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## Hollinswood and Randlay Parish Council

*Chairman of the Council: Councillor Mrs Sheenagh Unwin*

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**MINUTES** of the Full Council meeting held on **Monday 20<sup>th</sup> July 2020** vis Zoom.

**PRESENT:** Councillors S Unwin (Chairman)  
H Unwin  
J Creed  
S Snell  
S Vaughan-Hodkinson  
V Holt  
L Ricketts  
T Wust  
G Sinclair  
C Turley

In Attendance: G Johnson  
Katrina Baker (Clerk)

### **F20/2663 WELCOME & PUBLIC SESSION**

Councillor S Unwin, Chairman, opened the meeting and thanked everyone for attending. Details of how the Zoom meeting would be managed were explained.

There were no members of the public in attendance.

### **F20/2664 APOLOGIES**

Cllr Johnson Work commitments  
It was proposed by Councillor Creed and seconded by Councillor Sinclair, all were in favour and thus it was

**RESOLVED that the apologies above be accepted**

Cllr Dalby sent apologies after the meeting.

### **F20/2665 DECLARATIONS OF INTEREST**

Cllr S Unwin User of RCC, FoHRV, Randlay Primary School,  
Cllr H Unwin User of RCC, FoHRV, RPS,  
Cllr S Vaughan-Hodkinson FoHRV, FoTTP,  
Cllr J Creed FoHRV. FoTTP,  
Cllr J Johnson Personnel matters and HPS  
Cllr C Turley FoHRV, Planning

### **F20/2666 MINUTES OF THE MEETING HELD ON 15<sup>th</sup> JUNE 2020**

Councillor Mrs Unwin presented the Minutes of the last meeting, which had been circulated. It was proposed by Cllr Turley and seconded by Cllr H Unwin, all were in favour and thus it was

**RESOLVED that the Minutes of the meeting held on 15<sup>th</sup> June 2020 be signed as a true record.**

### **F20/2667 MATTERS ARISING – for information only**

None.

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F20/2668

### FINANCE & AUDIT COMMITTEE

**a) Reports**

Councillor H Unwin presented the Minutes of the meeting held on 6<sup>th</sup> July, for information.

**b) Recommendations**

**Risk Management Policy and Assessments**

Councillor Unwin reminded Members of the work to confirm the risk assessments in 2019, however the Internal Auditor had noted that this had not been included in the Full Council Minutes. Continued monitoring will take place and this will be a standard agenda item for future Finance & Audit Committee meetings. Copies of the risk assessments had been circulated and it was proposed by Councillor H Unwin and seconded by Councillor Turley, all were in favour and thus it was

**RESOLVED that the Parish Council confirmed that the Risk Assessments had taken place and that the Risk Management Policy is appropriate for the Council.**

**AGAR 2019/20**

A copy of the Internal Audit report and letter had been circulated to all members. The Finance & Audit Committee had recommended the completion of parts 2 and 3 had been completed and Councillor H Unwin proposed that the documents be signed by the Chairman and that all the associated paperwork be forwarded to PKF Littlejohns, the External Auditor. This was seconded by Councillor Turley, all were in favour and thus it was

**RESOLVED that the Parish Council completes the AGAR and that the Chairman signs on behalf of the parish council in order that the Clerk can submit this to the External Auditor before the end of July 2020.**

**Dates for the Exercise of Public Rights**

It was proposed by Councillor H Unwin and seconded by Councillor C Turley that the dates be set to start on 27<sup>th</sup> July and, due to the bank holiday, will end on 7<sup>th</sup> September 2020, all were in favour and thus it was

**RESOLVED that dates for the Exercise of Public Rights be 27<sup>th</sup> July to 7<sup>th</sup> September 2020.**

**c) Website Update**

A screen shot of the new design had been circulated and Members were pleased with the simple format and effective colour schemes.  
The site will be populated in the coming weeks with an aim to re-launch in September.

**d) Facilities Package**

This is now live and being used for diary management very effectively. The package runs alongside the Finance Package. The system creates the invoices which can be sent out by email by one click of the appropriate button. On receipt of a payment, the invoice is synchronized to the Accounts.  
A report on outstanding debtors will be available from the system every three months.

There will be a significant amount of time saved with this new system.

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**f) Grant Application – TWC Laptop Project**

An email request had been received for a contribution towards the purchase of laptops for eligible young people.

The question had been asked as to how this linked to the Kindleness Appeal, which had already received £200 from this Council

**RESOLVED that this would be added to a future agenda for consideration when further information is available and answers to the questions sent in.**

**F20/2669**

**ASSET & PROPERTY COMMITTEE**

**a) Report**

Councillor H Unwin presented the Minutes of the meeting held on 22<sup>nd</sup> June 2020, for information

**b) Business Rates – Randlay Valley Car Park**

The two-part process has been acknowledged and we await the outcome of the challenge. SALC (and NALC) have been lobbying Government, support by the Shropshire MPs for additional funding for PTCs, especially those that rely on income to balance their budgets, such as ours.

One of the requests is the suspension of business rates for 2020/21.

Councillor H Unwin amended the recommendation slightly to enable the Parish Council to set aside up to £500 to be paid to TWC if further reminders are received, whilst we await the decision of the challenge. The Parish Council will request a contribution from other stakeholders at this point. This was seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

**RESOLVED that £500 will be available to be paid off the RVCP Account only to avoid further action. If this becomes necessary a letter will accompany the payment to confirm that the Parish Council does not accept any liability for the charges backdated to 2017. A contribution will be requested from other stakeholders.**

**c) Restart Strategy**

It was proposed by Councillor H Unwin and seconded by Councillor Sinclair that groups, such as Scouts, Guides etc. will be allowed up to four weeks free of charge for room hire as they return to the community buildings in September. All were in favour and thus it was

**RESOLVED that up to four free weeks of room hire will be allocated to groups such as Scouts and Brownies in the Autumn in order to support their return.**

**F20/2670**

**PERSONNEL COMMITTEE**

Councillor Snell presented the Minutes of the meeting held on 29<sup>th</sup> June, for information – there were no recommendations of matters arising.

**F20/2671**

**EVENTS COMMITTEE**

Councillor Vaughan-Hodkinson presented the Minutes of the meeting held on 29<sup>th</sup> June, for information – there were no recommendations. Members were reminded of the need to provide photographs of areas around the Parish for the 2021 calendars.

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### **F20/2672 YOUTH PROVISION PARTNERSHIP**

Councillor Ricketts presented the minutes of the meeting held on 6<sup>th</sup> July, for information. It was pleasing to report that the SNAC building has continued to be well used throughout the recent months and this specialized use of the Centre is important to the area and the families.

### **F20/2673 CORRESPONDENCE**

All correspondence for Members had been circulated and this included information from SALC and TWC. There have been no requests to include items on the Agenda.

- a) **Licensing Policy**  
The Parish Council had no comments on the proposals.
- b) **Pavement licenses**  
The Parish Council supported the process to consider applications at speed, there have been no applications for our Parish.

### **F20/2674 PARKING ENFORCEMENT**

#### **a) Reports**

There had been no reports from the Enforcement Team.

#### **b) Areas of Concern**

It was agreed to add an agenda item to the next Asset & Property Committee for the Parish Council to consider a request for additional no parking lines to be added at the entrance to all Hollinswood Estate Roads.

The Enforcement Officers will be asked to investigate parking on the junctions.

#### **c) Parking Restriction Schemes**

An update had been circulated to members, for their information. The schemes have been well supported by residents and it is hoped that they will be implemented as soon as possible. It is anticipated that the Whitworth Drive, Deercote and Dallamoor schemes installed over the summer months with Dudmaston later in the year. Plans of the proposals are available.

#### **d) Residents Only Parking Signs**

The long-awaited scheme has been completed with signs erected around the Cotswold Drive area.

### **F20/2675 PLANNING**

#### **a) Reports**

**None**

#### **b) New Applications for Consideration**

**TWC/2020/0514 5 Knowle Wood, Randlay**

<b>It was RESOLVED to have no objections to the proposals.</b>
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### **F20/2676 WEST MERCIA POLICE & NEIGHBOURHOOD OFFICER REPORTS**

The Nedge Policing Team had not submitted a report for this meeting. It was agreed that we should also request a report from the Neighbourhood Officers for future meetings.

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**F20/2677**

### **FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY**

The £1000 grant has been received from Idverde and will be used for the work at the Woodlands School. This has been delayed and the Clerk will ascertain from Idverde when it will be completed.

Chris Turley continues to undertake grass cutting and other maintenance in the Valley and the volunteer working group had continued the maintenance at the July gathering.

It has been noticed that more people are walking in the Valley and enjoying this wonderful area in our Parish.

**F20/2678**

### **CHAIRMAN'S REPORT**

Councillor S Unwin reported that she had received £26.55 towards the Chairman's Charity. This was a collection of small change from the Community Support Project. A number of 'gifts' have been made available and will be used as prizes for a raffle. Councillors Unwin and Vaughan-Hodkinson will request additional prizes from local businesses and the Chairman will organize an online raffle, asking Councillor Mehta will be asked to do the draw.

The Annual Report for 2019/20, in its new format combined with a newsletter will be available for delivery to every house in the Parish at the end of July. Thanks were extended to the Committee Chairman for their contributions. Anyone available to help with deliveries, please contact the office.

The meet your councillor events had taken place at the weekend, it was nice to talk to local residents.

### **COUNCILLOR'S REPORT**

Councillor Holt updated members on the scheme to organize a School Uniform Swap Shop at both Hollinswood & Randlay Centres. Donations can be taken to Hollinswood Neighbourhood Centre between 10 am and 12 noon on 28<sup>th</sup>, 30<sup>th</sup> July and 4<sup>th</sup> and 6<sup>th</sup> August.

There will be two collection dates at each centre, HNC on 13<sup>th</sup> August from 6 – 8pm and on 15<sup>th</sup> August, from 11am until 1pm. At Randlay, collections will be on 20<sup>th</sup> August from 6 – 8pm and on 22<sup>nd</sup> August, from 11am until 1pm.

More information is available from Councillor Holt.

Details relating to Secondary School Uniforms will be announced later.

**F20/2679**

### **CLERK'S REPORT**

Breakfast Boxes and Eatwell Scheme

The Breakfast Boxes had been well received and the system to provide these once per week had been successful and an efficient way of distribution.

The lunch boxes, however, had been made available daily. This had not been so successful as families had not arrive to collect at the right time, or at all.

In the future, we will need to manage this ourselves in order to offer appropriate support to families in our Parish.

Thanks were extended to the Fun Zone Team at Stirchley for their help with shopping and preparations.

Community Support Scheme Update

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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Whilst the number of supported residents has reduced, we are still in contact with many of them and they have been very grateful for the support we have offered.

### Community Buildings

We look forward to welcoming our contract users back to the centres, but we can only do this if it is safe to do so. Information and guidance is regularly received. We have planned a restart schedule based on 5 phases. Phase One, to welcome pre-school groups back, has been implemented with all the relevant safe distancing and hygiene regulations in place. The holiday club started today (20<sup>th</sup> July), they are based at Hollinswood Neighbourhood Centre. Full details of our Restart Programme are available. We intend to hold three daily sessions, morning, afternoon and evening. Any groups will need to fit in with our session times as this will enable a deep clean to take place between each booking.

### IT Upgrade

This has now started and will be of great benefit to the staff and council.

### Sustainable Transport Funding

In relation to the information received about the funding available for bicycle racks, Members considered a Parish Project to provide such facilities at both centres, play areas, shops, the allotments and businesses. A proposal will be submitted, with the Ward Members, to enabled as many of these as possible to be provided through the scheme. Additional racks will be available at a cost of £300 each. This will be included on the Agenda for Finance & Audit for further consideration.

## **F20/2680**

### **PARISH MATTERS**

Members reported the following matters for investigation / action

- a) 6 bed-house advertised as a business (a licensed HMO) – request details of properties registered in our Parish
- b) Running a business from a private residence
- c) Overgrown hedges, trees and bushes – Hollinswood & Randlay – request a ward walk of the Parish with TWC officers and Ward Members.
- d) My Telford APP – to replace Everyday Telford – currently a trial project
- e) Music on play park late at night
- f) Street lights on in the day – need to do an audit

## **F20/2662**

### **FUTURE MEETINGS**

Members confirmed the new meeting schedule, which will be included on the website.

There will be a Finance & Audit meeting on 17<sup>th</sup> August 2020 at 7.30pm

Full Council

21<sup>st</sup> September 2020

Via Zoom

There being no further business, the chairman thanked Members for their important contributions to the meeting, which closed at 8.50pm.

Signed .....Date.....

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting on Monday, 21<sup>st</sup> September 2020.