



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

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**MINUTES of the Meeting of Ketley Parish Council held on Wednesday 13 March 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:**

Seven members of the public

**18/0141**

**WELCOME**

The Chairman welcomed everyone to the meeting

**18/0142**

**PUBLIC SESSION**

Further concerns raised from residents in Bluebell Coppice regarding planning application TWC/2018/0957. No evidence provided that notice has been served, residents advised ownership is now a civil matter. Photographs were circulated and the Council informed that a recent collision had caused property damage.

No further comments from the public.

**18/0143**

**POLICE MATTERS**

A representative was unable to attend and no issues were raised.

**18/0144**

**APOLOGIES**

Cllr M Cartwright (recuperation) and Cllr R Mehta (work commitments) – apologies accepted

**18/0145**

**DECLARATION OF INTERESTS**

None declared

**18/0146**

**TO APPROVE THE MINUTES OF THE MEETING HELD 13 FEBRUARY 2019**

**RESOLUTION:** The minutes of the Council meeting held on Wednesday 13 February 2019 were proposed as an accurate record by Cllr H Rhodes and seconded by Cllr M Evans and unanimously agreed by the Parish Council.

**18/0147**

**CLERK'S REPORT**

The Clerk provided an update to the Council as follows

**i. Parish Office**

The Clerk advised the new direct number for the Parish Office is 01952 404434 which will be published in the March newsletter. New signage for the Parish Office entrance will be installed in April to coincide with the commencement of the Community Centre Manager. The existing number 01952 612035 has been retained for the use of the Community Centre. There will be a handover period in April as the Community Centre Manager takes

on the role from the Clerk at which point the Council and the Centre will have separate social media accounts and websites as well as entrances and phone numbers.

**ii. Local Elections**

Nomination packs are now available for collection from the Clerk, however forms cannot be submitted until after the Notice of Election is published at 5pm on Tuesday 26 March. There are 11 seats in total and Ketley Parish comprises of two wards. There are 2 seats in Beveley and 9 seats in Ketley. Nominations close at 4pm on Wednesday 3 April and the publication of those nominated will be 4pm on Thursday 4 April. The number of candidates must exceed the number of seats in order for there to be an election. The final date to register to vote in the elections 12 April and the Notice of Poll is published on 24 April. The Count will be held at Telford College Sports Hall on Friday 3 May commencing 10:00am. Please contact the Clerk for further information.

**iii. Purdah**

Existing councillors who are intending to stand again in the elections must be extremely careful to ensure the correct protocols are followed during the pre-election period (purdah) which commences at 5pm on Tuesday 26 March with the publication of the Notice of Election. Further guidance on this can be found on the Electoral Commission website or contact the Clerk for information. As an existing councillor you cannot use this to advantage yourself as a candidate.

**iv. Annual Parish Meeting**

The Annual Parish Meeting will be held on Wednesday 20 March at 6:00pm. All councillors are requested to attend this public meeting at which information will be presented on the Council's expenditure during this current financial year 2018/19 and the budget for 2019/20. A number of awards will also be presented and the public may ask questions throughout as this is not a Council meeting.

**v. Grounds & Cleansing Service**

There is an opportunity to 'Meet the Contractor' on Wednesday 20 March. Representatives from *idverde* will be outside the library at Southwater One from 10am – 4pm. Under the new contract which commences on 1 April there will be regular road sweeping on all roads and footpaths where a sweeper can operate and litter picking on all estates. Ground maintenance services will be improved with crews doing additional grass cutting and weed spraying in residential areas. Crews will be dedicated to working in local areas so that residents will soon get to know them and extra crews will be out in the summer months. The public are encouraged to attend and the invitation will be shared on facebook.

**vi. Annual General Meeting**

The Annual General Meeting of the Council will be held on Wednesday 8 May at 7:00pm. There will not be any council meetings held after tonight until the AGM. However, an Extraordinary Meeting of the Council can be called should a matter arise that requires a decision by full Council prior to the election.

**vii. Depave Project**

Councillors are invited to attend the launch of Shropshire Wildlife Trust's latest Depave Project, a rain garden at the Hub on the Hill, Sutton Hill. The event is on Weds 27 March from 5 – 6:30pm

**18/0148 EVENTS COMMITTEE**

The Chairman of the Committee presented a verbal update to the Council and referred to the draft minutes of the meeting held 5 March 2019. It was noted that the Annual Parish Meeting would include a showing of 'The Search' to encourage registering to vote. Easter event is on 13 April and this year's Summer event will take place on the playing fields.

**18/0149 RESOURCES COMMITTEE**

The Vice Chairman highlighted a number of points from the draft minutes of the meeting held 5 March 2019 and confirmed that the Community Centre Manager starts in post on 1 April 2019. Installation of a hearing loop was discussed and is recommended. Updates on the Garden of Rest and the launch of the Community Garden project were provided. The Vice Chairman also noted a number of training needs which had been identified and addressed.

**18/0150 FINANCE COMMITTEE**

The Committee Chairman provided an update on the Council's financial position and referred Councillors to the draft minutes of the last meeting held on 7 March 2019 with recommendations for approval proposed by Cllr L Hodgkinson and seconded by Cllr M Evans.

i. Purchase of a salt spreader

The recommendation was discussed and it was **RESOLVED to defer the decision and review the requirement in Autumn of the next financial year**

ii. Maintenance contract for the Garden of Rest cemetery

Councillors discussed the recommendation. Following unanimous agreement it was **RESOLVED to appoint idverde and Clerk to sign the contract**

iii. Grave digging contract for the Garden of Rest cemetery

Following assurance that the existing service will continue unaffected, it was **RESOLVED that the grave digging contract with TWS be transferred to idverde with effect from 1 April 2019**

iv. Supply and installation of an induction hearing loop

The recommendation made by the Resources Committee and endorsed by the Finance Committee was proposed by Cllr L Hodgkinson, seconded by Cllr J Francis and unanimously agreed by the Council. It was therefore **RESOLVED that a hearing loop with microphone and speaker equipment be installed in the Class Room for May 2019**

**18/0151 RISK ASSESSMENTS**

The Clerk presented the Risk Assessments to the Council. These were accepted and any works recommended to minimise risk were approved. The Council **RESOLVED that the Clerk action all recommendations to reduce and eliminate risks to the Council, staff, contractors and the public.**

**18/0152 ASSET REGISTER**

The Clerk presented the Council's Asset Register compiled March 2019 for review and approval. The Register was discussed, noting that grit bins fall under street furniture and unanimously agreed as an accurate record of the Council's current assets. It was **RESOLVED that the Clerk ensure adequate insurance is in place**

**18/0153 STANDING ORDERS**

Councillors received a draft copy of the updated Standing Orders for the Parish Council. The Standing Orders were proposed by Cllr L Hodgkinson and seconded by Cllr S Millward Thomas and unanimously approved. It was therefore **RESOLVED that the updated Standing Orders be adopted by the Council with effect from May 2019**

**18/0154 FINANCIAL REGULATIONS**

Councillors received a draft copy of the updated Financial Regulations for the Parish Council. The Financial Regulations were proposed by Cllr L Hodgkinson and seconded by Cllr S Millward Thomas and unanimously approved. It was therefore **RESOLVED that the updated Financial Regulations be adopted by the Council with effect from May 2019**

## 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 ownership certificate****	21/11/2018 30/01/2019 28/02/2019	12/12/2018 13/02/2019 14/03/2019
<p>It was acknowledged that the amended application stated notice had been served on the affected property. The Local Planning Authority are not required to obtain evidence that the notice has been served and land disputes are a civil matter. The Council considered the comments of those residents in attendance and unanimously <b>RESOLVED to Call In the application again for the reasons stated and request that the Planning Committee undertake a site visit before the meeting at which the application will be determined.</b></p>					

Six members of the public left the meeting at 7:40pm

TWC/2019/0210	N/A	52 Broadway, Ketley, Telford, Shropshire TF1 5AS	Erection of a two storey side and part rear extension and installation of a rear vehicular access	13/03/2019	03/04/2019
<p>Application received on the day of the Council meeting. Proposal was discussed and plans considered. It was <b>RESOLVED that a response of No Comment be submitted by the Council</b></p>					

TWC/2019/0144	N/A	Site of The White Lion Inn, Holyhead Road, Ketley, Telford	Outline application for the erection of 2no. dwellings with associated access (all other matters reserved)	20/02/2019	13/03/2019
<p>It was noted that the previous application granted 3 years ago had expired and a new application had been submitted. Councillors discussed the application and given the circumstances had not altered in the intervening period it was <b>RESOLVED to Object on the same grounds</b></p>					

TWC/2019/0133	N/A	Recycling House, Rock Road, Ketley, Telford, Shropshire, TF1 5HW	Variation of condition 10 (hours of operation) and Condition 16 (clarification of type of waste quantity) of planning permission TWC/2017/0882	18/02/2019	11/03/2019
<p>The application was discussed at length and disappointment expressed following the recent refusal of the variations by the Planning Committee. It was noted that the application had caused much confusion for local residents and the Council were concerned that residents would therefore not comment on it. The Council unanimously <b>RESOLVED to Call In the application and contact the Planning Enforcement team regarding the condition of the site</b></p>					

## Full Granted:

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***	28/09/2018 14/01/2019	19/10/2018 28/01/2019

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
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**Ongoing:**

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

**18/0156      CORRESPONDENCE**  
None

**18/0157      AGENDA ITEMS FOR THE NEXT COUNCIL MEETING**  
Clerk to be advised of any items to be included on the agenda

**18/0158      TO CONFIRM THE DATE OF FORTHCOMING MEETINGS**  
Annual Parish Meeting: Wednesday 20 March 2019 at 6:00pm  
Annual Council Meeting: Wednesday 8 May 2019 at 7:00pm

Meeting finished at 8:05pm

**Signed:** ..... **Date: 8 May 2019**  
Chairman of Ketley Parish Council