



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

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

**PRESENT:**

Councillor David Elliott  
Councillor Anil Saini  
Councillor Hilda Rhodes (Vice Chairman)  
Councillor Rajash Mehta

Councillor Andy Morris  
Councillor Sam Millward-Thomas  
Councillor Maggie Evans

Clerk: Emma Atwell

17/6870

**WELCOME**

The Vice Chairman welcomed everyone to the meeting and congratulated Cllr Millward- Thomas on behalf of the Council on becoming a father.

17/6871

**PUBLIC SESSION**

Mr Michael Wilkinson in attendance

Mr Wilkinson raised a number of issues with the Council. The first concerned dead leaves along the footpath of Holyhead Road which he estimated to be around 30% of the path. The second was in relation to the difficulty experienced by those with pushchairs using the path at the back of the Centre. Mr Wilkinson felt that the gravel had not been compacted down and that signs had been left by the contractors.

**RESOLVED that the Clerk to raise concerns with PET Officer and Andrew Careless, Rights of Way Officer at Telford & Wrekin Council**

17/6872

**POLICE MATTERS**

No-one from Ketley and Oakengates Safer Neighbourhoods Team were able to attend. It was noted that there had been a number of shed break-ins down Shrubbery Lane and the perpetrator had been apprehended by the property owner and subsequently arrested by the Police. It was hoped this was linked to previous incidents and would now cease. KN Wheels site of a current planning application in Beveley had also been broken into.

17/6873

**RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL**

Cllr Amrik Jhawar (Annual Leave), Cllr Joy Francis (Borough Council business meeting), Cllr Laura Hodgkinson (University) and Cllr Mandy Cartwright (Leave of Absence) – all absences were accepted by the Council.

The Council sent their best wishes to Cllr Cartwright for a speedy recovery

17/6874

**DISCLOSURE OF PECUNIARY INTERESTS**

Cllrs Hilda Rhodes and Rajash Mehta declared an interest in Planning.

17/6875

**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 Maggie Evans and seconded by Cllr Andrew Morris and unanimously agreed by the Parish Council.

Councillors received the Clerk's report.

### Community Centre

1. The Rowley Room is now in regular use and currently generating income of up to £100 per week. This additional room has enabled the Centre to increase bookings in the larger Class Room and mid-week hire has picked up as a result.
2. Work on the acoustic wall between the Hall and the Art Room carried out by the Facilities Management Officer is almost completed and now includes a projector screen for additional room hire flexibility. It was noted that dragging of tables in the Art Room can still be heard in the Hall when both rooms are in use. Councillors discussed decoration of the wall. **RESOLVED to advise Centre Users and ensure rooms are correctly set up prior to use**
3. The designated smoking area signage has been removed and the bench transferred to the front of the building. Shelter still to be dismantled. Mr Harper notified in writing of action taken. Councillors discussed an alternative designated area and decided to review the new arrangements at the next meeting.

### Parish Environmental Team

4. 'Big Spring Clean' to be held on Thursday 12<sup>th</sup> April. Jason will be identifying two areas in the Parish to target and will support the event on the day.

### Street Lighting

5. Street light issues have reduced recently as the nights begin to draw out. Currently in the process of working with Eon to obtain an up to date list of bulbs which have been replaced and those still to be completed.

### Roads and Footpaths

6. None raised since the last meeting. Still awaiting further details from Telford & Wrekin Council on plans for the installation of parking spaces on Wedgewood Crescent. Noted several pot holes in Victoria Avenue. **RESOLVED to report the issues to the Borough Council**

### Rights of Way

7. None raised since the last meeting. Noted that issues with high hedges on Peter's Hill continue. **RESOLVED to notify Andrew Careless, Rights of Way Officer, Telford & Wrekin Council to instigate enforcement notice.**

### Open Spaces

8. Nothing to report

### Garden of Rest

9. Initial work on updates of the cemetery records has identified a number of grants which have expired. This affects all Exclusive Rights purchased from when the Garden of Rest opened in 1952 until 1968 as the Rights are issued for 50 years only. The last known owners will be contacted and offered the opportunity to renew the lease at 50% reduction of the current charges. Work on the records will take place during 2018.

### Communication

10. Deliveries of the March edition of Ketley Parish News started on Monday and should be complete by the 19<sup>th</sup> March.

### Council Business

11. The Annual Parish Meeting must take place before 1<sup>st</sup> June and as the end of year accounts will not be approved prior to the Annual General Meeting of the Council, the Internal Auditor recommends that the APM is held towards the end of May. Suggestions for engaging local residents in the meeting include an interesting speaker, involving Meadows Primary School

and offering light refreshments. **RESOLVED that the Clerk is to identify a date for the meeting and notify Councillors.**

12. Community Buildings and Facilities Legacy Fund has opened for applications as part of the Telford @ 50 celebration. The Council will need to provide match funding of at least 20% of the project which should 'future proof' existing facilities or create new ones to support the changing needs of the Borough. There is £20,000 available per building or project and the closing date is Monday 9<sup>th</sup> April. Initial thoughts for funding includes installation of additional toilets (disabled and ladies) and baby change facilities, additional kitchen/teapoint, additional access ramp, flooring repairs (Class Room and Reception) and replacement furniture. The Facilities Management Officer is obtaining quotes for these works. Councillors agreed with the proposals and discussed other suggestions.
13. General Data Protection Regulation (GDPR) comes into force on 25 May this year and the Council will need to ensure it is compliant. The Clerk is attending a briefing session on 15<sup>th</sup> March and will provide a report to the Resources Committee at the next meeting.
14. Telford & Wrekin Council are in the process of formulating their 2018/19 Scrutiny Work Programme and are looking for any issues that the Parish Council consider it would be useful for Scrutiny to investigate. Closing date for suggestions is 23<sup>rd</sup> March. **Councillors to discuss and put forward any suggestions for consideration by Scrutiny.**
15. The Big Green Vote has been launched and every resident has five votes each. There are 96 sites identified which will become protected spaces as part of the Telford @ 50 legacy, but the top 50 sites voted for will also receive up to £1,000 to enhance the site. There are three sites within the Parish – (60) Red Lake Pit Mound, (78) Wedgewood Crescent and (92) Woodland at Rock Road. To vote you need to register on Telford & Wrekin Council's website. Closing date for votes is 15<sup>th</sup> April and this will be promoted on the Ketley Parish Council's website and social media to encourage residents to vote.

#### **Staffing**

16. Resources Committee to review cleaning role at the next meeting.
17. Work Experience Placement student will be onsite from 19<sup>th</sup> – 23<sup>rd</sup> March and will be undertaking a number of duties including attendance at the Finance Committee on 22<sup>nd</sup> March.

#### **TACT**

18. Following recent social media posts around room hire at the Ketley site, the Clerk has received confirmation in writing from TACT's owners that advertising has been amended and reassurance given that they will not be subletting rooms at Ketley which would be in breach of their licence.

**17/6877**

#### **FINANCE COMMITTEE**

- i) The Chairman of Finance advised that there had been a cheque signing only in February and the next meeting of the Committee would take place on 22 March 2018.

**17/6878**

#### **RESOURCES COMMITTEE**

- i) The Chairman of Resources advised that a panel of the Committee met with the Centre Co-ordinator to review the temporary to permanent arrangement through the recruitment agency and recommended the post be confirmed with effect from 1 March 2018. **RESOLVED that the permanent appointment of Elaine O'Brien as Centre Co-ordinator was ratified by the Council and effective from 1 March 2018.**
- ii) The Chairman advised that the next meeting of the Committee would take place on 20 March 2018 at which the cleaning role would be discussed.

17/6879

#### EVENTS COMMITTEE

- i) Cllr M Evans presented the minutes of the last meeting held on 6 March 2018 for noting. It was agreed that setting up the Committee had helped the Council focus on events.
- ii) The Clerk gave an update on the Easter event. Cllr Evans to arrange support of five Friends of the Ketley Paddock Mound to take part and also suggested directional signs would be helpful. Cllr Rhodes to run the raffle and Cllr Elliott requested a floating role.
- iii) The Clerk confirmed the date for the Big Spring Clean and requested support from Councillors on the day
- iv) Cllr Millward-Thomas presented the Committee's recommendation on taking part in the 'Silent Soldier' Royal British Legion campaign which involves the purchase and display of life-sized figures displayed at prominent locations to mark the end of the WW1 Centenary. **RESOLVED All unanimously agreed to purchase three one to be displayed on the Beveley, one on the Waterloo Road traffic light and one at the Church memorial or Meadows School.**

17/6880

#### INTERNAL AUDIT

The Clerk presented the interim report of the Internal Auditor along with the recommendations to further improve management controls. The Council noted the significant improvements from the previous year and agreed to support the implementation of the recommendations. **RESOLVED: The Council unanimously agreed the recommendations from the Internal Auditor and that the Clerk to action accordingly**

17/6881

#### RISK ASSESSMENTS

The Clerk presented the Risk Assessments to the Council. The significant work undertaken was noted and recommendations to minimise risk was approved. **RESOLVED: The Council unanimously agreed the recommendations and instructed the Clerk to take necessary actions to reduce and eliminate risks to the business, employees and public.**

17/6882

#### ASSET REGISTER

The Clerk presented the Council's Asset Register for 2018 for review and approval. The Register was discussed and unanimously agreed as an accurate register of the Council's current assets. **RESOLVED that the Asset Register for 2018 was unanimously agreed by the Council and will be used to obtain insurance quotes for 2018/19 by the Clerk.**

17/6883

#### BOUNDARY SIGNAGE

The Clerk presented initial costs and designs for boundary signage and advised that a local designer had been approached for suggestions to meet 'Village sign' ideas. The Council discussed the basic designs with an indicative cost of £200 each. It was suggested that each of the five signs could contain a different image eg) inclined plane, community centre, paddock mound etc rather than all the graphics on one sign. The Council will also need to consider the background colour. Removal of existing 'Red Lake' signage was discussed. **RESOLVED the Clerk to obtain more detailed designs and costs with varying colour backgrounds for further consideration by the Council.**

17/6884

#### KETLEY PADDOCK MOUND

Cllr Maggie Evans reported from the meeting held on the previous day that bird, owl and bat boxes were now in situ with benches and picnic table to be installed shortly. Cllr Evans advised that the water level had risen significantly and had come over the top of where the platform is due to be located. The bad weather this Winter had seriously hampered works on the mound. Cllr Evans informed the Council that a

contribution of £4,000 was required from the Parish for 2018/19 to carry out planned EU clearance work later this year. Cllr Evans requested temporary use of the Parish Council side of the noticeboard for FKPM which was granted. The next quarterly management meeting of the Friends of the Ketley Paddock Mound will be on 9 April 2018.

Cllr's Hilda Rhodes and Rajash Mehta left the room at 7:52pm before the next item and Cllr M Evans took over as Chair

**17/6885 PLANNING**

**New Applications:**

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2018/0197	N/A	26 Sutherland Close, Ketley, Telford TF1 5BR	Erection of a single storey rear conservatory	06/03/2018	27/03/2018

**There were no objections from the Parish Council to this new application.**

**Approved**

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

**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, 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

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
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/2018/0060	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 banded 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

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 7:55pm following the conclusion of the previous item

**17/6886 CORRESPONDENCE**  
None

**17/6887 AGENDA ITEMS FOR NEXT MEETING**  
Councillors to notify the Clerk prior to the next meeting

**17/6888 OTHER MATTERS**  
Cllr S Millward-Thomas advised that he is working with Mr Denton of Meadows Primary School to deliver an animated film project. **ACTION: Cllr Millward-Thomas to advise Clerk of dates room required at Ketley Community Centre.**

**17/6889 TO CONFIRM THE DATE OF THE NEXT MEETING**  
The next ordinary meeting of Ketley Parish Council was confirmed for Wednesday 11 April 2018 at 7:00pm at Ketley Community Centre

Members of the public left before the next item.

**Notification of Private Session under Schedule 12a, Local Government Act 1972, the following items are likely to disclose exempt information in relation to establishment and contractual matters and that pursuant to provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.**

**17/6890      GROUNDS AND STREET CLEANSING CONTRACT**

The Council discussed the revised proposals for 2019 in private session and agreed to put forward a response to Telford & Wrekin Council following the next Parish Council meeting.

Councillors raised issues around cleaning of bus shelters in particular Sinclair Gardens and management of the flower border at Waterloo Road traffic lights.  
**RESOLVED that Clerk to discuss with PET Officer and review as part of revised contract.**

The meeting ended at 8:21pm

Signed:  ..... Date: 11 April 2018  
Chairman of Ketley Parish Council