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## Hollinswood and Randlay Parish Council

Chairman: Councillor S Unwin

Clerk: Katrina Baker MBE

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### FULL COUNCIL

15<sup>th</sup> July 2020

To all Members, Hollinswood & Randlay Parish Council  
Copied to others for information

Dear Councillors

You are hereby summoned to attend the next **Full Council** meeting for the municipal year 2020/21 on **Monday 20<sup>th</sup> July 2020** via Zoom at **7.30pm**.

### A G E N D A

#### 1. Welcome

The Chairman will welcome everyone to the meeting and share any announcements with the Councillors & Members of the Public.

#### Public Session

Anyone wishing to attend this virtual meeting, must contact the Clerk (be email to [katrina.baker@harpc.org.uk](mailto:katrina.baker@harpc.org.uk) or by telephone to 07813 788094) to register and then the link will be forwarded before the meeting. It would be useful to receive in advance details of any questions or comments you wish to raise at the meeting.

#### 2. Apologies

a) To receive apologies for absence from Members of the Council. A reason for absence must be given and Members are required to consider any necessary approval.

#### 3. Declarations of Interest

To receive declarations of pecuniary interest (DPI) from members in respect of any matter on the agenda, the nature of any interests and whether the Member regards the interest to be prejudicial in accordance with Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question and to leave the meeting if necessary.

#### 4. Minutes of the meeting held on 15<sup>th</sup> June 2020

Members are required to confirm, as accurate, the Minutes of the last meeting which have been circulated.

#### 5. Matters arising, for information only, from the June Minutes (not included in this Agenda).

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### 6. Finance & Audit Committee

- a) Councillor H Unwin will present the Minutes of the meeting held on 6<sup>th</sup> July 2020, for information
- b) To consider the Recommendations from the Minutes
  - i) Risk Management Policy and Assessments
  - ii) Completion and signing of the 19/20 AGAR
  - iii) Confirmation of the dates of the Exercise of Public Rights
- c) Confirmation that the new website will be in accordance with the Accessibility Guidance and will be in place during August for a launch in September.
- d) The new invoice system, provided as part of our Accounts Package with Edge Designs has gone live.
- e) To give consideration to a grant application received from TWC towards the provision of laptops for children in education

### 7. Asset & Property Committee

- a) Councillor H Unwin will present the Minutes of the meeting held on 22<sup>nd</sup> June 2020, for information
- b) To consider any Recommendations from the Minutes
  - i) To receive an update regarding the invoices for the Business Rates for Randlay Valley Car Park and to consider the recommendation to offer a contribution (not to exceed £500) if and when further reminders are received. At this time to request a contribution from other stakeholders. A letter will accompany any payment that confirms that the PC does not accept liability for the charges and we will continue to challenge this with the Valuations Office Agency.
  - ii) To allow four weeks free hall fire to Brownies, Guides and Scouts when they return to use the community buildings in the Autumn, following Government guidance.

### 8. Personnel Committee

- a) Councillor Snell will present the Minutes of the meeting held on 29<sup>th</sup> June 2020, for information.
- b) There were no recommendations

### 9. Events Committee

- a) Councillor Vaughan-Hodkinson will present the Minutes of the meeting held on 29<sup>th</sup> June 2020, for information
- b) There were no recommendations

### 10. Youth Provision Partnership

- a) Councillor Ricketts will present the Minutes of the meeting held on 6<sup>th</sup> July 2020, for information

### 11. Correspondence

All correspondence received has been shared with Members. Members have had the opportunity to request that any item be added to the Agenda for further consideration.

- a) Licensing Act 2003 - Consultation on the Review of the Council's Statement of Licensing Policy
- b) Pavement Licenses

### 12. Parking Enforcement

- a) To record areas of concern in Hollinswood & Randlay Parish
- b) To receive an update on the parking restriction schemes in the Parish

Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961

E-mail:- [enquiries@harpc.org.uk](mailto:enquiries@harpc.org.uk) Website:- [www.hollinswoodandrandlaypc.org.uk](http://www.hollinswoodandrandlaypc.org.uk)

Hollinswood & Randlay Parish Council and Telford & Wrekin Council have signed up to a Parish Charter –  
A commitment by all to work together for the benefit of the wider community.

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### 13. Planning

- a) To receive any reports or updates on planning issues
- b) To consider any planning applications, for consultation
  - i) TWC/2020/0514 5 Knowle Wood, Randlay  
Part first floor and part two storey extension following the conversion of the garage to residential use

### 14. West Mercia Police Report (if any)

### 15. Friends of Hollinswood & Randlay Valley

The Chairman of FoHRV and the Environmental Officer will update members on recent work and outline future projects. Next meeting will take place on Zoom on Thursday, 30<sup>th</sup> July 2020 at 7pm. Guests will include Mark Latham, TWC and Tristan, Telford Woods.

### 16. Chairman's Report

- a) Annual Report & Newsletter
- b) Any other information available

#### Councillors Report(s)

Councillor V Holt                      School Uniform Swap Shop

### 17. Clerk's Report

- a) Breakfast Boxes and Eatwell Scheme
- b) Community Support Scheme update
- c) Community Building Updates
- d) IT upgrade report

### 18. Parish Matters

This is an opportunity for Members of Hollinswood & Randlay Parish Council to discuss items raised in the public session or to bring other matters to the attention of the Council.

### 19. Date of next meetings

To confirm the meeting schedule, as circulated.

All meetings will take place via Zoom, until further notice

Katrina Baker, Clerk to the Council