

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 12 November 2014 at 7.00 pm at in the Ketley Community Centre.

PRESENT:

Councillor Anil Saini (Chairman)
Councillor Maggie Evans
Councillor Simon Malpass

Councillor David Elliott
Councillor Amrik Jhawar
Councillor R Picken

Clerk: Alison Hinks

In Attendance: CSO Moore, CSO Tindale and Mrs J Lansdell.

14/6246 WELCOME

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

14/6247 PUBLIC SESSION

Nothing to report.

14/6248 POLICE MATTER

The Chairman welcomed CSO Moore and CSO Tindale to the meeting, who reported that the street PACT meeting on Candleberry Meadow was very successful. In the future, the Police were going to replace the PACT Meetings arranged for Ketley Community Centre with street PACT meetings. CSO confirmed that she had ticketed a number of cars blocking the footpaths close to Reynolds House, Ketley and the problem has improved considerably. CSO Moore said that the unmarked police car is still driving the area despite no further burglaries in the Candleberry Meadow area.

Cllr Evans reported that people are drinking on the top of Paddock Mound and leaving rubbish there.

14/6249 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Apologies were received and accepted from Cllr L Hodgkinson (College commitment), Cllr R Mehta (personal commitment), Cllr D Picken (ill) and Cllr H Rhodes (prior commitment).

14/6250 DISCLOSURE OF PECUNIARY INTERESTS

Cllr Jhawar declared an interest in agenda item 14/6260.

14/6251 TO APPROVE THE MINUTES OF THE 8 OCTOBER 2014 MEETINGS

RESOLUTION: The minutes of the meetings held on 8 October 2014 were proposed as an accurate record by Cllr Evans, seconded by Cllr Saini and unanimously agreed by the Parish Council.

14/6252 CLERK'S REPORT

Ketley Community Centre / Ketley Youth Centre

1. The refurbishment of the old toilet block on Ketley Community Centre site is near completion and the outside store at Ketley Youth Centre has started with a view to renting this storage space out to generate income.
2. Seddon have decorated and hung a door on the 'girls room' in Ketley Youth Centre and the BBQ area to the back of the Youth Centre car park has had benches and picnic tables installed. Two BBQ have also been purchased for this area.
3. The Chairman and I are meeting with Ketley Youth Club on 14 October 2014 and discussed how we could work together to develop activities for young people in Ketley. I also updated the Youth Club on the current financial situation and lack of income received for the Youth Centre.
4. Ketley Community Centre and Youth Centre will be closed over the Christmas period from Saturday 20 December 2014 until Monday 5 January 2014.

Garden of Rest

5. Environmental Maintenance Team Meeting – I am in the process of arranging the next PET Team Meeting with T&W Council and TWS to update on the current work schedule. If Councillors have any environmental issues that they would like the PET Team to work on, please let the Clerk know.
6. Trees at 6 Marigold Court, Ketley – agenda item

Street Lighting

7. Streetlight Upgrade Programme – Eon have forwarded detailed costings for the concrete sleeved posts that need replacing, which will be approved at the next Finance Committee.
9. Lights at Ketley Playing Field – Eon have now fixed all the lights at Ketley Playing Field that were not working. They have also found further faults that need to be looked at, although these faults do not affect the lights working but need to be looked at in the near future.
10. Streetlight on the car park at the back of 4 Wedgewood Crescent, Ketley – This KPC streetlight has been disconnected and connected to a sensor light which lights up the small car park by the new properties on Wesley Court. The planning permission for these new properties did not state that a sensor light was needed and I cannot find any paperwork to say that the streetlight can be disconnected and reconnected to a sensor light. I have asked Eon to reconnect the streetlight and install a steel column with LED light.

Parks and Play Facilities

11. NEAP at TMC – nothing further to report.

Roads and Footpaths

12. Pedestrian Crossing on Station Road – The dropped kerbs and tactile paving has now been installed. The funding to continue the upgrade work to the cycleway that runs along side the Aga is still available and T&W Council are currently planning this work.
13. 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 Monday 6 October 2014 but due to these problems they have encountered, the works will now be completed no later than Friday 28 November 2014.
14. 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
15. The owner of 87 Holyhead Road, Ketley, has reported to me that outside his property there is 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. There is nothing further to report.
16. 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 two 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.
17. Speed Cushions along Woodside Road, Ketley – Adam Brookes, T&W Council Traffic Officer has emailed regarding the rubber bolt down cushions that were installed along Woodside Road, Ketley following the recent resurfacing. It was reported that there might be an issue with water accumulating around the cushions and causing a hazard. The engineer responsible for the re-surfacing in Woodside Road has inspected the cushions during wet weather and did not observe any ponding issues associated with the cushions. T&W Council will ensure they continue to monitor this site for any further issues.
18. I have been contacted by a resident of Wedgewood Crescent, Ketley, to ask if I can remove two trees on a neighbouring property that drops white berries and fluff. The trees are on a Wrekin

Housing Trust property. I have reported this problem to Wrekin Housing Trust and updated the resident of Sandbrook.

Rights of Way

18. 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.
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 – Cllr Rhodes, Cllr Saini and myself met with the developer who has applied for planning permission for the two detached bungalows on this piece of land. The developer did not include the footpath in their plans, which resulted in the Parish Council submitting an Application for Modification Order to ensure that this footpath is included on the definitive map. The developer has asked the Parish Council if they would reconsider their application as including the footpath does not allow the space for two detached bungalows.

Open Spaces

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

Communication

22. Parish Newsletter – The Probation Service will be circulating this edition of the newsletter over the weekend of the 29 and 30 November 2014 and I will be asking for volunteers to circulate copies in the future. Can Councillors let me have item that they wish to include in the next newsletter by no later than Friday 21 November 2014.

IT Developments

22. IT Network – I have invited TCAT IT Manager to attend the next Resources Committee to update Councillors on the IT upgrade work at KPC. Cllr Elliott suggested that the Clerk get quotes from other companies for IT support.
23. 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

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 nothing further to report on this.
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 met to discuss community events in Ketley for the forthcoming year. We are going to meet fortnightly in the first instance to put together an action plan that will be presented to the Parish Council in due course.
27. Children in Need 2014 – The Parish Council have been raising money for this year's children in need by selling second hand books at Ketley Community Centre. This has been a great success with over £60 raised to date, despite the pot of money containing around £12 being stolen.
28. Streetgames - Telford Millennium Village Trust and Ketley Parish Council jointly funded a streetgames project for young people in Ketley over the October half term. Telford & Wrekin Council Sports Development Team provided the coaching for young people under 16 years to play football and other ball games at the MUGA on the TMC and MUGA on Sandbrook. This proved a successful event and we looking at running this event again in the future.

- a) Minutes of Finance Committee held on 25 September 2014 – circulated for information.
- b) October 2014 Monthly Bank Reconciliation and Spend – The Clerk reported an overall balance in all bank accounts of £220,450.81 as at 31 October 2014, with a balance of £122,167.24 in the Co-op Current Account.
- c) Verbal report from the Finance Committee on 23 October 2014
 - 2014-15 Half Yearly Accounts – The Clerk went through the half yearly account reporting on the following budget areas:
 - 5 Mobile Phone – a new emergency contact mobile phone has been purchased
 - 8 Office Expenses – will be double over budget
 - 9 Internal Audit – audit now bigger so will cost more
 - 11 Insurance – insurance updated in line with Asset Register
 - 12 Subscriptions – now includes SLCC membership
 - 14 Computer – Scribe accounts system not included in annual budget
 - 32 New streetlights/upgrade – 2013-14 upgrades paid in 2014-15 budget
 - 61 Environmental Project – 2013-14 environmental work paid in 2014-15 budget
 - 70 Section 137 Grants General - £150 under spend in 2013-14 paid in 2014-15 budget
 - 71 Section 137 Grants Christmas - £100 for refreshments not budgeted for
 - 609 Community Centre Maintenance – upgrade to outbuildings and emergency repairs to KYC will take projected £15,000 over spent
 - 610 Community Centre Security – new CCTV
 - 612 Community Centre Waste – Signed up to T&W Council recycling
 - 625 Community Centre Licenses – increase to cost of music licence
 - 214 GOR Maintenance Contract – GOR lock up not accounted for
 - 215 GOR Repairs/Maintenance – upgrade to buildings to include toilets

The Clerk reported that based on year end projections the Parish Council budget was projected to be -£108,811 over spent. The Parish Council had set a deficit budget of -£57,855. The Clerk reported that the Finance Committee discussed cost saving measures including:

- costs associated to Ketley Youth Centre.
- costs associated to the Garden of Rest. The Finance Committee suggested that the Parish Council look for volunteers to lock up the Garden of Rest.
- costs associated with the Newsletter – The Finance Committee suggested that the Parish Council look for volunteers to distribute the newsletter.
- costs associated to the IT contract – The Clerk said that the Resources Committee have invited TCAT to their next meeting to discuss the current IT support contract.
- Purchasing Card - The Clerk said that the Finance Committee had agreed to sign up to the T&W Council purchasing card, which will cost the Parish Council £240 per year. The card will give the Parish Council more freedom to purchase items from other suppliers at cheaper rates.
- Ketley Community Centre Hall – The Clerk reported that the T&W Council quote for sound proofing to the Hall came to £10k- £12k. The Clerk has since sort a further quote of £4,800 from a local company for sound paneling and ceiling cubs taking the echo from 3.7 second to 1.3 seconds.

RESOLUTION: Cllr Evans proposed that the Parish Council purchase the sound paneling and cubes, which was seconded by Cllr Reynolds and unanimously approved by the Parish Council.

14/6254 RESOURCES COMMITTEE

- a) Minutes of Resources Committee held on 24 September 2014 – circulated for information.
- b) Verbal report from Resources Committee on 21 October 2014
 - Employment Law and HR Services – The Clerk reported that Tony Crab, Ellis Whittam HR Consultants attended the meeting to inform the Resources Committee about the services provided. The Parish Council will have a named contact that is available any time of the working week, although a help line is available outside of office hours. A representative at meetings is an additional charge, along with legal expenses insurance. All policies, documents and letters are drafted specific for the individual Parish Council. The Parish Council will need to sign into a 3 year agreement costing £1,895 pa or a 5 year agreement £1,995. The Clerk said that she has had similar discussions with T&W Council HR Services who provide a similar service, but does not include policy development costing £2,275 pa.
 - Fire Evacuation Plan - The Clerk reported that a new fire evacuation plan has been drawn up showing the fire assembly point for KCC on the KYC yard. The plan will be displayed in each room and will also be presented to all course leaders.
 - Accident & Near Miss Policy - The Resources Committee are to finalise this procedure at the next meeting.
 - Use of E-cigarettes in Ketley Community Centre – The Resources Committee agreed that e-cigarettes should be banned in all Parish Council buildings, which will be advertised in the Community Centre

14/6255 PADDOCK MOUND

- a) Lease Agreement with T&W Council – The Clerk reported that the draft T&W Council Lease is currently with the Parish Council's Solicitors who will liaise directly with T&W Council Legal Department. Concerns raised at the joint KPC and FofKPM meeting have been relayed to the Solicitor.
- b) Meeting with Shropshire Wildlife Trust – The Clerk reported that she had met with Shropshire Wildlife to discuss the possibility of them renting office space at Ketley Community Centre. Although this proposal is a long way off, Shropshire Wildlife were very interested in working more closely with the Parish Council on environmental projects in the Parish, particularly the Paddock Mound and the TMC ecology area.
- c) Pride in the Community Funding – The Clerk reported that the joint Pride in the Community application with the Friends of Ketley Paddock Mound for funding to upgrade the pathways on the Paddock Mound will be recommended for approval by T&W Full Council on 27 November 2014.

14/6256 LOCATIONS FOR REMEMBRANCE POPPIES

Ketley Parish Councillors proposed the following locations for the WWI remembrance poppies:

- in the grass between the trees along Beards Patch, Copper Beech Road, Ketley
- in the grass in a strip along the centre of the green on Orchard Close, Ketley
- by the bus stop on Holyhead Road/Potters Bank/Shepherd Land junction, Ketley

14/6257 TREES AT RED LAKE GARDEN OF REST

The Clerk reported on the recent meeting with Mrs Ball from 6 Marigold Court and Mark Greaves, T&W Council. Mr Greaves went through several options with Mrs Ball who has agreed:

- replanting of hedgerow (except hawthorn) in the gaps between the hedgerow that has re-grown. Mr Greaves explained that the mature hedgerow that will be planted will be about 1m in height. This was agreed by Mrs Ball.
- the boundary line to be defined with a fence (to be erected by the Parish Council). The Clerk explained that this would be a 6 foot wooden fence erected on land already 1 meter higher than Mrs Balls garden. This was agreed by Mrs Ball.

ACTION: The Clerk to write to other residents in Marigold Court to ask their opinions on the proposed fencing and report back to a future meeting of Ketley Parish Council.

14/5258 ARRANGEMENTS FOR CHRISTMAS VOUCHER DAY AND CHRISTMAS LIGHTS SWITCH ON

The Senior Citizens Vouch Day is arranged for Monday 8 December 2014 between 10.00 am and 2.00 pm at Ketley Community Centre. The Clerk has purchased the vouchers from Farm Foods and will be emailing Councillors to confirm if they are able to help on the day.

The Ketley Community Centre Christmas Lights Switch-On will now take place at 5.00 pm on Thursday 4 December 2014. The switch-on will be followed by Christmas refreshments in the Community Centre. The Christmas lights will be put on w/c 17 November 2014 and a real Christmas tree will be purchased, as the Clerk was unable to purchase an artificial one to be used each year.

14/5259 TRAFFIC REGULATION ORDER REVIEW 2014

The Clerk went through the email about the T&W Council Traffic Regulation Order review currently taking place. The Parish Council needs to respond with suggestions by 30 November 2014. Cllr Evans suggested that Quarry Lane, Red Lake becomes a one-way road.

ACTION: The Clerk to reply to T&W Council Highways Department to ask that a one-way system on Quarry Lane, Red Lake is considered.

14/6260 PLANNING

Applications:

- TWC/2014/0960 183 Woodside Road, Ketley, Telford, Shropshire, TF1 5WT - Erection of a porch to the front of the property – Councillors had no objections to this planning application.
- TWC/2014/0919 27 Partridge Drive, Ketley, Telford, Shropshire, TF1 5EY - Erection of a rear conservatory – Councillors had no objections to this planning application.
- 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 – Councillors had no objections to this planning applications.

Approvals:

- TWC/2014/0854 Recycling House, Rock Road, Ketley, Telford, Shropshire, TF1 5HW - Display of 3no. non-illuminated fascia signs
- TWC/2014/0784 Unit 20, Ketley Business Park, Ketley, Telford, Shropshire, TF1 5JD - Change of use from Classes B1,B2 and B3 to Class D2 Leisure use as Martial Arts and Training (Retrospective)
- TWC/2014/0849 34 Shrubbery Road, Red Lake, Telford, Shropshire, TF1 5EQ - Reserved matters application for the erection of a two storey detached dwelling with associated access

- TWC/2014/0753 14 Sinclair Gardens, Ketley, Telford, Shropshire, TF1 5HR - Erection of a two storey side extension

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 – Cllr Saini updated Councillors on a recent meeting with T&W Council Planning Department to discuss the current planning conditions for this site. T&W Council Planning Department are currently in discussions the Greenways about the relevance of the conditions and the specific planning conditions required for Greenways to operate from this site.

14/6261 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Staffing Update – The Clerk reported that the Cleaning Assistant will need follow up treatment following her recent operation. The Resources Committee has decided to delay the staffing restructure until after this treatment.

14/6262 CORRESPONDENCE

T&W Council Bike User Group

14/6263 AGENDA ITEMS FOR NEXT MEETING

14/6264 TO CONFIRM THE DATES OF FUTURE MEETINGS

The next meeting of Ketley Parish Council is arranged for Wednesday 12 November 2014 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 8.15 pm.

Signed:..... **Date: 10 December 2014**