



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 13th July 2022 at Ketley Community Centre at 7:00pm

PRESENT:

Councillor Eileen Callear (Chairman)
Councillor David Elliott
Councillor Maggie Evans
Councillor Nick Heath
Councillor Amrik Jhawar

Councillor Sam Millward Thomas
Councillor Hilda Rhodes (Vice Chairman)
Councillor Kuldip Sahota

In Attendance

Clerk: Jane Lees

Assistant to the Clerk: Elisabeth Bamford

Community Centre Manager: Christian Smith

Public: Two members of the public

C22/073 WELCOME

The Chairman welcomed everybody to the meeting.

C22/074 APOLOGIES FOR ABSENCE

Apologies were received from Cllr A. Morris, Cllr S. Thiara and Cllr J. Francis. Apologies noted.

C22/075 PUBLIC SESSION

The following issues were raised by the two attending members of the public for the Councils consideration.

Red lake

Concern was raised regarding the Junction at Shepherds Lane and Woodside Road where there has been an increase in the number of cars and Quad bikes driving in a dangerous manner. The resident has reported this to the Police on several occasions.

Cllr E. Callear advised the resident that work on speed calming measures on Woodside Road is ongoing and that a new traffic measurement survey will be undertaken. Clerk is to contact the enforcement team to increase their visits to the area. Cllr K. Sahota suggested the Clerk arrange a meeting between the CSO and the concerned resident.



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Garden of Rest anti-social behaviour.

The second resident stated that the issues in the Garden of Rest have been continuing for over a year. On 9th July there were a large group in the Garden of Rest releasing Chinese lanterns, resulting in a fire. The resident reported this anti-social behaviour was resulting in deterioration in quality of life for her family.

The Council added the anti-social behaviour issues at the Garden of Rest to the Agenda for the next meeting.

At 7:32pm members of the public thanked the Councillors and left the meeting.

C22/076 POLICE MATTERS

- (i) The Clerk advised Councillors that an invitation had been sent to the Police representative, but no report had been received.
- (ii) It was noted that the Clerk is to extend an invitation to PCSO Susan Tindale to attend next council meeting,

C22/077 SHROPSHIRE FIRE AND RESCUE

The Clerk advised Councillors that an invitation had been sent to the Fire Service representative, but no report had been received.

C22/078 DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Cllr A. Jhawar, member of the Telford and Wrekin Planning Committee.

C22/079 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 8th JUNE 2022

Cllr H. Rhodes proposed, Cllr S. Millward Thomas seconded, and it was resolved that the minutes of the meeting held on Wednesday 8th June 2022 be adopted and that the Chairman sign these as a true record. Noted all in favour.

C22/080 FINANCE COMMITTEE

- (i) It was noted that the Chairman of Finance Committee Cllr J. Francis had sent apologies, therefore noting of the previously circulated draft minutes from the Finance Committee meeting held 22nd June and minutes of meeting held 25th May would be deferred to the next meeting of the Council.
- (ii) It was noted that Cllr H. Rhodes wishes to join the Finance Committee.



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C22/081 PLANNING APPLICATIONS

- (i) Councillors considered planning application TWC/2022/0576 relating to the proposed change of use from Betting Shop to newsagent/grocery shop and installation of roller shutters at 19 Station Road, Ketley. After consideration it was agreed to support the application. It was noted all in favour.
- (ii) Councillors considered planning application TWC/2022/0580 relating to the proposed landscaping of feature square between phase 4 and 5 to be changed from hard landscaped to soft landscaping including erection of 3no bollards to existing open space at Telford Millennium Community, Ketley. After consideration it was agreed that no comment be offered.

C22/082 COMMUNITY CENTRE

- (i) The Centre Manager's previously circulated report was noted.
- (ii) It was noted that the Queens Jubilee event had been well attended and thanks were expressed to the Centre Manager and staff for their hard work.
- (iii) It was noted that the Fire door in the Hall is to be repaired, including fitting an alarm to activate when the door is opened.
- (iv) It was noted that the donated 89" screen had been collected and that the smaller one is to be collected next week. A letter of thanks is to be sent to the donating company.
- (v) It was noted that the dates for the senior citizens Christmas dinners will be 19th to 21st December.
- (vi) It was noted that Centre Manager will respond with the documents required by Telford and Wrekin Council for the Christmas lights regarding safety and insurance details. It was noted that 15 additional new lights need to be ordered to cover the area from Farm Foods down to the Horseshoe Public House, at a cost of £5,000. **It was resolved by the Council that 15 extra Christmas lights be ordered at an extra cost of £5,000. Noted all in favour.**

C22/083 HR SUPPORT

The Clerk advised the Councillors that three quotes had been obtained from H.R. specialist providers for a full H.R. review. Discussions followed regarding the different offers from each provider.

At 7:55pm Centre Manager thanked the Councillors and left the meeting.

After consideration **Cllr D. Elliott proposed, and Cllr M. Evans seconded to proceed with the Telford and Wrekin Council H.R. service. It was resolved by the Council, noted all in favour by show of hands.**



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C22/084 COUNCIL PRINTING, TELEPHONY, AND INTERNET

- (i) The Clerk advised the Councillors that notice has been given to Clarity Photocopiers in accordance with the contract, due to end on 31st October 2022. Three quotes for photocopying services and machines were discussed. After consideration **Cllr H. Rhodes proposed, and Cllr N. Heath seconded to proceed with the photocopier contract from Sharp, and it was resolved by the Council.**
- (ii) The Clerk advised the Councillors that further investigation is needed regarding telephone and internet service. Clerk will report back at a later date.

C22/085 FINANCE

- (i) Councillors noted the status of the Council's finances.
- (ii) It was noted that the bank reconciliation for first period was not reviewed as it has not yet been prepared.

C22/086 FINANCE - PAYMENTS

- (i) The Orders for Payment were reviewed as detailed in Appendix 1. **Cllr K. Sahota proposed, and Cllr D. Elliott seconded, and it was resolved by the Council that the invoices listed in Appendix 1 be paid. Noted all in favour**
- (ii) The Direct Debit Payments for May and up to 8th June 2022 were reviewed as detailed in Appendix 2. **Cllr M. Evans proposed and Cllr A. Jhavar seconded, and it was resolved by the Council that the Direct Debit and Card Payments listed in Appendix 2 be paid. Noted all in favour**

C22/087 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

- (i) The Clerk advised the Councillors that the following statements, report, and year-end have been prepared by Mr. C. Maclean (former Locum Clerk to the council). It was also noted that the year-end submission is late due to various issues Mr. C. Maclean encountered when using the Scribe accounting system.
- (ii) Councillors received and considered the 2021/2022 Income and Expenditure Accounts. **Cllr K. Sahota proposed, Cllr N. Heath seconded, and it was resolved by the Council that the Income and Expenditure Accounts be adopted and that the Chairman sign these. Noted all in favour**
- (iii) Councillors received and considered the 2021/2022 Balance Sheet.
- (iv) Councillors received and considered the 2021/2022 Annual Internal Audit Report. It was noted that the Internal Audit report only just been received, and that there are points to be made and corrected before sending it out by Friday.



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- (v) Councillors received and considered the End of 2021/2022 Internal Audit Report.
- (vi) Councillors received, reviewed, and agreed the 2021/2022 Annual Governance Statement. **Cllr H. Rhodes proposed, Cllr A. Jhawar seconded, and it was resolved by the Council that the 2021/2022 Annual Governance Statement be adopted and that the Chairman sign these. Noted all in favour**
- (vii) To receive and accept the 2021/2022 Accounting Statements. **Cllr M. Evans proposed, Cllr A. Jhawar seconded, and it was resolved by the Council that the Direct Debit and Card Payments listed in Appendix 2 be paid. Noted all in favour**
- (viii) Councillors received, review and agree supporting documentation to be submitted to the External Auditors for 2021/22. **Cllr K. Sahota proposed, Cllr N. Heath seconded, and it was resolved by the Council that the supporting documentation be submitted. Noted all in favour**
- (ix) Clerk advised the Councillors that the AGAR submission will be reviewed for a final time by the Clerk and Mr Mclean tomorrow before submitting and that any questions from the Council must be received before 2 pm for consideration.
- (x) It was noted that the Clerk may, if needed, be allowed further assistance in working through this financial year.
- (xi) It was noted that the Clerk is to embark on F.I.L.C.A training later this year.

C22/088 SPEED INDICATION DEVICE AT THE BOTTOM OF WOODSIDE ROAD

- (i) The Clerk advised the Councillors that the device can be installed on a streetlight, with consideration given to whether the device is to be hard wired, running on battery or use solar power.
- (ii) Clerk advised the Councillors that a public consultation is needed before putting up the device, and the Clerk is to undertake further investigation and report back to the Council.

C22/089 BOUNDARY SIGNS

- (i) It was noted that the boundary signs have been received and approved.
- (ii) Clerk advised the Councillors that the Telford and Wrekin Council Highways Officer has informed her that they will be installed in the next 3 to 4 weeks.
- (iii) The wish of the Council to hold a small ceremony when the signs are installed was noted.

C22/090 FLOWER BED AT THE CROSSROADS

- (i) Clerk advised the Councillors that she is in the process of getting quotes for the repairs of the stone wall.



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- (ii) Clerk advised the Councillors that following consultation with Telford and Wrekin Council Officers, installing a memorial is allowed if the Parish maintains it. It needs to be a low-level memorial and requires advice from the tree officer before siting.
- (iii) It was noted that a bench is to be sited outside the Blue Elephant as a memorial to the gentleman who died, paid for by his family and installed by Telford and Wrekin Council.

C22/091 TACT BUILDING

- (i) Clerk advised Councillors that only one quote from three requested for the building and repair works had been received. Discussion followed on sourcing further quotes for various repairs and replacements **Cllr S. Millward Thomas proposed, and Cllr N. Heath seconded, that the roof and boundary wall should be repaired, and it was resolved by the Council.**

C22/092 TOWN AND PARISH COUNCIL SURVEY

- (i) It was noted that the Chairman will fill in the survey and forward it to Councillors for comments.

C22/093 INFORMATION ITEMS

- (i) Cllr A. Jhawar advised that the plans of widening of Orchard Close is still ongoing and that BT are still to submit their plans.
- (ii) Cllr A. Jhawar advised the Councillors that there are cars parking on the green. Cllr A. Jhawar to explore the options of installing bollards to stop parking or to enhance parking through the Residential Parking Scheme.
- (iii) It was noted that all the mud in the underpass had been removed and that poor drainage from Grove Road is causing the issue.
- (iv) Cllr E. Callear advised Councillors that work on White Lion will continue and that she will keep the Council advised on receipt of further information.
- (v) Cllr E. Callear advised Councillors that currently there is no new information to share regarding the Recycling Centre, however a request for a CCTV camera to be installed has been made.

C22/094 PARISH MATTERS

- (i) It was noted that local lady Elizabeth Wilkinson has been awarded an MBE for her work helping others with the condition of Dyslexia. Clerk to send letter of congratulation to her on behalf of the Council.

At 9:02pm Chairman departed the meeting and the Vice Chairman took the Chair.



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- (ii) It was noted that Telford and Wrekin Council has a Climate Change fund available. It was decided that a small working group of Cllr S. Millward Thomas and Cllr N. Heath will consult on projects to access the funding.

C22/095 AGENDA ITEMS FOR NEXT MEETING

- (i) To invite PCSO Susan Tindale and John Campion, West Mercia Police and Crime Commissioner to the next council meeting.
- (ii) To discuss security and anti-social behaviour measures at the Garden of Rest.
- (iii) To advise Clerk of items to be considered for inclusion in the agenda.

C22/096 PLANNED DATES OF FORTHCOMING MEETINGS

Finance Committee Wednesday 27 July 2022 @ 1:00 pm
No meetings in August 2022.

Resources Committee 14 September 2022 @ **6:00 pm**

Full Council Wednesday 14 September 2022 @ 7:00pm

Finance Committee Wednesday 28 September 2022 @ 1:00pm

The Chairman declared the public session closed at 9:05 pm

Notification of Private Session under Schedule 12a, Local Government Act 1972, the following items are likely to disclose exempt information in relation to establishment and contractual matters and that pursuant to provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

C22/097 PLANNING

C22/098 STAFFING

The Chairman declared the meeting formally closed at 9:08 pm.



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Appendix 1 – Orders for Payment as at 13th July 2022 Agenda Item C22/086 (i)

ID	Supplier	Description	Invoice	Net	VAT	Total
1	Citron Hygiene	Medical Unit Contract	CN30194375	132.52	26.50	159.02
2	Gra Burn Electrical	PAT Testing	48280	103.75	20.75	124.50
3	Modern CQC	Self defence training	002	170.00	0.00	170.00
4	Jason Gough Computing Services Ltd	Data Backup	119910	39.50	7.90	47.40
5	Jason Gough Computing Services Ltd	Monthly IT Retainer - May	119808	50.00	10.00	60.00
6	Clean Machine Direct	Cleaning Supplies	INV-095907	69.56	13.91	83.47
7	Clarity Copiers Ltd	Monthly Service Charge	40939	70.00	14.00	84.00
8	Clarity Copiers Ltd	Printing/Copying	40905	78.95	15.79	94.74
9	HMRC	Tax and NIC	N/A	3263.78	0.00	3263.78
10	NEST	Pension Contribution	N/A	157.36	0.00	157.36
11	SCPF	Pension Contribution	N/A	739.48	0.00	739.48
12	Superwhip & Desserts	Ice cream van- events		£300.00	0.00	300.00
13	Sutton Maddock	Van rental	47268	124.50	24.90	149.40
14	Scribe	Annual subscription	Inv-3038	568.00	113.60	681.60
15	JDH Business Services Ltd	Internal Auditor	4383	495.00	99.00	594.00
16	Morelock	Boundary Signs	N/A	1711.56	342.31	2053.87
17	Npower	Street lighting	In04046646	4484.57	896.91	5381.48
18	Amazon	Fan	GB23X2JMQAEUI	17.99	4.99	22.98
TOTAL				12576.52	1590.56	14167.08

Appendix 2 – Direct Debit and Card Payments in June 2022 Agenda Item C22/086 (ii)

ID	Supplier	Description	Reference	Net	VAT	Total
1	FCC Recycling UK	GoR Waste Collection & Duty of Care Admin Fee	1433611	52.23	10.45	62.68
2	FCC Recycling UK	Centre Waste Collection & Duty of Care Admin Fee	1433610	47.87	9.57	57.44
3	Telford & Wrekin Council	GoR Business Rates	80213883	91.00	0.00	91.00
4	Telford & Wrekin Council	Centre Business Rates	80258520	378.00	0.00	378.00
5	Fasthosts	Linux PHP Service Charge	65809494	6.28	1.26	7.54
6	Virgin Media Business	Telephone & Internet	038486201/001/0522	87.95	17.59	105.54
7	1000 Digital ID	Lanyards & Security Tags	N/A	196.70	39.34	236.04
8	Screwfix	Lighting Tubes	A9618029661	23.87	4.78	28.65
9	NEST	Pension Contribution	N/A	157.36	0.00	157.36



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10	Telford & Wrekin Council	Grit Bins Charge	4533815	159.96	0.00	159.96
11	Water Plus	Centre Water	Invo6288647	30.22	0.00	30.22
12	Water PLUS	TACT Water	Invo6291815	89.63	0.00	89.63
13	Telford & Wrekin Council	TACT Rent	4533235	83.33	16.67	100.00
14	O2	Mobile Phone	05972475/001	26.66	5.33	31.99
15	Disclosure AN	DBS CHECK	N/A	18.00	0.00	18.00
16	Disclosure AN	DBS CHECK	N/A	18.00	0.00	18.00
17	West Mercia Energy	Centre & TACT Electricity & Gas	5 Invoices	1,204.76	220.98	1,425.74
18	Disclosure AN	DBS CHECK	N/A	18.00	0.00	18.00
TOTAL				2,689.82	325.97	3,015.79

Signed:
Chairman of Ketley Parish Council

Date: 28th September 2022