



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Meeting of Ketley Parish Council held on Wednesday 16 December 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 Dave Elliott
Councillor Andrew Morris	

Locum Clerk: Chris Maclean

Council Team: Elisabeth Bamford

Community Centre Manager: Christian Smith

Guests: Dean Sargeant and Paul Fenn from Telford & Wrekin Council

In attendance: One member of the public.

C20/106 WELCOME

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

C20/107 PUBLIC SESSION

No issues raised.

C20/108 TELFORD & WREKIN COUNCIL COMMUNITY ACTION TEAM

The Chairman welcomed Dean Sargeant and Paul Fenn of Telford & Wrekin Council to the meeting. Dean thanked the Chairman for the welcome and opportunity to advise Councillors of the scope of Telford & Wrekin Council's Community Action Team and its offering.

Dean explained to Councillors the scope of the Team. Options to buy in to a number of components are available which range from Public Realm and Parish Maintenance through to Enforcement covering issues like poor parking and fly-tipping. Dean advised that the current Parish Environment Team set-up maintained with Telford & Wrekin Council can be incorporated into the Community Action Team set-up.

Dean further advised that entering the Community Action Team contract would require a three-year commitment, with the costs match funded by Telford & Wrekin Council. The Locum Clerk advised Councillors that the current annual cost to the Parish Council of working with the Parish Environment Team set-up is approximately £38,500.

Councillors were advised that the Parish Council has the option to share the components with another Town or Parish Council to help mitigate costs and share resources. The Locum Clerk advised Councillors that discussions were currently being held with the Clerk at Wellington Town Council on the Enforcement options but that he was also aware of interest by the Clerk at

Hadley & Leegomery Parish Council in entering into a sharing arrangement and he would make contact with that Clerk to identify the opportunities. Councillors considered the possibilities in relation to the Enforcement option. Councillors discussed with Dean Sargeant and Paul Fenn the scope of how this may operate in the area adjoining Meadows School. Councillors were advised that from a contractual perspective the expectation is that this would commence from 1st April, although it could be brought forward if required. From the match funding perspective, this option would expire in June 2021. Councillors expressed thanks to Dean and Paul for the information which would be considered. Dean and Paul left the meeting at 7:40pm.

C20/109 POLICE MATTERS

No representatives of the Police were present. No issues have been raised with the Council.

The newsletters being produced by the Police were being forwarded to Councillors and placed on noticeboards.

The Locum Clerk noted the recent promotion by the Police of supporting a speed awareness and monitoring team in both Ketley and Oakengates.

Whilst it had been noted that volunteers had been identified in Oakengates, it was not clear if this had also been achieved in Ketley.

Councillors agreed that once the meeting dates for the coming year had been agreed, details be forwarded to the Police to provide them an opportunity to attend.

C20/110 APOLOGIES FOR ABSENCE

None.

C20/111 DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Cllr H Rhodes noted her membership of Telford & Wrekin Licensing Committee which may include decisions on applications relating to Ketley Parish.

C20/112 TO APPROVE THE MINUTES OF MEETING HELD 11 NOVEMBER 2020
Cllr E Callear proposed and Cllr M Evans seconded that the minutes of the meeting held on 11 November 2020 be adopted and it was resolved that the Chairman sign these as a true record.

C20/113 COMMUNITY CENTRE

- (i) The Community Centre Manager advised Councillors that bookings were being made by the regular users, although mostly on a Monday to Friday basis. Restrictions still exist for the senior citizen social groups.
- (ii) Income for the Centre over the last two months reached £4,000. The creation of the small meeting room off Reception had generated almost £1,000 of income to date.
- (iii) Following the decision by All Nations Church to stop supporting the Breakfast Food Parcels, Telford & Wrekin Council had forwarded the remaining funding of £1,500 to the Parish Council.
- (iv) Councillors were advised that breakfast club parcels had now extended to 80 parcels providing 400 breakfasts. For the Christmas period, parcels would be doubled up to cover the closure of the Centre from 23 December and re-opening on 4 January.

- (v) The Centre Manager enquired of Councillors their thoughts on the options for the future use of the Centre. It was recognized that with the completion of the refurbishment of the Classroom, more attractive facilities were available. The options that were discussed ranged across the age groups and could cover community related events like bingo, youth club, entertainment and quiz nights throughout the year. Consideration was also given to the possibility of a pop-up tea-room.
- (vi) Councillors agreed that the Centre Manager should progress with the investigation into running such events and their costs.
- (vii) The Centre Manager discussed with Councillors the level of engagement within the Community and the suggestion of a resident survey was considered once the environment and situation would allow. Councillors agreed a key aspect of future success is their contribution and promotion of the Centre.
- (viii) The Centre Manager advised that the facilities officer was still off work but contact was being maintained with him and details were awaited on the timing of his return.
- (ix) On the recruitment of the new Centre Assistant, Councillors noted the plan to conduct interviews on 8 January. The Centre Manager was contacting the previous five applicants of interest to check on their continued interest in the position
- (x) Councillors expressed their appreciation of the Christmas tree and lighting outside the Centre. Expressions of thanks were made to Littlefords Nursery for their contribution of the tree.

C20/114 EVENTS

- (i) The Community Centre Manager advised Councillors of the Santa Trail set up around the Telford Millennium Village and play areas with a competition to win one of two hampers which had been made up and donated by Morrisons.
- (ii) The Centre Manager advised Councillors that he had been in touch with the teams at adjoining Parish Councils to understand what they were providing in relation to Christmas events for senior citizens. The option to provide meals, albeit this year being undertaken via delivery channels to homes, appeared to be a popular one. When provided in person it creates a strong social atmosphere. Cllr K Sahota advised that he had found this to be a successful way of meeting parishioners, sharing a good time and social interaction and was supportive of such an initiative.
- (iii) The Centre Manager updated Councillors on the planning for Christmas lights on Holyhead Road for the next festive season. Whilst an indicative quote had been received from one company, quotes are required from at least two other providers. A second company is expected to visit in January and details of a third company to be provided by Locum Clerk.
- (iv) A key area of understanding is the ability to access the wiring within the lighting columns but to date, access to the correct person in Telford & Wrekin Council had not been successful. Cllr E Callear and Cllr H Rhodes requested the details and would follow up direct.

Councillors expressed their thanks to the Centre Manager for his contributions and he left the meeting at 8:15pm.

C20/115 GARDEN OF REST

- (i) The Locum Clerk advised Councillors that there had been a period of quiet activity with only one recent internment

- (ii) Some concern was expressed over the condition of the fence as it had been observed that somebody was working on the panels at the bottom right hand side.
- (iii) Councillors noted that the members of the Parish Environment Team were doing good work, benefitting the parish. Councillors expressed keenness to retain the resources.

C20/116 MEADOWS SCHOOL – PUPILS DROP OFF AND PICK UP

Councillors discussed the concerns relating to the parking of cars in the area adjoining Meadows School and the impact on residents during the times when pupils were dropped off or picked up. Councillors noted that previous visits by Enforcement team of Telford & Wrekin Council had not made any long-term difference.

Councillors agreed that a long-term solution needed to be found. Councillors recognized that the school appeared to own a plot of land in front of the school that may be considered suitable to conversion for a drop off and pick up zone. Cllr J Francis and Cllr S Millward Thomas agreed that they would raise the topic at a future meeting of the school governors.

C20/117 FINANCE

- (i) Councillors noted the details of the bank balances which had been distributed earlier in the day.
- (ii) The Locum Clerk explained to Councillors the details in the first draft of the next financial year budgeted expenditure report. The calculations had been undertaken on the basis that there would be no increase in the Precept. Councillors noted that further work is required and reports on the current and previous year's performance would be provided for the next Council meeting.
- (iii) Councillors considered the options in relation to the Precept for the next financial year and there was general agreement that the budget be set to achieve a 0% change.
- (iv) Councillors extended their thanks on the work undertaken and detail provided.

C20/118 FINANCE - ORDERS FOR PAYMENT

- (i) Payment orders were reviewed and authorisation was given by Councillors to their payment.
- (ii) Councillors noted a number of the invoices related to the installation on the new IT equipment. The Locum Clerk advised that during the transfer of part of the Council's data, a virus had been identified in a document from 2016, but that no other impact had been seen.

C20/119 MENTAL HEALTH REPRESENTATIVE/CHAMPION

Cllr E Callear advised Councillors of the initiative being supported by Telford & Wrekin Council to promote a mental health representative or champion on behalf of Town and Parish Councils to work with Councillor Kelly Middleton, the Telford & Wrekin Council Mental Health Champion. The idea behind this is to help create a positive attitude and understanding of mental health within the community.

Cllr E Callear and Cllr S Millward Thomas offered to undertake the coordination role on behalf of the Parish Council going forward.

C20/120 INFORMATION ITEMS

No items raised.

C20/121 PARISH MATTERS

- (i) Councillors noted reports of litter accumulating in the Copper Beech Road area. Enquiries to be made with our Parish Environment Team on their ability to address this.
- (ii) The Locum Clerk advised of parishioner concerns over speeding traffic on Copper Beech Road. Councillors discussed the merits of installing a speed indicator device. Locum Clerk will investigate and discuss with the Police.
- (iii) Councillors noted that a grit bin had been placed near the Incline but concerns were raised that it had not been put in the appropriate place. Locum Clerk to investigate.
- (iv) The Locum Clerk noted that Cllr E Callear had enquired which of the bus stops within the parish were the responsibility of the Parish Council. Cllr S Millward Thomas advised that the brick-built stops were the responsibility of the Parish Council whilst the plastic stops were the responsibility of Telford & Wrekin Council. Cllr E Callear advised that the reason for the enquiry was to seek to address the current state of tidiness across the parish.
- (v) Councillors considered the merits of installing an electric charge point within the parish. For location, the merits of the Community Centre were considered. Councillors also noted that with the proposed establishment of a Sainsbury store at The White Lion Inn, the company may install such a point in their car park.
- (vi) Cllr A Jhawar enquired on developments to resolve the failure of streetlights K86 and K87 on Red Lees. The Locum Clerk advised that these had been reported and would check on status of repair.
- (vii) Cllr D Elliott noted that there was a lot of vermin around the site at Recycling House. The issue would be raised with Telford & Wrekin Council.

C20/122 PLANNING

- (i) Councillors considered the Telford & Wrekin Local Plan Consultation on Issues and Options which had been subject to some discussion at the Council meeting on 11 November. Additional comments to be provided should relate to open spaces being preserved such as Ketley Playing Fields and the land at the rear of the Garden of Rest. The Locum Clerk to provide response on behalf of the Parish Council.
- (ii) Councillors noted the recent trading licence application for the retail store to be sited at The White Lion Inn and in name of Sainsbury's. Cllr H Rhodes declared an interest in view of her role on Telford & Wrekin Council's Licensing Committee. No objections were raised by the other Councillors. Councillors noted that the application had been made to allow for 24 hours trading which was longer than detailed in the planning application. Some concern was raised whether this would create issues and concerns for adjoining neighbours in addition to their parking arrangements. Locum Clerk to follow up.
- (iii) The Locum Clerk advised Councillors that concerns had been raised by residents close to The Wren's Nest over the planning application for the take-away retail units. The concerns included insufficient number of adjoining property owners being advised. The planning officer from Telford & Wrekin Council was addressing these concerns and the Locum Clerk was following up with the residents. The residents were being advised to register their concerns with Telford & Wrekin Council. Councillors noted the submission of amended plans by the applicant to Telford & Wrekin Council in relation to the car parking at the units. Cllr S Millward Thomas noted that whilst these amendments did not alter the Parish Council's position, it should be noted that the concerns of the residents be considered by the planning officer.

- (iv) Cllr S Millward Thomas advised Councillors of the recent developments in relation to the Land adjacent to 10 Bluebell Coppice where Telford & Wrekin Council are seeking to conclude the application process and communicate a decision. A meeting is being scheduled by Telford & Wrekin Council with adjoining neighbours for early January. Details are awaited from Telford & Wrekin Council and will be shared with Councillors.
- (v) Councillors noted the retrospective planning application for the property at 2 Cornflower Grove and the erection of a 1.8m high fence. Application to be considered by Councillors and responses to Locum Clerk where appropriate.

C20/123 FUTURE MEETING DATES

The Locum Clerk advised Councillors that the list of meeting dates was being finalised and would be distributed.

C20/124 AGENDA ITEMS FOR NEXT MEETING

- (i) Boundary Signs.
- (ii) To advise Locum Clerk of further items to be considered for inclusion on the agenda.

C20/125 PLANNED DATES OF FORTHCOMING MEETINGS

Full Council	Wednesday 13 January 2021 @7:00pm
Resources Committee	Wednesday 27 January 2021 @ 7:00pm
Finance Committee	Wednesday 27 January 2021 @ 8:00pm

The Chairman declared the public session of the meeting closed at 9:15pm

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.

C20/126 STAFFING MATTERS

Cllr S Millward Thomas advised Councillors on recent developments to address the Clerk role and Centre staff resourcing.
 With one member of Centre staff being absent from work, reliance continues on Mrs Bamford to support the Centre in addition to the duties now being taken on at the Council. Councillors expressed their appreciation to Mrs Bamford for her continued support and efforts.
 Councillors had noted that interviews for the new Centre Assistant position are scheduled for 8 January.
 Cllr S Millward Thomas advised Councillors that in view of the approaching holiday period it was decided to defer the advertisement of the Clerk position until the New Year. Timing of interviews of applicants is scheduled for mid to late January.

The Chairman declared the meeting formally closed at 9:25pm.

Signed:
 Chairman of Ketley Parish Council

Date: 13 January 2021