



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

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**MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 11<sup>th</sup> January 2023 at Ketley Community Centre at 7:00pm.**

**PRESENT:**

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

Councillor Amrik Jhawar  
Councillor Sam Millward Thomas  
Councillor Hilda Rhodes  
Councillor Sukh Thiara

**In Attendance**

**Clerk:** Jane Lees

**Assistant to the Clerk:** Elisabeth Bamford

**Community Centre Manager:** Christian Smith

**Representative from the Police**

**Public:** Three members of the public.

**C22/202**

**WELCOME**

The Chairman welcomed everybody to the first Council meeting for 2023.

**C22/203**

**APOLOGIES FOR ABSENCE**

Apologies were received from Cllr M. Evans, Cllr A. Morris and Cllr K. Sahota

**C22/204**

**PUBLIC SESSION**

Eleanor Hervieu from Groundwork West Midlands shared information regarding the Millennium Village Nature Reserve and the creation of a Green Hub in the Millennium Village. They are running Green Hub Workshop to let the community have their say in planning the future for the Ketley Millennium Nature reserve and how it can be improved, the consultation is running until the end of March. The workshops are running on Friday 10<sup>th</sup> February 12 – 1:30pm and Saturday 18<sup>th</sup> February 12 – 1:30 pm. It was noted that any further information to be sent to the Clerk.

The Chairman extend a thank you to Eleanor for the information regarding Green Hubs Workshops in the Millennium Village.

One member of the public asked the Council to consider the suggestion of creating allotments, proposing the green space of Copper Beach Road between the railway bridges could be a possibility. It was noted that the item is to be raised on the agenda for the next meeting of the Council.



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### **C22/205 POLICE MATTERS**

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

At 7:20 pm the representative from the police arrived

It was noted that they had received a report regarding anti-social behaviour in the Millennium Village and it had been dealt with by an increased police presence in the area. It was noted that the Shropshire Star building has attracted people seeking shelter and sleeping rough, they have been referred by the police to other organisation for their welfare. Education on the safe use of e-scooters and quadbikes is being distributed.

### **C22/206 SHROPSHIRE FIRE AND RESCUE**

The Clerk advised Councillors that an invitation had been sent to the Fire Service representative. It was noted that no apology was received. Cllr A. Jhawar advised the Councillors that a new fire chief officer had been appointed. The new fire station in Stafford Park is now open.

### **C22/207 DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

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

### **C22/208 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 14th DECEMBER 2022.**

**Cllr S. Millward Thomas proposed, Cllr H. Rhodes seconded, and it was resolved that the minutes of the meeting held on Wednesday 14th December 2022 be adopted and that the Chairman sign these as a true record. Noted all in favour.**

### **C22/209 PLANNING APPLICATIONS**

- (i) It was noted that no planning applications had been received.
- (ii) It was noted that one pre-planning application had been received post publication of Agenda but is to be deferred and discussed under agenda item C22/221 in the private session.

### **C22/210 COMMUNITY CENTRE**

- (i) The Centre Managers previously circulated report was noted.
- (ii) Cllr Dave Elliott sought clarification on items listed in the Centre Income Breakdown and query why warm spaces were not listed. The Community Centre Manager advised the Councillors that warm spaces are funded, and that the breakdown list shows actual received income.
- (iii) It was noted that the Christmas Dinners had received a lot of positive comments on the feedback forms. It was noted that the Christmas dinners had been attended by 122 people and that 95 feedback forms had been received, with only six people stating they would prefer vouchers.



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## **C22/211 RESOURCE COMMITTEE**

- (i) Cllr A. Jhawar, Chair of the Resources Committee gave a short report from the Resource Committee meeting held prior to this meeting.
- (ii) It was noted that future events had been discussed and that ideas for the King Coronation event were sought from the Council and to e-mail the Clerk before the end of next week to support the funding application.

At 7:20 pm the representative from the police arrived he had been delayed due to other commitments; it was agreed to hear the report from the police.

## **C22/212 FINANCE**

- (i) Councillors noted the status of the Council's finances.
- (ii) It was noted that no Finance Committee meeting had been held in December.
- (iii) It was noted that the interest rates had gone up.
- (iv) The bank reconciliations for December were noted.

## **C22/213 FINANCE – PAYMENTS**

- (i) Councillors inspected the orders for payment of invoices as at 11<sup>th</sup> January 2023 incurred in delivering Parish Council Services appendix 1.
- (ii) Councillors inspected direct debits and card payments as at 11<sup>th</sup> January 2023 incurred in delivering Parish Council Services appendix 2.
- (iii) **Cllr N. Heath proposed, Cllr H. Rhodes seconded, and it was resolved that the listed direct debits and card payments should be authorised for payment. Noted all in favour.**

## **C22/214 INTERIM AUDIT REPORT**

- (i) The previously circulated Interim Audit Report was noted.
- (ii) The Clerk advised the Councillors that the Auditor was very satisfied with the progression of implementation of outstanding items and that it is moving forward in the right direction.
- (iii) The Chairman extended a thank you for all the hard work undertaken to improve the financial systems of the council administration.

## **C22/215 STORAGE OF RECORDS**

Cllr D. Elliott proposed to defer the discussion regarding this item to the next council meeting as Cllr M. Evans has more information to give to the Council for consideration.

## **C22/216 FORMER INFANT SCHOOL**

- (i) Councillors agreed to hold an extraordinary Council meeting on the 2<sup>nd</sup> of February 2023 at 6:00pm to discuss transfer of asset enquiry and agree further actions.



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- (ii) It was noted that the Clerk is to send out invitation and investigate if there is a possibility of any representatives from Telford and Wrekin can attend the meeting.
- (iii) It was noted that the Clerk will distribute to councillors the original lease agreement before the meeting.

### **C22/217 INFORMATION ITEMS**

- (i) The widening of the Woodside Road junction has been completed and the white lines are to be repainted in the new year, and the turf has been laid.
- (ii) It was noted that the work on the wall at the crossroads has commenced.
- (iii) Discussion was held regarding one streetlight which has been removed on Copper Beach Road due to being unsafe. Cllr E. Callear to investigate further but it is thought that it will be replaced in the new year.
- (iv) It was noted that the bin replacement scheme is ongoing.
- (v) It was noted that trees are to be coppiced at Mannerly Wood play area and the play area has been resurfaced.
- (vi) It was noted that the flooding of the entrance to Mannerly Wood from Waterloo Road is to be further investigated to resolve the flooding issue.

At 7:20 pm the representative from the police thanked the Councillors and left the meeting.

### **C22/218 PARISH MATTERS**

- (i) It was noted that there is an ongoing problem with the parking around the Meadows School. When the enforcement team is there the parking issue moves from Riddings close on to Mount Side.

### **C22/219 AGENDA ITEMS FOR NEXT MEETING**

- (i) Allotments
- (ii) Storage of Ketley History Groups records
- (iii) Community Grants
- (iv) Boundary signs
- (v) To advise the Clerk of items to be considered for inclusion in the agenda.

### **C22/220 PLANNED DATES OF FORTHCOMING MEETINGS**

Finance Committee Wednesday 25th January 2023 @ 1:00 pm  
Full Council Wednesday 8th February 2023 @ 7:00 pm  
Finance Committee Wednesday 22nd February 2023 @ 1:00 pm

The Chairman closed the public part of the meeting at 7:52 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**



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provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**C22/222 STAFFING**

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**C22/221 PLANNING**

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The Chairman closed the meeting at 8:22 pm

**Appendix 1 – Orders For Payment as at 11<sup>th</sup> January 2023**  
**Council Meeting Item C22/213 (i)**

**Appendix 2 – Direct Debit Payments and card payments 11<sup>th</sup> January 2023**  
**Council Meeting Item C22/213 (ii)**

**Signed:** \_\_\_\_\_  
Chairman

**Date: 8 February 2023**



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## Appendix 1 - Orders For Payment as at 11<sup>th</sup> January 2023 Council Meeting Item: C22/213 (i)

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	Jason Gough Computing Services Ltd	Callout to IT issues	120772	50.00	10.00	60.00	
2	Jason Gough Computing Services Ltd	Data Storage	120823	43.00	8.60	51.60	
3	Jason Gough Computing Services Ltd	Monthly consultancy fee	120883	50.00	10.00	60.00	
4	The Clean Machine	Cleaning supplies	100512	28.67	5.73	34.40	
5	Fran O'Boyle	Murals in bus shelters	Bus shelter number 2	380.00	0.0	380.00	
6	Robert Holmes	DJ Christmas Dinners	11	240.00	0.0	240.00	
7	Bookers	Christmas Party drinks/straws etc.	0541760	56.40	3.85	60.25	
8	Amazon	Calculator	6396727	10.81	2.16	12.97	
9	JDH Business Services	Interim Audit	4448	495.00	99.00	594.00	
10	EON	repairs to streetlight Wedgewood Cres	126667	180.70	36.14	216.84	
11	NPOWER	Street Lighting charge	5834062	4355.43	871.09	5226.52	
12	Gas Alarm Systems	Boiler service TACT	443209	272.50	54.50	327.00	
13	Clarity	Final invoice	42080	76.90	15.38	92.28	
<b>TOTAL</b>				<b>6239.41</b>	<b>1116.45</b>	<b>7355.86</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 11<sup>TH</sup> January 2023 Council Meeting Item:C22/213(ii)

ID	Date	Supplier	Description	Reference	Net	VAT	Total
1	1 January	FCC Recycling UK	GoR Waste Collection & Duty of Care Admin Fee	1456488	60.95	12.19	73.14
2	1 January	FCC Recycling UK	Centre Waste Collection & Duty of Care Admin Fee	1456487	172.50	34.50	207.00
3	30 December	Waterplus	Community Centre water services	00782380	41.75	0.0	41.75
4	15 December	West Mercia Energy	TACT Gas supply	11292153	270.68	54.14	324.82
5	15 December	West Mercia Energy	TACT Electricity Supply	11293496	146.66	7.33	153.99
6	15 December	West Mercia Energy	Community Centre Gas supply	11290670	422.30	84.46	506.76
7	15 December	West Mercia Energy	Community Centre Electricity supply	11293497	257.83	51.57	309.40
8	15 December	West Mercia Energy	Community Centre Electricity supply	11293495	30.14	1.51	31.65
9	1 January	Telford & Wrekin Council	GOR Business Rates	80213883	91.00	0.0	91.00
10	14 December	Virgin Media Business	Telephone & Internet	038486201/001/1022	87.50	17.50	105.00
11	3 January	Telford & Wrekin Council	TACT rent	4552680	83.33	16.67	100.00
12	03 January	02	Clerk mobile phone	18237716	25.00	5.0	30.00
13	03 December	Fasthosts	Linux PHP Service Charge	70516643	6.28	1.26	7.54
14	03 January	Fasthosts	Linux PHP Service Charge	70829603	6.28	1.26	7.54
15	30 December	Waterplus	Tact building water supply		100.94	0.0	100.94
	<b>TOTAL</b>				<b>1803.14</b>	<b>287.39</b>	<b>2090.53</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: .....