



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

---

**MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 12<sup>th</sup> April 2023 at Ketley Community Centre at 7:00pm.**

**PRESENT:**

Councillor Eileen Callear (Chairman)  
Councillor Dave Elliot  
Councillor Maggie Evans  
Councillor Joy Francis

Councillor Amrik Jhawar  
Councillor Sam Millward Thomas  
Councillor Nick Heath  
Councillor Hilda Rhodes

**In Attendance**

**Clerk:** Jane Lees

**Deputy Clerk:** Shelley Everton

**Community Centre Manager:** Christian Smith

**Public:** 2 Members of the public.

**C23/001 WELCOME**

The Chairman welcomed everybody to the meeting.

**C23/002 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. K. Sahota, Cllr. A. Morris and Cllr. S. Thiara Apologies noted.

**C23/003 PUBLIC SESSION**

A member of the public advised that he wished to bring to the Council's attention the amount of rubbish that is being dumped in the Wooded area at the bottom of Wedgewood Crescent and around the painted bridge. He advised that he has raised this previously with Telford & Wrekin Council but that nothing is being done about it. The chairman thanked the member of the public and advised that unfortunately this had not previously been brought to the attention of the Parish Council, however the Clerk would contact the CAT Team and ask that they clear as much of the area that they are able. The Chairman agreed to pursue the issue of the wooded area with Telford and Wrekin Council as there is a large amount of fly tipping to be removed.

**C23/004 POLICE MATTERS**

The Clerk advised that she had received apologies from the Police who are unable to attend but reported they have increased their presence in the Millennium Village following complaints regarding parking previously raised by the Council.



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

---

## **C23/005 SHROPSHIRE FIRE AND RESCUE**

The Clerk advised that apologies had been received from the fire service but the Fire Officer confirmed that they are hoping to attend the Coronation event at Ketley. Cllr. Jhawar confirmed that the dispute over pay has now been resolved therefore strike action is no longer likely.

## **C23/006 DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Cllr. Jhawar declared an interest in Planning due to being on the Planning panel.

Cllr. Rhodes declared an interest in the Street Trading Application due to Chairing the meeting on this the following evening.

## **C23/007 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 8<sup>th</sup> MARCH 2023.**

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

**Cllr. A. Jhawar left the meeting at 7:20 PM**

## **C23/008 PLANNING APPLICATIONS**

- (i) Councillors considered planning application TWC/2023/0208 regarding the Reserved Matters application for land adjacent to 1 Ketley Dingle regarding the appearance, landscaping, layout and scale. After consideration it was agreed that no comments be offered.
- (ii) Councillors considered planning application TWC/2023/0219 received post publication of the agenda, regarding the planning application for a detached self-contained annexe for ancillary use. After consideration it was agreed that no comments be offered.

**Cllr. H. Rhodes left the meeting at 7:25 PM**

- (iii) Councillors considered Street Trading Licence Renewal for King Cone. After consideration it was agreed that there were no issues to note.

**Cllrs H. Rhodes and A. Jhawar returned to the meeting at 7:30 PM**

## **C23/009 COMMUNITY CENTRE**

- (i) The Centre Managers previously circulated report was noted. Cllr. Elliott suggested it may be worth checking the insulation in the roof if it was going to



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

---

be repainted. The Chair reminded the Councillor that this would be considered as part of the building survey due to be completed.

## **C23/010 BUS SHELTER SEATING**

The Clerk provided the Councillors with three quotes that had been obtained in respect of the Bus Shelter for consideration. After consideration, the Councillors chose quote A with the seat handles.

**Proposed by Cllr. H. Rhodes**

**Seconded by Cllr. E. Callear**

**All Councillors in agreement**

**Resolved to purchase Option A with handles.**

## **C23/011 FINANCE COMMITTEE**

- (i) Cllr. J. Francis, Chair of the Finance Committee gave a short report from the Finance Committee meeting held on 15<sup>th</sup> March 2023.
- (ii) The minutes from the Finance Committee meeting held on 15<sup>th</sup> March were noted.

## **C23/012 FINANCE**

- (i) Councillors noted the status of the Council's finances.
- (ii) The bank reconciliations for March were noted.
- (iii) The residual amount of reserves of £105,000 were discussed. It was proposed that the Council earmark this for Community Buildings.

**Proposed by Cllr. M. Evans**

**Seconded by Cllr. N. Heath**

**All in favour**

**Resolved that £105,000 be earmarked for Community Buildings.**

## **C23/013 FINANCE – PAYMENTS**

- (i) Councillors inspected the orders for payment of invoices as at 12<sup>th</sup> April 2023 incurred in delivering Parish Council Services. Appendix 1.  
**Proposed to accept by Cllr. H. Rhodes, seconded Cllr. M. Evans. All in favour**
- (ii) Councillors inspected and noted the card payments as at 12<sup>th</sup> April 2023 incurred in delivering Parish Council Services appendix 2.
- (iii) Councillors inspected the Direct Debit list for the Financial year 2023 – 2024. Appendix 3. The Clerk advised that this will now be agreed annually as normal practice and Direct Debits will only be brought to the meetings if they are very different to the expected amounts. The Councillors were made aware that the Finance Committee completes a random check of payments at each meeting in line with financial controls. The Clerk also reminded



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

---

Councillors that all finance documentation and statements are available in the office for the Councillors to inspect at any time.

- (iv) **Proposed by Cllr. D. Elliott, seconded by Cllr. J. Francis, all in favour.**  
Councillors inspected the Additional Payments list for payments as at 12<sup>th</sup> April 2023 incurred in delivering Parish Council Services appendix 4.

### **C23/014 RESOURCES COMMITTEE**

Councillors reviewed and noted the minutes from the Resources committee meeting held on 8<sup>th</sup> March 2023.

### **C23/015 RISK ASSESSMENT**

- (i) Councillors reviewed the Risk Assessment for the Council.  
**Proposed by Cllr. S. Millward Thomas seconded by Cllr. N. Heath. All Councillors in favour.**  
**Resolved to use this Risk Assessment for the Council for 2023-2024.**

### **C23/016 INFORMATION ITEMS**

- (i) Cllr. E. Callear and Cllr A. Jhawar confirmed that the Shropshire Star building has now been demolished. They also confirmed that the bulbs had been planted on the Roundabouts and were now in flower making an attractive display.
- (ii) The Councillors requested an update on the SIDs, the Clerk advised that the Bank have confirmed that it is not a scam company and that she is now working alongside the Clerks at Great Dawley Town Council and Donnington Parish Council to refer to Trading Standards to resolve this issue.

### **C23/017 PARISH MATTERS**

- (i) Cllr. J. Francis advised that the Bungalow at the top of School Road has had their garden wall knocked down 5 times by heavy vehicles and requested warning signs be placed at the bottom of the Road to show that it is too narrow for large vehicles. The Clerk will take this forward with Highways.
- (ii) Cllr. H. Rhodes reported the light that was knocked down near to the speed camera was still out of action and requested when it was going to be repaired. The Clerk will discuss this with the Telford & Wrekin Council lighting team.
- (iii) Cllr .D. Elliott requested if it would be possible to have a light halfway along School Lane. The Clerk agreed to investigate this further as it may be that trees need to be cut down rather than adding another light.
- (iv) Cllr. D. Elliott stated that the parking on Woodside Road at school times is still an issue with a concern that Ambulances may not be able to pass the parked cars. Cllr's E. Callear and A. Jhawar confirmed that they have requested extra parking near the incline to try and help with this issue but are currently waiting for this to be done.
- (v) The Chairman advised that we have not had any applications for Grants to be awarded at the Annual meeting. Councillors who have identified



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

organisations are to advise them that they will need to apply for a Grant using the application form.

- (vi) Cllr S. Millward-Thomas advised that the Headteacher at the Meadows Primary school had retired after 20 years and asked if we would be able to acknowledge this and also to welcome the new headteacher at the Parish Assembly next month. The Clerk will contact them and invite them to the meeting.

## **C23/018 AGENDA ITEMS FOR NEXT MEETING**

- (i) Potential Land for a mental wellbeing area.

## **C23/019 PLANNED DATES OF FORTHCOMING MEETINGS**

Annual Meeting of Ketley Parish Council Wednesday 17<sup>th</sup> May 2023 @ 6:00pm

Annual Parish Assembly Wednesday 17<sup>th</sup> May 2023 @ 7:30pm

Finance Committee Wednesday 24<sup>th</sup> May 2023 @: 1pm

The Chairman closed the public part of the meeting at 8:10pm

**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.**

## **C23/020 PLANNING**

**No further applications submitted.**

## **C23/021 STAFFING**

- (i) The Clerk advised that following the last meeting she is still seeking professional advice regarding the Community Centre Manager's Pension and will update the Council as soon as this is obtained.
- (ii) Cllr. D. Elliott asked if the National Minimum Wage increase affected the staff working for the Parish Council. The Clerk confirmed that all staff are on the NALC SCP scale and as agreed by the Councillors last year, all staff members were to increase one point in April in line with normal practice before further review in 2024.

The Chairman closed the meeting at 8:20 pm

## **Appendix 1 – Orders For Payment as at 12<sup>th</sup> April 2023 Council Meeting Item C23/013 (i)**

## **Appendix 2 –Debit Card Payments to 12<sup>th</sup> April 2023**



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

---

**Council Meeting Item C23/013 (ii)**

**Appendix 3 – Direct Debit payments for 2023 – 2024**  
**Council Meeting item C23/013 (iii)**

**Appendix 4 – Additional orders for Payment as at 12<sup>th</sup> April 2023**  
**Council Meeting Item C23/013 (iv)**

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

**Date: 14 June 2023**



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

## Appendix 1 – Orders For Payment as at 12<sup>th</sup> April 2023

Council Meeting Item: C23/013 (i)

### Additional Payments

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	Blachere	Hire of Product	S155890	5044.45	1008.89	6053.34	
2	Jason Gough	Monthly retainer	121303	50.00	10.00	60.00	
3	Jason Gough	Cloud Storage Data	121315	43.50	8.70	52.20	
4	SALC	Training	1877	30.00	0.0	30.00	
5	SALC	Training	1895	30.00	0.0	30.00	
6	Jigsaw Marquees	Coronation Event	1969	478.00	0.0	478.00	
7	SALC	Training	1845	60.00	0.0	60.00	
8	Amazon	Coronation Event	GB3PBIJBEI	5.61	1.11	6.72	
9	Amazon	Coronation Event	123011307	10.82	2.16	12.98	
10	Amazon	Coronation Event	122446648	32.46	6.51	38.97	
11	Amazon	Coronation Event	12644466120233405	9.87	1.98	11.85	
12	Amazon	Coronation Event	134864	7.91	1.58	9.49	
13	Amazon	Coronation Event	167282246520238042	17.64	0.0	17.64	
14	Amazon	Coronation Event	GB30EG1ABEI	8.32	1.66	9.98	
15	Jason Gough	IT Set up for Deputy Clerk	121336	150.00	30.00	180.00	
16	TCM	Cleaning Supplies	103098	38.22	7.64	45.86	
	<b>TOTAL</b>			<b>6016.80</b>	<b>1080.23</b>	<b>7097.03</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): .....



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

---

Signed (2): .....

Clerk: .....





# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

---

## Appendix 2 – Debit Card Payments 12<sup>th</sup> April 2023 Council Meeting Item C23/013 (ii)

ID	Date	Supplier	Description	Reference	Net	VAT	Total
1	29 March	Post Office	Top up for Petty Cash		100.00	0.0	100.00
	<b>TOTAL</b>				<b>100.00</b>	<b>0.00</b>	<b>100.00</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 3 – Direct Debit Payments April 2023 – March 2024 Full Council Meeting Item:C23/013 (iii)

ID	Date	Supplier	Description	Reference	Net	VAT	Total
1	1 <sup>st</sup> Monthly	FCC Recycling UK	GoR Waste Collection & Duty of Care Admin Fee		60.95	12.19	73.14
2	1 <sup>st</sup> Monthly	FCC Recycling UK	Centre Waste Collection & Duty of Care Admin Fee		55.84	11.17	67.01
3	1 <sup>st</sup> Monthly	Telford & Wrekin Council	GoR Business Rates		91.00	0.00	91.00
4	1 <sup>st</sup> Monthly	Telford & Wrekin Council	TACT Rent		83.33	16.67	100.00
5	3 <sup>rd</sup> Monthly	Fasthosts	Linux PHP Service Charge		7.39	1.48	8.87
6	8 <sup>th</sup> Monthly	NEST	Pension Contribution		168.58	0.00	168.58
7	14 <sup>th</sup> Monthly	Virgin Media Business	Telephone & Internet		87.50	17.50	105.00
8	15 <sup>th</sup> Monthly	Waterplus	Centre Water Drainage /Services		40.00	0.00	40.00
9	15 <sup>th</sup> Monthly	Waterplus	Tact water drainage/services		96.00	0.00	96.00
10	16 <sup>th</sup> Monthly	West Mercia Energy	TACT Gas supply		100.00	20.00	120.00
11	16 <sup>th</sup> Monthly	West Mercia Energy	TACT Electricity Supply		110.00	5.50	115.50
12	16 <sup>th</sup> Monthly	West Mercia Energy	Community Centre Gas supply		392.47	19.62	412.09
13	16 <sup>th</sup> Monthly	West Mercia Energy	Community Centre Electricity supply		499.66	77.11	576.77
14	16 <sup>th</sup> Monthly	West Mercia Energy	Community Centre Electricity Supply		30.00	1.50	31.50
15	20 <sup>th</sup> Monthly	O2	Mobile Phone contract		29.17	5.83	35.00





# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

## Appendix 4 – Additional Payments 12<sup>th</sup> April 2023 Additional Orders for Payment as of 12<sup>th</sup> April 2023

Council Meeting Item: C23/013 (iv)

### Additional payments

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	Hammonds Catering	Coronation event	103861	1020.00	204.00	1224.00	
2	Special Events	Coronation event	233	300.00	0.0	300.00	
	<b>TOTAL</b>			<b>1320.00</b>	<b>204.00</b>	<b>1524.00</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: .....