



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 13th April 2022 at Ketley Community Centre at 7:00pm

PRESENT:

Councillor Sam Millward Thomas (Chairman)	Councillor Nick Heath
Councillor Eileen Callear	Councillor Amrik Jhawar
Councillor David Elliott	Councillor Andrew Morris
Councillor Maggie Evans	Councillor Hilda Rhodes
Councillor Joy Francis	Councillor Sukh Thiara

Clerk: Jane Lees

Assistant to the Clerk: Elisabeth Bamford

Public: One member of the public

C22/001 WELCOME

In view of the late presence of Cllr S. Millward Thomas, Cllr E. Callear took the Chair and welcomed everybody to the meeting.

C22/002 APOLOGIES FOR ABSENCE

Cllr K. Sahota – annual leave. Apology noted and accepted.

C22/003 PUBLIC SESSION

The resident raised concern regarding the safety of children when crossing Woodside Road to reach Meadows School. The resident enquired if the Parish Council would support attempts to increase safety by having a crossing installed. It was noted that the Ward Councillors will raise this with Telford and Wrekin Council.

At 7:04pm member of the public thanked the Councillors and left the meeting.

C22/004 POLICE MATTERS

- (i) Councillors noted Police apologies for absence due to work shift patterns and noted the contents of their report previously circulated.
- (ii) Councillors noted the increase in off road motorbike use within the Parish. Cllr E. Callear will raise the matter with the Enforcement team for further investigation.

C22/005 SHROPSHIRE FIRE AND RESCUE

- (i) The Clerk advised Councillors that an invitation had been sent to the representative but no report had been received.
- (ii) It was noted that the Clerk will continue to send meeting invitations.



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C22/006

DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Cllr D. Elliott and Cllr M. Evans declared interest in agenda item C22/021: S137 Grant funding.

C22/007

TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 9th MARCH 2022

Cllr H. Rhodes proposed, Cllr N. Heath seconded, and it was resolved that the minutes of the meeting held on Wednesday 9 March 2022 be adopted and that the Chairman sign these as a true record.

C22/008

PLANNING APPLICATIONS

- (i) Councillors considered planning application TWC/2022/0269 relating to the proposed external alterations to existing offices including the installation of 3no. windows and timber cladding to front elevation (E1), installation of 1no. door, 2no. widows and timber cladding to side elevation (E2) and the installation of 1no. door to rear elevation (E3) at 53 & 55 Ketley Park Road, Ketley. After consideration it was agreed that no comment be offered.
- (ii) Councillors considered planning application TWC/2022/0272 relating to the proposed erection of a 2-storey rear extension at 82A Beveley Road, Oakengates. After consideration it was agreed that no comment be offered.
- (iii) Councillors considered planning application TWC/2022/0287 relating to the proposed erection of a 1.8-metre-high rear fence and sliding gate at 52 Broadway, Ketley. After consideration it was agreed that no comment be offered.

At 7:11pm Cllr S. Millward Thomas joined the meeting and took the Chair.

- (iv) Councillors noted that planning application TWC/2021/0877 relating to the proposed erection of 9no. one bedroom Supported Living bungalows and staff room together with access drive, sewers and associated external works on land adjacent/rear of 51 Holyhead Road, Ketley had been fully granted by Telford & Wrekin Council.
- (v) Councillors considered planning application TWC/2022/0319 relating to proposed erection of 2no. one bedroom Supported Living bungalows with associated works on land adjacent 51 Holyhead Road, Ketley. After consideration it was agreed that no comment be offered.



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C22/009 BOUNDARY REVIEW CONSULTATION

- (i) Councillors considered the proposed boundaries for the Ketley Ward noting that there is a closer association with Overdale than Ketley Bank.
- (ii) The Chairman and Clerk will formulate a response to the Boundary Review Committee to be shared with the Parish Council before submission.

C22/010 COMMUNITY CENTRE

- (i) Councillors noted the Centre Manager's apologies for absence due to annual leave and the previously circulated report were noted.
- (ii) Following advice that there is a meeting scheduled with a supplier of acoustic wall panels, Cllr D. Elliott expressed a preference that the folding glass doors between the Hall and Art room be retained.
- (iii) Councillors appreciate the increasing utility costs for the Centre, it had been noted that the fees and charges for the Community Centre users have not been increased.
- (iv) The Clerk advised Councillors that a meeting is being set up with the TACT team to discuss the building.
- (v) Councillors noted that the Centre has seen an increase in number of food parcels being collected and the Clerk is to contact Telford Crisis Support to identify if the Council and Community Centre can offer any further support.

C22/011 EVENTS

- (i) Councillors noted that the Easter egg hunt will run from 11th - 25th April.
- (ii) It was noted that the Breakfast Club will be held on 12th and 19th April.
- (iii) Councillors noted that an Easter Fairy Tale Party will be running on Thursday 21st April. Cllr M. Evans enquired how Ketley residents were identified and it was noted this was done through the booking process.
- (iv) It was noted that the Queen's Platinum Jubilee event is scheduled for Sunday 26th June. Councillors discussed the establishment of an Events working group for this event. Cllr H. Rhodes, Cllr M. Evans, Cllr S. Thiara and Cllr N. Heath expressed interest in participating.
- (v) Councillors discussed establishing an Events Committee at a future meeting.

C22/012 GARDEN OF REST

- (i) The Clerk advised Councillors that further two bookings had been made for interments.
- (ii) Councillors noted that the disputed invoice from EON.Next for £3,537.28 relating to electricity within the building at the Garden of Rest had been resolved with an expected refund of £19.95 from EON.



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- (iii) The Clerk advised Councillors that investigations continue to locate consultants to undertake the ground checks for the Garden of Rest.
- (iv) The Clerk will continue to identify a solution for opening hours for the Garden of Rest

C22/013 FINANCE

Councillors noted the current status of the Council's finances.

C22/014 FINANCE - ORDERS FOR PAYMENT

- (i) The Orders for Payment were reviewed as detailed in Appendix 1.
Cllr E. Callear proposed, Cllr D. Elliott seconded, and it was resolved that the invoices be paid.
- (ii) The Clerk advised Councilors that the gas alarm within the TACT building needs to be replaced.
Cllr J. Francis proposed, Cllr H. Rhodes seconded, and it was resolved that the gas alarm be replaced.

C22/015 COUNCILLORS COMMUNICATIONS AND ID

- (i) The Clerk advised Councillors that six Councillors have had their new e-mail addresses set up, and work continues to resolve the remaining Councillors set ups. Notice will be given when the switch over to the new addresses will take place.
- (ii) Cllr D. Elliott advised Councillors that the use of a name badge by Councillors and Staff at the Community Centre would give a more professional impression.
Cllr D. Elliott proposed, Cllr A. Morris seconded, and it was resolved that the Council issue a name badge to identify Parish Council members and staff.

C22/016 NEWSLETTER

- (i) Cllr M. Evans advised Councillors that a leaflet had been produced to cover Easter events to be distributed in Meadows School. It was noted that due to various circumstances the leaflet had not be distributed.
- (ii) It was noted that Cllr E. Callear offered to assist in setting up a newsletter template. Clerk will seek to obtain three quotes for printing and distribution.
- (iii) It was noted that Cllr M. Evans offered assistance in collecting news from the Parish.
- (iv) Councillors agreed suitable dates for publication would be Summer, Autumn and Winter. It was noted that Clerk and Cllr E. Callear will meet to agree a production schedule for the Newsletter.



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C22/017 BOUNDARY SIGNS

- (i) The Clerk advised Councillors that Telford & Wrekin Council has offered to create and install the signs.
- (ii) The Clerk is seeking quotes for this work.

C22/018 RECYCLING HOUSE

Cllr E. Callear advised Councillors that there are no further updates. It was noted that a letter is being sent to residents from Telford & Wrekin Council on developments. Councillors noted that no work is to take place on the site and any activity on the site should be reported to Telford & Wrekin Council.

C22/019 MOTORCYCLE BARRIER AT MARGARET COURT

Councillors noted concerns on increased use of motorcycles on the narrow path next to bungalows at Margaret Court. The proposal to install a motorcycle barrier was noted with a contribution required from the Parish Council of £725. It was noted that Ward Councillors A. Jhawar and E. Callear would contribute from the Cllr Pride Funds. **Cllr H. Rhodes proposed, and Cllr N. Heath seconded and it was resolved that the Council will fund the amount of £725 to install a motorcycle barrier at Margaret Court.**

C22/020 ANNUAL ASSEMBLY

- (i) Councillors noted that the Annual Assembly is scheduled for 27th April at 7:00pm at the Community Centre.
- (ii) Councillors noted the deadline of 20th April to make suggestions regarding the Community Spirit Recognitions award.
- (iii) The Clerk will issue invitations to guest speakers for the event, and the Clerk and Chairman will finalise the format and programme for the Assembly.

C22/021 S137 GRANT FUNDING

The Clerk advised Councillors that one application for funding had been received from Ketley Coffee Club.

The declarations of interest from Cllr M. Evans and Cllr D. Elliott were noted. Councillors reviewed the application for £357.50 to support an event to celebrate the Queens Jubilee.

Cllr E. Callear proposed, and Cllr H. Rhodes seconded, and it was resolved that the Council grant the sum of £357.50 to Ketley Coffee Club to be used to celebrate the Queens Jubilee.



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C22/022 INFORMATION ITEMS

- (i) Cllr A. Jhawar advised that a date for widening of Waterloo Junction is still to be determined.
- (ii) Cllr A. Jhawar advised that a quote to repair the broken gate at Red Lake had been received from Idverde with further quotes sought.
- (iii) Councillors noted the delivery of the Defibrillator to Rose Manor. The Clerk is to organise a plaque to be displayed next to the Defibrillator.
- (iv) Councillors noted that Cllr A. Jhawar had reported to Telford and Wrekin Council regarding a noisy manhole cover in Shepherds Lane.

C22/023 PARISH MATTERS

The Clerk advised Councillors that no other matters had been raised.

C22/024 AGENDA ITEMS FOR NEXT MEETING

- (i) To advise Clerk of items to be considered for inclusion in the Agenda.

C22/025 PLANNED DATES OF FORTHCOMING MEETINGS

Annual Assembly: Wednesday 27 April 2022 @ 7:00pm

Annual Meeting of Council: Wednesday 11 May 2022 @ 7:00pm followed by Full Council.

Full Council Wednesday 8 June 2022 @ 7:00pm

The Chairman declared the public session closed at 8:15pm

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.

C22/026 PLANNING

See confidential minute.

C22/027 STAFFING

See confidential minute.

The Chairman declared the meeting formally closed at 8:23pm.



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Appendix 1 – Orders for Payment

ID	Supplier	Description	Invoice	Net	VAT	Total
1	Clarity Copiers Ltd	Service Charge	40286	70.00	14.00	84.00
2	Clarity Copiers Ltd	Printing/Copying	40409	161.62	32.32	193.94
3	Clarity Copiers Ltd	Replacement Parts	40433	38.00	6.60	39.60
4	Clarity Copiers Ltd	Toner Delivery Charge	40270	8.25	1.65	9.90
5	Blachere Illuminations UK Ltd	Christmas Lights Hire, Storage, Installation, Removal – Year 2	SO34518	4,616.80	923.36	5,540.16
TOTAL				4,889.67	977.93	5,867.60

Signed:
Chairman of Ketley Parish Council

Date: 11 May 2022