



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Meeting of Ketley Parish Council held on Wednesday 30 June 2021 at Ketley Community Centre at 7:00pm

Present:

Councillor Sam Millward Thomas (Chairman)
Councillor Hilda Rhodes
Councillor Maggie Evans
Councillor Joy Francis
Councillor Kuldip Sahota

Councillor Eileen Callear
Councillor Amrik Jhawar
Councillor David Elliott
Councillor Andrew Morris

Locum Clerk Chris Maclean
Assistant to the Clerk Elisabeth Bamford
Community Centre Manager Christian Smith

Candidates for co-option: Neil Evans
Nicholas Heath
Sukh Thiara

In attendance: Three members of the public.

C21/041 WELCOME

The Chairman welcomed everyone to the meeting.

C21/042 PUBLIC SESSION

Two members of the public shared their concerns relating to the cutting of trees at the rear of a property in Hendrie Close and adjoining Red Lees. The work left tree stumps in an embankment. Concerns were also expressed over the risk to the road surface of any further works. It was noted that a planning application had subsequently been submitted by the property owner who wished to change the land comprising the embankment from open to enclosed garden with the erection of a 2.1m high fence. The residents expressed their concerns over the application and objections to the proposals set out in the application. The residents hoped that the parish council would factor in their concerns when they came to consider and discuss the application. Cllr S Millward Thomas thanked the residents for sharing their views and agreed to visit the area and meet them to better understand their concerns. S Millward Thomas advised the residents that referral of the application to Telford and Wrekin Council's Planning Committee would allow them the opportunity to also speak to the application and express their views to the Committee members.



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C21/043

POLICE MATTERS

The Locum Clerk advised Councillors that an invitation had been extended to the Police but the representative had not turned up. No report provided and the Locum Clerk would follow up for future meetings.

Cllr A Morris commented on the poor behaviour of residents or visitors to the Sandbrook Estate as it had been noted that there was a considerable amount of litter across the area. A request via social media for litter picking support resulted in a very positive response from the younger residents in the area who assisted in the filling of 5 bin bags of rubbish and waste.

Councillors discussed the merits of a joint walkabout of the area by members of the Council and the Police.

Cllr K Sahota reaffirmed his views that the Parish Council would benefit from a visit by the Police and Crime Commissioner. The Locum Clerk would follow up.

The Locum Clerk thanked Councillors for their feedback on the three top issues impacting the Parish and these had been fed back to the Police to be incorporated into the Community Charter.

C21/044

SHROPSHIRE FIRE AND RESCUE

Councillors noted Ross Donnelly apologies due to training activities. Councillors noted the recent activities relating to the fire at Recycling House and further details are expected in relation to future expectations.

C21/045

APOLOGIES FOR ABSENCE

None.

C21/046

DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Cllr K Sahota declared a family connection in relation to one of the candidates seeking to join the Council through co-option. The book of declarations of interest duly signed.

C21/047

TO APPROVE THE MINUTES OF MEETING HELD 12 MAY 2021

Cllr J Francis proposed, and Cllr H Rhodes seconded that the minutes of the meeting held on 12 May 2021 be adopted and it was resolved that the Chairman sign these as a true record.

C21/048

COUNCILLOR VACANCIES

(i)

The Council had received applications from three candidates to fill the two vacant positions. Mr. Neil Evans, Mr. Nicholas Heath and Mr. Sukh Thiara subsequently presented their cases for joining the Council and



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took questions from Councillors. Following these sessions, the Councillors were left to make their decision.

Councillors discussed the merits of voting by a show of hand which was noted as being normal practice but also considered the option of a secret ballot which was permissible if resolved by Council.

Cllr K Sahota proposed, and Cllr H Rhodes seconded that the voting should be by ballot. It was resolved by full council that voting be by ballot and that each councillor has two votes to fill the two positions.

Following the return of the candidates the applicants were advised that both Mr. Heath and Mr. Thiara had been successful and that on this occasion Mr. Evans had not been successful. Cllr S Millward Thomas thanked Mr. Evans for his interest which he hoped would continue in event a further opportunity would arise.

- (ii) Mr. Heath signed the Declaration of Acceptance of Office as Councillor and took his seat at Council.

Mr. Thiara signed the Declaration of Acceptance of Office as Councillor and took his seat at Council.

The new Councillors were welcomed to the Council and introductions were effected by the remaining Councillors.

C21/049 COMMUNITY CENTRE

- (i) The Centre Manager advised Councillors that bookings continue with users able to access the Centre. Some new users cancelled their bookings as the Centre would not permit them to exceed their numbers stipulated by the guidelines.
- (ii) Further users are expected to return as the restrictions are eased and the Centre Manager is maintaining contact with all groups and discussing their expectations.
- (iii) Councillors noted that the NHS had booked the facilities within the Centre through to the end of the calendar year.
- (iv) The Centre Manager advised Councillors that a complaint had been received from an adjoining resident over the level of noise from a group activity. The situation had been exacerbated due to the rear doors being kept open to deal with the heat and allow proper ventilation in line with COVID restrictions. The Centre Manager had discussed with the user on how this could be best managed going forward.
- (v) Councillors discussed the level of use and availability of the facilities within the Centre and the level of financial support that should be expected from the Parish Council.
- (vi) Cllr E Callear discussed with the Centre Manager the merits of a written report and update to future Council meetings and this would be taken forward.
- (vii) Cllr E Callear noted that Telford and Wrekin Council were providing financial support for running activities and meal provision for children



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- on free school meals during the summer holidays. The Centre Manager advised that this opportunity had been given scrutiny but at current time was not considered viable in terms of delivery, uncertainty over numbers and support and the financing elements.
- (viii) Councillors agreed that there were opportunities to discuss topics outside Council meetings and that would be set up as required.
 - (ix) Cllr S Millward Thomas advised Councillors that where issues or concerns were raised in relation to the Centre, these should be referred to the Centre Manager and the Locum Clerk.
 - (x) Councillors noted that the income received from the Centre for the last quarter was £11k, an increase of 19% compared to a previous corresponding period.
 - (xi) Councillors noted that the Centre had two new members of the team.
 - (xii) The Centre Manager noted that the Community Garden needed some work undertaken to tidy it. He had spent some time working on it but further support was welcome.
 - (xiii) Current Breakfast club support ended in May. 250 parcels were provided throughout the period. Consideration being given to further provisions in light of the strong working relationship and support from Morrisons.
 - (xiv) Cllr M Evans enquired on possibility of provision of items being provided for kids outside the building but it was noted that there may be health and safety issues and staff support demands, given that the surrounding environment is a car park.

C21/050 EVENTS

- (i) Councillors noted that the Centre Manager has booked Alison Wakeman to return for a future bee class workshop.
- (ii) Councillors noted that the Centre Manager is qualified to run and deliver sporting activities on Ketley Playing fields, however delivery of such events would require consideration on how events could be supported by the team in terms of resource both outside and inside the Centre.
- (iii) Councillors noted the continued preparations for the summer fete on 7 August. Some adjustments in terms of the elements were being revised but further new additional offerings were being provided including foodstuffs and refreshments.
- (iv) Councillors noted that a Halloween party was being considered in addition to the Senior Citizen's Christmas meal and children's Christmas party.
- (v) The Centre Manager updated Councillors on the efforts to understand the lighting requirements for Christmas lights. Costs were being considered. Councillors agreed that a separate meeting be held to review the options to agree what is presented to Council.



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- (vi) The Centre Manager advised Councillors of [plans to hold a Queens Platinum Jubilee Lunch on Sunday, 5 July 2022.

Councillors expressed their thanks to the Centre Manager for his contributions and he left the meeting at 8:32pm.

Councillors agreed to adjust the Agenda order and discuss Planning as the next item.

C21/051 PLANNING

- (i) Reference: TWC/2021/0628
Location: 20 Hendrie Close, Ketley
Proposal: Change of use from open land to enclosed garden land and the erection of a 2.1m high fence
Decision: Following detailed consideration, Councillors agreed that the Parish Council object to the application and refer it to the Planning Committee on the following grounds:
- a) Red Lees is an unadopted road and in current poor state. Removal of the embankment would require heavy machinery which will damage the road further and increase costs of subsequent repair to adjoining property owners.
 - b) Installation of 2.1m high fence will create adverse visual effect for the area.
 - c) The aesthetics of Red Lees will be affected to a detrimental effect.

Two residents were thanked for their time and left at 8:41 pm.

- (ii) Reference: TWC/2021/0626
Location: 33 Quarry Lane, Ketley
Proposal: Erection of a part single storey and part two storey side and rear extension with attached front porch, 1no. front canopy and 1no. detached car port with home gym and office space above
Decision: No comment
- (iii) Reference: TWC/2021/0606
Location: 8 Ketley Vallens, St Elmo, Waterloo Road, Ketley, TF1 5AR
Proposal: Erection of a two storey side extension
Decision: No comment
- (iv) Reference: TWC/2018/0957
Location: Land adjacent Bluebell Coppice
Decision: None, update received from Cllr S Millward Thomas on negotiations between the neighbouring residents and the Planning Officer.



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C21/052 GARDEN OF REST

- (i) Problem with tap now resolved and water now available.
- (ii) Councillors noted the good condition of the grounds.
- (iii) The Locum Clerk is considering the installation of moveable barriers to prevent vehicles moving down inside the grounds and risking damage to memorials.

C21/053 COMMUNITY ACTION TEAM

- (i) The Locum Clerk advised Councillors that he was still awaiting the documentation to formalise the arrangements. To date, no invoice has been presented for the contract.
- (ii) Councillors noted the discussions taking place on installation of the CCTV.
- (iii) Cllr J Francis advised Councillors of an approach received from a resident where she had received a letter from the enforcement team. The language used in the letter appeared to be inappropriate and somewhat harsh.
- (iv) Councillors noted that parking around Meadows School appears to have improved of late.

The remaining resident left at 8:50 pm

C21/054 FINANCE

Councillors noted the balances maintained in the bank and investment accounts.

C21/055 FINANCE - ORDERS FOR PAYMENT

- (i) Orders for payment were reviewed.
Council resolved their agreement to the payment of the invoices.
- (ii) The Locum Clerk advised Councillors that sight was awaited of the invoice to cover the insurance for the current year.
Councillors resolved that the invoice be paid by the Locum Clerk upon receipt.

C21/056 AGAR AND END OF YEAR PROCESS

- (i) The Locum Clerk advised Councillors that due to delays in completing the year end process, an extension of one month had been secured from the external auditors for the submission.
- (ii) The Locum Clerk advised Councillors that the revision of the Standing Orders and Financial Regulations would be timed to coincide with the year end going forward. Councillors noted the documents being presented to meeting to update the versions currently held by the Council.
- (iii) Councillors noted the updated version of the Standing Orders previously distributed. Implementation of the new Standing Orders was



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proposed by Cllr J Francis and seconded by Cllr M. Evans and unanimously approved. It was therefore **RESOLVED that the updated Standing Orders be adopted by Council with effect from 1 July 2021.**

- (iv) Councillors noted the updated version of the Financial Regulations previously distributed. The Locum Clerk recalled with Councillors the previous resolution that delegated limits be put in place for the Clerk and that a tiered structure be put in place for approving spending. The Locum Clerk reminded Councillors of the new proposed limits were as follows:
- a. the council for all items over £5,000;
 - b. a duly delegated committee of the council for any items between £1,000 and £5,000; or
 - c. the Clerk, in conjunction with the Chairman of the Council or Chairman of the Finance Committee, for any items between £500 and £1,000;
 - d. the Clerk for any items up to £500;
 - e. the Community Centre Manager for any items up to £100 relating to the running of the Centre or activities provided through the Centre.
 - f. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.
 - g. Contracts may not be disaggregated to avoid controls imposed by these regulations.
- (v) The Locum Clerk advised Councillors that the Parish Council has a trade card arrangement with Trade UK that covers purchases at B&Q and Screwfix. The card is in Glen Rigby's name. The card is contained within the office safe. Clause 6.20 has been adjusted to state that its use may "specifically restricted to use by the Clerk or an officer where authorised by council or Finance Committee and shall be subject to automatic payment at each full month-end." In the event the card is used, the Council will receive an invoice from Trade UK which is presented to Councillors for noting and approval, so transparency is maintained. Councillors also noted that an account is maintained with Jewson which is used by Glen as appropriate for the Council.
- (vi) Implementation of the new Financial Regulations was proposed by Cllr E Callear and seconded by Cllr M. Evans and unanimously approved. It was therefore **RESOLVED that the updated Financial Regulations be adopted by Council with effect from 1 July 2021.**



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C21/057

STREETLIGHTS

- (i) It was noted that there was no progress to projects to be reported.
- (ii) The Locum Clerk advised Councillors that following some uncertainty it had been confirmed that the lights at the entrance to Ketley Park Road from Holyhead Road were the responsibility of Telford and Wrekin Council.
- (iii) Councillors noted the intention by the Locum Clerk to review the cost of the streetlights to ensure that the council receives the full benefit of moving to LED lights.

C21/058

CLIMATE CHANGE ACTIONS

- (i) Councillors considered the merit of creating a work group to consider ways to improve the carbon footprint of the Centre and to consider the merits of installing electric charging points.
- (ii) It was noted that Cllr S. Millward Thomas is attending a Telford and Wrekin Council climate change meeting and will report back to the parish council.

C21/059

BOUNDARY SIGNS

Councillors noted that the Locum Clerk would contact Telford and Wrekin Council to obtain the relevant permissions to create and place signs in the parish and to find a local sign maker to create them.

C21/060

WEBSITE

The Locum Clerk had no progress to report as he will deal with the end of year first then move onto the website.

C21/061

INFORMATION ITEMS

- (i) Cllrs A Jhavar and E Callear advised of the need to cut back the hedges on Waterloo Road toward Hadley.
- (ii) Cllrs A Jhavar and E Callear advised Councillors of a recent parish walkabout with Telford and Wrekin Council to consider the protection of green spaces.
- (iii) Councillors noted concerns about rats infesting the grounds of properties adjoining St Mary's Church.
- (iv) Cllr A. Morris informed Councillors that the Shropshire Lord Lieutenant has appointed a cadet from his group who will accompany her on official engagements.
- (v) Councillors discussed the redecoration of further of bus stops in the parish in the manner of that located outside the entrance to Ketley Paddock Mound on Holyhead Road.
- (vi) Councillors noted that Western Power is to undertake cable diversion work on Shepherds Lane and notice is to go up regarding restricted vehicular access to Garden of Rest. This work is to take place between 16 and 24th of August.



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- (vii) Councillors noted that Shropshire has been selected as one of the first places in the country to launch a pioneering community diagnostic health hub and local people are asked to have they say about what they would like to be provided at the hubs.
- (viii) Councillors noted that the ward boundary review taking place and it was agreed that this be agreed at a future meeting.
- (ix) Cllr H. Rhodes enquired who is responsible for the planning area next to the crossroads. The Locum Clerk informed the council that he will discuss with Telford and Wrekin Council.

C21/062 PARISH MATTERS

- (i) Councillors agreed the need to secure an update on developments relating to Recycling House to reassure residents.
- (ii) Cllr A Jhawar noted the actions taken to address the issues relating to the derelict garage within Sandbrook estate.

C21/063 AGENDA ITEMS FOR NEXT MEETING

- (i) Boundary signs
- (ii) Ketley map display board
- (iii) Flagpole
- (iv) Christmas lights
- (v) New external noticeboard
- (vi) TACT
- (vii) To advise Locum Clerk of items to be considered for inclusion on the agenda.

C21/064 PLANNED DATES OF FORTHCOMING MEETINGS

Full Council Wednesday 28 July 2021 @ 7:00pm

The Chairman closed the public session of the meeting at 9:30pm

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.

C21/065 STAFFING

Councillors noted that no applications had been received to date for the Clerk role.

Meeting closed at 9:37pm.

Signed:

Chairman of Ketley Parish Council

Date: 28 July 2021