



# KETLEY PARISH COUNCIL

## FULL COUNCIL MINUTES

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 10 July 2024 at Ketley Community Centre at 7:00pm.

**PRESENT:**

Cllr. Dave Elliott  
Cllr. Joy Francis  
Cllr. Nick Heath  
Cllr. Amrik Jhawar

Cllr. Sam Millward Thomas  
Cllr. Hilda Rhodes  
Cllr. Ranbir Sahota

**IN ATTENDANCE:**

**CLERK:** Shelley Everton  
**DEPUTY CLERK:** Zara Purvis  
**PUBLIC:** 2 Member(s) of the Public

The Chair opened the meeting at:

7 PM

**C24/043 WELCOME**

Councillor Hilda Rhodes welcomed everyone to the meeting in the Chair, Councillor Eileen Callear's, absence.

**C24/044 APOLOGIES FOR ABSENCE**

Apologies received for Councillor Eileen Callear and Councillor Maggie Evans.  
All apologies acknowledged and accepted.

**C24/045 PUBLIC SESSION**

The member of the public present advised that they have again reported the pathway behind the Community Centre to Telford and Wrekin Council as the flooding issue has still not been rectified.

They have also reported a blocked gully that requires cleaning and has advised that they will let the Clerk know should this not be rectified so that she may chase this.

**C24/046 PRESENTATION BY TACT**

Ross Doodson, Director of TACT, attended the meeting and provided Councillors with an in-depth presentation of the changes being implemented at TACT over the coming months and how they would like to be involved with Ketley Parish Council and work together on projects moving forwards.

**C24/047 POLICE MATTERS**

No update provided by the Police, and no comments to add from Councillors.

**C24/048 DISCLOSABLE PECUNIARY INTERESTS**

Councillor Amrik Jhawar disclosed an interest in Planning as he sits on the committee at Telford and Wrekin Council.  
All Councillors acknowledged and accepted.

**C24/049 COUNCIL MINUTES**

Councillors received and agreed the minutes of the Full Council Meeting held on Wednesday 12 June 2024

**Proposed by Cllr. Amrik Jhawar**

**Seconded by Cllr. Sam Millward Thomas**

**All Councillors in favour**

**RESOLVED by all Councillors that the minutes of the Full Council Meeting held on Wednesday 12 June 2024 be adopted and that the Chair sign these as a true record**

*Councillor Amrik Jhawar left the meeting at 7:23 PM*



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### **C24/050 PLANNING APPLICATIONS**

To consider planning applications and enforcements currently with Telford & Wrekin Council:

(i) **TWC/2024/0497**

**38 Hendy Avenue, Ketley, Telford, Shropshire, TF1 5GN**

**Erection of 2no. outbuildings, following removal of 1no. existing outbuilding**

No Comments to add.

(ii) **TWC/2024/0510**

**Site of former Shropshire Star, Ketley Business Park, Ketley, Telford, Shropshire**

**Erection of 1no. food retail store (Use Class E) with associated access, parking, service yard and landscaping**

Councillor Joy Francis raised her concerns around the increased volume of traffic that this food retail store will bring to an already extremely busy intersection.

Councillor Sam Millward Thomas raised concerns regarding site access issues as these have been proposed as remaining the same.

Councillor Dave Elliot has raised concerns with people using Woodside Road as a cut through to avoid the inevitable traffic that the new store will bring to the already extremely busy intersection.

Councillor Sam Millward Thomas has volunteered to be present at a planning meeting to discuss all the concerns raised by himself, and the other Councillors.

**Proposed by Cllr. Joy Francis**

**Seconded by Cllr. Nick Heath**

**All Councillors in favour**

*Councillor Amrik Jhawar returned to the meeting at 7:29 PM*

### **C24/051 FINANCE COMMITTEE**

(i) Councillor Joy Francis provided a short summary from the Finance Committee meeting held on Wednesday 26 June 2024.

(ii) Councillors noted the minutes from the Finance Committee meeting held on Wednesday 22 May 2024

### **C24/052 FINANCE**

(i) Councillors noted the current state of the Councils finances

(ii) Councillors noted the income and expenditure for quarter one

(iii) Councillors noted the bank balances at the end of quarter one

### **C24/053 FINANCE – PAYMENTS**

(i) Councillors inspected and authorised orders for payment.

**Proposed by Cllr. Dave Elliott**

**Seconded by Cllr. Nick Heath**

**All Councillors in favour**

(ii) Councillors inspected and authorised card payments.

**Proposed by Cllr. Nick Heath**

**Seconded by Cllr. Dave Elliott**

**All Councillors in favour**

### **C24/054 RESOURCES COMMITTEE**

Councillor Hilda Rhodes provided a short summary from the Resources Committee meeting held this evening, Wednesday 10 July 2024.

### **C24/055 SUMMER RECESS**

Councillors accepted terms of delegation during the Summer Recess.

**Proposed by Cllr. Sam Millward Thomas**

**Seconded by Cllr. Amrik Jhawar**

**All Councillors in favour**



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## FULL COUNCIL MINUTES

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- C24/056 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**  
Councillors reviewed and agreed the documents to be provided to the External Auditor.  
**Proposed by Cllr. Nick Heath**  
**Seconded by Cllr. Amrik Jhawar**  
**All Councillors in favour**
- C24/057 NEW INVESTMENT POLICY AND ANNUAL INVESTMENT STRATEGY**  
Councillors reviewed and agreed the New Investment Policy and Annual Investment Strategy.  
**Proposed by Cllr. Sam Millward Thomas**  
**Seconded by Cllr. Nick Heath**  
**All Councillors in favour**
- C24/058 BRIDGE PAINTING**  
Councillors were shown a progress picture of the bridge painting, and all Councillors were extremely happy with this. Councillor Sam Millward Thomas advised that he has seen lots of positive feedback regarding the bridge painting from residents online.
- C24/059 FINANCIAL REGULATIONS**  
Councillors accepted as per the recommendation from Finance Committee.  
**Proposed by Cllr. Sam Millward Thomas**  
**Seconded by Cllr. Nick Heath**  
**All Councillors in favour**
- C24/060 STAFFING COMMITTEE**  
(i) It was agreed by all Councillors that Councillor Nick Heath will fill the vacancy on the Staffing Committee.  
(ii) It was agreed that Councillor Eileen Callear as Chair of Staffing, Councillor Joy Francis, and Councillor Sam Millward Thomas will make up the members of the sub-committee for Staffing.
- C24/061 APPEALS COMMITTEE**  
It was agreed by all Councillors that the Councillor to be co-opted into Council will fill the vacancy on the Appeals Committee.
- C24/062 MAINTENANCE CONTRACT FOR STREETLIGHTS**  
Councillors reviewed and agreed to sign the new contract.  
**Proposed by Cllr. Dave Elliott**  
**Seconded by Cllr. Joy Francis**  
**All Councillors in favour**
- C24/063 CHARTER PRIORITIES**  
It was proposed by Councillor Sam Millward Thomas that we remove the speeding on Mossey Green Way due to the Police already being aware of this issue and a Risk Management Plan in place, and this be replaced with ASB within the Parish.  
**Proposed by Cllr. Sam Millward Thomas**  
**Seconded by Cllr. Joy Francis**  
**All Councillors in favour**
- C24/064 VACANCY DISCUSSION**  
The Clerk advised that she will be posting the Co-Option Notice tomorrow (Thursday 11 July 2024). All Councillors agreed that the notice will end on Wednesday 31 July 2024 and an Extraordinary Meeting will be held the following week.
- C24/065 QUOTES FOR BOILER REPAIR**  
Councillors reviewed and agreed to accept **QUOTE A – REPLACEMENT COST**  
**Proposed by Cllr. Sam Millward Thomas**  
**Seconded by Cllr. Amrik Jhawar**  
**All Councillors in favour**
- C24/066 ROOM HIRE RATES**



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Councillors reviewed and agreed to accept the Room Hire Rates as provided.

**Proposed by Cllr. Sam Millward Thomas**

**Seconded by Cllr. Joy Francis**

**All Councillors in favour**

**C24/067 NEW LIGHTING COLUMN**

Councillors reviewed and agreed to accept the quote for the 8ft column as Safer Stronger will be paying half.

**Proposed by Cllr. Sam Millward Thomas**

**Seconded by Cllr. Joy Francis**

**All Councillors in favour**

**C24/068 QUOTES FOR NEW PLANTERS**

Councillors reviewed and agreed to accept **QUOTE B**

**Proposed by Cllr. Sam Millward Thomas**

**Seconded by Cllr. Nick Heath**

**All Councillors in favour**

**C24/069 MOBILE PHONE**

Councillors reviewed and agreed to accept the quote provided by Aurora for the new mobile phone contracts for both the Clerk and Deputy Clerk.

**Proposed by Cllr. Sam Millward Thomas**

**Seconded by Cllr. Joy Francis**

**All Councillors in favour**

**C24/070 INFORMATION ITEMS**

Borough Councillor Ranbir Sahota raised some unspecified concerns in the Sandbrook area. Councillor Ranbir Sahota to provide clarification on the issues raised for action to be taken.

**C24/071 PARISH MATTERS**

Councillor Dave Elliott has received reports from residents that the pathway between Castle View and Farmfoods has become overgrown, and individuals are struggling to get through because of this.

**The Clerk will report this to the relevant people.**

Councillor Dave Elliott requested an update regarding the lamppost opposite the primary school.

**The Clerk provided the most up-to-date information regarding this.**

Councillor Nick Heath has advised that the speed bumps on Woodside Road have still not been reinstated.

**The Clerk has confirmed that she has received confirmation that these will be reinstated but does not have a definitive date as to when. The Clerk will follow up to find this out.**

A resident on Hutchinson Way has raised to Councillor Nick Heath that there are trees overhanging which is causing a nuisance.

**The Clerk will report this to the relevant people.**

**C24/072 AGENDA ITEMS FOR NEXT MEETING**

To advise the Clerk of items to be considered for inclusion in the agenda.

**C24/073 PLANNED DATES OF FORTHCOMING MEETINGS**

<b>Finance Committee</b>	Wednesday 24 July 2024	1 PM
<b>Resources Committee</b>	Wednesday 11 September 2024	6:15 PM
<b>Full Council Meeting</b>	Wednesday 11 September 2024	7 PM

The Chair closed the Public Session at:

8:31 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.



# KETLEY PARISH COUNCIL

## FULL COUNCIL MINUTES

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The Chair closed the meeting at:

8:51 PM

**Signed**

\_\_\_\_\_  
Chairman

**Date**

\_\_\_\_\_  
Wednesday 11 September 2024

DRAFT

## Orders For Payment July 2024

## Full Council Item C24/053 (i)

## Appendix F

ID	Supplier	Description	Invoice	Power to spend	Net	VAT	Total
1	Direct 365	Fire Alarm Testing	0001844346	LGA (Miscellaneous Provisions) 1976, s.19	165.00	33.00	198.00
2	Direct 365	Emergency Light Testing	0001863830	LGA (Miscellaneous Provisions) 1976, s.19	129.65	25.93	155.58
3	Structural Design Service	Inspection & Report on Community Centre Wall	one	LGA (Miscellaneous Provisions) 1976, s.19	50.00	0.00	50.00
4	Midland Playscapes	Community Libraries	1306	Public Libraries & Museum Act 1964	300.00	0.00	300.00
5	SCRIBE	Accounts Renewal	INV-6307	Accounts and Audit Regulations 2015	777.60	155.52	933.12
6	Jason Gough LTD	Monthly Retainer – May 2024	SI-123654	Local Government Act 1972 s.142	50.00	10.00	60.00
7	Jason Gough LTD	Monthly Retainer – June 2024	SI-123655	Local Government Act 1972 s.142	50.00	10.00	60.00
8	Shropshire Printing	Summer Newsletter	11004187	Local Government Act 1972	425.00	0.00	425.00
9	Jason Gough LTD	Cloud Storage – May 2024	SI-123683	Local Government Act 1972 s.142	51.00	10.20	61.20
10	Jason Gough LTD	Cloud Storage – June 2024	SI-123684	Local Government Act 1972 s.142	51.00	10.20	61.20
	<b>TOTAL</b>				<b>2,049.25</b>	<b>254.85</b>	<b>2,304.10</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 Full Council or Finance Committee next meet in person.

Signed (1) \_\_\_\_\_

Signed (2) \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_