



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

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## MINUTES of the Meeting of Ketley Parish Council held on Wednesday 12 June 2019 at Ketley Community Centre at 7:00pm

### Present:

Councillor Sam Millward Thomas (Chairman)	Councillor Mandy Cartwright
Councillor Anil Saini	Councillor Maggie Evans
Councillor Kuldip Sahota	Councillor Eileen Callear
Councillor Dave Elliott	Councillor Hilda Rhodes
Councillor Amrik Jhawar	

**Clerk:** Emma Atwell

**In attendance:** Three members of the public

### C19/018 WELCOME

The Chairman welcomed everyone to this evening's meeting

### C19/019 PUBLIC SESSION

A member of the public raised concerns with the Council in respect of the maintenance contract at the Garden of Rest. He stated that grass around graves had previously been cut with a mower and now a strimmer was being used with the cuttings left on headstones, kerbs and graves. The grave owner claimed that it had taken his daughter two hours to clean the grave following routine weekly grass cutting at the cemetery.

The gentleman raised concerns about security. He stated that he had recently been made aware that the gates were no longer locked after 8pm every night and he feared that there may be vandalism affecting the headstone.

The Chairman thanked the member of public for raising his concerns with the Council and advised that the opening times of the cemetery was on the agenda for discussion and that the Parish is working with the new contractors who started on 1 April. The gentleman was asked if he would stay to hear the discussions later, but restated view that the opening times should be later to enable working people to visit.

There were no further issues raised and one member of the public then left the meeting at 7:07pm

### C19/020 POLICE MATTERS

It was noted that no representative from the Safer Neighbourhood team was in attendance and a report had not been provided. The lack of resources was suggested as to the reason why the Police were not always able to attend full Council meetings. The Chairman **RESOLVED to meet with PC Edward and set up a formal process of communication before the next Council meeting in July.**

The Clerk informed the Council that the use of a mobile Police station was available to the Parish and suitable dates including community events to site the station were currently in discussions. It was agreed this would help restore some confidence amongst local residents in the service.

It was noted that a series of professional burglaries have recently been carried out in the Millennium Community and that residents should be aware. Several other issues regarding a matter in Ketley Bank and also on a private car park were raised, but neither were a matter for the Police or Ketley Parish Council.

**C19/021**

**APOLOGIES**

Cllr J Francis (annual leave) and Cllr A Morris (work commitments) – apologies accepted

**C19/022**

**DECLARATION OF INTERESTS**

None declared

**C19/023**

**TO APPROVE THE MINUTES OF THE MEETING HELD 8 MAY 2019**

Cllr M Evans and Cllr D Elliott questioned the minutes in relation to the Council's Standing Orders and decisions made at the meeting in respect of agenda items C19/002, C19/006, C19/011 and C19/014

The Clerk referred all Councillors to the Standing Orders adopted by Ketley Parish Council at the meeting held 13 March 2019 item 18/0153 and confirmed the following:

SO.3(s) '...voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before...'

SO.8(a) 'Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person...'

It was noted that all documents referred to on the agenda were circulated to Councillors in advance of the meeting, all Councillors present at the meeting had signed the Declaration of Acceptance of Office at C19/006, item C19/011 had been unanimously agreed by the Council and that Cllr M Evans had seconded agenda item C19/014 which also received unanimous agreement from the Council.

**RESOLUTION: The Chairman therefore moved the minutes as an accurate record of the meeting held on Wednesday 8 May 2019 which was proposed by Cllr H Rhodes, seconded by Cllr M Cartwright and agreed for signing**

## C19/024 RESOURCES COMMITTEE

- (i) The Committee Chairman referred Councillors to the draft minutes of the meeting held 28 May 2019 and noted there were three main areas to be addressed identified at the meeting which were around issues at the Garden of Rest, the Class Room floor and drainage at the Centre building. The Clerk has been instructed by the Committee to carry out a Health & Safety audit and present the findings at the next meeting. The report would include work on the footpaths, raising the height at the back of the cemetery and drainage. In the meantime, it was suggested that visitors were made aware of any H&S concerns that may affect them whilst at the Garden of Rest.
- (ii) A recommendation to vary the opening times at the cemetery was put forward from the Resources Committee to Council for consideration. It was proposed that the times be limited to 10am – 4pm in the Winter and extended to 6pm during the Summer months.

The Chairman suspended Standing Orders at 7:27pm to enable a member of the public to comment on the recommendation.

The general maintenance and condition of the cemetery was raised and there was concern around the closing time in respect of those in full time employment. It was noted that an extension to 8pm may impact on the Council's ability to ensure the gates are secured particularly during the Summer months at the weekend. The Committee Chairman advised that the requirement to lock was necessary to secure the cemetery and also rule out an issue of ASB. The current published times were noted as 9am – 8pm from 1 April to 30 September and 9am – 4.30pm from 1 October to 31 March.

The meeting reconvened at 7:32pm

The Council discussed the recommendations and agreed that a later time in the Summer months was necessary. The following amendment was proposed by Cllr M Cartwright and seconded by Cllr H Rhodes:

Summer (1 April – 30 September)	10am – 8pm
Winter (1 October – 31 March)	10am – 4pm

The Chairman called for a show of hands in favour of the proposal and it was **RESOLVED that the Clerk publish a notice at the gates advising of the intention and seek comments from the public prior to an effective start date of 1 July 2019. The Parish Council to consider employment if necessary of additional staff to open and lock the cemetery gates.**

It was agreed to review the arrangements at the next Resources Committee meeting in August and again after 3 months. A survey of usage to be considered and mechanical means of locking the gates.

- (iii) The Clerk then provided an update on maintenance matters and stressed that although idverde are the contractors for both the cemetery and the Parish, there are two separate contracts. The Parish Council currently employ idverde directly for the Garden of Rest, however Telford & Wrekin Council are responsible for managing the core contract services in the Parish and across the borough. Following the changeover of contracts, the Clerk has worked closely with both idverde and TWC to address issues that have arisen and that work is ongoing. Cllr Evans then raised a number of grassed

areas around the Quarry Lane area and the path outside the Horseshoes Inn which had not been cut. Councillors were advised to use the My Telford app to report issues rather than raising it with the Parish Council and encourage residents to do the same as the contract is managed by Telford & Wrekin Council.

One member of the public left the meeting at 7:46pm

**C19/025      EVENTS SUB-COMMITTEE**

- (i) The Chairman of the Sub-Committee presented a verbal update to the Council and referred to the draft minutes of the meeting held 28 May 2019 which had previously been circulated. The Summer 'Get Active' event was confirmed at Saturday 31 August.
- (ii) Support from Councillors was sought for the Launch of the Community Garden taking place on Sunday 30 June at 1pm. Cllrs Millward Thomas, Cartwright, Callear, Rhodes and Jhawar confirmed their attendance.
- (iii) The Council Chairman requested that Councillors put forward charitable causes for which donations could be collected at future community events. The Stay Project and Midlands Air Ambulance were suggested. Any other groups for consideration to be advised to the Clerk.

**C19/026      FINANCE COMMITTEE**

The Committee Chairman provided an update from the meeting held on 29 May 2019. Copies of the draft minutes had been circulated for reference and were noted by the Council.

**C19/027      ORDERS FOR PAYMENT**

A copy of the orders for payment had been provided to all Councillors by the Clerk. Cllr D Evans questioned the cost of the Council's insurance policy and sought assurance this extended to a specific individual whilst acting in a voluntary capacity for the Parish Council. The Clerk confirmed that the Council had set a budget of £4,000 for insurance and the policy included both public and employer's liability. There being no issues raised regarding the payments, the Order was moved by Cllr H Rhodes and seconded by Cllr A Jhawar and it was **RESOLVED that the payments be authorised in accordance with the Council's Standing Orders and Financial Regulations.**

**C19/028      INTERNAL AUDITOR REPORT**

- (i) The Clerk confirmed that the report, which had been circulated to all Councillors was the final of three internal audits. It was noted specifically that the standard of administration and system of internal controls were considered to be of a high standard and significant improvements had been made.
- (ii) The Clerk confirmed that the introduction of robust audit trails noted by the Internal Auditor had been further strengthened by the appointment of two Councillors – Cllrs K Sahota and M Cartwright – to carry out quarterly internal audits of the Parish Council's finances.

The positive report, the first in some years, was well received by the Council and the Clerk commended for the achievement in such a short space of time.

Cllr A Jhawar declared an interest as a member of the Planning Committee before the next item on the agenda. The Chairman confirmed that no discussion or decisions would be made at this meeting and therefore it was not necessary for Cllr Jhawar to leave the room.

**C19/029 PLANNING SUB-COMMITTEE**

- (i) In the absence of the Chairman of the Planning Sub-Committee, the Council Chairman referred Councillors to the draft minutes of the meeting held on 29 May 2019.
- (ii) The Chairman reported back on the applications which were heard at the Telford & Wrekin Council Planning Committee on 4 June 2019. Representing the Parish Council at the meeting, the Chairman advised that the application adjacent 10 Bluebell Coppice had been deferred to enable the Committee to carry out a site visit. The Quarry Lane application however was full granted and the Chairman referred Councillors to the email circulated from the Planning Service Manager which set out the process for 'Calling In' an application. Objections must be justified under planning law and may be refused by the Chair of Planning Committee if the objections are not valid in those terms. For that reason all agreed that the introduction of the Parish Council's Planning Sub-Committee was wholly necessary to carefully consider the impact of local residents on all applications received before submitting a response.

Cllr D Elliott then raised an application to which the Council had already submitted a response. Cllr Elliott was advised to apply for a Tree Preservation Order if he had personal concerns.

Cllr M Evans requested information in respect of works taking place at Ketley Cod which was not an item on the agenda for discussion. Cllr Evans was informed that the matter was with the Planning Enforcement team.

Returning to the agenda item (ii) the Clerk advised that further information was awaited from the applicant in respect of Recycling House and the application would likely go out for consultation again. The Chairman noted the importance of commenting on all amended applications submitted.

- (iii) The Clerk confirmed that no new applications had been received.

**C19/030 MILLENNIUM COMMUNITY CLIENT SPONSORS GROUP**

The Clerk and Cllr H Rhodes had both attended the Client Sponsors Group meeting held on 7 June 2019 and advised that survey work on the drainage under Phase 2 had been completed. Repairs had been identified and work to be carried out before topping out the spine road on Phase 2 by the end of August 2019. Drainage surveys on the remaining four phases have not yet been scheduled. Landscaping was due to commence on Phase 4 in an effort to bring it up to standard in order that it can be formally adopted by Sanctuary Housing acting for the Trust. There had been discussions around Brick Kiln Lane and works outside Glen Cottages. All at the meeting agreed residents should be consulted and land not left in a way that it could be used for parking.

**C19/031 NHS TELFORD & WREKIN CLINICAL COMMISSIONING GROUP**

The Chairman called on Cllr E Callear to present the next item. Cllr Callear advised there had been significant concern raised within many Telford and

Wrekin councils following the announcement that Telford & Wrekin Clinical Commissioning Group are set to merge with the Shropshire Clinical Commissioning Group. Cllr Callear felt the decision was detrimental to the residents of Ketley and the Parish should strongly object. The merger proposals were discussed, and the Chairman put it to the vote. Following full and unanimous support it was **RESOLVED that the Chairman write on behalf of the Council to oppose the merger and the Clerk make further enquiries into a joint letter from all Town & Parish Councils.**

**C19/032 INFORMATION ITEMS**

The Clerk provided a summary of briefings, training and events being held locally over the next few months which may be of interest to Councillors. This included an Introduction to Planning, Food Waste collections and Exploitation awareness. Contact details to book places were circulated, however it was noted that this could be done via the Clerk.

**C19/033 CORRESPONDENCE**

Cllr E Callear advised that she had been contacted by local residents in Sandbrook seeking traffic calming measures in an effort to deal with speeding vehicles. It was noted that speed humps were in place on other roads on the estate but not Sandbrook. Cllr Callear confirmed that the Highways team had been made aware and residents had hoped humps could be installed as part of the repairs works to the surface already identified. Given that there are both elderly resident accommodation and young people accessing the play area it was **RESOLVED that the Clerk contact Telford & Wrekin Council's Highways Team regarding traffic calming measures.**

Following on from this item Cllr D Elliott raised several issues including an overgrown hedge out of Beveley Road and the time of rubbish collections on Woodside Road. The Chairman advised that an item would be included on the next agenda to discuss general traffic issues.

**C19/034 AGENDA ITEMS FOR THE NEXT COUNCIL MEETING**

- General highway and traffic issues including SIDS
- Borough Councillor's Pride Fund projects
- Boundary Signage update

Cllr D Elliott wished to include an item on the agenda in respect of two manhole covers on the Centre carpark which were of concern. The Vice Chairman advised that this matter would be included with the current survey on drainage which reports back to the Resources Committee. Cllr M Evans wished to include an item in respect of a poor road joint and the standard of potholes was then raised by Cllr Elliott. Councillors were again advised to report such matters through the My Telford app.

**C19/035 DATE OF FORTHCOMING MEETINGS**

<b>Full Council</b>	<b>Wednesday 10 July @ 7:00pm</b>
Resources Committee	Wednesday 7 August @ 6:30pm
Events Sub-Committee	Wednesday 7 August @ 7:30pm
Finance Committee	Wednesday 14 August @ 6:00pm
Planning Sub-Committee	Wednesday 14 August @ 7:00pm

The Chairman closed the meeting at 8:30pm

**Signed:** ..... **Date: 10 July 2019**  
Chairman of Ketley Parish Council

DRAFT