



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Ordinary Meeting of Ketley Parish Council held on Wednesday 8th June 2022 at Ketley Community Centre at 7:00pm

PRESENT:

Councillor Eileen Callear (Chairman)
Councillor David Elliott
Councillor Joy Francis
Councillor Nick Heath

Councillor Sam Millward Thomas
Councillor Hilda Rhodes
Councillor Sukh Thiara

In Attendance

Clerk: Jane Lees

Assistant to the Clerk: Elisabeth Bamford

Community Centre Manager: Christian Smith

Public: One member of the public

C22/048 WELCOME

The Chairman welcomed everybody to the meeting.

C22/049 APOLOGIES FOR ABSENCE

Apologies were received from Cllr A. Jhawar, Cllr A. Morris and Cllr K. Sahota. Apologies noted.

C22/050 PUBLIC SESSION

No issues raised by the attending member of the public.

C22/051 POLICE MATTERS

- (i) Councillors noted Police apologies for absence due to work shift patterns and noted the contents of their report previously circulated.
- (ii) It was noted that the Clerk is to extend an invitation to representative of the Police to attend the Queens Platinum Jubilee Celebrations on the 26th of June 2022.

C22/052 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) The Clerk to investigate if the Fire and Rescue Service is running any fire awareness campaign that could be shared with the Parish Council.
- (iii) It was noted that the Clerk is to extend an invitation to representative of the Fire and Rescue Service to attend the Queens Platinum Jubilee Celebrations on the 26th of June 2022.



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C22/053 DISCLOSABLE PECUNIARY AND OTHER INTERESTS

None declared.

C22/054 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 11th MAY 2022

Cllr H. Rhodes proposed, Cllr N. Heath seconded, and it was resolved that the minutes of the meeting held on Wednesday 11th May 2022 be adopted and that the Chairman sign these as a true record.

At 7:07 pm the Centre Manager joined the meeting.

C22/055 PLANNING APPLICATIONS

- (i) Councillors considered the stopping up order OD/012197. After consideration it was agreed that no comments be offered.
- (ii) Councillors considered planning application TWC/2022/0287 relating to the proposed erection of a 1.8 metre rear fence and sliding gate at 52 Broadway, Ketley. After consideration it was agreed that no comment be offered.

C22/056 COMMUNITY CENTRE

- (i) The Centre Manager's previously circulated report were noted.
- (ii) The Clerk advised the Councillors that the backdoor needs to be replaced with an alarm added to indicate the opening of the door.
- (iii) The Clerk advised the Councillors that a Health and Safety risk assessment of the Community Centre is required.
- (iv) The Centre Manager advised the Councillors that he is currently working on the placement of the extra Christmas lights along Holyhead Road and strength testing the lamp posts.

C22/057 EVENTS

- (i) The Centre Manager advised Councillors of the preparation for the upcoming Queens Platinum Jubilee on the 26th of June.
- (ii) The Centre Manager advised Councillors that Hammonds has been pre-booked for the Christmas dinner, but no deposit paid yet. It was noted that the suggested dates for the Christmas dinners are 19th, 20th and 21st of December.
- (iii) It was noted that the Centre Manager is to investigate transport options for visitors participating in the Christmas dinners. **Cllr J. Francis proposed, Cllr S. Millward Thomas seconded and it was resolved, that the Council Christmas event is to provide dinners for senior citizens and review the event in the new year.**



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C22/058 FINANCE

- (i) Councillors noted the status of the Council's finances.
- (ii) Councillors noted the contents of the previously circulated paper regarding adding new signatories to the National Savings and Investment (NS&I) account. It was noted that the proposal is to add the names and signatures of Cllr J. Francis and Cllr D. Elliott to the NS&I account. **The Council resolved that the names of Cllr David Elliott and Cllrs Joy Francis be added to the NS&I account and that the completed Notification of Change of Signatory forms be signed on behalf of the account holder by Cllr Margaret Evans and submitted to NS&I by the Clerk.**

C22/059 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 listed in Appendix 1 be paid.**
- (ii) The Direct Debit Payments for May and up to 8th June 2022 were reviewed as detailed in Appendix 2 and 3. **It was resolved by the Council that the Direct Debit Payments listed in Appendix 2 and 3 be paid.**

C22/060 AGAR AND END OF YEAR PROCESS

- (i) The Clerk advised the Councillors that Mr Chris MacLean, former Locum Clerk, has advised that the AGAR will need to be processed in an extra ordinary meeting to be called before the end of June.
- (ii) It was noted that the Council do not wish to apply for an extension to enable the year end to be finalised.

C22/061 NEWSLETTER

The Clerk advised the Councillors that the Newsletter has been printed and will be delivered by Royal Mail next week. It was noted that the cost of printing was £203 and delivery £375.

C22/062 SPEED INDICATION DEVICE AT THE BOTTOM OF WOODSIDE ROAD

- (i) The Clerk advised the Councillors that concerns been raised regarding speeding on Woodside Road, and discussion followed regarding the placement, cost and application for permission from Telford & Wrekin Council.
- (ii) It was noted that Cllr E. Callear would investigate various funding alternative for the speed device indicator. **Cllr H. Rhodes proposed, and Cllr J. Francis seconded, that the Council invest in speed indication device and it was resolved by the Council to invest.**



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C22/063 HR SUPPORT

Councillors noted the contents of the previously circulated paper regarding purchasing of external HR specialist support. **Cllr H. Rhodes proposed, and Cllr D. Elliott seconded and it was resolved that the Council investigate and purchase external HR specialist support to review and advise the Council on present employment procedures and policies.**

C22/064 FINANCE COMMITTEE

It was noted that the Finance Committee had held its first meeting for this financial year, it was agreed that the minutes from the Finance Committee are to be distributed to the full Council.

C22/065 RESOURCE COMMITTEE

It was noted that the Resource Committee sat for its first meeting of the financial year just before today's council meeting, and the committee had discussed H.R. and staffing issues.

C22/066 GARDEN OF REST

The Clerk advised Councillors that the Council received a request from a member of the public for clarification on the Council's view of balloons on memorials in the Garden of Rest. It was noted that the Terms and Conditions for the Garden of Rest are to be updated, and the Council do **not recommend** the attachment of balloons in the Garden of Rest.

C22/067 INFORMATION ITEMS

- (i) Cllr E. Callear advised that the motorcycle barrier at Margaret Court seems to be working well, and there are plans to run a consultation on another motorcycle barrier at the underpass between Overdale and Riddings Close.
- (ii) Cllr E. Callear advised that the search to find space on Woodside Road for parking is ongoing.
- (iii) Cllr E. Callear advised that she has not received any further updates regarding Recycling House, however there is a meeting planned for later in the month and she will keep the Council updated.

C22/068 PARISH MATTERS

- (i) It was noted that the stone wall next to the planting at crossroads is deteriorating, and discussion followed regarding placing some form of a permanent memorial or bench there.
- (ii) The Councillors noted the contents of the previously circulated paper regarding food poverty and the cost-of-living support package, and the Clerk asked if the Council wish to sign the letter in support. It was noted



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that the Clerk is to clarify if the stated figure in the letter includes Telford & Wrekin, and if so there is agreed acceptance to sign.

- (iii) Council discussed decorating Parish brick bus shelters and BT cable boxes, with the Clerk to investigate where to obtain permission to do so.

C22/069 AGENDA ITEMS FOR NEXT MEETING

- (i) To receive an update on painting of bus shelter and cable boxes.
- (ii) To receive an update on the stone wall and bench.
- (iii) To advise Clerk of items to be considered for inclusion in the agenda.

C22/070 PLANNED DATES OF FORTHCOMING MEETINGS

Finance Committee Wednesday 22 June 2022 @ 1:00 pm

Full Council Wednesday 13 July 2022 @ 7:00 pm

Finance Committee Wednesday 27 July 2022 @ 1:00 pm

No meetings in August 2022.

Resources Committee 14 September 2022 @ **6:00 pm**

Full Council Wednesday 14 September 2022 @ 7:00pm

Finance Committee Wednesday 28 September 2022 @ 1:00pm

The Chairman declared the public session closed at 8:27 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.

C22/071 PLANNING

See confidential minute.

C22/072 STAFFING

See confidential minute

The Chairman declared the meeting formally closed at 8:37 pm.



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Appendix 1 – Orders for Payment 8th June 2022 Agenda Item C22/059 (i)

ID	Supplier	Description	Invoice	Net	VAT	Total
1	Citron Hygiene	Medical Unit Contract	CN30181761	43.53	8.71	52.24
2	AG Property Maintenance	Disable Sink Move	AGPM046	270.00	0.00	270.00
3	AG Property Maintenance	Ladies WC Taps Replaced	AGPM047	164.98	0.00	164.98
4	Jason Gough Computing Services Ltd	Data Backup	119679	38.50	7.70	46.20
5	Jason Gough Computing Services Ltd	Monthly IT Retainer - May	119715	45.00	9.00	54.00
6	Clarity Copiers Ltd	Printer Panel Replacement	40678	285.00	57.00	342.00
7	Clarity Copiers Ltd	Monthly Service Charge	40720	70.00	14.00	84.00
8	Clarity Copiers Ltd	Printing/Copying	40758	88.11	17.62	105.73
TOTAL				1,005.12	114.03	1,119.15

Appendix 2 – Direct Debit Payments in May 2022 Agenda Item C22/059 (ii)

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	80213883	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
7	NEST	Pension Contribution	N/A	182.84	0.00	182.84
8	ICO	Annual Data Protection Fee	ZA050527	35.00	0.00	35.00
9	West Mercia Energy	Centre & TACT Electricity & Gas	5 Invoices	1,048.43	187.86	1,236.29
10	Telford & Wrekin Council	TACT Rent	4530505	83.33	16.67	100.00
11	O2	Mobile Phone	05972475/001	35.00	7.00	42.00
12	Water Plus	Centre Water	06212939	30.89	0.00	30.89
13	Water Plus	TACT Water	06213245	91.78	0.00	91.78
TOTAL				2,170.86	250.41	2,421.07



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Appendix 3 – Direct Debit Payments 1 – 8th June 2022 Agenda Item C22/059 (ii)

ID	Supplier	Description	Reference	Net	VAT	Total
1	FCC Recycling UK	GoR Waste Collection & Duty of Care Admin Fee	1433611	52.23	10.45	62.68
2	FCC Recycling UK	Centre Waste Collection & Duty of Care Admin Fee	1433610	47.87	9.57	57.44
3	Telford & Wrekin Council	GoR Business Rates	80213883	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	87.95	17.59	105.54
TOTAL				663.33	38.87	702.20

Signed:

Chairman of Ketley Parish Council

Date: 13th July 2022