

KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



Chairman: Councillor Amrik Jhawar

Clerk to the Council: Phil Griffiths
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MINUTES of the Meeting of Ketley Parish Council held on Wednesday 12th July^{ne} 2017 at Ketley Community Centre at 7 pm.

PRESENT:

Councillor Anil Saini
Councillor David Elliott
Councillor Joy Francis
Councillor Hilda Rhodes
Councillor Sam Millward-Thomas

Councilor Mandy Cartwright
Councillor Maggie Evans
Councillor Amrik Jhawar (Chairman)
Councillor Laura Hodgkinson
Councillor Andy Morris

Clerk: Phil Griffiths

16/6740 WELCOME

17/6741 PUBLIC SESSION

Mr. Michael Wilkinson, Mr. Vickers, Mr. Croft.

Mr. Wilkinson asked about shrubbery growing over the Red Lees footpath. Councillor Rhodes reported that work on improvements to the footpath were due to commence in the near future.

Mr. Vickers raised concerns over what charges the applicants for the diversion of Bali-Hi footpath were paying to the Borough council. He had previously been notified that the applicants would bear the full cost of the work to divert the footpath. However, he now understood that the costs paid by the applicants would be limited to £5k. Mr. Croft was concerned that the specification of the work had been downgraded from the original proposals. Councillor Francis agreed to arrange a meeting as soon as possible with Borough council officers and residents to establish exactly what was happening.

17/6742 POLICE MATTERS

Nothing to report as the Clerk had been notified that no one would be able to attend this meeting.

15/6743 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Councillor Mehta (Work commitment).

17/6744 DISCLOSURE OF PECUNIARY INTERESTS

Nothing to report.

17/6745 TO APPROVE THE MINUTES OF THE 14 JUNE COUNCIL MEETING

RESOLUTION: The minutes of the Council meeting held on 14 June 2017 were proposed as an accurate record by Councillor Evans, seconded by Councillor Rhodes and unanimously agreed by the Parish Council.

17/6746 CLERK'S REPORT

The Clerk presented the following report

Community Centre

1. Room Bookings –. Green Heroes left the Centre on 30 June. We have now started renting this room out as a meeting room and charging by the hour. We have already exceeded the previous monthly income for this room with bookings taken in first two weeks.

2. Leegomery Computers and Clarity Copiers have provided quotations for IT support. We are looking to reduce these costs by 50% from the current service. Currently seeking other quotations and will arrange a further presentation on this matter
3. Arty Party have confirmed a further weekly room booking which started in June and are also renting storage space for equipment at £50 per month
4. Invoicing/receipting procedures have been updated and staff actively pursuing payments. All payers currently up to date. Booking form being improved and adapted to allow completion by customers electronically. Triplicate receipt books being used to ensure paper trail tracks cash payments put in safe. Spreadsheet set up to reconcile monies received against invoiced charges. Encouraging payment direct in to bank to reduce cash handling. New bookings and parties asked for payment in advance. Aiming to get all customers on to monthly invoicing payable in advance. Considering use of a safe with a slot to allow payments to be placed directly in to safe by staff receiving payments.
5. All room bookings information now transferred to electronic diary which can be accessed by all staff. Aiming to link this to website to allow people to see at a glance when rooms are free
6. There have been a number of new regular weekday bookings and one-off weekend bookings for the Centre using classroom and meeting room and art room. Deeper Life, BTS Group, CRUSE Bereavement counselling, Telford & Wrekin council, Creative Kids, Future Lifestyle Network. More potential bookings are in discussion at present
7. Review of room hire charges this year is vital. Rates for weekend parties should be more appropriate as well as reviewing why charges for Hall are same as other rooms. Possibly a minimum charge for any booking to cover staff costs and where set up time required then this should be charged.
8. Website updated and work continuing – Facebook and Twitter linked to website
9. Centre cleaning has improved markedly and environment is fresher and cleaner – Hall floor due to be stripped and resealed and polished as not done for some time. Acoustic ceiling cubes removed, cleaned and put back in place in Hall and Art Room
10. Facilities officer has carried out repairs and maintenance internally and externally. Benches repaired and repainted, chairs and tables repaired, guttering and drains repaired, workshop/storage repaired and updated, paintwork touched up, cord alarm installed in disabled toilet, new locks fitted internally and externally.
11. Weekly meetings taking place with staff team
12. Storage charges being paid by users for cabinets in classroom
13. Significant amount of additional hours worked by Clerk and Assistant Clerk during recent work with Resources Committee

Parish Environmental Team

14. 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

15. Garden of Rest no significant problems arising. Gates remaining unlocked

Street Lighting

16. No issues currently outstanding.

Roads and Footpaths

17. Amanda Roberts from Telford & Wrekin attending council meetings quarterly to provide updates on roads/footpaths – we have been advised that our contact officer will change for this and are awaiting this information.

Rights of Way

No issues to report

Open Spaces

Nothing to report

Communication

18. Parish Newsletter – The next Parish Council newsletter will be distributed in late August. Can Councillors please forward to the Clerk items that they would like to include in the newsletter?

Council Meetings/Business

19 No Council meeting in August

20 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.

21 Room Hire charges due for review by Finance Committee in next few months

22 Ellis Whittam contract for legal advice is of questionable value as only telephone support.

Staffing

23. New staff team now in post and working hard as a team to improve the Centre, market the Centre and bring in additional revenue from new bookings.

17/6747 FINANCE COMMITTEE

The Minutes of the meeting of the Finance Committee held on 29 June 2017 were received for noting. The Clerk presented the minutes and May Bank reconciliation and Orders for Payment for information.

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

National Savings	£41,159.35
Co-op current account	<u>£79,203.12</u>
Total	<u>£120,362.77</u>

There were currently £16,474.60 worth of unrepresented cheques, leaving a balance of £103,887.87

17/6748 ENVIRONMENTAL SERVICES CONTRACT

The Clerk provided councillors with a presentation from Telford & Wrekin council outlining the current service standards and also advising on the timetable for the new service contract which was scheduled to go live in April 2019 following a bidding process.

17/6749 KETLEY PADDOCK MOUND

Councillor Sam Thomas thanked members of Ketley Paddock Mound group following a Nature trail visit by children from Meadows Primary school.

Councillors Rhodes left the room during discussion of the next agenda item

17/6750 PLANNING

New Applications -

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2017/0471	N/A	24 Morgan Way, Ketley, Telford, Shropshire, TF1 5FB	Erection of a first floor extension above garage with associated external stair access	12/06/2017	03/07/2017

Approved –

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
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/2017/0298	N/A	Belmont, School Lane, Ketley, Telford, Shropshire, TF1 5DH	Erection of a detached double garage	07/04/2017	28/04/2017
TWC/2017/0153 Deferred	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

Refused –

TWC/2017/0239	145 Woodside Road, Ketley, Telford, Shropshire,	Erection of a fence (Retrospective)	21/03/2017	11/04/2017
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On-going:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2017/0236	N/A	Site of Castlebridge Plant & Compound 1C, Ketley Business Park, Ketley, Telford, Shropshire	Demolition of existing building and the erection of a warehouse and smoking shelter	29/03/2017	12/04/2017

Councillors Rhodes returned to the meeting for the next item.

17/6751 CORRESPONDENCE

Nothing to report.

17/6752 AGENDA ITEMS FOR NEXT MEETING

No specific items were raised.

17/6753 TO CONFIRM THE DATES OF FUTURE MEETING

The next meeting of Ketley Parish Council was confirmed for Wednesday 13 September 2017 at 7.00 pm at Ketley Community Centre

17/6754 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

The Clerk updated councillors on staffing matters and there was a general discussion on the outcomes of the recent staff restructure.

The meeting ended at 8.42 pm

Signed:..... Date: 13 September 2017