



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 14th June 2023 at Ketley Community Centre at 7:00pm.

PRESENT:

Councillor Eileen Callear (Chairman)
Councillor Dave Elliot
Councillor Sukh Thiara
Councillor Joy Francis

Councillor Gemma Offland
Councillor Sam Millward Thomas
Councillor Nick Heath
Councillor Hilda Rhodes

In Attendance

Clerk: Shelley Everton

Public: 3 Members of the public.

C23/032

WELCOME

The Chairman welcomed everybody to the meeting.

C23/033

APOLOGIES FOR ABSENCE

Apologies were received from Cllr A. Jhawar, and Cllr M. Cartwright
Apologies noted.

Noted that apologies not received from Cllr R. Sahota

C23/034

PUBLIC SESSION

Member of the public advised that there is Knotweed growing in the alley at the footpath at the end of the building. The member of public will email the Clerk with pictures of the location. Clerk to take this forward and report to the Neo's for further action.

Howard Betts from Little Wenlock gave a short talk regarding the green journey that Little Wenlock have completed to give Councillors an idea of what can be done within Ketley.

C23/035

APPOINTMENT OF THE CLERK

The Staffing Committee confirmed that they had held an interview with the applicant for the role of Clerk and that they would like to put forward that Shelley Everton be promoted to role of Clerk and the the role of Deputy Clerk be advertised.

Proposed Cllr S. Millward Thomas, Seconded Cllr J. Francis

All Cllrs in favour

RESOLVED that Shelley Everton be promoted to the role of Clerk.

The Councillors requested that a card be purchased and sent to the previous Clerk on behalf of the Council.

Cllr G. Offland entered the meeting at 7:15pm



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- C23/036 POLICE MATTERS**
The Clerk advised that she had not received a response from the Police.
- C23/037 SHROPSHIRE FIRE AND RESCUE**
The Clerk advised that she had not received a response from the Fire Service. The Chairman requested that the Clerk put a reminder out on Social Media for people to be aware about disposable barbecues and to ensure they are fully out before they are disposed of.
- C23/038 DISCLOSABLE PECUNIARY AND OTHER INTERESTS**
None declared.
- C23/039 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 12th APRIL 2023.**
Proposed Cllr J. Francis, seconded Cllr S. Millward Thomas, all Councillors were in favour that the minutes of the meeting held on Wednesday 12th April 2023 be adopted and that the Chairman sign these as a true record.
- C23/040 PLANNING APPLICATIONS**
- (i) Councillors considered planning application TWC/2023/0390 regarding the planning application for erection of a single storey rear extension and 2 storey side extension at 10 Sinclair Gardens. After consideration it was agreed that no comments be offered.
 - (ii) Councillors noted planning application TWC/2023/0398 received post publication of the agenda, regarding the letter of proposed lawfulness for a side and rear extension at 18 The Incline.
- C23/041 COMMUNITY CENTRE**
The Centre Managers previously circulated report was noted.
- C23/042 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**
Cllr G. Offland advised that she would abstain on each area of the accountability return as she was not a Councillor in Ketley during the financial year being agreed.
- (i) To receive and accept the 2022/2023 Income and Expenditure Accounts.
Proposed by Cllr S. Thiara, seconded by Cllr H. Rhodes
7 Cllrs in favour, 1 abstained
RESOLVED to accept the Income and Expenditure Accounts.
 - (ii) To receive and accept the 2022/2023 Balance Sheet
Proposed by Cllr H. Rhodes, Seconded by Cllr N. Heath
7 Cllrs in favour, 1 abstained
RESOLVED to accept the Balance Sheet
 - (iii) To receive and note the 2022/2023 Annual Internal Audit Report.
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Proposed Cllr S. Millward Thomas, Seconded Cllr N. Heath
7 Cllrs in favour, 1 abstained

RESOLVED to accept the Annual Internal Audit Report

- (iv) To receive and consider the End of 2022/2023 Internal Audit report.

Proposed Cllr S. Millward Thomas, Seconded Cllr N. Heath
7 Cllrs in favour, 1 abstained

RESOLVED to accept the 2022/2023 Internal Audit report

- (v) To receive, review and agree the 2022/2023 Annual Governance Statement
The Council were asked to listen to and decide the outcome of the 9 statements on the AGAR Section 1

Insertion 1, opted for yes

Insertion 2, opted for yes

Insertion 3, opted for yes

Insertion 4, opted for no – as provision for residents to view the 2021/2022 accounts was not provided within the correct timescales

Insertion 5, opted for yes

Insertion 6, opted for yes

Insertion 7, opted for yes

Insertion 8, opted for yes

Insertion 9, opted for N/A

Proposed Cllr S. Millward Thomas, Seconded Cllr H. Rhodes
7 Cllrs in favour, 1 abstained

RESOLVED to complete Section 1 of the AGAR form on this basis

- (vi) To receive and accept the 2022/2023 Accounting Statements

Proposed Cllr S. Thiara, Seconded Cllr N. Heath
7 Cllrs in favour, 1 abstained

RESOLVED to accept the 2022/2023 accounting statements

- (vii) To receive, review and agree supporting documentation to be submitted to the External Auditors for 2022/2023

Proposed Cllr J. Francis, Seconded Cllr D. Elliott
7 Cllrs in favour, 1 abstained

RESOLVED for the Clerk to submit the agreed paperwork to the external auditor

Cllr N. Heath wanted to add his thanks to the previous Clerk and the new Clerk for all of the work that has been completed to ensure that the accounts are now in the position they are in.

C23/043 FINANCE COMMITTEE

- (i) The minutes from the Finance Committee meeting held on 24th May were noted.

- (ii) Cllr H. Rhodes provided a short report from the Finance Committee

- (iii) The Clerk went through proposals for the increase in prices for the Community Centre and the Garden of Rest. Cllr G. Offland requested if the increases in prices had taken into account the price of Gas and Electricity for



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the rooms Hired out. The Clerk confirmed that this hadn't been done, however will look to do this next year. After discussion the Cllrs agreed to accept the proposed increase in prices.

Proposed Cllr D. Elliott, Seconded Cllr S. Thiara
All Councillors in favour
RESOLVED to adopt the new increase in prices

C23/044 FINANCE

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

C23/045 FINANCE – PAYMENTS

- (i) Councillors inspected the orders for payment of invoices as at 14th June 2023 incurred in delivering Parish Council Services. Appendix 1.
Proposed to accept by Cllr E. Callear, seconded Cllr N. Heath. All in favour
- (ii) Councillors inspected and noted the card payments as at 14th June 2023 incurred in delivering Parish Council Services appendix 2.
Proposed to accept by Cllr H. Rhodes, seconded Cllr D. Elliott. All in favour
- (iii) Councillors inspected the Additional Payments list for payments as at 14th June 2023 incurred in delivering Parish Council Services appendix 3.
Proposed to accept by Cllr J. Francis, seconded Cllr D. Elliott. All in favour

C23/046 RESOURCES COMMITTEE

- (i) Councillors reviewed and noted the minutes from the Resources committee meeting held on 8th March 2023.
- (ii) Councillors received a short report from the Resources meeting held earlier.
- (iii) Cllr N. Heath requested to join the resources committee
Seconded Cllr S. Millward Thomas, All in favour
RESOLVED that Cllr N. Heath be added to the Resources Committee

C23/047 REVIEW OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

- (i) Councillors reviewed the Current Insurance and noted that the Contract is in place for one final year therefore agreed to accept.
Proposed by Cllr S. Millward Thomas seconded by Cllr N. Heath. All in favour.
RESOLVED to use this Insurance Cover for the Council for 2023-2024.

C23/048 REVIEW OF THE COUNCIL AND STAFF SUBSCRIPTION TO OTHER BODIES



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Cllrs discussed the subscription report provided and requested that the subscription to Clerks & Councils Direct be reviewed to see if it is cheaper for a digital version.

Proposed Cllr S. Millward Thomas, seconded Cllr G. Offland, all in favour

RESOLVED to accept the subscriptions subject to the above mentioned review

C23/049 GARDEN OF REST DRAINAGE

Cllrs reviewed and discussed the 3 quotes provided. Cllr S. Thiara commented that all 3 quotes were for very different work and thought that it would be better to have 3 quotes for the same work. The Cllrs decided that it would be better to request 2 more quotes for the same work as quoted in option B. The Clerk is to obtain 2 further quotes before bringing back to Council.

**Proposed Cllr H. Rhodes, Seconded Cllr G. Offland. All in favour
RESOLVED for the Clerk to gain 2 further quotes**

C23/050 INFORMATION ITEMS

- (i) There was no updates from Borough Councillors
- (ii) Cllr S. Millward Thomas advised that he had been in discussion with a local resident and Highways regarding the proposed change to a dropped curb near the Sainsburys site and will be meeting with the Highways team and will keep the residents updated.

C23/052 PARISH MATTERS

- (i) Cllr G. Offland advised that she is really looking forward to working with Ketley Parish Council and will be doing a Ward walk. She asked if the Council currently do strategic planning, it was confirmed that the Council hasn't been for a while but all Cllrs agreed that this would be a good idea moving forward.
- (ii) Cllrs requested an update on the 7 electric points due to be placed in the Millenium Village. The Clerk is to liaise with the previous Clerk to see if there is any update available.
- (iii) Cllrs requested information on when the next Newsletter would be produced, Cllr E. Callear reminded Cllrs that they have all been asked to make contributions to the Newsletter as the Content is not easy to collate alone. All Cllrs are to provide content to the Clerk so that a new Newsletter can be created.
- (iv) A resident has mentioned again the steps covered in Moss and no Handrails. Cllr E. Callear advised that we had previously looked at this but the issue is that the property the Handrails would need to be attached to belong to Wrekin Housing Trust. The Clerk is to chase Wrekin Housing Trust again to take this action forward.



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C23/053 AGENDA ITEMS FOR NEXT MEETING

Cllrs to advise the Clerk of items to be considered for the next Agenda

C23/054 PLANNED DATES OF FORTHCOMING MEETINGS

Finance Committee Wednesday 28th June 2023 @: 1pm

Full Council Meeting Wednesday 12th July 2023 @ 7pm

The Chairman closed the public part of the meeting at 8:25pm

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.

C23/055 PLANNING

Nothing to discuss

C23/056 STAFFING

- (i) The advert for the Deputy Clerk is to be published on 15th July and will run for 3 weeks.
- (ii) The Clerk has been requested to find Code of Conduct Training and invite Cllrs to attend.
- (iii) Cllr N. Heath has expressed an interest in undertaking the ILCA qualification. Cllr E. Callear advised that this would be encouraged and he can look to attend this training.

The Chairman closed the meeting at 8:35 pm

**Appendix 1 – Orders For Payment as at 14th June 2023
Council Meeting Item C23/045 (i)**

**Appendix 2 –Debit Card Payments to 14th June 2023
Council Meeting Item C23/045 (ii)**

**Appendix 3 – Additional orders for Payment as at 14th June 2023
Council Meeting Item C23/045 (iii)**

Signed: _____
Chairman

Date: 12 July 2023



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Appendix 1 – Orders For Payment as at 14th June 2023

Council Meeting Item: C23/045 (i)

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	David Harbinson	Pest Control	0497510	75.00	0.00	75.00	
2	SLCC	CiLCA Training	QL203072-3	450.00	0.00	450.00	
3	Jason Gough	Cloud storage Data	121642	44.00	8.80	52.80	
4	Jason Gough	IT Retainer May2023	121617	50.00	10.00	60.00	
5	Halls Commercial	Rental Valuation	504/40604	750.00	150.00	900.00	
6	Broseley Memorials	Memorial Stone		2942.00	0.00	2942.00	This price is with Insurance without insurance would be £2800.00 Council to decide if Insurance wanted.
7	Gallagher	Insurance		5988.59	709.63	6698.22	
8	AJ bouncy Castles	Coronation event	230	85.00	0.0	85.00	
	TOTAL			10384.59	878.43	11263.02	

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 – Debit Card Payments 14th June 2023 Council Meeting Item C23/045 (ii)

ID	Date	Supplier	Description	Reference	Net	VAT	Total
1	06 June	Post Office	Top up for Petty Cash		200.00	0.0	200.00
	TOTAL				200.00	0.00	200.00

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:



Appendix 3 – Additional Orders For Payments 14th June 2023

Council Meeting Item: C23/045 (iii)

Additional payments

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	Viking Office UK Limited	Stationery	2417385	67.34	13.47	80.81	
	TOTAL			67.34	13.47	80.81	

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: