



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

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**MINUTES of the Meeting of Ketley Parish Council held on Wednesday 10 January 2018 at Ketley Community Centre at 7:00pm**

**PRESENT:**

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

Councillor Andy Morris  
Councillor Amrik Jhawar (Chairman)  
Councillor Maggie Evans  
Councillor Hilda Rhodes  
Councillor Rajash Mehta

**Locum Clerk:** Phil Griffiths

**17/6834 WELCOME**

The Chairman welcomed everyone to the meeting and wished all in the Parish a Happy New Year.

**17/6835 PUBLIC SESSION**

Mr. M. Wilkinson and Mr. A. Harper in attendance

Mr Wilkinson commented that, based on previous meetings, he was disheartened that councillors had not been devoting more time familiarising themselves with planning applications affecting the Parish.

Mr A. Harper told councillors that he lived in one of the properties directly facing the rear of the Community Centre. He raised a complaint regarding noise disturbance from functions being held at the Community Centre. Noise levels were a problem when the emergency doors at the rear of the main hall were opened by people attending functions. Councillor Evans believed a device could be installed that would cut the power if the emergency doors were opened. Councillors unanimously agreed to ask the Facilities Officer to investigate whether it was practical to fit an alarm device to the emergency doors which would cut out the power to the Hall when the doors were opened. Mr. Harper would be notified of progress on this matter.

**RESOLUTION: Facilities Officer to investigate the practicalities of installation of a device to cut the power to the Hall when emergency doors were opened. Mr Harper to be notified of progress on this matter.**

**17/6836 POLICE MATTERS**

CSO Sue Tindale and PC Gareth Bee of Ketley and Oakengates Safer Neighbourhoods Team were in attendance. It was reported that the person who had previously been reported as living in his car had now moved on elsewhere.

**17/6837 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL**

Councillors Mandy Cartwright (Leave of Absence) and Councillor Laura Hodgkinson (Absent)

**17/6838 DISCLOSURE OF PECUNIARY INTERESTS**

Nothing to report.

## 17/6839 TO APPROVE THE MINUTES OF THE 13 DECEMBER COUNCIL MEETING

**RESOLUTION:** The minutes of the Council meeting held on 8 November 2017 were proposed as an accurate record by Councillor Millward-Thomas , seconded by Councillor Morris and unanimously agreed by the Parish Council.

## 17/6840 ACTING CLERK'S REPORT

Councillors received the Acting Clerk's report.

### Community Centre

1. **Room Bookings** – Following the introduction of revised rates effective 1 January 2018, a small number of groups including Parkinsons and Telford Card & Stamp Club bringing in a total maximum monthly income of £42, have terminated their bookings with Ketley Community Centre. All remaining regular Centre Users have accepted the new terms and made confirmed bookings for the coming year. New weekly group Cook Stars begins 6 January term time only and re-bookings have been made by for Mindfulness, Memory Service, Foster Carers, Parents Opening Doors (PODS), BTS Group and WEA. Enquiries have already been received for parties at Christmas and New Year in 2018. There are now charges for storage and use of the kitchen in addition to set up and clear away where required.
2. **IT support** – following a conversation with the new IT Manager at TCAT (now Telford College), the lack of support has been acknowledged and Ketley Parish Council ceased making monthly payments with effect from 30 November 2017. Discussions are taking place with regard to ongoing support and review of current IT equipment at nil cost and potential further savings by removing existing servers and desk top computers and connecting directly into the router.
3. **Invoicing/receipts** – with effect from 1 January 2018 all Centre Users are invoiced at the start of each month and must have made payment by the end of that month. Due to the diligent and careful way credit control is managed payments are frequently up to date. New drop safe in place which ensures that all payments receipted outside of normal office hours are locked away with access only by the Clerk.
4. **Website and Social Media** accounts being refreshed again for 2018 and increased time to be allocated to keeping sites updated to generate bookings and generally inform residents about what's going on in Ketley.
5. **Building** - Facilities Management Officer has worked with the Cleaner to put up and remove Christmas decorations inside and outside of the building. All emergency light testing has been carried out, repairs to ladies toilet effected and basement pump no fully working. Kitchen worktops off Hall will be replaced at cost of Centre User following damage. Plans in place to start work on constructing acoustic walls for Class Room/Meeting Room and Hall/Art Room, additional door through to current IT Room off corridor and additional disabled toilet in main reception.

### Parish Environmental Team

6. Working closely with Jason Hanley to identify improvements for 2018 and address any issues in particular the **Garden of Rest** to update records and produce a comprehensive searchable spreadsheet

### Street Lighting

7. There have been a number of reported incidents as predicted during the dark winter months, many of which were the responsibility of the Borough Council to maintain. An article appeared in the newsletter advising residents of the procedure for reporting issues.

### Roads and Footpaths

No issues currently outstanding

### Rights of Way

No issues to report

### Open Spaces

Nothing to report

## Communication

8. Newsletter – The new look 'Ketley Community News' has been well received with positive feedback. This will form the template for future issues with different colours for each edition – yellow for Easter, green for Summer and orange for Winter. The next issue will be distributed during the first week of March and any Members are requested to submit articles for inclusion by 26 January.

## Council Meetings/Business

9. Following up on contracts – Churches Fire, 1<sup>st</sup> Class Hygiene, Midshire, Ellis Whittam and Vodafone – which were cancelled prior to Clerk's departure.
10. Amendments to signatories on the Council's bank account and online banking to be approved at next Finance Committee meeting

## Staffing

11. Temporary staffing team (Acting Clerk, Centre Co-ordinator and Cleaner) in post pending appointment of permanent Clerk.
12. Work experience placement 19 – 23 March from Charlton School

## TACT Licence

13. Licence has now been signed and returned effective from 1 November 2017. They have been reminded that the responsibility for payment of utility, waste, sanitary and other sundry bills now fall under the TACT and are no longer included as part of the monthly building rental charges.

## 17/6841 FINANCE COMMITTEE

- i) The Clerk reported that no Finance Committee had taken place in December; the next meeting was on 25 January 2018. A copy of the bank reconciliation was attached and as at 31 December 2017 the Parish Council bank statements were as follows:

National Savings	£41,159.35
Co-op current account	<u>£87,529.92</u>
Total	<u>£126,689.27</u>

There were currently £17,293.50 worth of unpresented cheques, leaving a balance of £111,395.77

## 17/6842 RESOURCES COMMITTEE

- i) There had been no meeting in December; the next meeting was scheduled for 16 January to short list for interviews for Parish Clerk post later in January.

## 17/6843 FUTURE USE OF I.T. ROOM

A discussion took place on future plans for the current I.T. Room. Councillor Evans felt that the recently adopted current room charge rate was unfair to the I.T. drop in group which was hosted on Tuesday mornings by herself and Irene Ferguson. Councillors agreed that Resources Committee discuss the future use of the I.T. Room and also consider appropriate room hire charges at their next meeting on 16 January and that no charge be levied for the room until a decision was made by the Committee.

**RESOLVED - That 16 January Resources Committee agree**

- i) **Future use of I.T. Room**
- ii) **Charges for room hire for I.T. Drop-in group**

## 17/6844 COMMUNITY EVENTS

Councillors agreed to form an Events Sub- Committee to work on planning future events. The group would consist of 4 councillors.

Councillor Sam Millward-Thomas  
Councillor Hilda Rhodes  
Councillor Joy Francis  
Councillor Maggie Evans

The Sub- Committee would meet on an ad-hoc basis, commencing in early February and reporting back to Full Council.

#### 17/6845 KETLEY PADDOCK MOUND

Councillor Evans asked if Friends of Paddock Mound would be required to help with this year's Easter Egg Hunt. The Acting Clerk would provide a response on this question. The recent snow had caused significant damage to trees on Paddock Mound. Information boards were being created showing the history of the area and the Friends group were planning to have benches installed. Work to clear the Round Pool was scheduled to go ahead in 2018.

#### 17/6846 GARDEN OF REST

Nothing to report

#### 17/6847 PLANNING

**New Applications – None**

**Approved – None**

**Refused -**

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2017/0933	N/A	32 Woodside Road, Ketley, Telford TF1 5EZ	Variation of Condition 7 on TWC/2017/0584 to increase opening hours from 1200 hours to 2400 hours Sunday to Saturday	17/11/2017	08/12/2017

**Ongoing –**

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2017/0946	N/A	Site of KN Wheels Ltd, Beveley Works, Beveley Road, Oakengates, Telford, Shropshire	Demolition of existing commercial unit and an outline application for the erection of no.14 dwellings, associated access, parking, appearance, layout and scale with other matters reserved	27/11/2017	18/12/2017

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
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	20/11/2017

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2017/0866	N/A	Site of Woodruff, Shrubbery Road, Red Lake, Telford, Shropshire	Erection of 1no. two storey detached dwelling with integral garage	27/10/2017	17/11/2017

**17/6848 AGENDA ITEMS FOR NEXT MEETING**

Events Committee report from initial meeting in February.

**17/6849 OTHER MATTERS**

A request had been received from the Borough Council Mayor for a £100 contribution towards the daffodil bulb display in Hollingsgate Mound and Rampart Way. Councillors decided against making a contribution.

Councillors Elliott and Rhodes asked that the Acting Clerk make enquiries with the Borough council regarding the recent introduction of a caravan at Ketley Brook.

**Parish signage** – Councillors agreed that Ketley Parish 5 signs should be obtained that would identify the various gateways in to the Parish and also provide some information on the history of the Parish.

**Telford Street Champions** – following a request from local street champions, councillors agreed that an additional 2-3 bins be sourced from the Borough council to deal with the problem of dog mess where no bins were available for use by the public. The bins would be purchased from the existing underspend in public realm monies from the Telford & Wrekin Parish Environmental Team.

**RESOLVED- That**

- i) **the Acting Clerk identify suitable Parish signage to provide a distinctive parish identity for Ketley**
- ii) **the Acting Clerk purchase 2/3 litter bins to help Street Champions tackle issues with dog mess**

**17/6850 TO CONFIRM THE DATES OF FUTURE MEETING**

The next meeting of Ketley Parish Council was confirmed for Wednesday 14 February 2018 at 7:00pm at Ketley Community Centre

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

**17/6851 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

The Council discussed forthcoming arrangements for the recruitment of a Parish Clerk. .

The meeting ended at 8:23 pm

**Signed:** ..... **Date:** 14 February 2018