



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

---

## MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 28<sup>th</sup> September 2022 at Ketley Community Centre at 7:00pm

### PRESENT:

Councillor Eileen Callear (Chairman)  
Councillor Maggie Evans  
Councillor Joy Francis  
Councillor Amrik Jhawar  
Councillor Sam Millward Thomas

Councillor Andrew Morris  
Councillor Hilda Rhodes (Vice Chairman)  
Councillor Kuldip Sahota  
Councillor Sukh Thiara

### In Attendance

**Clerk:** Jane Lees

**Assistant to the Clerk:** Elisabeth Bamford

**Community Centre Manager:** Christian Smith

**Public:** No members of the public

### C22/099 WELCOME

The Chairman welcomed everybody to the meeting.

### C22/100 APOLOGIES FOR ABSENCE

Apologies were received from Cllr D. Elliott and Cllr N. Heath. Apologies noted.

### C22/101 PUBLIC SESSION

No members of the public attending the meeting.

### C22/102 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 Police Commissioner John Campion will be attending the Council meeting in December.

### C22/103 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.

At 7:05 pm Cllr A. Morris arrived.

### C22/104 DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Cllr A. Jhawar, member of the Telford and Wrekin Planning Committee.  
Cllr. M. Evans, agenda item C22/111 benches.



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

---

**C22/105 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 13<sup>th</sup> JULY 2022.**

**Cllr H. Rhodes proposed, Cllr A. Jhawar seconded, and it was resolved that the minutes of the meeting held on Wednesday 13<sup>th</sup> July 2022 be adopted and that the Chairman sign these as a true record. Noted all in favour.**

**C22/106 PLANNING APPLICATIONS**

- (i) Councillors considered enforcement notice ENF/2020/0686 relating to land at Woodlands Workshop, Wrens Nest Lane, Ketley, regarding without planning permission, the material changes of use of the land from a mixed use of haulage yard, commercial garage, builders' yard, and the storage of plant/machinery, to a mixed use of storage and distribution of aggregates in connection with concrete pumping business, the storage and hire of plant and machinery and the siting of a residential mobile home; and the siting of 2no concrete silos. After consideration Cllr S. Millward Thomas proposed that the Council support the enforcement and Cllr H. Rhodes second, and it was resolved that the Council fully support the enforcement.
- (ii) Councillors considered planning application TWC/2022/0757 relating to the proposed erection of a part single and part two storey side and rear extension at 9 Morgan Way, Ketley. After consideration it was agreed that no comment be offered.
- (iii) It was noted that no other planning applications advised post publication of Agenda had been received.

**C22/107 COMMUNITY CENTRE**

- (i) The Centre Manager's previously circulated report was noted.
- (ii) It was noted that the Christmas lights switch on will be a scaled down event.
- (iii) It was noted that the children's Christmas party will take place on Saturday 17<sup>th</sup> of December and the Christmas dinners will be held on Monday 19<sup>th</sup>, Tuesday 20<sup>th</sup> and Wednesday 21<sup>st</sup> December.
- (iv) It was noted that the Halloween party will be held on Saturday 29<sup>th</sup> October.
- (v) The Centre Manager advised the Councillors that the summer breakfast club had not been as well attended as previously due to a resumption of holidays post covid and an increase in activities on offer from other providers. It was noted that the funding received from Telford and Wrekin is ending next year.
- (i) It was noted that the 15 extra Christmas lights will extend the display from Farmfoods down to the Horseshoe Public House, with lights at the crossroads is to be further investigated for feasibility. The Centre Manager advised the Councillors that the 15 extra Christmas lights needs commando sockets installing to an additional sum of £3,225. **Cllr S.**



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

---

**Millward Thomas proposed, and Cllr A. Morris / Cllr H. Rhodes second and it was resolved that the 15 extra commando sockets to be ordered at an extra cost of £3,225, and that fund is allocated from the Reserves.**

- (vi) A discussion was held regarding forming a working party to undertake a review off the Community Centre with the following Cllrs expressing interest, Cllr M. Evans, Cllr H. Rhodes, Cllr E. Callear, Cllr A. Jhawar and Cllr J Francis. It was noted that the Clerk will contact Cllr N. Heath and Cllr D. Elliott regarding their interest in joining the working party.
- (vii) It was noted that Terms of Reference for the aforementioned working party needs to be discussed and agreed.
- (viii) It was noted that there is available funding from Telford and Wrekin of £5,000 to provide warm spaces for residents, with hot food and drink, activities and signposting to organisations providing advice and support. The Centre Manager is to investigate the capacity of the building and team to support this.

### **C22/108 LOCAL GOVERNMENT PAY 2022**

Cllr S. Millward Thomas advised the Council regarding the local Government national pay award negotiations proposals. It was noted that the pay will be back dated from April this year and that a final decision will be made by end of October.

### **C22/109 FINANCE COMMITTEE**

- (i) The Finance Committee previously circulated draft minutes from the meetings held 25<sup>th</sup> May and 22<sup>nd</sup> June was **noted all in favour**
- (ii) The Finance Committee previously circulated draft minutes from the meeting held 27<sup>th</sup> July was **noted all in favour**.
- (iii) It was noted that the Finance Committee had completed a check of invoices, staff timesheet and direct debits and that orders for payments and direct debits for payment had been signed. It was noted that the full Council wish to have copies of the invoices on the day of the Council meeting.
- (iv) It was noted the approval of Cllr H. Rhodes as new member of the Finance Committee. **Cllr M. Evans proposed, Cllr J. Francis seconded, and it was resolved Cllr H. Rhodes additional membership of the Finance Committee. Noted all in favour.**

At 7:40 pm Cllr S. Thiara thanked the Councillors and left the meeting

### **C22/110 RESOURCES COMMITTEE**

- (i) The Resources Committee previously circulated draft minutes from the meeting held 8<sup>th</sup> June was **noted all in favour**.



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

- (ii) Cllr A. Jhawar advised the Council that the Resource Committee had discussed events, made a minor amendment to its Term of Reference and that the next meeting is on the 9<sup>th</sup> November 2022. It was noted that the discussion and agreement to create two further Committees, Personnel/Staffing and Appeals, will be deferred to the full Council at the next meeting.

### C22/111 GARDEN OF REST

- (i) It was noted that Cllr M. Evans left the room during the discussion of point (ii) and (iii).
- (ii) It was noted that the current policies and procedures regarding the purchasing of benches requires review following installation of unauthorised objects and planting. It was noted that the Clerk is to present a revised policy and procedure to the Council.
- (iii) It was noted that the Garden of Rest notice board displays the Council policy regarding placing and authorisation of benches. The Clerk is to approach the funeral directors and bench owners and initiate a conversation regarding the planting, bench placement and unauthorised attachment of items to fencing.
- (iv) It was noted that Cllr M. Evans re-joined the meeting at 8:09 pm.
- (ii) A discussion followed regarding anti-social behaviour within the Garden of Rest. It was noted that the enforcement team make regular patrols of the Garden of Rest to deter this behaviour. It was noted that the received quote for putting a solar panel CCTV camera in the Garden of Rest was discussed and voted on. **Cllr A. Morris proposed, and Cllr J. Francis/ Cllr M. Evans second and it was resolved that a CCTV camera is place in the Garden of Rest at cost of £6,500 on the condition that all GDPR protocol and procedures are followed, and that funding is allocated from Maintenance budget. Noted all in favour**

### C22/112 FINANCE

- (i) Councillors noted the status of the Council's finances.
- (ii) A discussion was held regarding the use of the Scribe accounting platforms in the past. It was reported by the clerk that only a partial use of the system had previously been used, with other systems used in tandem. It was noted that this has now been addressed with assistance from the Scribe team, and in future the Scribe accounting platform will be the only system used. This corrective action has caused a backlog in the accounts which will be addressed as soon as possible. It was noted that the Clerk has reconciled the bank for the period of April to June. **Cllr S. Millward Thomas proposed, and Cllr K. Sahota second and it was resolved to**



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

**approve the bank reconciliation for the period of April to June 2022. Noted all in favour.**

- (iii) It was noted that the booking system came online in June 2022. The Clerk informed the Committee that the booking system and the accounting system are currently incompatible, which is causing a delay in preparing the accounts for presentation. Scribe is to reconfigure the system and provide further training.
- (iv) It was noted that the budget verses spend report had been attached for information. It was agreed that that this information is provided monthly.

### **C22/113 FINANCE - PAYMENTS**

- (i) It was noted that the orders for payment had been reviewed in the Finance Committee meeting held earlier in the day and that the full Council would like to have them presented again in the Council meeting. The orders for Payment were reviewed as detailed in Appendix 1. **Cllr J. Francis proposed, Cllr K. Sahota seconded, and it was resolved by the Council that the invoices listed in Appendix 1 be paid.**
- (ii) It was noted that the Direct Debit and Card payments had been reviewed in the Finance Committee meeting held earlier in the day and that the full Council would like to have them presented again in the Council meeting. The Direct Debit and Card payments were reviewed as detailed in Appendix 2. **Cllr H. Rhodes proposed, and Cllr Sahota seconded, and it was resolved by the Council that the Direct Debits and Card payments listed in Appendix 2 be paid.**

### **C22/114 COUNCIL PRINTING REQUIREMENTS AND CONTRACTS**

- (i) The Clerk advised the Councillors regarding the cancellation of Sharps Contract, agreed in a previous Council meeting. It was noted that our current provider, Clarity, had approached Sharps to ensure the agreed contract with Ketley Parish Council was cancelled, which Sharps acquiesced to. It was noted that Clarity was not working under the instruction of the Council to meet with Sharps and to cancel the contract. It was noted that the Clerk is to use advice from Telford and Wrekin legal service and write a letter of complaint. **It was noted all in favour.**
- (ii) Following the cancellation of the previously agreed contract, photocopying requirements for Council Administration with reference to agenda item C22/084 was again reviewed. Quotes received from Aurora and Jason Gough IT Consultant were presented. After consideration it was agreed to buy photocopier equipment outright with a care package attached through Jason Gough. **Cllr M. Evans proposed, Cllr A. Morris seconded, and it was resolved by the Council that photocopier equipment be bought, and that the supplier be Jason Gough IT Consultant. Noted all in favour.**



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

---

### **C22/115 CLIMATE FUNDING OPPORTUNITIES**

- (i) It was noted that the working group regarding funding opportunities had met in August. An application was made to Telford and Wrekin for their Climate Change Fund. There is funding available of up to £10,000, and the application was made to replace the lights with LED in the Community Centre and TACT building. This projects application is for £5,467 with the Council's contribution being 20% and the remaining cost funded by Telford and Wrekin Council, if the application is successful.
- (ii) It was noted that the Council would like to pursue further investigation into solar panels for the Community Centre Building..
- (iii) It was noted that the Clerk received an offer of installing ten free electric car charging points in the Parish and after consideration it was proposed to investigate if the Millennium Village, Wedgewood Close or Riddings Close would be suitable to position these charging points. It was noted that any further suggestion to be forwarded to the Clerk.

### **C22/116 EXTERNAL / INTERNAL AUDITING**

At 8:43 pm Centre Manager C. Smith thanked the Councillors and left the meeting

- (i) Cllr J. Francis informed the Council that the Audit report had been discussed in the Finance Committee held earlier. It was noted that extension had been asked for and agreed. It was noted that some items requiring actions are recurring issues. It was noted that the Clerk is already addressing some of the items and will give the Council updates on progress.
- (ii) The option to opt out of the SAAA central external auditor appointment arrangements was noted. **Cllr E. Callear proposed, and Cllr J. Francis seconded, and it was resolved by the Council to not opt out but to stay with the current SAAA central external auditor appointment arrangements. Noted all in favour.**

At 8:47 pm Cllr H. Rhodes thanked the Councillors and left the meeting

### **C22/117 BOUNDARY REVIEW**

It was noted that the final recommendations from Telford and Wrekin Council boundary review will reduce the amount of Ward representatives to one. It was noted that Ketley Parish Council will continue to have eleven Councillors.





# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

---

### **C22/118      MILLENNIUM VILLAGE**

- (i) A discussion was held regarding motorcycle barriers into Millennium Village Skate Park.
- (ii) It was noted that Safer and Stronger will fund two CCTV cameras and that Sanctuary will fund one in the Millennium Village.
- (iii) It was noted that regular patrols of the area have increased with minor improvement in antisocial behaviour.

### **C22/119      FLOWER BED AT THE CROSSROADS**

- (i) It was noted that received quotes for placing of a memorial were reviewed. It was noted that the installation of the memorial is to be match funded from the Councillors Pride funding. **Cllr A. Morris proposed, Cllr A. Jhawar seconded, and it was resolved by the Council to purchase and install a Memorial at a cost of £2800, part funded by Ketley Parish Council and part funded by Councillors Pride Fund .**
- (ii) It was noted that the Clerk had requested three quotes for the work on the boundary wall, but only one had been submitted, at a cost of £8995.00. **Cllr A. Jhawar proposed, Cllr S. Millward Thomas seconded, and it was resolved by the Council with one Councillor abstaining, to have the repair work on the wall part funded by Ketley Parish Council and part funded by Councillors Pride Fund .**

At 8:58 pm Cllr K. Sahota thanked the Councillors and left the meeting

### **C22/120      NEWSLETTER**

- (i) It was noted that the Newsletter had been delivered and received by residents.
- (ii) It was noted that the next issue of the Newsletter is to be distributed early November. It was noted that contributions to the Newsletter need to be with the Clerk by mid-October.

### **C22/121      TACT BUILDING**

It was noted that received quotes for replacing the window in the ground floor extension were reviewed and would cost £831. **Cllr S. Millward Thomas proposed, and Cllr J. Francis seconded, and it was resolved by the council to repair the window to the sum of £831. It was noted all in favour.**

### **C22/122      PAINTING OF BUS SHELTERS**

- (i) It was noted that received quotes to paint the remaining four bus shelters were reviewed at a cost of £380 per bus shelter.



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

---

- (ii) It was noted that the project will be part funded from the Councillors Pride fund. **Cllr S. Millward Thomas proposed, Cllr A. Jhawar seconded, and it was resolved by the Council that the bus shelters are painted with the cost shared between the Parish and the Councillors Pride fund.**
- (iii) The proposal to paint the bridge at Copper Beach with a picture of the Ketley Dodger was noted.
- (iv) It was proposed to ask the children of Meadows School to provide designs for painting the bus shelters and cable boxes

### **C22/123 INFORMATION ITEMS**

- (i) Cllr A. Jhawar advised the Council that the work widening the junction has commenced.
- (ii) It was noted that work on planting bulbs in Ketley will begin shortly. It was noted that the bulbs are being purchased by Cllr A. Jhawar and Cllr E. Callear through the Cllrs pride funding.
- (iii) It was noted that Cllr A. Jhawar and Cllr E. Callear advised the Councillors that the proposal for the painting of the bridge and the creating and installation of numerous new drop kerbs are being delivered with the help of Safer and Stronger.

### **C22/124 PARISH MATTERS**

- (i) It was noted that the poor quality of work at Red Lees was to be reported to the Gas Board by residents.
- (ii) It was noted that the zebra crossing Holyhead Read is missing its light, Cllr A. Jhawar to follow up.
- (iii) It was noted that the Clerk is to investigate when Telford and Wrekin will put up the boundary signs.
- (iv) A discussion was held following request by residents to consider a pedestrian crossing close to Farmfoods. It was noted that the Clerk is to investigate funding possibilities and what type of crossing can be installed.

### **C22/125 AGENDA ITEMS FOR NEXT MEETING**

To advise Clerk of items to be considered for inclusion in the agenda.

### **C22/126 PLANNED DATES OF FORTHCOMING MEETINGS**

Full Council Wednesday 12 October 2022 @ 7:00pm  
Finance Committee Wednesday 26 October @ 1:00pm  
Resources Committee 9 November 2022 @ 6:00pm  
Full Council Wednesday 9 November 2022 @ 7:00pm  
Finance Committee Wednesday 23 November 2022 @ 1:00pm

The Chairman declared the public session closed at 9:23 pm





# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

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.

**C22/127 PLANNING**

**C22/128 STAFFING**

The Chairman declared the meeting formally closed at 9:34 pm.

## Appendix 1 – Orders for Payment as at 28<sup>th</sup> September (Agenda item C22/113i and Finance Committee Agenda item F22/042)

ID	Supplier	Description	Invoice	Net	VAT	Total
1	AG Building Improvements	Repairs to TACT roof	AGB1058	2720.00	0.0	2720.00
2	Jason Gough Computing Services	IT Retainer	120365	50.00	10.00	60.00
3	Jason Gough Computing Services	IT support for GDPR Compliance	120330	200.00	40.00	240.00
4	Jason Gough Computing Services	Cloud Storage Office 365	120311	41.00	8.20	49.20
5	Clarity Copiers Ltd	Monthly Service Charge	41477	70.00	14.00	84.00
6	Viking	Office Supplies	9252942	61.74	12.35	74.09
7	HMRC	Tax and NIC	N/A	1073.97	0.0	1073.97
8	SCPF	Pension Contribution	N/A	739.48	0.00	739.48
9	Shropshire Printing	Parish Newsletter	10168908	203.00	3.00	206.00
<b>TOTAL</b>				<b>5159.19</b>	<b>87.55</b>	<b>5246.74</b>



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

## Appendix 2 – Regular Direct Debit and Card Payments 28<sup>th</sup> September 2022 (Agenda item C22/113ii and Finance Committee Agenda item F22/041)

ID	Supplier	Description	Reference	Net	VAT	Total
1	Virgin Media Business	Telephone & Internet	038486201/001/0922	87.50	17.50	105.00
2	NEST	Pension Contribution	N/A	237.98	0.00	237.98
3	TV Licensing	TV License Community Centre	4117711597	159.00	0.0	159.00
4	West Mercia Energy	Community Centre Electricity supply August	11259291	30.11	1.51	31.62
5	West Mercia Energy	Community Centre Gas supply August	11256620	91.76	4.59	96.35
6	West Mercia Energy	TACT Gas supply August	11254537	82.77	4.14	86.91
7	West Mercia Energy	Tact Electricity supply August	11262365	61.38	3.07	64.45
8	02	Clerk mobile phone	16077259	25.00	5.00	30.00
<b>TOTAL</b>				<b>775.50</b>	<b>35.81</b>	<b>811.31</b>

Signed: .....  
Chairman of Ketley Parish Council

Date: 12 October 2022