



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 12th October 2022 at Ketley Community Centre at 7:00pm.

PRESENT:

Councillor Eileen Callear (Chairman)
Councillor Dave Elliot
Councillor Maggie Evans
Councillor Joy Francis
Councillor Nick Heath

Councillor Amrik Jhawar
Councillor Sam Millward Thomas
Councillor Andrew Morris
Councillor Hilda Rhodes (Vice Chairman)
Councillor Sukh Thiara

In Attendance

Clerk: Jane Lees

Assistant to the Clerk: Elisabeth Bamford

Community Centre Manager: Christian Smith

Representative from the Police: Susan Tinsdale

Public: Three members of the public.

C22/129

WELCOME

The Chairman welcomed everybody to the meeting.

C22/130

APOLOGIES FOR ABSENCE

Apologies were received from Cllr K. Sahota. Apologies noted.

C22/131

PUBLIC SESSION

The meeting was attended by three members of the public.

Two members of the public raised concerns regarding the conditions of the White Lion Inn and the new planning application with its impact on them living next door to the site.

The member of the public stated that he had contact with contractor and was promised that issues would be resolved, however work stopped on the site on the 17th of February 2022. It was noted that the lane which is a right of way lane has been closed for this work and is still not open for access.

The resident informed the Councillors that he is happy for the planning application to go ahead but that he wished to have continued information and updates regarding the site.

Cllr E. Callear informed the Resident that she and Cllr A.Jhawar had attended a meeting with Sainsburys just before the planning application was submitted. It was noted that Planning department at Telford and Wrekin were dealing with an Agent, rather than directly with Sainsburys.



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Cllr S. Millward Thomas informed the resident that he would visit and update him.

At 7:12 The Community Centre Manager joined the meeting.

At 7:15 pm The Resident thanked the Councillors and left the meeting.

C22/132 POLICE MATTERS

- (i) welcome and thanks were offered to Police representative Susan Tinsdale for joining the meeting.
- (ii) Susan Tinsdale informed the Councillors that during August there had been reports regarding the increased use of motorbikes and target areas had been identified for increased patrolling.
- (iii) It was noted that the Shell Petrol Station had been advised by the Police not to serve off-road bikers.
- (iv) It was noted that another operation to tackle the use of off-road bikes and Quad bikes will take place sometime in the near future.
- (v) It was noted that the Police had been working closely with Simon Hayden at safer and stronger, to assess the need for CCTV and gates in the Millennium Village to prevent motorbike access to the park. The Brick Lane area is the most suitable for a gate and will allow access for the Emergency Services at other points.
- (vi) It was noted that Ketley Brook underpass has been painted but needs attention to the lightning, also vegetation needs removing to improve access.
- (vii) It was noted that next week, 17th to 21st October is National Business week. Businesses will receive visits and information regarding licencing and scams.

At 7:25 pm The Police Representative was thanked and left the meeting.

C22/133 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.

C22/134 DISCLOSABLE PECUNIARY AND OTHER INTERESTS

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

C22/135 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 28th SEPTEMBER 2022.

Cllr H. Rhodes proposed, Cllr A. Jhawar seconded, and it was resolved that the minutes of the meeting held on Wednesday 28th September 2022 be adopted and that the Chairman sign these as a true record. Noted all in favour.



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C22/136 PLANNING APPLICATIONS

- (i) It was noted that Cllr A. Jhawar declared an interest as a member of the Telford and Wrekin Planning Committee.

At 7:26 pm Cllr A. Jhawar left the room

- (ii) Councillors considered planning application TWC/2022/0815 relating to the proposed demolition of existing walls and erection of a convenience store and associated works including parking and landscaping at the White Lion Inn, Holyhead Road, Ketley. It was noted the previous developers have been replaced by Sainsburys and the application states the proposed building will look similar to the previous one on the site in the 1960's.
- (iii) It was noted that the Clerk is to investigate if the date stone will be included on the façade of the new building.
- (iv) Discussion followed regarding the importance of residents of the nearby houses receiving updates on the work.
- (v) The suggestion of setting up a meeting with Sainsburys and its contractor was noted, to allow residents and the Council an opportunity to discuss the planned development and parking issues.
After consideration **Cllr S Millward Thomas proposed and Cllr M. Evans second that the Council support the application subject to the following conditions: that the date stone is kept possibly with additional information regarding the building's history, that residents living in the nearby cottages are liaised with regularly and that parking for residents is kept as previously agreed. It was noted all in favour.**
- (vi) It was noted that no other planning applications advised post publication of Agenda had been received.

At 7:45 Cllr A. Jhawar re-joined the meeting

C22/137 COMMUNITY CENTRE

- (i) The Centre Manager's previously circulated report was noted.
- (ii) It was noted that the tickets for the Halloween event had been allocated and that there is a waiting list. It was noted that the full cost of the event will be available at the next Council meeting, and in future the Council wish to receive a cost breakdown of costs pre and post events.
- (iii) It was noted that the £900 funding from Telford and Wrekin for breakfast club is finishing at the end of next year.
- (iv) It was noted that the rules for running a Happy Health Club now have more flexibility around the criteria. The Centre Manager will investigate further.
- (v) It was noted that Telford & Wrekin Council had contacted the Centre Manager regarding the light column testing to inform that due to a delay in the report back that we could proceed to use the columns that have been identified, and that they would inform him if there were any issues with any columns as soon as possible, to avoid delay in the contractor being able to



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install the lights. The new columns need units fitting - which Cllr E Callear is going to follow up.

- (vi) It was noted that the National Grid had issued funding opportunities, which will be investigated by the Community Centre Manager.
- (vii) The Centre Manager informed the Councillors that Meadows School choir is no longer in existence and he now needs to find an alternative choir for the Christmas light switch on and is unable to source reindeers for the event.
- (viii) It was noted that the Centre Manager will print the tickets for the Seniors Christmas dinner, with publicity in the Newsletter and on social media.
- (ix) It was noted that to increase the amount of recycling at the Community Centre, further waste collection needs to be provided. **Cllr J. Francis proposed and Cllr M. Evans second and it was resolved that the Council add one 1100 litre mixed recycling bin at an extra cost of £12 per bin collection. It was noted all in favour.**

C22/138 FINANCE COMMITTEE

- (i) The Finance Committee previously circulated draft minutes from the meeting held 28th September 2022 was **noted all in favour**.
- (ii) It was noted that the Centre Manager is to be invited to the Finance Committee meetings to discuss costing of events.

C22/139 RESOURCE COMMITTEE

- (i) The Resources Committee previously circulated draft minutes from the meeting held 28th September 2022 was **noted all in favour**.
- (ii) It was noted that the extraordinary Resource Committee meeting held prior to the council meeting with further details to be deferred to the private session agenda item C22/150 Staffing.

C22/140 OTHER PROPOSED COMMITTEES

- (i) It was noted that after consideration the Council appointed a Personnel/Staffing Committee comprising of a minimum of five members to meet when necessary. As Cllr K. Sahota was absent at today's meeting, he would be approached to consider membership of the Committees.
- (ii) After consideration the proposed draft Terms of Reference for the Personnel/Staffing Committee was accepted. It was noted that the Terms of Reference is to be reviewed once a year. **Cllr J. Francis proposed and Cllr H. Rhodes seconded and it was resolved that the proposed Terms of Reference were to be adopted. Noted all in favour**
- (iii) It was noted the proposal of Cllrs J. Francis, A. Jhawar, E. Callear, H. Rhodes and N. Heath as members of the Personnel/Staffing Committee. **Cllr A. Morris proposed and Cllr S. Thiara seconded and it was resolved by the Council to accept the proposed Cllrs as members of the Personnel/Staffing Committee.**
- (iv) It was noted that after consideration the Council appointed an Appeals Committee comprising of a minimum of five members to meet when required.



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- (v) After consideration the proposed draft Terms of Reference for the Appeals Committee was accepted. **Cllr S. Thiara proposed and Cllr A. Jhawar seconded, and it was resolved by the Council that the proposed Terms of Reference were to be adopted. Noted all in favour.**
- (vi) It was noted the proposal of Cllrs D. Elliott, A. Morris. M. Evans, S. Thiara and S. Millward Thomas as members of the Appeals Committee. **Cllr N. Heath proposed, and Cllr A. Morris seconded and was resolved by the Council to accept the proposed Cllrs as members of the Appeals Committee.**
- (vii) It was noted that copies of the Terms of Reference have been issued to the members of the Committees and that the Terms of Reference for the Committees is to be posted on the website.

C22/141 FINANCE

- (i) Councillors noted the status of the Council's finances.
- (ii) The Clerk advised the Councillors that the second half of the precept had been received.
- (iii) It was noted that after some final questions had been satisfactory concluded the final audit report has now been received. It was noted that the required notice regarding the audit is now on display on notice boards and website and that the Council now are fully compliant.

C22/142 FINANCE - PAYMENTS

- (i) Councillors reviewed the payment of invoices incurred in delivering Parish Council services. **Cllr H. Rhodes proposed, and Cllr D. Elliott seconded, and it was resolved by the Council that the invoices listed in Appendix 1 be paid. Noted nine Cllrs in favour one abstained.**
- (ii) Councillors reviewed the Direct Debit and Card payments incurred in delivering Parish Council services. **Cllr J. Francis proposed, and Cllr S. Thiara seconded, and it was resolved by the Council that the Direct Debits and Card payments listed in Appendix 2 be paid. All in favour**

C22/143 RED LAKE GARDEN OF REST POLICY

- (i) Councillors reviewed the proposed policy for the Garden of Rest. After consideration **Cllr H. Rhodes proposed, and Cllr N. Heath seconded, and it was resolved by the Council to adopt the proposed Garden of Rest Policy. Noted all in favour.**
- (ii) It was noted that a copy of the new policy will be displayed on the Garden of Rest noticeboard and sent to the funeral directors.
- (iii) It was noted that the Clerk is to contact the resident that had attended a previous council meeting sharing their concerns regarding the Garden of Rest with an update.



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C22/144 FLOWER BED AT THE CROSSROADS

- (i) It was noted that the memorial stone has been ordered and that it will take up to sixteen weeks for delivery.
- (ii) It was noted that the Clerk will pay the £4,000 deposit for having the wall repaired.
- (iii) It was noted that a site meeting with the contractor will be held on the 24th of October 2022 at 11 am.
- (iv) It was noted that a planning application is not required as the repair of the wall is under permitted planning.
- (v) It was noted that the Councillors wish to hold a ceremony once the work is completed.
- (vi) It was noted that the items placed by the memorial bench at the Blue Elephant have still not been removed. Cllr. H. Rhodes to investigate who gave permission and who is responsible for the removal of the items

C22/145 INFORMATION ITEMS

- (i) Cllr A. Jhawar advised the Councillors that planting of the daffodil bulbs has started and the areas to be planted are: play area Copper Beach Road, Sandbrook, Orchard Close, the Incline and the island next to the Shell garage.
- (ii) It was noted that widening of the Waterloo junction is planned to commence shortly.
- (iii) It was noted that a tree at Orchard Close had to be cut down as it had split.
- (iv) It was noted that the Shropshire Star building is to be demolished.
- (v) It was noted that extra parking areas are being considered on Woodside Road, opposite the junction to The Incline.
- (vi) It was noted that the land owners of Recycling House had been quoted in an article in the Shropshire Star that the plot is being examined for suitability for housebuilding. It was noted that Cllr E. Callear is to keep the Council up to date with further information received.

C22/146 PARISH MATTERS

- (i) It was noted that a wreath for Remembrance Sunday has been ordered. The remembrance event starts at the Community Centre for a walk up to St Mary's where the laying of the wreath will take place.
- (ii) It was noted that poppies are to be displayed on lamp posts. The soldiers are to be displayed on the Shell roundabout, at St Mary's Church, the Community Centre and at the flower bed at the crossroads.
- (iii) It was noted that local lady Elizabeth Wilkinson had represented Ketley at Her Majesty the Queens funeral.
- (iv) Cllr M. Evans informed the Councillors that the Talking Newspaper now has been relocated to the Wrekin Housing Trust building.
- (v) It was noted that Cllrs N. Heath and H. Rhodes expressed an interest in being members of the working group to review the Community Centre.



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C22/147 AGENDA ITEMS FOR NEXT MEETING

- (i) Underpasses – Ketley/Oakengates, Ketley/Wellington.
- (ii) Parking at Meadows School.
- (iii) Review from the Working Group Ketley Community Centre.
- (iv) To advise Clerk of items to be considered for inclusion in the agenda.

At 8:47 pm Centre Manager C. Smith thanked the Councillors and left the meeting

C22/148 PLANNED DATES OF FORTHCOMING MEETINGS

Finance Committee Wednesday 26 October @ 1:00pm
Resources Committee Wednesday 9 November 2022 @ 6:00pm
Full Council Wednesday 9 November 2022 @ 7:00pm
Finance Committee Wednesday 23 November 2022 @ 1:00pm
Resources Committee Wednesday 14 December 2022 @ 6:00pm
Full Council Wednesday 14 December 2022 @ 7:00pm

At 8:54 pm last member of the public thanked the Councillors and left the meeting

The Chairman declared the public session closed at 8:55 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.

C22/149 PLANNING

C22/150 STAFFING

The Chairman declared the meeting formally closed at 9:15 pm.



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Appendix 1 – Orders for Payment as at 12th October 2022 (Council Meeting Item: C22/142 (i))

Appendix 2 – Direct Debit Payments in October 2022 (Council Meeting Item: C22/142 (ii))

Signed: _____
Chairman

Date: 9th November 2022



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Appendix 1 - Orders For Payment as at 12th October 2022 - Council Meeting Item: C22/142 (i)

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	Viking	Office supplies	9371017	49.03	9.81	58.84	
2	Amazon/gifts under 10 pounds	Monitor cable	133965291-2022-180018	5.82	1.17	6.99	
3	Amazon/Wildnights	Halloween event	127222251-2022-22129	19.36	3.84	23.20	
4	Amazon/shenzhen	computer cable	Ds-ase-inv-gb-2022-348564773	4.41	.88	5.29	
5	Amazon/shenzhen	Halloween event	DS-ASE-INV-GB-2022-3848564776	7.15	1.43	8.58	
6	Amazon/shenzhen	Halloween event	DS-ASE-INV-GB-2022-348564778	12.49	2.50	14.99	
7	Amazon/hefeichen	Halloween event	DS-ASE-INV-GB-2022-348838558	20.82	4.17	24.99	
8	Amazon/shang hai le	Halloween event	DSE/ASE/INV/GB-2022-348838570	10.82	2.17	12.99	
9	Amazon	Halloween event	GB257Q2STAEUI	16.75	3.40	20.15	
10	PKF Auditors	AGAR return	SB20223563	600.00	120.00	720.00	
11	Filmbank Media	Public Video screening Licence	Fbm847	124.17	24.83	149.00	
12	AG Building Improvements ltd	Fire Door SERVICE	AGB1054	365.77	0.0	365.77	
13	Jason Gough Computer Services	HP Officejet A3 printer	120403	285.00	57.00	342.00	
TOTAL				1521.59	231.20	1752.79	

RESOLUTION: The payments listed above should be authorised in accordance with the Parish Council Standing Orders and Financial Regulations. Signed authorisation will be provided when Council or Finance Committee next meet in person.

Signed (1):

Signed (2):

Clerk:



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Appendix 2 - Direct Debit Payments in October 2022 - Council Meeting Item: C22/142(ii)

ID	Date	Supplier	Description	Reference	Net	VAT	Total
1	1 October	FCC Recycling UK	GoR Waste Collection & Duty of Care Admin Fee	1449798	50.57	12.12	62.69
2	1 October	FCC Recycling UK	Centre Waste Collection & Duty of Care Admin Fee	1449797	47.86	9.57	57.43
3	1 October	Telford & Wrekin Council	GoR Business Rates	80213883	91.00	0.00	91.00
4	1 October	Telford & Wrekin Council	Centre Business Rates	80258520	378.00	0.00	378.00
5	1 October	fasthosts	Linux PHP Service Charge	69047549	6.28	1.26	7.54
6	6 October	Virgin Media Business	Telephone & Internet	038486201/001/0922	87.50	17.50	105.00
7	03 October	Telford & Wrekin Council	TACT Rent	4544347	83.33	16.67	100.00
8	1 October	O2	Mobile Phone	16606238	25.00	5.00	30.00
9	1 October	Water Plus	Centre Water	06212939	33.97	0.00	33.97
10	1 October	Seven Trent Water	Water supply GOR	6500602997	81.94	0.0	81.94
11	19 October	NPOWER	Street lighting charge and Meter charge	Ino4860219	4895.07	979.01	5874.08
TOTAL					5780.52	1041.13	6821.65

RESOLUTION: The payments listed above should be authorised in accordance with the Parish Council Standing Orders and Financial Regulations. Signed authorisation will be provided when Council or Finance Committee next meet in person.

Signed (1):

Signed (2):

Clerk: