



KETLEY PARISH COUNCIL

FULL COUNCIL MINUTES

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 11 June 2025 at Ketley Community Centre at 7:00pm.

PRESENT:	Cllr. Helen Barker Cllr. Dave Elliott Cllr. Nick Heath	Cllr. Amrik Jhawar Cllr. Sam Millward Thomas (C) Cllr. Ranbir Sahota
CLERK:	Shelley Anthony	
DEPUTY CLERK:	Zara Purvis	
PUBLIC:	0 Member(s) of the Public	

The Chair opened the meeting at:

7:01 PM

C25/019 WELCOME

Councillor Sam Millward Thomas welcomed everyone to the meeting

C25/020 APOLOGIES FOR ABSENCE

Apologies received from Councillor Joy Francis who is currently on an approved leave of absence, Councillor Eileen Callear as she is on holiday, and Councillor Maggie Evans due to personal reasons. No apologies have been received from Councillor Hilda Rhodes or Councillor Sukh Thiara

All Councillors acknowledged and accepted the apologies.

C25/021 PUBLIC SESSION

No public present

C25/022 POLICE MATTERS

No representative from the police was present.

- (i) Councillor Dave Elliott requested an update regarding the consultation that suggested the police shorten their hours. The Clerk confirmed that she had put forward all comments previously discussed at Council, and a letter has been sent to Police Commissioner John Campion outlining and explaining our concerns as a Parish Council.
- (ii) The Clerk confirmed that she has spoken to the police following the concerns raised by some of the children from Meadows Primary School last meeting, and the police have agreed to up their presence around the parks in order to deter some of the older children who have been displaying some anti-social behaviour.
- (iii) Councillor Helen Barker advised that there is a new Home Office Initiative regarding dealing with anti-social behaviour, and each area should have a named anti-social behaviour officer, do we know who ours is? The clerk will speak to the community policing team to acquire this information and share it with all Councillors once received.

C25/023 DISCLOSABLE PECUNIARY INTERESTS

Councillor Amrik Jhawar disclosed an interest in agenda item C25/027 due to sitting on the Planning Committee for Telford and Wrekin Council

C25/024 INFORMATION ITEMS

Borough Councillor Ranbir Sahota advised that Woodside Road and Sandbrook have been resurfaced. She has requested that Shrubbery Road and Shepherds Lane are to also be resurfaced, as signs were displayed advising these works would be completed, but they haven't as of yet. There is a public right of way between Red Lees and Hilltop that also requires some attention re resurfacing. Councillor Ranbir Sahota will email Andrew Careless at Telford and Wrekin Council to chase up the pathway being resurfaced, and the Clerk will contact Highways in order to decipher when the works will commence at Shepherds Lane.

C25/025 PARISH MATTERS

- (i) Councillor Amrik Jhawar raised concerns over the pathway to the rear of the Community Centre, which has previously been discussed. The Clerk will speak to Severn Trent and request that they attend the site again to conduct any works required to rectify the issues.
- (ii) Councillor Nick Heath has received multiple complaints from residents regarding the parking issues that persist at the Lighthouse Church on Sundays. The Clerk has received an email from Highways regarding some potential TRO's in the area, this will be circulated to all Councillors.



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- (iii) Councillor Nick Heath requested an update on the TRO information forwarded to the Clerk on behalf of a resident. The Clerk will email Highways to secure some further information regarding this.
- (iv) Councillor Nick Heath has been made aware by multiple residents that the potato lorry that parks on the corner of Waterloo Road, directly at the four-way traffic lights, is causing a dangerous hazard for other motorists. The issue seems to happen at 8:30 AM on Thursdays and/or Fridays. The Clerk will ask for the NEO's to attend the site of the issue at the time disclosed following their patrol at Meadows Primary School.
- (v) Councillor Amrik Jhawar advised that debris has fallen from the trees that line Waterloo Road down past the Blue Elephant and Broadway. He is concerned that if we are to get any heavy rain, this debris will clog the drains as it has done previously, and we will get some flooding issues. The Clerk will ask the CAT team to attend and clear the fallen debris.
- (vi) Councillor Helen Barker advised that the public right of way that leads from Shrubbery Way to Quarry Lane is extremely overgrown, and residents are struggling to pass through. She has pictures of the area and has agreed to send these over to the Clerk. Once received, the Clerk will email these to Angela Collier for the area to be cut back.
- (vii) Councillor Sam Millward Thomas has observed the bins in Millenium Village are overflowing, not being emptied in a timely fashion, and are omitting a foul smell. Multiple residents have previously made complaints about this issue, and the Parish Council have assisted in asking for the CAT team to empty the bins, although not part of their remit. The onus for the bins on Millenium Village lies with the developer, Taylor Whimpey. The Clerk will email Taylor Whimpey and express the urgency in which this matter needs to be dealt with. However, the Clerk will ask that the CAT team empty these bins again as a one off for the benefit of the residents.

C25/026

COUNCIL MINUTES

Councillors received and agreed the minutes of the Annual General Meeting held on Wednesday 14 May 2025

PROPOSED BY COUNCILLOR Amrik Jhawar

SECONDED BY COUNCILLOR Helen Barker

ABSTAINED BY Councillor Nick Heath and Councillor Ranbir Sahota due to not being present at the meeting

ALL COUNCILLORS IN FAVOUR

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

C25/027

PLANNING APPLICATIONS

- (i) To consider planning applications and enforcements currently with Telford & Wrekin Council:

TWC/2025/0356

Councillors discussed and agreed there were no comments to add

PROPOSED BY COUNCILLOR Helen Barker

SECONDED BY COUNCILLOR Ranbir Sahota

ABSTAINED BY COUNCILLOR Amrik Jhawar due to sitting on the Planning Committee at Telford and Wrekin Council

ALL COUNCILLORS IN FAVOUR

- (ii) There were no additional planning applications to consider post publication of the agenda

C25/028

FINANCE – PAYMENTS

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

PROPOSED BY COUNCILLOR Nick Heath

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 Helen Barker

SECONDED BY COUNCILLOR Ranbir Sahota

ALL COUNCILLORS IN FAVOUR



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C25/029 RISK ASSESSMENT

Councillors reviewed, approved and agreed the Risk Assessment for the Council

PROPOSED BY COUNCILLOR Nick Heath

SECONDED BY COUNCILLOR Ranbir Sahota

ALL COUNCILLORS IN FAVOUR

C25/030 REVIEW AND ADOPTION OF STANDING ORDERS

Councillors reviewed and agreed to adopt the Standing Orders

PROPOSED BY COUNCILLOR Nick Heath

SECONDED BY COUNCILLOR Dave Elliott

ALL COUNCILLORS IN FAVOUR

C25/031 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

(i) Councillors received and accepted the 2024/2025 Income and Expenditure Accounts.

PROPOSED BY COUNCILLOR Helen Barker

SECONDED BY COUNCILLOR Nick Heath

ALL COUNCILLORS IN FAVOUR

(ii) Councillors received and accepted the 2024/2025 Balance Sheet.

PROPOSED BY COUNCILLOR Nick Heath

SECONDED BY COUNCILLOR Helen Barker

ALL COUNCILLORS IN FAVOUR

(iii) Councillors received and noted the 2024/2025 Annual Internal Audit Report.

(iv) Councillors received and considered the end of 2024/2025 Internal Audit Report.

(v) Councillors received, reviewed and agreed the 2024/2025 Annual Governance Statement.

PROPOSED BY COUNCILLOR Nick Heath

SECONDED BY COUNCILLOR Helen Barker

ALL COUNCILLORS IN FAVOUR

(vi) Councillors received and accepted the 2024/2025 Accounting Statements.

PROPOSED BY COUNCILLOR Ranbir Sahota

SECONDED BY COUNCILLOR Amrik Jhawar

ALL COUNCILLORS IN FAVOUR

(vii) To receive, review and agree supporting documentation to be submitted to the External Auditors for 2024/2025.

PROPOSED BY COUNCILLOR Nick Heath

SECONDED BY COUNCILLOR Helen Barker

ALL COUNCILLORS IN FAVOUR

C25/032 SUMMER EVENTS

(i) An update was provided by the Clerk and Deputy Clerk regarding the Summer Event on Ketley Playing Fields which will take place on Saturday 19 July 2025

Councillor Sam Millward Thomas has requested that all Councillors attend this event.

(ii) An update was provided by the Clerk and Deputy Clerk regarding the Coach Trip to Llandudno which is happening on Thursday 14 August 2025. Tickets will be available to reserve on Saturday 26 July 2025 between 10 AM and 12 PM. Adults will be required to pay £5 to reserve their tickets, but they will receive this money back on the day of the trip. Children are not required to pay a £5 reservation fee. Children will not receive £5 upon boarding the coaches on the day of the trip.

C25/033 AGENDA ITEMS FOR THE NEXT MEETING

To advise the Clerk of items to be considered for inclusion in the agenda

(i) PA system for use in meetings

(ii) New chairs for use throughout the Community Centre

(iii) Parish Council branding, such as tablecloths, etc.

C25/034 PLANNED DATES OF FORTHCOMING MEETINGS

Finance & General Purposes Committee

Wednesday 09 July 2025

7 PM

Full Council Meeting

Wednesday 10 September 2025

7 PM

The Chair closed public session at:

8:05 PM



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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.

C25/035 PLANNING

C25/036 STAFFING/COUNCILLOR UPDATES

The Chair closed private session at:

8:06 PM

Signed

_____ **Chair**

Date

_____ Wednesday 10 September 2025