
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the Full Council meeting held on **Monday 21st May 2018** at **Hollinswood Neighbourhood Centre** at **8.00pm** following the Annual General Meeting.

PRESENT: Councillors

S Unwin (Chairman)
H Unwin
S Snell
C Turley
J Johnson
S Vaughan-Hodkinson
L Aubrey
G Sinclair

In Attendance:

Katrina Baker (Clerk)
Glyn Johnson (Parish Assistant)

F18/2298 WELCOME & PUBLIC SESSION

Councillor S Unwin, Chairman, opened the first meeting of the 2018/19 municipal year and thanked everyone for attending.
There were no public in attendance.

The Chairman announced that her Charity for this year would raise funds to provide a defibrillator at Hollinswood Pavilion.

F18/2299 APOLOGIES

Cllr J Turley	Leave of Absence
Cllr L Ricketts	Work Commitments
Cllr M Allen	Leave of Absence

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

RESOLVED that the above apologies be accepted.

ABSENT

Cllr P Roberts

F18/2300 DECLARATIONS OF INTEREST

Cllr S Unwin	User of RCC, FoHRV, Randlay Primary School
Cllr H Unwin	User of RCC, FoHRV, RPS
Cllr J Johnson	User of community buildings, HPS
Cllr C Turley	FoHRV, STROWP and Planning
Cllr S Vaughan-Hodkinson	FoHRV

F18/2301 MINUTES OF THE MEETING HELD ON 16th APRIL 2018

Councillor Mrs Unwin presented the Minutes, which had been circulated to all Members. It was proposed by Cllr G Sinclair and seconded by Cllr H Unwin, all were in favour and thus it was

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RESOLVED that the Minutes of the meeting held on 16th April 2018 be signed as a true record.

F18/2302 MATTERS ARISING – for information only

Flooding under the underpass, off Stirchley Avenue

The tanker had attended recently and undertaken some work, although it had not been able to extract all the mud from the offending drains.

F18/2303 FINANCE & AUDIT REPORT

a) General Data Protection Regulations

Members received the Clerk's report regarding the implantation of the new regulations from 25th May 2018. NALC had confirmed that Parishes have to be 'working towards compliance' by that date, rather than 'compliant' at this stage. The Clerk reported that D M Payroll services had been employed as our Data Protection Officer and had visited the offices last week to undertake our initial Audit and Impact Assessment which had taken 4.5 hours and was extremely thorough.

b) Policies and Documents

A collection of policies and documents have been created and circulated to all members. It was proposed by Councillor S Unwin and seconded by Councillor H Unwin that the documents be adopted and where appropriate appear on the website for the public in terms of The Transparency Code.

c) Data Protection Compliance Officer

Katrina Baker MBE, Clerk to the Council, was appointed as this Council's DPCO.

d) Data Protection Impact Assessment

The DPIA has been received and the relevant actions will be taken. The Chairman and DPCO will be responsible for monitoring and reviewing the document and will report to the Finance and Audit Committee on a regular basis.

e) Consent Forms

Consent forms have been made available to Staff, Councillors, Allotment Tenants, Garden Clients and Users of the Community Buildings – these are required to be completed and returned to assist with the efficient and effective management of the Parish Council whilst working within the guidelines and law of the GDPR.

f) General Principles

A discussion took place to assist with a general understanding of the principles of the GDPR and how it will affect the work of the Parish Council. Members are required to have an email address for Parish Council business – please inform the Clerk when this is available. They are available at no costs and easy to set up. A privacy statement should be added to the signature of an email.

F18/2304 FINANCIAL REPORTS

a) Aged Analysis

This had been circulated and the two concerns remain evident.

b) Monthly report

A copy had been circulated and would appear on the Council's website

c) The monthly balance and audit report had been circulated.

d) Grant Application

An application had been received for a grant towards this year's Crucial Crew event.

Members were aware of the importance of this event for all Year 6 pupils in the Borough and it was proposed by Councillor G Sinclair and seconded by Councillor H Unwin that £150 be provided towards the cost. All were in favour and thus it was

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RESOLVED that a Grant of £150.00 be made to Crucial Crew 2018.

Councillor C Turley kind offered to attend the VIP Day on 5th July to represent the Parish Council.

- e) Internal Audit
The internal Auditor will visit the office on 14th June to complete the audit in preparation for the End of Year Accounts and Governing Statements.

F18/2305

PLANNING

In line with the new GDPR regulations, names of applicants, for private dwellings, can no longer be made available and will be removed from the application forms.

TWC/2018/0306 8 Speedwell Ridge Extensions

RESOLVED to have no objections but to ask that TWC take into consideration the comments they receive from neighbours.

TWC/2018/0352 Unit B1, Stafford Park 15 Change of use to worship centre

RESOLVED to share concerns regarding the lack of parking available, the additional parking spaces are unlikely to be sufficient for such attendance.

TWC/2018/0367 Unit E, Stafford Park 7 Create 14 additional parking spaces

RESOLVED to have no objections to this proposal.

TWC/2018/0387 Kelsall House, Stafford Park Creation of an extended car park, fencing and bike rack

RESOLVED to object to the proposals due to the number of trees to be removed, with no confirmation that replacements will be planted. Type A trees should be planted within the site based on the attached Arboricultural Report. There was also concerns regarding drainage of the land and flooding as a result of the removal of 15 trees.

F18/2306

CLERK'S REPORT

- a) John Campion, PCC
Mr Campion was interested in the responses from Hollinswood & Randlay to his recent questionnaire. He has requested to attend a Full Council meeting in June or July.
- b) Damaged Trees
Members were disappointed to have seen the vandalism to the trees at Randlay Local Centre.
- c) Theft of tool bag and tools
Members were concerned that the Police had no leads on the suspect, even with the clear CCTV pictures that had been supplied from the cameras inside and outside of the building.
- d) Hollinswood Primary School – School Council
The Clerk had attended a meeting at the School with the School Council and had discussed, at length the concerns of the children in relation to Hollinswood and The Town Park. The priorities they identified echoed those of our Council and included:
- Street lights not working
 - Play parks – ages of those using the equipment

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- Litter and fly-tipping
- Dog fouling
- Unreadable / damaged signs

The young people were very keen that the Parish Council speaks to people who commit offences such as litter or dog fouling, they all said that if they saw someone doing something they shouldn't they would want to go and tell them off.

e) Community Catalysts

The Parish Council is working with the Group who are based with Telford & Wrekin Council and we are identifying help and support that can be available to the local communities in both Hollinswood & Randlay.

F18/2307

CORRESPONDENCE

Parish & Town Council Conference

A reminder that anyone interested in attending this event at Oakengates Theatre on 6th June must book through Eventbrite. A link is available on request. Representatives of Parish & Town Councils, the Borough Council and Community & Voluntary organisations are welcome.

WAC Representative on SALC Executive Committee

Anyone interested in this position must attend WAC meetings and could be nominated at the next meeting in July.

F18/2308

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

Chris Turley provides regular reports on the work of FoHRV. The last Volunteer Day had prepared for the May Day event which was a great success and lots of fun. Thanks were extended to everyone who helped in any way and particularly to Cllr S Vaughan-Hodkinson for making the arrangements for the Maypole and suitable music.

F18/2308

PARISH MATTERS

- a) Out of date signs, following roadworks, need to be removed quicker
- b) When will Boulton Grange be resurfaced?
- c) Congratulate Telford & Wrekin @50 for the amazing Balloon and Kite festival.

F18/2309

FUTURE MEETINGS

4 th June 2018	7pm	Asset & Property Committee
	8pm	Finance & Audit Committee
18 th June 2018	7.30pm	Full Council

There being no further business, the chairman thanked Members for their important contributions to the meeting, and closed the meeting at 9.05pm.

SignedDate.....

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting which will take place on 18th June 2018.

Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961
E-mail:- enquiries@harpc.org.uk Website:- 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.