



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Meeting of Ketley Parish Council held on Wednesday 21 April 2021 via Microsoft Teams Virtual Remote Platform at 7:00pm

Present:

Councillor Sam Millward Thomas (Chairman)	Councillor Eileen Callear
Councillor Hilda Rhodes	Councillor Amrik Jhawar
Councillor Maggie Evans	Councillor David Elliott
Councillor Joy Francis	Councillor Andrew Morris

Locum Clerk Chris Maclean

Council Team Elisabeth Bamford

Community Centre Manager Christian Smith

Guest: Ross Donnelly, Shropshire Fire and Rescue Service

In attendance: One member of the public.

C21/001 WELCOME

The Chairman welcomed everyone to the meeting.

C21/002 PUBLIC SESSION

No issues raised.

C21/003 POLICE MATTERS

The Locum Clerk had distributed to Councillors a report from the Police as they had been unable to attend the meeting due to connection issues.

Catalytic converter thefts around the borough are on the increase and the situation is being monitored by the Police.

The anti-social behaviour reported in the Millennium Village around the play area and the small square are being monitored by the Police. Councillors noted the Police request that reporting of such incidents be encouraged to enable them to act.

C21/004 SHROPSHIRE FIRE AND RESCUE

The Chairman welcomed Ross Donnelly from Shropshire Fire and Rescue service to the meeting. It was noted that being in transit he would be listening in to the meeting but plans to attend future meetings and participate.

C21/005 APOLOGIES FOR ABSENCE

Cllr Kuldip Sahota (Other Commitments). Apology accepted.

C21/006 DISCLOSABLE PECUNIARY AND OTHER INTERESTS

None declared.

C21/007 TO APPROVE THE MINUTES OF MEETING HELD 10 MARCH 2021
Cllr M Evans proposed, and Cllr A Morris seconded that the minutes of the meeting held on 10 February 2021 be adopted and it was resolved that the Chairman sign these as a true record.

C21/008 COUNCILLOR VACANCIES

- (i) Councillors noted that there had been no call for an election to fill the vacant positions and therefore the Council could proceed to co-opt.
- (ii) Councillors noted the interest of Borough Councillor Mark Boylan in one of the positions and agreed that he should attend a future meeting to present on his interest in joining the Council.
- (iii) Efforts would be made to promote the positions on social media.

C21/009 COMMUNITY CENTRE

- (i) The Centre Manager advised Councillors of the return of some users following the partial lifting of restrictions. More users are expected when the further lifting of restrictions takes place.
- (ii) Interest in the use of the Centre is increasing, both in terms of current and new users.
- (iii) Councillors noted that the new Centre Assistants had joined and were currently going through an induction process. Sarah and Caryl were welcomed to the team.
- (iv) The Centre Manager advised Councillors that recognition of the Parish Councils provision of breakfast parcels had been given by Borough Councillor Paul Watling of Telford & Wrekin Council. Provision of these parcels would cease after the May half-term. An alternative approach to the provision of these is being considered by Telford & Wrekin Council.
- (v) The Centre Manager advised Councillors of discussions currently being held with RVS in relation to the possible provision of ipads for older members of the community to borrow and use. These would be provided to the Council and placed in the Centre. Councillors discussed the merits of the scheme and noted that the Council's insurance cover would need to factor these in and that the Council may need to fund the purchase of ipad cases to help protect them from damage.
- (vi) The Centre Manager advised Councillors of the income for the past year and expectations for the year now underway.
- (vii) Councillors considered the merits of screens being placed on the walls in the main meeting rooms to facilitate presentations.
- (viii) Cllr M Evans noted that the Centre's external clock was not functioning and investigations would be undertaken to see if this could be rectified.

C21/010 EVENTS

- (i) Councillors noted that the giant Easter Egg had been won and that the events surrounding this had increased interest in the Paddock Mound.
- (ii) Councillors noted the Queen's Platinum Jubilee in June 2022 and considered the merits of events within the parish to commemorate this. The Centre Manager would investigate options.
- (iii) The Centre Manager updated Councillors on the progress of arranging Christmas street lights. The Centre Manager is still waiting for response from Telford & Wrekin Council to enquiries on the logistics of their installation. Cllr Callear offered to follow up on this.

- (iv) The Centre Manager advised Councillors that preparations continue for the summer fete on 7 August. The provision of foods had still to be finalised.
- (v) Arrangements are being made for a Halloween party in October. Search continues to source a disc jockey for the event.
- (vi) The Centre Manager advised of potential conflicts over the provision of breakfast club events in the holidays due to bookings within the Centre. Further consideration being given to a solution that may satisfy all parties.
- (vii) It was noted that the Commonwealth Games will take place in 2022 in Birmingham and the Centre Manager was requested to consider possibilities of holding events for the community.

Councillors expressed their thanks to the Centre Manager for his contributions and he left the meeting at 7:43 pm

C21/011 GARDEN OF REST

- (i) The Locum Clerk advised Councillors that maintenance was now being undertaken by one operative following the retirement of his colleague. Future resources were being assessed.
- (ii) The Locum Clerk advised Councillors that a plumber would be called to deal with the tap on the outside of the building.
- (iii) The Locum Clerk advised Councillors of an upcoming funeral that had been arranged for a Saturday in May. It had been noted that the Parish Council's current fee structure did not factor in weekends and this would be reviewed.
- (iv) Councillors considered the merits of one of the side borders being used as cremation plots. The Locum Clerk advised Councillors of his awareness of this proposal and that investigations would be undertaken to identify what would be required to deliver this.

C21/012 COMMUNITY ACTION TEAM

- (i) The Locum Clerk updated Councillors on the recent discussions with members of Telford & Wrekin Council on the contract arrangements.
- (ii) With the match funding to be provided by Telford & Wrekin Council the cost to the Parish Council of the Public Realm element would amount to £32,000 per annum for three years. Supporting this element would involve two dedicated operatives with one being an apprentice. Councillors agreed their preference to retain the current operative supporting the parish and noted discussions were ongoing to provide the apprentice opportunity to somebody who resides in the parish.
- (iii) The Locum Clerk advised Councillors of the discussions relating to the Enforcement element of the package which is also 50% match funded by Telford & Wrekin Council. Councillors expressed their preference for the element to include the CCTV and noted that this needed to be wired into a street light column to enable it to be powered. With the CCTV element and the two day a week package Councillors noted the cost to the Parish Council would be £5,780.
- (iv) Councillors noted that the representatives of the Enforcement team would be sourced from a pool of operatives.
- (v) The Locum Clerk advised Councillors of the proposed start date of 1st May. The Locum Clerk recommended to Councillors that if they supported these proposals, delegated authority be given to the Chairman and Vice-Chairman to work alongside the Locum Clerk to complete the contractual arrangements.

Cllr D Elliot proposed, and Cllr M Evans seconded that the Council proceed with the contract and that the Chairman, Vice Chairman, and Locum Clerk be delegated to complete the contractual arrangements on behalf of the Parish Council.

C21/013 FINANCE

Councillors noted the details of the current bank balances.

C21/014 FINANCE - ORDERS FOR PAYMENT

- (i) Orders for payment were reviewed.
- (ii) **Cllr M Evans proposed and Cllr A Morris seconded and it was resolved that these payments be made.**
- (iii) Cllr D Elliott enquired of the remaining term of the contract for the printer in the Council office. The Locum Clerk would check and refer back.

C21/015 AGAR AND END OF YEAR PROCESS

- (i) The Locum Clerk advised Councillors of the need to complete the process and submit the return to the external auditors by end of June.
- (ii) The Locum Clerk advised Councillors of preparations for the upcoming internal audit with a desire to update on the key elements at the next meeting.

C21/016 STREETLIGHTS

- (i) The Locum Clerk advised Councillors that implementation of lighting solutions for the projects within the parish had to be progressed.
- (ii) The Locum Clerk advised Councillors on the latest developments relating to the incident at Wedgwood Crescent. The matter had been referred to the Council's insurers. Enquiries would be made of Wrekin Housing Trust to identify whether they had progressed a solution.

C21/017 CLIMATE CHANGE ACTIONS

The Locum Clerk advised Councillors that the opportunity to apply for the grant funding up to £5,000 from Telford & Wrekin Council had been missed. Whilst Councillors received this with disappointment it was noted that a full exercise in assessing the future set-up of the Centre building is required rather than to approach it piecemeal.

C21/018 BOUNDARY SIGNS

- (i) The Locum Clerk advised Councillors that he had located the map of the proposed sites and document specification and that attempts would be made to restart the discussions with the supplier as soon as practical.
- (ii) Councillors discussed the merits of an up to date plan of the Ketley parish and boundaries displayed in the Centre and outside. The Locum Clerk advised Councillors of a software program offered by Parish Online. Having attended a presentation by the business, the Locum Clerk would forward copies of the presentation documents. Investigations would be undertaken to identify the costs.

C21/019 PLANNING

- (i) Councillors noted that Telford & Wrekin Council had granted approval to application TWC/2021/0176 for a single storey extension to the property at 20 Oaks Way, Ketley.
- (ii) Councillors noted that Telford & Wrekin Council had granted approval to application TWC/2021/0168 for the erection of a conservatory at the property at 17 Oak Trees Avenue, Ketley.
- (ii) Councillors noted application TWC/2021/0311 for the erection of a part two storey and first floor side and rear extension to the property at 37 Quarry Lane, Ketley. Following consideration, it was agreed that no comment be offered.

C21/020 WEBSITE

The Locum Clerk updated Councillors on efforts to address the website issues.

C21/021 FUTURE MEETINGS

The Locum Clerk advised Councillors that from 7th May meetings would require to be held in person. Whilst challenges to the ruling continue, preparations would be made to satisfy the requirements to meet in person.

C21/022 INFORMATION ITEMS

The Locum Clerk referred Councillors to the Stewardship Charges document that had been compiled by Telford & Wrekin Council and forwarded for information. It was noted that the document had been compiled to enable purchasers of properties to be more aware of the detail required to make informed decisions.

C21/023 PARISH MATTERS

- (i) The Locum Clerk advised Councillors of an expression of interest from a resident in provision of allotments by the Parish Council. Councillors considered the options in finding a suitable location and the costs associated with it which would fall to the parish residents to meet through the local Council Tax.
- (ii) Councillors noted that some parking spaces are being created at the end of Riddings Close.
- (iii) Councillors considered the merits of producing a newsletter for the summer period. Investigations would be undertaken to identify the best ways of production and distribution.

C21/024 AGENDA ITEMS FOR NEXT MEETING

- (i) Committee structures and membership
- (ii) TACT building costs
- (iii) To advise Locum Clerk of items to be considered for inclusion on the agenda.

C21/025 PLANNED DATES OF FORTHCOMING MEETINGS

Annual Parish Assembly Wednesday 28 April 2021 @ 7:00pm
Annual Meeting of Council Wednesday 12 May 2021 @ 7:00pm (TBC)
Full Council Wednesday 12 May 2021 following Annual Meeting (TBC)
Resources Committee 26 May 2021 @ 7:00 pm (TBC)
Finance Committee 26 May 2021 @ 8:00 pm (TBC)

The Chairman declared the public session of the meeting closed at 8:47 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.

C21/026 STAFFING

- (i) Councillors noted that the advertisement for the position of Clerk advertised through SALC had not resulted in any applications.
- (ii) Councillors agreed that the advertisement for the position of Clerk be re-advertised through May and with a wider scale of publicity. Interviews are planned for early June and recommendations on potential candidates presented to Council in June/July.
- (iii) The Locum Clerk will submit to Council the supporting documentation for the Clerk Assistant role for formal approval.
- (iv) The Locum Clerk updated Councillors on the current health status of the Facilities Officer.

The Chairman declared the meeting formally closed at 8:53 pm.

Signed:

Chairman of Ketley Parish Council

Date: 12 May 2021