

KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini

Clerk to the Council: Alison Hinks
Ketley Community Centre
Holyhead Road
Ketley
Telford
TF1 5AN
01952 612035
parishclerk@ketleyparishcouncil.co.uk
www.ketleyparishcouncil.co.uk

MINUTES of the Ketley Parish Council meeting held at 6.30 pm on Wednesday 9 March 2016 at Ketley Community Centre.

PRESENT:

Councillor Hilda Rhodes (Vice Chairman)
Councillor Maggie Evans
Councillor Amrik Jhawar
Councillor Samuel Millward-Thomas

Councillor David Elliott
Councillor Joy Francis
Councillor Rajah Mehta

Clerk: Alison Hinks

In Attendance: Kate Stephens, T&W Council Planning Officer, Derek Causer, T&W Council Enforcement Officer and 24 members of the public.

16/6501 WELCOME

Cllr Rhodes welcomed Borough Councillors, Parish Councillors, T&W Council Officers and the member of the public to the meeting.

16/6502 GREENWAYS SITE

Kate Stephens said that Greenways currently lease the land which has planning permission to operate from the side. Greenways have submitted 2 planning applications which have been withdrawn to amend the planning permission to that it is more suitable to their business. Ms Stephens confirmed that she had had meeting with Greenways about the changes that they are proposing and a revised planning application is imminent.

Derek Causer said that when Greenways entered into the lease the site was a mess from the previous occupiers, although Wellings have to remove their waste within 18 months of the lease being signed. The Greenways have been working with the Environment Agency about this and they are happy that the waste is being reduced. This is part of a 2 year programme agreed by the Environmental Agency. Mr Causer acknowledged that the piles of rubbish are reducing although they are being replaced by bails of rubbish. Cllr Elliot said that the view from the back of the site is dreadful and there has been an increase in rats in the area. Ms Stephens said that the planning permission does not state anything about the look of the site and this would be an issue for the Health & Safety Executive, Environmental Agency or Environmental Health.

Cllr Francis said that the lorries parking outside of the site are the problem. Ms Stephens said that the current planning permission allows 50 HGV lorries (over 7.5 tons) into the site and 50 HGV lorries (over 7.5 tons) out of the site every day. They can have any number of smaller lorries a day. Mr Causer said that he has investigated and there is currently no more than 50 HGV lorries going in/out of the site a day. Mr Causer said that T&W Council Planning Department are unable to do anything about the lorries parking outside of the site.

Cllr Francis said that the lorry drivers are urinating in the hedge along the side of the road. Mr Causer said that the lorries are using the layby for overnight stops and obstruction of roads is a highway issue. Ms Stephens said that she would only control what is happening inside the site boundaries. Cllr Jhawar asking if Greenways would be installing additional on-site parking for lorries. Ms Stephens said that Greenways want to improve the workability of the site but the site does have limitations. Mr Causer said that there has been discussions about a design scheme with a new layout with 4/5 waiting areas, although this is not a concrete plan. A revised planning application from Greenways is imminent. This will probably also include extended working hours, increase productivity, which is currently 6,000 tons of waste. Mr Causer said that the planning condition can not include parking on the road. Cllr Rhodes said that it could include the state of the road and the litter from the site.

Cllr Rhodes asked if it was T&W Council's responsibility to clean the road. Mr Causer said that T&W Council does not have a traffic regulation order for this area, although T&W Council Highways were going

to install parking restrictions for 100m along the road. Cllr Jhawar said that the footpath has been damaged extensively due to the lorries using it to park. Cllr Causer said that there is also a problem with the way people drive when the lorries are parked. Cllr Cartwright acknowledged this and said that this is a route to school for children from the local area. Cllr Cartwright asked if a child needed to be killed before anything was done about the problems in this area and said that the Parish Council needs to do something quickly. Cllr Stephens said that the Parish Council and local residents can change things when the temporary yellow lines have been installed to ensure that they remain in situ.

Cllr Cartwright said that Greenways can currently only operate 7.00 am – 7.00 pm Monday – Friday, 7.00 pm – 5.00 pm Saturday and not on a Sunday.

Cllr Rhodes said that Greenways should be invited to a Parish Council meeting to reassure the Parish Council and the community. There has been joint meetings in the past which were very positive. Cllr Rhodes suggested that Greenways are invited to a future meeting to discuss the revised planning application before a decision is made.

16/6503 PUBLIC SESSION

- Mr Vickers informed the Parish Council that the diversion of the ROW over Bali Hi had been an issue for local residents since 1989 and went through correspondence from 2008 about the same thing. Cllr Rhodes said that the residents' concerns would be discussed at the Public Enquiry in July 2016. Mr Vickers reminded the Parish Council that the definitive map of 1965 shows the correct line of the ROW. Mr Vickers said that the 2003 planning permission to build the house was over the ROW.

Mr Vickers said that the Parish Council are sitting on the fence regarding the diversion of the ROW over Bali Hi and asked the parish Council if they are against the proposed closure.

RESOLUTION: Cllr Francis proposed that the Parish Council take a stance to keep the ROW over Bali Hi open, which was seconded by Cllr Evans and unanimously agreed by the Parish Council.

Mr Vickers asked that the Parish Council write to the Secretary of State and T&W Council Legal Department that the Parish Council are now objecting to the diversion of the ROW over Bali Hi.

ACTION: The Clerk to write to the Secretary of State and T&W Council legal Department to inform them that the Parish Council now object to the diversion order.

Mr Vickers asked if any Parish Councillor had viewed the paperwork relating to the Public Enquiry available at T&W Council Legal Department. Cllr Francis said that she had recently walked the ROW but was confronted by Mrs Linning.

ACTION: Cllr Francis to visit T&W Council to view the paperwork relating to the Public Enquiry.

- Ross Doodson said that he had been asked by the Clerk to remove the TACT sign on the entrance to the car park by Ketley Youth Centre. Mr Doodson said that the installation of this had been agreed by the Parish Clerk and said that his business and they building they use needs to be advertised. Mr Doodson said that he was also intending to install a further sign on the opposite side of the entrance which has already been agreed by the Parish Council. He said that he had installed the smaller sign as the posts were already in situ and it was cheaper. Mr Doodson reminded the Parish Council that he has sole occupancy of Ketley Youth Centre and the use of the car park is included in his rent.

Cllr Elliott said that the small sign look the car park is for use by TACT only and this is a joint use car park for Ketley Community Centre, Ketley Paddock Mound and TACT. Cllr Rhodes suggested that all 3 organisations should work together so that the sign is appropriate for all.

RESOLUTION: Cllr Evans proposed that a new sign is installed promoting use by all 3 parties, which was seconded by Cllr Cartwright and unanimously agreed by the Parish Council.

16/6504 POLICE MATTER

Nothing to report.

16/6505 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Apologies were received and accepted from Cllr Anil Saini (holiday), Cllr A Morris (unwell) and Cllr L Hodgkinson (unwell).

16/6506 DISCLOSURE OF PECUNIARY INTERESTS

Nothing to report.

16/6507 TO APPROVE THE MINUTES OF THE 10 FEBRUARY 2016 MEETING

RESOLUTION: The minutes of the meetings held on 10 February 2016 were proposed as an accurate record by Cllr Mehta, seconded by Cllr Evans and unanimously agreed by the Parish Council.

16/6508 CLERK'S REPORT

Community Centre

1. H&S Upgrades at Ketley Youth Centre – This work has now been completed
2. IT Support – I have not received any information from Paul Woodhouse, T&W Council IT Support to about support the Parish Council's IT network, with a view to cost saving.
3. Legionella Testing – Unfortunately I was unable to meet with the Community Centre Manager on 23 February 2016 to go through the monthly legionella testing needed on hot water outlets in the Community Centre. This will be re-arrange shortly.
4. Shropshire Wildlife Trust – SWT are due to move into Ketley Community Centre on 1 April 2016. The Centre Manager is in the process of making the necessary arrangements to ensure that everything is in place to ensure this happens.
5. External Lights at KYC – CMK Electrical will be installing timed external lights over each exit at KYC and also installing a timer on the floodlights over the car park at KYC on the 9 and 10 March 2016.

Community Events

6. Easter Egg Hunt – This year's Easter Egg Hunt on Ketley Paddock Mound is arranged for Wednesday 30 March 2016 from 10.00 am until 2.00 pm, starting from Ketley Community Centre. There will be Forest School activities on the Paddock Mound and Easter crafts at the Community centre, with tea/pop and cakes available. I have not heard back from the company I approached to donate the Easter Eggs that we give to the young people.
7. Clean for the Queen – Due to the lack of interest by the Friends of Ketley Paddock Mound members, this event did not take place.
8. Sports Relief – I will be holding a cake sale and raffle for Sports Relief during the week of 14 March 2016 with all money raised going to this worthwhile charity.
9. Ketley Community Fund Day – nothing further to report.

Parish Environmental Team

10. PET Timetable – I am in the process of reviewing the PET timetable. The contract has now been running for well over a year and the change in operative seem an ideal time to ensure that the schedule is fit for purpose.

Garden of Rest

11. Building at Garden of Rest – Davies and Sons have been successful in the contract for this work at a cost of £4,300. £2,000 was contributed from Ward Councillors and £2,300 from the Parish Council budget. The contractor will be contacting the Parish Council over the next couple of weeks to confirm a date for this work to start.

Street Lighting

12. Streetlight Upgrade Programme – nothing to report.

Parks & Play Facilities

13. Millennium Park – There is currently no official opening date for the new Millennium Park.

Roads and Footpaths

14. Waterloo Road, Ketley – agenda item.
15. Road Markings along Waterloo Road – Nick Kitchen, T&W Council Highways Department has been in touch. Further to the Parish Council's request for yellow lines, instructions had been issued to the contractor to install a 100m length of double yellows either side of the Geenway's entrance. Unfortunately the road needs to be swept with a road sweeper before they can try to install the line. T&W Council are currently trying to get the contractors rescheduled over the coming weeks and hopefully this can be resolve shortly.

Rights of Way

16. Blocked ROW 197, Quarry Lane – nothing further to report.
17. Footpath between Sandbrook and Victoria Avenue, Ketley – nothing further to report.
18. Path Diversion Order – Bali Hi Footpath No. 191 and 193 – The Secretary of State has confirmed that he will change the venue for this public hearing to for the proposed diversion of these footpaths to Ketley Community Centre. I have informed that representatives from the local community of this change of venue.

Open Spaces

19. Ketley Paddock Mound – agenda item.
20. Pond off Sinclair Gardens De-siltation Works – nothing further to report.

Communication

21. Parish Newsletter – The next Parish Council newsletter is now being distributed over the weekend of 26 March 2015. Can Councillors please forward to the Clerk items that they would like to include in the newsletter.

Community Based Projects

22. Plaque to Commemorate William Reynolds – nothing further to report.

Council Meetings

23. 2015-16 Internal Audit of Accounts – agenda item.
24. Parish Plan – agenda item.
25. Youth Provision in Ketley – Cllr Millward-Thomas has contact The Meadows Schools with provisional dates when he can meet with the young people to discuss youth provision in Ketley. We are just waiting for the School to confirm the dates they are available.

16/6509 FINANCE COMMITTEE

- a) February 2015 Bank Reconciliation and order of payments – The Clerk reported as at year end on 31 December 2015 the Parish Council's bank statements were as follows:

National Savings	£106,246.79
Co-op	<u>£ 40,680.90</u>
TOTAL	<u>£146,927.69</u>

There is currently £36,761.69 of un-presented cheques from the Co-op Bank Account, leaving a balance of £3,919.21. The Clerk confirmed that £45,000 from that National Savings account has been transferred into the Co-op Bank account but the withdrawal is not currently showing on the National Savings bank statement. The actual balance in the National Savings account is £61,246.7920.

The Clerk confirmed that £21k would have to be transferred from the National Savings account to the Co-op Account to ensure that there is enough money to cover all outstanding payments until year end. These include:

• Fullwood Builders	£4,000
• Grants	£1,000
• Streetlight Maintenance	£5,846
• GOR Building	£4,000
• PET payment	£6,250
• Pride Noticeboards	£7,752

There is also around £2,886 account debtors up to 22 February 2016 and a projected £21,079 of receipt until 31 March 2016.

The order of payment for February 2016 amounted to £24,901.51 and are detailed below:

Cheque No.	Supplier	Description	Cost Code	Net	VAT	Total
301048	SevernTrent Water	Water Charges - GOR	10/214	£ 51.57	£ -	£ 51.57
301049	WEA	Photocopying charges	1/8	£ 393.45	£ -	£ 393.45
301050	T&W Council	Recycling 2015-16	6/612	£ 176.00	£ 35.20	£ 211.20
301051	T&W Council	Rent for KYC - Mar 2016	6/626	£ 83.33	£ 16.67	£ 100.00
301052	npower	Electricity - Streetlights	2/30	£ 70.00	£ -	£ 70.00
301053	npower	Electricity - GOR	10/216	£ 67.88	£ 3.39	£ 71.27
301054	Maintenance Contractors (Oswestry) Ltd	Grave digging - February 2016	10/211	£ 658.00	£ 131.60	£ 789.60
301055	Ellis Whittam	Insurance	1/18	£ 31.00	£ -	£ 31.00

301055	Ellis Whittam	Insurance	1/18	£ 7.75	£ -	£ 7.75
301056	TCAT	IT Support - March 2016	1/14	£ 330.00	£ 66.00	£ 396.00
301057	Nature Sign Design	Signage for KPM	3/62	£ 6,545.00	£ 1,309.00	£ 7,854.00
301058	Simon Bird	KCC Maintenance	6/609	£ 168.50	£ -	£ 168.50
301059	TWS	Gritting	10/218	£ 100.00	£ 20.00	£ 120.00
301059	TWS	Gritting	10/218	£ 71.00	£ 14.20	£ 85.20
301060	T&W Council	PET Contribution Jan-Mar 2016	3/61	£ 6,250.00	£ -	£ 6,250.00
301061	A Hinks	Salary - March 2016	1/1	£ 1,353.15	£ -	£ 1,353.15
301062	E A Linton	Salary - March 2016	6/608	£ 960.61	£ -	£ 960.61
301063	S Ward	Salary - March 2016	6/608	£ 487.53	£ -	£ 487.53
301064	M Dyer	Salary - March 2016	1/1	£ 529.10	£ -	£ 529.10
301065	D Shepherd	Salary - March 2016	6/608	£ 46.90	£ -	£ 46.90
301066	J Francis	2015-16 Members Allowance	1/6	£ 250.00	£ -	£ 250.00
301067	A Morris	2015-16 Members Allowance	1/6	£ 200.00	£ -	£ 200.00
301068	L Hodgkinson	2015-16 Members Allowance	1/6	£ 250.00	£ -	£ 250.00
301069	A Jhavar	2015-16 Members Allowance	1/6	£ 200.00	£ -	£ 200.00
301070	M Evans	2015-16 Members Allowance	1/6	£ 250.00	£ -	£ 250.00
301071	A Saini	2015-16 Chairmans Allowance	1/16	£ 1,200.00	£ -	£ 1,200.00
301072	SCPF	Parish Pension - March 2016	1/3	£ 343.91	£ -	£ 343.91
301072	SCPF	Centre Pension - March 2016	6/621	£ 319.97	£ -	£ 319.97
301073	H Rhodes	2015-16 Members Allowance	1/6	£ 200.00	£ -	£ 200.00
301074	D M Cartwright	2015-16 Members Allowance	1/6	£ 250.00	£ -	£ 250.00
301075	Rose Manor Residents Association	Grant	4/70	£ 200.00	£ -	£ 20.00
301076	Ketley History Group	Grant	4/70	£ 200.00	£ -	£ 200.00
301077	Ketley Methodist Church	Grant	4/70	£ 200.00	£ -	£ 200.00
301078	Silver Clouds Bingo Club	Grant	4/70	£ 200.00	£ -	£ 200.00
301079	HMRC	PAYE - March 2016	1/2	£ 607.60	£ -	£ 607.60
301080	A Hinks	Advertising / Easter Egg Hunt	1/8	£ 284.77	£ -	£ 284.77
TOTAL						£ 24,901.51

- b) Minutes of the Finance Committee held on 28 January 2016 – The Clerk presented the minutes of the Finance Committee held on 28 January 2016 for information.
- c) Verbal report from Finance Committee held on 25 February 2016
- 2015-16 Grant Applications – The Clerk went through the grant applications proposed for approval by the Finance Committee received and the following grant applications were proposed as being recommended to Full Council:
 - Ketley Methodist Church - £200 for 50th Anniversary Party
 - Ketley History Group - £200 for recording equipment
 - Rose Manor - £200 towards IT equipment
 - Silver Clouds - £200 toward Christmas Party.

Friends of Ketley Paddock Mound have requested £100 towards room hire costs. It was suggested that this is taken from £8k grant set for Paddock Mound. The Clerk said that the internal auditor had suggested that the Friends should complete a grant application form for spend against the £8k and the money is given to the Friends rather than the Parish Council purchasing the goods/services on behalf of the Friends.

RESOLUTION: Cllr Millward-Thomas proposed the above grant payments, which was seconded by Cllr Jhavar and unanimously agreed by the Finance Committee.

- 2015-16 Interim Internal Audit Report - The Clerk circulated the Interim Internal Audit Report from Sue Hackett, Internal Auditor, which outlined the following recommendations:
 - Recommendation 1: In accordance with the Council's Financial Regulations at least 3 contractors should be approached for quotes; ensuring that the Council achieves best value when spending public funds and that such commitments should be itemized in an order of works. Orders should be raised when committing funds providing an audit trail of works commissioned and enabling suppliers invoices to be checked upon receipt.
 - Recommendation 2: Terms relating to the Paddock Mound partnership agreement should be formalized and agreed by all three parities. Partners involvement and responsibilities in the partnership require clearly defining as a priority. Funding provided by the Council to the project needs to follow an agreed process; facilitating transparency as public funds need to be properly controlled.
 - Recommendation 3: The Council determine a strategic plan on which a long term financial plan can be based, given that the Council is challenged with sustaining in good order the assets it is already responsible for. Ideally a detailed strategic business plan should be developed by the Council for: the Community Centre, Youth Centre and Garden of Rest. Should the Council wish to place reliance on letting income for example the Community Centre, then professional marketing of the centre should be considered.
 - Recommendation 4: Clerk to resolve the query raised over the value of the contents of the Community Centre and update the most current inventory.

- Recommendation 5: Ketley PC website is kept up to date in line with the Transparency Code requirements.

16/6510 RESOURCES COMMITTEE

- Minutes of the Resources Committee held 26 January 2016 – The Clerk presented the minutes of the Resources Committee held on 26 January 2016 for information.
- Verbal report from Resources Committee held on 23 February 2016
 - License Agreement with Shropshire Wildlife Trust - The Clerk went through the proposed SLA that has been agreed by SWT and the Resources Committee for the hire of the office space at KCC. SWT will be paying quarterly in advance.
 - Room Booking Process - The Clerk went through the agreed room booking process for Ketley Community Centre, which was endorsed by the Resources Committee. The Clerk confirmed that all staff are now aware that this process must be used when booking rooms at Ketley Community Centre. Cllr Cartwright said that the Resources Committee will be monitoring the process.
ACTION: The Clerk to write to all staff to ensure that they follow the Room Booking Procedure put together by the Resources Committee.

Cllr Millward-Thomas said that Parish Council staff had been requested to complete all induction and job related training by 31 March 2016.

Cllr Elliott asked that the Clerk reminds the Community Centre Manager that she continue to attend the monthly Resources Committee to update Councillors on the developments of the Community Centre. Cllr Elliott also said that the Community Centre Manager should also attend the Finance Committee to update Councillors on room bookings and income/expenditure.

16/6511 KETLEY PADDOCK MOUND

- Draft SLA – The Clerk went through the SLA put together by T&W Council together with the changes to the SLA made by the Friends of Ketley Paddock Mound. Resources Committee discussed at their meeting on 23 February 2016 that the SLA was a joint management agreement for the site giving all three organisations responsibilities for the maintenance of the area. Councillors agreed that the changes made by the Friends did not give them an equal status in the agreement and may make the Friends accountable to either T&W Council and/or the Parish Council. T&W Council had also said that the Friends needed to get their own insurance for the volunteers within the group. The Friends requested that the Parish Council insure them. Following discussions with the Parish Council's insurers, as the Parish Council do not own the land and have no responsibility for the Friends group, they are unable to insure the volunteer group.
ACTION: The Clerk to arrange a meeting with Parish Council, T&W Council and the Friend of Ketley Paddock Mound to go through the proposed changes to the responsibilities of the Friends in the SLA, with a view to finalizing this agreement.

Cllr Cartwright and Cllr Rhodes agreed that they would represent the Parish Council at this meeting.

- Management Plan – The Clerk went through the final draft of the Management Plan for Ketley Paddock Mound that was amended and agreed by the Parish Council, T&W Council and the Friends of Ketley Paddock Mound at a meeting on 9 February 2016.
RESOLUTION: Cllr Evans proposed that the Management plan is formally adopted by the Parish Council, which was seconded by Cllr Cartwright and unanimously agreed by the Parish Council.

16/6512 PLANNING

Applications

- TWC/2016/0053 105 Potters Bank, Ketley, Telford, Shropshire, TF1 5EP - Erection of pitched roof cover for patio on South East elevations, erection of a balcony and access steps to first floor bedroom on West elevation, erection of single storey extension on the South and West elevations and erection of a detached triple garage (retrospective) ***AMENDED DESCRIPTION AND AMENDED PLANS RECEIVED*** - The Clerk reported that the responsible T&W Council Planning Officer was now satisfied with the revised retrospective planning application and ask the application would have been granted in the first instance. Councillor did not have any objections to the application.
- TWC/2015/1097 Land between 88 & View House 103 Holyhead Road, Ketley, Telford, Shropshire - Erection of 10no. dwellings with associated garages and access ***AMENDED PLANS RECEIVED*** - The Clerk reported that revised plans had been submitted to T&W Council Planning Department and confirmed that the access onto the site had be relocated. Councillors expressed concerns that the application was for 10 houses only when there was the scope to add additional houses at a later stage. Councillors also expressed concern that the entrance off the development was opposite a bus stop.

Councillors agreed to object to the revised planning application. Cllr Jhawar abstained from the discussions and vote.

Approved

- TWC/2015/1154 Site of The White Lion Inn, Holyhead Road, Ketley, Telford, Shropshire, - Outline application for the erection of 2no. dwellings with associated access (all other matters reserved)
- TWC/2015/1139 21 Orchard Close, Ketley, Telford, Shropshire, TF1 5HA - Erection of a single storey side and rear extension
- TWC/2016/0037 Freyssinet Ltd, Waterloo Road, Ketley, Telford, Shropshire, TF1 5BA - Erection of 1no. steel framed storage unit (Retrospective)
- TWC/2016/0035 Site of 9 Cow Wood, Red Lake, Telford, Shropshire - Conversion of existing two storey detached garage into 1no. dwelling

Refused

- /

On-going:

- TWC/2015/0705 Land rear of 11, Wrens Nest Lane, Ketley, Telford, Shropshire - Erection of 2no. bungalows with garages, parking and landscaping *****AMENDED RED LINE LOCATION PLAN RECEIVED*****
- TWC/2015/0244 Land adjacent, 29 Sandbrook, Ketley, Telford, Shropshire - Erection of two storey dwelling attached to 29 Sandbrook and vehicle driveway to the rear

16/6513 HEALTH & SAFETY POLICY

The Clerk went through the final draft of the Health & Safety Policy for Ketley Parish Council that was agreed by the Parish Council, T&W Council and the Friends of Ketley Paddock Mound at a meeting on 9 February 2016.

RESOLUTION: Cllr Millward-Thomas proposed that the Management plan is formally adopted by the Parish Council, which was seconded by Cllr Mehta and unanimously agreed by the Parish Council.

16/6514 SIGNAGE AT KETLEY YOUTH CENTRE

Dealt with under agenda item 16/6502.

16/6515 THE MEADOWS SCHOOL PARKING

The Clerk went through the quote received from the Headteacher at The Meadows School, Ketley for a car park at the bottom of Riddings Close, Ketley. The plans show space for 10 car parking spaces at a cost of £23k. Cllr Cartwright expressed concern that there was not enough spaces for the number of cars that take/collect children from the school and that the proposed site was next to a children's play area. Cllr Cartwright suggested that if the plan goes ahead, the car park should be locked in the evenings. Cllr Francis said that a drop off/pick up point would be much better. Cllr Rhodes suggested that the Parish Council have acknowledged the paperwork in their meeting and will respond if the School request a formal response.

16/6516 PARISH PLAN

Deferred to the next meeting.

16/6517CORRESPONDENCE

Nothing to report.

16/6518 AGENDA ITEMS FOR NEXT MEETING

- Greenways (if the revised planning application has been received)
- Summer Community Event
- Staffing Restructure

16/6519 TO CONFIRM THE DATES OF FUTURE MEETINGS

Wednesday 13 April 2016 at 7.00 p.m. at the Ketley Community Centre.

The meeting was formally closed at 8.35 pm.

16/6520 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

To resolve: That by the Public Bodies (Admission to Meetings) Act 1960 (S1(2)) and in accordance with the provisions of Schedule 12A of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

- Report from HR Consultants – The Clerk circulated a copy of the final report received from the HR consultations into the grievance by the Centre Manager. All allegations were not upheld. The Centre Manager has been given the opportunity to appeal against the decision and has to respond in writing to the Chairman of the Parish Council by 25 February 2016.

- Staffing Update – Recruitment of Parish Clerk – The Clerk said that the Resources Committee had met with a prospective candidate for the temporary Parish Clerk job and were in the process of negotiating terms of the contract. The Resources Committee were also going to meet with all Parish Council employees to inform them that were going to undertake a full review of the current staffing structure and speak with all staff about their current roles and responsibilities alongside the future staffing needs of the organization. Progress on this would be reported back to the next Full Council meeting.

Signed:.....

Date: 13 April 2016