



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

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**MINUTES of the Meeting of Ketley Parish Council held on Wednesday 14 February 2018 at Ketley Community Centre at 7:00pm**

**PRESENT:**

Councillor David Elliott  
Councillor Joy Francis  
Councillor Hilda Rhodes  
Councillor Laura Hodgkinson

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

**Acting Clerk:** Emma Atwell

**17/6852**

**WELCOME**

The Chairman welcomed everyone to the meeting

**17/6853**

**PUBLIC SESSION**

Mr Adrian Harper in attendance

Mr Harper addressed the Council regarding his continued concerns around noise pollution. As an immediate neighbour of the Community Centre, Mr Harper complained that when Centre Users opened the fire exit doors at the rear of the building during an event, that the noise was unacceptable. Mr Harper believed that Centre Users were opened the fire exit doors to access the designated smoking area also at the rear of the Centre and felt strongly that the Council should take action to prevent unauthorised use of the fire exit doors during an event.

Cllr J Francis who also resides in a neighbouring property stated that she had not experienced similar issues in the recent past.

Mr Harper was advised that the Council is relocating the smoking area and investigating installation of a system on the fire exit doors to isolate the electricity or sound an alarm. Mr Harper noted that the Council retain a damage deposit from Centre Users and asked if this had ever not been returned due to noise. The Acting Clerk confirmed that the deposit had been withheld previously, but only where a complaint had been received at the time of the event as the deposit cannot be held back indefinitely. Mr Harper was assured that all Centre Users sign the terms & conditions, that Centre Users are verbally advised not to open the doors during an event, that there is signage throughout the Centre and on the doors reiterating the importance of keeping the doors closed and that there are staff onsite monitoring the use of the door.

Mr Harper requested that he be kept informed of action taken by the Council in writing prior to the next meeting.

**RESOLVED that the Acting Clerk will write to Mr Harper to provide an update on action undertaken**

**17/6854**

**POLICE MATTERS**

PC Gareth Bee of Ketley and Oakengates Safer Neighbourhoods Team was in attendance. It was reported that a drugs warrant was issued for property on Mount Side and Wrekin Housing Trust were informed and action is being taken.

Cllr J Francis raised an issue regarding motorbike noise on Red Lees which Mr Harper stated he had not noticed due to his hearing difficulties. PC Bee requested details including registration and times in order to investigate.

PC Bee was asked about the use of drones and he advised these were generally used during weekends and Bank Holidays. When asked, PC Bee confirmed that quad bikes were legal.

Cllr A Morris raised an issue about screeching late at night supposedly on the Wrekin Retail Park. PC Bee will hand the details to the team.

Cllr M Evans raised an issue regarding a light blue mini which almost knocked her over on the zebra crossing. PC Bee advised that he would look out for it.

Cllr L Hodgkinson raised parking issues on Mount Side and Riddings Close. PC Bee advised that there had been letters sent out to residents and issues reduce when there is a physical Police presence but it is not possible to be stationed there regularly. It was confirmed that there are parking issues around all schools in the Borough and the Police would approach the school to request that they address it as well. Noted that there is insufficient parking arrangements at the school and the Wrens Nest pub car park is no longer available to use.

PC Bee and Mr Harper both left the meeting at 7:20pm

**17/6855 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL**

Cllr Rajash Mehta (Annual Leave), Cllr Anil Saini (Illness), Cllr Sam Millward-Thomas (Paternity Leave) and Cllr Mandy Cartwright (Leave of Absence) – all absences were accepted by the Council.

Cllr Mandy Cartwright requested an extension of leave to 30 April 2018 to recover from surgery which was agreed by the Council and all wished her well for a speedy recovery.

**17/6856 DISCLOSURE OF PECUNIARY INTERESTS**

Cllr Hilda Rhodes declared an interest in Planning.

**17/6857 TO APPROVE THE MINUTES OF THE 14 FEBRUARY COUNCIL MEETING  
RESOLUTION: The minutes of the Council meeting held on 14 February 2018 were proposed as an accurate record by Cllr Hilda Rhodes and seconded by Cllr M Evans and unanimously agreed by the Parish Council.**

**17/6858 ACTING CLERK'S REPORT**

Councillors received the Acting Clerk's report.

**Community Centre**

1. The year has started positively and a number of new groups including Cook Stars, Yoga One Kids and Junglebody Konga have set up 'home' at Ketley Community Centre. Bookings have also increased notably 12 full day meetings and numerous birthday parties. Noted that work is being undertaken by the FM Officer to build an acoustic wall between the Hall and Art Room to facilitate hiring both rooms simultaneously.
2. The decommissioning work on the former IT Room is now completed and has already been used several times in the last week. Councillors discussed alternative names for the room. Cllr D Elliott proposed 'Rowley Room' after Mr Rowley the former Deputy Headteacher who taught in that room when it was a school. Cllr H Rhodes seconded the proposal which was agreed by the Council. **RESOLVED – that the former IT Room be renamed as the Rowley Room.**

**Parish Environmental Team**

3. Continuing to work closely with Jason Hanley to identify issues within the Parish and establish a programme for 2018/19. Telford & Wrekin Council will be holding an information session for all Clerks later this month to establish grounds and cleansing service requirements for 2019 at

the end of the existing TWS contract. **RESOLVED – Acting Clerk to provide a report to the next Council meeting**

### **Street Lighting**

4. Reports of street lights out have continued over the last few weeks with a further five logged with the contractors. It should be noted however that residents are providing more accurate information and reporting to the appropriate authority following the article which appeared in the December newsletter. Cllr H Rhodes raised an issue with the brightness of the bulb at 44 Woodwell and councilors requested an update on the lights still remaining to be converted. **RESOLVED that the Acting Clerk would investigate and provide information to the Council on the matters raised**

### **Roads and Footpaths**

5. Issues with potholes on Riddings Close have been raised again and will be followed up with Telford & Wrekin Council following reports prior to Christmas.

### **Rights of Way**

6. Issues with the drainage on the footpath at the base of the footbridge across the railway line behind Copper Beech Road have been raised and will be followed up with Telford & Wrekin Council.

### **Open Spaces**

7. Nothing to report

### **Garden of Rest**

8. Records to be transferred to an electronic cemetery management system. Working closely with Jason Hanley, PET Officer to ensure records are up to date and any issues in the Garden of Rest such as replacement perimeter fencing identified. Councillors discussed the Garden of Rest and agreed fencing should be sensitively replaced during the next financial year to provide a more pleasant environment and improve security. **RESOLVED that the Acting Clerk would organise the replacement and / or installation of new fencing to the perimeter of the Garden of Rest during the course of 2018/19.**

### **Communication**

9. The next newsletter will be distributed in March and renamed Ketley Parish News.

### **Council Business**

10. Sue Hackett of SDH Accounting carried out the first of three internal audits on Wednesday 7 February with the second planned on Thursday 8 March. The interim report will be presented to the next meeting of the Council

### **Staffing**

11. The current temporary structure will be reviewed following permanent appointment of a Parish Clerk.

### **TACT**

12. The terms of the new licence is being rigorously enforced and there are no issues to report.

**17/6859**

### **FINANCE COMMITTEE**

- i) The Chairman of Finance presented the minutes of the last meeting held on 25 January 2018 for noting. Advised that the Committee had agreed £40k to be transferred back into the savings account and the Co-operative Bank account signatories are to be updated to reflect the current situation and enable use of online banking facilities.

17/6860

#### **RESOURCES COMMITTEE**

- i) The Chairman of Resources presented the minutes of the last meeting held on 30 January 2018 for noting. Advised that the Committee will now meet bi-monthly but will retain a close eye the Council's resources and will call an extraordinary meeting if necessary.
- ii) The Chairman confirmed that the Resources Committee had concluded the recruitment process for the appointment of a new Clerk to the Council and recommended Emma Atwell to the full Council. The appointment was proposed by Cllr J Francis and seconded by Cllr L Hodgkinson and unanimously agreed by the Council. **RESOLVED that the appointment of Emma Atwell as the Clerk to Ketley Parish Council was ratified by the Council and effective from 14 February 2018. Contract to be prepared by the Resources Committee and signed by the Chairman of the Council. Review of staff structure to be carried out by Resources Committee in conjunction with the new Clerk.**

17/6861

#### **EVENTS COMMITTEE**

- i) The Chairman of Events presented the minutes of the last meeting held on 30 January 2018 for noting.

17/6862

#### **COUNCIL MEETING DATES**

The Chairman presented a proposal for revised Council meeting dates for 2018/19 suggesting that full Council and Committee meetings should be held bi-monthly and closer together to enable recommendations from Committee's to come swiftly to full Council for ratification. Councillors discussed the proposal and the general consensus was to keep the dates as they are at present and review again at the Annual Council meeting in May. **RESOLVED to review the frequency and dates of all meetings of the Council at the AGM in May 2018.**

17/6863

#### **KETLEY BOUNDARY SIGNAGE**

It was noted that five signs will be required, but the actual siting and installation will need to be approved and carried out by Telford & Wrekin Council. A number of signage ideas were circulated to Councillors by the Clerk and Cllr A Morris for consideration and were discussed at length. Councillors were keen to see images if possible on the sign which represented the history and heritage of Ketley including the inclined plane, William Reynolds, Paddock Mound, the 'Old School', canal etc and that the sign should be produced in a material that is durable, easy to clean and non-destructible. Local designer to be sought to provide sign suggestions and initial costs required. **RESOLVED the Clerk to provide initial costs and designs to the next meeting of the Council.**

17/6864

#### **KETLEY PADDOCK MOUND**

Cllr Maggie Evans reported that the poor weather continued to cause issues on the Mound. The dipping platform work on the Lost Pool has stalled due to the increased water level and the pool floor is not stable. Tree work is planned to take place on 19 February weather permitting.

Cllr Hilda Rhodes left the room at 8:25pm before the next item

## New Applications:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2018/0029	N/A	The Studio, Brickhill Lane, Ketley, Shropshire	Conversion of former photographic studio to single residential dwelling with additional dormer windows	11/01/2018	01/02/2018
TWC/2018/0050	N/A	61 Broadway, Ketley, Telford, Shropshire TF1 5AS	Creation of new driveway, access and the installation of a dropped kerb.	19/01/2018	09/02/2018
TWC/2018/0060	N/A	Former Taurus Metals UK Ltd, Whitchurch Drive, Wellington TF1 5BY	Change of Use from Scrap Yard (Sui Generis) to waste recycling site for concrete, road planings and soil, including erection of an office and storage building and bunded waste recycling bays (Sui Generis)	23/01/2018	13/02/2018
TWC/2018/0088	N/A	Ketley Sands Balancing Reservoir, Whitchurch Drive, Ketley, Telford, Shropshire	Re-profiling of the existing reservoir embankment at Ketley Sands Balancing Reservoir and temporary access road	30/01/2018	20/02/2018

There were no objections from the Parish Council to any of the new applications.

## Approved – None

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
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## Refused – None

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
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## Ongoing:

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,	Variation of Conditions, 1 (revised site plan), Condition 9 (1 modern wheel wash),	01/11/2017	20/11/2017

		Shropshire TF1 5HW	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		
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
TWC/2017/0866	N/A	Site of Woodruff, Shubbery Road, Red Lake, Telford, Shropshire	Erection of 1no. two storey detached dwelling with integral garage	27/10/2017	17/11/2017

**The Parish Council had requested that application number TWC/2017/0882 be considered by Telford & Wrekin Council's Plans Board and the date of the meeting is still awaited.**

Cllr Hilda Rhodes returned to the room at 8:29pm following the conclusion of the previous item

#### 17/6866 **CORRESPONDENCE**

- i) The Chairman informed the Council that he had received an email from a resident of Wedgewood Crescent raising serious concerns about parking issues in the turning point and on the play area at the top of the Central Avenue and long Wedgewood Crescent. The Chairman then circulated a copy of an email from Telford & Wrekin Council who had met with the Chairman to discuss the issue and suggested that parking spaces could be installed on a part of the play area if the Parish Council would consider contributing 50% of the cost towards the work. The proposal was discussed at length and it was noted that there are other parking issues within the Parish which would also benefit from the creation of spaces including the school. Cllr H Rhodes moved that the Parish Council agreed to make a small undefined contribution to the scheme which was seconded by Cllr D Elliott and agreed by the majority. **RESOLVED that the Clerk write to Telford & Wrekin Council confirming that Ketley Parish Council would make a small contribution.**
- ii) The Clerk confirmed that confirmation had been received about enforcement notices issued on the caravan sited at Ketley Brook and at the rear of the White Lion and will continue to monitor the situation. Councillors advised that the White Lion was originally built in 1661 and listing should be considered. **RESOLVED that the Clerk will monitor enforcement action and investigate listed building applications.**

#### 17/6867 **AGENDA ITEMS FOR NEXT MEETING**

- i) Grounds & Cleansing Contract update
- ii) Confirmation of figure remaining from PET scheme

**17/6868**

**OTHER MATTERS**

It was noted that Wendy Stubbs is now a Street Champion and is using 'dog poo spray' to identify offenders on the Paddock Mound in the hope of reducing the amount of dog fouling in that area. It is hoped to extend the project further into Ketley.

**17/6869**

**TO CONFIRM THE DATE OF THE NEXT MEETING**

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

The meeting ended at 9:01pm

**Signed:** ..... **Date: 14 March 2018**