



KETLEY PARISH COUNCIL

FULL COUNCIL MINUTES

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

PRESENT:	Cllr. Helen Barker Cllr. Dave Elliott Cllr. Maggie Evans Cllr. Joy Francis Cllr. Nick Heath	Cllr. Amrik Jhawar Cllr. Sam Millward Thomas (C) Cllr. Ranbir Sahota Cllr. Sukh Thiara
CLERK:	Shelley Anthony	
DEPUTY CLERK:	Zara Purvis	
PUBLIC:	2 Member(s) of the Public	

The Chair opened the meeting at:

7 PM

C25/064 WELCOME

Councillor Sam Millward Thomas welcomed everyone to the meeting

C25/065 APOLOGIES FOR ABSENCE

Apologies have been received from:

- (i) Councillor Eileen Callear due to a family commitment
- (ii) Councillor Amrik Jhawar due to attending the Planning Committee meeting at Telford and Wrekin Council. He will aim to join us should his meeting finish early enough
- (iii) Councillor Hilda Rhodes due to illness

All Councillors acknowledged and accepted the apologies received

- (iv) Councillor Hilda Rhodes has requested an approved leave of absence for 6 months

PROPOSED BY Councillor Sam Millward Thomas

SECONDED BY Councillor Helen Barker

ALL COUNCILLORS IN FAVOUR

C25/066 PUBLIC SESSION

- (i) Resident – would like to know where the bench has gone from behind the war memorial at the four-way traffic lights
The Clerk confirmed that the bench has broken and we are looking at getting a replacement
- (ii) Resident – has there been any further discussion on the potential to audio record meetings to allow for residents to listen to the meeting should they be unable to make it to the meeting?
Councillor Sam Millward Thomas advised that this item will be included on the next Full Council Meeting agenda
- (iii) Resident – issues on Coronation Walk have been raised multiple times over many years, and it is yet to be sorted. When will works be completed to fix the pathway?
The Clerk is currently liaising with Severn Trent to have them attend the site again to try and fix the issues before going back to Telford and Wrekin Council
Councillor Helen Barker will contact Telford and Wrekin Councils Rights of Way team
- (iv) Resident – can it be explained as to why Full Council Meetings have gone from monthly, to bi-monthly. What is the rationale behind this?
Councillor Sam Millward Thomas explained that it was to ensure that the same items were not brought back to every monthly meeting without staff having time to investigate further and provide updates

C25/067 POLICE MATTERS

A representative from the Police was present at the meeting. An update was provided regarding the work to combat homelessness in Ketley, the joint work between the Police and Sanctuary Housing regarding some issues on Ketley Park Road, and that the speeding on Mossey Green Way is sitting with the Chief Superintendent

Councillor Helen Barker requested more information regarding the law on carrying dog fouling bags

The Police representative advised that he would double check the legislation on this and email the Clerk



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C25/068 DISCLOSABLE PECUNIARY INTERESTS

Councillor Dave Elliott and Councillor Joy Francis disclosed an interest in item C25/086

C25/069 INFORMATION ITEMS

Borough Councillor Ranbir Sahota advised that the warden at St Mary's Church has requested a new bin be installed outside of the Church grounds. This is due to members of the public disposing of dog waste in bins located in the Church grounds which is causing a foul odour
The Clerk advised that she will speak to Angela Collier at Telford and Wrekin Council to try and identify a suitable location for the installation of a new bin

C25/070 PARISH MATTERS

- (i) Councillor Helen Barker advised that she has chased Telford and Wrekin Council regarding the road repairs on Shepherds Lane that require completion prior to any TROs in this area being actioned
- (ii) Councillor Barker also advised that she has liaised with the Clerk regarding the tress and hedges that have been cut down at the top of the footpath at The Incline which is going to be rectified by the individuals responsible
- (iii) Councillor Barker has also done some work around Live Well Telford and would like for this to be brought back to the next Full Council Meeting to be discussed. Councillor Barker has asked if the Clerk will invite a representative from Telford and Wrekin Councils Live Well Team to attend the meeting in January 2026 to explain what this will entail

C25/071 COUNCIL MINUTES

Councillors received and agreed the minutes of the Full Council Meeting held on Wednesday 10 September 2025

PROPOSED BY Councillor Helen Barker

SECONDED BY Councillor Nick Heath

ABSTAINED BY Councillor Sam Millward Thomas

ALL OTHER COUNCILLORS IN FAVOUR

It was RESOLVED that the minutes of the meeting held on Wednesday 10 September 2025 be adopted and that the Chair sign these as a true record

C25/072 PLANNING APPLICATIONS

- (i) There were no planning applications advised post publication of the agenda to be considered

C25/073 FINANCE

- (i) Councillors noted the current state of Council's finances, and the Clerk will provide a full list of all outstanding invoices at the next Finance and General Purposes Committee Meeting in December 2025
- (ii) Councillors noted the reconciliation for October 2025

C25/074 FINANCE – PAYMENTS

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

PROPOSED BY Councillor Nick Heath

SECONDED BY Councillor Ranbir Sahota

ALL COUNCILLORS IN FAVOUR

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

PROPOSED BY Councillor Nick Heath

SECONDED BY Councillor Helen Barker

ALL COUNCILLORS IN FAVOUR

C25/075 TRANSFER OF FUNDS

Councillors authorised a transfer of funds of £30,000 from the savings account to the current account

PROPOSED BY Councillor Dave Elliott

SECONDED BY Councillor Ranbir Sahota

ALL COUNCILLORS IN FAVOUR



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- C25/076 FINANCIAL REGULATIONS**
Councillors reviewed, discussed, and agreed the revised Financial Regulations
PROPOSED BY Councillor Joy Francis
SECONDED BY Councillor Nick Heath
ALL COUNCILLORS IN FAVOUR
- C25/077 DAVE GREEN REPORT**
Councillors discussed the suggested works to have completed within the report and directed the Clerk to obtain quotes for insulation above the main hall and art room, reflective material to be placed behind all radiators, the hot water timers to be reset, and for both boilers to be replaced
PROPOSED BY Councillor Joy Francis
SECONDED BY Councillor Dave Elliott
ALL COUNCILLORS IN FAVOUR
- C25/078 PAT TESTING**
Councillors discussed, reviewed, and agreed to accept quote **C** as per the report for PAT testing of all equipment in the Community Centre. The Community Centre Manager is to email all groups and individuals who use the Community Centre with a date once this has been booked in and advise that they can attend and have their items PAT tested
PROPOSED BY Councillor Dave Elliott
SECONDED BY Councillor Ranbir Sahota
ALL COUNCILLORS IN FAVOUR
- C25/079 FIRE ALARM TEST**
Councillors discussed, reviewed, and agreed to accept quote **C** as per the report for fire alarm testing in the Community Centre
PROPOSED BY Councillor Nick Heath
SECONDED BY Councillor Sam Millward Thomas
ALL COUNCILLORS IN FAVOUR
- Councillor Amrik Jhawar entered the meeting at 7:42 PM*
- C25/080 TABLE TENNIS**
Councillors agreed the purchase of a table tennis table in conjunction with Safer Stronger
PROPOSED BY Councillor Maggie Evans
SECONDED BY Councillor Helen Barker
ALL COUNCILLORS IN FAVOUR
- C25/081 BOILER REPAIR/REPLACEMENT**
Councillors discussed and agreed that both boilers will be replaced in summer 2026
PROPOSED BY Councillor Maggie Evans
SECONDED BY Councillor Nick Heath
ALL COUNCILLORS IN FAVOUR
- C25/082 PURCHASE OF ADDITIONAL POPPIES**
Councillors discussed and agreed the purchase of 50 additional poppies for display on lampposts throughout Ketley
PROPOSED BY Councillor Helen Barker
SECONDED BY Councillor Amrik Jhawar
ALL COUNCILLORS IN FAVOUR
- C25/083 OUTDOOR GYM**
As raised in the September Full Council Meeting, Councillors reviewed and discussed the information provided regarding the installation of an outdoor gym and it was agreed that this item would be brought back in the New Year once residents have been consulted
- C25/084 BUDGET**
Councillors discussed the draft budget for 2026/2027



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C25/085 EARMARKED RESERVES

Councillors reviewed and discussed the earmarked reserves. It was agreed that the two headings regarding the Garden of Rest be brought together as one, and £30,000 be added to this reserve. Community Buildings and Climate Action/Centre Changes be brought together as one, with £30,000 also being added

PROPOSED BY Councillor Nick Heath
SECONDED BY Councillor Helen Barker
ALL COUNCILLORS IN FAVOUR

C25/086 GRANT APPLICATIONS

(i) Councillors considered and accepted the grant application to the amount of £500 for St Marys Church

PROPOSED BY Councillor Maggie Evans
SECONDED BY Councillor Ranbir Sahota
ABSTAINED BY Councillor Dave Elliott and Councillor Joy Francis due to their earlier disclosure of interest
ALL OTHER COUNCILLORS IN FAVOUR

(ii) No additional grant applications received post publication of the agenda for consideration

C25/087 BUSINESS PLAN

Councillors reviewed and discussed the draft business plan [2025 – 2027], and confirmed that this is to be adopted and followed, and published to the Parish Councils website

PROPOSED BY Councillor Sam Millward Thomas
SECONDED BY Councillor Nick Heath
ALL COUNCILLORS IN FAVOUR

C25/088 EXTERNAL AUDIT

Councillors reviewed and discussed the External Audit

C25/089 AGENDA ITEMS FOR THE NEXT MEETING

- (i) Budget
- (ii) Live Well Telford – with a representative attending from Telford and Wrekin Council
- (iii) ALDI section 106 money – improvements at the four-way traffic lights
- (iv) Audio recordings of meetings

C25/090 PLANNED DATES OF FORTHCOMING MEETINGS

Finance & General Purposes Committee	Wednesday 10 December 2025	7 PM
Full Council Meeting	Wednesday 14 January 2026	7 PM

The Chair closed the public meeting at: 8:23 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.

Signed: _____ Date: Wednesday 14 January 2026
Chair