



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

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## MINUTES of the Meeting of Ketley Parish Council held on Wednesday 10 February 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 Dave Elliott
Councillor Joy Francis	Councillor Andrew Morris
Councillor Kuldip Sahota	

**Locum Clerk:** Chris Maclean

**Council Team:** Elisabeth Bamford

**Community Centre Manager:** Christian Smith

**In attendance:** One member of the public.

### C20/146 WELCOME

The Chairman welcomed everyone to the meeting.

### C20/147 PUBLIC SESSION

No issues raised.

### C20/148 POLICE MATTERS

The Locum Clerk had distributed to Councillors a report from the Police as they had been unable to attend the meeting. The latest statistics provided in relation to Burglaries, Theft, Assault and Anti-Social Behaviour were noted. The use of off-road vehicles across the parish remains and whilst some success was noted the Police requested that further reporting of such incidents was encouraged.

Councillors noted the poor response to calls made to 101 and there was encouragement to use the other communication tools available, including reporting by email.

The Community Speed Watch initiative fails to draw any volunteers from within the parish and therefore cannot progress at the current time.

### C20/149 APOLOGIES FOR ABSENCE

None.

### C20/150 DISCLOSABLE PECUNIARY AND OTHER INTERESTS

None declared.

### C20/151 TO APPROVE THE MINUTES OF MEETING HELD 13 JANUARY 2021

**Cllr M Evans proposed, and Cllr D Elliott seconded that the minutes of the meeting held on 13 January 2021 be adopted and it was resolved that the Chairman sign these as a true record.**

#### **C20/152 COMMUNITY CENTRE**

- (i) The Community Centre Manager advised Councillors that the Centre was back up to full resource and further decorative work is being undertaken.
- (ii) The number of requests for breakfast food parcels continues to increase. Ingredients to reflect seasonal activities e.g. pancake day are included to maintain interest. For half-term, the parcels would include bird-box kits.
- (iii) The Centre Manager advised Councillors of a recent discussion with a resident where it was noted that an increased number of computers or ipads would assist with the children's education.

#### **C20/153 EVENTS**

- (i) The Centre Manager advised Councillors that the arrangements for the summer fete were progressed and the main bookings had been confirmed. The date of 7 August was confirmed.
- (ii) Attempts had been made to contact Magna to see if they could donate Easter eggs but to date no response had been received.
- (iii) The Centre Manager updated Councillors on recent attempts to progress the understanding and arrangements for the lighting column checks for stress and wiring to accommodate Christmas lights.

Councillors expressed their thanks to the Centre Manager for his contributions and he left the meeting at 7:18pm

#### **C20/154 GARDEN OF REST**

- (i) The Locum Clerk advised Councillors of recent developments regarding animal poo being found on some plots. It is suspected that these are due to cats or a fox. Situation is being monitored.
- (ii) The Locum Clerk advised Councillors of a request by a family to install a tree within the Garden of Rest. Councillors considered the proposal and whilst there was no initial disagreement, further research is required to consider whether the proposed tree is suitable and will not cause issues in the future. Further discussions to take place with the family and the tree expert employed by Telford & Wrekin Council will be consulted.

#### **C20/155 FINANCE**

- (i) Councillors noted the details of the current bank balances.
- (ii) Councillors considered the result of recent discussions with Telford & Wrekin Council on the level of Precept that could be requested without increasing the contribution from each householder. This was due to the further building of homes within the parish within the past year. Councillors noted that a further sum of £6,272.00 could be requested resulting in a total request of £194,363.00 for the Precept which includes £2,720.00 contribution for the CTS Grant.
- (iii) **Cllr H Rhodes proposed and Cllr E Callear seconded that the Parish Council request the total sum of £194,363.00 from Telford & Wrekin Council.**

#### **C20/156 FEES AND CHARGES FOR THE COMMUNITY CENTRE AND GARDEN OF REST**

- (i) Councillors noted that following last year's agreement to rationalise the Community Centre fee structure and a small increase in the fees, this had not been implemented as a result of the Covid pandemic.
- (ii) **Councillors agreed that the agreed increase could be implemented from the start of the new financial year.**
- (iii) Councillors considered the fees and charges applicable to the Garden of Rest and noted that these had not been amended since October 2019. Councillors reviewed some fee scenarios presented by the Locum Clerk.

- (iv) **Cllr H Rhodes proposed and Cllr M Evans seconded that the Garden of Rest charges remain unchanged and all Councillors resolved to maintain the charges for a further period.**

**C20/157 COUNCILLOR ALLOWANCES**

- (i) Councillors considered the level of allowances provided to the Chairman and Councillors and how this compared to the findings of the Report of the Independent Parish Remuneration Panel in November 2019.
- (ii) Councillors considered the merits of an increase in the current allowances and the appropriateness of any proposed increase at the current time. Councillors noted that an appropriate allowance should be available to all within the community to encourage their interest and reward for efforts to perform the role of Councillor. This was considered particularly relevant given the current vacancies in the Council.
- (iii) Councillors considered the Summary of Recommendations contained within the Report and their appropriateness to the Parish Council. Councillors agreed that any agreement to an increase should not exceed the values shown in the Report.
- (iv) The Locum Clerk noted that the next year's budget had not factored in any increase in allowances but the Precept request would cover any increase should it be agreed.
- (v) Councillors considered an increase of the Chairman's allowance from £1,200 to £1,300 and an increase of a Councillor's allowance from £250 to £650 in line with the report's recommendations.
- (vi) **Cllr E Callear proposed and Cllr H Rhodes seconded that the increases be implemented from the next financial year. Councillors voted with Cllrs Callear, Sahota, Jhawar, Rhodes, Francis and Millward Thomas in favour of the increase and Cllrs Elliott, Evans and Morris voting against. Council resolved to implement the increase to £1,300 for the Chairman and £650 for each Councillor.**

**C20/158 COMMUNITY ACTION TEAM**

The Locum Clerk advised Councillors that further discussions were being scheduled to discuss the elements of the package on offer and the merits of "going it alone". A meeting would be scheduled and would include Cllr E Callear and Cllr S Millward Thomas.

**C20/159 FINANCE - ORDERS FOR PAYMENT**

Payment orders were reviewed and authorisation was given by Councillors to their payment.

**C20/160 BUS USER GROUP**

The Locum Clerk provided a brief summary of key points from the last User Group meeting and provided by the resident who represents the parish. Minutes of the meeting would be forwarded on receipt.

**C20/161 BOUNDARY SIGNS**

The Locum Clerk advised Councillors that he had not been able to progress the sourcing of the boundary signs due to other pressing matters on the Council. Attempts would be made to restart the discussions with the supplier as soon as practical.

**C20/162 CLIMATE CHANGE ACTION**

- (i) Councillors noted the correspondence received from Telford & Wrekin Council and the actions being undertaken to tackle climate change. It was also noted that the Telford & Wrekin Climate Change Partnership are clarifying their relationship with Shropshire Climate Action Partnership.

- Councillors considered the merits of a climate change action champion for the parish and the Council and Cllr S Millward Thomas offered to assume the role. Councillors accepted the offer from Cllr S Millward Thomas.
- (ii) Councillors considered what action could be taken within the community. The gas boilers within the Centre would require consideration and investigations would be undertaken to look at alternative options, including solar installations and ground source heat pumps.
  - (iii) Councillors considered the merits of installing an electric charge point within the car park. Councillors also considered whether such a point may be installed in the new Sainsbury car park.

**C20/163 TELFORD MILLENNIUM MANAGEMENT COMPANY BOARD MEMBERSHIP**

Councillors noted the board still recorded former Cllr A Saini as Resident Director. This reflected his role as the Council's representative. It was agreed that this should change to Cllr S Millward Thomas. The Locum Clerk is arranging for the relevant paperwork to be completed to reflect the change.

**C20/164 CENSUS 2021**

Councillors noted the communications being provided through Telford & Wrekin Council in relation to Census Day 21 March 2021. Town and parish councils were being encouraged to promote this as much as possible. Cllr D Elliott enquired whether a couple of laptops may be available within the Centre for members of the parish to visit and complete on-line. It was agreed that this was not possible, especially in view of the current situation.

**C20/165 PLANNING**

- (i) Councillors noted the latest position on the application relating to the catering unit located at DRM Solutions lite. Approval had been granted.
- (ii) The changes taking place on the site of The White Lion in preparation for the opening of the retail store were noted.

**C20/166 CONSULTATIONS**

- (i) Councillors received an update on the review of the Register of Buildings of Local Interest. Efforts continue to update the details shown. Details to be provided at next meeting.
- (ii) Councillors noted the updates to the Consultation on the Review of Hackney Carriage and Private Hire Licensing and Conditions of Licence. Councillors agreed with the revised terms.

**C20/167 INFORMATION ITEMS**

- (i) Councillors noted the Special Bulletin provided through SALC and the need to prepare for Council meetings to be held in person in the event that the Government does not extend the current legislation. The requirements to meet safely were being considered.
- (ii) Councillors noted that the local elections and Police & Crime Commissioner election were scheduled to proceed on 6 May 2021. The Centre had been booked for these.

**C20/168 PARISH MATTERS**

- (i) The Locum Clerk advised Councillors that he had submitted a request to Telford & Wrekin Council to consider the installation of yellow lines on the hammerhead at Western Rise. Currently, large vehicles struggled to turn round due to cars and vans being parked there.
- (ii) The Locum Clerk advised Councillors of concerns raised by a resident in relation to a fall experienced when walking down a stepped path between

properties owned and managed by Wrekin Housing Trust. Cllr S Millward Thomas proposed to meet the resident along with the Locum Clerk.

- (iii) Cllr A Jhawar advised of concerns which remained over the narrowness of the junction between Waterloo Road and Orchard Close. He had written to Telford & Wrekin Council to express his concerns and requested support from the Parish Council. Cllr S Millward Thomas advised that he would make representations to Telford & Wrekin Council on behalf of the Parish Council.

**C20/169 AGENDA ITEMS FOR NEXT MEETING**

- (i) Community Action Team (CAT)
- (ii) Boundary Signs.
- (iii) Recycling House
- (iv) Grit Bins
- (v) To advise Locum Clerk of further items to be considered for inclusion on the agenda.

**C20/170 PLANNED DATES OF FORTHCOMING MEETINGS**

Resources Committee	Wednesday 24 February 2021 @ 7:00pm
Finance Committee	Wednesday 24 February 2021 @ 8:00pm
Full Council	Wednesday 10 March 2021 @7:00pm

The Chairman declared the public session of the meeting closed at 8:39pm

**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.**

**C20/171 STAFFING**

- (i) Cllr S Millward Thomas advised Councillors of the current status of advertising the Clerk role. It was planned to advertise through SALC the following week. Interviews would be conducted virtually.
- (ii) Councillors discussed membership of the recruitment panel. It was agreed that a panel of three Councillors was most appropriate and interviews would be conducted with Cllr S Millward Thomas, Cllr E Callear and Cllr J Francis. Cllr H Rhodes would stand in if required.
- (iii) Councillors reviewed the salary scale on offer and agreed that no change was required to the proposed NJC LC2 29-32.
- (iv) Cllr S Millward Thomas advised Councillors that the documents would be reviewed by SALC to ensure they were fully compliant.
- (v) Cllr K Sahota suggested that recruitment assistance could be obtained through the HR team from Telford & Wrekin Council, albeit at a cost. Councillors agreed that they were comfortable to proceed without such assistance.
- (vi) Councillors agreed that the recruitment process proceed as discussed.

The Chairman declared the meeting formally closed at 8:56pm.

**Signed:** .....

Chairman of Ketley Parish Council

**Date: 10 March 2021**