



# KETLEY PARISH COUNCIL

## ANNUAL COUNCIL MINUTES

MINUTES of the Annual Meeting of Ketley Parish Council held on Wednesday 13 May 2026 at Ketley Community Centre at 7 PM

<b>PRESENT:</b>	Cllr. Helen Barker Cllr. Eileen Callear Cllr. Dave Elliott Cllr. Nick Heath Cllr. Amrik Jhawar	Cllr. Sam Millward Thomas Cllr. Hilda Rhodes Cllr. Ranbir Sahota Cllr. Sukh Thiara
<b>CLERK:</b>	Shelley Anthony	
<b>PUBLIC:</b>	1 Member of the Public	

The Chair opened the meeting at:

7PM

- AC26/001 WELCOME**  
Councillor Sam Millward Thomas welcomed everyone to the meeting
- AC26/002 ELECTION OF CHAIR**  
It was proposed that Councillor Eileen Callear adopt the role of Chair for Ketley Parish Council for the 2026/2027 calendar year  
**PROPOSED BY COUNCILLOR Sukh Thiara**  
**SECONDED BY COUNCILLOR Amrik Jhawar**  
**ALL OTHER COUNCILLORS IN FAVOUR**  
No alternative candidates were nominated
- AC26/003 CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**  
Councillor Eileen Callear signed the Declaration of Acceptance of Office as a Parish Council Chair for the 2026/2027 term
- AC26/004 ELECTION OF VICE CHAIR**  
It was proposed that Councillor Hilda Rhodes adopt the role of Vice Chair for Ketley Parish Council for the 2026/2027 calendar year  
**PROPOSED BY COUNCILLOR Amrik Jhawar**  
**SECONDED BY COUNCILLOR Sam Millward Thomas**  
**ALL OTHER COUNCILLORS IN FAVOUR**  
No alternative candidates were nominated
- AC26/005 VICE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**  
Councillor Hilda Rhodes signed the Declaration of Acceptance of Office as a Parish Council Vice Chair for the 2026/2027 term
- AC26/006 APOLOGIES FOR ABSENCE**  
Apologies received from:  
(i) Councillor Joy Francis has a family commitment  
Apologies not received from:  
(i) Councillor Maggie Evans  
All Councillors acknowledged and accepted the apologies received
- AC26/007 PUBLIC SESSION**  
The member of the public requested to know if the meeting was going to be recorded, however this had been stated at the start of the meeting, so he thanked the Councillors and left.
- AC26/008 DISCLOSURE OF PECUNIARY INTERESTS AND OTHER INTERESTS**  
Amrik Jhawar disclosed an interest in item AC26/020 as he is the Vice Chair of Planning Committee at Telford and Wrekin



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### AC26/009 2026/2027 MEETING SCHEDULE

Councillors reviewed the current meeting schedule.

- (i) It was proposed by Councillor Amrik Jhawar that the meeting schedule for 2026/2027 remain as it was for 2025/2026. This was seconded by Councillor Ranbir Sahota.

#### **PROPOSAL FOR 2026/2027 TO KEEP THE SAME STRUCTURE AS 2025/2026**

4 Councillors in favour

5 Councillors not in favour

- (ii) Councillor Dave Elliott proposed that the meeting schedule return to the original structure that was in place prior to 2025/2026. This was seconded by Councillor Helen Barker

#### **PROPOSAL TO RETURN TO THE ORIGINAL MEETING STRUCTURE PRIOR TO THE CHANGE MADE FOR 2025/2026**

5 Councillors in favour

4 Councillors not in favour

#### **MOTION CARRIED TO RETURN TO THE ORIGINAL MEETING STRUCTURE:**

Full Council – 7 PM on the second Wednesday of each month (excluding August)

Finance and General Purposes Committee – 1 PM on the fourth Wednesday of each month (excluding August)

### AC26/010 COUNCIL STRUCTURE

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

- (ii) It was proposed that the following Councillors would make up the Finance and General Purposes Committee:

Councillor Helen Barker

Councillor Nick Heath

Councillor Eileen Callear

Councillor Hilda Rhodes

Councillor Dave Elliott

Councillor Sukh Thiara

Councillor Joy Francis

#### **PROPOSED BY COUNCILLOR Eileen Callear**

#### **SECONDED BY COUNCILLOR Helen Barker**

#### **ALL COUNCILLORS IN FAVOUR**

- (iii) It was proposed that Councillor Hilda Rhodes adopt the role of Chair for the Finance and General Purposes Committee for the 2026/2027 calendar year

#### **PROPOSED BY COUNCILLOR Sam Millward Thomas**

#### **SECONDED BY COUNCILLOR Amrik Jhawar**

#### **ALL COUNCILLORS IN FAVOUR**

- (iv) It was proposed that the following Councillors would make up the Staffing Committee:

Councillor Eileen Callear

Councillor Nick Heath

Councillor Dave Elliott

Councillor Sam Millward Thomas

Councillor Joy Francis

#### **PROPOSED BY COUNCILLOR Dave Elliott**

#### **SECONDED BY COUNCILLOR Sam Millward Thomas**

#### **ALL COUNCILLORS IN FAVOUR**

To agree and appoint a Chair of the Staffing Committee.

- (v) It was proposed that Councillor Eileen Callear adopt the role of Chair for the Staffing Committee for the 2026/2027 calendar year

#### **PROPOSED BY COUNCILLOR Sam Millward Thomas**

#### **SECONDED BY COUNCILLOR Helen Barker**

#### **ALL COUNCILLORS IN FAVOUR**

- (vi) It was proposed that the following Councillors would make up the Appeals Committee:

Councillor Helen Barker

Councillor Ranbir Sahota

Councillor Amrik Jhawar

Councillor Sukh Thiara

Councillor Hilda Rhodes

#### **PROPOSED BY COUNCILLOR Hilda Rhodes**

#### **SECONDED BY COUNCILLOR Nick Heath**

#### **ALL COUNCILLORS IN FAVOUR**



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- (vii) It was proposed that Councillor Amrik Jhawar adopt the role of Chair for the Appeals Committee for the 2026/2027 calendar year

**PROPOSED BY COUNCILLOR Ranbir Sahota**  
**SECONDED BY COUNCILLOR Sam Millward Thomas**  
**ALL COUNCILLORS IN FAVOUR**

### AC26/011 APPOINTMENTS TO OUTSIDE BODIES

Council to consider nominations and appoint to the following bodies:

- (i) TMC – as no meetings have been called it was proposed that this outside body is removed

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

- (ii) It was proposed that the following Councillors would make up the Telford Millenium Management Company:

Councillor Nick Heath Councillor Sam Millward Thomas

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

- (iii) It was proposed that the following Councillors would make up the Wrekin Area Committee:

Councillor Helen Barker Councillor Nick Heath

**PROPOSED BY COUNCILLOR Sam Millward Thomas**  
**SECONDED BY COUNCILLOR Helen Barker**  
**ALL COUNCILLORS IN FAVOUR**

- (iv) It was proposed that the following Councillor(s)/member(s) of the public would make up the Telford & Wrekin Bus User Group:

Councillor Nick Heath Councillor Sam Millward Thomas

**Member(s) of public:** There were no members of public present to nominate themselves, however spaces remain available should residents express an interest to sit on this user group

**PROPOSED BY COUNCILLOR Sam Millward Thomas**  
**SECONDED BY COUNCILLOR Helen Barker**  
**ALL COUNCILLORS IN FAVOUR**

- (v) It was proposed that the following Councillors would make up the Friends of Ketley Paddock Mound:

Councillor Dave Elliott Councillor Ranbir Sahota

Councillor Hilda Rhodes

**PROPOSED BY COUNCILLOR Helen Barker**  
**SECONDED BY COUNCILLOR Sam Millward Thomas**  
**ALL COUNCILLORS IN FAVOUR**

### AC26/012 REVIEW AND ADOPTION OF STANDING ORDERS

Councillors reviewed and agreed to adopt the Standing Orders for 2026/2027

**PROPOSED BY COUNCILLOR Hilda Rhodes**  
**SECONDED BY COUNCILLOR Nick Heath**  
**ALL COUNCILLORS IN FAVOUR**

### AC26/013 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS

Councillors reviewed and agreed to adopt the Financial Regulations for 2026/2027

**PROPOSED BY COUNCILLOR Amrik Jhawar**  
**SECONDED BY COUNCILLOR Dave Elliott**  
**ALL COUNCILLORS IN FAVOUR**

### AC26/014 REVIEW OF INVENTORY OF ASSETS

Councillors reviewed the inventory of assets

**PROPOSED BY COUNCILLOR Dave Elliott**  
**SECONDED BY COUNCILLOR Helen Barker**  
**ALL COUNCILLORS IN FAVOUR**



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- AC26/015 REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972**  
Councillors reviewed and agreed the expenditure incurred under section 137 during the 2025/2026 financial year  
**PROPOSED BY COUNCILLOR Sam Millward Thomas**  
**SECONDED BY COUNCILLOR Nick Heath**  
**ALL COUNCILLORS IN FAVOUR**
- AC26/016 INFORMATION ITEMS**  
Councillor Sahota raised an issue between neighbours in Sandbrook regarding a wall that had been removed by a homeowner. As this is a civil matter, the Parish Council is unable to assist further.
- AC26/017 PARISH MATTERS**  
**Councillor Sam Millward Thomas** advised that he had attended a positive meeting with Ollie Vickers regarding the Buses where he announced that there will be a new capped fare of £1 for children up to 19 and £2 for adults from the Monday 18 May 2026  
**Councillor Dave Elliott** has noticed that the garage at Ketley Brook have expanded and started parking cars in the woods. The Clerk advised that this has been raised with planning and the car that was parked down there has been notified to be removed by the NEO's.  
**Councillor Dave Elliott** raised that there were a number of mattresses that had been stacked up outside the flats. This should be reported to Wrekin Housing and also can contact Telford and Wrekin Council who may be able to help further  
**Councillor Helen Barker** confirmed that she has had a meeting with the rights of way team, and they have agreed to look into this further, however they are looking into ways to improve this area and will get drainage engineers out to see how they can make this better. Rights of way have also agreed to ask for a crossing  
**Councillor Nick Heath** raised issues of fly tipping at the back of the flats. Clerk to raise with Sanctuary. Also, there are issues with the fees that residents have raised at Millenium Village. The Clerk will contact Sanctuary and ask for this to be added to the next Agenda so that it can be discussed  
**Councillor Eileen Callear** advised that a camera has now been moved at Ketley Brook to try and identify if there are any pollutants being added to Ketley Brook  
**Councillor Hilda Rhodes** states that the shop on Station Road has now been split into 2 shops – we believe that as it was previously a shop that a change of use is not required. The Clerk is to contact Planning to check that this doesn't come under a change of use
- AC26/018 COUNCIL MINUTES**  
Councillors received and agreed the minutes of the Full Council Meeting held on Wednesday 09 April 2026  
**PROPOSED BY COUNCILLOR Nick Heath**  
**SECONDED BY COUNCILLOR Sukh Thiara**  
**ABSTAINED BY COUNCILLOR Amrik Jhawar**  
**ALL OTHER COUNCILLORS IN FAVOUR**  
*Councillor Sukh Thiara left the meeting at 7:45 pm*
- AC26/019 FINANCE – PAYMENTS**  
(i) Councillors inspected and authorised the orders for payment incurred in delivering Parish Council Services  
**PROPOSED BY COUNCILLOR Sam Millward Thomas**  
**SECONDED BY COUNCILLOR Helen Barker**  
**ALL COUNCILLORS IN FAVOUR**  
(ii) Councillors inspected and authorised the 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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**AC26/020 PLANNING**

- (i) There were no planning applications received after the publication of the agenda for consideration  
Councillor Helen Barker raised planning application **TWC/2026/0179**:  
Councillors were reminded that they are set to meet with the developers of the proposed site of Hilltop Farm on Tuesday 19 May 2026 to discuss application TWC/2026/0179 further and ask all outstanding questions

**AC26/021 RISK ASSESSMENT**

Councillors reviewed, approved and agreed the Risk Assessment for the Council  
**PROPOSED BY COUNCILLOR Sam Millward Thomas**  
**SECONDED BY COUNCILLOR Ranbir Sahota**  
**ALL COUNCILLORS IN FAVOUR**

**AC26/022 DIRECT DEBITS**

Councillors reviewed the complete list of direct debit payments for 2026/2027  
**PROPOSED BY COUNCILLOR Sam Millward Thomas**  
**SECONDED BY COUNCILLOR Amrik Jhawar**  
**ALL COUNCILLORS IN FAVOUR**

**AC26/023 AGENDA ITEMS FOR NEXT MEETING**

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

- (i) Update on the Summer Event  
(ii) Solar panel Batteries

**AC26/024 PLANNED DATES OF FORTHCOMING MEETINGS**

<b>Finance and General Purposes Committee Meeting</b>	Wednesday 27 May 2026	1 PM
<b>Full Council Meeting</b>	Wednesday 10 June 2026	7 PM

The Chair closed public session at: 8:02 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.**

There was no private session held.

Signed \_\_\_\_\_

Chair

Date \_\_\_\_\_

Wednesday 10 June 2026