



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 8th March 2023 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
Councillor Sukh Thiara
Councillor Hilda Rhodes

In Attendance

Clerk: Jane Lees

Deputy Clerk: Shelley Everton

Public: No members of the public.

C22/254

WELCOME

The Chairman welcomed everybody to the meeting.

C22/255

APOLOGIES FOR ABSENCE

Apologies were received from Cllr A. Jhawar and Cllr K. Sahota. Apologies noted.

C22/256

PUBLIC SESSION

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

C22/257

POLICE MATTERS

The Clerk advised that she had received apologies from the Police but if there were any issues they could be raised and she would take pass them on. Cllr J. Francis stated that she had received complaints regarding parking within Millennium Village. Cllr S. Millward Thomas said he had also seen complaints. The Clerk agreed to take this up with the Police.

C22/258

SHROPSHIRE FIRE AND RESCUE



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The Clerk advised that apologies had been received from the fire service but had received a short report. Strike action is unlikely to go ahead in the near future. The Fire Officer confirmed that they are hoping to attend the Coronation event at Ketley.

C22/259 DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No pecuniary interests were disclosed.

C22/260 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 8th FEBRUARY 2023.

Cllr H. Rhodes proposed, Cllr J. Francis seconded, all Councillors were in favour that the minutes of the meeting held on Wednesday 8th February 2023 adopted and that the Chairman sign these as a true record.

C22/261 PLANNING APPLICATIONS

- (i) Councillors considered planning application TWC/2023/0122 regarding the planning application for enlargement and repairs to the existing detached garage with new dual pitched roof. After consideration it was agreed that no comments be offered.
- (ii) Councillors considered planning application TWC/2023/0141 received post publication of the agenda, regarding the planning application for a single storey side and rear extension. After consideration it was agreed that no comments be offered.

C22/262 COMMUNITY CENTRE

- (i) The Centre Managers previously circulated report was noted.

C22/263 FINANCE COMMITTEE

- (i) Cllr J. Francis, Chair of the Finance Committee gave a short report from the Finance Committee meeting held on 22nd February 2023.
- (ii) The minutes from the Finance Committee meeting held on 22nd February were noted.
- (iii) The Councillors reviewed the Terms of reference for the Finance committee with the change of wording from Assistant to the Clerk to Deputy Clerk. This was proposed by Cllr J. Francis, seconded by Nick Heath, all councillors in favour.

C22/264 FINANCE

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

C22/265 FINANCE – PAYMENTS



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- (i) Councillors inspected the Finance Committee authorised orders for payment of invoices as at 22nd February 2023 incurred in delivering Parish Council Services. Appendix 1. Proposed to accept by Cllr S. Millward-Thomas, seconded Cllr S. Thiara. All in favour
 - (ii) Councillors inspected and noted the Finance Committee authorised direct debits and card payments as at 22nd February 2023 incurred in delivering Parish Council Services appendix 2.
 - (iii) Councillors discussed the Additional order for payment for 8th March 2023. Appendix 3. Invoice received from CQC, to be paid by a received sum from Telford and Wrekin Council. After discussion it was agreed that this invoice should not be paid and the funds should be returned to Telford & Wrekin Council Proposed by Cllr D. Elliott, seconded by Cllr M. Evans all in favour.

C22/266 RESOURCES COMMITTEE

- (i) Cllr S. Millward Thomas gave a brief overview of the resources meeting including the discussions around Climate Action.
- (ii) It was noted that the Terms of Reference had been reviewed but that a section referring to staffing needs to be removed as this is now covered by the Staffing Committee. This section will be removed and deferred to the next committee meeting to be approved. All Councillors were in favour of deferring the agreement of the Terms of reference until the next meeting.

C22/267 STREET NAMING

- (i) Councillors discussed potential names for the new development of eleven dwellings at the land adjacent/rear of 51 Holyhead Road, Ketley. The Clerk informed the Councillors that if a surname were proposed, permission must be obtained from relatives before it could be agreed. The names to be put forward for consideration are Roman Close, Red Lees Close, White Lion Close, Charles Crescent. The Clerk agreed to submit these names.

At 7:50 Cllr A. Jhawar joined the meeting.

C22/268 ANNUAL PARISH MEETING

- (i) The Clerk advised that the Annual General Meeting will be held on Wednesday 17th May and enquired when the Parish Councillors would like to hold the Annual Parish Meeting. After discussion, the Councillors agreed that the Annual Parish Meeting should be held on the same day at 6pm. All Councillors in favour.

C22/269 UPDATE ON SPEED AWARENESS DEVICE

- (i) The Clerk advised that the Speed Indicator Device has not yet been received despite several calls to the company from the Deputy Clerk and the Clerk. Rodington Council and Great Dawley Town Council have also ordered Speed Indicators from this company and are in the same situation. The Clerk has



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brought it to the attention of Councillors as this debt will need to be taken forward at Year End as a debtor.

The Councillors discussed next actions in regard to this company and it was agreed that the Clerk will attempt to reclaim the money through the Bank in the first instance, then report the company to Trading Standards in conjunction with the Clerks of the other Councils affected.

C22/270

INFORMATION ITEMS

- (i) Cllr A. Jhavar confirmed that there was nothing to report.
- (ii) The Clerk confirmed that the Boundary Signs had been collected from the office and were due to be installed week commencing 13/03/2023.
- (iii) Cllr E. Callear confirmed that she is still in talks with Network Rail regarding the work that is required on the bridge by Copper Beech as the land is not owned by Telford and Wrekin Council or Ketley Parish Council. Contractors are reluctant to do the work due to the potential damage to trains.
- (iv) Cllr H. Rhodes advised that the wall refurbishment is now finished and is of a high standard and that the bulb planting in Ketley has been completed.
- (v) Cllr D. Elliot advised that now the work has been concluded on Orchard Close, it has created a hazard with children using the site to ride bikes across the slope. Cllr A. Jhavar confirmed that this issue has already been raised and there will be barriers put in place to stop this happening.

C22/271

PARISH MATTERS

- (i) Cllr H. Rhodes advised that a parishioner had requested seating to be installed in the Bus Stop opposite farm foods. The Clerk agreed to investigate the costs for this to bring to a future meeting.

C22/272

AGENDA ITEMS FOR NEXT MEETING

- (i) Seating in the Bus Stop on Holyhead Road
- (ii) Requests for who to give awards to at the Annual Parish Meeting
- (iii) To advise the Clerk of items to be considered for inclusion in the agenda.

C22/273

PLANNED DATES OF FORTHCOMING MEETINGS

Finance Committee Wednesday 15th March 2023 @ 1:00 pm

Full Council Wednesday 12th April 2023 @ 7:00 pm

The Chairman closed the public section of the meeting at 7:55 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.

The Chairman closed the meeting at 8:15 pm



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**Appendix 1 – Orders For Payment as at 22nd February 2023
Council Meeting Item C22/265(i)**

**Appendix 2 – Direct Debit Payments and card payments 22nd February 2023
Council Meeting Item C22/265 (ii)**

Appendix 3 – Additional Order for payment 8th March 2023 (iii)

Signed: _____
Chairman

Date: 12th April 2023



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Appendix 1 – Orders For Payment as at 22nd February 2023

Orders For Payment as at 22nd February 2023 C22/265 (I)

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	THE Clean Machine	Cleaning supplies	102042	56.82	11.36	68.18	
2	Great Dawley Town Council	Secondment Officer placement	20150953	1809.18	0.0	1809.18	
3	Wrennals	TACT building lights	384518863	5352.30	1070.45	6422.75	
4	Wrennals	Community Centre lights upgrade	00413	271.50	54.30	325.8	
5	AG Building Improvements	Installation of screen	112	1262.17	0.0	1262.17	
6	SALC	Training for Clerk	1797	30.00	0.0	30.00	
7	Ecofix	Heating call out TACT building	336	100.00	0.0	100.00	
8	Jason Gough Computer services	Toner for photocopier	120944	565.11	113.02	678.13	
9	Jason Gough Computer services	Callout for printer issues	120945	50.00	10.00	60.00	
	Jason Gough Computer services	Monthly IT Retainer	121031	50.00	10.00	60.00	
	Jason Gough Computer services	Cloud Storage	120992	43.00	8.60	51.60	
	Amazon	Screamer alarm	11233	72.29	14.46	86.75	
	Amazon	Calculator	6396727	10.81	2.16	12.97	
	Amazon	Yearly Prime subscription	3276838	80.00	16.00	96.00	



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	Scribe	Annual subscription	3650	417.60	83.52	501.12	
	Shropshire County Pension Fund	Pension		781.98	0.0	781.98	
	HMRC	Tax and Insurance		3331.40	0.0	3331.40	
	TOTAL						

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 Debits as at 22nd February 2023

Direct Debit Payments and card payments 22ND FEBRUARY 2023 Council meeting item C22/265(II)

ID	Date	Supplier	Description	Reference	Net	VAT	Total
1	28 February	NEST	Pension Contribution		256.21	0.0	256.21
2	01 February	Telford and Wrekin Council	GOR Rates	80213883	91.00	0.0	91.00
3	01 February	Telford and Wrekin Council	Rent for TACT Building	203863	83.33	16.67	100.00
4	30 January	Community Centre Electricity supply	Training course first aid	203863	70.00	0.0	70.00
5	01 February	West Mercia Energy	Community Centre Electricity supply	11302415	34.06	1.70	35.76
6	01 February	West Mercia Energy	TACT Electricity supply	11304217	129.77	6.49	136.26
7	01 February	West Mercia Energy	Community Centre Electricity supply	11305958	303.67	60.73	364.40
8	13 February	Virgin Media	Broadband charges	038486201/001/0223	88.22	17.64	105.86
9	17 February	02	Clerk mobile	187772559	25.00	5.00	30.00
10	02 February	Fasthosts	Domain	1144089	6.28	1.26	7.54
11	26 January	Royal Mail	Postage		14.45	0.0	14.45
12	26 January	Royal Mail	Postage		6.85	0.0	6.85
13	31 January	Waterplus	Water supplies Community Centre		36.79	0.0	36.79
14	31 January	Waterplus	Water supplies TACT Building	0281010615	95.18	0.0	95.18



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	TOTAL					1240.81	109.49	1350.30

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):

Appendix 3 – Additional Order for payment 8th March 2023 (iii)

Additional payments

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	Modern CQC Telford	Grant money from Mark Boylan	003	1950.00	0.0	1950.00	Money received from Telford and Wrekin Council
	TOTAL			1950.00	0.0	1950.00	

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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