



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

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**MINUTES of the Meeting of Ketley Parish Council held on Wednesday 14 November 2018 at Ketley Community Centre at 6:30pm**

**PRESENT:**

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

Councillor Sam Millward Thomas  
Councillor Maggie Evans  
Councillor Laura Hodgkinson  
Councillor Hilda Rhodes

**Clerk:** Emma Atwell

**In attendance:**

D Hanley – Telford & Wrekin Council Service Delivery Manager for Environment & Neighbourhood Services  
One member of the public

**18/0084 WELCOME**

The Chairman welcomed everyone to the meeting and invited Mr Hanley to address the meeting.

**18/0085 GROUNDS & CLEANSING SERVICES CONTRACT**

Telford & Wrekin Council's Environment & Neighbourhood Services Manager provided an overview of the new 10 year contract that will replace TWS with effect from 1 April 2019. The contract will include all public land and will focus on response times and performance rather than frequency.

Cllr J Francis joined the meeting at 7.07pm.

The standards or Grades agreed for each Zone eg. Ketley Playing Fields – Zone 2, Sandbrook estate – Zone 3 with the majority of Ketley as Zone 4, will also be shared with the public in order that performance levels can be effectively monitored. They'll be a Parish Liaison Manager and significantly improved technologies which will allow staff to see when work is due for completion. There will be a Parish Team of three and the current PET Officer can be requested by the Council to form part of the team thereby enabling existing knowledge to remain in the area. The Borough Council's contribution to the PET Scheme will in future go towards the new core contract, the Parish Council will therefore need to consider how private land such as the Garden of Rest is maintained in future. Costs of providing burial services from the new contractor idverde will be forwarded to the Clerk as soon as an indicative price has been calculated. The new contractors are specialists in horticulture, tree work, grounds and cleansing so considerable improvements across the board should be noted. Idverde will also be investing in the transferred staff from TWS to ensure they are fully trained and understand the company's culture. With the monies set aside by Parish Council's, consideration may be given to replacing old litter bins with Parish branding and enhancing flowerbeds etc. It was noted however that few have responsibility for cemeteries and Ketley Parish Council will need to ensure adequate arrangements have been put in place for the start of the new

contract. Environment & Neighbourhood Services officers will communicate with the Clerk over the coming weeks to ensure a smooth transition. There were no further questions and the Chairman thanked Mr Hanley his time and presented the information to the Parish Council.

D Hanley left the meeting at 7.33pm

**18/0086 PUBLIC SESSION**

Two issues were raised by the member of public present. The first was a concern that application TWC/2018/0801 had been amended. The Clerk advised that no amendment had been received and the Parish Council's objections had already been logged. The second issue was with regard to the footpath at the rear of the Community Centre that runs from School Lane to Red Lees. Concern was expressed by the resident that the gravel had not been flattened and posed difficulties for those travelling along that route especially with pushchairs. The Clerk advised that this matter had previously been raised with the Senior Rights of Way Officer who confirmed that work had not yet been completed.

**18/0087 POLICE MATTERS**

Due to a last minute change of shifts PC Edward was unable to attend the meeting.

**18/0088 APOLOGIES**

Councillor R Mehta (Borough Mayoral engagement) and Councillor A Morris (work commitments) - accepted

**18/0089 DECLARATION OF INTERESTS**

None

**18/0090 TO APPROVE THE MINUTES OF THE MEETING HELD 10 OCTOBER 2018  
RESOLUTION: The minutes of the Council meeting held on 19 September 2018 were proposed as an accurate record by Cllr L Hodgkinson and seconded by Cllr M Cartwright and unanimously agreed by the Parish Council.**

**18/0091 CLERK'S REPORT**

Councillors received the Clerk's report.

**Community Centre**

1. Please refer to the minutes of the last Resources Committee held 6 November 2018

**Parish Environmental Team**

2. Options for maintenance of the Garden of Rest from 1 April 2019 to be considered once costings for delivery of this service through the new contractors *idverde* is known. Any further additional services to be considered in the period following implementation of the new contract.

**Street Lighting**

3. Replacement of 66 SOX lanterns has now been completed and the old style LED lantern outside 81 Woodside Road has been replaced with the new style and fitted rear shield. A number of issues have also been raised with the contractors where plants have grown over the lantern obstructing the effective emission of light.

**Roads and Footpaths**

4. Riddings Close has now been resurfaced. Waterloo Road resurfacing work due to commence 19 November and gas works planned on Quarry Lane this month. Severn Trent have finally repaired the leak at the bus stop on Holyhead Road opposite the Centre

## Rights of Way

5. Issue raised about the installation of a gate on Petershill which prevents access for those in a wheelchair, using a mobility scooter or with a pushchair. The Clerk contacted the Senior Rights of Way Officer who advised that the new metal gate replaced the old wooden access off Quarry Lane and that previous safety concerns when exiting straight out onto the road had resulted a like for like but improved gate.

## Open Spaces

6. Work on clearing the Round Pool in the Paddock Mound has been completed

## Garden of Rest

7. Works being carried out as agreed. The issue raised by residents on Marigold Court at the rear of the cemetery regarding possible removal of the now redundant fence panels was discussed at the last Resources Committee meeting and it was **RESOLVED that the Clerk write to all affected residents in an effort to reach unanimous agreement.**

## Communication

8. The November issue of Ketley Parish News arrived hot off the press on Tuesday 13 November and distribution began immediately. Delivery should be completed no later than 23 November.
9. Revised boundary signage logos have been produced by CDP Printing following amendments requested at the last meeting. The designs were circulated and after reviewing the latest images all unanimously agreed that the logos were the final and finished design. It was therefore **RESOLVED that the Clerk confirm with the designer and progress to the next stage with the boundary signage project.**

## Council Business

10. Remembrance events and parade went well. All agreed events should be held annually and it was **RESOLVED that Events Committee include this on next year's agenda.**
11. Meadows Primary School special screening of 'The Search' which celebrates 100 years of women's right to vote, will be held on Monday 26 November from 5:30pm. Admission is by ticket only and is strictly limited. Councillors were advised that tickets were available from the Clerk
12. Positive meeting with Tesco's Community Champion at the Wrekin Retail Park. Discussed community engagement and support with future events.
13. Rose Manor's Committee members and managers meet on 5 December. Clerk and Chairman will be attending the meeting to develop relationships and share information
14. Millennium Community Trust Board meeting has again been postponed and will now take place on 5 December
15. Farmfoods vouchers have arrived along with a donation of £25 in vouchers towards refreshments. Final arrangements for Christmas events taking place on Friday 7 December. **It was RESOLVED that Cllrs M Evans, D Elliott and J Francis would be in attendance for the Vouchers and Cllrs M Cartwright and S Millward Thomas in the evening with Cllr A Jhawar present throughout the day. All remaining Councillors to confirm.**
16. Due to staff commitments during December, unfortunately a Christmas meal out for all will not be possible. The Council may wish to consider offering refreshments before the start of the December meeting between 6 – 7pm. It was **RESOLVED that the Clerk organise a buffet and refreshments for Councillors and staff from 5.30pm prior to the meeting. Total cost to be confirmed and is to be equally split amongst all those attending.**

## Staffing

17. The Facilities Management Officer has returned to work following a period of long term sickness and is on leave for two weeks from 18 November returning 1 December when the Christmas lights will be put up ready for the Switch On
18. Centre Coordinator finishes on 30 November. Cover until the structure is reviewed in January will be provided by the Centre Assistants with support from the Facilities Management Officer

## TACT

19. TACT have signed the Licence for the former Infants School building for the next 12 months ending 31 October 2019. The grassed area to the rear of the shared car park has been removed from the Licensed Area. Uses for this area have been discussed by the Resources Committee. After due consideration it was **RESOLVED that the Clerk draw up a contract to let out some of the space to a local beekeeper for over wintering hives. The remaining space could be used for a community garden with shed for Friends of Ketley Paddock Mound in order that storage currently hired by TACT is freed up for their exclusive use.**

### 18/0092 RESOURCES COMMITTEE

The Chairman of the Resources Committee presented the draft minutes of the last committee meeting held on 7 November 2018 and actions to be taken for for noting.

### 18/0093 FINANCE COMMITTEE

The Chairman of the Finance Committee presented the draft minutes of the last meeting held on 8 November 2018 along with recommendations for consideration by full Council.

- (i) The request from the Leader of Telford & Wrekin Council for a donation of £5,000 to support an accommodation refurbishment programme at the Princess Royal Hospital was discussed. Finance Committee members had recommended that the Parish Council does not contribute at this time. The recommendation was unanimously agreed the Council and it was **RESOLVED to review the request again when further information is available regarding the proposal.**
- (ii) The draft budget for 2019/20 was circulated for review alongside the Parish Council Tax Calculation (Precept) using the estimated Base provided by Telford & Wrekin Council of £1,323 for Band D equivalents and grant of just £2,720 for the next financial year. Whilst significant savings and efficiencies have been achieved in some areas coupled with an increase in room hire, with rising inflation, further improvements and repairs to street lighting, Garden of Rest and the Community Centre, the proposed draft budget for 2019/20 is £165,678. Using this information Cllr S Millward Thomas proposed Option 1 - £0 Increase in Band D which was seconded by Cllr H Rhodes. Cllr M Evans proposed Option 4 - £0 Increase plus £5,000 which was recommended by the Finance Committee. Cllr L Hodgkinson seconded the proposal and a vote was taken. It was **RESOLVED that there would be No Increase in 2019/20 and the Parish Council would put forward Option 1 to Telford & Wrekin Council.**

### 18/0094 PLANNING

#### New Applications:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2018/0886	N/A	Former Shukers Garage, Holyhead Road, Ketley, Telford, Shropshire, TF1 5DS	Change of use from a garage to a Place of Worship and Community Hall (Use Class D1 - Non residential institutions)  ***AMENDED***	29/10/2018  12/11/2018	19/11/2018  03/12/2018

The Clerk circulated the amended location plan and additional details on hours of operation submitted by the applicant. Councillors discussed the application at length and raised a number of serious concerns around lack of parking at the site, safe access to and from the site which is directly opposite a busy retail area, disturbance to local residents and businesses from vehicles

and services proposed to be held in a building constructed as a car showroom. It was **RESOLVED that the application be Called In for determination by the Planning Committee.**

**Approved:**

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

**Refused: NONE**

**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 banded 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/2018/0801	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 advised that application reference TWC/2018/0428 had now been withdrawn.

An update on clearance of the site at Recycling House was requested for the next meeting. **Clerk to contact the Public Protection team at Telford & Wrekin Council.**

**18/0095**      **CORRESPONDENCE**  
None

**18/0096**      **AGENDA ITEMS FOR THE NEXT MEETING**  
Councillors were advised to notify the Clerk of any items they wished to include.

**18/0097**      **TO CONFIRM THE DATE OF THE NEXT MEETING**  
The next meeting of Ketley Parish Council is confirmed for Wednesday 12  
December 2018 at 7:00pm at Ketley Community Centre

The meeting ended at 9:10pm

**Signed:** ..... **Date: 12 December 2018**  
Chairman of Ketley Parish Council

DRAFT