



KETLEY PARISH COUNCIL

FULL COUNCIL MINUTES

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 10 September 2025 at Ketley Community Centre at 7:00pm.

PRESENT:	Cllr. Helen Barker	Cllr. Maggie Evans	Cllr. Amrik Jhawar
	Cllr. Eileen Callear	Cllr. Joy Francis	Cllr. Hilda Rhodes (VC)
	Cllr. Dave Elliott	Cllr. Nick Heath	Cllr. Ranbir Sahota
CLERK:	Shelley Anthony		
DEPUTY CLERK:	Zara Purvis		
PUBLIC:	4 Member(s) of the Public		

The Vice Chair opened the meeting at:

7 PM

C25/037 WELCOME

Vice Chair Councillor Hilda Rhodes welcomed everyone to the meeting in the absence of the Chair, Councillor Sam Millward Thomas. Councillor Hilda Rhodes also welcomed back Councillor Joy Francis who has returned from her approved leave

C25/038 APOLOGIES FOR ABSENCE

Apologies have been received by:

Councillor Amrik Jhawar due to attending another meeting, however he will try and attend if his first meeting finishes at a reasonable time

Councillor Sam Millward Thomas due to a work commitment

Apologies have not been received from:

Councillor Sukh Thiara

All Councillors acknowledged and accepted the apologies received

C25/039 PUBLIC SESSION

- (i) Resident 1 – there was a fire on the Millenium footpath that runs behind Broadway on Thursday 31 July 2025. The fire has caused lots of damage to multiple properties on Broadway, which will cost a large amount of money to fix. The resident has spoken to Telford and Wrekin Council who advised that it is not for them to deal with, and the resident will be required to sort it themselves. The resident has been into the Parish office and advised the Clerk of all of this, and the Clerk has helped them as much as she can.

The Clerk confirmed that she is aware of this incident and has worked with the police who have completed a site visit. It was advised that nothing could be found at the time of the police visiting

- (ii) Resident 2 – there was a fire on Thursday 19 June 2025 around the same area as the previous resident had stated. This fire is believed to have been caused by dumped rubbish. The fire damaged three gardens, and 22 trees have been lost from this residents' garden.
Both residents were provided with the Clerk and Deputy Clerks email addresses and have been advised to email them with any and all details pertaining to the two separate fires in order for staff to assist them further with their enquiries

Councillor Amrik Jhawar entered the meeting at 7:21 PM

C25/040 POLICE MATTERS

Police were unable to attend the meeting due to not being on shift at this time. Councillors had no matters of interest to the parish to share with a representative from the Police authority.

C25/041 DISCLOSABLE PECUNIARY INTERESTS

Councillor Amrik Jhawar disclosed a pecuniary interest in agenda items C25/045 and C25/061 due to being a member of the Planning Committee for Telford and Wrekin Council

C25/042 INFORMATION ITEMS

Borough Councillor Ranbir Sahota would like to use her Pride Fund towards an installation of an outdoor gym at the park on Ketley Playing Fields, with match funding from the Parish Council

The Parish Clerk will look at costs of the equipment and bring this back to the next Full Council Meeting for Councillors to discuss and decide if they would like to consult the residents regarding this potential installation



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C25/043 PARISH MATTERS

- (i) Councillor Amrik Jhawar – rubbish and debris from the trees on Waterloo Road (by Broadway) clog up the drains which causes flooding when it rains.
The Clerk will report this to highways to complete as the Community Action Team are unable to work on roads
- (ii) Councillor Eileen Callear – has been working with the EA and the Friends of Hurley Brook Way regarding pollution in Ketley Brook and Hurley Brook. Councillor Callear will be providing information for use in the Autumn Newsletter to make residents aware.
- (iii) Councillor Dave Elliott – due to the road closure at the top of The Rock, lorries have been using Woodside Road as a cut through which is dangerous, as well as the increased volume of traffic in general with vehicles failing to maintain the speed limit
The Clerk will speak to Highways at Telford and Wrekin Council to ask if signs advising that the road is not suitable for use by HGV's be placed whilst the road closure is still active
- (iv) Councillor Joy Francis – wanted to advise all Councillors and residents that there is a new mobile phone scam in which an alert is sent to your phone to remove viruses
The Clerk advised that we will make a post on our Social Media accounts to advise residents to be aware of this
- (v) Councillor Dave Elliott – there was an incident at the farmhouse on Woodside Road where police were in attendance, but no details have been shared
The Clerk confirmed that the police have been consulted in regard to this but there were unable to share any information with her at this time
- (vi) Councillor Helen Barker – would like to know if there have been any updates from Highways at Telford and Wrekin council regarding the TRO on Shepherds Lane
The Clerk confirmed that Highways have been emailed regarding this, however we are still awaiting a response from them
- (vii) Councillor Helen Barker – a new bin was requested for installation at the bottom of Quarry Lane, and the littering in that area seems to be getting worse
The Clerk confirmed that this has been requested, however she is waiting to hear back on the outcome

C25/044 COUNCIL MINUTES

Councillors received and agreed the minutes of the Full Council Meeting held on Wednesday 11 June 2025

**PROPOSED BY COUNCILLOR Nick Heath
SECONDED BY COUNCILLOR Helen Barker
ALL COUNCILLORS IN FAVOUR**

It was RESOLVED that the minutes of the meeting held on Wednesday 11 June 2025 be adopted and that the Vice Chair sign these as a true record

C25/045 PLANNING APPLICATIONS

- (i) To consider any other planning applications advised post publication of the agenda
- (ii) **TWC/2025/0614**

Site of Hillside Farm, Woodside Road, Ketley, Telford, Shropshire
Erection of 2no. detached dwellings

Councillors discussed the planning application, and it was resolved that the Parish object to this planning application for the same reasons that have been put forwards previously

**PROPOSED BY COUNCILLOR Nick Heath
SECONDED BY COUNCILLOR Dave Elliott
ALL COUNCILLORS IN FAVOUR**

C25/046 TRANSFER OF FUNDS

- (i) Councillors authorised a transfer of funds to the sum of £15,000.00 from the savings account to the current account
**PROPOSED BY COUNCILLOR Eileen Callear
SECONDED BY COUNCILLOR Maggie Evans
ALL COUNCILLORS IN FAVOUR**



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- (ii) Councillors authorised a transfer of funds to the sum of £100,000.00 from the current account to the savings account on Wednesday 01 October once Precept has been received

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

C25/047 FINANCE

- (i) Councillors noted the current state of Council's finances
It was resolved that the Clerk will put together a business plan to send to all Councillors in which they can add to and/or suggest changes to bring to the next Full Council Meeting
It was resolved that the earmarked reserves will be added to the next Full Council Meeting agenda to discuss further
- (ii) Councillors noted the reconciliations for June, July, and August 2025

C25/048 BUDGET

Councillors reviewed the current spending against the budget

C25/049 FINANCE – PAYMENTS

- (i) Councillors ratified the orders for payment incurred in delivering Parish Council Services
PROPOSED BY COUNCILLOR Amrik Jhawar
SECONDED BY COUNCILLOR Helen Barker
ALL COUNCILLORS IN FAVOUR
- (ii) Councillors inspected and authorised the orders for payment incurred in delivering Parish Council Services
PROPOSED BY COUNCILLOR Dave Elliott
SECONDED BY COUNCILLOR Helen Barker
ALL COUNCILLORS IN FAVOUR
- (iii) Councillors inspected and authorised the card payments incurred in delivering Parish Council Services
PROPOSED BY COUNCILLOR Helen Barker
SECONDED BY COUNCILLOR Maggie Evans
ALL COUNCILLORS IN FAVOUR

C25/050 2025/2026 PAY AWARD

Councillors reviewed and agreed the Local Government pay award for staff
PROPOSED BY COUNCILLOR Joy Francis
SECONDED BY COUNCILLOR Maggie Evans
ALL COUNCILLORS IN FAVOUR

C25/051 TOWN & PARISH COUNCIL PCC CONSULTATION

Councillors discussed the survey, and it was resolved that the Clerk will collate all Councillors input before bringing the completed survey back to be agreed at the Finance and General Purposes Committee Meeting in October 2025
PROPOSED BY COUNCILLOR Nick Heath
SECONDED BY COUNCILLOR Joy Francis
ALL COUNCILLORS IN FAVOUR

C25/052 COUNCILLOR CODE OF CONDUCT

Councillors reviewed and agreed the updated Councillor Code of Conduct for 2025/2026
PROPOSED BY COUNCILLOR Amrik Jhawar
SECONDED BY COUNCILLOR Helen Barker
ALL COUNCILLORS IN FAVOUR

C25/053 RISK MANAGEMENT POLICY

Councillors reviewed and agreed the updated Risk Management Policy for 2025/2026
PROPOSED BY COUNCILLOR Eileen Callear
SECONDED BY COUNCILLOR Helen Barker
ALL COUNCILLORS IN FAVOUR



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C25/054 RISK ASSESSMENT

Councillors reviewed and agreed the updated Risk Assessment for 2025/2026

PROPOSED BY COUNCILLOR Nick Heath

SECONDED BY COUNCILLOR Eileen Callear

ALL COUNCILLORS IN FAVOUR

C25/055 2025/2026 DIRECT DEBITS

Councillors reviewed and authorised the Direct Debit payments for 2025/2026

PROPOSED BY COUNCILLOR Dave Elliott

SECONDED BY COUNCILLOR Nick Heath

ALL COUNCILLORS IN FAVOUR

C25/056 TELFORD & WREKIN COUNCIL HOUSING STRATEGY CONSULTATION

Councillors reviewed the Housing Strategy and provided their feedback to the Clerk. It was resolved that the completed consultation be submitted to Telford and Wrekin Council

PROPOSED BY COUNCILLOR Eileen Callear

SECONDED BY COUNCILLOR Maggie Evans

ALL COUNCILLORS IN FAVOUR

C25/057 COMMUNITY GARDEN

Councillors discussed the fencing that outlines the Community Garden and agreed for the Clerk to go out for quotes to erect a new fence and padlocked gate (both wooden and metal)

C25/058 WINTER BEDDING 2025

Councillors reviewed and agreed that the quote for winter bedding received from Idverde is too expensive. It was resolved that the Community Action Team will complete the planting once the flowers have been purchased from a local vendor

PROPOSED BY COUNCILLOR Eileen Callear

SECONDED BY COUNCILLOR Maggie Evans

ALL COUNCILLORS IN FAVOUR

C25/059 AGENDA ITEMS FOR THE NEXT MEETING

- (i) Outdoor gym
- (ii) Business Plan
- (iii) Earmarked reserves
- (iv) Budget

C25/060 PLANNED DATES OF FORTHCOMING MEETINGS

Finance & General Purposes Committee	Wednesday 08 October 2025	7 PM
Full Council Meeting	Wednesday 12 November 2025	7 PM

The Vice Chair closed Public Session at: 8:17 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.

PROPOSED BY COUNCILLOR Maggie Evans

SECONDED BY COUNCILLOR Nick Heath

ALL COUNCILLORS IN FAVOUR

The Vice Chair closed Private Session at: 8:35 PM

Signed _____ Date _____
Chair