



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Meeting of Ketley Parish Council held on Wednesday 26 August 2020 via Microsoft Teams Virtual Remote Platform at 7:00pm

Present:

Councillor Sam Millward Thomas (Chairman)
Councillor Hilda Rhodes
Councillor Maggie Evans

Councillor Eileen Callear
Councillor Amrik Jhawar
Councillor Kuldip Sahota

Locum Clerk: Chris Maclean

In attendance: One member of the public.

C20/028 WELCOME

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

C20/029 PUBLIC SESSION

No issues raised.

C20/030 APOLOGIES FOR ABSENCE

Cllr D Elliott (no connection to platform), Cllr J Francis (other commitment), Cllr A Morris (other commitment), Cllr A Saini (isolation and no connection to platform) – apologies accepted.

C20/031 DECLARATION OF INTERESTS

None declared.

C20/032 TO APPROVE THE MINUTES OF MEETING HELD 8 JULY 2020

Cllr E Callear proposed and Cllr M Evans seconded that the minutes of the meeting held on 8 July 2020 be adopted and it was resolved that the Chairman sign these as a true record.

C20/033 COMMUNITY CENTRE

- (i) The Locum Clerk updated Councillors on the refurbishment of the Classroom and Reception area. Good progress being made and on target for completion on time.
- (ii) The Locum Clerk advised Councillors that the old reception counter had been removed and a new reception desk is required. Search for replacement ongoing and a proposal would be put to Councillors once a suitable desk was identified.

C20/034 GARDEN OF REST

- (i) The Locum Clerk advised Councillors of concerns over the level of access to the Garden of Rest because of both gates being kept open at all times. It was agreed that attempts be made to ensure one gate remains shut other than when the necessary vehicles require access.

C20/035 FINANCE

- (i) The Locum Clerk presented the 2019/2020 accounts.
- | | |
|---------------------------------------------|-------------|
| Balance Brought Forward as at 1 April 2019 | £126,635.18 |
| Annual Precept | £169,632.00 |
| Total Other Receipts | £62,359.72 |
| Staff Costs | £83,005.83 |
| Total Other Payments | £97,566.73 |
| Balance Carried Forward as at 31 March 2020 | £178,054.34 |

It was resolved that the Accounts for 2019/2020 be accepted and the Accounting Statements be signed by the Chairman.

- (ii) The Internal Auditors' report was presented to the meeting.
It was resolved that the recommendations contained in the reports be accepted and implemented as soon as possible.
- (iii) The Locum Clerk proposed to Councillors that the Internal Auditor be invited to audit the Council's accounts for 2020/2021.
It was resolved that JDH Business Services Ltd be invited to audit the 2020/2021 accounts.
- (iv) Councillors considered the statements in the Annual Governance Report and agreed that they were correct.
It was resolved that the Annual Governance Statement be signed by the Chairman.

C20/036 FINANCE – ORDERS FOR PAYMENT

- (i) Payment orders were reviewed and authorisation provided to effect payment.

C20/037 IT AUDIT

- (i) Councillors reviewed the report provided by JG Computer Services Ltd and recommendations to enhance the Council's IT offerings, flexibility of working and security.
- (ii) Councillors reviewed the proposals to purchase laptops.
It was resolved that the Locum Clerk proceed to order two laptops but that a quote be obtained to purchase a third.
- (iii) Councillors noted the proposal for IT support and its costs.
It was resolved that the Locum Clerk proceed to enter into an annual rolling contract for IT support from JG Computer Services Ltd at a monthly fee of £45.00 plus VAT with extra costs as necessary to resolve any IT issues not dealt within the monthly online support package.

C20/038 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 and the discovery that the Consultation letters did not reach the surrounding properties. The residents' concerns of the adjoining properties were noted and appreciated and Councillors would work with the residents to see what actions could be taken.
Councillors also considered the impact of the error by Telford & Wrekin Council and the actions required by the Parish Council to ensure there is no repeat of this incident.
- (ii) Councillors noted the request submitted to Telford & Wrekin Council to call in the application relating to The White Lion Inn in an attempt to resolve the concerns of the owners of the adjoining properties and their parking arrangements. It was also noted that progress could be made if a meeting

C20/043 STAFFING MATTERS

Councillors were advised of the proposals to address the Internal Auditor’s recommendations and change in staffing structure to support the Parish Council in its activities.

The Chairman advised Councillors that advice had just been received from Councillor Saini of his intention to resign from his role as Councillor effective 31 August 2020.

Signed:
Chairman of Ketley Parish Council

Date: 9 September 2020