

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 11 June 2014 at 7.00 pm at in the Ketley Community Centre.

PRESENT:

Councillor Anil Saini (Chairman)
Councillor David Elliott
Councillor Laura Hodgkinson
Councillor Rajash Mehta

Councillor Hilda Rhodes (Vice Chairman)
Councillor Margaret Evans
Councillor Simon Malpass
Councillor Gilly Reynolds

Clerk: Alison Hinks

In Attendance: Mr Phil Lorenzo and Mr Dominic Proud (T&W Council Highways Dept), Mrs J Lansdell and Mr M Wilkinson.

14/6160 WELCOME AND SIGNING OF DECLARATION OF OFFICE

The Chairman welcomed Parish Councillors, Borough Council colleagues and members of the public to the meeting. Cllr Malpass signed the declaration of office, which was witnessed by the Clerk.

14/6161 PUBLIC SESSION

Mr Lorenzo updated the Parish Council on the progress of the upgrade to the Ironbridge Way, which includes 5 options for road crossings on Station Road, Ketley:

(i) do nothing - the bus stops and speed camera will stay in the same place. There has been no collision with pedestrians on this part of Station Road.

(ii) install drop kerbs and tactile paving – the bus stop and speed camera will stay in the same place. This will be uncontrolled crossing but the changes will highlight pedestrians can cross the road at this point.

(iii) build out the pavements into the road to minimize the carriageway to 6 meters – the bus stop by the garage will have to be moved, the bus stop by the Aga will go completely but the speed camera will stay. Pedestrian will be more visible to traffic.

(iv) build a central refuse in the centre of the road - the bus stop by the garage will have to be moved, the bus stop by the Aga will go completely but the speed camera will stay. Pedestrians can wait to cross in the centre of the road but bikes will be too long to wait in the centre of the road.

(v) install a zebra crossing - the bus stop by the garage will have to be moved, the bus stop by the Aga will go completely but the speed camera will also have to be removed. The visibility of traffic is not good from the Aga side of the road. There is not the volume of pedestrians for this option and it is too costly.

Cllr Hodgkinson asked if railings could be installed to stop children running out from the Ironbridge Way footpath. Mr Proud said that railings obscure children from drivers and wooden bollards would be a better alternative. Cllr Mehta said that the bollards need to be solid as safety is a priority. Mr Proud said that access gates could also be looked into and reflective bollard for nighttime.

Cllr Reynolds asked if the camera could be moved further down Station Road where the speeding is more of a problem. Mr Proud said that the Safer Roads Partnership is moving away from fixed cameras and SIDs could be looked at in this area.

ACTION: The proposals for the Ironbridge Way crossing to be discussed at the next meeting of Ketley Parish Council.

Mrs Lansdale showed Councillors a copy of letter she has received from Ian Ross, T&W Council Legal Services, regarding her objection to the way that the closures and changes to ROW in the TMC was advertised.

ACTION: Cllr Rhodes to discuss the letter with Ian Ross, T&W Council Legal Services.

Mrs Lansdale reported the two cars blocking the ROW 197, Quarry Lane.

ACTION: The Clerk to chase CSO Tindale and Andrew Careless, T&W Council Rights of Way Officer on this matter.

Mrs Lansdale reported that TWS have damaged the benches in the Garden of Rest, when they strimmed the grass.

ACTION: The Clerk to speak to TWS about this incident.

14/6162 POLICE MATTER

Nothing to report.

14/6163 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Apologies were received and accepted from Councillor A Jhawar (meeting). Cllr D Picken and Cllr Rhodes were not present at the meeting.

14/6164 DISCLOSURE OF PECUNIARY INTERESTS

Cllr Reynolds declared an interest in agenda item number 14/6179. Cllrs Elliott, Evans and Reynolds declared an interest in agenda item number 14/6171. Cllr Reynolds declared an interest in agenda item 14/6174.

14/6165 TO APPROVE THE MINUTES OF THE 14 MAY 2014 AND 22 MAY 2014 MEETINGS

RESOLUTION: The minutes of the meetings held on 14 May 2014 and 22 May 2014 were proposed as an accurate record by Cllr Rhodes, seconded by Cllr Mehta and unanimously agreed by the Parish Council.

14/6166 CLERK'S REPORT

Ketley Community Centre

- Update on Refurbishment of Ketley Community Centre – New fire door push bars have been fitted to the two fire exit doors at the rear of the building. This will ensure that all Centre Users access the building via the front entrance only. An intercom has been installed to the disabled access to the back of the building, which is connected to the Parish Office. It has been identified that a similar intercom is needed for the emergency access doors in the Hall. The Clerk still needs to purchase a mobile phone to enable the CCTV to be access off site. This phone will also be the emergency contact phone for centre users and will be held by the Centre Manager or person responsible for the site in her absence.

A new hot water heater has been installed in the ladies toilets.

Summer hanging baskets have been purchased for the outside of the building.

The Centre Manager is currently getting quotes for refurbishing the two outbuildings on the Youth Centre and Community Centre sites to create much needed storage space. It is hoped that this work will be undertaken over the summer period.

H&S signage throughout the building will be reviewed over the summer period.

- TCAT at Ketley Youth Centre– TCAT will be vacating the Youth Centre on Monday 7 July 2014. The Centre Manager will then be looking at how best to use the space in the Youth Centre with a view to renting the rooms to user groups. These proposals will be presented to a future meeting of the Parish Council.

Edward Bird, Vice Principle at TCAT, has confirmed that TCAT will pay for £350 to replace the cloth on the snooker table. The Centre Manager is currently in the process of arranging this.

- WEA at Ketley Community Centre – The Centre Manager is working with WEA to a leaving date of Saturday 13 September 2014. The Parish Council can then start to use this space for additional office space for Parish Council employees.
- Defibrillator – Defibrillator training took place on Tuesday 13 May 2014 at Ketley Community Centre. The equipment is located in the reception in Ketley Community Centre and the Centre Manager tests the equipment weekly.
- Room Booking Form - The H&S Consultant is currently revising the room booking form in line with updated fire procedures and H&S Policy. A copy will be sent to all course tutors along with an update on H&S and notification of room hire charge increases (if applicable).
- H&S Audit – The H&S Consultant is continuing to work on the H&S Policy and action plan, which is reviewed, at every Resources Committee meeting. The H&S Consultant will be attending a future meeting of Resources Committee to answer any questions from Councillors.

- The Clerk is also going to look at extending the music licence hours the T&W Council Licensing Committee over the summer period.

Garden of Rest

- The Environmental Maintenance Contract – agenda item.
- Trees at 6 Marigold Court, Ketley – The Clerk has written to Gavin Onions, T&W Council Tree and Woodlands Officer, to ask that he reinstates the trees removed from 6 Marigold Court. The Clerk has asked Mr Onions to liaise directly with the homeowner. The Clerk has also written to the homeowner to inform her of the action of the Parish Council and will make contact with the homeowner on a regular basis to ensure that Mr Onions is moving forward to replant the trees.
- Electricity – Western Power are in the process of upgrading the overhead cables from the pole to the building at the Garden of Rest, as they need to be insulated and earthed. Western Power is dealing with this as a matter of urgency and the work should be completed by 11 June 2014.
- Buildings – The Environmental Maintenance Team are using the building to store equipment used for the upkeep of the Garden of Rest. To ensure that these buildings are safe the Clerk has had new locks and padlocks fitted to all the buildings and gates and the electricity inside the building and the lights outside the building upgraded. The roof, guttering and down pipes on the building also need to be upgraded. This work will come out of the £7.5k capital monies that form part of the Environmental Maintenance Contract.

Street Lighting

- Over the summer period the Clerk will be updating 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.
- Streetlight on ROW 114 – The Clerk is in the process of trying to find out who owns the streetlight on ROW 114. This light is sited on TMC land but unfortunately the TMC are unable to give me any information on the light. T&W Council does not own the land that the ROW 114 runs along. The ROW has a status of restricted byway – access for pedestrians; cyclists; horses; and horse and carriage but no public motorised vehicular rights though. Private vehicular rights may exist over the top of the public rights in the form of easements and these will be shown on property deeds, but are outside the remit of the Council. The Clerk is still waiting for TMC to confirm if they own this land.

Parks and Play Facilities

- Gate for Ketley Play Field – The replacement lock on the gate at Ketley Playing Field has now been install. The Parish Council have agreed to make a financial contribution towards the replacement lock and the Clerk is waiting for the invoice from T&W Council.
- MUGA – agenda item.
- Circus at Ketley Playing Field – Derek Owen, T&W Council Parks & Open Spaces, has informed me that the Circus will no longer be using Ketley Playing Field in June 2014.

Roads and Footpaths

- Diversion Order for ROW 191, Bali-Hi, Shrubbery Road – nothing to report.
- Blocked ROW 197, Quarry Lane – The Clerk has report to the CSO and Andrew Careless, T&W Council ROW Officer, the two cars that are blocking the entrance to ROW 197. The Clerk has nothing further to report on this.
- Pedestrian Crossing on Station Road – Agenda item.
- Woodside Road, Ketley – The Clerk has received a complaint about the number of HGV lorries arriving at The Meadows School site delivering supplies for the new building and play area. T&W Council Property Management and Design Department have responded as follows:
"- We understand that 3No lorries arrived around 8.30 - 8.45 am and parked on the pavement which then lead to the general public and children to walk on the road? As highlighted within the Pre-construction information pack the approach to the site from Waterloo Road is via tortuous estate roads (Woodside Road and Riddings Close) with limited vehicular access through the estate, which is seriously limited at school, start and finish times. Hence our restrictions on delivery and site vehicle movements between 8.30-9.30 and 14:45-15:30. Given these restrictions and the usage of the estate

roads we would expect you as Principal contractor to manage the access and deliveries to site to avoid conflict with the busiest periods for the roads (school start and finish times).

We also understand that the lorries have damaged one of the new speed humps on Woodside Road and a drain and also the road on Riddings Close is also being damaged because of the size of the lorries? I will get back to you on this."

- Severn Trent Upgrade, Waterloo Road, Ketley – This Order will become operative on Monday 30th June 2014 and will continue in force for a period not exceeding eighteen months or until the earlier completion of the works, estimated to be 8 weeks.
- Changes to ROW at TMC – An Extraordinary Meeting of Ketley Parish Council took place on 22 May 2014. Councillors present discuss all the proposed changes and extinguishments of the ROW at Telford Millennium Community. Councillors supported the development on the TMC and the movement of the ROW. They do however, object to the extinguishments of ROW No. 111. This path was the access to the old railway station in Hadley. The Parish Council are committed to the reinstatement of this station and feel that if the ROW was moved there would be no means to get to this area. Taylor Wimpey and Andrew Careless have agreed to this request and ROW 11 will remain.

Open Spaces

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

Communication

- Police PACT Meeting – The next PACT meeting is arranged for 6.00 pm on Wednesday 9 July 2014 at Ketley Community Centre. The Clerk will advertise the July 2014 meeting on notice boards and in the newsletter.
- Meeting with Greenways, Ketley – Borough Councillors and the Chairman met with the owner of Greenways on Wednesday 4 June 2014. This was a positive meeting which gave the owners the opportunity update the Parish Council on their current operations and plans for the future. The Parish Council explained their concerns about the past management of the site and the residents concerns about operations. Cllr Rhodes said that there is still a problem with lorries travelling to Greenways mounting the pavement along Waterloo Road, Ketley. Cllr Saini said that Greenways would be holding an open day for local residents to visit the site and look at the work they are undertaking. Cllr Saini suggested that Greenways are invited to a future Parish Council meeting.

IT Developments

- Upgrade to IT Network – nothing to report.
- Parish Website – The work with TCAT on the layout and content of the new Parish Website is now progressing.

Community Based Projects

- Bus Stops along Waterloo Road – work still outstanding.
- Empty Properties in the Parish – nothing to report.

14/6167 FINANCE COMMITTEE

- a. Minutes of Finance Committee held on 1 May 2014 – attached for information.
 - b. Monthly Bank Reconciliation – The Clerk reported an overall balance of £243,147.37 as at 30 April 2014.
 - c. Verbal report from the Finance Committee on 20 May 2014
 - Internal Audit – The Clerk reported the verbal feedback received from the Internal Audit on the 23013-14 Account, as followings:
 - Debtors report should be presented at year end
 - IT contract costs are high compare to other P&TC audited
 - Bank reconciliation and invoices need to be signed when cheques are being approved and signed.
 - Safe needs to be purchased.
 - Financial risk assessment needs to be undertaken.
 - Fixed asset register needs to be updated following refurbishment of the building.
 - June 2013 uncashed cheque needs to be signed off.
 - Split cost code between Community Centre and Youth Centre.
 - Revise 2014-15 budget in line with changes to income.
 - Present annual figures as Excel charts.
- The full report will be presented to the next Ketley Parish Council Finance Committee meeting.

- Revised Budget – The Clerk presented a revised copy of the 2014-15 budget taking in consideration the reduction in room hire income of £28,500 pa. The deficit budget of £57,855 is now set for this financial year and unspent from 2013-14 budget used to offset this overspend.
 - Insurance Renewal - The Clerk said that the Parish Council's insurance schedule had been updated in line with the upgraded building, including:
 - Streetlight impact damage - £767
 - Garden of Rest Gates and Fences for all risks – additional £65
 - Playing Field Gates for all risks - £47
 - Energy Prices - The Clerk went through the energy price quotes received from Utility Wise, an energy price comparison company. The quotes given were as follows:
 - Gas - WME current rate 2.716 p/kwh – Utility Wise new rate 2.857 p/kwh
 - Electric – WME current rate 11.529 – Utility Wise new rate 10.865 p/kwh
 Utility Wise prices were based on a 36-month contract. WME renew their prices annually. The Finance Committee said that as there was no sufficient changes to the new quoted prices the Parish Council should not move supplier.
- d. 2013-14 Year End Accounts - The Clerk presented the year-end accounts to the Parish Council showing an overall carry forward balance of £183,335 and the Chairman duly signed the Mazars 2013-14 Annual Audit paperwork, which the Clerk would be forwarded to Mazars.

RESOLUTION: Cllr Rhodes proposed the annual audit of the 2013-14 accounts as an accurate record, which was seconded by Cllr Evans and agreed by the Parish Council.

14/6168 RESOURCES COMMITTEE

- a. Minutes of Resources Committee held on 1 May 2014 – attached for information.
- b. Verbal report from the Resources Committee on 20 May 2014
 - H&S Audit Update – Cllr Mehta reported that the H&S Audit is progress well and is reported to every Resources Committee. Sarah Mellor, H&S Consultant will be attending the September 2014 meeting of the Resources Committee to update Councillors on her work.
 - WEA Lease – Cllr Mehta reported that that WEA staff are still trying to put together a case for an admin base to remain at Ketley Community Centre. Despite this, the Clerk is moving forward with plans for the vacant office space.
 - Defibrillator – Cllr Mehta reported that staff and some Councillors attended the Defibrillator training on 13 May 2014. The location of the equipment needs to be in the main reception area so that all centre users can find it. Cllr Mehta offered to provide advise on how to use the equipment to those Councillors who were unable to attend the training.
- c. Health & Safety General Policy Statement – attached for approval.

RESOLUTION: Cllr Rhodes proposed the H&S Policy Statement was agreed by the Parish Council, which was seconded by Cllr Evans and unanimously approved by the Parish Council.

14/6169 MUGA

The Clerk reported that David Churm, Community Development Officer for Sanctuary Housing has asked the Parish Council to remove the graffiti on the MUGA. Cllr Saini said that the graffiti is on the basketball board inside the MUGA. Cllr Hodgkinson suggested that as the graffiti is facing the inside of the ball court and is not offensive it should not be removed. Cllr Evans said that the MUGA is a facility of the young people of Ketley and non-removal of inoffensive graffiti was Parish Council policy. Cllr Rhodes said that residents do not like to look at graffiti. Cllr Elliott said that other Parish Council's have allowed graffiti walls to stop this happening.

14/6170 STREETLIGHTS AT GLEN COTTAGES, KETLEY

The Clerk went through the proposals from Taylor Wimpey for new street lighting along Glen Cottages, including the upgrade to the light adopted by the Parish Council. Once this upgrade has taken place, Taylor Wimpey will adopt all the lights along this road.

RESOLUTION: Cllr Elliott proposed that the streetlight upgrade along Glen Cottages should go ahead, which was seconded by Cllr Evans and unanimously agreed by the Parish Council.

14/6171 PADDOCK MOUND

The Clerk reported a copy of a recent letter to Michael Barker from the Friends of Paddock Mound, asking Mr Barker for written reassurances that the Paddock Mound would not be built on in the future. The Clerk has recently spoken to Mr Barker, who has advised that he is not the person responsible for this land.

ACTION: The Clerk to formally write to T&W Council to ask that this land is removed from future developments and ask for the ownership of the land to become the responsibility of the Parish Council.

14/6172 POTENTIAL CROSSING ON HOLHEAD ROAD, KETLEY

Dealt with under agenda item 14/6161.

14/6173 STREETLIGHT AT KETLEY BROOK

Deferred to next meeting.

14/6174 PRIDE IN THE COMMUNITY FUND

Cllr Rhodes suggested that the Parish Council put forward a bid for money to upgrade Paddock Mound. Cllr Reynolds said that the Friends of Paddock Mound had already putting forward proposals for this and suggested that the Clerk works with the Friends of Paddock Mound on a joint bid. Any other suggestions for grant proposals to be forwarded to the Parish Clerk.

14/6175 ENVIRONMENTAL MAINTENANCE CONTRACT

The Clerk presented the PET contract to the Parish Council. The Clerk and Andrew Banham, T&W Council Locality Manager are currently working on a schedule of weekly, monthly, quarterly work throughout the Parish. The Chairman duly signed the PET contract, which would be forwarded to Phil Griffiths, Environmental Maintenance Team Manager.

14/6176 SHAPING PLACES CONSULTATION

T&W Council Shaping Places Team are meeting with the Parish Council at 6.00 pm on Monday 16 June 2014 at Ketley Community Centre, to discuss the potential two sites for development in Ketley.

14/6178 REPORTS FROM COUNCILLORS ON MEETINGS ATTENDED ON BEHALF OF THE COUNCIL

Nothing to report.

14/6179 PLANNING

Applications:

- TWC/2014/0412 4 Ways Stores, 29 Station Road, Ketley, Telford, Shropshire, TF1 5AQ - Conversion of first floor to create 3no. flats and erection of a two storey side extension and reconfiguration of access – Councillors objected to the plans submitted as follows: vehicle access in and out of the site no parking for the property increase to traffic congestion already experienced on the road turning into the property will be a problem for buses stopping at the bus stop opposite.
- TWC/2014/0404 Units 37-38, Ketley Business Park, Ketley, Telford, Shropshire, TF1 5JD - Change of use from an MOT testing facility to a metal door manufacturing unit and the installation of 1no. window and 4no. acoustic outlets – no objections
- TWC/2014/0387 Ketley Brook Roundabout, Telford, Shropshire - Installation of 4no. non-illuminated advertisement signs – no objections
- TWC/2014/0475 Unit 42, Ketley Business Park, Ketley, Telford, TF1 5JD - Change of use from general industry use (Use class B2) to cross fit training gym (Use class D2) – no objections

Approvals:

- TWC/2014/0270 26 Quarry Lane, Red Lake, Telford, Shropshire, TF1 5EB - Erection of detached double garage and realignment of retaining wall and footpath following excavation of front garden – no objections raised.
- TWC/2014/0068 The Laurels, 78A Holyhead Road, Ketley, Telford, Shropshire, TF1 5DJ - Change of use of Bed & Breakfast (Use Class D1) to a residential dwelling house (Use Class C3)
- TWC/2014/0327 Woodruff, Shrubbery Road, Red Lake, Telford, Shropshire, TF1 5EQ - Erection of a detached dwelling – no objections raised.
- TWC/2014/0305 21 Orchard Close, Ketley, Telford, Shropshire, TF1 5HA - Erection of single storey side and rear extension – no objections raised.

On-going:

- TWC/2014/0202 6 Ketley Vallens, Ketley, Telford, Shropshire, TF1 5AX - Proposed new drive and dropped kerb
- TWC/2012/0963 Kilarney, Holyhead Road, Ketley, Telford, Shropshire, TF1 5DS - Section 191 application for the established use of a rear extension being sub-let

14/6180 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Please see separate minutes of the Private Session,

14/6181 CORRESPONDENCE

- Letter of Thanks received from Western Rise/Margaret Court for the grant received from the Parish Council.

14/6182 AGENDA ITEMS FOR NEXT MEETING

- Designs for NEAP at TMC
- Potential Crossing on Holhead Road, Ketley
- Streetlight at Ketley Brook

14/6183 TO CONFIRM THE DATES OF FUTURE MEETINGS

- The next meeting of Ketley Parish Council is arranged for Wednesday 9 July 2014 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 8.35 pm.

Signed:.....

Date: 9 July 2014

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MINUTES of the Private Session of Ketley Parish Council held on Wednesday 11 June 2014 at 7.00 pm at in the Ketley Community Centre.

PRESENT:

Councillor Anil Saini (Chairman)
Councillor David Elliott
Councillor Laura Hodgkinson
Councillor Rajash Mehta

Councillor Hilda Rhodes (Vice Chairman)
Councillor Margaret Evans
Councillor Simon Malpass
Councillor Gilly Reynolds

Clerk: Alison Hinks

14/6180 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Cllr Mehta went through the proposed new structure for Ketley Parish Council, highlighting the revised posts of Parish Development Officer and Caretaker, along side Parish Clerk and Cleaner. The restructure has taken place because of a decrease in room hire income of £28,500 per year and a spend on maintenance of around £10k per year. The Parish Council need to focus on promoting the Centre and events in the community to raise income. The new structure include the locking and unlocking of the Garden of Rest, which currently costs the Parish Council £10 per lock up. The new structure will increase salary payments by around £6k but an additional cleaner post was built into the budget for 2014-15 at this amount.

Cllr Saini said that the new structure will be increase efficiency. Savings will be made on maintenance and locking/un-locking the Garden of Rest. Cllr Hodgkinson said there would be an initial cost for tools for the caretaker.

Cllr Elliott said that a marketing role was needed for the Community Centre to survive. Cllr Rhodes said that other organisations are also hiring rooms out.

Cllr Reynolds asked if the staff currently in posts will be given the opportunity to apply for the new post. Cllr Mehta said that they would be offered to apply for the posts and if unsuccessful, will be given redundancy. If the jobs are not recruited to internally, they will be advertised externally. Cllr Mehta said that the Resources Committee had ensured that the process was fair and transparent.

Cllr Reynolds questioned the job title of 'Parish Development Officer', saying there are similar jobs in other Parish Council's called 'Community Development Officer'.

Cllr Evans asked if the Clerk was to be included in this process. Cllr Mehta said that it was the posts connected to the Community Centre that are being restructured. Cllr Evans also asked if the hours were set in stone. Cllr Mehta said that the new structure ensures that the building is managed between 8.00 am and 9.00 pm and posts cover each other for annual leave/sickness. Staff will be in the building alone, but following advise from the HSE this is OK as long as risk assessments for this working practice are in place.

Resolution: Cllr Evans proposed to move forward with the new structure for the Parish Council, which was seconded by Cllr Rhodes and unanimously agreed by the Parish Council.

Signed:.....

Date: 9 July 2014