

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 8 October 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 Hilda Rhodes (Vice Chairman)
Councillor Maggie Evans
Councillor Amril Jhawar
Councillor Rajash Mehta

Clerk: Alison Hinks

In Attendance: Mrs J Lansdell and Mr M Wilkinson.

14/6230 WELCOME

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

14/6231 PUBLIC SESSION

Mr Wilkinson reported that the pavement between Ketley Community Centre and The Shell Garage, Holyhead Road, Ketley, needs to be cleared on overgrowth, leaves and mulch.

ACTION: The Clerk to arrange the PET Team to undertake this work.

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 confirmed that Glen Cottages on the TMC now have a TF1 postcode the same as the rest of Ketley. The only areas different are Leabrook and old Beveley.

Mrs Lansdell asked when the new road layout on Station Road, Ketley was due to be completed. Cllr Rhodes said that the work was due to commence during the first week of November 2014. A dropped kerb and tactile paving will be installed. Both bus stops will remain although there will be no central reservation.

Cllr Saini said that members of the public are encouraged to visit the Parish Council officers to report problems in the community and in future these issues will be reported in the Clerks Report.

Cllr Saini reported that Orchard Close, Ketley, in front of the shops, would be closed due to the Severn Trent road works.

14/6232 POLICE MATTER

The Chairman welcomed CSO Moore to the meeting.

CSO Moore reported on the recent burglaries in Red Lake and Ketley area. It is an organized gang from out of the area predominately looking for Asian gold. West Mercia Police are working closing with other forces and extra patrols are happening to increase awareness including an unmarked vehicle. Cllr Jhawar said that he was disappointed with the Police response to the recent burglary on Candleberry Meadow, Ketley. Residents had reported a suspicious car on the road but the Police did not react. The house was broken into 2 hours later. Cllr Jhawar said that the Police should record how often they are patrolling the area over and above the normal patrols. Cllr Saini said that there have been 5 houses on Candleberry meadow broken into and nothing has been done to reassure the people that live in the road. Cllr Hodgkinson said they must know the homeowners as they are now targeting homes for Asian gold, although this information is readily available via the electoral role.

ACTION: CSO Moore to arrange a Street PACT meeting targeting Candleberry Meadow, Ketley.

Cllr Hodgkinson said that she was exposed to on the bus traveling from Telford Town Centre to TCAT. This is the second incident in 2 weeks. Cllr Hodgkinson reported the incident to TCAT, although did also report the incident to the Police who dismissed the allegations.

Cllr Rhodes said that motorists are parking cars on the dropped kerbs near the Four Way Store. The cars are obstructions wheelchair users.

ACTION: CSO Moore to issue parking notices on cars obstructing dropped kerbs.

Cllr Hodgkinson said that the post van driver is driving his van along the pavement so that he can open the post box without leaving the van.

ACTION: The Clerk to report this to the Royal Mail.

14/6233 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Apologies were received and accepted from Cllr D Picken (holiday) and. Cllr R Picken (holiday).

14/6234 DISCLOSURE OF PECUNIARY INTERESTS

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

14/6235 TO APPROVE THE MINUTES OF THE 10 SEPTEMBER 2014 MEETINGS

RESOLUTION: The minutes of the meetings held on 10 September 2014 were proposed as an accurate record by Cllr Evans, seconded by Cllr Rhodes and unanimously agreed by the Parish Council.

14/6236 CLERK'S REPORT

Ketley Community Centre / Ketley Youth Centre

1. A company has surveyed the Hall and Art Room for sound duffers to help the echo. Once a quote is received, I will present to the Finance Committee.
2. 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.
3. Seddon plan to start the upgrade to the 'girls room' in Ketley Youth Centre and create the BBQ area to the back of the Youth Centre car park over the next couple of weeks. This is part of the Section 106 money available from the Extra Care Facility on the TMC.
4. I have purchased new H&S signage for Ketley Community Centre informing Centre users of the fire exit routes and assembly point. In the event of a fire, Centre Users must assembly on Ketley Youth Centre playground.
5. The Chairman and I are meeting with Ketley Youth Club on 14 October 2014 to discuss how better to use Ketley Youth Centre and developing activities for young people in Ketley.
6. I have completed the planning application form for the new building sign for Ketley Community Centre. The application will cost £55 and needs to go to the next Finance Committee to issue the cheque.

Garden of Rest

7. Environmental Maintenance Team Meeting –I had my first monthly meeting with T&W Council and TWS to update and review the Environmental Team programme of work. We also discussed:
 - gritting at the Garden of Rest and Ketley Community Centre, which will be done when the temperature drops below zero. The snow will also be cleared on both sites
 - Ketley Playing Field flowerbeds to be weeded as a matter of urgency
 - Paddock Mound and the future maintenance of the site
 - japanese knotweed spraying at the Garden of Rest
 - clearing of ROW 198 Castle View to Holyhead Road, Ketley
8. I am going to introduce a monthly walk around with the Environmental Maintenance Team concentrating on one particularly area of Ketley each month to identify jobs that need to be tackled during the month.
9. 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.

Street Lighting

10. Streetlight Upgrade Programme – I am due to meet Garry Johnson, Eon Project Manager, on Wednesday 15 October 2014 for an update on the 2013-14 streetlight upgrades and the plan for the 2014-15 streetlights upgrade. I also want to ensure that he has included Ketley Playing Field lights on the Parish Council's streetlight inventory and start to plan for the new contract from April 2015.

Parks and Play Facilities

11. NEAP at TMC – nothing further to report.

Roads and Footpaths

12. Pedestrian Crossing on Station Road – Phil Lorenz, T&W Council Senior Road Safety Officer has confirmed that this work is going ahead and will be started mid November 2014. There have been some complications with land ownership but T&W Council are putting together a plan and will email the Parish Council nearer the time with an update.
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. Cllr Jhawar said that residents are inconvenienced by the road closure, as the buses can no longer pick up along this road. T&W Council should have commissioned a smaller bus to pick up along Woodside Road.
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 Parish Council will purchase the bins and T&W Council will empty them.
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.
ACTION: The Clerk to chase T&W Council Highways Dept to ensure that this work commences asap.

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. Andrew 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.

Open Spaces

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

Communication

21. 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.
22. The Ketley Parish Council Newsletter was distributed over the weekend of 27/28 September 2014. A resident has again reporting that a number of newsletters were dumped in a hedgerow and some houses have not received the newsletter. I am in the process of looking into a local company delivering the newsletter to ensure that all households receive a copy.

IT Developments

23. IT Network – nothing to report.
24. 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

25. 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.
26. Empty Properties in the Parish – nothing to report.
27. Ketley Fun Day – Ann Linton, Ketley Community Centre Manager is going to arrange a Ketley Fun Day for the local community and is looking for volunteers to sit on a working group to put ideas together. Please contact Ann if you are interested. Councillors suggested that Ketley Community Centre is officially opened on the same day.
28. Children in Need 2014 – The Parish Council will be raising money for this year's children in need event by selling second hand books at Ketley Community Centre – donations are greatly appreciated.
29. Ketley History Group – A talk on Ketley War Hero's is arranged for 5 November 2014 between 7-9 pm at Ketley Community Centre.
30. Children from The Meadows School are working with Ketley History Group looking at local history and comparing the past and how we live today.
31. Christmas Voucher Day – This year's event is arranged for 8 December 2014 between 10 – 2 pm at Ketley Community Centre.
32. Streetgames - Telford Millennium Village Trust and Ketley Parish Council are jointing funding streetgames for young people in Ketley. The coaching will be provided by Telford & Wrekin Council Sports Development Team and young people under 16 years will be able to play football and other ball games during half term week in October 2014. Just turn up on the following days:
- Monday 27 October 1-3 pm at TMC MUGA
 - Tuesday 28 October 1-3 pm at Sandbrook MUGA
 - Wednesday 29 October 1-3 pm at TMC MUGA
 - Thursday 30 October 1-3 pm at Sandbrook MUGA
33. Revised Proposals for Badgers Rise Development, TMC – Taylor Wimpey are holding a public consultation event on Thursday 16 October 2014 between 4.00 – 8.00 pm at Ketley Community Centre to share with residents the revised proposals for Phase 4 Badgers Rise.

14/6237 FINANCE COMMITTEE

- a. Minutes of Finance Committee held on 17 July 2014 – attached for information.
- b. Monthly Bank Reconciliation – The Clerk reported an overall balance of £244,851.67 as at 30 September 2014. This includes the second half yearly Precept payment of £57,242.11 from T&W Council.
- c. Verbal report from the Finance Committee on 25 September 2014

- 2013-14 External Audit – The Clerk reported that Mazars, the external auditor, had returned the annual return paperwork. There were no action points raised from the audit although a copy of the internal audit was sent to Mazars with the original documentations. The notice of completion of the 2013-14 audit has been displayed on Parish notice boards and an update on the internal audit will be presented to a future meeting of the Finance Committee.
- Upgrade of Ketley Youth Centre - The Clerk went through the proposed action plan to upgrade Ketley Youth Centre:

	Estimated Cost
New heating system	£30,000.00
Painting/upgrade woodwork	£ 6,000.00
New carpet in snooker room	£ 1,200.00
New flooring in small kitchen*	£ 500.00
New flooring in coffee bar area*	£ 1,200.00
Clean carpets throughout*	£ 300.00
Replace doors and general tidy up	£ 500.00
Cover notice boards	£ 1,000.00
Roofing/room pointing*	£ 3,000.00
H&S Signage	£ 500.00
Sandblast & Seal stonework	£ 3,000.00
Upgrade kitchen	£ 500.00
	<u>£47,700.00</u>

The Finance Committee agreed that new flooring, carpet cleaning and roof repairs should be undertaken asap as they are all H&S issues.

- Current room bookings and associated costs for Ketley Community Centre/Youth Centre - The Clerk presented the current room booking for Ketley Community Centre and Ketley Youth Centre and associated costs for both. The Community Centre's income will be down £24,500 pa, or £16,333 pro rata for 2014-15 as TCAT left the building part way through the year. The Community Centre operates between 9 am – 9 pm+ Monday to Friday and ad hoc over the weekend.

		(Current Income)
<u>Potential income for KCC:</u>		
Per room per day	£ 150.00	
5 rooms per day	£ 750.00	
5 rooms per week	£ 5,250.00	(£453.50)
Per academic year	£204,750.00	
<u>Potential Income needed for KYC:</u>		
Per day	£ 150.00	
Per week	£ 1,050.00	(£26.00)
Per academic year	£40,950.00	
<u>Annual Cost to run both buildings:</u>		
£45,181.00 (This is excluding maintenance.)		
Both buildings per month	£ 3,765	(£2,170.84)
Both buildings per week	£ 868.86	
Both buildings per day	£ 124.12	
Each room per day	£ 20.69	
Each room per hour (between 9am – 9 m)	£ 1.72	
<u>Essential costs for 2013-14 were:</u>		
Salaries excluding PAYE	£20,706.00	
Energy and water rates	£13,337.75	
Non domestic rates	<u>£ 6,923.70</u>	
Totalling	<u>£40,968.00</u>	

Annual maintenance costs for 2013-14 was £8,048. This was essential maintenance only and did not include anything relating to the refurbishment.

Cost cuts already taken place include:

- refurbishment
- new windows/heating system
- new signage to promote the building
- new website to promote the building

- Enrolment day to encourage people to go on courses
- Increase in charges for current users in line with 2014 prices
- New IT suite
- Changing cleaning suppliers
- Reviewed energy costs
- Installed water meters
- Refurbishment of out buildings to be rented

Cllr Saini suggested that the Parish Council should introduce more activities for young people including self-defence/personal safety/boxing classes. Cllr Mehta said that an after school club should also be introduced.

ACTION: The Clerk to arrange for the Chairman to meet with Ketley Youth Club to discuss the continued use of KYC and developing activities for young people in Ketley.

- Christmas lights - The Finance Committee agreed to purchasing Christmas lights for KCC and KYC and a Christmas tree for outside of KCC, amounting to around £2,000. Additional electrical work would also need to be undertaken to ensure safety.

ACTION: The Clerk to arrange an official switch on of the Christmas Lights for Friday 5th December 2014.

- Digital projector - The Finance Committee agreed to purchase portable projector and screen which could be hired out to Centre Users, amounting to £1,000. The projector currently available for hire is old and out of date.
- Upgrade to building at Red Lake Garden of Rest - The Clerk went through proposals to upgrade the building at Red Lake GOR. The PET is based in the building, which does not have a toilet or hot running water. This is a condition of employment. The building is also used to store the PET equipment. The building has not been upgraded for many years. The Finance Committee also agreed that public toilets should be installed at the GOR so that people who use Paddock Mound can also use this facility.

ACTION: The Clerk to look at installing public toilets at Red Lake GOR and to report back to the next Finance Committee on 23 October 2014.

14/6238 RESOURCES COMMITTEE

- a. Minutes of Resources Committee held on 24 June 2014 and 12 August 2014
- b. Verbal report from Resources Committee on 24 September 2014
 - H&S Policy Update – The Clerk reported that she had emailed to all Councillors an up to date copy of the H&S Policy for information.
 - Loan Working Policy – The Clerk asked for Councillors comments on the new Loan Working Policy, which needs to be formally adopted at a future meeting of Ketley Parish Council.
 - Statutory Inspections – The Clerk said the statutory inspection list emailed to Councillors. This could be added to and forms the basis of the H&S risk assessment for the Community Centre.
 - Legionella Risk Assessment – The Clerk informed Councillors that a legionella inspection of all water outlets took place on 23 September 2013. The outcome report will be reported to a future meeting of the Resources Committee. Cllr Hodgkinson suggested that the building should display posters about winter flu and also look at extra cleaning of light switches and door handles.
 - Room Booking Form for Parties – The Clerk had emailed a copy of the new Function Booking form, which Councillors need to formally adopt at a future meeting of Ketley Parish Council. Cllr Rhodes said that the music license hours need to be included on the form.
 - HR Support – The Clerk reported that Ellis Whitam, an HR Solicitors, will be attending a future meeting of the Resources Committee to discuss the services available to support the Parish Council.

14/6239 PADDOCK MOUND

- a. Lease agreement with T&W Council – The Clerk reported that a copy of the lease has been received from T&W Council Legal Department, which will be discussed with Friends of Ketley Paddock Mound at a meeting arranged for 7.00 pm on Thursday 9 October 2014. Councillors are very welcome to attend this meeting.
- b. Contract for continued support from T&W Council – The Clerk said that Adrian Corney, T&W Council Specialist Environmental Officer, which will be discussed with Friends of Ketley Paddock Mound at a meeting arranged for 7.00 pm on Thursday 9 October 2014.

14/6240 REMEMBRANCE POPPIES

The Clerk reported on a T&W Council project for Parish Council's to purchase poppy seeds to plant in the Parish to remember WWI.

ACTION: The Clerk to request that poppies are planted on the green space by the cross road along Holyhead Road, Ketley.

14/6241 PLANNING

Applications:

- 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 – no objections
- 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 – no objections
- TWC/2014/0854 Recycling House, Rock Road, Ketley, Telford, Shropshire, TF1 5HW - Display of 3no. non-illuminated fascia signs – The Clerk to request a meeting with Michael Barker, T&W Council Planning Consultant.
- TWC/2014/0852 Recycling House, Rock Road, Ketley, Telford, Shropshire, TF1 5HW - Installation of 2no. waste balers and alterations to existing work plan - The Clerk to request a meeting with Michael Barker, T&W Council Planning Consultant.

Approvals:

- TWC/2014/0690 Land between 29 & 33 Station Road, Ketley, Telford, Shropshire - Erection of one pair of semi detached dwellings
- 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/2014/0737 83 Wedgewood Crescent, Ketley, Telford, Shropshire, TF1 5BT - Erection of a two storey side extension
- TWC/2014/0713 91 Beveley Road, Oakengates, Telford, Shropshire, TF2 6SD - Erection of 3no. terraced dwellings with associated parking following demolition of existing dwelling

On-going:

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

Withdrawn:

- 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) - The Clerk to request a meeting with Michael Barker, T&W Council Planning Consultant.

14/6242 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Please see confidential notes of this part of the meeting.

14/6243 CORRESPONDENCE

T&W Council Bike User Group

14/6244 AGENDA ITEMS FOR NEXT MEETING**14/6245 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 9.00 pm.

Signed:..... **Date: 12 November 2014**