

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 8 November 2017 at Ketley Community Centre at 7 pm.

PRESENT:

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

Councillor Hilda Rhodes
Councillor Amrik Jhawar (Chairman)
Councillor Andy Morris

Clerk: Phil Griffiths

17/6800 WELCOME

17/6801 PUBLIC SESSION

Mr. M. Wilkinson and Mr. M. Powis in attendance.

Mr. Powis had submitted the following question to councillors:

“I currently live only down the road from here just off Holyhead Road with a close proximity to a lane just off Beveley Road which leads to the skate park and play area which has been built next to the new estate (Summer Rise).

The lane is often targeted for fly tipping, constant miscellaneous rubbish, anti-social behaviour and drug abuse. The lane is currently not maintained and is very overgrown by vegetation which only encourages people to abuse this tucked away road. Furthermore, the road only has one street light behind a set of fencing.

I would like to know what options are available to improve this lane especially as it is used regularly for walkers (dog walkers especially), people wanted to cut through into the new estate and the local residents for access (myself included).”

Mr Powis told councillors that there had been incidences of fly tipping in the vicinity and he also believed that drug use was taking place in the area. The area was not well lit and was shielded by overgrown vegetation and very dark towards the skate park end of the lane. This made accessing his property at night quite intimidating. Councillors agreed to ask the Parish Environmental Team to look at cutting back the overgrown area and to explore if anything could be done to improve the situation with Telford & Wrekin Highways and Sanctuary Housing Association. Councillors were unsure whether the lane was an adopted road and who was responsible for maintaining it. In addition the Police Community Support Officer would be asked to make regular checks of the area to discourage anti-social behaviour.

Mr Wilkinson commented on the improvements to the Red Lees footpath, which he had been proposing for some time. He believed that the work, undertaken by contractors working for Telford & Wrekin Rights of Way team, was of a high standard.

17/6802 POLICE MATTERS

No representatives were in attendance. CSO Sue Tindale had given apologies as she and colleagues were unavailable for this meeting. The Clerk would notify her of the Council's request regarding Brickhill Lane, referred to in minute 17/6801.

15/6803 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Councillors Mandy Cartwright (Attending Seminar), Maggie Evans (Away) Laura Hodgkinson (Unwell and Rajash Mehta (Borough Council business).

17/6804 DISCLOSURE OF PECUNIARY INTERESTS

Nothing to report.

17/6805 TO APPROVE THE MINUTES OF THE 11 OCTOBER COUNCIL MEETING

RESOLUTION: The minutes of the Council meeting held on 11 October 2017 were proposed as an accurate record by Councillor Elliott, seconded by Councillor Morris and unanimously agreed by the Parish Council.

17/6806 CLERK'S REPORT

The Clerk presented the following report

Community Centre

1. **Room Hire Review** – Finance Committee have approved revised Room Hire charges effective from January 2018 See Finance minutes for details of new charges
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. Once their cost estimates can be confirmed, Finance Committee will consider quotations and decide whether to invite these companies to provide a presentation to councillors on their IT support proposals. The objective is to reduce IT support costs by 50%
3. **Garden of Rest charges** – last reviewed in September 2015, Finance Committee have reviewed these charges and agreed increases that will come in from April 2018 – see Finance minutes for details
4. **Resources Committee** looking at a number of initiatives. Possible open day to re-launch centre and encourage new customers and consideration of holding a Fun Day for 2018. Also trialling a new look newsletter in December, including paid for advertising/sponsorship. Have recommended and received approval for a long term training and development budget for staff and councilors of £2k per annum.
5. Current **contract** for sanitary provision/air fresheners for toilets is not viable and has been cancelled. Saving on this will be in the region of £800 per year. Current supplier for fire alarm and emergency light testing, Churches Fire, are expensive and other suppliers have now been identified at a lower cost. The current contract for photocopier services is also expensive and the machine provided is in a poor state of repair. The Parish are tied in for a further 3 years unless a penalty payment of £1200 is made to the company who own the machine. Clerk has now sourced an alternative service with Clarity copiers whereby they pay the penalty payment on the old machine and provide a new machine on a 3 year agreement saving approximately £1500 per year. New machine will also allow for printing of good quality newsletters in house providing further savings. The Parish are currently paying £400 a year maintenance on the large printer in the IT room to Clarity Copiers. This machine is as far as we know, used very rarely and should be disposed of.
Action: Council to cancel current photocopier contract and begin a 3 year agreement with Clarity Copiers
Action: Large printer to be removed from IT room and service contract cancelled
6. **Bank balances** at end of September show a total of £121,421 in current account and a further £41,159 in National Savings Account –a total of £162,580. Financial Projections indicate we should have a surplus of around £25k in the current account at the end of the financial year.
7. **Fire Alarm/Extinguishers/Emergency Lighting contract** - Cost for these services appear to be high in comparison with similar services available. Parish Clerk currently in discussion with company regarding fire alarm/emergency lighting/fire extinguisher servicing arrangements for Council buildings. No contract can be located for this but company are insisting we pay 12 months charges to

get out of contract. Clerk has responded and again asked for evidence of signed contracts and on what basis they believe they can require payment in lieu of notice.

Action: Clerk to seek legal guidance on payment of this notice termination fee and to respond

Parish Environmental Team

8. 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 this expenditure

Garden of Rest

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

Street Lighting

10. Councillor Elliott had visited a resident who had lodged a complaint regarding bright LED lighting outside their property. The resident had been notified that contractors would fit a shield to the light if required and that there would be a cost for this.

Roads and Footpaths

11. Telford & Wrekin attending council meetings quarterly to provide updates on roads/footpaths –Phil Lorenz is our new contact
12. Work on improvements to Red Lees footpath commenced on 18 September

Rights of Way

Nothing to Report

Open Spaces

Nothing to report

Communication

13. Parish Newsletter – The Parish Council newsletter is due to be distributed late November. The December newsletter will have a new look and contain advertisements from local traders.

Council Meetings/Business

- 14 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.
A film festival was being planned to mark the 100 year anniversary of the end of World War 1 and members of Ketley History group would be working with the Meadows school history group.
- 15 Ellis Whittam contract for legal advice to be cancelled once 3 year contract expires next year.
- 16 The council has now withdrawn from Shropshire County Pension Fund. An actuary will now assess contributions – there may be a final cost to the council but at this stage we have no details. Staff will now be offered NEST pension scheme – all eligible employees have currently opted out. We have received invoice from Shropshire County Pension Fund for pension strain for former cleaner, cost is £8.8k and this was paid in October
- 17 Working with other Parishes to identify improved banking arrangements – particularly accounts that will work effectively with the finance software used to process receipts and payments.
- 18 VAT reclaims now up to date and this is reflected in budgets presented to Finance

Staffing

19. Staff team is currently under strength due to Facilities Officer currently on sick leave. Temporary Centre Cleaner and evening/weekend key holder in place. Assistant Clerk is on holiday 23 – 30

November. Assistant Clerk does not wish to apply for Parish Clerk role, prefers to carry on in current role.

Parish Clerk vacancy advertised with SALC and on Indeed on 3 November with closing date of 20 November, interviews for week commencing 27 November. Current Clerk finishes work on 1 December.

TACT Licence

20 Licence for this year due to be signed. Clerk has analysed costs and found that due to high energy useage the Parish council is not breaking even on rental costs. TACT have agreed to take responsibility for energy costs, waste disposal and sanitary disposal which would save the Parish £3.5k per year. In return their rental charge reduces from £7.6k per year to £6.6k per year from this month. Some work on the Youth Centre building has been done – particularly fire alarm/emergency lights service inspections which were note done by previous staff. One area of concern is that the boiler in the building is over 20 years old and money will need to be set aside for replacement. Currently getting quotations for cost of replacement.

Action: Licence to be signed as soon as practicable as per above amendments and to be reviewed annually to ensure the Council's costs are covered for renting Youth Centre

Former Pink Skips Recycling Site

21 Johnson's Aggregates have made an application to vary planning conditions at Recycling House (former Pink Skips site) we understand that a meeting has taken place already between Lawley & Overdale Parish council and this company. The Clerk has contacted the agent acting for Johnson's Aggregates expressing disappointment that no contact has been made with the Parish council. Apparently they were given incorrect contact details by the Borough council enforcement officer.

They have now requested that councillors meet them at the site to discuss concerns. Facebook information has been provided advising residents to respond to the planning application. The site has permission for 100 HGV movements per day and this will not change if the new operators take it over. They have asked to amend the site layout, the operating hours and the type and amount of waste recycled.

Action: Agree urgent meeting with Johnsons Aggregates

Action: Parish Council response to Planning consultation to Telford & Wrekin council planning

Car Parking around Meadows Primary School

22 Parking issues continue around the Meadows Primary school following sectioning off of part of the Wrens Nest car park. The Clerk had contacted Telford & Wrekin planning and received a response saying that the planning authority was not able to resolve the situation through this planning application. The Clerk has also asked the Borough council to look at feasibility of creating a drop off area with the possibility of a contribution from the Parish's unspent PET funds

17/6807 FINANCE COMMITTEE

i) The Minutes of the meeting of the Finance Committee held on 26 October 2017 were received for noting. The Clerk presented the minutes and October Bank reconciliation and Orders for Payment for information.

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

National Savings	£41,159.35
Co-op current account	<u>£114,557.50</u>
Total	<u>£155,716.85</u>

There were currently £19,773.55 worth of unrepresented cheques, leaving a balance of £135,943.30

iii) Budget and Precept 2018/19

The Clerk reported that Telford & Wrekin council had written to the Parish council notifying them in accordance with their policy of reducing grant in line with the fall in their overall grant and that the Council Tax Support Grant (CTSG) had again been reduced for 2018/19 by £3,370 to an estimated £4,925. CTSG grant figures had been calculated based on a 23.3% reduction in Telford & Wrekin council's overall grant. The allocation of grant had been adjusted between Parishes to take account of tax base growth and Council Tax Benefit Subsidy. The Clerk told councillors that the signs were that CTSG would be removed completely in the next 2/3 years and that the Parish needed to budget on the assumption that this grant would cease completely in the next few years. The growth in the Parish tax base mitigated the CTSG reduction to some extent but the Parish council would be facing a net reduction in budget of £2,305 if the precept level remained unchanged. This was without any allowance for inflation which was currently running at an annual rate of 2.8% and a further scheduled increase to the National Living Wage from April 2018.

The Clerk presented a calculation sheet outlining possible options available and showing what effect this would have on Band D equivalent Council tax payments for Parish residents. Finance Committee had considered proposals for the 2018/19 precept and made a recommendation to Full Council a 10% increase in precept to support an Annual budget of £240,687.

Councillors believed that the Council needed to maintain a budget which could support existing services and in particular to secure the future of the Community Centre buildings for Parish residents.

During the ensuing debate, Councillors Millward-Thomas and Morris supported a 7.5% increase. Following a vote, councillors approved a 10% precept increase for Band D equivalent properties by 5 votes to 2.

The gross precept would increase from £151,366 in the current year to £168,546 for 2018/19. The increase was equivalent to an additional annual payment of £11.56 for Band D equivalent properties in the Parish, or 22p per week. This would support an overall Parish budget for 2018/19 of £240,687

RESOLVED- that Council approve a 10% precept increase, a gross precept of £168,546 for 2018/19 to support an Annual budget of £240,687

17/6808 RESOURCES COMMITTEE

The minutes of the meeting held on 24 October 2017 were received for noting.

17/6809 KETLEY PADDOCK MOUND

Councillor Maggie Evans gave a brief report. The quarterly meeting between Friends of Paddock Mound, Telford & Wrekin Council and Parish Council had taken place on 2 October. Friends of Paddock Mound were currently in the process of purchasing a dipping platform.

Councillor Rhodes left the meeting before consideration of the next agenda item.

17/6810 PLANNING

New Applications -

Application Number	or enforcement	Site Address	Description proposal	of Date received	consultation	Reply date	by
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Councillors agreed unanimously to object to the next application on the following grounds:

- Additional working hours affecting residents
- Infrastructure damage from large vehicles
- Road network totally unsuitable for large heavy vehicles – no footpaths
- Risk to pedestrians and children travelling to school from large vehicles
- Road safety risks increased by large numbers of vehicles travelling through sharp 'S' bend

The Council would write with an objection to Borough council and request it be heard at Planning Committee.

Councillor Millward – Thomas would speak against the application. A working party of councillors would meet Representatives of Johnsons Aggregates on site on 17 November.

TWC/2017/0882	N/A	Recycling House, Rock Road, Ketley, Telford, Shropshire, TF1 5HW	Variation of Conditions, 1 (revised site plan), Condition 9 (1 modern wheel wash), Condition 11 (operating hours), Condition 16 (clarification of type of waste) and Condition 17 (Importation limit) and Removal of conditions 31 and 32 (Mineshafts and Landscaping) (previously discharged) of planning permission W2005/0906	01/11/2017	22/11/2017		
TWC/2017/0866	N/A	Site of Woodruff Shrubbery Rd Red Lake Telford	Erection of 1 two storey detached dwelling with integral garage	27/10/2017	17/11/2017		

Approved -

TWC/2017/0675	N/A	Freyssinet Ltd, Waterloo Road, Ketley, Telford, Shropshire, TF1 5BA	Erection of a steel framed storage unit	24/08/2017	14/09/2017
TWC/2017/0669	N/A	Orchard Grove, 28 Quarry Lane, Red Lake, Telford, Shropshire, TF1 5EE	Erection of a single bay garage (Amendment to planning permission W2007/0759 - previously approved double garage)	23/08/2017	13/09/2017
TWC/2017/0668	N/A	Orchard Grove, 28 Quarry Lane, Red Lake, Telford, Shropshire, TF1 5EE	Removal of condition 5 of planning permission W2002/0202 to allow the double garage to be used as living accommodation	23/08/2017	13/09/2017

Refused – None

Ongoing - None

Councillor Rhodes returned to the meeting

17/6811 AGENDA ITEMS FOR NEXT MEETING

None

17/6812 OTHER MATTERS

The Assistant Clerk had been in contact with TACT regarding entertainment for the Xmas lights switch on which was taking place from 5 pm on 15 December. Councillor Millward-Thomas suggested that a meeting take place between Resources Committee and TACT to agree a theme for the event. In order to support the Assistant Clerk tasks would need to be spread around between councillors. Voucher day would take place on 6 December between 10am and 2 pm.

17/6813 TO CONFIRM THE DATES OF FUTURE MEETING

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

Members of the public left the meeting before discussion of the next item of business.

17/6814 CORRESPONDENCE

Nothing to report.

17/6815 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

The Clerk updated councillors on staffing matters. The Facilities Officer had begun a phased return to work and working hours would be reviewed in December.

The meeting ended at 8.47 pm

Signed:..... **Date: 13 December 2017**