



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 9th November 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 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

Representative from Sainsbury: Bruno Moore

Public: Three members of the public.

C22/151

WELCOME

The Chairman welcomed everybody to the meeting. The Chairman extended congratulations and well wishes to Cllr K. Sahota for his entry to the House of Lords as a peer and to Cllr H. Rhodes for receiving her Lifetime Achievement Award.

C22/152

APOLOGIES FOR ABSENCE

Apologies were received from Cllr A. Morris. Apologies noted.

C22/153

PUBLIC SESSION

Three members of the public attended the meeting. One member of the public raised the query regarding procedures of blocking public from social media. The Clerk advised the member that the Council's Facebook page is currently not in operation but hopes this will be shortly rectified.

C22/154

SAINSBURYS PRESENTATION ON THE DEVELOPMENT OF THE WHITE LION SITE

A presentation from Sainsbury's representative Bruno Moore regarding the development of the White Lion site. The Councillors were advised that the site currently does not have planning permission as the previous planning application was for converting the building into a convenience store and currently there is no building left to convert.



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It was noted that new plans have been submitted. Mr Moore advised the Councillors that it is not feasible to restore the building to its previous structure and that the new plans have been modelled on a 1960's photo which would be sympathetic to the site. It was noted that a historical expert had looked at the remaining structure and found the oldest section dates from the 18th Century and not to the date of the stone inscription.

Following requests from the Council to retain the date stone, it was agreed that it would be reinstated if possible, but if not a replica would be installed with added information on the site.

Cllr M. Evans enquired if the cellar had been filled in as it extended underneath the road. It was noted that it had been done but it would be re-checked.

It was noted that an area of the parking space has been reserved for the neighbouring houses and that there will be nineteen bays available for customer parking.

It was noted that it was hoped that the store would be completed by March 2023, depending on receipt of planning permission.

It was noted that the Council wished to have the building painted white.

At 7:22 pm The Sainsbury Representative was thanked and left the meeting
At 7:22 pm Two residents thanked the Councillors and left the meeting.

C22/155

POLICE MATTERS

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

C22/156

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.

C22/157

DISCLOSABLE PECUNIARY AND OTHER INTERESTS

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

C22/158

TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 12th OCTOBER 2022.

Cllr H. Rhodes proposed, Cllr M. Evans seconded, and it was resolved that the minutes of the meeting held on Wednesday 12th October 2022 be adopted and that the Chairman sign these as a true record. Noted all in favour.



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C22/159 PLANNING APPLICATIONS

- (i) It was noted that Cllr A. Jhawar declared an interest as a member of the Telford and Wrekin Planning Committee.
- (ii) Councillors considered planning application TWC/2022/0858 relating to the part retrospective proposed erection of a boundary wall, fence and associated earth works at 14 Cornflower Grove, Ketley. After consideration it was agreed that no comment be offered.
- (iii) Councillors considered planning application TWC/2022/0884 relating to land adjacent to 9 Bluebell Coppice, Ketley regarding the proposal of erection of 1 no detached dwelling. It was noted that there had been objections raised on the planning portal from residents. It was noted that the main issue is the access to the properties and that the Council had previously supported the resident's objection. It was noted that Cllr S. Millward Thomas is to contact the concerned residents and report back to the Council. It was noted that any comments from the Council regarding the planning application needs to be submitted to Telford and Wrekin planning department before the 21st of November 2022
- (iv) It was noted that no other planning applications advised post publication of Agenda had been received.

C22/160 COMMUNITY CENTRE

- (i) The Centre Managers previously circulated report was noted.
- (ii) It was noted that there were no further updates regarding the forthcoming Christmas events.
- (iii) It was noted that Christmas lights have been installed in the same configuration as last year due to the delay in fitting new sockets to the columns.
- (iv) The Centre Manager advised the Councillors that following a suggestion from Cllr S. Millward Thomas to show World Cup Football matches in the Community Centre, due to the availability of the Centre there are only two matches that can be shown. **Cllr S. Millward Thomas proposed and Cllr H. Rhodes second and it was resolved that the Community Centre shows two games and provide light refreshments. It was noted all in favour.**
- (v) It was noted that the Community Centre working party had held their meeting and compiled a SWOT analysis for the Centre, which was then sent out to the Councillors for their feedback via e-mail. It was noted that a flip chart presenting the various proposals was available at the meeting for the Councillors to add additional comments.

At 7:50 pm Cllr K. Sahota and Cllr A. Jhawar gave their apologies and left the meeting.

C22/161 FINANCE COMMITTEE

- (i) The Finance Committee previously circulated draft minutes from the meeting held 26th October 2022 was noted.



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- (ii) It was noted that the Finance Committee had met the Seconded Finance Officer Shelley Everton.
- (iii) It was noted the proposal from Cllr D. Elliott that the work of checking the finances is spread evenly between the Councillors. The Clerk advised the Councillors that there are only four signatories that can sign and check.
- (iv) It was noted that Cllr M. Evans wishes to receive copy of the invoices for checking before the meeting.
- (v) It was noted that the electricity meter in the Garden of Rest has been disconnected by EON and there is a note on the board to that effect. The Clerk advised the Councillors that she has not paid the bill as instructed and that she is in communication with EON to resolve the issue.

C22/162 RESOURCE COMMITTEE

- (i) The Resources Committee previously circulated draft minutes from the extraordinary meeting held 12th October 2022 was noted.
- (ii) It was noted that the Resource Committee had been discussing the events calendar, bus shelters and cable boxes in the meeting held prior to today's council meeting.

C22/163 FINANCE

- (i) Councillors noted the status of the Council's finances.
- (ii) The bank reconciliations for July, August, September, and October were noted.

C22/164 FINANCE – PAYMENTS

- (i) Councillors inspected the Finance Committee authorised orders for payment of invoices incurred in delivering Parish Council services, appendix 1 F22/051
- (ii) Councillors inspected Finance Committee authorised direct debits and card payments incurred in delivering Parish Council services, appendix 2 F22/052
- (iii) It was noted that no further invoices incurred in delivering Parish Council Services been received
- (iv) It was noted that no further direct debit and card payments incurred in delivering Parish Council services have been received.

C22/165 UPDATE ON CURRENT BUDGET VS SPEND

- (i) The Clerk advised the Councillors that the budget will be presented in the December Council meeting.
- (ii) It was noted that the current financial climate and increase in utility bills would be reflected in the budget.
- (iii) It was noted that we are half way through the financial year and spending needs to be monitored closely due to the impact of the cost of living.
- (iv) It was noted that the Clerk and Centre Manager is to investigate climate change grants .



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- (v) It was noted that Cllr D. Elliott proposed that the Council should have an independent survey carried out to indicate what options are available for climate incentives such as solar panels or heat pumps in the Community Centre.

C22/166 SERVICE LEVEL AGREEMENT FOR KETLEY PADDOCK MOUND

- (i) Councillors reviewed the service level agreement and it was noted that the stated £8,000 that is to be given annually to the friends of Ketley Paddock Mound is not correct. It was noted that this was an initial amount given to get the group started and that the amount had been amended in the 2022/2023 budget to £1,000.
- (ii) It was noted that the Council do not agree to the £8,000 and that the agreement does not reflect the current situation, with the agreement ending in 2021.
- (iii) It was proposed that the Clerk arrange a meeting for January/February regarding funding ready for the next financial year.

C22/167 NEWSLETTER

- (i) It was noted that the newsletter has been delayed in the hope of receiving further information regarding warm spaces.
- (ii) It was noted that to get the newsletter out in time for advertising upcoming events it may have to be delivered with the assistance of the Councillors.

C22/168 KETLEY UNDERPASS

- (i) It was noted that the Government is running a tackling violence against women and girls' strategy which has strongly identified dark places as a contributor to fear of public spaces.
- (ii) It was noted that the Ketley Brook underpass is in a poor state of repair by the Safer and Stronger team.
- (iii) It was noted that the underpass is used in the daytime but not in the evenings.
- (iv) It was noted that the cost of painting the underpass is approximately £1,000 and to light the underpass would cost approximately £6,000. The Safer and Stronger team proposed that the cost is divided between Safer and Stronger and the Parish Council.
- (v) It was noted that Safer and Stronger has proposed to pay for the camera to be placed in the Garden of Rest and also the speed indication devices saving the Council an expenditure of £6,500.
- (vi) It was noted that **Cllr H. Rhodes proposed and Cllr J. Francis second and it was resolved to paint and install lights in the Ketley Brook underpass according to the Safer and Stronger proposal cost of painting £1000, with Ketley Parish Council's contribution being approximately £500. The cost of installing lighting is approximately £6000 with Ketley Parish Council's contribution being approximately £3000. All in favour.**



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C22/169 SPEED INDICATION DEVICE AT THE BOTTOM OF WOODSIDE ROAD

- (i) It was noted that the Safer and Stronger team have purchased the speed indication device.
- (ii) It was noted to ask the enforcement team's advice for a suitable spot to place the device.

C22/170 INFORMATION ITEMS

- (i) It was noted that the Safer and Stronger Team are installing a further thirteen drop kerbs in Ketley.
- (ii) It was noted that the BT boxes are to be painted.
- (iii) It was noted that the bus shelters are currently being prepared for painting.
- (iv) It was noted that work on the memorial plaque and the wall is due to commence in November.
- (v) It was noted that no further information regarding Recycling House had been received.
- (vi) It was noted that Telford and Wrekin are offering support to help with the cost-of-living crisis and that there are training courses available on Ollie regarding this. It was noted the proposal to train the Community Centre staff so that they can direct users in need to the correct place of assistance.

C22/171 PARISH MATTERS

- (i) Cllr D. Elliott raised the concern regarding an article in the Shropshire Star that Ketley is no longer going to have a polling station. The Clerk advised the Councillors that nothing has changed and that Ketley still will retain a polling station.
- (ii) It was noted that the bench placed between the Cardamom and the bus shelter is facing the wrong way so that the view cannot be enjoyed. It was noted that Cllr E. Callear had already raised the issue and that she had also asked for the bin to be replaced.
- (iii) It was noted that the foot path from Wedgwood Crescent to the play area is in a poor state of repair. It was noted that the issue had already been raised and added to the capital program, Cllr E. Callear to follow up and report back.
- (iv) It was noted that Cllr S. Millward Thomas is a member of the Telford and Wrekin bus user group and has so far not been invited to any of the meetings. It was noted that the Clerk is to e-mail the group.
- (v) It was noted that parking at Riddings Close is experiencing increased issues of anti-social behaviour and it is proposed that the enforcement team is to be more visible and to educate.
- (vi) It was noted that the underpass between Overdale and Riddings Close has blocked drains and is very muddy due to the building going on further up the road. It was noted that Cllr E. Callear had dealt with the issue and instructed the street cleaning team to attend. It was noted that the underpass belongs to the Highway England.



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- (vii) It was noted that the items around the bench next to the Blue Elephant had been removed.
- (viii) It was noted that year 4 students at Meadows school are holding a Remembrance service on the 11th of November in school. It was noted that Ketley Remembrance service is to take place at St Mary's on the 13th of November at 10:50 am.
- (ix) It was noted that Clerk and Cllr E. Callear is to carry on chasing progress on when the boundary signs can be installed.
- (x) It was noted that there is going to be a meeting to decide the most suitable places to install electric vehicle charging points.

C22/172 AGENDA ITEMS FOR NEXT MEETING

- (i) Boundary Signs
- (ii) To advise the Clerk of items to be considered for inclusion in the agenda.

C22/173 PLANNED DATES OF FORTHCOMING MEETINGS

Finance Committee Wednesday 23rd November 2022 @ 1:00pm
Full Council Wednesday 14th December 2022 @ 7:00pm
Resources Committee Wednesday 11th January 2023 @ **NEW TIME**
6:30pm
Full Council Wednesday 11th January 2023 @ 7:00pm

At 8:40 pm last member of the public and the Centre Manager thanked the Councillors and left the meeting

The Chairman declared the public session closed at 8:41 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.

C22/174 PLANNING

C22/175 STAFFING

The Chairman closed the meeting at 8:55 pm



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Appendix 1 – Orders For Payment as at 9TH November 2022
Finance Committee Meeting Item: F22/051 and Council Meeting Item C22/164 (i)

Appendix 2 – Direct Debit Payments and card payments 9th November 2022
Finance Committee Meeting Item F22/052 and Council Meeting Item C22/164 (ii)

Signed: _____
Chairman

Date: 14th December 2022



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Appendix 1 - Orders For Payment as at 9TH November 2022 Finance Committee Meeting Item: F22/051 and Council Meeting Item C22/164 (i)

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	SJH & SONS CONSTRUCTION	Deposit for work on wall around flowerbed	578	4000.00	0.0	4000.00	Authorised C22/144
2	A G Building Improvements Ltd	Repair to office door	AGB1082	50.00	0.0	50.00	
3	Ecofix	Repair to leaking cylinder	279	90.00	0.0	90.00	
4	Clarity	4 x invoices	41682/41551/41520/41473/41472	345.34	69.07	414.41	
5	TCM	Cleaning supplies	098974	67.60	13.52	81.12	
6	Jason Gough Computing Services Ltd	Set up new officer laptop	1204455	109.00	21.80	130.80	
7	Telford and Wrekin Council	Occupational Health Referral	4546052	95.00	0.0	95.00	
8	Clarity	Machine Collection	41696	250.00	50.00	300.00	
9	Layton Chantry	D.J. Halloween event	436336	135.00	0.0	135.00	
10	SALC	Training	1684	60.00	0.0	60.00	
11	EON	Electricity at the Garden of Rest	KI-2290A7AC-0003	858.95	42.95	901.90	
12	Staffordshire Pension Fund	Pension		739.48	0.0	739.48	
13	HMRC	Payroll October Tax and National Insurance		1707.77	0.0	1707.77	
TOTAL				8508.14	197.34	8705.48	

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 and card payments 9th November 2022 Finance Committee Meeting Item F22/052 and Council Meeting Item C22/164 (ii)

ID	Date	Supplier	Description	Reference	Net	VAT	Total
1	1 November	FCC Recycling UK	GoR Waste Collection & Duty of Care Admin Fee	1442884	50.17	12.52	62.69
2	1 November	FCC Recycling UK	Centre Waste Collection & Duty of Care Admin Fee	1433610	45.95	11.48	57.43
3	1 November	Telford & Wrekin Council	GoR Business Rates	80213883	91.00	0.00	91.00
4	1 November	Telford & Wrekin Council	Centre Business Rates	80258520	378.00	0.00	378.00
5	3 October	Fasthosts	Linux PHP Service Charge	69047549	6.28	1.26	7.54
6	3 October	Virgin Media Business	Telephone & Internet	038486201/001/1022	87.50	17.50	105.00
7	28 October	NEST	Pension Contribution	N/A	237.98	0.00	237.98
8	24 October	Homebase	Paint for bus shelters		46.00	0.0	46.00
9	30 September	Waterplus	TACT water supply	0281010615	95.17	0.0	95.17
10	30 September	Waterplus	Community Centre water supply	0333002719	33.97	0.0	33.97
11	03 October	02	Clerk mobile phone	16606238	25.00	5.0	30.00
	TOTAL				1080.35	64.43	1144.78

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 the Council or Finance Committee next meet in person.

Signed (1):

Signed (2):

Clerk: