

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 11 October 2017 at Ketley Community Centre at 7 pm.

PRESENT:

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

Councillor Maggie Evans
Councillor Amrik Jhawar (Chairman)
Councillor Andy Morris

Clerk: Phil Griffiths

16/6770 WELCOME

17/6771 PUBLIC SESSION

No members of the public were in attendance.

17/6772 POLICE MATTERS

CSO Sue Tindale reported that parents parking in the vicinity of Meadows Primary school were causing major traffic and safety issues. The Wren's Nest Car Park had been partially closed off, resulting in dangerous parking along Woodside Road and Riddings Close by people dropping off and/or collecting children from the school. In addition, the Head Teacher from Meadows Primary had also been in contact to raise her concerns about parking in the vicinity of the school.

Councillors Francis and Millward-Thomas both reported that the issue of parking had been repeatedly raised by them as a problem when speaking at the Borough Council Planning Committee. Councillor Francis believed that traffic management arrangements were needed to ensure a flow of traffic in and away from the school, whilst allowing children to be safely dropped off and collected. She would again raise concerns with Borough Council planning officers. There was a potential for a 'hammer head turning area to be created using land at the end of Riddings Close. Councillor Millward-Thomas believed that the Parish council should investigate whether unspent Parish Environmental Scheme funding could be used for such a project, or other available Borough Council funding. Councillors asked the Clerk to contact the Borough Council Highways and Planning departments to raise concerns urgently and to ask what action would be taken to deal with this problem.

RESOLVED: - That the Clerk contact Telford & Wrekin Highways & Transport and Planning departments to raise concerns over parking at Meadows Primary school and to ask what action would be taken to address the parking problems around the Meadows Primary school.

17/6773 BOROUGH COUNCIL QUARTERLY TRANSPORT UPDATE

Amanda Roberts and Phil Lorenz from Telford & Wrekin Council were in attendance to provide the quarterly transport and highways update. Amanda told councillors that this would be the last meeting she attended as she was handing over her Parish council update duties to Phil Lorenz who would attend future meetings.

Councillors were advised that work on footpaths along Holyhead Road was now nearly complete. One area near the traffic lights would be resurfaced once traffic management arrangements were in place to allow the work to take place safely. Red Lees footpath was currently being surfaced and widened by contractors working for Telford & Wrekin Rights of Way team. Work was scheduled to finish in the next week. Amanda Roberts, responding to a question regarding drainage problems at one end of Red Lees footpath confirmed that she would raise the matter with Dominic Proud, Group Manager Transport and Road Safety, at the Borough Council. Traffic calming measures for Quarry Lane were on the list for consideration for the future Capital programme. Amanda also agreed to send over some information on Speed Indicator Devices which had been successfully used by other Parishes to help keep traffic speeds down in specific areas where there were safety concerns. Reports of issues concerning vehicles going straight over the Shepherds Lane and Mossey Green junction had been received. Amanda confirmed that a review of road signing was planned by the Borough council and that it was hoped this would be part of the first stage of the review.

In response to a question, Phil Lorenz told councillors that he believed the Borough council had previously looked at the possibility of creating a turning area at the end of Riddings Close for school traffic. He agreed to raise this matter again and to investigate what the issues were for providing a turning area.

15/6774 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Councillors Mandy Cartwright (Unwell), Laura Hodgkinson (College commitment), Rajash Mehta (Borough council business) and Councillor Hilda Rhodes (Borough council business).

17/6775 DISCLOSURE OF PECUNIARY INTERESTS

Nothing to report.

17/6776 TO APPROVE THE MINUTES OF THE 13 SEPTEMBER COUNCIL MEETING

RESOLUTION: The minutes of the Council meeting held on 13 September 2017 were proposed as an accurate record by Councillor Evans, seconded by Councillor Morris and unanimously agreed by the Parish Council.

17/6777 CLERK'S REPORT

The Clerk presented the following report

Community Centre

- Room Bookings** – Bookings remain at a high level, weekend bookings/parties in particular are coming in steadily. The Centre is being used more regularly now throughout the week and weekend. Historically, we have a number of long standing room bookings that were negotiated and agreed by previous Centre Manager that are not viable based on the current charge and the use of our facilities. We will contact these users when Room Hire Review is complete and they will be asked to pay set rates and charges as per other current Centre users.
Councillors raised concerns regarding the provision of reduced charges for organisations with charitable status. Some very large organisations were able to benefit from reduced rates due to charitable status, a blanket reduction on this basis was not ideal as it did not reflect the ability of an organisation to pay standard charges. Any setting up time for Centre staff should be added to room hire charges to ensure rooms were not being hired at a loss. Some councillors believed the charitable rate should be removed and replace with a minimum rate and that other room hire rates should be negotiable. A proposed scale of fees and suggested policy (including minimum/concessionary rates) would be presented for consideration to the next Finance Committee in October.
- One question arising regularly has been regarding **baby changing facilities**. We have now purchased a portable baby change unit which can be sited in either of main toilets in Centre. We intend to install a permanent baby change facility when changes are made to toilets in main reception area.
- 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.

4. Review of **room hire charges will go to Finance Committee** this month. Rates for weekend parties should be more appropriate as well as reviewing why charges for Hall are same as other rooms. We are looking at one minimum charge for any concessionary booking to cover staff costs and where set up time required then this should be charged. Points to consider include – minimum charge, inclusion of staff set up time in charges, rate for concessions/non profit making groups, weekend and party rates, use of our equipment etc. Any price changes effective from January 2018
5. **Garden of Rest charges** – last reviewed in September 2015, Finance Committee should review these charges in the new year for any changes to come in from April 2018
6. **Website** updated and work continuing – **Facebook and Twitter** linked to website – bookings are being generated from marketing the centre using social media and also by word of mouth from people who have used the Centre.
7. Centre cleaning has improved and environment is fresher and cleaner – Cleaner/Keyholder probationary contract was not extended – temporary cleaner covering the Centre - see staff update
8. Facilities officer has carried out repairs and **maintenance** internally and externally. Works currently on hold as postholder is off sick. Proposal for removable panels to be installed between Art Room and Hall has been considered by Finance Committee – this would allow both rooms to be booked out at same time without noise problem occurring.
9. **Car Boot sale** at Community centre began in September on Saturday afternoons 1pm – 5 pm. charging £5 per vehicle – no traders. Our first attempt was washed out by heavy rain and low numbers of people attending. We will try again in October
10. **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 want to trial a new look newsletter in December, possibly including paid for advertising/sponsorship. Keen on securing a long term training and development budget for staff and councilors. Also believe that a short session with staff and councilors to ‘brain storm’ ideas for initiatives and improvements would be helpful. Current vacancy on Resources Committee following resignation of Councillor Mehta due to work commitments. Following proposal and seconding, Councillor Morris was unanimously elected to serve on Resources Committee. Councillors also agreed that the start time of Resources Committee meetings should be put back to 6.30 pm to allow all councillors to attend

RESOLVED – That Councillor Morris be elected to Resources Committee

- That Resources Committee meetings commence at 6.30 pm from October

11. Centre staff will use own **mobile phones** during working hours – this means we can cancel mobile phone contract with Vodafone – **saving** £400 per year. Current contract for sanitary provision/air fresheners for toilets is not viable and is also being 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 being sought. The current contract for photocopier seems uneconomic but the Parish are tied in for a further 3 years unless a penalty payment of £1200 is made. Clerk currently analyzing costs to identify best way forward. The Parish are currently paying £400 a year maintenance on the large laminator in the IT room to Clarity Copiers. This machine is as far as we know, used very rarely. **Seeking agreement from Council to cancel this contract**
12. **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.
13. **Churches Fire 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 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.

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 this 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. 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. Phil Lorenz is our new contact
18. Work on improvements to Red Lees footpath commenced on 18 September – finishes week of 16 October

Rights of Way

Nothing to Report

Open Spaces

Nothing to report

Communication

19. Parish Newsletter – The Parish Council newsletter is due to be distributed in November. The newsletter will look different and hopefully contain advertisements from local traders. Can Councillors please forward to the Clerk items that they would like to include in the newsletter by end of November?

Council Meetings/Business

- 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 Ellis Whittam contract for legal advice is of questionable value as only telephone support but until ongoing staff related matters are completed the Parish will stay with contract in order to benefit from legal support should an employment tribunal take place. The council now knows that there will be no tribunal and will not renew this contract once it runs out next year.
- 22 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. We have received invoice from Shropshire County Pension Fund for pension strain for former cleaner, cost is £8.8k
- 23 Working with other Parishes to identify improved banking arrangements – particularly accounts that will work properly with the finance software used to process receipts and payments.
- 24 Annual accounts return has been signed off by external auditors. The national contract for Parish council audits has now moved to a new company from 2018.
- 25 Second precept payment received at end of September
- 26 VAT reclaims now up to date and this is reflected in budgets presented to Finance

Staffing

27. Staff team is currently under strength due to Cleaner/Keyholder not having probationary contract extended and Facilities Officer currently on sick leave. Temporary Centre Cleaner and weekend keyholder in place. We require a temporary evening keyholder to assist with keeping the Centre open in evenings during the week – **seeking approval from Council to take on temporary person for this role ASAP**

RESOLVED: - That the Clerk work on recruitment of a temporary evening keyholder

- 28 CILCA training for Parish Clerk would be beneficial to Parish council and to Clerk
- 29 Training on burials procedures would be advisable for Clerk and Assistant Clerk

30 Bridgnorth Town Council have approached the Clerk via Shropshire Association of Local Councils to assist them part time in the absence of their Town Clerk

RESOLVED – Councillors agreed that they would like to help, but as current staff resources were depleted, they could not release the Clerk to provide part time assistance at Bridgnorth Town council at the current time.

TACT Licence

31 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. 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.

RESOLVED: - That, following consideration of the cost analysis provided by the Clerk, the Council agree to sign a further 12 month licence with TACT for occupation of Youth Centre and that costs be reviewed annually to ensure the Council's costs are covered for renting Youth Centre

Former Pink Skips Site

32 The Clerk has been made aware by Telford & Wrekin council that a new occupier may be moving on to the site in the near future. We understand that a meeting has been scheduled with Lawley & Overdale Parish council this week but we have not been provided with any further information at this stage. We will arrange a meeting between the Parish council and new occupiers as soon as we receive confirmation of the new occupier and their agents.

RESOLVED: That the Parish council meet with any new occupier of the site, once details were known, to discuss concerns regarding previous issues and disruption to residents.

Events

33 Councillor Millward-Thomas asked that a meeting be arranged with himself, Councillor Evans and Clerk and Deputy Clerk to discuss the forthcoming Xmas lights switch on and Voucher day

17/6778 FINANCE COMMITTEE

The Minutes of the meeting of the Finance Committee held on 28 September 2017 were received for noting. The Clerk presented the minutes and August Bank reconciliation and Orders for Payment for information.

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

National Savings	£41,159.35
Co-op current account	<u>£49,873.35</u>
Total	<u>£91,032.70</u>

There were currently £7,005.39 worth of unrepresented cheques, £1,483.50 worth of unrepresented receipts, leaving a balance of £85,510.81

17/6779 RESOURCES COMMITTEE

The minutes of the meeting held on 26 September 2017 were received for noting.

17/6780 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.

17/6781 CORRESPONDENCE

The Clerk circulated a copy of an e mail from the Head at Meadows Primary school which raised strong concerns over parking issues close to the school. This matter was more fully addressed at minute 17/6773 Borough Council Quarterly Transport Update.

17/6782 AGENDA ITEMS FOR NEXT MEETING

Ketley Parish signage.
 Christmas Voucher Day
 Christmas Theme 2017

17/6783 TO CONFIRM THE DATES OF FUTURE MEETING

The next meeting of Ketley Parish Council was confirmed for Wednesday 8 November 2017 at 7.00 pm at Ketley Community Centre

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

17/6784 PLANNING**New Applications -**

Application or enforcement Number	Site Address	Description of proposal	Date consultation received	Reply by date
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Approved –

Application or enforcement Number	Site Address	Description of proposal	Date consultation received	Reply by date
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<u>TWC/2017/0471</u>	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
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TWC/2017/0621	N/A	Woodlands Workshop, Wrens Nest Lane, Ketley, Shropshire, TF1 5HL	Change of use of haulage yard and commercial garage to haulage yard and commercial garage, builders yard and storage of plant/machinery and temporary siting of caravan (Retrospective) *** Amended description ***	03/08/2017	24/08/2017
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Refused – None**Ongoing**

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation	Reply by date
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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

17/6785 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

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

The meeting ended at 8.44 pm

Signed:..... Date: 8 November 2017