

# 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 Thursday 14 May 2014 at 7.30 pm at in the Ketley Community Centre.**

**PRESENT:**

Councillor Anil Saini (Chairman)  
Councillor A Jhawar  
Councillor R Picken  
Councillor G Reynolds

Councillor Laura Hodgkinson  
Councillor Rajash Mehta  
Councillor D Picken  
Councillor Hilda Rhodes

**Clerk:** Alison Hinks

**In Attendance:** Mr M Wilkinson, Mr S Malpass and Mrs J Lansdell,

**14/6124 WELCOME**

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

**14/6125 ELECTION OF CHAIRMAN**

**RESOLUTION:** Cllr Rhodes proposed that Cllr Saini is elected as Chairman of Ketley Parish Council, which was seconded by Cllr Picken and unanimously agreed by the Parish Council.

**14/6126 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**

Cllr Saini was formally sworn in as Chairman of Ketley Parish Council and signed the Declaration of Office Book. Cllr Saini thanked Councillors for their support.

**14/6127 ELECTION OF VICE CHAIRMAN**

**RESOLUTION:** Cllr Mehta proposed that Cllr Rhodes is elected as Vice Chairman of Ketley Parish Council, which was seconded by Cllr Jhawar and unanimously agreed by the Parish Council.

**14/6128 DELCARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIRMAN**

Cllr Rhodes was formally sworn in as Vice Chairman of Ketley Parish Council and signed the Declaration of Office Book. Cllr Rhodes thanked Councillors for their support.

**14/6129 ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES**

- The Millennium Trust – Cllr Saini
- TMC Steering Group – Cllr Saini
- Parish Forum – Cllr Mehta
- T & W Council Bus Users Group – Cllr Picken
- Shropshire Association of Local Councils – Cllr Saini

**14/6130 SCHOOL GOVERNOR REPRESENTATIVE**

Cllr Saini to continue to be the School Governor Representative at The Meadows School, Telford.

**14/6131 NOMINATION OF MEMBERS OF COMMITTEES**

- Finance Committee – Cllrs Evans, Saini, Hodgkinson, Elliott, Mehta, Jhawar
- Resources Committee – Cllrs Mehta, Elliott, Jhawar, R Picken, Hodgkinson
- Planning Committee – meeting to be called as and when needed.
- Appeals Committee – Cllrs Saini, Rhodes, Evans

**14/6132 PUBLIC SESSION**

Mr Wilkinson reported the overgrowth along Brickhill Lane, Ketley, which needs to be cut back and the streetlight is still not working.

**ACTION:** The Clerk to report to the TMC the overgrowth and rubbish along Brickhill Lane.

Mr Wilkinson reported that the new road surface is very noisy. Mrs Lansdell said the new road markings would not stay on the chippings and there are loose chippings on the public footpath. Cllr Reynolds said that the surface is waterproof and would be relined in 12 months time.

**ACTION: The Clerk to report the loose chippings on the footpath to T&W Council Customer Quality.**

Mrs Lansdell said that on 2 May 2014 extinguish notices for ROW in the TMC had been published in the Shropshire Newspaper and complained that no notices have been displayed around the TMC to inform residents of these proposals. Cllr Saini said that the Parish Council had received formal notification of proposed changes to ROW in the TMC, which needed to be discussed by the Parish Council. The Clerk said that comments have to be returned by 31 May 2014 and this date cannot be changed.

**ACTION: An Extraordinary Meeting of Ketley Parish Council to be arranged for 7.00 pm on Thursday 22 May 2014 at Ketley Community Centre to discuss the above.**

Mrs Lansdell drew Councillors attention to the proposed development land in Ketley identified in the T&W Council Shaping Places consultation document.

**ACTION: The Clerk to invite the T&W Council Shaping Places Team to attend the next meeting of Ketley Parish Council arranged for 11 June 2014.**

#### **14/6133 POLICE MATTER**

Nothing to report.

#### **14/6134 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL**

Apologies were received and accepted from Cllr Elliott (ill) and Cllr Evans (prior engagement).

#### **14/6135 DISCLOSURE OF PECUNIARY INTERESTS**

Cllr Jhawar declared an interest in agenda item 14/6145 and Cllr Reynolds declared an interest in agenda items 14/6140 and 14/6145.

#### **14/6136 TO APPROVE THE MINUTES OF THE 3 APRIL 2014 MEETING**

The minutes of the meeting held on 6 March 2014 were proposed as an accurate record Cllr Hodgkinson and seconded by Cllr Mehta.

**RESOLVED: The minutes are signed by the Chairman. All in favour.**

#### **14/6137 CLERKS REPORT**

##### **Ketley Community Centre**

1. Update on Refurbishment of Ketley Community Centre – New signage has been installed around the inside and outside of the building. Over the next couple of week's fire door push bars will be 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. 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.
2. TCAT at Ketley Youth Centre– The Clerk has contacted Edward Bird, Vice Principle at TCAT, to ask the date that TCAT will be vacating the Youth Centre at the end of the Summer Term and to ensure that all TCAT furniture and equipment is removed by this date. The Clerk has also chased for feedback on the reimbursement of £350 to replace the cloth on the snooker table. The Clerk is being chased by the Youth Club and would like to give them a definitive answer so that the work can go ahead.
3. WEA at Ketley Community Centre – The Clerk has contacted Sheila Bregeon, WEA Manager for Shropshire, to ask for confirmation of the exact date that WEA will be vacating the office space at the Community Centre. The letter received from WEA informing the Parish Council that they would be terminating their lease was dated 13 March 2014 and the lease states 6 months notice is needed to terminate the agreement, taking us to Saturday 13 September 2014. The Parish Council now needs to start planning the future use of the office space.
4. Defibrillator – Defibrillator training is due to take place between 6.00 pm and 9.00 pm on Tuesday 13 May 2014 at Ketley Community Centre. The equipment will be located in the reception in Ketley Community Centre.
5. Black Out Blinds in the Classroom – New black out blinds have been installed in two windows in the Classroom, which should help when Centre Users use the projector.
6. Room Booking Form - The H&S Consultant is currently revising the room booking form in line with updated fire procedures and H&S Policy. This will be rolled out from September 2014.

7. H&S Audit – The H&S Consultant is currently working on the H&S Policy including: a policy statement to be approved by the Parish Council, contractors procedures, fire procedures, annual testing records. A new fire assembly point is needed to ensure the safety of the Centre Users. Due to the A5, the safest point is the top car park, by the Youth Centre. Fire Safety Training is planned for the summer. The Resources Committee will review the H&S Action Plan monthly.
8. Water Meter for Ketley Community Centre – The Clerk confirmed that Severn Trent have now split the three properties water supply so that each property will receive separate bills for the water they have used.
9. European Elections are being held at Ketley Community Centre on Thursday 22 May 2014.

#### **Garden of Rest**

10. The Environmental Maintenance Contract with T&W Council commenced on 6 May 2014. I am meeting with Phil Pritchard on 12 May 2014 to go through the finer detail of the contract, which will be presented to the next Resources Committee for ratification. TWS are now unlocking the garden of rest at 8.30 am Monday – Friday. The security company will continue to lock the gates at the garden of rest at 8.30 pm Monday to Sunday and unlock at 8.30 am Saturday and Sunday. New locks have been purchased for the gates and store rooms. A copy of the keys has been given to TWS and Mr Upton (in case of an emergency).
11. Trees at 6 Marigold Court – Agenda item.

#### **Street Lighting**

12. 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.

#### **Parks and Play Facilities**

13. Gate for Ketley Play Field – The Clerk has emailed Derek Owen, T&W Council Parks and Open Spaces for an update on the replacement of the lock on the gate at Ketley Playing Field. The Parish Council has agreed to make a financial contribution towards the replacement lock.
14. MUGA – The Clerk has informed David Charmbury, HCA Area Manager, that the Parish Council will be extending the lease for the maintenance of the MUGA for a further 5 years from 2015. The Environmental Maintenance Team will be responsible for the maintenance of the MUGA as part of the contract with T&W Council

#### **Roads and Footpaths**

15. Diversion Order for ROW 191, Bali-Hi, Shrubbery Road - Agenda item.
16. 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.
17. Pedestrian Crossing on Station Road – Agenda item.
18. Resurfacing of Woodside Road, Ketley – This work was completed during the week of 14th April 2014.
19. Resurfacing of Holyhead Road, Ketley – This work was started w/c 6 May 2014.
20. Blocked Drain, Waterloo Road North, Ketley – The Clerk has reported to T&W Council Customer Quality this blocked drain which is flooding both sides of the road when it rains.
21. Blocked Drain, Trio Car Park, Ketley – The Clerk has reported to T&W Council Customer Quality that following the recent rain raw sewage was flooding from a drain cover on the Trio Car Park on Holyhead Road and running down onto the footpath.

#### **Open Spaces**

22. Paddock Mound and The Paddocks, Red Lake – Cllr Anil Saini attended the meeting of Friends of Paddock Mound on 7 May 2014 to start initial discussions about the future of Paddock Mound.

#### **Communication**

23. Police PACT Meeting – The next PACT meeting is arranged for 6.00 pm on Wednesday 9 July 2014 at Ketley Community Centre. The April 2014 meeting was not well attended. The Clerk will advertise the July 2014 meeting on notice boards and in the newsletter.
24. Meeting with Greenways, Ketley – Borough Councillors are meeting with the owner of Greenways on Wednesday 4 June 2014.

#### **IT Developments**

25. Upgrade to IT Network – The Parish Council's server failed leaving the Parish Clerk without access to emails and files for over 2 weeks. This problem is now resolved but Resources Committee has instructed the Clerk to meet with TCAT to discuss on-going problems still be experienced from the IT upgrade.
26. Parish Website – The work with TCAT on the layout and content of the new Parish Website is now progressing.
27. Wi-Fi Access Points in Ketley Youth Centre – DataPower have installed Wi-Fi Access Points in the Youth Centre and the access information is displayed throughout the Youth Centre.

#### **Community Based Projects**

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

#### **14/6138 FINANCE**

- a. Minutes of Finance Committee held on 27 March 2014 – Councillors acknowledged the approved minutes.
- b. Verbal report from the Finance Committee on 1 May 2014:
  - 2013-14 Year End Account – The Clerk reported that the year-end accounts had been presented to the Annual Parish Meeting.
  - New Standing Orders and Financial Regulations – The Clerk reported that Standing Orders and Financial Regulations would be updated following a SALC training session taking place on 16 June 2014.
  - Co-op On-line Banking – Cllr Saini said that the Finance Committee regularly reviews the on-going difficulties being experienced by the Co-op Bank.

#### **14/6139 RESOURCES**

- a. Minutes of Resources Committee held on 25 March 2014 – Councillors acknowledged the approved minutes.
- b. Verbal report from the Finance Committee on 1 May 2014:
  - Health & Safety General Policy Statement – The Clerk said that this would be put on the agenda for the next Ketley Parish Council meeting arranged for 7.00 pm on Wednesday 11 May 2014.
  - Environmental Maintenance Contract – The Clerk said that she is meeting with Phil Pritchard, T&W Council, on 21 May 2014 to discuss the contract which would be presented to the next Resources Committee arranged for 1.00 pm on Tuesday 24 June 2014.

#### **14/6140 COUNCILLOR VACANCY**

The Clerk reported that two applications have been received for the Councillor vacancy at Ketley Parish Council. The Clerk circulated the application forms received and asked Councillors if they would like to make a decision on the application at the meeting or invite candidates to make a presentation to the next meeting of Ketley Parish Council. Cllr Reynolds declared an interest in this item and abstained from discussions.

**RESOLUTION: Cllr Mehta proposed that a decision on the applications was made at this evening's meeting, which was seconded by Cllr Hodgkinson and unanimously approved by the Parish Council.**

Following a secret ballot, which was independently verified by Mr Wilkinson, Simon Malpass was Co-opted to the Councillor vacancy at Ketley Parish Council.

**ACTION: The Clerk to formally write to both candidates informing them of the outcome of their application.**

#### **14/6141 ROW AT BALI-HI**

Following concerns raised by residents at the last Ketley Parish Council meeting, the Clerk reported that Ian Ross, T&W Legal Services had written to all resident affected by the proposed movement of the ROW

and asked for their comments. The Clerk has not received any further communication on this matter. Cllr R Picken said that this matter had been on going since 1996.

#### **14/6142 TREES AT REAR OF 6 MARIGOLD COURT, KETLEY**

The Clerk reported that following concerns raised at the last meeting by the owner of 6 Marigold Court, Ketley, T&W Council, Gavin Onions, T&W Council Tree Officer, has confirmed that the trees were cut down in error and did belong to 6 Marigold Court. This has been reported to the owner of 6 Marigold Court, who has formally written to the Parish Council to ask if the trees can be replanted. Cllr Hodgkinson said that the trees should have not been cut down, although the Parish Council were advised by Gavin Onions, T&W Council Tree Officer, that trees should ideally be planted between October – March. Cllr Mehta asked who commissioned the work to remove the trees. Cllr Saini said that the Parish Council commissioned T&W Council to undertake the work, who employed a sub-contractor.

**RESOLUTION: Cllr Mehta proposed that the Parish Council write to T&W Council to ask for the matter to be resolved directly with the owner of 6 Marigold Court, Ketley.**

#### **14/6143 POTENTIAL CROSSING ON HOLYHEAD ROAD, KETLEY**

Cllr Rhodes said that she has nothing further to report on the proposed pedestrian crossing on the Holyhead Road, Ketley. Borough Councillors are meeting with the Phil Lorenzo, T&W Council Highways Engineer and the Safer Road Partnership to discuss the issue over the next few weeks and Cllr Rhodes will report back to the next meeting of Ketley Parish Council on 11 June 2014. Cllr Picken said that the speed camera should stay in Ketley and needs to move further down the Holyhead Road. The bus stop also needs to stay in situ. Cllr Reynolds said that the pedestrian crossing should slow drivers down.

#### **14/6144 REPORTS FROM COUNCILLORS ON MEETINGS ATTENDED ON BEHALF OF THE COUNCIL**

Nothing to report.

#### **14/6145 PLANNING**

##### **Applications:**

- 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.
- 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.

##### **Approvals:**

- TWC/2014/0152 Land at Waterloo Road, Ketley, Telford, Shropshire, TF1 5BA - Erection of an industrial building
- TWC/2014/0016 Meadows Primary School & Nursery, Riddings Close, Ketley, Telford, Shropshire, TF1 5HF - Erection of a single storey 4no. classroom extension with associated works, the formation of a two court multi use games area and erection of 2.1m high fencing \*\*\*Additional information and amended plans recieved\*\*\*
- 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)

##### **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

#### **14/6146 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

- Resources Committee – Staffing Restructure – deferred to next meeting of Ketley Parish Council on 11 June 2014.

#### **14/6145 CORRESPONDENCE**

- Thank you letter for grant from Ketley Youth Club
- Thank you letter for grant from Good Companions
- Thank you letter for grant from Wellington Cottage Care
- Thank you letter for grant from Telford Lions

#### **14/6147 AGENDA ITEMS FOR NEXT MEETING**

- MUGA
- Streetlight by Glenn Cottages
- Paddock Mound
- Shaping Places Consultation
- H&S Policy Statement
- Pedestrian Crossing on Holyhead Road
- Streetlight by Ketley Brook (Cllr D Picken)

**14/6148 TO CONFIRM THE DATES OF FUTURE MEETINGS**

- Ketley Parish Council Meeting is arranged for Wednesday 11 June 2014 at 7.00 p.m. at the Ketley Community Centre.

The meeting was formally closed at 8.30 pm.

**Signed:**.....

**Date: 22 May 2014**