



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

---

**MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 8<sup>th</sup> February 2023 at Ketley Community Centre at 7:00pm.**

**PRESENT:**

Councillor Hilda Rhodes (Chairman)  
Councillor Dave Elliot  
Councillor Maggie Evans  
Councillor Joy Francis  
Councillor Nick Heath

Councillor Amrik Jhawar  
Councillor Sam Millward Thomas  
Councillor Andrew Morris  
Councillor Sukh Thiara

**In Attendance**

**Clerk:** Jane Lees

**Assistant to the Clerk:** Elisabeth Bamford

**Representative from the Police:**

PC Nigel Barnsley

**Representative from Fire and Rescue**

Adam Tempest

**Public:** No members of the public.

**C22/228 WELCOME**

The Chairman welcomed everybody to the meeting.

**C22/229 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr E. Callear and Cllr K. Sahota. Apologies noted.

**C22/230 PUBLIC SESSION**

It was noted that no members of the public attended this evening's meeting.

**C22/231 POLICE MATTERS**

It was noted that last night there had been a disturbance involving a unlicensed motorbike which now have been dealt with. The individual has been identified and the motorbike removed.



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

---

At 7:01 pm the representative from the police thanked the Councillors and left the meeting.

### **C22/232 SHROPSHIRE FIRE AND RESCUE**

The representative from Shropshire Fire and Rescue introduced himself and gave a short description of his role. He reported there are ongoing salary negotiations between the unions and the Government but that there are contingency plans in place should industrial actions be called. Work on the new fire station has restarted and is currently planned to be completed at the beginning of 2024.

At 7:07 pm the representative from the fire and rescue thanked the Councillors and left the meeting.

### **C22/233 DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Cllr A. Jhawar, member of the Telford and Wrekin Planning Committee.  
Cllr D. Elliott and Cllr M. Evans members of Ketley History Group.

### **C22/234 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 11<sup>th</sup> JANUARY 2023.**

**Cllr S. Millward Thomas proposed, Cllr S. Thiara seconded, and it was resolved that the minutes of the meeting held on Wednesday 11<sup>th</sup> January 2023 be adopted and that the Chairman sign these as a true record. Noted all in favour.**

### **C22/235 PLANNING APPLICATIONS**

It was noted that at 7:08 Cllr A. Jhawar left the room.

- (i) Councillors considered planning application TWC/2023/0029 regarding the proposed outline planning application for 4no detached dwelling with all matters reserved at Hillside Farm, Woodside Road, Ketley. After consideration it was agreed that the Council will object to the planning on the same grounds as stated on the previous planning application, the access, historical interest, closeness to school and no access for waste removal.
- (ii) Councillors considered the modification to the Borough of Telford and Wrekin definitive map of public rights of way DMMO/2019/0003 regarding the proposal of a bridleway from BR162 in Cow Woods to Grove Road, Overdale. After consideration it was agreed that no comments be offered.
- (iii) It was noted that no further planning applications advised post publication of the agenda had been received.

It was noted that at 7:17 Cllr A. Jhawar rejoined the meeting.



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

---

### **C22/236 COMMUNITY CENTRE**

- (i) The Centre Managers previously circulated report was noted.
- (ii) Cllr D. Elliott sought clarification on items listed in the Centre Income Breakdown and he queried the difference in price on items listed at the bottom of the income sheet.
- (iii) Councillors considered the enquiry from Madeley Town Council regarding the possibility of purchasing the stage equipment from the Council. After consideration it was agreed that the Council should not sell the stage equipment. Noted all in favour.

### **C22/237 FINANCE COMMITTEE**

- (i) Cllr J. Francis, Chair of the Finance Committee gave a short report from the Finance Committee meeting held 25<sup>th</sup> January 2023.
- (ii) It was noted that more Bank signatories are needed, and it was agreed that all members of the Finance Committee are to be made signatories.

### **C22/238 FINANCE**

- (i) Councillors noted the status of the Council's finances.
- (ii) The bank reconciliations for January were noted.

### **C22/239 FINANCE – PAYMENTS**

- (i) Councillors inspected the Finance Committee authorised orders for payment of invoices as at 25<sup>th</sup> January 2023 incurred in delivering Parish Council Services. Appendix 1.
- (ii) Councillors inspected the Finance Committee authorised direct debits and card payments as at 25<sup>th</sup> January 2023 incurred in delivering Parish Council Services appendix 2

### **C22/240 CHRISTMAS DINNERS VS VOUCHER**

- (iii) It was noted that discussions regarding the preferred Christmas event for the seniors of the Parish have been held on numerous occasions and that it had been previously agreed that for Christmas 2023 Ketley Parish Council would be offering free dinners again. It was proposed by a show of hands to make a final decision regarding Christmas dinners for 2023. It was noted that eight Councillors voted for dinners and one Councillor against. It was resolved to hold Christmas dinners for the senior residents.
- (iv) It was agreed that at a future Council meeting Councillors will discuss, propose and plan for the Seniors Christmas event in 2024.

### **C22/241 STORAGE OF RECORDS**

- (i) Cllr D. Elliot and Cllr M. Evans advised the Councillors that the Ketley history group holds historical valuable documents and they would like to see them being kept and stored in a dry and safe space for the future by Ketley Parish



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

Council. Shropshire Archives will take the documents, but they will be difficult to access.

- (ii) It was noted that Meadows School is willing to have any available extra copies of the documents.
- (iii) It was noted that the History group could do a display at the King's Coronation event.
- (iv) After consideration the Councillors agreed that for now the records can remain in the Community Centre but the storage is to be reviewed again at a later date.
- (v) It was noted that the documents and artefacts will be reviewed to compress the records to release valuable storage areas.

### **C22/242 ALLOTMENTS**

- (i) It was noted that the proposed space for allotment off Copper Beach Road between the railway bridges had not been deemed suitable by Telford and Wrekin Council. Vehicular access to the site is also restricted due to the Right of Way. There is a mowed sports pitch with goal posts in the area which has high usage.
- (ii) It was noted that Telford and Wrekin are happy to investigate the suitability of any suggested land for allotments.
- (iii) It was noted that any suggestions regarding suitable plots of land to be referred to the Clerk. Councillors suggested land in the Cow Wood or Mannerly Wood area could be suitable for allotments and further investigation is needed.

At 7:45 pm Cllr S. Thiara thanked the Councillors and left the meeting.

### **C22/243 COMMUNITY GRANTS**

- (i) It was noted that a community grant is available and suggestion of suitable recipients to be given to the Clerk.
- (ii) Cllr A. Morris proposed RAF Cadets as a possibility.
- (iii) It was noted that the opportunity to apply for a community grant is to be advertised in the next Newsletter.

### **C22/244 BOUNDARY SIGNS**

- (i) It was noted that an amended quote from Telford and Wrekin for installing the boundary signs of £1,522 been received. **Cllr S. Millward Thomas proposed, Cllr M. Evans seconded, and it was resolved to instruct Telford and Wrekin Council to install the Boundary signs through their contractor, Balfour Beatty, at a cost of £1,522. Noted all in favour.**

### **C22/245 NEWSLETTER**

- (i) It was noted that the next issue of the Newsletter is to go out before the end of February and any information to be included must be given to the Clerk.



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

---

### C22/246 GARDEN OF REST

- (i) Councillors considered the advantages and cost of retaining the electricity meter and the potential costs of its removal.
- (ii) Cllr A. Morris proposed and Cllr D. Elliot seconded that the electricity meter be removed, it was agreed to decide by show of hands to vote to remove or retain the electricity meter. It was noted that three Councillors were in favour of removing the electricity meter and four in favour to retain the meter, and **it was resolved to retain the electricity meter.**

### C22/247 ELECTIONS 4<sup>th</sup> MAY

- (i) The Clerk advised Councillors regarding the forthcoming election process.
- (ii) It was noted that the application pack is to be collected from the Clerk and then delivered by hand to Telford and Wrekin Council.
- (iii) It was noted that the Clerk will forward any information to Councillors that she receives regarding the election.

### C22/248 INFORMATION ITEMS

- (i) It was noted that there is a private property in Quarry Lane that has some vegetation overgrowing the road. It was noted that the Clerk is to place a report to Telford and Wrekin Council for them to further investigate the matter.
- (ii) It was noted that Cllr J. Francis is passing the Council's details on to Telford and Wrekin Council to request information about a Carbon audit for the Community Centre building.

### C22/249 PARISH MATTERS

- (i) It was noted that the painting of the bus shelter at Sinclair Gardens has not yet been completed, Clerk to investigate.
- (ii) It was noted that due to the cold weather the renovation of the stone wall at the crossroads is progressing more slowly than anticipated.
- (iii) It was noted that there is a Paddock Mound meeting on Thursday 16<sup>th</sup> February 2023. It will start at 10:00 am with a walk around Paddock Mound and then to the Community Centre for 11:00 for the meeting.
- (iv) Cllr S. Millward Thomas advised the Councillors that he had visited resident Mr. Ball regarding his concerns regarding the building work at the White Lion. It was noted that two representatives from Sainsbury had been to see Mr. Ball at the request of Ketley Parish Council to keep him informed with what was happening on the site, and Mr Ball was satisfied with the meeting.
- (v) The Clerk advised Councillors regarding the lease for the former Infants School building. It was noted that Telford and Wrekin legal services have been instructed to investigate new terms for the lease.

### C22/250 AGENDA ITEMS FOR NEXT MEETING

- (i) Update on Recycling House
- (ii) Defibrillators



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

- (iii) Update on T.A.C.T
- (iv) To advise the Clerk of items to be considered for inclusion in the agenda.

### **C22/251 PLANNED DATES OF FORTHCOMING MEETINGS**

Finance Committee Wednesday 22<sup>nd</sup> February 2023 @ 1:00 pm  
Resources Committee Wednesday 8<sup>th</sup> March 2023 @ 6:15 pm  
Full Council Wednesday 8<sup>th</sup> March 2023 @ 7:00 pm  
Finance Committee Wednesday 15<sup>th</sup> March @ 1:00 pm

The Chairman closed the public part of the meeting at 8:21 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.**

### **C22/252 PLANNING**

It was noted that no further planning applications advised post publication of the agenda had been received.

### **C22/253 STAFFING**

- (i) The Clerk informed the Council that Mr Glenn Rigby has volunteered to plant the flower baskets at the Community Centre.
  - (ii) It was noted that currently four applicants have applied for the position of Deputy Clerk.
- The Chairman closed the meeting at 8:23 pm

### **Appendix 1 – Orders For Payment as at 25<sup>th</sup> January 2023**

**Finance Committee Item F22/074 and Council Meeting Item C22/239 (i)**

### **Appendix 2 – Direct Debit Payments and card payments 25<sup>th</sup> January 2023**

**Finance Committee Item F22/075 (i) and Council Meeting Item C22/239 (ii)**

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

Date: 8 March 2023



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

## Appendix 1 – Orders For Payment as at 25<sup>th</sup> January 2023 Finance Committee Item F22/074 and Council Meeting Item C22/239 (i)

| ID | Supplier                       | Description                          | Invoice       | Net            | VAT           | Total           | Comment      |
|----|--------------------------------|--------------------------------------|---------------|----------------|---------------|-----------------|--------------|
| 1  | Gas fire                       | Annual Extinguisher service          | 3807          | 180.00         | 0.0           | 180.00          |              |
| 2  | Great Dawley Town Council      | Secondment Officer placement         | 20150943      | 1297.89        | 0.0           | 1297.89         |              |
| 3  | EON                            | Street lighting maintenance contract | 126780        | 1827.48        | 365.50        | 2192.98         |              |
| 4  | Gas Alarm systems              | Routine service TACT building        | KET001        | 327.00         | 0.0           | 327.00          |              |
| 5  | Eon                            | Electricity Garden of Rest           | 2290a7ac-0004 | 183.21         | 0.0           | 183.21          |              |
| 6  | AMBEROL                        | Flower baskets                       | 000022311     | 1002.00        | 200.40        | 1202.40         | Veolia grant |
| 7  | ESPO                           | stationary                           | 6821755       | 86.01          | 17.20         | 103.21          |              |
| 8  | Fran O'Boyle                   | Bus shelter painting                 |               | 680.00         | 0.00          | 680.00          |              |
| 9  | The Clean machine              | Cleaning supplies                    | 101340        | 50.96          | 10.19         | 61.15           |              |
| 10 | Shropshire County Pension Fund | Pension                              |               | 781.98         | 0.0           | 781.98          |              |
| 11 | HMRC                           | Tax and Insurance                    |               | 3331.40        | 0.0           | 3331.40         |              |
|    | <b>TOTAL</b>                   |                                      |               | <b>9747.93</b> | <b>593.29</b> | <b>10341.22</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: .....





# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

## Appendix 2 – Direct Debit Payments and card payments 25<sup>th</sup> January 2023 Finance Committee Item F22/075 (i) and Council Meeting Item C22/239 (ii)

| ID | Date         | Supplier                   | Description                 | Reference          | Net            | VAT           | Total          |
|----|--------------|----------------------------|-----------------------------|--------------------|----------------|---------------|----------------|
| 1  | 27 January   | NEST                       | Pension Contribution        |                    | 256.21         | 0.0           | 256.21         |
| 2  | 1 January    | Telford and Wrekin Council | GOR Rates                   | 80213883           | 91.00          | 0.0           | 91.00          |
| 3  | 5 January    | Telford and Wrekin Council | Domain renewal              | 4554142            | 7.49           | 1.50          | 8.99           |
| 4  | 19 January   | West Mercia Energy         | Community Centre Gas supply | 11302415           | 534.00         | 106.80        | 640.80         |
| 5  | 19 January   | West Mercia Energy         | TACT Gas supply             | 11304217           | 260.20         | 52.04         | 312.24         |
| 6  | 13 January   | Virgin Media               | Broadband charges           | 038486201/001/0123 | 87.50          | 17.50         | 105.00         |
| 7  | 17 January   | 02                         | Clerk mobile                | 18237716           | 25.00          | 5.00          | 30.00          |
|    | <b>TOTAL</b> |                            |                             |                    | <b>1261.40</b> | <b>182.84</b> | <b>1444.24</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: .....