



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

**MINUTES of the Annual Meeting of Ketley Parish Council held on Wednesday 9 May 2018 at Ketley Community Centre at 7:00pm**

**PRESENT:**

Councillor David Elliott  
Councillor Anil Saini  
Councillor Hilda Rhodes  
Councillor Amrik Jhawar  
Councillor Laura Hodgkinson

Councillor Andrew Morris (arrived 7.17pm)  
Councillor Sam Millward-Thomas  
Councillor Maggie Evans  
Councillor Rajash Mehta  
Councillor Joy Francis

**Clerk:** Emma Atwell

**18/0001 WELCOME**

The Chairman welcomed everyone to the meeting

**18/0002 ELECTION OF CHAIRMAN**

It was moved by Councillor H Rhodes and seconded by Councillor A Saini that Councillor Amrik Jhawar be elected as Chairman of the Council. It was moved by Councillor M Evans and seconded by Councillor L Hodgkinson that Councillor Joy Francis be elected as Chairman of the Council. A vote was taken and it was:

**RESOLVED – that Councillor Amrik Jhawar be appointed as Chairman of the Council for the municipal year 2018/19.**

Councillor A Jhawar signed the Declaration of Acceptance of Office

**18/0003 ELECTION OF VICE CHAIRMAN**

It was moved by Councillor A Saini and seconded by Councillor A Jhawar that Councillor Hilda Rhodes be elected as Vice Chairman of the Council. It was moved by Councillor M Evans and seconded by Councillor L Hodgkinson that Councillor Sam Millward-Thomas be elected as Vice Chairman of the Council. A vote was taken and it was:

**RESOLVED – that Councillor Sam Millward-Thomas be appointed as Vice Chairman of the Council for the municipal year 2018/19.**

Councillor S Millward-Thomas signed the Declaration of Acceptance of Office

**18/0004 APOLOGIES**

Councillor M Cartwright (bereavement) – accepted by the Council.

**18/0005 DECLARATION OF INTERESTS**

Councillors H Rhodes and R Mehta declared an interest in Planning.

Cllr A Morris joined the meeting at 7.17pm. Standing orders suspended prior to the next two items.

**18/0006 PUBLIC SESSION**

In attendance four members of the public

Improvements made with reduction of noise from the Centre were acknowledge but one resident did not feel that the Parish Council had gone far enough and insisted a device to isolate the electricity is attached to the fire exit doors. It was **RESOLVED**

**to investigate devices and alternative methods of managing noise from the Centre. Resident to be updated**

Several residents living in the Telford Millennium Community raised concerns to the Council around anti-social behaviour. It was **RESOLVED to report issues to the local Policing team and link in with Sanctuary Housing. Clerk to update residents.**

**18/0007 POLICE MATTERS**

Unfortunately no-one was available to attend the meeting, however a verbal reply to issues raised around parking on double yellow lines and camping on the Paddock Mound was provided. CSO Tindale advised that no enforcement could be taken however monitoring would be increased and residents should contact the local Policing team if they have any serious concerns.

Business of the meeting reconvened.

**18/0008 TO APPROVE THE MINUTES OF THE 11 APRIL COUNCIL MEETING  
RESOLUTION: The minutes of the Council meeting held on 11 April 2018 were proposed as an accurate record by Cllr S Millward-Thomas and seconded by Cllr A Morris and unanimously agreed by the Parish Council.**

One resident left the meeting at 7.29pm

**18/0009 APPOINTMENT OF COMMITTEES**

Nominations were taken and it was **RESOLVED that the following members were appointed to serve on committees of the Council for the municipal year 2018/19:**

**FINANCE COMMITTEE**

Cllr Maggie Evans  
Cllr Hilda Rhodes  
Cllr Joy Francis  
Cllr Laura Hodgkinson  
Cllr Dave Elliott  
*Cllr Amrik Jhawar (ex-officio)*

**RESOURCES COMMITTEE**

Cllr Dave Elliott  
Cllr Mandy Cartwright  
Cllr Andrew Morris  
Cllr Laura Hodgkinson  
Cllr Sam Millward–Thomas  
*Cllr Amrik Jhawar (ex-officio)*

**EVENTS COMMITTEE**

Cllr Joy Francis  
Cllr Mandy Cartwright  
Cllr Maggie Evans  
Cllr Hilda Rhodes  
Cllr Sam Millward–Thomas  
*Cllr Amrik Jhawar (ex-officio)*

18/0010

### APPOINTMENT OF OUTSIDE BODIES

Nominations were taken and it was **RESOLVED** that the following members were appointed to serve on Outside Bodies representing Ketley Parish Council for the municipal year 2018/19:

ORGANISATION	MEMBER
Parish Forum	Cllr Laura Hodgkinson
Telford Millennium Community - Client Sponsors Group	Cllr Hilda Rhodes Emma Atwell (Clerk)
Telford Millennium Management Company	Cllr Joy Francis Emma Atwell (Clerk)
Shropshire Association of Local Councils Wrekin Area Committee	Cllr Sam Millward-Thomas Emma Atwell (Clerk)
Telford & Wrekin Bus User Group	Cllr Laura Hodgkinson
Friends of Ketley Paddock Mound	Cllr Hilda Rhodes Cllr Laura Hodgkinson Emma Atwell (Clerk)

18/0011

### CALENDAR OF MEETINGS

The Calendar of Meetings for the municipal year 2018/19 were presented. It was noted that Resources Committee and Events Committee now meet bi-monthly alternating each month and Finance Committee is held in the week prior to the Full Council meeting. **RESOLVED that the calendar is approved and published.**

18/0012

### CLERK'S REPORT

Councillors received the Clerk's report.

#### Community Centre

1. Kitchen worktops (off Hall) damaged after a party have now been replaced.
2. Work on the new toilet facility is well under way. It will cater for disabled visitors, men and include baby change without impinging on the space in the Centre. The outcome of the bid for funding will be known by 11 May and it is hoped this will offset some of the cost of this work, however it was **RESOLVED that the work was essential and the monies from the budget would be made available to cover the cost even if the grant application was not successful.**
3. No further noise complaints have been received since removing the designated smoking area and it is therefore recommended that the existing bin be replaced with one that has a stub out top and visitors wishing to smoke are directed out through the front doors. **RESOLVED that no designated smoking area be identified and smoking on site be reviewed again in a further two months time.**
4. Room hire continues to increase steadily with new bookings from Weight Watchers and TCAT and repeat bookings through Telford & Wrekin Council. An ambitious target figure of £40,000 has been set this year in the budget.

### **Parish Environmental Team**

5. Currently reviewing the work load and priorities for the remainder of the contract through to end March 2019. Following the success of the first community litter pick event in April, further consideration to be given to increasing community participation in environmental activities to enhance the Parish. Next litter pick will take place on Friday 1 June from 10am – 12noon.  
**RESOLVED that available councillors will take part in the event**

### **Street Lighting**

6. Clerk met with Eon on 2 May 2018. Maintenance contract reviewed and proposals for LED lantern replacements discussed. Costs to be agreed at next Finance Committee.

### **Roads and Footpaths**

7. Telford & Wrekin Council will be carrying out a programme of road lining improvements in the Parish during the Summer. **RESOLVED to raise the junction of School Lane with Holyhead Road and Copper Beech Road**

### **Rights of Way**

8. Clerk met with the Senior Rights of Way Officer on 1 May in respect of Petershill and the path to the rear of the Community Centre. Updates as follows:  
Petershill – The footpath was subject to a recent diversion. The matter was controversial and residents along the new route were opposed to the diversion. The issue was determined by a public enquiry and an application for a judicial review has been filed by one of the residents in respect of the Inspector's decision. Telford & Wrekin Council have been physically prevented from undertaking any work on the surface of the path on two occasions and the outcome of the judicial review is now awaited before any further works are attempted.  
Path to the rear of the Centre – Work at the junction with Red Lees has not yet been completed due to complications with drainage issues. An inspection of the surface will be scheduled and any remedial maintenance identified.

### **Open Spaces**

9. Bus stop on Waterloo Road opposite Broadway had been removed as it was beyond repair and presenting a danger to vehicles and pedestrians passing by. It is not recommended to replace with an alternative structure due to the proximity of the stop to the highway.

### **Garden of Rest**

10. Seating area has now been cleared and is open daily. Clerk, Facilities Management Officer and PET Officer are currently looking at fencing, planting and drainage.

### **Communication**

11. The next issue of Ketley Parish News will be distributed mid July. The Events Committee members will approve the final draft prior to printing. **RESOLVED that councilors will raise any items for inclusion with the Clerk by 11 June. Events Committee will approve the final draft at their meeting on 3 July 2018.**

### **Council Business**

12. The Clerk is currently undertaking a data audit. The Government have tabled an amendment to the Bill to exempt town and parish councils from the requirement to appoint a Data Protection Officer. The Information Commissioner's Office has issued a statement advising that councils will be required to demonstrate that they are making progress towards the requirements of GDPR and that it is 'a journey rather than a destination'.
13. The final Internal Audit was carried out on Thursday 3 May and a copy of the AGAR internal audit report was presented at the meeting. It was noted that the Council had failed to meet the objective around petty cash but that measures have been put in place for 2018/19 which has satisfied the internal auditor for compliance.
14. The Telford 50 Mile trail will be launched on Saturday 16 June part of which passes through the parish boundaries of Ketley. Walking groups will be arranged locally and a representative from Ketley Parish Council is requested to attend the launch in Telford Town Park at 10am.  
**RESOLVED that Cllr Amrik Jhawar will attend the official launch event at the Town Park and all councillors available for the Ketley stretch of the walk will take part later in the day**

15. The Events Committee members have agreed that this year the Christmas Lights Switch On and Voucher Day will take place on the same day during the second weekend of Christmas. **It was RESOLVED that the event will be held on Friday 7 December 2018.**
16. The Parish & Town Council Conference will be held on Wednesday 6 June at a cost of £10 per person. **RESOLVED that tickets to be booked for Cllrs A Jhavar, A Saini, L Hodgkinson and S Millward Thomas.**
17. EqualiTeas will be taking place throughout Telford during 20 - 30 June to celebrate the right to vote and councillors are particularly welcome to help encourage people to not only register but to ensure they vote too. Booking is not required but it would be helpful for the organisers to have an indication of support from the Parish Council. **RESOLVED that councillors would attend where available**

#### **Staffing**

18. One week trial taking place whilst FMO is on leave in May

#### **TACT**

19. No issues

#### **18/0013 FINANCE COMMITTEE**

- i) The Chairman of Finance presented the draft minutes of the last committee meeting held on 26 April 2018 for noting.
- ii) The Chairman confirmed that the Council's bank account has now been set up for online banking and payments by cheque have been markedly reduced.

#### **18/0014 EVENTS COMMITTEE**

- i) The Chairman of Events presented the draft minutes of the last committee meeting held on 24 April 2018 for noting.

#### **18/0015 ANNUAL GOVERNANCE STATEMENT 2017/18**

The Chairman read out each of the statements aloud which every councillor had a copy of for reference. The councillors unanimously agreed with each of the eight statements and it was **RESOLVED that the Chairman sign the Annual Governance Statement on behalf of the Council which was then countersigned by the Clerk**

#### **18/0016 ACCOUNTING STATEMENTS 2017/18**

The Accounting Statements for 2017/18 completed by the Responsible Financial Officer were presented to all councillors and the Chairman asked that they satisfy themselves that the statements fairly represent the financial position of the authority and its income and expenditure. The councillors unanimously agreed and approved the Accounting Statements and it was **RESOLVED that the Chairman sign the Accounting Statements 2017/18 on behalf of the Council.**

#### **18/0017 BOUNDARY SIGNAGE**

Revised designs showing inclined plane logo on various coloured backgrounds were discussed. White, yellow and brown backgrounds were not popular and a vote was taken on green and blue, with blue narrowly winning at 6 votes against 5. It was therefore **RESOLVED that the background of the new boundary signage be blue.** Suggestions on the strap line and logo along with estimated costs to be on the agenda of the next meeting.

Cllrs Rhodes and Mehta remained in the room but did not take part in any discussion or decisions on the next agenda item.

**18/0018 PLANNING**

**New Applications:**

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2018/0332	N/A	Unit 1, Ketley Business Park, Ketley, Telford TF1 5JD	Change of use from Industrial (use class B8) to Leisure (use class D2) ***amended plans***	19/04/2018	10/05/2018

**The Council discussed the new application. There were no comments or objections from the Parish Council.**

**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, 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/2018/0268	N/A	Land between Woodruff & Westaways Shrubbery Road, Red Lake, Telford	Erection of 2no. dwellings with associated detached garages and access	04/04/2018	25/04/2018
TWC/2018/0272	N/A	Woodruff, Shrubbery Road, Red Lake, Telford	Erection of a front porch, two storey front and side extension, two storey side extension and creation of a first floor	05/04/2018	26/04/2018
TWC/2018/0243	N/A	1 Ketley Dingle, Holyhead Road, Ketley, Telford TF1 5HS	Erection of a two storey side and rear extension including balcony	21/03/2018	11/04/2018

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

**18/0019 CORRESPONDENCE**

The Chairman advised that an application to extend an HGV Operators Licence at Hill Top Farm could not be responded to by the Parish Council. It was discussed and **RESOLVED that copies of the notice would be hand delivered to affected residents.** Cllr M Evans advised that the Local Nature Reserve status for Ketley Paddock Mound was still pending and it was **RESOLVED that the Parish write to the Head of Legal Services at Telford & Wrekin Council to escalate the process.**

**18/0020 AGENDA ITEMS FOR NEXT MEETING**

None

**18/0021 TO CONFIRM THE DATE OF THE NEXT MEETING**

The next meeting of Ketley Parish Council is the Annual General Meeting and was confirmed for Wednesday 9 May 2018 at 7:00pm at Ketley Community Centre

The meeting ended at 8:31pm

**Signed:** ..... **Date: 13 June 2018**  
Chairman of Ketley Parish Council