



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Meeting of Ketley Parish Council held on Wednesday 14 October 2020 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 Kuldip Sahota
Councillor Joy Francis	Councillor Andrew Morris
Councillor Dave Elliott	

Locum Clerk: Chris Maclean

Council Team: Elisabeth Bamford

In attendance: One member of the public.

C20/066 WELCOME

The Chairman welcomed everyone to this evening's meeting of the Council.

C20/067 PUBLIC SESSION

No issues raised.

C20/068 POLICE MATTERS

No representatives of the Police were present. Councillors noted the Community Surgery scheduled to be held in the Centre's car park on Saturday 24 October. It was also noted that the Police were providing Smartwater kits to those who requested these. The Locum Clerk advised Councillors that contact had been established with the Police Officer responsible for Smartwater provision. Councillors were aware of this initiative but that its provision could be expensive to the Council.

C20/069 APOLOGIES FOR ABSENCE

Cllr Dave Elliott (Other Commitment). Apology accepted.

C20/070 DECLARATION OF INTERESTS

None declared.

C20/071 TO APPROVE THE MINUTES OF MEETING HELD 9 SEPTEMBER 2020

Cllr M Evans proposed and Cllr H Rhodes seconded that the minutes of the meeting held on 9 September 2020 be adopted and it was resolved that the Chairman sign these as a true record.

C20/072 COMMUNITY CENTRE

- (i) Councillors were advised of continued bookings of the Centre by key users that fit within the current restrictions. One user, Peak Education, have withdrawn from the Centre and cancelled their bookings. Income for October

projected at £3,694. The appropriate Track and Trace measures remain in place.

- (ii) With regard to the premises, Councillors noted that a leak had been identified above the Parish Office but that a fix had been put in place. Some work has also been done to ensure that the metal ramp contains a grip surface to prevent people slipping in wet conditions. Attention is also being focused on the double doors exiting the hall to the rear car park as a member of the public had caught her finger. This is due to the closeness of the door bolt brackets. Signs had been installed to remind users to take extra care.
- (iii) The premises require checks and tests on a number of areas and quotations are being obtained in relation to Fire Risk Assessment; Fixed Wire Testing; Fire Extinguisher Checks and Boiler Service.
- (iv) Councillors noted that the Centre would be decorated with its external Christmas lights and a Christmas tree is scheduled to be in place from 7 December.
- (v) Provision of the Breakfast Club food parcels remain in place.

C20/073 GARDEN OF REST

- (i) The Locum Clerk advised Councillors that maintenance continues to focus on the grassed areas and that once the growing season ceased attention would turn to the edges inside the fencing.
- (ii) Concerns have arisen over the stability of some of the headstones and a topple test risk assessment would be undertaken.
- (iii) There had been a further recent interment and contact has been received in relation to another interment of ashes.

C20/074 EVENTS

- (i) It had been noted that in light of the current pandemic, there would be no events for the parish through to the Christmas period.
- (ii) Whilst it had been noted that there would be no Christmas lighting on Holyhead Road this year, discussion was held on the extent of the lighting that would be desirable within the parish. Discussion was held on the potential for further lighting on the Centre premises.

C20/075 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 work continues to update the financial information for the Council and details would be issued as soon as they are complete.

C20/076 FINANCE – ORDERS FOR PAYMENT

- (i) Payment orders were reviewed and authorisation was given by Councillors to their payment.
- (ii) Councillors reviewed the quotation and invoice for the acquisition of the desk unit for the reception area. **It was proposed by Cllr J Francis, seconded by Cllr M Evans and agreed unanimously that the Council proceed with the acquisition as detailed.**

C20/077 INTERNAL AUDIT

The Locum Clerk advised Councillors that work continues to develop a spreadsheet to monitor the implementation of the Recommendations.

C20/078 COUNCIL'S KEY DOCUMENTS

The Locum Clerk advised Councillors that work is being undertaken by Elisabeth on the Standing Orders and Financial Regulations. It is planned to present the completed documents to Council within the next couple of months, On completion, it is planned to look at the Council's policy documents.

C20/079 WEBSITE

The Locum Clerk advised Councillors that delays continue due to other pressing priorities. Cllr Millward Thomas offered help where required.

C20/080 IT

Councillors agreed that the Council proceed with the acquisition of three laptops. Mapping of the Centre's layout requires to be completed.

C20/081 BOUNDARY SIGNS

The Locum Clerk advised Councillors that no progress had been made in securing new signs at this stage.

C20/082 INFORMATION ITEMS

- (i) Councillors noted the review of the Telford & Wrekin Local Plan Consultation on Issues and Options running from 12 October to 4 December 2020. Discussion on this will be included in the next meeting.
- (ii) Councillors also noted the offer by Shropshire Climate Action Partnership to attend a future Council meeting to advise of efforts being made and proposed across the county to address climate issues.
- (iii) Councillors noted the communication from Telford & Wrekin Council on the Community Action Team. Councillors considered there may be merit in discussing with Telford & Wrekin Council what support could be provided in relation to parking enforcement near the school.

C20/083 PARISH MATTERS

- (i) The Locum Clerk advised of a visit received from a parishioner in relation to a flooding incident in his property on Holyhead Road. Cllr H Rhodes advised that she had discussed this incident with colleagues at Telford & Wrekin Council and believed that the issue had been addressed.
- (ii) Councillors noted that there had been issues across other areas of the parish, especially where properties are below the level of the highway.
- (iii) The lighting issue raised by Cllr H Rhodes was outstanding and the Locum Clerk would seek to have this prioritised.
- (iv) The quotations for the lighting in the Ketley Brook Underpass and at Wedgewood Crescent are awaited from EON. Arrangements are in hand for the painting of the Underpass to be undertaken.
- (v) Cllr A Jhawar advised that it have been identified that Highways England were responsible for the lighting in the Underpass below the M54 and the fault had been addressed.
- (vi) Cllr M Evans enquired whether a Parish Newsletter could be put together. Councillors considered the content that could be provided and the method of delivery. Councillors considered that the best timing would be to undertake this in November in time for distribution early December.

C20/084 PLANNING

- (i) Councillors considered the latest position in relation to the application at the White Lion. Consideration was given to a meeting with the residents of Hombersley Terrace.
- (ii) Councillors considered the latest position in relation to the application at 105 Potters Bank.
- (iii) Councillors considered the application in relation to the application at 23 Snowdrop Meadow. Councillors shared concerns which are to be forwarded to Telford & Wrekin Council.
- (iv) Councillors considered the Street Trading application in relation to the business established at the aggregates site. No objections were raised.
- (v) Cllr K Sahota shared concerns that there needed to be greater awareness over the types of properties being allowed change through permitted developments and that there needed to be greater local scrutiny.

C20/085 AGENDA ITEMS FOR NEXT MEETING

- (i) Telford & Wrekin Local Plan Consultation on Issues and Options
- (ii) Christmas lights.
- (iii) Road Signs.
- (iv) Newsletter.
- (v) To advise Locum Clerk of further items to be considered for inclusion on the agenda.

Cllr K Sahota gave his apologies and left the meeting at 8:20pm.

C20/086 DATES OF SCHEDULED FORTHCOMING MEETINGS

Resources Committee	Wednesday 28 October @ 7:00pm
Finance Committee	Wednesday 28 October @ 8:00pm
Full Council	Wednesday 11 November @ 7:00pm

The Chairman closed the meeting at 8:23pm.

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.

C20/087 STAFFING MATTERS

Councillors noted the developments to aid the Clerk.
Councillors also noted plans to advertise the Clerk position.
Councillors shared concerns over the impact of the pandemic on Council staff and the situation where they had to isolate through their own actions.
Councillors debated whether in such circumstances members of staff should continue to be paid where it was clear that they were not sufficiently covering their responsibilities from home.

Signed:

Chairman of Ketley Parish Council

Date: 11 November 2020