KETLEY PARISH COUNCIL
FULL COUNCIL MINUTES

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 12 March 2025 at Ketley Community Centre at 7:00pm.

PRESENT:	Cllr. Dave Elliott	Cllr. Sam Millward Thomas
	Cllr. Maggie Evans	Cllr. Hilda Rhodes
	Cllr. Nick Heath	
CLERK:	Shelley Everton	
DEPUTY CLERK:	Zara Purvis	
PUBLIC:	0 Member(s) of the Public	

The (acting) Chair opened the meeting at: 7 PM

C24/216 WELCOME
Vice Chair, in absence of the Chair, Councillor Hilda Rhodes welcomed everyone to the meeting

C24/217 APOLOGIES FOR ABSENCE
Apologies received from Councillor Eileen Callear, Councillor Joy Francis (currently on a six-month approved absence), Councillor Amrik Jhawar. It was noted by Councillors that no apologies have been received from Councillor Ranbir Sahota or Councillor Sukh Thiara
All apologies acknowledged and accepted

C24/218 PUBLIC SESSION
No members of the public were present

C24/219 POLICE MATTERS
No police representative present

C24/220 DISCLOSABLE PECUNIARY INTERESTS
No Councillors disclosed any pecuniary interests

C24/221 INFORMATION ITEMS
Borough Councillor not present at the meeting

C24/222 PARISH MATTERS
Councillor Sam Millward Thomas advised that there are significant drainage works being done in Millenium Village where the issues have previously been raised, and an on-site meeting took place in conjunction with Hadley Parish Council, Oakengates Parish Council, and Andrew Careless from Telford and Wrekin Council. Councillor Sam Millward Thomas has suggested that we pause any further works in that area until the drainage works currently being undertaken are completed.
Councillor Dave Elliott raised the drainage at the entrance of the Community Centre car park. The Clerk has already raised this with Telford and Wrekin Council, so will chase this.

C24/223 COUNCIL MINUTES
Councillors received and agreed the minutes of the Full Council Meeting held on Wednesday 12 February 2025
PROPOSED by Councillor Nick Heath
SECONDED by Councillor Maggie Evans
ABSTAINED by Councillor Dave Elliott due to not being present at the previous meeting
ALL OTHER COUNCILLORS IN FAVOUR

C24/224 PLANNING APPLICATIONS
(i) No planning applications and enforcements currently with Telford & Wrekin Council to consider
(ii) No other planning applications to consider post publication of the agenda

C24/225 FINANCE
(i) Councillors noted the current state of Council's finances
(ii) Councillors noted the reconciliation for January and February 2025

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FULL COUNCIL MINUTES

C24/226 FINANCE – PAYMENTS

(i) Councillors inspected and authorised orders for payment.
PROPOSED by Councillor Nick Heath
SECONDED by Councillor Maggie Evans
ALL COUNCILLORS IN FAVOUR

(ii) Councillors inspected and authorised card payments
PROPOSED by Councillor Nick Heath
SECONDED by Councillor Maggie Evans
ALL COUNCILLORS IN FAVOUR

C24/227 UNPAID INVOICES

It was proposed by Councillor Sam Millward Thomas that Telford and Wrekin Council, and Warwick County Council be chased again for the outstanding payments, the individuals be written off due to issues with trying to contact. Wellbeing and Recovery College can be written off due to the room being cancelled and not used by the company. If payments are not received by the end of the financial year, all to be written off at that point.
PROPOSED by Councillor Sam Millward Thomas
SECONDED by Councillor Dave Elliott
ALL COUNCILLORS IN FAVOUR

C24/228 COMMUNITY GOVERNANCE REVIEW

Councillors discussed and agreed what comments they would like to put forth to Telford and Wrekin Council regarding the Boundary Review.

C24/229 COUNCILLOR ALLOWANCES

Councillors reviewed and authorised the Councillor Allowances for 2024 / 2025
PROPOSED by Councillor Sam Millward Thomas
SECONDED by Councillor Maggie Evans
ALL COUNCILLORS IN FAVOUR

C24/230 STAFF SALARY INCREASES

Councillor Millward Thomas advised that Christian and Sarah should both have a job appraisal meeting arranged to assess their job descriptions, responsibilities, and pay scales. All Councillors then reviewed and authorised staff salary increases from April 2025
PROPOSED by Councillor Sam Millward Thomas
SECONDED by Councillor Nick Heath
ALL COUNCILLORS IN FAVOUR

C24/231 ADDITIONAL STONE MASON APPROVAL

Councillors reviewed and agreed that the additional Stone Mason is to be added to the current approved list and that moving forwards, all Stone Masons on the approved list are to pay an admin fee of £25.00 per annum and provide their NAM certificate and Public Liability insurance certificate every year to remain on the list. This is to come into effect as of April 01, 2025.
PROPOSED by Councillor Sam Millward Thomas
SECONDED by Councillor Maggie Evans
ALL COUNCILLORS IN FAVOUR

C24/232 CREMATION MEMORIALS

Councillors reviewed and agreed a revised time scale for memorials to be placed on cremation graves following internment, changing the six-month rule for cremations to three months
PROPOSED by Councillor
SECONDED by Councillor
ALL COUNCILLORS IN FAVOUR

C24/233 GARDEN OF REST FEES

The Clerk requested that this item be deferred until the burials invoice has been received from Telford and Wrekin Council so that the fees can accurately reflect the payments required to be made by Council to Telford and Wrekin Council.

PROPOSED by Councillor Sam Millward Thomas
SECONDED by Councillor Maggie Evans
ALL COUNCILLORS IN FAVOUR

C24/234 COMMUNITY CENTRE FEES

Councillors discussed, reviewed, and agreed the new fees for the Community Centre

PROPOSED by Councillor Maggie Evans
SECONDED by Councillor Dave Elliott
ALL COUNCILLORS IN FAVOUR

C24/235 TELFORD AND WREKIN'S PLAY STRATEGY

Councillors completed the Play Strategy provided by Telford and Wrekin Council.

C24/236 PARISH AND TOWN COUNCIL SURVEY

Councillors completed the Parish and Town Council survey.

C24/237 AGENDA ITEMS FOR THE NEXT MEETING

(i) Garden of Rest – scatter garden
(ii) Community Centre building spires to be painted
(iii) New chairs for the Community Centre

C24/238 PLANNED DATES OF FORTHCOMING MEETINGS

Finance Committee	Wednesday 26 March 2025	1 PM
Full Council Meeting	Wednesday 09 April 2025	7 PM
Resources Committee	TBC	TBC

The (acting) Chair closed Public Session at: 8:15 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.

The (acting) Chair closed Private Session at: 8:27 PM

Signed _____ **Date** Wednesday 09 April 2025
Chairman