of issues evident at this location.

b) Fly Tip Pilot project

This project started on 1st June. Due to a delay in some letters going to landlords, the initial collection has been funded by TWC. From 15th June, an invoice will be sent to the relevant landowner for each collection.

This is a six month pilot project and is being monitored for effectiveness.

c) Activity For All

As we near the end of the activity sessions, there is some funding available from the grant. A celebration event will take place on 19th September at The Pavilion from 3pm until 6pm. We have invited the most popular sessions to take part. There will be a disco and light refreshments available.

d) CCTV

By way of an update, the parish Council has four Radar CCTVs. These are monitored by the CAT Enforcement Team. Our original camera (invoiced annually) is deployed to Randlay at this time. The remaining three Radars are fixed and used at the three Courts in Hollinswood. These have been added to our CAT programme which subsequently means that we can move them up to three times per year to cover alternative locations.

It is hoped that a similar scheme can be set up for monitoring fly tips in Randlay.

COUNCILLORS REPORT

None

F26/048

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

Liam updated Members of recent work and projects:

- a) Weather permitting, the new slope to replace the steps will be completed before the end of June, with funding provided by the Pride Funding, with thanks to our Ward Members.
- b) Bench-to-bench walk
Eight people attended the walk on 27th May.
- c) A meeting of FoHRV will be arranged in the Summer
- d) A scavenger hunt it to be arranged during the summer holidays and Shropshire Wildlife will be in the valley on 22nd August.
- e) There is still a requirement for more trained walk leaders.

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F26/049

PARISH MATTERS

The following matters will be actioned or reported as necessary

- Queen Elizabeth Way underpass – sandbags, barriers, blocked drains
- Overflowing litter bins
- Parking issues
- Late night fireworks and music
- Possible encampment – near to RVCP
- Signs remind people that trollies must not leave the town centre
- Thanks were extended to Councillors H & S Unwin, for cutting back overgrown shrubs from Barlow Close to Arundel
- Pedestrian Crossing Lights – timers

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

F26/050

MEETING SCHEDULE

6th July 2026	7pm 8pm	Finance & Audit Events	Council Chamber Council Chamber
20th July 2026	7.30pm	Full Council	HNC

There being no further business, the Chairman closed the meeting at 8.30pm, thanking members for their important contributions to the meeting.

SignedDate.....

These Minutes will remain DRAFT (E & O A) until confirmation at Full Council on 20th July 2026.