



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Meeting of Ketley Parish Council held on Wednesday 9 January 2019 at Ketley Community Centre at 7:00pm

PRESENT:

Councillor Amrik Jhawar (Chairman)
Councillor Anil Saini
Councillor Mandy Cartwright
Councillor Dave Elliott
Councillor Joy Francis
Councillor Rajesh Mehta

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

Clerk: Emma Atwell

In attendance:

One member of the public

18/0112 WELCOME
The Chairman welcomed everyone to the meeting

18/0113 PUBLIC SESSION
No issues from the public gallery.

Tree work being undertaken on Waterloo Road was raised by Cllr Cartwright. It was noted that removal of trees along that stretch of Waterloo Road was exposing the industrial building (MKM), storage and most concerningly, the security flood lights. The location of the building opposite the junction of Orchard Close and the direction of the lighting is causing inconvenience to residents with bright lights shining into the windows of property frontages and dazzling drivers when it's raining. It was suggested that shields could be installed to obscure the lighting.

The matter was discussed and it was **RESOLVED to make further enquiries with Planning Enforcement at Telford & Wrekin Council and the builders merchant.**

18/0114 POLICE MATTERS
Unfortunately, there were no representatives from the Police able to attend the meeting due to shift patterns. Cllr Millward Thomas advised that an off road buggy had been driving on the green and pavements on 22/12/18 and as yet there had been no response from the Police on the report made. It was **RESOLVED to contact the local Policing team to request an update and presence at the next meeting in February.**

18/0115 APOLOGIES
None

18/0116 DECLARATION OF INTERESTS
None

18/0117 TO APPROVE THE MINUTES OF THE MEETING HELD 12 DECEMBER 2018

RESOLUTION: The minutes of the Council meeting held on Wednesday 12 December 2018 were proposed as an accurate record by Cllr M Evans and seconded by Cllr H Rhodes and unanimously agreed by the Parish Council.

18/0118 CLERK'S REPORT

The Clerk provided an update to the Council

(i) Staffing

Recruitment for a Community Centre Manager has now gone live and the advert will be promoted through social media and free sites in the area. Closing date for applications is 31 January with interviews taking place before the February Council meeting.

Clerk to ensure all Centre staff equipped with information and resources required to cover the period from 16 – 31 January when the Clerk is on leave.

(ii) Internal Audit Report

The Clerk referred Councillors to the report of Desktop audit carried out in the first instance and significant improvements noted. Observations made in respect of the next financial budget have all been addressed in the interim. Risk Assessments are currently being undertaken and will be presented to Council meeting in March. The first of two onsite internal audits will be carried out in February concluding in April. Reports will be issued and presented to the Council.

(iii) Ketley Paddock Mound

Quarterly Management Meeting held on Monday 7 January. Works to be carried out were discussed and the Friends will submit a grant application to the Parish Council if required and an update on monies spent following their next group meeting. All parties are keen to exploit the newly painted bus shelter to promote the Paddock Mound to a wider audience and develop interest in working parties. It was agreed that a community event held during the Summer holidays would be an excellent way of showcasing the facilities and getting local people involved either physically or just to use the amenities. The issue of storage was raised and the Friends would like the Parish Council to consider offering secure facilities at the Garden of Rest for which there would be a charge to be agreed.

(iv) Snow Wardens

Update provided from Telford & Wrekin Council's Community Participation Officer on the Snow Warden scheme. The volunteers are each equipped with 5 bags of salt (enough to fill a grit bin), gloves and shovels. The cost of purchasing a salt spreader is around £140 each. There is no requirement to provide this equipment, however the Parish Council may wish to invest in one or more which would need to be stored at the Centre and used by the Wardens when required. All the Street Champions on the Sandbrook estate have also volunteered as Snow Wardens and therefore the Officer does not feel additional grit bins are justified as they have sufficient salt between them, but did suggest that a salt spreader would be beneficial in helping them to use the salt more efficiently and effectively. Costs to be obtained.

(v) Boundary Signage

Update to be provided at the next Council meeting

(vi) Street Lighting

Rotten pole to be replaced on Sandbrook which completes the first phase of LED lantern installation. Eon providing an updated inventory and costings for phase two and three of the programme with a view to completion of all lantern replacements by end of 2020/21.

(vii) Rose Manor

The Chairman and Clerk attended a meeting of the Rose Manor Residents' Committee on Monday 7 January. The meeting was positive and all welcomed the opportunity to work together and engage with the wider community. The Committee discussed use of The Square for community activities and in particular the installation of Christmas lights. It was noted that Rose Manor's

Christmas fayre was successful in raising monies towards their entertainment budget and it was suggested that the Fayre is held as part of the Parish Council's senior citizens Christmas event next time to further increase attendance. Distribution of vouchers for those with very limited mobility also to be reviewed and a 'volunteer shopping service' considered where residents cannot physically spend the vouchers. Other concerns raised were around the lack of facilities promised as part of the original development but specifically that there is no post box or shop.

(viii) Millennium Community

The Clerk provided a verbal update to the Council following the TMMC Trust Board meeting held immediately prior to the Council meeting. Taylor Wimpey confirmed that completion of the work on the spine road would be by the end of February 2019. There were discussions about the Trust's budget for 2019/20 and inclusion of monies to support events that engage with the local community. Sanctuary confirmed that they were very happy to work with the Parish Council to deliver events in a central location of the Parish. The Trust confirmed that there are no plans to actively market the proposed retail units that are now being used by the Showroom team. Some good news however, the Royal Mail have been in touch with TW and a post box will be installed in the wall outside Rose Manor.

18/0119 EVENTS COMMITTEE

The Committee Chairman presented the approved minutes from the last meeting held on 4 December 2018 for noting. Issues of queueing for vouchers was raised and will be reviewed by the Committee prior to the next Christmas event.

18/0120 FINANCE COMMITTEE

The approved minutes from the meeting held on 6 December 2018 were circulated and the Chairman provided a verbal update from the last meeting held on 3 January 2019. A copy of the bank reconciliation ending 31 December 2018 and the budgets were circulated for reference and the Chairman noted the reduction in Council costs and increase in income. The Chairman advised that the consideration of grant applications had been deferred to the February meeting.

18/0121 RESOURCES COMMITTEE

The approved minutes of the meeting held on 12 December 2018 were presented for noting. A verbal update from the meeting held on 7 January 2019 was provided to the Council. The Chairman confirmed that the job description, person specification and advert for the position of Community Centre Manager had been agreed and the recruitment process was underway. The Vice Chairman advised that an application for work on the proposed community garden was to be submitted to Veolia and the Clerk to follow up on the Green Guarantee woodland awards for the two sites in Ketley who came in the top 50. Completion of work on the bus shelter mural at the main entrance to Paddock Mound was noted.

18/0122 PLANNING

New Applications:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2019/0011	N/A	Land rear of 183-189 Woodside Road, Ketley, Telford, Shropshire	Application for Permission in Principle – Erection of 6no. houses and associated amenities	07/01/2019	28/01/2019

The application was discussed. It was noted that the area is designated green network and there is a public right of way crossing the land. Access to the site would be hazardous and the area is already considered overdeveloped. The Council unanimously **RESOLVED to Object to the application for the reasons stated.**

TWC/2019/0018	N/A	9 Riddings Close, Ketley, Telford, Shropshire TF1 5HF	Raising height of existing flat roof by 130mm	09/01/2019	30/01/2019
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Application was discussed and it was noted that the raising of the roof would facilitate the installation of a ground floor shower room for disabled access. The Council **RESOLVED** that the response be one of **No Objection**

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/2018/0802	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
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)	29/10/2018	03/12/2018
TWC/2018/0801	N/A	Land adjacent 18 Station Road, Ketley, Telford	Outline application for the erection of 6no. dwellings, access and landscaping with all other matters reserved ***AMENDED DESCRIPTION AND AMENDED PLANS RECEIVED***	28/09/2018 06/12/2018	19/10/2018 20/12/2018
TWC/2018/0957	N/A	Land adjacent 10 Bluebell Coppice, Ketley, Telford	Erection of 4no. dwellings	21/11/2018	12/12/2018
TWC/2018/1020	N/A	18 The Incline, Ketley, Telford, Shropshire TF1 5HZ	Erection of a one bedroom single storey dwelling	11/12/2018	04/01/2019
TWC/2018/1023	N/A	Meadow Rise, Bluebell Coppice, Ketley, Telford, Shropshire TF1 5NE	Conversion of existing garage into habitable room	12/12/2018	05/01/2019

18/0123 CORRESPONDENCE

None

18/0124 AGENDA ITEMS FOR THE NEXT MEETING

Clerk to be advised of any items to be included on the agenda

18/0125 TO CONFIRM THE DATE OF THE NEXT MEETING

The next meeting of Ketley Parish Council is confirmed for Wednesday 13 February 2019 at 7:00pm at Ketley Community Centre

The member of public left at 7:50pm and the Chairman moved the next item.

PRIVATE SESSION commenced at 7:55pm

18/0126 COUNCIL PRIORITIES & RESOURCES

A copy of the current Garden of Rest cemetery conditions were circulated to all Councillors and discussed. Health & safety and legislative issues were raised in respect of cemetery maintenance, installation of headstones and kerb sets, and other memorials.

It was **RESOLVED** that:

- i. **the policy and conditions be reviewed and simplified to ensure compliance is straightforward and uncomplicated.**
- ii. **The Clerk carry out a health & safety audit recording all issues**
- iii. **Grave owners to be contacted to verify data and discuss any issues identified**
- iv. **To display information at the cemetery to clearly explain the process the Council is following and the reasons why**
- v. **To place notices on graves only where contact has been unsuccessful**
- vi. **To carry out health & safety and remedial works only where the registered owner cannot be traced.**

Meeting finished at 8:29pm

Signed: **Date: 13 February 2019**

Chairman of Ketley Parish Council