



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 11 May 2022 at Ketley Community Centre following the Annual Council Meeting

PRESENT:

Councillor Eileen Callear (Chairman)
Councillor David Elliott
Councillor Maggie Evans
Councillor Joy Francis
Councillor Nick Heath
Councillor Amrik Jhawar

Councillor Sam Millward Thomas
Councillor Andrew Morris
Councillor Hilda Rhodes
Councillor Kuldip Sahota
Councillor Sukh Thiara

Clerk: Jane Lees

Assistant to the Clerk: Elisabeth Bamford

Community Centre Manager: Christian Smith

Public: One member of the public

C22/028 WELCOME

The Chairman welcomed everybody to the meeting.

C22/029 APOLOGIES FOR ABSENCE

None.

C22/030 PUBLIC SESSION

A resident raised concern regarding the site of the White Lion. The resident enquired if the Parish Council would ascertain the site's future. It was noted that the Clerk is in contact with the Planning Enforcement team who are investigating the matter, and the Parish Council is awaiting their report.

C22/031 DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Cllr A. Jhawar and Cllr K. Sahota declared interest in agenda item C22/03: Planning.

C22/032 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 13TH APRIL 2022

Cllr H. Rhodes proposed, Cllr M. Evans seconded, and it was resolved that the minutes of the meeting held on Wednesday 13th April 2022 be adopted and that the Chairman sign these as a true record.



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C22/033 PLANNING

- (i) Councillors considered the renewal of street trading consent relating to King Cone, ice cream van. The applicant intends to trade around the Borough and has listed the following locations: Wellington, Leegomery, Shawburch, Admaston, Bratton, Dothill, Arleston, Wrockwardine, Hadley, Lawley, Trench Lock, Horton Wood, Stafford Park, Dawley, Trench, Donnington, Muxton, Ketley, Ketley Bank, Overdale & Lightmoore areas of Telford. The trading will take place 7 days a week during the hours of 12pm to 7pm. After consideration it was agreed that no comment be offered.
- (ii) Councillors considered planning application TWC/2022/0403 relating to the proposed erection of a single storey front and rear extension at Alderley, Red Lees, Ketley. After consideration it was agreed that no comment be offered.

At 7:36pm the member of the public thanked the Councillors and left the meeting.

- (iii) Councillors considered planning application TWC/2022/0405 relating to the proposed erection of 2no. detached dwellings with attached garage on land adjacent to the Wrens Nest, Wrens Nest Lane, Ketley. After consideration it was agreed that no comment be offered.
- (iv) Councillors considered planning application TWC/2022/0412 relating to the proposed erection of a two-storey side extension at 36 Sinclair Gardens, Ketley. After consideration it was agreed that no comment be offered.

C22/034 BOUNDARY REVIEW CONSULTATION

It was noted that the response to the Boundary Review Committee had been shared with the Parish Council and submitted within the deadline.

C22/035 COMMUNITY CENTRE

- (i) Councillors noted the Centre Manager's previously circulated report.
- (ii) Councillors noted that the income and use of the Centre is increasing.
- (iii) Discussion was held regarding cleaning regimes within the building following ending of Government Covid restrictions. The Clerk advised the Councillors that a full Health and Safety inspection of the building will be completed this year.
- (iv) Councillors noted the success of the Easter egg hunt and the Princess Easter Fairy Tale party had been well attended and enjoyed.
- (v) The Clerk advised the Councillors that the sanitary and nappy waste receptacles and offensive waste disposal currently do not comply with



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Environmental Health legislation and three companies have been approached for quotes to meet our requirements.

Cllr S. Millward Thomas, Cllr M. Evans seconded, and it was resolved by the Council that Citron Hygiene be used as their preferred supplier.

C22/036 EVENTS

It was noted that the Queen's Platinum Jubilee event is scheduled for Sunday 26th June. It was noted that Councillors had expressed a wish to distribute commemorative gifts to residents. The Clerk advised councillors that two gifting items been investigated. Councillors reviewed the suggestion and after consideration **Cllr S. Millward Thomas proposed, Cllr M. Evans seconded, and it was resolved by the Council to buy 108 mugs and 120 trees as commemorative gifts to residents of the Parish.**

C22/037 FINANCE

- (i) Councillors noted the current status of the Council's finances.
- (ii) Cllr S. Millward Thomas advised the Council should review the Bank Accounts to spread the financial risk.

C22/038 FINANCE - ORDERS FOR PAYMENT

- (i) The Orders for Payment were reviewed as detailed in Appendix 1.
It was resolved by the Council that the invoices be paid.
- (ii) The Direct Debit payments were reviewed as detailed in Appendix 2 and 3.
It was resolved by the Council that the Direct Debits be paid.

C22/039 COUNCILLORS COMMUNICATIONS AND I.D.

- (i) The Clerk advised Councillors that eight Councillors have had their new e-mail addresses set up, and that details will be sent to Cllr S. Thiara on how to set his e-mail address.
- (ii) Councillors noted and reviewed the received quotes and information regarding name badges. After consideration **Cllr M. Evans proposed, Cllr A. Morris seconded, and it was resolved that the Council buy name badges that can be worn with lanyard or pins.**

C22/040 NEWSLETTER

- (i) Cllr E. Callear presented a draft copy of Newsletter and noted that the draft is to be amended and distributed to the Councillors for approval before going to print.



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C22/041 BOUNDARY SIGNS

- (i) Clerk advised Councillors that the chosen blue colour has been refused approval by Telford and Wrekin Council. A new colour is to be agreed by Council, with a deadline of 16th May for votes to be counted. Discussion followed on the possibility of holding an event when the signs have been erected.

At 8:40pm Centre Manager thanked the Councillors and left the meeting.

C22/042 INFORMATION ITEMS

- (i) Cllr A. Jhawar advised that the gate at St Mary still not been replaced.
- (ii) Cllr A. Jhawar advised that a date for widening of Waterloo Junction is set for end of July.
- (iii) Cllr E. Callear advised Councillors that there are no further updates on Recycling House. It was noted that there are reports of activity on the site related to the warehouse. Councillors noted that any activity on the site should be reported to Telford & Wrekin Council.
- (iv) Cllr A. Jhawar advised that the Red Lees path from the entrance to Paddock Mound and up to Garden of Rest appears to need resurfacing. Clerk to investigate who is responsible for the maintenance of the path.
- (v) Cllr A. Jhawar advised Councillors that there is water gathering in the underpass to Overdale.

C22/043 PARISH MATTERS

- (i) Cllr S. Millward Thomas advised Councillors that there been reports of thefts from cars at the Millennium Village.
- (ii) Cllr M. Evans enquired why the Friends of Paddock Mound had not been mentioned at the Assembly. Clerk advised Councillors that it is important that they put forward nominations for recognition.
- (iii) Cllr M. Evans enquired if the Parish or Borough Council could help Talking papers to find a new home as the Shropshire Star is closing.

C22/044 AGENDA ITEMS FOR NEXT MEETING

- (i) Paddock Mound – Quarterly Meeting
- (ii) To advise Clerk of items to be considered for inclusion on the agenda.

C22/045 PLANNED DATES OF FORTHCOMING MEETINGS

Full Council Wednesday 8 June 2022 @ 7:00 pm

Full Council Wednesday 13 July 2022 @ 7:00 pm

The Chairman declared the public session closed at 9:00pm



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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.

C22/046 PLANNING
See confidential minute.

C22/047 STAFFING
See confidential minute.

The Chairman declared the meeting formally closed at 9:05pm.

Appendix 1 – Orders for Payment 11 May 2022

| ID | Supplier | Description | Invoice | Net | VAT | Total |
|--------------|--|-----------------------------------|-----------|------------------|---------------|------------------|
| 1 | HMRC | Tax & N/C | N/A | 3,262.18 | 0.00 | 3,262.18 |
| 2 | NEST | Pension Contribution | N/A | 182.84 | 0.00 | 182.84 |
| 3 | Shropshire Pension Fund | Pension Contribution | N/A | 677.73 | 0.00 | 677.73 |
| 4 | Shropshire Association of Local Councils | Affiliation Fees | 1515 | 1,734.88 | 0.00 | 1,734.88 |
| 5 | Jason Gough Computing Services Ltd | Laptop | 119311 | 630.00 | 126.00 | 756.00 |
| 6 | Jason Gough Computing Services Ltd | IT setups | 119327 | 50.00 | 10.00 | 60.00 |
| 7 | Jason Gough Computing Services Ltd | AVAST Security Licence for Laptop | 119326 | 17.50 | 3.50 | 21.00 |
| 8 | Jason Gough Computing Services Ltd | On site IT support | 119325 | 315.00 | 63.00 | 378.00 |
| 9 | Jason Gough Computing Services Ltd | IT Retainer – April 2022 | 119480 | 45.00 | 9.00 | 54.00 |
| 10 | Jason Gough Computing Services Ltd | Data Backup | 119372 | 38.00 | 7.60 | 45.60 |
| 11 | ewa | Face Painting | #2022/005 | 100.00 | 0.00 | 100.00 |
| 12 | A G Property Maintenance Ltd | Toilet Repairs | AGPM006 | 319.31 | 0.00 | 319.31 |
| 13 | Viking | Stationery | 8880014 | 105.22 | 21.04 | 126.26 |
| 14 | Clarity Copiers Ltd | Printer Service Charge | 40502 | 70.00 | 14.00 | 84.00 |
| 15 | Clarity Copiers Ltd | Printing/Copying | 40540 | 76.80 | 15.32 | 91.92 |
| 16 | Arthur J Gallagher Ins | Council Insurance 2023 | 495507659 | 6,073.80 | 0.00 | 6,073.80 |
| TOTAL | | | | 13,698.06 | 269.46 | 13,698.06 |



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Appendix 2 – Direct Debit Payments April 2022

| ID | Supplier | Description | Invoice | Net | VAT | Total |
|--------------|--------------------------|---|-------------------|-----------------|-----------------|-----------------|
| 1 | FCC Recycling UK | GoR Waste Collection & Duty of Care Admin Fee | 1433611 & 143708 | 106.24 | 21.25 | 127.49 |
| 2 | FCC Recycling UK | Centre Waste Collection & Duty of Care Admin Fee | 1433610 & 1437097 | 123.84 | 24.77 | 148.61 |
| 3 | Severn Trent Water | GoR Water Charges | 384174697 | 81.94 | 0.00 | 81.94 |
| 4 | Telford & Wrekin Council | GoR Business Rates | 80213883 | 96.80 | 0.00 | 96.80 |
| 5 | Telford & Wrekin Council | Centre Business Rates | 80258520 | 382.90 | 0.00 | 382.90 |
| 6 | Telford & Wrekin Council | Burial Charges | 4526432 | 291.56 | 0.00 | 291.56 |
| 7 | NEST | Pension Contribution | N/A | 182.84 | 0.00 | 182.84 |
| 8 | Fasthosts | Linux PHP Service Charge | 65242873 | 6.28 | 1.26 | 7.54 |
| 9 | Virgin Media Business | Telephone & Internet | 03886201/001/0322 | 87.77 | 17.55 | 105.32 |
| 10 | Telford & Wrekin Council | Recruitment Fee | 4528259 | 1,800.00 | 360.00 | 2,160.00 |
| 11 | Water Plus | TACT Water Charges | INV06009593 | 259.39 | 0.00 | 259.39 |
| 12 | Water Plus | Centre Water Charges | INV06007778 | 90.70 | 0.00 | 90.70 |
| 13 | West Mercia Energy | Centre & TACT Electricity & Gas | 5 Invoices | 1,034.88 | 187.81 | 1,222.69 |
| 14 | Telford & Wrekin Council | Christmas Lights Testing & Isolator Installation (2021) | 4528719 | 3,399.00 | 679.80 | 4,078.80 |
| 15 | Telford & Wrekin Council | TACT Rent | 4527786 | 83.33 | 16.67 | 100.00 |
| TOTAL | | | | 8,027.47 | 1,309.11 | 9,336.58 |



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Appendix 3 – Direct Debit Payments 1 – 11 May 2022

| ID | Supplier | Description | Reference | Net | VAT | Total |
|--------------|--------------------------|--|--------------------|---------------|--------------|---------------|
| 1 | FCC Recycling UK | GoR Waste Collection & Duty of Care Admin Fee | 1433611 | 52.24 | 10.45 | 62.69 |
| 2 | FCC Recycling UK | Centre Waste Collection & Duty of Care Admin Fee | 1433610 | 47.86 | 9.57 | 57.43 |
| 3 | Telford & Wrekin Council | GoR Business Rates | 8013883 | 91.00 | 0.00 | 91.00 |
| 4 | Telford & Wrekin Council | Centre Business Rates | 80258520 | 378.00 | 0.00 | 378.00 |
| 5 | Fasthosts | Linux PHP Service Charge | 65518724 | 6.28 | 1.26 | 7.54 |
| 6 | Virgin Media Business | Telephone & Internet | 038486201/001/0422 | 88.01 | 17.60 | 105.61 |
| TOTAL | | | | 663.39 | 38.88 | 702.27 |

Signed:
Chairman of Ketley Parish Council

Date: 8 June 2022