



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Meeting of Ketley Parish Council held on Wednesday 9 September 2020 via Microsoft Teams Virtual Remote Platform at 7:00pm

Present:

Councillor Sam Millward Thomas (Chairman)
Councillor Hilda Rhodes
Councillor Maggie Evans
Councillor Joy Francis
Councillor Dave Elliott

Councillor Eileen Callear
Councillor Amrik Jhawar
Councillor Kuldip Sahota
Councillor Andrew Morris

Locum Clerk: Chris Maclean

In attendance: One member of the public.

C20/044 WELCOME

The Chairman welcomed everyone to the Council's third remote platform meeting.

C20/045 PUBLIC SESSION

No issues raised.

C20/046 POLICE MATTERS

No representatives of the Police were present. Councillors noted that signs had been erected within the parish warning against off road bikers and that an enhanced Police profile had been seen. It was also noted that enforcement actions were being deployed in relation to activities around the playground near the school.

C20/047 APOLOGIES FOR ABSENCE

None

C20/048 DECLARATION OF INTERESTS

None declared.

C20/049 TO APPROVE THE MINUTES OF MEETING HELD 26 AUGUST 2020

Cllr H Rhodes proposed and Cllr A Jhawar seconded that the minutes of the meeting held on 26 August 2020 be adopted and it was resolved that the Chairman sign these as a true record.

C20/050 COUNCILLOR VACANCY

Councillors noted with regret the letter of resignation of Cllr Saini with effect from 31 August 2020 on health grounds. The resignation was accepted. Councillors shared their sincere thanks for the work and support provided by Councillor Saini and a letter of thanks and appreciation would be sent. The process would commence for advertising the vacancy.

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C20/051 COMMUNITY CENTRE

- (i) The Locum Clerk advised Councillors that a limited number of bookings were being taken and users allowed access to the Centre. Main impact on bookings relate to social groups and private party bookings which will not be accepted. Classes recommenced relate to wellbeing and educational groups. The NHS booking is providing a welcome source of income.
- (ii) The Locum Clerk advised Councillors that there were a small number of outstanding payments due to the Council in relation to bookings as at the end of March 2020. These were being followed up
- (iii) The Locum Clerk advised Councillors that the refurbishment of the Classroom and Reception area was progressing well and would shortly be completed. Search continues to find a suitable reception desk. Cllr H Rhodes and Cllr A Jhavar suggested that for the future restart of Council meetings new chairs with adjustable height be purchased.

C20/052 GARDEN OF REST

- (i) The Locum Clerk advised Councillors of continued concerns over the state of the paths and that an upgrade is being planned. It was agreed that the Garden be easily accessible and that the paths be kept to a good standard.
- (ii) The Locum Clerk advised Councillors that there had been 4 recent interments.

C20/053 EVENTS

- (i) The Locum Clerk advised Councillors that the Community Centre Manager is giving consideration to what events may be possible in the Christmas period. Details would be provided at the Resources Committee meeting scheduled for Wednesday 23 September 2020.
- (ii) The Locum Clerk advised Councillors that research is being undertaken by the Community Centre Manager on what may be possible for the installation of Christmas lights on Holyhead Road. Details on these are scheduled for delivery at the Resources Committee meeting.
- (iii) Councillors considered what scope may be possible in the provision of the annual food vouchers. Further discussions to be held at the next meeting.
- (iv) Councillors noted that in light of the pandemic, monies budgeted to cover events such as at Christmas may not be spent. The Locum Clerk advised that these could be carried forward and specifically earmarked within the reserves which would save on the next year's precept requirements.

C20/054 FINANCE

- (i) Councillors noted the balances maintained in the bank and investment accounts, the details of which had been circulated to Councillors.
- (ii) The Locum Clerk advised Councillors that a full reconciliation would be undertaken at end of September and presented to the next Council meeting along with a list of the transactions paid in the current year.
- (iii) Councillors noted that the process of independent verification of bank reconciliations and payments requires to be reinstated and this would be addressed at the Finance Committee meeting scheduled for 23 September 2020.

C20/055 FINANCE – ORDERS FOR PAYMENT

Payment orders were reviewed and authorisation provided by Cllr D Elliott, Cllr J Francis and Cllr M Evans to their payment. **Resolved by all that these payments be made.**

- C20/056 INTERNAL AUDIT**
The Locum Clerk advised Councillors that a spreadsheet is being established to document the recommendations made by the Internal Auditor. Progress in addressing these would be presented at future meetings.
- C20/057 WEBSITE**
The Locum Clerk advised Councillors that some delays are being incurred in the completion of the website. Efforts would be undertaken to expedite the outstanding work.
- C20/058 IT**
The Locum Clerk advised Councillors that he is liaising with the IT supplier on the costs of delivery of laptops.
- C20/059 BOUNDARY SIGNS**
The Locum Clerk advised Councillors that attempts to secure an update from the company previously providing quotes had not been successful. Further efforts would be undertaken.
- C20/060 INFORMATION ITEMS**
No items raised.
- C20/061 PARISH MATTERS**
- (i) Councillors discussed the condition of the green space located next to the traffic lights at Holyhead Road and Waterloo Road. It is unclear who has responsibility for its presentation and maintenance. Locum Clerk to make enquiries with idverde.
 - (ii) Councillors noted that a sign had been erected in front of premises on Holyhead Road advertising the workshop. Discussion held on whether the appropriate permissions had been granted for these premises.
 - (iii) Cllr E Callear noted some cycle racks had been installed within the parish. Locum Clerk to check whether these related to the recent initiative undertaken by Telford & Wrekin Council.
 - (iv) Councillors noted the upcoming roadworks to be undertaken on Beveley Island.
 - (v) The Locum Clerk advised Councillors that EON was being approached to provide a quote for lighting in the Ketley Brook Underpass and that Telford & Wrekin Council are coordinating efforts for the painting.
 - (vi) Councillors noted that the lamps in the underpass under the M54 linking Ketley with Overdale were not functioning. Enquiries ongoing to find out who is responsible for these.
- C20/062 PLANNING**
- (i) Councillors noted the recent events following the decision by Telford & Wrekin Council to grant the change of use classification for the property at 63 Broadway. The only remaining option to progress this was considered to be an approach to the applicant advising of the resident concerns.
 - (ii) Councillors considered the outline application that had been submitted to erect 1 no. dwelling, detached garage and access on land adjacent 1 Ketley Dingle, Holyhead Road, Ketley. Councillors expressed no overall objection but concerns were expressed over issues relating to access to the property.
 - (iii) Councillors noted the current situation relating to the application for the conversion and enlargement of the White Lion Inn in Holyhead Road.

Concerns remain over the proposed parking arrangements for the owners of the properties at Hombersley Terrace. Attempts to broker an agreement with the applicants continue.

- (iv) Councillors also noted the continued concerns from owners of properties adjoining the property at 105 Potters Bank. These concerns relate to the height of the building to be erected and questions were being raised whether the Planning Officer had visited the site and understood these issues. The Locum Clerk is following up on these concerns.
- (v) Councillors noted that an application had been submitted under Section 191 for a Certificate of Lawfulness for an existing use of a dwelling Use Class C3(B) for the property at 25 Snowdrop Meadow, Ketley. Further clarification was considered appropriate on the intentions of use.

C20/063 AGENDA ITEMS FOR NEXT MEETING

- (i) Christmas lights.
- (ii) Christmas tree.
- (iii) Food vouchers.
- (iv) To advise Locum Clerk of further items to be considered for inclusion on the agenda.

C20/064 DATES OF SCHEDULED FORTHCOMING MEETINGS

Resources Committee	Wednesday 23 September @ 7:00pm (to be confirmed)
Finance Committee	Wednesday 23 September @ 8:00pm (to be confirmed)
Full Council	Wednesday 14 October @ 7:00pm

The Chairman closed the meeting at 8:30pm

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.

C20/065 STAFFING MATTERS

Cllr S Millward Thomas advised Councillors that the National Association of Local Councils had notified of the recent annual pay award for all local government employees. The amount was approximately 2.5% with the award being backdated to 1 April 2020. Councillors were notified of the amounts for each employee. These amounts would be paid at the end of September 2020.

Councillors discussed the proposal to transfer Elisabeth Bamford to the Council with the role of Assistant to the Clerk. Councillors agreed that the role should initially be on 25 hours per week and graded on SCP6.

Cllr S Millward Thomas advised that discussions would be held with SALC in relation to the Council seeking the appointment of a permanent Clerk.

Signed:

Chairman of Ketley Parish Council

Date: 14 October 2020