



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Meeting of Ketley Parish Council held on Wednesday 10 October 2018 at Ketley Community Centre at 6:30pm

PRESENT:

Councillor Amrik Jhawar
Councillor Joy Francis
Councillor Mandy Cartwright
Councillor Dave Elliott
Councillor Anil Saini

Councillor Sam Millward-Thomas
Councillor Maggie Evans
Councillor Laura Hodgkinson
Councillor Andrew Morris

Clerk: Emma Atwell

In attendance:

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

18/0069

WELCOME

The Chairman welcomed everyone to the meeting

18/0070

2019/20 BUDGET CONSULTATION

The Chairman opened the public consultation by setting out the Parish Council's responsibilities and the Clerk circulated copies of the July Parish newsletter which on the reverse explained how the budget had been spent during financial year 2017/18 using a pie chart. The Chairman advised that inflation had risen to 2.7% in the first half of this financial year and there had been a number of significant capital expenditures including work on new toilet and kitchen facilities, access ramp and the mural at the Centre plus boundary fencing at the Garden of Rest. Still to come for this year is the replacement of 66 of the 231 street lights with LED lanterns, clearance of the Round Pool on Paddock Mound and boundary signage. The Chairman reported that the Parish is currently on budget for 2018/19, however the Borough Council has not yet confirmed the cut in grant for the coming financial year 2019/20 and this will need to be considered as part of the budget setting. The Chairman advised the members of the public that monies will need to be put aside for replacement of the Class Room floor, installation of acoustic walls, further improvement works at the Garden of Rest and provision of a new boiler at the TACT building. The Chairman asked the public if they had any suggestions for expenditure as part of the next budget. All four members of the public advised they are Street Champions and would like the Council to consider the following improvements:

- Additional grit bin at the top of Western Rise or relocation of the one outside 31 to the top of the hill
- Relocation of the dog waste bins on the park area to the cable box and top of Western Rise
- Collection of blue bags every Monday morning following Sunday's litter pick

The Street Champions noted that there was now less litter as a result of their work, but rubbish continues to be thrown behind fences and in the brook which makes it difficult to remove. The Council suggested that the newly appointed Ranger for The Land Trust maybe able to assist and trollies should be reported to Tesco directly.

The Council thanked the Street Champions for their continued voluntary work and the Chairman enquired if there were any further comments on the budget consultation before moving on to the next item.

18/0071 PUBLIC SESSION

Several issues were raised around the Sandbrook estate including use of motor vehicles illegally. The Street Champions explained that motorbikes and quad bikes had been witnessed wearing no helmets with no registration plates riding on the footpaths and open spaces causing serious safety concerns for pedestrians and legitimate road users. Planning enforcement issues on Ketley Brook was noted and the possibility of other illegal activities. The matter of parking enforcement was once again raised and PC Edward confirmed that the Police had powers of enforcement where a motorist is blocked in their drive but not out. The Borough Councillor for Ketley & Overdale Ward advised that the issue of parking outside Meadows Primary School was on the agenda for the next Schools Organisation meeting. **RESOLVED that the Clerk make further enquiries with the Planning Enforcement team.**

18/0072 POLICE MATTERS

PC Edward advised that the local Policing team had received less calls recently regarding illegal motorbike use, but in order to take any action the Police will need to know who is riding the bike or their registration number. The Police Constable advised the councillors and public that safer neighbourhood team is lacking in resources (1 PC and 2 CSO) and regrettably work is prioritised accordingly. PC Edward exchanged contact details with the Street Champions who also operate the Neighbourhood Watch.

18/0073 APOLOGIES

Councillor R Mehta (Borough Mayoral engagement) and Councillor H Rhodes (absent)

18/0074 DECLARATION OF INTERESTS

None

18/0075 TO APPROVE THE MINUTES OF THE MEETING HELD 19 SEPTEMBER 2018

RESOLUTION: The minutes of the Council meeting held on 19 September 2018 were proposed as an accurate record by Cllr S Millward Thomas and seconded by Cllr J Francis and unanimously agreed by the Parish Council.

PC Edward left the meeting with all four members of the public at 7.29pm

18/0076 CLERK'S REPORT

Councillors received the Clerk's report.

Community Centre

1. Hanging baskets have been replaced with Winter pansies and the outside has been weeded and swept
2. New booking from Shropshire Wildlife Trust who will also be visiting the Centre to discuss the Depave Project which aims to replace some areas of tarmac with planting
3. Due to present issues with staffing, all booking requests up to Christmas are being carefully considered before acceptance.
4. Installation of remaining acoustic walls to be undertaken upon return of the Facilities Management Officer

Parish Environmental Team

5. Assistant Director and Service Delivery Manager of Customer & Neighbourhood Services will be attending the Council meeting on 14 November to provide further details about the proposed environmental services and answer questions from the Council.

Street Lighting

6. Awaiting completion date of LED replacement project from Eon

Roads and Footpaths

7. Road surfacing work at Riddings Close has been confirmed as week commencing 26 October during half term. Concerns were raised regarding several traffic lights on the junction with Waterloo Road and Holyhead Road. Lights are misaligned or covered in branches. A manhole at the same location was reported as sinking and requiring urgent attention. Safety issues for pedestrians and other road users was raised in respect of the central reservation opposite the garage on Station Road and the mini roundabouts at the head of Ketley Park Road and Potters Bank / Beveley Road. **RESOLVED that the Clerk report the matters to Telford & Wrekin Council**

Rights of Way

8. Nothing to report

Open Spaces

9. Work on clearing the Round Pool in the Paddock Mound has started and is due to complete by the end of November.
10. Groundwork West Midlands have been appointed by The Land Trust to manage the open space between the Millennium Village and the railway line. Events Committee members met with the new Ranger at their meeting to discuss ways working together for the benefit of the local community whilst conserving the site for the future.

Garden of Rest

11. Boundary fencing work has now been completed
12. A site visit was carried out on 24 September and the following recommendations were put forward for consideration by full Council:
 - i. Seating be removed and the area used for bin storage
 - ii. Memorial plaques be relocated to the walls on both sides of the entrance
 - iii. Noticeboard be repositioned to the front of the entrance
 - iv. Automatic closing gates be installed for overnight security or where there are health & safety issues.
 - v. To investigate ownership of the land abutting the cemetery with a view to creation of parking spaces. The Clerk advised that the land has now been put up for sale and an indicative price sought. All councillors agreed that purchase of the land would be beneficial in creating much needed parking space for the cemetery and visitors to the Paddock Mound. **RESOLVED that the Clerk contact TWC Planning department to enquiry about use of the land for parking.**
 - vi. Fence off the front of the cemetery to provide further privacy for those visiting the cemetery as well as residents facing on.
 - vii. To undertake works on the Garden of Remembrance removing dead plants and trees, creating clear pathways and new planting areas
 - viii. Levelling ground at the side and rear of the cemetery and creation of raised beds for use by grave diggers
 - ix. To review plot layouts and create new pathways to the rear of the cemetery
 - x. To carry out a review of cemetery policies to ensure that it is clear and enforceable eg. no planting of shrubs and trees on graves
 - xi. To contact all grave owners to update the Council's records and remind owners of their responsibilities – information to be put up at the cemetery and in the newsletter as advance notice of this work
 - xii. To provide opportunities for memorial benches and plants

Councillors discussed the recommendations. Cllr M Evans proposed that the Council go ahead with all the recommendations put forward which was seconded by Cllr J Francis and unanimously agreed by the Parish Council. **RESOLVED that the Clerk make the necessary arrangements to undertake the works and obtaining quotes as required for consideration by the Finance Committee.**

Communication

13. The November issue of Ketley Parish News will be out for printing during the first week of November and distributed week commencing 12 November. A draft will be circulated to members of the Events Committee prior to production of the final copy. It was requested that an article explaining the planning application on Recycling House be included.
RESOLVED that the Clerk include this and advise the Parish Council will work with residents to ensure the organisation comply with the conditions set by Planning
14. Draft boundary signage logos produced by CDP Printing were circulated for review and comment. Councillors discussed the designs and all agreed that the black circle with the white background inside was the preferred option. **RESOLVED that the Clerk feedback to the designer and finalise logos for the next meeting**

Council Business

15. Flower bed at Waterloo Road and Holyhead Road traffic light junction has now been cleared in readiness for the installation of a Silent Soldier and poppy march from Meadows Primary School before the end of term. The remaining Solidiers will go on the Beveley Island and at St Mary's church. A parade from the Centre to St Mary's on 11 November will take place in the morning. Clerk to meet with teachers from the school to discuss final arrangement for the events.
16. The External Auditor, PKF Littlejohn, has not yet completed the review of the Council's accounts which were submitted on 31 May. The Council is required legally to publish the auditor's report and certificate by 30 September. Further enquiries were not made by the auditor until 10 days before the deadline. This a new external auditor and other councils have reported similar problems. **RESOLVED that the Clerk make a formal complaint on behalf of the Council**
17. Following a presentation made at the Wrekin Area Committee meeting on the use of Speed Indicator Devices (SIDS) installed primarily to raise awareness of pedestrian safety and encourage drivers to slow down, the Council may wish to consider if these devices would be beneficial in key locations. The cost of purchasing a new mobile device is £2,500, however Oakengates Town Council two devices and it may be a possibility to hire the indicator device on a week by week basis. **RESOLVED that the Clerk contact Oakengates Town Council to ask if they will consider hiring the device out and at what charge**

Staffing

18. The Facilities Management Officer currently on long term sick (note to 5 November). Centre Co-ordinator on jury service. Cover is being provided by Centre Assistants.

TACT

19. TACT have confirmed their wish to remain at the premises for a further year on the current terms. **RESOLVED that the Clerk issue a renewed licence for signing to commence 1 November 2018**

18/0077

EVENTS COMMITTEE

The Chairman of the Events Committee presented the draft minutes of the last committee meeting held on 3 October 2018 and advised that representatives from the Steering group of You, Me & Us had attended to explain the purpose of the group and seek support for the future. The Chairman also a Borough Councillor advised that she had been successful in securing £500 from the Councillors' Pride Fund which would go towards helping the group continue their work with lonely and isolated adults over 55. The Clerk updated the Councillors on developments since the meeting confirming that entertainment for the Christmas Vouchers event had been finalised. Meadows Primary School choir from 10-11am, Lollipop Pony Parties from 11am-12noon and Lynda Pelling entertainer from 12noon to 1.30pm. Ketley History Group advised that they would be exhibiting at the 100 years screening once a date had been confirmed.

18/0078 FINANCE COMMITTEE

The Chairman of Finance presented the draft minutes of the last committee meeting held on 4 October 2018 for noting.

18/0079 KETLEY PADDOCK MOUND QUARTERLY MEETING

Minutes of the last meeting held on Monday 1 October were circulated for noting. All those who had attended agreed it had been a positive meeting and the partnership was working well. The Clerk confirmed that amendments to the Parish Council's obligations had been approved by all parties and a revised Service Level Agreement would be signed in the new financial year. **RESOLVED that the Clerk submit the revised obligations for inclusion in the SLA.**

18/0080 PLANNING**New Applications:**

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2018/0801	N/A	Land adjacent 18 Station Road, Ketley, Telford	Outline application for the erection of 8no. dwellings, access and landscaping with all other matters reserved	28/09/2018	19/10/2018
TWC/2018/0802	N/A	Site of Hillside Farm, Woodside Road, Ketley Telford	Outline application for the erection of 6no. dwellings with all matters reserved	28/09/2018	19/10/2018
TWC/2018/0814	N/A	Site of PEZ Ltd, Woodlands Workshop/Land rear of 11 Wrens Nest Lane, Ketley Telford	Demolition of existing workshop and erection of 3no. dwellings and 1.no garage	02/10/2018	23/10/2018

The Clerk circulated copies of the proposed plans of the new applications received for consideration and comment by Council. There was lengthy discussion about all three applications. It was **RESOLVED that Ketley Parish Council object to application TWC/2018/0801 on the following grounds: access issues, parking issues, bus stop and effect on local business, residents, pedestrians and road users. Object to application TWC/2018/0802 on the following grounds: historical & archaeological interest, access issues, parking issues and proximity to school. Support with conditions TWC/2018/0814 that the developer resurface the access road and recognise the historical interest on the site.**

Approved:

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/2018/0666	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/2018/0384	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/2018/0623	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

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/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/2018/0428	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/2018/0729	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 Clerk advised that the Planning department were awaiting further information on application TWC/2018/0060 and as the Parish Council had not made any comment it would not be going to Planning Committee.

18/0081

CORRESPONDENCE

i.

Provisional Enquiry 2018/0691 Site of Mauchak Indian Cuisine

A copy of the provisional enquiry was circulated for review and comment. After discussion councillors requested further information on the access to the proposed new development. It was **RESOLVED** that the Clerk refer the concerns to the **Planning department**

ii.

Application to renew a Street Trading Consent

The Council discussed the application and confirmed there were no objections. **RESOLVED** that the Clerk notify the Principal Licensing Officer accordingly

- iii. **Supporting SaTH Consultant letter**
A copy of the thank you letter received from the consultants of The Shrewsbury and Telford Hospital NHS Trust was circulated for information. It was noted that a march was taking place on 4 November at 12noon from Wellington to the A&E department of the PRH.
- iv. **Thank you letter**
A copy of the letter received from a resident in Trench was circulated. Thanks for the work carried out on the boundary fencing in the Garden of Rest was noted.

18/0082 AGENDA ITEMS FOR THE NEXT MEETING
Councillors were advised to notify the Clerk of any items they wished to include.

18/0083 TO CONFIRM THE DATE OF THE NEXT MEETING
The next meeting of Ketley Parish Council is confirmed for Wednesday 14 November 2018 at 7:00pm at Ketley Community Centre

The meeting ended at 9:00pm

Signed: **Date: 14 November 2018**
Chairman of Ketley Parish Council

DRAFT