

KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



Chairman: Councillor Amrik Jhawar

Clerk to the Council: Phil Griffiths
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 7.00 pm on Wednesday 8 March 2017 at Ketley Community Centre.

PRESENT:

Councillor Hilda Rhodes (Vice- Chairman)
Councillor Dave Elliott
Councillor Mandy Cartwright
Councillor Joy Francis

Councillor Maggie Evans
Councillor Laura Hodgkinson
Councillor Samuel Millward-Thomas
Councillor Anil Saini

Clerk: Phil Griffiths

In Attendance: Public: Mr Michael Wilkinson, Mr & Mrs Spooner

17/6665 WELCOME

Cllr Rhodes took the Chair in the absence of the Chairman and welcomed Parish Councillors and members of the public to the meeting.

17/6666 PUBLIC SESSION

Mrs Spooner referred to planning application TWC 2015/1097, erection of 10 dwellings on land between 88 and View House. 103 Holyhead Road. This application related to the property next door to Mrs Spooner and had been approved at the Telford & Wrekin Council Planning Committee meeting in February. Mrs Spooner referred councillors to the minutes of the Parish council meeting of 13 January 2016 where the Parish council agreed to oppose this application. Mrs Spooner asked why Councillor Francis had spoken for the application at the Planning Committee when the Parish had previously agreed to oppose it. She felt this undermined the credibility of the Parish council. Councillor Francis explained that she had changed her mind regarding this application in the time since the Parish council discussed the application and that she had spoken as a Borough councillor at the Planning meeting. Councillor Francis apologised to Mr & Mrs Spooner.

Mr Michael Wilkinson enquired about progress on the Red Lees to School Lane footpath, at the rear of the Community Centre which tended to flood in wet weather and was not accessible to pedestrians. The Clerk had contacted Telford & Wrekin Rights of Way officers to discuss possible refurbishment of the footpath and to identify what action might be taken to prevent future flooding of this area. The Clerk would contact them again for a meeting to discuss what could be done.

17/6667 POLICE MATTERS

No representatives in attendance

17/6668 BOROUGH COUNCIL QUARTERLY TRANSPORT UPDATE

Amanda Roberts from Telford & Wrekin Highways department provided an update to councillors. Amanda had raised the issue of parking on cobbled area opposite the entrance to the Millennium Community. This matter was being reviewed, the junction would need to be adopted for highways purposes before any parking enforcement could be considered. Partial closures were in place at the Ketley Brook roundabout as work continued, this was expected to be finished by the middle of May. Amanda noted that traffic calming between the Greyhound roundabout and Mossey Green Way was being looked at for the next financial year. Councillor Evans asked about the upgrading of Quarry Lane following a previous traffic survey. She understood that additional signage had

been agreed. Amanda agreed to investigate this matter and report back. In response to a question about parking issues around Meadows Primary school, Amanda agreed to raise concerns with the Borough council Road Safety Officer.

Councillors also raised concerns regarding speeding on Shepherds Lane and congestion caused by vehicles parking on the road in Woodside Lane.

17/6669 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Apologies were received and accepted from Councillor Amrik Singh Jhawar (Holiday)
Councillor Rajash Mehta (Work Commitment) and Councillor Andy Morris (Work)

17/6670 DISCLOSURE OF PECUNIARY INTERESTS

Nothing to report.

17/6671 TO APPROVE THE MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2017

RESOLUTION: The minutes of the meeting held on 8 February 2017 were proposed as accurate records of the meetings by Councillor Millward-Thomas, seconded by Councillor Evans and unanimously agreed by the Parish Council.

17/6672 CLERK'S REPORT

The Clerk provided the following report on matters since the previous meeting.

Community Centre

1. Legionella Audit – taking place 24 March. Legionella testing is being carried out by Centre Manager as required.
2. Portable Appliance Testing (PAT) Clerk has asked Centre Manager to arrange this, not all appliances need to be tested each year,
3. Fire alarm and emergency service taking place later in March, waiting on date for building alarm service
4. Room Bookings –. Following funding cuts by the Borough council, Shropshire Wildlife Trust Green Heroes project was due to end. However, the Borough have now provided funding to June and may fund this for a further year so this tenancy will continue for foreseeable future.
5. Sue Hackett conducted Internal Audit in March as per previous years
6. Centre opening times now from 9.30 am rather than 9 am to make better use of available staff working hours. Once new structure is in place office enquiries can be dealt with between 9.30 and 3 pm daily once we have appropriate office support during the day.
7. 1ST Class Hygiene Ltd insisting of payment for dispenser removed from toilets, Parish are tied into a 5 year contract with this company. 1 year to run.
8. County Court Judgement obtained against former tenant, awaiting her response to the Court.

Parish Environmental Team

9. PET contract working well, response from Jason continues to be prompt and of a high standard and we have received a number of compliments regarding his work. Telford & Wrekin have acknowledged the question of what the Parish will be given in terms of finance or works for the cost of the unfilled PET apprentice post and have agreed there is £11.6k that can be spent on public realm works. Councillors to approve suitable projects for expenditure

Garden of Rest

10. Garden of Rest not currently locked and no significant problems arising. Following discussion at last Resources meeting we will continue to monitor but with gates remaining unlocked

Street Lighting

11. A number of issues with various lights currently reported to Telford & Wrekin and EoN, continuing issues with pedestrian crossing again reported to Telford & Wrekin.

Roads and Footpaths

12. Amanda Roberts from Telford & Wrekin due to attend council meetings quarterly to provide updates on roads/footpaths.
13. A number of potholes around the Parish have been reported to the Borough council for repair

Rights of Way

No issues to report

Open Spaces

No issues to report

Communication

14. Parish Newsletter – The next Parish Council newsletter will be distributed in late March. Can Councillors please forward to the Clerk items that they would like to include in the newsletter.
15. Greenways application – response from Parish made to Borough council as part of consultation. No date yet scheduled for application to be heard by Planning Committee – likely to be late February. Leaflets to be distributed to properties affected by site when date is known to encourage attendance at meeting. Parish council representative can speak for 3 minutes objecting to proposal but this can only be registered when a date is set for meeting. Recently the company have been locked out of premises by landlord and no date has been set to hear this application if it goes ahead. Still nothing coming forward and company now off site.
16. Outline application for Wrens Nest site on agenda at Planning matters

Council Meetings/Business

- 18 Youth Provision in Ketley – Councillor Millward-Thomas currently working with school and partners to provide further youth activities – to be invited to provide verbal update as required.
- 19 Councillors Remuneration Scheme Forms have been distributed and require completion
- 20 Risk Assessments/registers due for review at next meeting – audit requirement.
21. Room Hire charges due for review by Finance Committee

Newsletter

22. Delivery at end of March

Easter Egg Hunt

- 23 Suggest date of Wednesday 12 March, advertise in newsletter, with refreshments back at Centre

Staffing

24. Restructuring papers attached for approval and consultation from 9 March
25. Question raised by Centre Manager regarding letters asking for pay increase in previous years and earlier this year.
26. Centre Manager using annual leave and is off next week
27. Both staff have built up toil which will need to be addressed by Resources Committee
28. Dave Shepherd leaves on 24 March from weekend keyholder post, a collection being made for staff and councillors to contribute to buy a leaving gift for him

Councillors agreed to ensure their support for the Easter Egg Hunt on 12 April

Councillor Millward-Thomas reported that the film club had been well attended in February with 20 young people present on the day. The 6 week Health & Fitness club at Meadows Primary school would culminate with presentations for students at the Community Centre on 6 April. Councillor Millward-Thomas had been successful with a grant application to Veolia for funding for youth activities. Meadows Primary school film club had recently attended film awards in London where they had been nominated for two awards. Councillor Millward-Thomas believed that the Parish could consider a grant contribution towards travel costs for this trip. Councillor Elliott and Councillor Evans had recently provided a tour of the Centre to pupils of Meadows Primary school, explaining the history of the building as a school and the experiences pupils would have had during years gone by. The visit had been very successful and enjoyed by all.

17/6673 FINANCE COMMITTEE

- a) Minutes of the Finance Committee held on 23 February – The Clerk presented the minutes and January Bank reconciliation for information.

The Clerk reported that as at 31 January 2017 the Parish council bank statements were as follows:

National Savings	£41,159.35
Co-op current account	<u>£45,750.74</u>
Total	<u>£86,910.09</u>

There were currently £11,156.03 worth of unrepresented cheques and £892.04 unrepresented cheques receipts, leaving a balance of £76,646.10

One arrears payment plan for room hire charges had not been paid as agreed and had now been placed with the County Court by the Clerk.

17/6674 RESOURCES COMMITTEE

Minutes of the Resources Committee held on 28 February – The Clerk presented the minutes for information.

Councillor Millward-Thomas reported that the film club had been well attended in February with 20 young people present on the day. The 6 week Health & Fitness club at Meadows Primary school would culminate with presentations for students at the Community Centre on 6 April. Councillor Millward-Thomas had been successful with a grant application to Veolia for funding for youth activities. Meadows Primary school film club had recently attended film awards in London where they had been nominated for two awards. Councillor Millward-Thomas believed that the Parish could consider a grant contribution towards travel costs for this trip. Councillor Elliott and Councillor Evans had recently provided a tour of the Centre to pupils of Meadows Primary school, explaining the history of the building as a school and the experiences pupils would have had during years gone by. The visit had been very successful and enjoyed by all.

17/6675 KETLEY PADDOCK MOUND

The area had recently benefited from removal of a number of trees which had been improved the area and the views from the Paddock Mound.

17/6676 GARDEN OF REST

No issues to report.

17/6677 PLANNING

The following applications, approvals and ongoing applications were noted.

New Applications -

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2017/0153	N/A	Site of The Wrens Nest, Wrens Nest Lane, Ketley, Telford, Shropshire	Outline planning for Demolition of public house and erection of 9no. dwellings with garages and parking	24/02/2017	17/03/2017
TWC/2017/0109	N/A	Shell Ketley, Holyhead Road, Ketley, Telford, Shropshire, TF1 5DY	Sitting of a steel container unit for storage (Retrospective)	13/02/2017	06/03/2017
TWC/2017/0093	N/A	Reynolds House,	Creation of 4no. parking	09/02/2017	02/03/2017

Seven Hills Place, bays
 Ketley, Telford,
 Shropshire,

Approved –

TWC/2015/1097	N/A	Land between 88 & View House 103 Holyhead Road, Ketley, Telford, Shropshire	Erection of 10no. dwellings with associated garages and access ***AMENDED PLANS RECEIVED*** **APPROVED AT PLANNING COMMITTEE 22 FEBRUARY 2017	11/02/2016
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Refused - none

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On-going:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2016/1042	N/A	Recycling House, Rock Road, Ketley, Telford, Shropshire, TF1 5HW	Amendment and variation of various conditions of existing planning approval W2005/0906 to allow more HGVs, longer working hours and more waste tonnage, new zoning layout of external storage areas and internal traffic flow, widening of existing entrance/exit, provision of additional weighbridge and wheel wash and installation of two balers	07/11/2016	08/12/2016
TWC/2016/1025	N/A	Land adjacent 36 Quarry Lane, Red Lake, Telford, Shropshire	Erection of 1no. dwelling with detached garage and alterations to existing access	02/11/2016	23/11/2016
TWC/2015/0705	N/A	Land rear of 11, Wrens Nest Lane, Ketley, Telford, Shropshire	Erection of 2no. bungalows with garages, parking and landscaping *****AMENDED BLOCK PLAN AND INFORMATION RECEIVED*****	07/10/2016	21/10/2016

RESOLUTION - The Parish council agreed unanimously to oppose application TWC/2017/1053 for demolition of Wrens Nest and replacement with 9 dwellings. The Clerk would submit response opposing the application due to traffic and infrastructure concerns, road safety factors, parking concerns, loss of amenity and over development of the area.

17/6678 GRANT APPLICATIONS

Councillors considered a number of applications and approved grants of £250 to the Silver Clouds Bingo Club and £200 to the Hope House 5k Run

17/6679 OTHER MATTERS

Councillors expressed concerns over the state of the Greenways Recycling site at Rock Road, Ketley. The site was not being operated but a large amount of debris and recycling material was on site. Vermin were present and the smell was extremely unpleasant. The materials presented a potential risk from fire and councillors were conscious of the effect on the lives of local residents. The Clerk would contact the Borough council to seek advice on what action could be taken to ensure the site was cleaned up urgently.

Councillors also asked the Clerk to ask the Borough council what activities were permitted under the current licence for Hill Top Farm at Rock Road.

17/6680 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Councillor Elliott, Chairman of Resources Committee, presented a report detailing the proposed restructure of Community Centre staffing. He noted that a new structure was required to allow the Community Centre to function efficiently.

The current structure remained from when the Parish council had been responsible for cleaning the Youth Centre building, this was now done by the tenants of that building. The structure needed to be updated to provide a high quality support service and to allow for resources to be allocated to generating new bookings for the Centre.

The structure would contain three posts reporting to the Clerk. A Caretaker/Key holder post, an Assistant to the Parish Clerk post and a Cleaner/Key holder/Bookings Officer post. Additional casual key holders would also be sought to provide year round cover. Costs and job descriptions were outlined in the report. The report noted that the current postholder of the Cleaner post would be offered a 'slot-in' to the Cleaner/Keyholder/Bookings Officer post.

Two posts were likely to be placed 'at risk' once the restructure commenced and an allowance had been made for potential redundancy costs which were outlined in the report. It was intended that the consultation period would commence on 9 March and that the new posts be operative by mid-Summer. Existing staff would be briefed on consultation proposals on 9 March. The consultation would end on 27 March. Postholders appointed to the new structure would be offered the government's NEST Pension scheme and the council would withdraw from the LGPS scheme following completion of the restructure process. The Council's Appeals Panel would hear any appeals following the outcome of the restructure process.

RESOLUTION:

- a) It was unanimously agreed that Council approve the restructure process, payscales, job descriptions and salaried hours as well as potential redundancy costs as outlined in the report**
- b) It was agreed that the council would cease to provide access to the LGPS pension scheme any that new staff appointments made following completion of the restructure would be offered the government's NEST pension scheme.**
- c) That appointments to new posts be ratified at the first available Council meeting following completion of restructure process**

17/6681 TO CONFIRM THE DATES OF FUTURE MEETINGS

The next formal meeting of Full Council would be held on Wednesday 12 April 2017 commencing at 7.00 pm at the Ketley Community Centre.

The meeting ended at 8.26 pm

Signed

A handwritten signature in black ink, appearing to be 'ASS'.

Date: 12 April 2017