



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Annual Meeting of Ketley Parish Council held on Wednesday 17th May 2023 at Ketley Community Centre at 6:00pm.

PRESENT:

Councillor Eileen Callear (Chairman)
Councillor Dave Elliot
Councillor Mandy Cartwright
Councillor Joy Francis

Councillor Amrik Jhawar
Councillor Sam Millward Thomas
Councillor Ranbir Sahota
Councillor Sukh Thiara

In Attendance

Clerk: Jane Lees

Deputy Clerk: Shelley Everton

Public: 2 Members of the public.

AC23/001 WELCOME

The Chairman welcomed everybody to the meeting.

AC23/002 ELECTION OF CHAIRMAN

Councillors nominated for Chairman were:

Cllr. E. Callear – Proposed by Cllr. A. Jhawar, Seconded by Cllr. S. Millward-Thomas.

Cllr. M. Cartwright – Proposed by Cllr. D. Elliott, Seconded by Cllr. J. Francis

A vote was held, 2 votes received for Cllr. M. Cartwright, 5 votes received by Cllr E. Callear.

Resolved that Cllr. E. Callear is the Chairman of the Council for the municipal year 2023/2024

AC23/003 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr E. Callear signed the acceptance of Office Declaration.

AC23/004 ELECTION OF VICE CHAIRMAN

Councillors nominated for Vice Chairman were:

Cllr. H. Rhodes – Proposed by Cllr. A. Jhawar, Seconded by Cllr. M. Cartwright

Cllr. M. Cartwright – Proposed by Cllr. J. Francis, Seconded by Cllr. D. Elliott



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A vote was held, 2 votes received by Cllr. M. Cartwright, 5 votes received by Cllr. H. Rhodes.

Resolved that Cllr. H. Rhodes is the Vice Chairman of the Council for the municipal year 2023/2024

AC23/005 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. H. Rhodes to sign a declaration of Office at a later date as unable to attend this meeting.

AC23/006 APOLOGIES FOR ABSENCE

Apologies were received from Cllr. H. Rhodes
Apologies noted.

AC23/007 DISCLOSABLE PECUNIARY AND OTHER INTERESTS

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

AC23/008 TO APPROVE THE MINUTES OF THE ANNUAL ORDINARY COUNCIL MEETING HELD 11th MAY 2022.

Cllr. S. Millward-Thomas proposed, Cllr. A. Jhawar seconded; 2 Councillors abstained as they were not at the meeting. 5 Councillors in favour that the minutes of the meeting held on Wednesday 11th May 2022 be adopted and that the Chairman sign these as a true record.

AC23/009 COUNCIL STRUCTURE

- (i) Councillors considered the Committee structure.
- (ii) Councillors nominated for the Resources Committee were:
Cllr. M. Cartwright, Cllr. H. Rhodes, Cllr. A. Jhawar, Cllr. D. Elliott, Cllr. S. Millward-Thomas. Proposed Cllr. A. Jhawar, Seconded Cllr. J. Francis, all in favour.
- (iii) Councillors considered a Chairman for the Resources Committee
Cllr. M. Cartwright was proposed by Cllr. A. Jhawar, Seconded by Cllr. S. Millward Thomas. All Councillors in favour.
Resolved that Cllr. M. Cartwright is the Chairman of the Resources Committee
- (iv) Councillors nominated for the Finance Committee were:
Cllr. H. Rhodes, Cllr. J. Francis, Cllr. D. Elliott, Cllr. R. Sahota, Cllr. A. Jhawar, Cllr. M. Cartwright. Proposed Cllr. S. Millward-Thomas, Seconded Cllr. M. Cartwright. All in favour.
- (v) Councillors considered a Chairman for the Finance Committee
Cllr. J. Francis was proposed by Cllr. D. Elliott, Seconded by Cllr. M. Cartwright



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Cllr. H. Rhodes was proposed by Cllr. E. Callear, Seconded by Cllr. A. Jhawar
Councillors voted Cllr. J. Francis had 3 votes, Cllr. H. Rhodes had 4 votes.

Resolved that Cllr. H. Rhodes is the Chairman of the Finance Committee.

(vi)

Councillors nominated for the Staffing Committee were:

Cllr. E. Callear, Cllr .S. Millward-Thomas, Cllr. M. Cartwright, Cllr .J. Francis,
Cllr .D. Elliott. Proposed Cllr. R. Sahota, Seconded Cllr. M. Cartwright. All in
favour.

(vii)

Cllr. E. Callear stated that normally the Chairman of the Council is Chairman
of the Staffing Committee, this was Seconded by Cllr. S. Millward-Thomas.
All in favour.

Resolved that Cllr. E. Callear is the Chairman of the Staffing Committee.

(viii)

Councillors nominated for the Appeals Committee were:

Cllr. A. Jhawar, Cllr. H. Rhodes, Cllr. S. Thiara, Cllr. R. Sahota – the 5th
member deferred until Co-option has taken place.

All in Favour.

(ix)

Councillors considered a Chairman for the Appeals Committee

Cllr. A. Jhawar was proposed by Cllr. E. Callear, Seconded by Cllr. S.
Millward-Thomas. All in favour.

**Resolved that Cllr. A. Jhawar is the Chairman of the Appeals
Committee.**

AC23/010 APPOINTMENTS TO OUTSIDE BODIES

(i)

Councillors discussed membership to the TMC Client Support Group, Cllr. H.
Rhodes and Cllr. S. Millward-Thomas were nominated, proposed by Cllr. A.
Jhawar, Seconded by Cllr. D. Elliott. All in favour.

(ii)

Councillors discussed membership to the Telford Millennium Management

(iii)

Company, Cllr. S. Millward-Thomas and Cllr. J. Francis were nominated,
proposed by Cllr. S. Millward-Thomas, Seconded by Cllr. M. Cartwright. All in
favour.

(iv)

Councillors discussed membership to the Wrekin Area Committee, Cllr. S.
Millward-Thomas and Cllr .M. Cartwright were nominated, proposed by Cllr.
E. Callear, Seconded by Cllr. D. Elliott. All in favour.

(v)

Councillors discussed membership of the Telford & Wrekin Bus User Group.
Councillors deferred this, to be reviewed after the Co-option.

(vi)

Councillors discussed membership of the Friends of Ketley Paddock Mound
Group, Cllr. D. Elliott and Cllr. H. Rhodes were nominated, Proposed by Cllr.
A. Jhawar, Seconded by Cllr. S. Millward-Thomas. All in favour.

AC23/011 REVIEW AND ADOPTION OF STANDING ORDERS

(i)

Councillors discussed and reviewed the Standing orders .

Proposed by Cllr. A. Jhawar, Seconded by Cllr. D. Elliott. All in favour.

Resolved to adopt the Standing Orders for the municipal year 2023/24.

AC23/012 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS



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- (i) Councillors discussed and reviewed the Financial Regulations .
Proposed by Cllr S. Millward-Thomas, Seconded by M. Cartwright. All in favour.
Resolved to adopt the Financial Regulations for the municipal year 2023/24.

AC23/013 REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES

- (i) Councillors reviewed the current arrangement with the CAT Team, noting that the Contract is in place until the end of this year. Proposed to accept by Cllr. S. Millward, Seconded by Cllr. M. Cartwright. All in favour.
Resolved to accept the current CAT Team arrangement.
- (ii) Councillors agreed to defer review of the Legal Services Arrangement with Telford and Wrekin until the paperwork can be located.
Proposed Cllr. M. Cartwright, Seconded Cllr. J. Francis.

AC23/014 REVIEW OF INVENTORY OF LAND AND ASSETS

Councillors reviewed the current Asset Register submitted previously.
Proposed Cllr. S. Millward-Thomas, Seconded Cllr. M. Cartwright, 5 in favour
Cllr J. Francis and Cllr D. Elliott abstained as they had not read the Asset Register.

AC23/015 REVIEW OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

To be deferred to the next meeting.
Proposed Cllr. A. Jhawar, Seconded Cllr. D. Elliott. All in favour.

AC23/016 REVIEW OF THE COUNCIL AND STAFF SUBSCRIPTION TO OTHER BODIES

To be deferred to the next meeting.
Proposed by Cllr. M. Cartwright, Seconded by Cllr. A. Jhawar. All in favour.

AC23/017 REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

To be deferred until the next meeting.
Proposed by Cllr. E. Callear, Seconded by Cllr. M. Cartwright. All in favour.

AC23/018 REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

- (i) The Council discussed amending and adopting Telford & Wrekin Council's policies and procedures. The Councillors discussed this and agreed that there may be some changes to make therefore delegated this to be discussed at the next Staffing Committee.
Proposed by Cllr. M. Cartwright, Seconded by Cllr. A. Jhawar. All in favour.
Resolved to take to the Staffing Committee



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Cllr. S. Thiara joined the meeting at 6:25pm

AC23/019 REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972

The Councillors reviewed the payments that had been made under Section 137 during the Financial year 2022/23 and agreed that this is a true record. Proposed by Cllr. J. Francis, Seconded by Cllr. S. Millward-Thomas. All in favour.

AC23/020 DETERMINING THE TIME AND PLACE OF THE ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL

The Councillors reviewed and noted the dates of meetings for the municipal year 2023/24.

Proposed by Cllr. S. Millward-Thomas, Seconded by Cllr. M. Cartwright, all in favour.

Resolved to accept the proposed meeting dates for the municipal year 2023/24.

AC23/021 T.A.C.T RENT REVIEW

The Councillors reviewed the quotes to get a Commercial Rent Valuation of the T.A.C.T Licence. The Councillors decided on Company A, which quoted £750.00 plus VAT.

Proposed by Cllr. S. Millward-Thomas, Seconded by Cllr. M. Cartwright. All in favour.

Resolved that the Clerk is to instruct Company A to complete the valuation.

AC23/022 PLANNED DATES OF FORTHCOMING MEETINGS

Staffing Committee Meeting Wednesday 24th May @ 6pm

Finance Committee Wednesday 24th May 2023 @ 1:00pm

Extraordinary meeting for Co-option Wednesday 31st May 2023 @ 7:00pm

Resources Committee Wednesday 14th June @ 6:15pm

Full Council Wednesday 14th June @ 7:00pm

The Chairman closed the public part of the meeting at 6:35pm

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.



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Cllr. A. Jhavar left the meeting at 6:35 pm as he has a pecuniary interest in Planning.

AC23/023 PLANNING

Councillors considered planning application TWC/2023/0291 regarding the planning application for a two-storey side extension. After consideration it was agreed that no comments be offered.

Cllr. A. Jhavar returned to the meeting at 6:37 pm

AC23/024 STAFFING

- (i) The Clerk outlined advice from a Legal Specialist regarding the Community Centre Managers request to be transferred to the Shropshire County Pension Fund raised at the previous Council meeting. Following a discussion, the Councillors have decided that the Community Centre Manager should be transferred to the Shropshire County Pension Fund from the May payroll and all future employees will be added to the Shropshire County Pension Fund as a matter of course, if requesting to opt in to a workplace pension. Proposed by Cllr. S. Thiara, Seconded by Cllr. S. Millward-Thomas. All in favour.
- (ii) The Chairman advised that she had received a letter of resignation from the Clerk. After discussion it was decided that a Staffing Committee meeting should be called to discuss the next steps as soon as possible.

The Chairman closed the meeting at 6:45 pm

Signed: _____
Chairman

Date: 14 June 2023



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