

KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini

Clerk to the Council: Alison Hinks
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MINUTES of the Meeting of Ketley Parish Council held on Wednesday 10 September 2014 at 7.00 pm at in the Ketley Community Centre.

PRESENT:

Councillor Anil Saini (Chairman)
Councillor David Elliott
Councillor Laura Hodgkinson
Councillor Simon Malpass
Councillor Roy Picken

Councillor Hilda Rhodes (Vice Chairman)
Councillor Maggie Evans
Councillor Anil Jhawar
Councillor Diane Picken
Councillor Gilly Reynolds

Clerk: Alison Hinks

In Attendance: Mrs J Francis, Mrs J Lansdell, Mrs W Stubbs, Mr M Wilkinson, Mr M Young and CSO Stevens.

14/6210 WELCOME

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

14/6211 PUBLIC SESSION

Mr Wilkinson reported that the light on Brickhill Lane, Ketley has still not been fixed. The Clerk said that the streetlight and Brickhill Lane are the responsibility of the TMC.

ACTION: The Clerk to re-report the faulty streetlight to the TMC.

Mrs Lansdell questioned the two rubbish bins that have been purchased for the TMC.

Mr Young asked if agenda item 14/6219 regarding Paddock Mound could be brought forward on the agenda.

RESOLUTION: Cllr Rhodes proposed that agenda item 14/6219 is brought forward, which was seconded by Cllr Picken and unanimously approved by the Parish Council.

Mrs Lansdell questioned the Borough Councillors on the changes to the ward boundaries where Ketley will be included in the Ketley & Overdale Ward and Beveley included in the Oakengates Ward. Cllr Jhawar said that Councillors had not received a list of addresses in each ward and this would be brought to the Parish Council as soon as it is received.

14/6212 POLICE MATTER

The Chairman welcomed CSO Stevens to the meeting.

Cllr Picken said that a number of quad bikes are racing along Copper Beech Road, Sandbrook. CSO Stevens said that this has been reported and is being dealt with by the Police.

Cllr Picken said that there are a number of young people drinking and smoking on the street. CSO Stevens said that must be reported via 101 immediately. Trading Standards can get involved and undertaken a test purchase at shops.

14/6213 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Apologies were received and accepted from Cllr R Mehta (personal commitment).

14/6214 DISCLOSURE OF PECUNIARY INTERESTS

Cllr Reynolds and Cllr Jhawar declared an interest in agenda item 14/6225. Cllr Reynolds also declared an interest in agenda item 14/6219.

14/6215 TO APPROVE THE MINUTES OF THE 9 JULY 2014 AND 12 AUGUST 2014 MEETINGS

RESOLUTION: The minutes of the meetings held on 9 July and 12 August 2014 were proposed as an accurate record by Cllr R Picken, seconded by Cllr Elliott and unanimously agreed by the Parish Council.

14/6216 CLERK'S REPORT

Ketley Community Centre / Ketley Youth Centre

1. The new disabled access intercom on the fire exit door in the Hall has been installed.
2. A company has surveyed the Hall and Art Room for sound diffusers to help the echo. Once a quote is received, I will present to the Finance Committee.
3. The outside woodwork on Ketley Youth Centre has been painted along with the external rendered wall and spires.
4. The refurbishment of the old toilet block on Ketley Community Centre site and the outside store at Ketley Youth Centre has started with a view to renting this storage space out to generate income.
5. Seddon has not yet started the upgrade to the 'girls room' in Ketley Youth Centre and creating a BBQ area to the back of the Youth Centre car park. This is part of the Section 106 money available from the Extra Care Facility on the TMC.
6. Lockable thermostat covers have been fitted on the four thermostats in Ketley Community Centre so that Centre Users cannot change the room temperature throughout the day.
7. The damaged snooker table cover has been replaced and TCAT have been invoiced for the total cost of this.
8. WEA at Ketley Community Centre – WEA have signed and returned the revised copy of the lease agreement for the office space at Ketley Community Centre.
9. The music licence for the Community Centre has been confirmed by T&W Council Licensing Department as:
 - Monday – Thursday – 8.30 am – 11.00 pm
 - Friday and Saturday – 8.30 am – 12.00 pm
 - Sunday – 9.30 am – 10.00 pm
10. Revised Booking Form – All groups that use Ketley Community Centre and Ketley Youth Centre have been written to over the summer period to update them on the revised H&S requirements, to complete and return a revised booking form and provide up to date contact details. Room hire charges for existing users has slightly increase bringing it in line with new users to the Centre.
11. I have purchased new H&S signage for Ketley Community Centre informing Centre users of the fire exit routes and assembly point. Just to remind Councillors that in the event of a fire, Centre Users must assemble on Ketley Youth Centre playground.

Garden of Rest

12. The Environmental Maintenance Contract – I am meeting with Andrew Banham, T&W Council, on 8 July 2014 and put together the schedule of work for the PET. This includes the daily, weekly and monthly tasks that need to be undertaken by TWS along with how emergency work is reported and responded to. I have also met with the PET Team to walk the Rights of Way in the Parish to ensure that they are aware of the local area and the priorities of the Parish Council.
13. Trees at 6 Marigold Court, Ketley – I have emailed and chased Mark Greaves for a meeting to discuss the replanting of trees removed from the boundary of the property. I will chase again as we are now coming into the planting season for trees.
14. Buildings at GOR – I am awaiting for a quote to have a toilet and hot water supply installed in the buildings at the Garden of Rest. I am also waiting for a quote to fix the roof, guttering and down pipes on the building. This work will come out of the £7.5k capital monies that form part of the Environmental Maintenance Contract.

Street Lighting

15. I still need to update the Parish Council's streetlight inventory to ensure that all the lights that the Parish Council are responsible for are included and the information held on their status is correct.
16. Streetlight on ROW 114 – The TMC has confirmed that the ROW and streetlight along the route between Potters Bank and the MUGA on the TMC is the responsibility of the TMC.

Parks and Play Facilities

17. NEAP at TMC – nothing further to report.
18. Circus at Ketley Playing Field – agenda item.

Roads and Footpaths

19. Diversion Order for ROW 191, Bali-Hi, Shrubbery Road – I spoke to Andrew Careless, T&W Council ROW Officer, who has confirmed that there is nothing further to report.
20. 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 is going to run a search on the vehicles to establish who owns them. Once ownership is established, T&W Council will write to the owners of the vehicles to ask that they be moved.
21. Pedestrian Crossing on Station Road – nothing to report.
22. Severn Trent Upgrade, Waterloo Road, Ketley – This work is now underway and Waterloo Road is closed at Wrens Nest Lane, Ketley.
23. New Speed Cushions along Woodside Road, Ketley – I have reported to T&W Council Highway Department that water is accumulating behind the new speed cushions. This is an issue in other parts of the Borough and is being looked into by H&S Highways Department
24. 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 are cut back.
25. 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.

Open Spaces

26. Paddock Mound and The Paddocks, Red Lake – agenda item.

Communication

27. Police PACT Meeting – The next PACT meeting is arranged for 6.00 pm on Wednesday 22 October 2014 at Ketley Community Centre. I will advertise this meeting on notice boards and in the next edition of the newsletter.
28. The next Ketley Parish Council Newsletter will be distributed over the weekend of 27/28 September 2014. Ideas and suggestions are greatly appreciated.
29. T&W Council Planning Enquiries – The Parish Charter Monitoring Group have been asked to bring to your attention the important role of the Parish Liaison Officer within Planning & Development. You will recall, as part of the Planning Review, that we campaigned on behalf of Parish Council's for the retention of this role and Sue Overton. Whilst Parish Council's are encouraged to liaise with the relevant Planning Officer for a particular planning application, it is important that other, more general, correspondence regarding planning and enforcement issues, are sent to Sue directly. Sue will ensure that all the relevant officers are made aware of your communication and the most appropriate officer will be assigned to respond. A direct communication, copied to other officers (for information) can cause a delay in a response or result in more than one officer addressing the same issue. This is not only a waste of time, but also a waste of valuable resources.

IT Developments

30. IT Network – nothing to report.
31. Parish Website – I need to move forward with this work urgently. I am continuing working with TCAT on the layout and content of the new Parish Website. Photographs of the local area and community centre have been taken and the proposed layout is currently being uploaded.

Community Based Projects

32. Bus Stops along Waterloo Road – I am trying to get quotes from a civil engineering company to resurface the floor of the bus stops to stop flooding in the winter months. I have also instructed the PET team to clear and clean the bus shelters before the winter months.
33. Empty Properties in the Parish – nothing to report.
34. Ward Co-operative Fund – As part of the Ward Co-operative Fund Cllr Jhavar has given his funding for 2014-15 to Ketley Youth Centre, Good Companions, Ketley History Group and Friends of Paddock Mound.

14/6217 FINANCE COMMITTEE

- a. Minutes of Finance Committee held on 26 June 2014 – attached for information.
- b. Monthly Bank Reconciliation – The Clerk reported an overall balance of £192,949.30 as at 27 August 2014 with a further £57242.11 second half yearly Precept payment from T&W Council expected at the end of September 2014.
- c. Verbal report from the Finance Committee on 17 July 2014
 - Upgrade of Ketley Youth Centre – The Finance Committee has tasked the Clerk to put together an action plan to upgrade Ketley Youth Centre. This will be presented to the next Finance Committee for consideration.
 - Purchase of 2 waste bins for TMC – Ketley Parish Council has purchased two dog waste bins for the TMC. David Churm, Telford Millennium Community Co-ordinator, has asked the Parish Council if they would empty the bins as their current contractor is unable to include this in their work schedule.
RESOLUTION: Cllr Rhodes proposed that the Parish Council does not empty the dog waste bins, which was seconded by Cllr Evans and unanimously agreed by the Parish Council.

14/6218 RESOURCES COMMITTEE

- a. Verbal report from the Resources Committee on 24 June 2014 and 12 August 2014
 - Update on Health & Safety Policy – The Clerk said that the most recent H&S Policy has been circulated to all Councillors. This Policy is being added to as and when new working procedures are written.
ACTION: Councillors to let the Clerk have their comments on the H&S Policy content, if appropriate.

14/6219 PADDOCK MOUND

- a. Pride in the Community Application – The Clerk reported that the Pride in the Community application for pathways around the Paddock Mound amounting to approximately £34k has been submitted to T&W Council. The Clerk thanked the Friends of Ketley Paddock Mound for all their help with this application, which was a joint application from both organisations.
- b. Lease agreement with T&W Council – The Clerk reported that despite chasing James Dunn, T&W Council Asset Management, the lease has not yet been received.
- c. Contract for continued support from T&W Council – The Clerk said that Adrian Corney, T&W Council Specialist Environmental Officer, has emailed an outline contract as follows:
 - To help the Friends deliver management aims
 - Attendance at Friends meeting, maximum 4 times a year
 - Providing advice on activities in line with the management plan site visits 4 times a year
 - Help with supplying tools and equipment if available for project
 - Using experience and expertise gained from supporting other Friends of groups such as Apley and Granville.
 - The charge will be £15.00 per hour to be invoiced at the end of the financial year.**ACTION: Ketley Parish Council and the Friends of Ketley Paddock Mound will discuss this contract when they next meet.**
- d. Storage for Friends of Ketley Paddock Mound – The FOKPM have purchased gardening equipment with the Ward Co-operative Money donated by Cllr Jhavar and need a place close to the Paddock Mound to store this equipment. The Clerk suggested that the small outbuilding on the Ketley Youth Centre yard is used, which is in the process of being upgraded.
RESOLUTION: Cllr Rhodes proposed that the outbuilding is used by Friends of Ketley Paddock Mound, which was seconded by Cllr Saini and unanimously agreed by the Parish Council.

14/6220 FUNDING FOR TMC STREETGAMES

The Clerk went through a proposal received from David Churm, Telford Millennium Community Co-ordinator, to jointly fund streetgames for young people in the Parish at the MUGA on the TMC. The TMC has donated £200, which needs to be match funded by the Parish Council. Councillors said that they

would like all young people in the Parish involved and would like the Playing Field and the MUGA on the Sandbrook estate used as well. All publicity must include the Parish Council's logo to advertise that this is a joint project.

RESOLUTION: Cllr Evans proposed that the Parish Council match fund the streetgames project, which was seconded by Cllr Elliott and unanimously agreed by the Parish Council.

14/6221 KETLEY HIGHWAYS CAPITAL PROGRAMME

The Clerk updated the Parish Council on the future Pride in the Community Highway Capital Programme, that includes the following roads in Ketley Parish:

- Copper Beech Road
- James Clay Court
- Mossey Green
- Mossey Green Way
- Orchard Close
- Riddings Close
- Sandbrook
- Sandway
- Woodside Road
- Woodside Road Cul de sac

Cllr Picken said that the new tarmac areas on the TMC island on Holyhead Road, Ketley, encouraging drivers to drive faster. Cllr Rhodes said that she has received a number of complaints about speeding along this road. Cllr Hodgkinson said that the temporary traffic lights on the Holyhead Road, Ketley, is causing problems.

14/6222 CIRCUS ON KETLEY PLAYING FIELD

The Clerk shared with Councillors two complaints received from residents from the TMC about the circus on Ketley Playing Field over with weekend of 4 September 2014. The family does not think that the field should be used by businesses. Derek Owen, T&W Council Parks & Open Spaces, also received complaints from the same residents. Derek Owen assured the residents that he would not lease the Playing Field to a fair. Cllr Saini said that he visited Mike Lee, the owner of the circus, who said that there were no problems raised by local residents. Cllr Jhawar said that the Parish Council cannot stop events on the Playing Field just because one family objects.

Cllr Saini said that fly tipping on the corner of the playing field had been reported to T&W Council Customer Quality. Cllr Saini said that he would approach the owner of The Blue Elephant to ask if they need help to keep this area tidy. Cllr D Picken said that as the Council run recycling centers are closed on certain days, people are dumping their rubbish. Cllr Evans said that motorists are using The Blue Elephant carpark to miss the traffic lights.

Cllr Jhawar said that The Wren Nest Pub held a charity event on 7 September 2014. Cllr Elliott said that the event was well attended, although the tannoy system was very loud.

14/6223 ECOLOGY AREA ON TMC

The Clerk said that David Churm, Telford Millennium Community Co-ordinator, had emailed to ask if any Councillors would like to be involved in the development of the ecology area on the TMC.

ACTION: The Clerk to inform the TMC that Cllr Evans and Cllr Malpass would like to be involved in this project.

Cllr Saini reported the changes to the next phase of the TMC have been submitted to T&W Council. This will include 52 apartments and 12 2/3/4 bedroom houses. These plans will be presented to Ketley Parish Council via the planning process.

14/6224 KETLEYPARISHCOUNCIL NEWSLETTER

The Clerk reported that she has received complaints from residents about the distribution of the Parish Council newsletter, which is currently done by Probation Community Pay Back Team. The July 2014 edition of the newsletter was distributed two weeks late and some of the items in the newsletter were out of date. The Clerk asked if other means of distribution should be considered.

ACTION: The Clerk to get quotes from local distribution companies and also look into getting the newsletter typeset by a Design and Print company.

14/6225 PLANNING

Applications:

- TWC/2014/0753 14 Sinclair Gardens, Ketley, Telford, Shropshire, TF1 5HR - Erection of a two storey side extension – no objections
- TWC/2014/0737 83 Wedgewood Crescent, Ketley, Telford, Shropshire, TF1 5BT - Erection of a two storey side extension – no objections

- TWC/2014/0713 91 Beveley Road, Oakengates, Telford, Shropshire, TF2 6SD - Erection of 3no. terraced dwellings with associated parking following demolition of existing dwelling – no objections
- TWC/2014/0622 Recycling House, Rock Road, Ketley, Telford, Shropshire, TF1 5HW - Variation of Condition 11 on previously approved W2000/0228 to allow putrescible domestic refuse and mixed municipal waste on site (Retrospective) – Cllr Rhodes updated the Parish Council on a recent meeting between Borough Councillors, the Chairman of the Parish Council and Greenway. This change to planning conditions is to ensure that the paperwork is up to date. Cllr Elliott said that this change is a done deal with T&W Council. Cllr Rhodes said that Greenway have been open and upfront with the Parish Council and have agreed to arrange an open day for local residents. Cllr Elliott said that the Clerk must inform Overdale Parish Council about the open day and it must be included in the September 2014 newsletter. Cllr Picken said that all lorries to the site have to use the Rock Road as Waterloo Road is closed.

Approvals:

- TWC/2014/0491 Unit 42, Ketley Business Park, Ketley, Telford, Shropshire, TF1 5JD - Installation of 1no. non-illuminated fascia sign - ADVERTISEMENT GRANTED

On-going:

- TWC/2014/0563 Woodgate House, Shepherds Lane, Red Lake, Telford, Shropshire, TF1 5EH - Erection of a two storey side extension and the installation of new boundary fencing (Part Retrospective)
- TWC/2014/0690 Land between 29 & 33 Station Road, Ketley, Telford, Shropshire - Erection of one pair of semi detached dwellings

Refusal:

- /

Withdrawal:

- TWC/2014/0528 8 Ketley Vallens, Ketley, Telford, Shropshire, TF1 5AR - Erection of 1no. pair of semi detached dwellings and 1no. detached dwelling and associated landscaping and access - WITHDRAWN

14/6226 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Please see confidential notes of this part of the meeting.

14/6227 CORRESPONDENCE

Nothing to report.

14/6228 AGENDA ITEMS FOR NEXT MEETING

14/6229 TO CONFIRM THE DATES OF FUTURE MEETINGS

The next meeting of Ketley Parish Council is arranged for Wednesday 8 October 2014 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 9.00 pm.

Signed:.....

Date: 8 October 2014