



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Meeting of Ketley Parish Council held on Wednesday 13 February 2019 at Ketley Community Centre at 7:00pm

PRESENT:

Councillor Amrik Jhawar (Chairman)
Councillor Anil Saini
Councillor Andrew Morris
Councillor Dave Elliott
Councillor Joy Francis

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

Clerk: Emma Atwell

In attendance:

Mark Latham, Ecology & Green Infrastructure Specialist (Telford & Wrekin Council)
Eight members of the public

18/0127 WELCOME
The Chairman welcomed everyone to the meeting

18/0128 PUBLIC SESSION
Several issues were raised during the public session. Representatives from the Street Champions had concerns around litter picking on Sandbrook, refuse dumped at the rear of Wedgewood Crescent and ownership of perimeter hedge adjacent wheelchair access to bungalows. Street Champions were requested to identify the areas on the map for the Clerk and PET Operative to be advised.

Further concerns came from residents in Bluebell Coppice regarding the revised planning application TWC/2018/0957. It was noted that no changes had been made to the design and layout with the exception of a proposal to widen the access. Ownership of the entrance from the road was in dispute. The council was requested to consider residents comments when the application was discussed.

18/0129 POLICE MATTERS
Due to annual leave and shift patterns, no Police representatives were available to attend the meeting. The Clerk advised that an email had been received which detailed how the Safer Neighbourhood Team would work with the Parish Council to tackle issues within the community. The Council discussed how the Police work with other Councillors and it was **RESOLVED that the Clerk circulate the link to the SNT website and share the information on Facebook for local residents.**

18/0130 APOLOGIES
Cllr M Cartwright (surgery) and Cllr R Mehta (mayoral duties) – apologies accepted

18/0131 DECLARATION OF INTERESTS
Cllr J Francis declared an interest in item 18/0133
Cllr A Morris declared an interest in item 18/0135

18/0132 TO APPROVE THE MINUTES OF THE MEETING HELD 9 JANUARY 2019

RESOLUTION: The minutes of the Council meeting held on Wednesday 9 January 2019 were proposed as an accurate record by Cllr M Evans and seconded by Cllr L Hodgkinson and unanimously agreed by the Parish Council.

18/0133 CLERK'S REPORT

The Clerk provided an update to the Council

Green Guarantee

The Chairman welcomed Mark Latham, Ecology & Green Infrastructure Specialist to the meeting and invited him to address the Council. He presented suggestions for expenditure of monies awarded to two woodland areas of the Parish through the Green Guarantee project. Red Lake Pit Mound and Rock Road had made it into the top 50 sites as voted for under the Big Green Vote and therefore been awarded £1,000 each to enhance the area for the benefit of local people and wildlife. The officer circulated maps and advised that the Council may wish to consider thinning woodland areas, improving paths and drainage, making use of dead wood by creating wildlife habitats and installing bird and bat boxes. The historical interest of the areas were discussed including the Inclined Plane and the former Pleasure Gardens. It was suggested that the monies were used to make a feature of the sites and focus on making the area accessible without going through private land.

The officer then provided an update to the Council on the Local Nature Reserve (LNR) status for Ketley Paddock Mound. He advised that due diligence has been carried out including boundary checks and geometric assessments were completed. A report of Rights of Way is still awaited and paths and signage requirements to be considered once status has been awarded. The officer took notes on recommendations received from members of the Friends of Ketley Paddock Mound including overplanting of the old shaft and gorse extensions.

The Chairman thanked the Officer for attending and M Latham left the meeting at 7:28pm.

Cllr H Rhodes joined the meeting at 7:29pm

The Clerk then referred Councillors to the written report previously circulated

Internal Audit

The Clerk advised that the first of two onsite internal audits took place on Friday 8 February. An interim report will follow but the auditor has verbally noted significant improvements in the process. The final internal audit will be carried out following Year End on Monday 15 April.

Local Elections

A timetable for the elections in May has now been issued and a copy circulated. Clerk will set up a page on the Parish Council website containing information for candidates and electors to include a link to the Borough's website. Clerk attending a briefing with the Elections Team on 6 March and an update on the nomination process will be provided at the Council meeting on 13 March. Estimated cost of the election will be discussed at the next Finance Committee meeting.

Annual Parish Meeting

It was noted that 'purdah' commences at 5pm on Tuesday 26 March and there will be no council meetings held after this date. Although the Annual Parish Meeting is not political, it will not be possible to share any photographs or news from the event during purdah. It is advisable therefore to push the meeting back from Wednesday 27 March. Available dates in the Class Room during the week before are Wednesday 20 March and Friday 22 March commencing at 6pm. Councillors discussed the recommendations and it was **RESOLVED that the Annual Parish Meeting be brought forward and will take place on Wednesday 20 March. Clerk to make arrangements**

Grounds & Cleansing Services Contract

The Clerk and Chairman are meeting with the *idverde* Director of Parks Management Strategy on 19 February to finalise the transfer of work from TWS to ensure continuity of service particularly in respect of the Garden of Rest when the new contract commences on 1 April 2019. Indicative costings for burials and maintenance are still awaited and will be included on the agenda for the Finance Committee next month.

Class Room Floor Replacement

The Facilities Management Officer has conducted inspections of four sections of the flooring and sought expert advice on these matters. It has been confirmed that the floor is not affected by damp and the undulations are a result of poor quality work carried out previously. Although it is uneven, there is no immediate health and safety risk. The work to replace the floor is likely to take up to two weeks and will need to be carried out by a specialist contractor. Quotes will be obtained by the FMO with a view to carrying out the work over the Summer. Work to replace the flooring in the other affected rooms/areas will be scheduled once the Class Room has been completed and the work and costings can be more accurately forecast.

Grant Opportunities

The Clerk advised that several new funds have been launched by Telford & Wrekin Council and completed applications must be returned by the end of next week. It was noted that the Parish cannot make applications for grants from both funds, but can make more than one application from the Community Events pot. The Clerk summarised the details of both grants.

- Get Telford Active fund up to £2,500 with no match funding and up to £5,000 with a minimum of 10% match funding. Support, motivate and engage local people in sport and physical activity. Closing date Friday 22 February and successful applicants will be advised by 11 March. Grant must be spent within 12 months.
- Community Events Grant of up to £500 (small) with match funding of at least 20% and up to £2,000 (large) again with minimum match funding of 20%. The grant is designed to build on the community spirit created during Telford's 50th year and embrace themes including People & Places, Culture & Communities and/or Green Spaces. The closing date for applications is Monday 25 February and successful applicants will be advised by 15 March. Grant must be spent by 31 March 2020.

Both opportunities were discussed and it was **RESOLVED that the Council apply for the Get Active Telford fund and that it would form part of the Council's Summer event. Clerk to ensure the application is completed and returned by the deadline.**

Telford Film Festival

Following on from the success of Meadows Film Club project celebrating 100 years of Womens right to vote, the Council were advised that the Club had approached the Parish for support with taking part in this year's Telford Film Festival. The school would like to run Aardman Animation workshops at the Community Centre to take place on a Saturday during September or October. The event would be hosted by the Parish Council and work in conjunction with the school to deliver the workshops and screening. The total cost would be no more than £750 plus VAT.

Cllr J Francis declared an interest as a Governor of Meadows Primary School and did not take part in the discussion that ensued.

The request was considered and after discussion councillors were in agreement and **RESOLVED that the Meadows Film Club be awarded a grant of £750 to support the community project.**

Telford Crisis Support & Hot Water Bottle Network

The Clerk advised that both groups, the Hot Water Bottle Network being a new initiative and Telford Crisis Support Foodbank, are seeking support with raising awareness, providing donation points, volunteering and / or financial assistance through fundraising events.

The councillors discussed the requests and agreed that the Centre act as a donation point at appropriate times during the year. It was **RESOLVED that Telford Food Bank be the nominated charity for Easter and Hot Water Bottle Network be Christmas.**

Documentation for Review

The Clerk advised that as part of the end of year process and in readiness for the next municipal year, the following documents will be brought to the next meeting of Full Council for approval:

- Risk Assessments
- Asset Register
- Standing Orders
- Financial Regulations

18/0134 RESOURCES COMMITTEE

The Vice Chairman of the Committee referred Councillors to the draft minutes of the meeting held 5 February 2019 and provided an update on the Community Centre activities. It was also confirmed that the recruitment process for the Community Centre Manager post had been completed.

18/0135 FINANCE COMMITTEE

The Committee Chairman talked Councillors through the draft minutes of the last meeting held on 7 February 2019 and put forward the recommendations of the Finance Committee to the Council for consideration.

Cllr A Morris declared an interest as a member of 2379 (Dawley) Squadron and did not take part in the ensuing discussion about an application made from the group for a grant.

Two members of the public left the meeting at 7:47pm

Following discussion and careful consideration all agreed and it was **RESOLVED that the recommendations from the Committee on the award of grants be approved and presented at the Annual Parish Meeting.**

18/0136 PLANNING

New Applications:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2018/0957	N/A	Land adjacent 10 Bluebell Coppice, Ketley, Telford	Erection of 4no. dwellings ***amended red line and amended plans received***	21/11/2018 30/01/2019	12/12/2018 13/02/2019

The amended application was discussed. It was noted that the issues previously raised had not been addressed and that ownership of the proposed access was questionable. Parking on the development for four and five bedroomed properties was considered to be inadequate. The Council unanimously **RESOLVED to Call In the application again for the reasons stated.**

Cllr M Evans left the room at 8:07pm before the next application was considered.

TWC/2019/0047	N/A	10 Quarry Lane, Red Lake, Telford, Shropshire TF1 5EE	Erection of a rear conservatory (retrospective)	22/01/2019	12/02/2019
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The Clerk referred Councillors to the photograph taken of the conservatory as it stands and advised that the planning officer had requested that the applicant lower the roofline to the level of the top of the ground floor window and effect repairs to the construction. The Council discussed the application and there was a difference of opinion. Following a vote to Call In the application, Councillors L Hodgkinson, J Francis, A Saini and H Rhodes abstained. The majority of five Councillors **RESOLVED that the application be Called In on the basis that the construction is unsound, not in keeping with the area and significantly higher than the original plan submitted.**

Two members of the public left the meeting at 8:15pm and Cllr M Evans returned to the room.

A provisional application received earlier that day PE/2019/0093 Site of Sinclair Works for installation of a 40mw gas generation and 10mw battery storage scheme was discussed. The Council considered this to be on land owned by the applicant and the proposal was unlikely to directly affect local residents. It was **RESOLVED that no comments be put forward by the Parish Council on the provisional application**

Refused:

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
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

Full Granted:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2019/0018	N/A	9 Riddings Close, Ketley, Telford, Shropshire TF1 5HF	Raising height of existing flat roof by 130mm	07/01/2019	28/01/2019
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
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/2018/0060	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

Cllr S Millward Thomas advised that application TWC/2018/0886 had been full granted by the Planning Committee and the objections put forward by Ketley Parish Council were not considered to be a concern. Pedestrians crossing the road at that point, highway safety and parking issues on private land will be closely monitored by the Parish Council. The Council would however like to build a positive relationship with the church going forward and agreed to extend an invitation to a meeting with the Council.

Ongoing:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
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 ***amended description and amended plans received*** (Called In)	28/09/2018 14/01/2019	19/10/2018 28/01/2019
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/2018/0801	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*** (Called In)	28/09/2018 06/12/2018	19/10/2018 20/12/2018

Enforcement issues around Recycling House were raised following complaints from local residents. Primarily environmental regarding the condition of the site and the resultant appearance of vermin in the area. This was discussed and **RESOLVED that the Clerk contact Telford & Wrekin Council's Planning Enforcement team.**

18/0137

CORRESPONDENCE

The Chairman read out an invitation to all to attend the 'Visit My Mosque' day at Telford Central Mosque being held on Sunday 3 March from 12noon – 5:30pm

18/0138

AGENDA ITEMS FOR THE NEXT MEETING

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

18/0139

TO CONFIRM THE DATE OF THE NEXT MEETING

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

One member of the public left the meeting at 8:30pm

All remaining members of public left at 8:31pm and the Chairman moved the next item.

PRIVATE SESSION commenced at 8:34pm

18/0140

RECRUITMENT

The Vice Chairman of the Resources Committee presented an overview of the recruitment process and put forward the recommendation from the Committee on the appointment of Christian Smith to the position of Community Centre Manager. The recommendation was unanimously approved by the Council and it was **RESOLVED that the Clerk offer the post subject to satisfactory references.**

Meeting finished at 8:48pm

Signed: **Date: 13 March 2019**

Chairman of Ketley Parish Council

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