



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

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## MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 14<sup>th</sup> December 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 Sam Millward Thomas  
Councillor Andrew Morris (late arrival)

### In Attendance

**Clerk:** Jane Lees

**Assistant to the Clerk:** Elisabeth Bamford

**Guest Speaker:** John Campion, Police and Crime Commissioner for West Mercia

**Public:** One member of the public.

### C22/176 WELCOME

The Chairman welcomed everybody to the last ordinary Council meeting for 2022. The Chairman extended merry Christmas wishes and thanks to Centre Manager and staff for all their hard work and a warm welcome and thank you to John Campion for attending this evening's meeting.

### C22/177 APOLOGIES FOR ABSENCE

Apologies were received from Cllr A. Jhawar, Cllr H. Rhodes, Cllr K. Sahota and Cllr S. Thiara. Apologies noted. It was noted that Cllr A. Morris would be arriving later.

### C22/178 PUBLIC SESSION

It was noted that one member of the public attended the meeting.

Simon Hayden, from Safer and Stronger gave an update to the Council regarding the Neighbour Action Plan covering Ketley and Overdale which was launched on 5<sup>th</sup> March.



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The Chairman extend a thank you to Safer and Stronger and Simon Hayden for all their support and work.

### **C22/179 JOHN CAMPION, POLICE & CRIME COMMISSIONER FOR WEST MERCIA**

A presentation from John Campion, Police and Crime Commissioner was followed by a question-and-answer session.

The improvements that have been made in the Parish through the close working relationship between Safer and Stronger and the Council are very welcome. The Safer and Stronger team aim to make women and girls feel safer in the community. Sexual offences are under reported and it is important that the Police can respond appropriately.

The Police are seeing an increase in crime rates to pre covid levels especially in burglary.

The Commissioner reported an uplift in investigators tackling the criminal organisations behind drugs. Another twenty police officers have been made available to Safer Neighbourhood work, and there has been further investment in technology. A new rank of PCOS is to be introduced to give opportunity for career progress.

At 7:30 pm Cllr A. Morris arrived at the meeting.

It was noted that there is a pot of money for funding road safety projects. Clerk to investigate this opportunity of funding further.

At 7:53 pm John Campion, the Police and Crime Commissioner was thanked and left the meeting

At 7:53 pm the member of the public thanked the Councillors and left the meeting.

### **C22/180 POLICE MATTERS**

The Clerk advised Councillors that an invitation had been sent to the Police representative and an apology had been received.

### **C22/181 SHROPSHIRE FIRE AND RESCUE**

The Clerk advised Councillors that an invitation had been sent to the Fire Service representative and an apology had been received.

### **C22/182 DISCLOSABLE PECUNIARY AND OTHER INTERESTS**



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None declared.

- C22/183 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 9<sup>th</sup> NOVEMBER 2022.**  
Cllr M. Evans proposed, Cllr D. Elliott seconded, and it was resolved that the minutes of the meeting held on Wednesday 9<sup>th</sup> November 2022 be adopted and that the Chairman sign these as a true record. Noted all in favour.
- C22/184 PLANNING APPLICATIONS**
- (i) Councillors considered planning application TWC/2022/0941 relating to the variation of condition 2 on previously approved planning permission TWC/2020/0243 (Change of use from dwelling (Use Class C3) to children's residential home (Use Class C2) to allow for the property to be run by Oak Childcare Plus Ltd at 63 Broadway, Ketley. After consideration it was agreed that no comment be offered. All in favour.
  - (ii) Councillors considered planning application TWC/2022/0949 relating to the installation and display of 1no internally illuminated digital advertisement display at Crispy Cod, Station Road. After consideration it was agreed that no comment be offered.
  - (iii) It was noted that one further planning application had been received but is to be deferred and discussed under agenda item C22/199.
- C22/185 COMMUNITY CENTRE**
- (i) The Centre Managers previously circulated report was noted.
  - (ii) Cllr Joy Francis reported that the doors in the Hall had been left open to the environment letting the heat out at a recent event and asked when the alarms will be fitted to the doors .The Clerk informed the Council there been an issue with the purchase of the alarms and she will investigate further.
  - (iii) It was noted that 75% of the tickets for the Christmas Dinners had been taken, with a capacity of sixty people per day.
- C22/186 FINANCE COMMITTEE**  
It was noted that no draft minutes had been circulated as the meeting had been cancelled due to not being quorate.
- C22/187 RESOURCE COMMITTEE**  
The Resources Committee previously circulated draft minutes from the ordinary meeting held 9<sup>th</sup> November 2022 was noted.
- C22/188 FINANCE**
- (i) Councillors noted the status of the Council's finances.
  - (ii) The bank reconciliation for November was noted.
- C22/189 FINANCE – PAYMENTS**
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- (i) Councillors inspected the orders for payment of invoices as at 14<sup>th</sup> December incurred in delivering Parish Council services, appendix 1.
- (ii) Councillors inspected direct debits and card payments as at 14<sup>th</sup> December incurred in delivering Parish Council services, appendix 2.
- (iii) It was noted that further invoices incurred in delivering Parish Council Services been received, appendix 3.
- (iv) It was noted that further direct debit and card payments incurred in delivering Parish Council services have been received, appendix 4.
- (v) The Clerk has been advised by the Auditor that Councillors do not have to sign every invoice, only the front sheet.
- (vi) **Cllr M. Evans proposed, Cllr J. Francis seconded, and it was resolved that the listed direct debits and card payments should be authorised for payment. Noted all in favour.**
- (vii) **Cllr S Millward Thomas proposed, Cllr N. Heath seconded, and it was resolved that the listed invoices should be authorised for payment.**

### **C22/190 BUDGET 2023/2024**

- (i) Councillors discussed the previously circulated draft budget for 2023/2024.
- (ii) The Precept was discussed after being previously circulated. The Clerk reported the slight increase in Precept value was due to increased households within the parish and not due to an increase to household contributions in Council Tax.
- (iii) It was noted that money has been earmarked for use to improve drainage and paths in the Garden of Rest.
- (iv) The Clerk advised that the application for the Telford and Wrekin Climate Change Fund Grant had been successful and will be used to change the Community Centre and former Infant School building lights to LED.
- (v) It was noted that £25,000 was being earmarked for climate action and would initially be used for an independent survey to be carried out to indicate what options are available for climate incentives such as solar panels or heat pumps in the Community Centre.
- (vi) **Cllr S Millward Thomas proposed, Cllr N. Heath seconded, and it was resolved that the proposed budget for the financial year 2023/2024 should be approved, and the Precept applied for from Telford and Wrekin Council. It was noted all in favour.**

### **C22/191 FORMER INFANT SCHOOL**

- (i) A discussion was held regarding the advice given from Telford and Wrekin regarding the asset transfer of the former Infant School building to the Parish Council.
- (ii) After consideration, further discussion regarding the asset transfer is to be deferred to a separate meeting to be arranged.

### **C22/192 SECONDMENT OFFICER**



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**Cllr E. Callear proposed, and Cllr A. Morris seconded, and it was resolved that the discussion of agreeing the extension of the placement of the Secondment Officer be moved into the Private Session.**

### **C22/193      INSTALLATION OF SCREENS**

It was noted that after consideration the Council agreed to use company A. **Cllr S. Millward Thomas proposed, and Cllr M. Evans seconded, and it was resolved that the Council use company A to install the screens. It was noted all in favour.**

### **C22/194      BOUNDARY SIGNS**

- (i) The Clerk advised Councillors that Telford and Wrekin Council are still waiting for Balfour Beatty to install the signs.
- (ii) It was noted that the Clerk is to investigate whether the Red Lake boundary signs can be changed.  
The Clerk advised that it would be a cost of £90 to update the Red Lake signs. **Cllr A. Morris proposed, and Cllr M. Evans seconded, and it was resolved that the Clerk updates the Red Lake signs pending agreement from Telford and Wrekin.**

### **C22/195      INFORMATION ITEMS**

- (i) The painting of the bridge has now been completed through Safer and Stronger and Pride funding.
- (ii) The planting of the bulbs is now completed.
- (iii) The junction Woodside Road has now been widened but not completed, the white line and turf will be finished by Telford and Wrekin in the new year.
- (iv) It was noted that there are no lights on Wedgewood Crescent to the rear and this had been raised with Simon Hayden from Safer and Stronger.

### **C22/196      PARISH MATTERS**

- (i) Following discussion regarding Christmas Dinners verses vouchers donation, the Council will ask for feedback from the Christmas dinner guests and review the event in the New Year.

### **C22/197      AGENDA ITEMS FOR NEXT MEETING**

- (i) Storage of Ketley History Group records
- (ii) To advise the Clerk of items to be considered for inclusion in the agenda.

At 9:00 pm it was noted that the Council resolved to continue the meeting passed the two hours as per Standing Orders

### **C22/198      PLANNED DATES OF FORTHCOMING MEETINGS**

Resources Committee Wednesday 11<sup>th</sup> January 2023 @ **6:30 pm New time**



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Full Council Wednesday 11<sup>th</sup> January 2023 @ 7:00 pm  
Finance Committee Wednesday 25<sup>th</sup> January 2023 @ 1:00 pm  
Full Council Wednesday 8<sup>th</sup> February 2023 @ 7:00 pm  
Finance Committee Wednesday 22<sup>nd</sup> February 2023 @ 1:00 pm

The Chairman declared the public session closed at 9:01 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.**

**C22/199 PLANNING**

**C22/192**

**C22/200 STAFFING COMMITTEE**

The Chairman closed the meeting at 9.20 pm

**Appendix 1 – Orders For Payment as at 14<sup>th</sup> December 2022  
Council Meeting Item C22/189 (i)**

**Appendix 2 – Direct Debit Payments and card payments 14<sup>th</sup> December 2022  
Council Meeting Item C22/189 (ii)**

**Appendix 3 – Orders For Payment as at 14<sup>th</sup> December 2022 ADDITIONAL INVOICES  
Council Meeting Item C22/189 (iii)**

**Appendix 4 – Direct Debit Payments and card payments 14<sup>th</sup> December 2022  
ADDITIONAL INVOICES  
Council Meeting Item C22/189 (iv)**

Signed: \_\_\_\_\_  
Chair

Date: 11<sup>th</sup> January 2023



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## Appendix 1 - Orders For Payment as at 14<sup>th</sup> December 2022

### Council Meeting Item: C22/189 (i)

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	ESPO	photocopier paper	6738623	29.80	5.96	35.76	
2	Deanos convenient meals	Halloween event	00004	150.87	0.0	150.87	
3	Facepainting by eva	Halloween event	2022/043	200.00	0.0	200.00	
4	Blueglaze	TACT building window	0205	693.00	138.60	831.60	
5	Shropshire Printing	Newsletter	10269183	353.47	0.0	353.47	
6	Jason Gough Computing Services Ltd	Toner Cartridges	120490	709.34	141.89	851.23	
7	Jason Gough Computing Services Ltd	Printer set up	120491	190.86	38.17	229.03	
8	Jason Gough Computing Services Ltd	Monthly consultancy fee	120526	50.00	10.00	60.00	
9	Jason Gough Computing Services Ltd	Xerox Printer and support pack	120545	578.00	115.60	693.60	
10	Great Dawley Town Council	Secondment Officer	20150913	786.60	0.0	786.60	
11	Royal British Legion	Poppy Wreath		25.00	0.0	25.00	
12	Jason Gough Computing Services Ltd	Data Storage	120556	41.50	8.30	49.80	
13	Smartgroup Manufacturing	SID to be refunded by Safer & Stronger	2022202160	1853.20	452.00	2305.20	
14	The Clean Machine	Cleaning supplies	099909	7.62	1.52	9.14	
15	Staffordshire Pension Fund	Pension		1055.73	0.0	1055.73	
16	HMRC	Payroll November Tax and National Insurance		2489.08	0.0	2489.08	



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17	Fran O'Boyle	Murals in bus shelters		380.00	0.0	380.00	
18	Shaw and Sons	Rights of Burial certificates	0000287378	110.00	22.00	132.00	
19	Jason Gough Computing Services Ltd	Data Storage	120718	42.00	8.40	50.40	
20	Jason Gough Computing Services Ltd	Consultancy fee	120692	50.00	10.00	60.00	
21	Great Dawley Town Council	Secondment Officer	20150926	1691.19	0.0	1691.19	
22	Layton Chandry	DJ for Christmas Party	436337	135.00	0.0	135.00	
23	Amazon	Warm spaces EQUIPMENT X 12 INVOICES	VARIOUS	179.60	44.88	224.48	
24	Amazon	Cable ties	287247	8.67	1.74	10.41	
	Jason Gough Computing Services Ltd	Avast security Licence renewal	120747	87.50	17.50	105.00	
25	The Clean machine	Cleaning supplies	100415	98.79	19.77	118.56	
26	Face painting by Ewa	Christmas event	2022/050	100.00	0.0	100.00	
<b>TOTAL</b>				<b>12096.82</b>	<b>1036.33</b>	<b>12133.15</b>	

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: .....





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## Appendix 2 - Direct Debit Payments and card payments 14<sup>TH</sup> December 2022 Council Meeting Item:C22/189(ii)

ID	Date	Supplier	Description	Reference	Net	VAT	Total
1	1 December	FCC Recycling UK	GoR Waste Collection & Duty of Care Admin Fee	1442884	50.16	12.52	62.68
2	1 December	FCC Recycling UK	Centre Waste Collection & Duty of Care Admin Fee	1433610	45.96	11.48	57.44
3	30 October	Waterplus	Community Centre water services	00194283	33.05	0.0	33.05
4	18 November	West Mercia Energy	TACT Gas supply	11274824	80.10	4.01	84.11
5	17 November	West Mercia Energy	TACT Electricity Supply	11270187	107.70	5.39	113.09
6	14 November	West Mercia Energy	Community Centre Gas supply	11266861	146.38	7.32	153.70
7	17 November	West Mercia Energy	Community Centre Electricity supply	11270188	284.24	56.85	341.09
8	17 November	West Mercia Energy	Community Centre Electricity supply	11270186	30.32	1.52	31.84
9	17 November	West Mercia Energy	Community Centre Electricity supply	11259292	233.63	46.73	280.36
10	14 September	Moneysoft	Payroll software	U268991	78.00	15.60	93.60
11	1 December	Telford & Wrekin Council	Centre Business Rates	80258520	378.00	0.00	378.00
12	1 December	Telford & Wrekin Council	GOR Business Rates	80213883	91.00	0.0	91.00
13	6 December	Post Office	Postage		7.60	0.0	7.60
14	14 November	Virgin Media Business	Telephone & Internet	038486201/001/1022	87.82	17.56	105.38
15	28 November	NEST	Pension Contribution	N/A	378.43	0.00	378.43
16	1 November	Telford & Wrekin Council	TACT rent	4547267	83.33	16.67	100.00
17	25 November	Telford & Wrekin Council	First aid training course	4547157	70.00	0.0	70.0



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18	11 November	Telford & Wrekin Council	2022 /2023 Contribution to CAT Teams	4547821	37780.00	0.0	37780.00
19	08 December	Home Bargains	Selection boxes for Christmas party		42.06	8.41	50.47
20	03 November	02	Clerk mobile phone	16606238	25.00	5.00	30.00
21	03 December	02	Clerk mobile phone	17693841	25.00	5.0	30.00
22	17 November	West Mercia Energy	Community Centre Gas supply	11278170	281.01	56.20	337.21
23	17 November	West Mercia Energy	TACT Gas supply	11280213	131.12	6.56	137.68
24	17 November	West Mercia Energy	Community Centre Electricity supply	11282862	287.56	57.51	345.07
25	17 November	West Mercia Energy	TACT Electricity Supply	11282861	124.39	6.22	130.61
26	17 November	West Mercia Energy	Community Centre Electricity supply	11282860	32.45	1.62	34.07
27	14 November	Home bargains	Dishwasher tablets		8.33	1.66	9.99
28	15 November	Tesco	Hoover bags		8.00	0.0	8.00
29	14 November	Post Office	Signed for letter		2.35	0.0	2.35
30	30 November	Waterplus	Community Centre Water Supply	0333002719	33.97	0.0	33.97
31	9 November	Homebase	Paint for Bus Shelters		52.00	0.0	52.00
32	30 October	Waterplus	Tact building water supply		92.46	0.0	92.46
33	30 November	Waterplus	Tact building water supply		95.17	0.0	95.17
	<b>TOTAL</b>				<b>41206.59</b>	<b>343.83</b>	<b>41550.42</b>

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: .....



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## Appendix 3 - Orders For Payment as at 14<sup>th</sup> DECEMBER 2022 ADDITIONAL INVOICES Council Meeting Item: C22/189 (iii)

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	Hammonds	Christmas Dinner catering	103192	3040.15	608.03	3648.18	
2	Highline Electrical	Commando sockets	5523	3225.00	645.00	3870.00	
	<b>TOTAL</b>			<b>6265.15</b>	<b>1253.03</b>	<b>7518.18</b>	

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: .....



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## Appendix 4 - Direct Debit Payments and card payments 14<sup>TH</sup> December 2022 Additional Payments Council Meeting Item:C22/189(iv)

ID	Date	Supplier	Description	Reference	Net	VAT	Total
15	19 December	NEST	Pension Contribution	N/A	1459.72	0.0	1459.72
16	1 December	Telford & Wrekin Council	TACT rent	4547267	83.33	16.67	100.00
	19 December	Shropshire County Pension Fund	Pension		781.98	0.0	781.98
	19 December	HMRC	Tax and Insurance		1852.70	0.0	1852.70
	13 December	Tesco	Wine for Christmas Dinners		79.84	0.0	79.84
	14 December	Tesco	Prizes for raffle Christmas dinners		64.22	0.0	64.22
	13 December	Asda	Wine for Christmas Dinners		96.00	0.0	96.00
	13 December	Tesco	Wine and crackers for Christmas dinners		89.20	0.0	89.20
	14 December	Tesco	Refreshments for warm spaces		7.14	0.0	7.14
	<b>TOTAL</b>				<b>4514.13</b>	<b>16.67</b>	<b>4530.80</b>

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: .....