
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the Full Council meeting held on **Monday 15th June 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
J Johnson
C Turley

In Attendance: G Johnson
Press
Katrina Baker (Clerk)

F20/2647 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.

SCHEME OF DELEGATION

The Clerk provided an update for the Members and community.

The Parish Council has continued to function and fulfil its statutory duties, due to Members' resolution to implement the Scheme of Delegation.

The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4th April and apply to all authority meetings in England up to 7th May 2021.

These regulations enable us to hold meetings remotely, on any day and at any time. There is no requirement for an Annual Parish Meeting in 2020. All appointments made by our Authority (Chairman, Committees, Outside Representatives etc.) will continue until the next Annual Meeting (May 2021) unless this council resolves to hold an AGM before this date. The requirements for press and public to be able to attend our meetings can be satisfied by the remove use of Zoom or Teams.

Members declaring an interest can be put into the waiting room by the host, whilst an item is discussed or a vote take, they can then return to the meeting.

Similarly, the Regulations have give local authorities greater flexibility for the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued, to be extended to the end of November 2020. Under the new regulations, there is no requirement for a common period for the exercise of public rights. There is still a need for a 30 working day period to be advertised, but this no longer has to include the first two weeks of July.

F20/2648 APOLOGIES

CLlr E Dalby Unwell

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It was proposed by Councillor S Unwin and seconded by Councillor Sinclair, all were in favour and thus it was

RESOLVED that the apologies above be accepted.

F20/2649

DECLARATIONS OF INTEREST

Clr S Unwin	User of RCC, FoHRV, Randlay Primary School,
Clr H Unwin	User of RCC, FoHRV, RPS,
Clr S Vaughan-Hodkinson	FoHRV, FoTTP,
Clr J Creed	FoHRV, FoTTP,
Clr E Dalby	FoHRV, neighbour to HNC
Clr J Johnson	Personnel matters and HPS
Clr C Turley	FoHRV, Planning

F20/2650

MINUTES OF THE MEETING HELD ON 16th MARCH 2020

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

RESOLVED that the Minutes of the meeting held on 16th March 2020 be signed as a true record.

F20/2651

MATTERS ARISING – for information only

- a) Traffic Regulation Orders
The implementation of the traffic regulation orders will be delayed due to Covid-19.

F20/2652

FINANCE & AUDIT COMMITTEE

a) Reports

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

b) Recommendations

FA20/620e

Councillor Unwin updated Members on the position regarding the Internal Audit for 2019/20 and proposed the recommendation to employ the services of LightATouch AuditCompany, at a cost of £250.00. This was seconded by Councillor Ricketts, all were in favour and thus it was

RESOLVED that the Parish Council uses the LightATouch Audit Company for the Internal Audit for 2019/20.

FA20/620f

The Finance & Audit Committee had reviewed the End of Year Accounts, as prepared by Rose David at the end of 2019/20. Details of the Accounting Statements, Explanation of Variances, Asset Register and Savings had been received. Members considered that the information available was a true record of the financial position. It was proposed by Councillor H Unwin and seconded by Councillor L Ricketts that the Accounts be confirmed and adopted, all were in favour and thus it was

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RESOLVED that the Parish Council adopts the End of Year Accounts and associated paperwork, which has been prepared on a Income & Expenditure basis, in accordance with the Financial Regulations. Parts 2 & 3 of the AGAR will be completed.

FA20/620g

Councillor H Unwin updated Members on the completion of the Annual Governance Statement at the recent Finance & Audit Committee meeting. All points had been considered and members confirmed that they acknowledge their responsibility for ensuring that there is a sound system of internal audit in relation to all eight qualifying statements. It was proposed by Councillor H Unwin and seconded by Councillor S Vaughan-Hodkinson, all were in favour and thus it was

RESOLVED that Section 1 of the AGAR, Annual Governance Statement 2019/20 be completed and signed by the Chairman on behalf of the Parish Council.

c) Reports

At the recent Finance & Audit Committee, all Committee chairman had an opportunity to update Members on the work of each Committee. Details are included in the Minutes.

Up to date financial reports had been circulated to Members for information.

The recent Aged Analysis showed the details of outstanding accounts. The staff are working with user groups to bring all accounts up to date for the return to hiring the community buildings. Members of the Asset & Property Committee will consider a programme of support to assist groups as they return to use the buildings.

d) Councillors Remuneration Scheme

- a) The Annual report for 2019/20 had been circulated and will appear on the website.
- b) Members considered a Remuneration Scheme for 2020.21. After a discussion, it was proposed by Councillor Snell and seconded by Councillor Sinclair that the scheme, in its current format, should be offered for the coming financial year. With one abstention, it was

RESOLVED that Hollinswood & Randlay Parish Council would have a Councillors Remuneration Scheme with £500 per annum being available to those Councillors who wish to claim. Remuneration is paid in arrears, every three months, providing that the Councillor has attended meetings.

f) Grant Application

Members considered the request from TWC for a contribution towards its Kindness Project, to provide much needed kindles to care homes, hospital wards and individuals in isolation.

After a lengthy discussion it was proposed by Councillor S Unwin and seconded by Councillor Snell that £200 be provided. With one objection, all Members were in agreement and thus it was

RESOLVED that £200 be granted to the TWC Kindness Appeal.

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F20/2653

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) **Closed Play Areas**

The Parish Council has received numerous complaints regarding the use of the closed play areas. It is unfortunate that parents, as well as young people, do not realise the dangers of using such equipment, realising that the virus can remain on the equipment for 72plys hours.

The Parish Council will continue to support TWC and the police with the aims to keep the areas closed, to protect children

b) **Wrekin Area Committee Meeting**

An invitation is available to the meeting, via Zoom on Wednesday, 17th June at 7pm.

c) **TWC Recovery, Reform and Reset**

A document has been circulated, for information and consideration. The Parish Council is producing a Plan to return following lockdown and some of the points included will be useful.

F20/2654

PARKING ENFORCEMENT

a) **Reports**

Members of the enforcing team have been busy with Coronavirus Visits and Enforcement in recent weeks, but we can still inform them of problem areas.

b) **Areas of Concern**

Boulton Grange (particularly in evenings) – there is also an issue with vehicle repairs on the estate.

Doddington

Dudmaston

Dunstone – particularly the turning circle

F20/2655

PLANNING

Councillor C Turley declared an interest and entered the waiting room

a) **Reports**

ENF/2019/0658 Units C5-C6, Stafford Park 15

Members had no objections to an extension of time allowed for this appeal.

b) **New Applications for Consideration**

TWC/2020/0447 14 Larkspur Glade, Randlay

Members shared concerns over this application for a lawful development certificate, under Section 191 which was still considered to be a retrospective application.

Members could not support this request as it would set a precedent for future such development. The size and nature of the development would not be considered under permitted development and it was thought that if all the properties in the estate were to do the same, there would be no reason for a planning system to be in place.

There was also a query as to how confident the planning officer can be that the building has been constructed safely and in accordance with appropriate building regulations.

It was also considered that the building was 'too big' for the location and site.

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RESOLVED to request that a thorough inspection of the development be carried out at the owner's expense and providing that it is constructed in accordance with all appropriate building regulations, a certificate can be provided, but that the owner should face a financial penalty.

TWC/2020/0454 Magna House, Stafford Park 9

Members discussed the application for the erection of an extension on the west elevation to provide mould wash facilities and it was

RESOLVED to have no objections to the proposals, especially as the trade effluent would be dealt with as an extension to the existing STW agreement.

TWC/2020/0461 Land adjacent to the telecommunications mast at Naird Lane, Nedge Hill

Members discussed the application for a 20m phase 8 pole with wrap around cabinet and 4 new cabinets. Whilst it was appreciated that this will be significantly higher than the existing, Members confirmed that as this is sited on an industrial estate, they would have no objections.

RESOLVED to have no objections to the proposals.

F20/2656

WEST MERCIA POLICE REPORT

The Nedge Policing Team had submitted a report which had been circulated to all Members and gave an update on the work they had been undertaking in recent weeks, particularly with regards to the Coronavirus rules.

F20/2657

FRIENDS OF HOLLINSWOOD & RANDLAY VALLEY

Members wished to express their thanks to Chris Turley for his continued work, even during lockdown, to continue to mow in the valley (whilst self-isolating) in order to ensure that it continues to look good and be accessible.

The paths, until recently, have been very dry and there has been significant evidence of increased use through the Valley.

The projects planned for 2020 are currently on hold.

Thanks were extended to all the volunteers and staff for their help on Volunteer Day.

There is to be a FoHRV meeting, via Zoom, on Thursday of this week.

Thanks were extended to FoHRV for their work, but it was disappointing to see the evidence that Idverde trucks are still accessing the Valley and this causes unnecessary damage. This will be reported to TWC and Idverde.

Work on the Woodlands School will progress as soon as permission is granted for outdoor work. Idverde have been granted the contract for work to create picnic areas and to plant dead hedges.

F20/2658

TELFORD & WREKIN COUNCIL

Councillor Turley updated members on matters from TWC.

Local Ward work has continued and the Meet Your Councillor events will restart in July.

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.

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Thanks were extended to TWC for their regular updates and tremendous support for residents over the past weeks.

F20/2659

CHAIRMAN'S REPORT

Councillor S Unwin had presented her Annual Report, which has been circulated and will appear on the website. It had also been agreed to provide an annual report in the form of a newsletter, delivered to every home. This will be the final version in this format as we move towards electronic newsletters in the future.

Chairman's Charitable Aims

This year Councillor Unwin will continue to support the older and younger generations in the community and from funds raised, hopes to provide Chit Chat / Friendship benches in Hollinswood & Randlay and to provide painted street and footpath games, such as hopscotch, ABC and number games.

Anyone with suggested sites for these items, can send in an email for consideration.

F20/2660

CLERK'S REPORT

"I would just like to record my thanks to the staff for their continues support through this difficult period. Throughout, they have been provision and reliable and have promoted the Parish Council to the highest standard. We have supported a number of local residents with shopping and prescription collections, but also undertaken more local tasks in the gardens, fetching out bins etc. Even just keeping in touch via a phone call has meant a lot to many local (more vulnerable) residents.

Obviously, the financial situation of the Parish Council has been seriously affected by the loss of income. I have kept all staff updated with the current position and they do all understand that there will be changes for all of us in the coming months and at least to the end of this financial year.

We look forward to a return to normal, but we are under no illusions that 'normal' will never be the same again. We intend to take some positive messages from this situation and we will look for changes in our working practices that will assist the Parish Council and our residents and user groups, through the transition period out of lockdown".

F20/2661

PARISH MATTERS

Members reported the following matters for investigation / action

- a) Randlay Rain Garden – when are plants expected?
- b) Boulton Grange redundant play area – long term intention?
- c) 50 Mile T50 walk – as a fund-raiser for the Chairman's Charity
- d) Concerns over a hoax email
- e) Hoarding at Randlay – further damage
- f) Rubbish, including glass, around Randlay Play area
- g) Illegal use of drones in residential areas
- h) TWC – parking charges have been reintroduced
- i) Plants outside of HNC – veg ready for harvesting – thanks to Sophia, Creed, Elisabeth and Kurt for watering and maintenance
- j) Support for businesses – pathway markings – welcome the promotion and support
- k)

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F20/2662 FUTURE MEETINGS

It was agreed that the Clerk would set up a series of Committee meetings before the next Full Council meeting which will take place on Monday, 20th July via Zoom at 7pm.

There being no further business, the chairman thanked Members for their important contributions to the meeting, which closed at 8.10pm.

SignedDate.....

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting on Monday, 20th July 2020.

