

# KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



**Chairman:** Councillor Anil Saini

**Clerk to the Council:** Alison Hinks  
Ketley Community Centre  
Holyhead Road  
Ketley  
Telford  
TF1 5AN  
01952 612035  
parishclerk@ketleyparishcouncil.co.uk  
[www.ketleyparishcouncil.co.uk](http://www.ketleyparishcouncil.co.uk)

**MINUTES of the Meeting of Ketley Parish Council held on Wednesday 10 December 2014 at 7.00 pm at in the Ketley Community Centre.**

**PRESENT:**

Councillor Anil Saini (Chairman)  
Councillor Maggie Evans  
Councillor Amrik Jhawar

Councillor David Elliott  
Councillor Laura Hodgkinson  
Councillor Rajash Mehta

**Clerk:** Alison Hinks

**In Attendance:** Mrs J Lansdell.

**14/6265 WELCOME**

The Chairman welcomed Parish Councillors, Borough Council colleagues and members of the public to the meeting.

**14/6266 PUBLIC SESSION**

Mrs Lansdell said that she was concerned about the number of properties being built on 8 Ketley Vallens, Ketley and reminded Parish Councillors that they have previously objected to a previous application for this site on the grounds of over development of the site.

Mrs Lansdell said that the recent lights switch on and voucher day had both been a great success. Cllr Saini thanked Mrs Lansdell for her support at both of these events.

Cllr Saini asked the Clerk to get an update on the trees overhanging on the footpath from 181 Woodside Road, Ketley.

Cllr Hodgkinson reported that the shrubs by the bus stop on the Holyhead Road, opposite Quarry Lane, Ketley need to be cut back.

Cllr Saini questioned the planning conditions for the car wash on Holyhead Road, Ketley saying that the car queue to get into the car wash causing an obstruction on the road. Cllr Jhawar said that this was a Police matter but needs to be witnessed by the Police for it to be actioned.

**ACTION: The Clerk to forward a copy of the full planning conditions for this business to Councillors.**

Cllr Saini informed the Parish Councillors that The Meadows School would be performing Christmas carols in The Square on the TMC at 4.00 pm on ??????

Cllr Elliott reported that the Flower Garden at Red Lake Garden of Rest needs weeding.

**ACTION: The Clerk to report to PET.**

Cllr Evans acknowledged that the new acoustic boards in the Hall and Art Room at Ketley Community Centre have reduced the echo enormously. Cllr Jhawar asked the Clerk to find out how to clean the fabric. Cllr Elliott suggested that the Centre Manager invites Hadley Male Voice Choir to trial the room. Cllr Jhawar said that this should be promoted in the newsletter.

**14/6267 POLICE MATTER**

Nothing to report.

**14/6268 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL**

Apologies were received and accepted from Cllr H Rhodes (prior commitment), Cllr S Malpass (holiday) and Cllr G Reynolds (holiday). Cllr Saini reported that the Clerk had received resignation letters from Cllr D Pick and Cllr R Picken with immediate effect. The Clerk reported that an election would not have to be called as the resignations have been received within 6 months of Borough Council elections.

**ACTION: The Clerk to write to Cllr D Picken and Cllr R Picken to thank them for their contribution to the Parish Council.**

**14/6269 DISCLOSURE OF PECUNIARY INTERESTS**

Cllr Jhawar declared an interest in agenda item 14/?????.

**14/6270 TO APPROVE THE MINUTES OF THE 12 NOVEMBER 2014 MEETINGS**

**RESOLUTION: The minutes of the meetings held on 12 November 2014 were proposed as an accurate record by Cllr Jhawar, seconded by Cllr Evans and unanimously agreed by the Parish Council.**

**14/6271 CLERK'S REPORT**

**Ketley Community Centre / Ketley Youth Centre**

1. The refurbishment of the storerooms on Ketley Youth Centre is now complete. A key will be given to Friends of Ketley Paddock Mound for the small storeroom to house their tools. I have explained to the Friends that anything kept in this storeroom is not covered by the Parish Council's insurance. The Youth Club will be storing their outdoor equipment in the bigger storeroom and similarly, this will not be covered by the Parish Council's insurance.
2. The storerooms at Ketley Youth Centre were recently broken in to and the builder's tools stolen. This incident was reported to the Police and a crime number issued. Unfortunately, the tools are now covered on the Parish Council's insurance.
3. There have been a number of problems with the fire door in the Hall at Ketley Community Centre. The door was not closing properly and on one occasion it was open all night. A new lock has now been fitted and ensuring the fire doors are locked has become part of the evening lock up procedure.
4. The acoustic boards and cubes have been fitted to the Hall and Art Room at Ketley Community Centre. Centre Users have commented on the obvious reduction in the echo in both rooms.
5. There are a number of maintenance jobs around Ketley Community Centre that need to be undertaken during December 2014 including:
  - installation of the safe
  - removing shelving to increase storage for Centre Users
  - creating a disabled access at the front of the building
  - upgrading the boiler room so that it is in-line with fire regulations
  - installing fire doors on both kitchens
  - upgrading the fence to 1.2 m high down the access to Ketley Youth Centre
6. T&W Council Purchasing Card – The Finance Committee have agreed to apply for a purchasing card which gives the Parish Council more freedom to purchase goods and supplies from other companies, getting a cheaper price. The Finance Committee has agreed a credit limit on the purchasing card of £2,000 with a £1,200 limit for one off purchases. Transactions will be audited monthly at the Finance Committee along side the monthly orders of payment.
7. Fire Alarm Maintenance Contract – The Finance Committee have agreed a new maintenance contract with Churchesfires for the maintenance of the fire alarm, fire extinguishers and emergency lighting costing:
  - Fire alarm half yearly service at £75 per visit
  - Fire alarm call out £75 per visit
  - Emergency Lighting half yearly service at £75 per visit
  - Fire extinguisher annual service at £25 plus £1 per fire extinguisher.

**Garden of Rest**

5. The Environmental Maintenance Team have started to cut back clear the grass and weeds around the perimeter of the Garden of Rest. They have also been weeding the Flower Garden.
6. Trees at 6 Marigold Court, Ketley – Mark Greaves, T&W Council, have marked out the boundary that runs along Marigold Court. The boundary lies along and inside the hedgerow and could be difficult to erect a fence. I am going to have a further meeting with Mrs Ball and Mark Greaves to discuss options. The Clerk confirmed that she had met with Mark Greaves on site who has suggested that the Parish Council bring their boundary line in by approximately 1 meter so that the fence can be installed on safer ground. Mr Greaves is going to mark out the proposed line for the fence and the Clerk will then write to residents for their views. Cllr Jhawar suggested that the land

behind the fence is given to the residents and it is their responsibility to maintain. Cllr Mehta said that this needs to be documented for future reference.

The Clerk said that a local resident has volunteered to look after the Garden of Rest and this will start early January 2014. Cllr Jhavar said that a back-up was needed in times of holiday and sickness and Councillors could work around this. Cllr Saini suggested that the Centre Manager can help out during this time.

### **Street Lighting**

7. Streetlight Upgrade Programme – The Finance Committee approved phase 2 of the streetlight replacement programme to replace concrete sleeved streetlights with LEA and steel posts, amounting to £25,886. This is £886 over the amount put in the 2014-15 budget.
8. Lights at Ketley Playing Field – Eon have now managed to get them all 11 streetlights back in working order with the exception of Column 3. This column has a faulty choke, which is on order. Column 4 has a smashed glass shade and a quote for a replacement has been requested from Urbis Lighting. The other repairs we carried out were
  - Column 2 – Replaced Lamp
  - Column 6 – Replaced Lamp
  - Column 7 – Replaced Photo Cell (This had let water in which had caused all the lights to go off)Eon operatives have also reported that the wooden backboard inside some of the columns is rotten and will require replacement. The columns affected are 6, 9 & 11 and I have asked for this work to be carried out.

### **Parks and Play Facilities**

9. NEAP at TMC – agenda item.

### **Roads and Footpaths**

10. Severn Trent Upgrade, Waterloo Road, Ketley – Amey, who are undertaking water mains maintenance works on behalf of Severn Trent Water, have had to extend the duration of the works due to issues with the gas services on site. The works were originally set to be completed by Friday 28 November 2014 but due to these problems they have encountered, the works will now be completed no later than Tuesday 23 December 2014.
11. Trees on Quarry Lane, Ketley – I have reported to T&W Council Environmental Maintenance Team, the trees that are hanging over the Quarry Lane at the junction on to the Holyhead Road in Ketley. Drivers do not have clear visibility when exiting this junction. Gavin Onions, T&W Council Tree Officer, has been in touch to say that he has written twice to the landowners to ask that the trees be cut back. There is nothing further to report
12. The owner of 87 Holyhead Road, Ketley, has reported to me that outside his property there is a raised zebra crossing used for traffic calming. There are no warning signs or road markings to notify drivers that the zebra crossing is raised so vehicles are hitting the raised speed hump which is causing excess noise and vibration to their property. They have a three-storey property and the bottom room is in the cellar where they mostly live and where the noise is worse. I am still waiting for a response from T&W Council. I have chased T&W Council for an update on this issue
13. Dog Foul bins at TMC – I have had lengthy discussions with David Churm and T&W Council about the siting and emptying of the 2 dog foul bins that the Parish Council have agreed to buy for the TMC. To ensure that the bins are emptied, the bins need to be sited on T&W Council land. I have suggested that the bins are put on ends of ROW 108 (Holyhead Road, Ketley) and ROW 114 (Potters Bank, Ketley). The bins are yet to be installed.
14. I have been contacted by a resident of Wedgewood Crescent, Ketley, to ask if I can remove two trees on a neighbouring property that drop white berries and fluff. I have reported this problem to Wrekin Housing Trust who has responded to say that the trees are quite a distance from 75 Wedgewood Crescent and not interfering with the buildings so will not fall under H&S and therefore tree works can not be carried out. Wrekin Housing Trust also has an environmental policy to preserve trees where they are not causing obstruction or damage to buildings.
15. As part of the T&W Council Pride in the Community Funding Footway Maintenance work will be taking place on The Incline, Ketley to repair any structural problems, edging kerbs and utility covers in the footway. The repairs and patching will be followed by resurfacing work. The contractor will start on Monday 8 December 2014 and should be completed within 2 weeks. Both of

these dates are weather dependant. T&W Council will be using temporary pedestrian diversions whilst the work force is present in order to protect both the contractor and any pedestrians. Access will be maintained at all times during the works for residents. T&W Council has written to residents to inform them of the works.

16. T&W Council Traffic Regulation Order Review 2014 – Following discussions at the last Ketley Parish Council meeting I ask T&W Council to consider Quarry Lane becoming a one-way road as part of this review. Thomas Goffe, T&W Council Traffic Management & Streetworks Officer, has responded to say that T&W Council wouldn't include this as part of the Traffic Regulation Order review as the review doesn't include a movement order. He will however log this formally and it will in turn be sent to my team leader who will distribute this to one of the officers in my team to investigate.

#### **Rights of Way**

18. Diversion Order for ROW 191, Bali-Hi, Shrubbery Road – agenda item
19. Blocked ROW 197, Quarry Lane – I met Andrew Careless, T&W Council ROW Officer, on site to look at the two cars that are blocking the entrance to ROW 197. Mr Careless confirmed that the land that the ROW sites on is not owned by T&W Council but is going to run a land registry search to identify who owns the land and CSO Tindale has confirmed that the vehicles are owned by the neighbouring property. Andrews Careless is now going to instruct T&W Council Legal Department to write to the owners of the vehicles and ask that they be moved. I have nothing further to update on this issue.
20. Footpath between Sandbrook and Victoria Avenue, Ketley – nothing to report.

#### **Open Spaces**

21. Paddock Mound and The Paddocks, Red Lake – agenda item.
22. The Wrekin Forest Plan 2015-20 public consultation - The Wrekin Forest Partnership is preparing a new five year Wrekin Forest Plan, with the overall aims to conserve and enhance the landscape and its natural and historic value, and to support collaborative efforts to manage the landscape for the benefit of the residents and visitors who enjoy the area. To help the partnership to take into account the views of the people who live, visit and care about this unique landscape we have put together a survey questionnaire which can be found on-line by following the link: <http://www.shropshirewildlifetrust.org.uk/WFP>. Closing date for the survey is Friday 19 December 2014. The completed new Wrekin Forest Plan will be available by Spring 2015.

#### **Communication**

22. Parish Newsletter – The Probation Service informed me the week before the newsletter was due to be circulated that they are no longer able to deliver newsletters for Parish and Town Councils. I managed to arrange for a local company to deliver the newsletter at short notice at a cost of £600. A long-term solution is needed. Cllr Jhawar said that other companies including the Royal Mail need to be presented to a future meeting of the Parish Council. Cllr Elliott suggested that the Parish Clerk speak to other Parish Councils to ask how they will be using.  
**ACTION: The Clerk to get costs for future newsletter distribution.**

#### **IT Developments**

22. IT Network –TCAT IT Manager did not turn up for the Resources Committee on 25 November 2014 to update Councillors on the IT upgrade work at KPC. I have formally written to Adrian Becket, Assistant Principal for Resources, to inform him of the Resources Committee's concerns.
23. Parish Website – I have been unable to look at this project over the last month.

#### **Community Based Projects**

24. Bus Stops along Waterloo Road – Cllr Jhawar and I met with Lee Barnard, T&W Council Highways Department to look at resurfacing the three brick bus stops in the Parish so that water runs out into the road. Lee Barnard is going to commission the work and will invoice the Parish Council. This work is to be funded via Cllr Jhawar's Ward Co-operative Fund. I have completed the Ward Co-operative Fund paperwork for the £500 towards this work and T&W Council is now chasing Lee Barnard for this work to be completed.
25. Empty Properties in the Parish – nothing to report.

26. Community Events in Ketley – Ann Linton, Ketley Community Centre Manager, David Churm, Neighbourhood Manager for TMC and myself are meeting regularly to discuss community events in Ketley for 2015. I will be presenting an annual timetable of events to the Parish Council at a early 2015 meeting.
27. Children in Need 2014 – The Parish Council raised £95 toward this worthy course. The second hand book sale was very successful and I will be looking at other charities we can support in 2015.
28. Ketley Youth Club Christmas Concert - The children and volunteers of Ketley Youth Club would like to invite Councillors to their Christmas Concert, which will be performed on Tuesday 16 December 2014 at 7.00 pm. Tea and biscuits will be served during the evening.
29. Holocaust Memorial Day Event - Telford and Wrekin are holding a civic ceremony to commemorate Holocaust Memorial Day arranged for 27 January 2015 from 10.30am to 11.30am (venue to be confirmed). The event is open and will be attended by local people, school children, ward and town and parish councillors and council staff. There will also be a larger exhibition that will attract a larger number of people to help to 'keep the memory alive' which is the theme for this year's event. Due to the venue size it will be helpful if you could confirm your attendance by emailing [jan.williams@telford.gov.uk](mailto:jan.williams@telford.gov.uk) or ringing 01952 382131. If you would like any further information please ring Andy Challenor on 01952 382131.
30. T&W Council have promoted their T&W Council Commercial Services that Parish & Town Councils can buy into. The Parish Council could make use of the following services:
  - Facilities Management
  - GIS
  - Graphic Design
  - Hospitality Catering
  - ICT Support Service
  - Information Security. Data Protection and FOI
  - Occupational Health
  - PR and Marketing

#### **14/6272 FINANCE COMMITTEE**

- a) Minutes of Finance Committee held on 23 October 2014 – circulated for information.
- b) November 2014 Monthly Bank Reconciliation and Spend – The Clerk reported an overall balance in all bank accounts of £226,549.94 as at 28 November 2014, with a balance of £132,121.08 in the Co-op Current Account.
- c) Verbal report from the Finance Committee on 27 November 2014
  - 2015-16 Budget Setting and Precept – The Clerk said that T&W Council had confirmed that Ketley Parish Council will have a £5,230 decrease in their Council Tax Grant for 2015-16. Although there has been an increase of 40 new homes in Ketley over the last 12 months giving the Parish Council an increase in the Precept, there will still be an overall decrease in the Precept of £1,526 if the Parish Council chooses to not increase the Council Tax payment for Ketley residents.

The Clerk went said that the Finance Committee have started to look at the proposed budget for 2015-16, looking at possible savings for 2014-15:

- New IT support contract
- New streetlighting maintenance contract
- New security contract
- New fire alarm/emergency lighting contract
- Cheaper plumber/electrician
- Stop GOR lock ups
- Reduce the number of euro bins at GOR
- Reduce the number of Newsletter to twice a year

**ACTION: The Finance Committee to discuss the proposed budget in more details at the December 2014 meeting and present the proposed budget to the January 2015 Ketley Parish Council meeting.**

- 2014-15 Internal Audit Contract – The Finance Committee have agreed that Sue Hackett is appointed as internal audit for 2014-15. Ms Hackett has undertaken the Parish Council's annual audit for a number of years.

#### **14/6273 RESOURCES COMMITTEE**

- a) Minutes of Resources Committee held on 21 October 2014 – circulated for information.
- b) Verbal report from Resources Committee on 25 November 2014

- Employment Law and HR Services – The Resources Committee agreed that the Parish Council should sign up to a 3 year contract amounting to £1,995 per month with an opt out clause stating that if the Parish boundary changes the contract can be terminated.
  - Environmental Maintenance Contract – The Clerk said that following a meeting on 9 December 2014 with T&W Copuncil and TWS any concerns about the work schedule had been resolved. TWS will be sending the Parish Council a monthly schedule of work that has been undertaken and the PET operatives will visit the Clerk weekly for an update on issues.
  - Upgrade to Ketley Community Centre – The Clerk informed the Resources Committee that it has come to light that some of the work that has been paid during the refurbishment has not be carried out correctly. The Clerk has made contact with T&W Council Building Surveyors to undertake a review of the work to highlight any areas of concern.
  - Legionella Risk Assessment – Following the recent annual legionella risk assessment some pipework in the gents toilets was not within the legal standard. This has now been changed.
- Cllr Mehta said that the Resources Committee are moving forward with its work program, looking at practices and offering healthy criticism.

#### **14/6274 CHARGE FOR MEMORIAL AT RED LAKE GARDEN OF REST**

The Clerk shared with Parish Councillors a complaint received from a family who recently paid to scatter ashes in the Flower Garden at Red Lake Garden of Rest. The family has also erected a memorial plaque but has not paid to do this. The Clerk has approached the family for payment but has been criticized for not explaining the protocol and questioned why they are being charged as they erected the memorial themselves. The Clerk has explained that the charges go towards the upkeep of the Garden of Rest. The Clerk said that the procedures about charges are included on all paperwork, which the family have signed and returned to the Parish Council. Cllr Mehta said that procedures should be displayed in the Garden of Rest. Cllr Evans said that an invoice for payment for displaying the plaque should be sent to the family and should be paid within 28 days or the plaque removed.

**ACTION: The Clerk to invoice the family for the outstanding payment.**

#### **14/6275 PUBLIC PATH DIVERSION ORDER HIGHWAYS ACT 1980 BOROUGH OF TELFORD & WREKIN PARISH OF KETLEY BALI-HI NO 191 AND 193**

The Clerk previously circulated an email sent from Ian Ross, T&W Council Legal Department, stating that due to the amount of opposition received from local residents, the diversion of ROW 191 and 193 will be sent to the Secretary of State for a final decision. Cllr Hodgkinson reminded Councillors that 4 years ago the Parish Council supported this diversion but have done a u-turn to the support the residents living on the un-adopted road. Cllr Evans said that people are unable to use the current ROW 191 as it has been blocked without permission.

**ACTION: The Clerk to forward residents of the un-adopted road a copy of the email received from Ian Ross, T&W Council Legal Department, for comments, which will be discussed at the next Parish Council meeting.**

#### **14/6276 NEW PLAY FACILITIES ON BADGERS RISE, TELFORD MILLENNIUM COMMUNITY**

The Clerk reported that Taylor Wimpey propose the close the MUGA on the TMC for 5 months whilst the new skate park and BMX track is installed. Cllr Evans said suggested that the developer looks at ways to work around the current play facilities.

**ACTION: The Clerk to ask Taylor Wimpey to not close the play facilities for young people.**

#### **14/5277 TMC ECOLOGY PROJECT - SIGNAGE & INTERPRETATION STRATEGY, TMC IMPROVEMENT PROJECT, EAST KETLEY**

The Clerk previously circulated an email received from David Churm, Sanctuary House, asking for views on the proposed signage for the ecology area on the TMC.

#### **14/6278 PLANNING**

##### **Applications:**

- TWC/2014/1058 8 Ketley Vallens, Ketley, Telford, Shropshire, TF1 5AR - Erection of 2no semi detached bungalows and 1no detached dwelling and associated landscaping and access

##### **Approvals:**

- TWC/2014/0960 183 Woodside Road, Ketley, Telford, Shropshire, TF1 5WT - Erection of a porch to the front of the property
- TWC/2014/0919 27 Partridge Drive, Ketley, Telford, Shropshire, TF1 5EY - Erection of a rear conservatory

##### **On-going:**

- TWC/2014/0852 Recycling House, Rock Road, Ketley, Telford, Shropshire, TF1 5HW - Installation of 2no. waste balers and alterations to existing work plan
- TWC/2014/0828 Three Ridges, Red Lees, Ketley, Telford, Shropshire, TF1 5DG - Application for prior approval for the erection of a single storey rear extension measuring 6.18m in length, 3.4m in height and 2.4m to eaves

**14/6279 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

- Ketley Paddock Mound Management Board and Lease – The Clerk updated the Parish Council on development relating to this project. The Parish Council’s solicitor has updated the lease to reflect that it is land. Once approved by the Parish Council, this can be forward to T&W Council Legal Department for their approval. The Clerk said that the Parish Council need to go through the proposed Management Plan written by the Friends of Paddock Mound to ensure that all Councillors agree with the content. The Parish Council is ultimately responsible for this site and will be liable for any activities that take place on the site. They will be accountable to the HSE for the safety of users and volunteers. Cllr Elliott suggested that a separate meeting is arranged to ensure that the Management Plan and Lease are carefully considered by all Councillors.

**ACTION: The Clerk to arrange a meeting asap.**

**14/6280 CORRESPONDENCE**

Nothing to report.

**14/6281 AGENDA ITEMS FOR NEXT MEETING**

- Christmas Vouchers
- Car Wash on Holyhead Road, Ketley
- Distribution of Ketley Parish Council Newsletter
- Division Order for ROW 191 and 193

**14/6282 TO CONFIRM THE DATES OF FUTURE MEETINGS**

The next meeting of Ketley Parish Council is arranged for Wednesday 14 January 2015 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 9.00 pm.

**Signed:**.....

**Date: 14 January 2015**