



KETLEY PARISH COUNCIL

ANNUAL COUNCIL MINUTES

MINUTES of the Annual Meeting of Ketley Parish Council held on Wednesday 14 May 2025 at Ketley Community Centre at 7 PM

PRESENT: Cllr. Helen Barker
Cllr. Eileen Callear
Cllr. Dave Elliott
Cllr. Maggie Evans
Cllr. Amrik Jhawar
Cllr. Sam Millward Thomas
Cllr. Hilda Rhodes
Cllr. Sukh Thiara

CLERK: Shelley Anthony
DEPUTY CLERK: Zara Purvis
PUBLIC: 13 Member(s) of the Public

The Chair opened the meeting at:

7 PM

AC25/001 WELCOME

Councillor Eileen Callear welcomed everyone to the meeting, including Councillor Helen Barker as this is her first meeting since being elected.

AC25/002 ELECTION OF CHAIRMAN

It was proposed that Councillor Sam Millward Thomas adopt the role of Chair for Ketley Parish Council for the 2025/2026 calendar year.

PROPOSED BY COUNCILLOR Amrik Jhawar

SECONDED BY COUNCILLOR Hilda Rhodes

ALL COUNCILLORS IN FAVOUR

No additional candidates were nominated.

AC25/003 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Sam Millward Thomas signed the Declaration of Acceptance of Office as a Parish Council Chairman for the 2025/2026 term.

AC25/004 ELECTION OF VICE CHAIRMAN

It was proposed that Councillor Hilda Rhodes retain the role of Vice Chair for Ketley Parish Council for the 2025/2026 calendar year.

PROPOSED BY COUNCILLOR Eileen Callear

SECONDED BY COUNCILLOR Amrik Jhawar

ALL COUNCILLORS IN FAVOUR

No additional candidates were nominated.

AC25/005 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Hilda Rhodes signed the Declaration of Acceptance of Office as a Parish Council Vice Chairman for the 2025/2026 term.

AC25/006 APOLOGIES FOR ABSENCE

Apologies received from Councillor Joy Francis who is currently on an approved leave of absence, Councillor Nick Heath due to a family emergency, and Councillor Ranbir Sahota due to being out of the country. Councillor Sukh Thiara advised that he will be required to leave the meeting early due to another engagement.

All Councillors acknowledged and accepted the apologies.

AC25/007 PUBLIC SESSION

Students from Meadows Primary School who make up the school's student council joined the Annual General Meeting of Ketley Parish Council this evening to ask some of the questions that had been put together by the students

Student: as students at Meadows Primary School, we have noted poor parking, speeding, and road rage by road users around our school. What is being done to try and make this safer for us?
Councillor Sam Millward Thomas: parking and speeding by Meadows Primary School has been an issue for a long time unfortunately. The Parish Council aims to work with the school directly, parents of students, and the students themselves to try our best to make it safer. The Parish Council also work alongside Telford and Wrekin Council to promote road safety.



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Councillor Eileen Callear: the safety issues around parking and speeding are quite difficult for the Parish Council to address. We would encourage people to walk where they can, to minimise the amount of traffic. As students at the school, who are affected directly, you can work to educate your parents/guardians.

Councillor Sam Millward Thomas: students have already done amazing work regarding road safety, and the posters that they have created by them are already posted in and around the school grounds.

Councillor Helen Barker: it would be a good idea for the Parish Council and/or the school to discuss the issues we are facing with other schools within Telford to see what steps they have taken to help with parking and/or speeding issues at their schools and see if they suggest anything that we can implement.

It was proposed by the Chair that we break standing orders (public session to last only 15 minutes) on this occasion to allow for all the students in attendance to present the questions that they had ready to be discussed at the meeting this evening.

PROPOSED BY COUNCILLOR Maggie Evans

SECONDED BY COUNCILLOR Hilda Rhodes

ALL COUNCILLORS IN FAVOUR

Student: we have experienced anti-social behaviour, and witnessed teenagers swearing, littering, and loitering in groups in and around the parks and open spaces in Ketley. What can be done to make us feel safer?

Councillor Sam Millward Thomas: as a Parish Council, we have worked with the relevant agencies and had CCTV installed in some of the open spaces in Ketley, including the parks. We have increased our work with the police and the Neighbourhood Enforcement Officers (NEO's). Ketley Parish Council have also started a youth club on Thursdays during term time to create a safe environment for children to come and do nice things with their friends. As a Parish Council, we can look at the installation of more lighting in the parks to help deter anti-social behaviour.

Councillor Eileen Callear: is there anything, as students, you feel we can do as a Parish Council to help with this?

The students will go away and ask their classmates the question raised by Councillor Eileen Callear and return at a later date with some suggestions for the Parish Council to consider.

Student: we have noticed that sometimes the bins are not being emptied, how can we make sure they aren't left to overflow?

Councillor Sam Millward Thomas: we have two staff members who make up the Community Action Team (CAT), and they can help us as a community by emptying overflowing bins if they have been left. If you do spot an overflowing bin, or any bins that need emptying, let your Parish Councillors know.

Councillor Helen Barker: did you know there is an app called My Telford? If you ask your grown up(s) to download the app to their phone, when you are out and about in the Parish, if you see anything that you would like to report, including overflowing bins, you can do this instantly via the app. It will also pick up your location at the time of reporting so the relevant people can find the issue and fix it as soon as they can.

Councillor Eileen Callear: as students, you could make some posters about littering and why it is bad for the Parish and have them put up in and around school. I will also look at getting you some more litter pickers.

Student: we have noticed that there are more homeless people in Telford, and we want to help. What can the Parish Council do to help us to help them?

Councillor Sam Millward Thomas: everyone should be able to access the support they require, especially when it comes to housing and homelessness. Telford and Wrekin Council have a homelessness strategy which you can find out more about on the Telford and Wrekin Council website.

Councillor Eileen Callear: you can report any concerns for individuals who you think may require housing support on the Telford and Wrekin website. Telford and Wrekin Council also work with charities such as Stay, KiP, and multiple other housing associations in the aim to eradicate homelessness.

Student: by Mannerly Wood Play Area, there is an uneven pathway which is a health and safety hazard for anyone walking, can you help us get this fixed?



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Councillor Sam Millward Thomas: this is definitely a concern, and is something that we can we, as a Parish Council, can work with Telford and Wrekin Council on to find a solution.

Councillor Eileen Callear: as mentioned before when we discussed the reporting of overflowing bins, an uneven/unsafe pathway can also be reported via the My Telford app.

Councillor Helen Barker: reporting anything of concern to the Parish Council is amazing, as it gives us the information to try and push for solutions. However, the more reports that are logged via My Telford regarding the same issue will highlight it to be rectified sooner.

Councillor Amrik Jhawar: it is part of our duty, as Councillors, to complete regular ward walks and report any issues that we may come across to the relevant agencies. As Councillors, we have stronger knowledge of the different teams within Telford and Wrekin Council in which to direct the reports to.

AC25/008 DISCLOSURE OF PECUNIARY INTERESTS AND OTHER INTERESTS

Councillor Amrik Jhawar disclosed an interest in agenda item AC25/019 due to sitting on the Planning Committee for Telford and Wrekin Council

AC25/009 COUNCIL STRUCTURE

(i) To consider the Council's Committee structure.

(ii) It was proposed that the Finance and General Purposes Committee be made up of the following Councillors: Councillor Helen Barker, Councillor Eileen Callear, Councillor Dave Elliott, Councillor Maggie Evans, Councillor Nick Heath, Councillor Amrik Jhawar, and Councillor Hilda Rhodes. Councillor Sam Millward Thomas advised that he would attend these meetings as ex-officio due to being the Chair of the Council

PROPOSED BY COUNCILLOR Eileen Callear

SECONDED BY COUNCILLOR Helen Barker

ALL COUNCILLORS IN FAVOUR

(iii) It was agreed by all Councillors to appoint Councillor Amrik Jhawar as Chair of the Finance and General Purposes Committee.

PROPOSED BY COUNCILLOR Eileen Callear

SECONDED BY COUNCILLOR Sam Millward Thomas

ALL COUNCILLORS IN FAVOUR

(iv) It was agreed to maintain the current membership of the Staffing Committee: Councillor Eileen Callear, Councillor Dave Elliott, Councillor Joy Francis, Councillor Nick Heath, and Councillor Sam Millward Thomas

PROPOSED BY COUNCILLOR Sukh Thiara

SECONDED BY COUNCILLOR Maggie Evans

ALL COUNCILLORS IN FAVOUR

(v) It was agreed by all Councillors to appoint Councillor Sam Millward Thomas as Chair of the Staffing Committee.

PROPOSED BY COUNCILLOR Eileen Callear

SECONDED BY COUNCILLOR Amrik Jhawar

ALL COUNCILLORS IN FAVOUR

(vi) It was agreed to maintain the current membership of the Appeals Committee, with the addition of one Councillor: Councillor Helen Barker, Councillor Amrik Jhawar, Councillor Hilda Rhodes, Councillor Ranbir Sahota, and Councillor Sukh Thiara

PROPOSED BY COUNCILLOR Eileen Callear

SECONDED BY COUNCILLOR Hilda Rhodes

ALL COUNCILLORS IN FAVOUR

(vii) It was agreed by all Councillors to appoint Councillor Sukh Thiara as Chair of the Appeals Committee.

PROPOSED BY COUNCILLOR Helen Barker

SECONDED BY COUNCILLOR Maggie Evans

ALL COUNCILLORS IN FAVOUR



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AC25/010 APPOINTMENTS TO OUTSIDE BODIES

Council to consider nominations and appoint to the following bodies:

- (i) It was proposed that we keep the two available seats for TMC – Client Sponsors Group vacant due to no meeting invites having been received over the last 24 months. Should an invite be received by the Clerk, she will bring the invitation to the meeting that follows
PROPOSED BY COUNCILLOR Hilda Rhodes
SECONDED BY COUNCILLOR Maggie Evans
ALL COUNCILLORS IN FAVOUR
- (ii) It was proposed that Councillor Nick Heath and Councillor Sam Millward Thomas retain their seats on Telford Millennium Management Company
PROPOSED BY COUNCILLOR Eileen Callear
SECONDED BY COUNCILLOR Hilda Rhodes
ALL COUNCILLORS IN FAVOUR
- (iii) It was proposed that Councillor Nick Heath retain his seat on the Wrekin Area Committee, and that Councillor Ranbir Sahota replace Councillor Sam Millward Thomas
PROPOSED BY COUNCILLOR Amrik Jhawar
SECONDED BY COUNCILLOR Hilda Rhodes
ALL COUNCILLORS IN FAVOUR
- (iv) It was proposed that Councillor Maggie Evans sit on the Telford & Wrekin Bus User Group
PROPOSED BY COUNCILLOR Sam Millward Thomas
SECONDED BY COUNCILLOR Eileen Callear
ALL COUNCILLORS IN FAVOUR
- (v) It was proposed that Councillor Dave Elliott, Councillor Hilda Rhodes, and Councillor Ranbir Sahota retain their seats on Friends of Ketley Paddock Mound (3 seats)
PROPOSED BY COUNCILLOR Amrik Jhawar
SECONDED BY COUNCILLOR Maggie Evans
ALL COUNCILLORS IN FAVOUR

Councillor Sukh Thiara left the meeting at 7:45 PM

AC25/011 REVIEW AND ADOPTION OF STANDING ORDERS

It was proposed that the Standing Orders are deferred until the next Full Council Meeting to be reviewed, agreed, and approved due to changes to the model Standing Orders by NALC

PROPOSED BY COUNCILLOR Eileen Callear
SECONDED BY COUNCILLOR Maggie Evans
ALL COUNCILLORS IN FAVOUR

AC25/012 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS

The Financial Regulations were reviewed, agreed and approved.

PROPOSED BY COUNCILLOR Eileen Callear
SECONDED BY COUNCILLOR Maggie Evans
ALL COUNCILLORS IN FAVOUR

AC25/013 REVIEW OF INVENTORY OF ASSETS

Councillors reviewed and accepted the Inventory of Assets

PROPOSED BY COUNCILLOR Amrik Jhawar
SECONDED BY COUNCILLOR Sam Millward Thomas
ALL COUNCILLORS IN FAVOUR

AC25/014 REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972

The Council's Expenditure Incurred Under Section 137 of the Local Government Act 1972 was reviewed, agreed and approved.

PROPOSED BY COUNCILLOR Helen Barker
SECONDED BY COUNCILLOR Maggie Evans
ALL COUNCILLORS IN FAVOUR



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AC25/015 INFORMATION ITEMS

Borough Councillor Ranbir Sahota has provided her apologies for this meeting, therefore there are no updates to note from the Borough Councillor

AC25/016 PARISH MATTERS

Councillor Hilda Rhodes advised that a car had crashed into the garden of 70 Copper Beech Road on Monday 12 May 2025 and wondered if the police had provided the office with any further information regarding this incident

The Clerk will follow up with the police to obtain any relevant updates on this matter

Councillor Eileen Callear provided Councillors with an update regarding the right of way that connects Ketley, Oakengates, and Hadley & Leegomery at the bottom of Millenium Village – the road is being resurfaced by Persimmon Homes (developer at Hadley Gate) who have allocated full funding for this work to be completed. Works are due to commence over the next few months Councillor Eileen Callear advised that environmental agencies are currently conducting investigating pollution at Ketley Brook, any updates will be shared as and when they are received The Clerk was emailed by a resident concerning a tree to the front of their property that is being targeted by vandals. Councillor Eileen Callear has been in touch with this resident and explained to them that the responsibility of protecting the tree lies with Wrekin Housing Trust, but the vandalism can be reported to the police as it falls under anti-social behaviour

Councillor Amrik Jhawar is still receiving resident complaints from those who live on Broadway regarding the weekend parking issues

The Clerk will follow up with Telford and Wrekin Council regarding the TRO that was presented to Council in October 2024

Councillor Helen Barker reported a vandalised Virgin Media cabinet to Virgin direct who have come and taped it off ahead of it being rectified fully.

Councillor Barker also advised that the individual who consistently rides his quad bike illegally has been reported to her by a resident, who is now keeping a log of all sightings and timings in order to pass over to the Police in the hopes of catching them

The Clerk has already discussed this with Councillor Helen Barker, and has advised the police of this

Councillor Helen Barker has been asked to raise a resident question on behalf of Councillor Nick Heath in his absence from this evening's meeting – the pathway to the rear of the Community Centre, known as Coronation Walk, has still not been rectified

The Clerk will ask for Severn Trent to come out to the site again to see what assistance they can provide. The Clerk will also continue to chase Andrew Careless as she has not yet received any correspondence from him off the back of her previous email/call attempts

Both Councillor Dave Elliott and Councillor Maggie Evans have received amazing feedback from residents who attended our VE Day Tea Party on Saturday 03 May 2025, as well as being asked to pass on thanks to all staff and Councillors involved who made it happen and could attend

AC25/017 COUNCIL MINUTES

Councillors received and agreed the minutes of the Full Council Meeting held on Wednesday 09 April 2025

PROPOSED BY COUNCILLOR Eileen Callear

SECONDED BY COUNCILLOR Maggie Evans

ABSTAINED BY COUNCILLOR Helen Barker due to not being present

ALL OTHER COUNCILLORS IN FAVOUR

It was RESOLVED that the minutes of the meeting held on Wednesday 09 April 2025 be adopted and that the Chair, Councillor Sam Millward Thomas sign these as a true record



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AC25/018 FINANCE – PAYMENTS

- (i) Councillors inspected and authorised orders for payment incurred in delivering Parish Council Services

PROPOSED BY COUNCILLOR Dave Elliott

SECONDED BY COUNCILLOR Amrik Jhawar

ALL COUNCILLORS IN FAVOUR

- (ii) Councillors inspected and authorised card payments incurred in delivering Parish Council Services

PROPOSED BY COUNCILLOR Maggie Evans

SECONDED BY COUNCILLOR Eileen Callear

ALL COUNCILLORS IN FAVOUR

AC25/019 PLANNING

It was proposed by Councillor Eileen Callear that we postpone discussing this item until after item AC25/023 to allow for Councillor Jhawar to not have to leave the meeting until everything else has been discussed

PROPOSED BY COUNCILLOR Eileen Callear

SECONDED BY COUNCILLOR Maggie Evans

ALL COUNCILLORS IN FAVOUR

AC25/020 COMMUNITY GOVERNANCE REVIEW

Councillors discussed the Community Governance Review

Councillor Eileen Callear currently sits on the Community Governance Committee, however, advised that she will be resigning her seat on this committee prior to the next meeting

Councillor Sam Millward Thomas was happy to see that there were not too many changes to Ketley Parish, but suggested that we send a letter to the residents who live on Beveley Road and Lea Brook to obtain some feedback as to how they feel due to it being them who will be affected directly by the proposed plan

Councillor Helen Barker spoke about 'community cohesion', but the proposed plan to make the already smaller Parish of Ketley smaller doesn't make sense. If Ketley was to stay as is currently, but take on Overdale, Ketley would stand at approximately 400 residents per Councillor. By doing this, Lawley would have approximately 500 residents per Councillor in comparison to their current standing of approximately 1,000 residents per Councillor. Councillor Barker also advised that in the proposal, St Georges and Donnington have been noted as 'sharing a common identity of being older established communities in the borough with similar needs, demographics and identity'. She feels Ketley and Overdale share more commonalities and history in comparison to St Georges and Donnington, so it would make more sense for Overdale to merge into Ketley Parish Council

Councillor Eileen Callear raised the question of what can we do, as a Parish Council, to get people involved

Councillor Millward Thomas suggested that we hold a public consultation where the residents are invited in to have their say and ask any questions they may have, to gain a deeper understanding of the Governance Review, and how it directly affects them

Councillor Maggie Evans proposed that we advertise the history of Ketley as part of this consultation so that residents can gain a deeper knowledge of the links between Ketley and Overdale

AC25/021 MEMORIAL BENCH

Councillor Millward Thomas suggested that we establish a suitable location in which a bench can be instituted, and then we can respond to the family with that location as the only appropriate offer

Councillor Eileen Callear advised that there is a bench currently located outside of the Horseshoes pub in Ketley that is very worn. This bench could be removed and replaced with the proposed memorial bench

The Clerk will email the family to make them aware of the identified location in which Councillors are happy for the memorial bench to be situated



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AC25/022 AGENDA ITEMS FOR NEXT MEETING

- (i) New chairs for the Community Centre
- (ii) Decking to the rear of the Community Centre requires fixing
- (iii) Branding for the Parish Council, such as tablecloths, name plaques, etc.
- (iv) Stone wall bordering the Community Centre requires repointing

AC25/023 PLANNED DATES OF FORTHCOMING MEETINGS

Full Council Meeting

Wednesday 11 June 2025

7 PM

Councillor Amrik Jhawar left the meeting at 8:29 PM

AC25/019 PLANNING

To consider planning applications and enforcements currently with Telford & Wrekin Council:

- (i) **TWC/2025/0291** - 3 Wesley Court, Wedgewood Crescent, Ketley, Telford, Shropshire, TF1 5BZ
Conversion of existing 1no. dwelling to 2no. flats

No comments to add

PROPOSED BY COUNCILLOR Eileen Callear

SECONDED BY COUNCILLOR Maggie Evans

ALL COUNCILLORS IN FAVOUR

- (ii) To consider planning applications received after the publication of the agenda

- (iii) **Street Trading Consent** – Pete's Ice Cream

Councillor Hilda Rhodes disclosed a pecuniary interest in this item due to being involved with licencing via Telford and Wrekin Council

No comments to add

PROPOSED BY COUNCILLOR Maggie Evans

SECONDED BY COUNCILLOR Helen Barker

ALL COUNCILLORS IN FAVOUR

- (iv) **TWC/2025/0332** - Abitus House, Holyhead Road, Ketley, Telford, Shropshire, TF1 5YB

Erection of a 2.1m high fence and gates and creation of a vehicular access

Councillors would like the following concerns raised by the Clerk to planning regarding this application: the obstructed view that may occur once the proposed fence has been erected and the safety concerns this raises, and issues with vehicular access to and from the garage and what implications this may have on residents who live on Quarry Lane. Councillors would also like to request further information from planning due to the boundary showing the garage owning the right of way used by residents to access their homes.

PROPOSED BY COUNCILLOR Helen Barker

SECONDED BY COUNCILLOR Dave Elliott

ALL COUNCILLORS IN FAVOUR

- (v) **TWC/2024/0596** – INFORMATION ONLY

The Bungalow, Red Lees, Ketley, Telford, Shropshire, TF1 5DF

Application under Section 191 for a Certificate of Lawfulness for an existing use for change of use from private open land to private garden land and driveway

Councillor Sam Millward Thomas disclosed a pecuniary interest in this item due to knowing the residents

All Councillors noted planning TWC/2024/0596

The Chair closed Public Session at:

8:39 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.



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The Chair closed Private Session at:

8:41 PM

Signed

Chairman

Date