



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Meeting of Ketley Parish Council held on Wednesday 19 September 2018 at Ketley Community Centre at 7:00pm

PRESENT:

Councillor Amrik Jhawar
Councillor Joy Francis
Councillor Hilda Rhodes

Councillor Sam Millward-Thomas
Councillor Maggie Evans
Councillor Laura Hodgkinson

Clerk: Emma Atwell

In attendance:

PC R Edwards – Ketley & Oakengates Policing Team
Four members of the public

18/0055 WELCOME

The Chairman welcomed everyone to the meeting

18/0056 PUBLIC SESSION

Parking issues around Meadows Primary School were raised by several residents. There are concerns about safety where parents are parking illegally or inconsiderately which has worsened since the Wrens Nest pub car park is no longer available. PC Edwards advised that he is one of only two constables in the Ketley & Oakengates Policing team supported by two CSO's who do not have traffic or enforcement powers. PC Edwards stated that photographic evidence is helpful and can be emailed to the local Policing team although education of drivers is preferred over enforcement where possible. It was acknowledged by all that there have been difficulties with parking for many years at Meadows and borough wide and options to manage traffic are being considered by the school and Telford & Wrekin Council. In the meantime the Parish Council suggested use of the Community Centre car park for the walking bus and to ensure that all parties respond to the civil parking enforcement consultation. **RESOLVED that the Clerk contact Meadows Headteacher to offer use of the Centre car park as a drop off and pick up for parents to help alleviate congestion on Woodside Road. Clerk to produce a leaflet to promote the consultation process and encourage residents to respond raising their concerns.**

18/0057 POLICE MATTERS

PC Edwards was welcomed as the new member of the Ketley & Oakengates Policing team. In addition to parking concerns, PC Edwards advised that there had been five complaints from local residents about off road motorbikes in the Wedgewood Crescent area. He reported that unfortunately there had been insufficient evidence so far to enable the Police to follow up the matter and again encouraged residents to continue reporting issues and to take photographs where this would not put anyone in danger. PC Edwards was informed that an active street champion group operated in that area and it would be helpful to link in.

PC R Edwards left the meeting at 7.16pm

- 18/0058 APOLOGIES**
Councillor M Cartwright (recovering from surgery), Councillor A Saini (recovering from surgery), Councillor R Mehta (Borough Mayoral engagement), Councillor A Morris (work commitments) and Councillor D Elliott (prior arrangements) – all accepted
- 18/0059 DECLARATION OF INTERESTS**
None
- 18/0060 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD 18 JULY 2018**
RESOLUTION: The minutes of the Council meeting held on 18 July 2018 were proposed as an accurate record by Cllr M Evans and seconded by Cllr J Francis and unanimously agreed by the Parish Council.
- 18/0061 CLERK'S REPORT**
Councillors received the Clerk's report.

Community Centre

1. The National Citizenship Service have booked three consecutive days in November. The new weekly Yoga Baby starts on Friday this week at 1.30pm in the Rowley Room. Blue Moon's additional Pilates class on Tuesday evening started last week and they are looking at adding more classes later this year due to the level of popularity. Cruse now have a further two counsellors using the Centre for their sessions.
2. Work on the new Ladies toilet, kitchenette and access ramp is now completed. Acoustic walls between the Rowley Room double door to the Hall and between the Meeting Room double door and Class Room are planned for later this year to enable all five rooms to be let at the same time.
3. The 3D tour of the Centre has now been launched and once linked with our website, will help with marketing and promotion as well as raising general interest in the building from a historical viewpoint.
4. Health & safety, issues of confidentiality and limited secure Centre storage has resulted in a review of access to the room at the rear of the Class Room kitchen. Centre Users who currently rent space in this area will be offered alternative facilities. **RESOLVED that affected groups would be advised and arrangements made to transfer to alternative storage provision where available.**

Parish Environmental Team

5. Monies held by Telford & Wrekin Council for the PET Scheme is £26,505 have now been released back to the Parish. Item under Correspondence providing further information about the new contract commencing 1 April 2019.

Street Lighting

6. The nights are drawing in and we have started to receive reports of street lights out. These are being replaced with LED where they are SOX lanterns all others will be repaired unless it is not economically viable to do so. Eon have got the contract to replace the 66 SOX lanterns and the project is due to be completed by the end of October.

Roads and Footpaths

7. Car parking issues have been raised outside Meadows Primary School and on the paved areas at the intersection with Ketley Park Road and Holyhead Road. It was noted that the railings by the zig zag lines outside the school had been removed and that bollards were not installed on the paved area on the opposite side of Holyhead Road to the TMC apartments **RESOLVED that the Clerk put forward comments to Telford & Wrekin Council as part of the consultation on Civil Parking Enforcement and residents to be encouraged to do the same. Clerk to contact TMC regarding bollards**

8. Telford & Wrekin Council have carried out a review of grit bins. The Parish Council own six bins and due to the extreme Winter of 2017/18 the number of refills was exceeded. Based on this, the Parish will be invoiced for 27 refills – 9 owing from last Winter and 18 in preparation for this Winter – at £13.33 per refill. **RESOLVED to continue supporting all six grit bins located in the Parish as shown on the document and Clerk to confirm with Telford & Wrekin Council to ensure all bins are refilled in readiness for Winter**

Rights of Way

9. Access to the top of Red Lees has been raised with the Senior Rights of Way Officer. Work to widen the access will be completed by Spring 2019.
10. The right of way up and down Petershill has been confirmed and the Senior Rights of Way Officer has advised that improvements to the surface for pedestrian access only have been scheduled.

Open Spaces

11. Next quarterly meeting of Ketley Paddock Mound to be held on Monday 1 October at 1.30pm. Parish Council obligations under the Service Level Agreement to be raised. **RESOLVED that the Clerk contact the secretary with agenda items and attend the meeting along with the appointed members of the Council.**
12. Clerk to invite the Ranger of Groundwork West Midlands to attend the next Events Committee meeting. The company have been appointed by The Land Trust to be responsible for managing the green space running between the Millennium Village and the railway line. They are keen to link in with the Parish Council, Meadows Primary School and the local community to ensure the space meets the needs of all residents.

Garden of Rest

13. Boundary fencing is well underway and has made a dramatic improvement to the overall look of the cemetery.
14. Anti social behaviour in the seating area has resulted in it being padlocked once again. Alternatives for the area and a site visit arranged for Monday 24 September at 6.15pm. **RESOLVED that the Clerk arrange the site visit and meet with councillors at the cemetery with a report to come to the next full Council meeting.**
15. Clerk has attended cemetery management and compliance training and will be carrying out a full review of records and procedures over the next three months.

Communication

16. The next issue of Ketley Parish News will be distributed in November. **RESOLVED that items to be forwarded to the Clerk by 2 October for discussion at the next Events Committee meeting.**
17. Boundary signage logos are being drafted by CDP Printing and will be ready for review at the next meeting of full Council.

Council Business

18. Planning Enforcement team have been monitoring the car wash business on the Wrens Nest car park following a visit in July. Part of the fence was re-erected by 31 July but a follow up visit was made this week to ensure the remainder of the panels as per the original plan were in place.
19. The World's Biggest Coffee morning takes place on Friday 28 September for MacMillan Cancer Support. **RESOLVED that the Parish Council take part if this can be arranged in time.**
20. A provisional date at the Centre for an official screening of Meadows Primary School film which has now received several film award prizes and marks the 100 year anniversary of women's right to vote has been set for Tuesday 23 October and will also provide a link for the Parish Council to encourage residents to register to vote. The event is planned to start at 6pm. **RESOLVED to work with Meadows School to arrange and publicise the event.**
21. The Parish Charter Review Group will be reviewing the Parish Charter over the coming months. **RESOLVED that councillors forward any comments or suggestions to the Clerk for consideration by the Group**

22. The Royal British Legion Poppy Appeal begins on Saturday 27 October. The 'Silent Soldiers' have now arrived and will be installed at the commencement of the Appeal. Clerk working with Meadows Primary School to create poppies which will surround the Soldiers. Remembrance events will be discussed and finalised at the Events Committee meeting.
23. Council will be required to put forward a budget for the next financial year 2019/20 at the meeting in November. Following discussion it was **RESOLVED that a public consultation on the budget would be held at the start of the next full Council meeting.**

Staffing

24. The Facilities Management Officer currently on long term sick. Cover is being provided by temporary Casual Centre Assistant.
25. Centre Co-ordinator is on Jury Service from Monday 8 October. Centre Assistants will be flexing up their hours to provide cover for this period.

TACT

26. Licence due for review October 2018 effective 1 November 2018. **RESOLVED that the Clerk contact TACT to discuss renewal and provide a report at the next full Council meeting.**

18/0062 RESOURCES COMMITTEE

The Vice Chairman of the Resources Committee presented the draft minutes of the last committee meeting held on 28 August 2018 for noting.

18/0063 FINANCE COMMITTEE

The Chairman of Finance presented the draft minutes of the last committee meeting held on 30 August 2018 for noting.

18/0064 PLANNING

New Applications:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2018/0735	N/A	Land junction of Ketley Business Park/Waterloo Road, Ketley, Telford, Shropshire	Installation and display of 1no. non-illuminated single sided totem sign	05/09/2018	26/09/2018
TWC/2018/0729	N/A	88 Holyhead Road, Ketley, Telford, Shropshire, TF1 5DJ	Erection of a three storey side extension	04/09/2018	25/09/2018
TWC/2018/0706	N/A	7 Bluebell Coppice, Ketley, Telford, Shropshire, TF1 5NE	Crown reduction by up to 3m and crown thinning of 30% on 1no. Sycamore tree	30/08/2018	20/09/2018

The Council discussed the new applications and no comments or objections were made.

Approved:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2018/0530	N/A	Footbridge to Margaret Court, Ketley, Telford, Shropshire	Removal of existing timber access footbridge and erection of a steel footbridge	02/07/2018	23/07/2018
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/2017/0882	N/A	Recycling House, Rock Road, Ketley, Telford, Shropshire TF1 5HW <i>*subject to conditions of planning</i>	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/2018/0691	N/A	Woodruff, Shrubbery Road, Red Lake, Telford, Shropshire, TF1 5EQ	Erection of a front porch, two storey front and side extension, two storey side extension and creation of a first floor	21/08/2018	12/09/2018
TWC/2018/0670	N/A	45 Broadway, Ketley, Telford, Shropshire, TF1 5AS	Erection of a single storey rear extension	14/08/2018	05/09/2018
TWC/2018/0668	N/A	Site of Woodruff, Shrubbery Road, Red Lake, Telford, Shropshire	Erection of 1no. dwelling	13/08/2018	04/09/2018
TWC/2018/0640	N/A	7 Marigold Court, Ketley, Telford, Shropshire, TF1 5ZN	Erection of a single storey side and rear extension	03/08/2018	24/08/2018
TWC/2018/0517	N/A	Unit 41, Ketley Business Park, Ketley, Telford, Shropshire, TF1 5JD	Change of use from industrial warehouse Use Classes B1, B2, B3 (General Industrial) to Gym Use Class D2 (Assembly and leisure)	26/06/18	17/07/2018

Application TWC/2017/0882 was discussed and a copy of the decision notice circulated. It was noted that the conditions would prevent the applicant from increasing the tonnage and extending the hours of operation which were the main reasons for objection by residents and the Parish Council.

Refused:

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 TWC/2017/0946 was discussed and a copy of the decision notice circulated which explained the reasons for refusal and the Parish Council's objections had been taken into account. It was noted that a revised application may be submitted in the future.

Ongoing:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
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/2018/0384	N/A	Site of 41 Riddings Close, Ketley, Telford, Shropshire	Reserved matters application for the erection of 1no. dwelling including details for access, appearance, landscaping, layout and scale pursuant to outline application TWC/2016/0836	04/05/2018	25/05/2018
TWC/2018/0428	N/A	10 Quarry Lane, Red Lake, Telford, Shropshire, TF1 5EE	Erection of a rear conservatory (Retrospective) ***Amended description***	22/05/2018	12/06/2018
TWC/2018/0666	N/A	Unit 45, Ketley Business Park, Ketley, Telford, Shropshire, TF1 5JD	Change of use including internal works to create 6no. studios 1no. additional toilet, kitchen area and stage area	13/08/2018	04/09/2018
TWC/2018/0623	N/A	18 Candleberry Meadow, Ketley, Telford, Shropshire, TF1 5TD	Erection of a single storey rear extension and conversion of garage to habitable space	01/08/2018	22/08/2018

The Clerk advised that decision notices had now been received in respect of application TWC/2018/0384 – Reserved Matters Granted and application TWC/2018/0623 – Full Granted. An update on TWC/2018/0060 was requested. **RESOLVED that the Clerk obtain an update**

18/0065 CORRESPONDENCE

i. **Grounds & Cleansing Services Contract**

A copy of an email received from the Assistant Director - Customer & Neighbourhood Services of Telford & Wrekin Council was circulated which advised that idverde would replace TWS from 1 April 2019 as the new contractors.

RESOLVED to invite the Assistant Director and representatives from idverde to a meeting of full Council on 14 November 2018 to explain the new contract, how the PET model will operate and the costs of any additional services requested

ii. **Provision of a Road Hump Notice**

A copy of the notice and location map was circulated to all councilors for discussion and comment. A number of concerns were raised and it was agreed to object to the notice. Councillors felt the humps would be ineffectual as traffic calming measures in the case of HGV's and given that the Recycling House application had been granted by the Borough Council, alternative measures should be considered including chicanes, safety cameras and speed indicator devices (SIDS).

RESOLVED that the Clerk object to the notice and suggest alternative measures.

iii. **Parking Enforcement Consultation**

A copy of the email received from Telford & Wrekin Council explaining the consultation was circulated. Concerns were raised about the management of enforcement and the cost. **RESOLVED that the Clerk respond on behalf of the Council raising parking issues in the Parish and seeking answers to questions raised around management.**

18/0066 AGENDA ITEMS FOR THE NEXT MEETING

Update on Riddings Close resurfacing

18/0067 TO CONFIRM THE DATE OF THE NEXT MEETING

The next meeting of Ketley Parish Council is confirmed for Wednesday 10 October 2018 at 6.30pm at Ketley Community Centre

All four members of the public left the meeting at 8.24pm 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.

18/0068 STAFF SALARY REVIEWS

The Council received the recommendations from Resources and Finance Committees in private session. To encourage staff retention, acknowledge development and put progression opportunities in place, the following salary reviews were **RESOLVED by proposer Cllr M Evans, seconded by Cllr J Francis and unanimously approved by full Council:**

- Clerk increase by one scale point from 1 October 2018 and new scale implemented from 1 April 2019 of LC2 SCP33-36
- Salaries for Community Centre staff to be reviewed effective 1 April 2019 with consideration of a bookings linked scheme

The meeting ended at 8:29pm

Signed: Date: 10 October 2018

Chairman of Ketley Parish Council