

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 ?????? regarding Paddock Mound could be brought forward on the agenda.

RESOLUTION: Cllr Rhodes proposed that agenda item ????? 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 when 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 had been reported and is being dealt with by the Policy.

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 rest 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 both declared an interest in agenda item ??????. Cllr Reynolds also declared an interest in agenda item ??????.

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

RESOLUTION: The minutes of the meetings held on 11 June 2014 were proposed as an accurate record by Cllr Rhodes, seconded by Cllr Reynolds and unanimously agreed by the Parish Council.

14/6191 CLERK'S REPORT

Ketley Community Centre / Ketley Youth Centre

1. The new disabled access intercom on the fire exit door in the Hall is to be installed on 24 July 2014.
2. The Clerk has met with colleagues from Dawley Town Hall to discuss a joint quote for sound diffusers to help the echo in the Hall and Art Room. Once received, the Clerk will present these quotes to the Finance Committee.
3. The outside woodwork on Ketley Youth Centre will be painted w/c 21 July 2014.
4. The refurbishment of the old toilet block on Ketley Community Centre site and the outside store at Ketley Youth Centre will be upgraded over the summer period. The Centre Manager is currently getting references from two local building companies who have submitted quotes.
5. Seddon will be upgrading the 'girls room' in Ketley Youth Centre and creating a BBQ area to the back of the car park over the summer period as part of the Section 106 money available from the Extra Care Facility.
6. Lockable thermostat covers are being fitted on the four thermostats in Ketley Community Centre so that Centre Users cannot change the temperature throughout the day.
7. The damaged snooker table cover is due to be replaced on 8 July 2014 and TCAT will be invoiced for the total cost of this.
8. WEA at Ketley Community Centre – WEA Area Manager for Shropshire has informed the Parish Council that they will no longer be leaving Ketley Community Centre in September 2014. WEA will continue to use Ketley Community Centre as their administrative base although the WEA admin assistant's job has been made redundant. The Clerk will email WEA a revised copy of the lease agreement for signing by 1 September 2014.
9. 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.
10. The Clerk is also going to look at extending the music licence hours the T&W Council Licensing Committee over the summer period.
11. TCAT Positive Pathways – TCAT have now left Ketley Youth Centre. The remainder of their furniture and equipment will be removed from the building on 8 July 2014. The Centre Manager will then clear out the building of any furniture and equipment no longer needed.
12. Ketley Youth Club – The Clerk has emailed the Secretary of Ketley Youth Club to ask for an inventory of all furniture and equipment they will be storing in Ketley Youth Centre. The Centre Manager will be working with the Youth Club to ensure that they have enough storage for all their equipment to be stored away.
13. Telford Young Carers – This group meets every Wednesday evening and have been given a cupboard to store their equipment.
14. Revised Booking Form – All groups that use Ketley Community Centre and Ketley Youth Centre will be written to over the summer period to complete and return a revised booking form and provide up to date contact details. The Finance Committee will also be looking at room hire charges at their next meeting.

Garden of Rest

15. The Environmental Maintenance Contract – The Clerk is meeting with Andrew Banham, T&W Council, on 8 July 2014 to put together the schedule of work for the PET contract. Councillors are very welcome to forward me any areas of work within the environmental that they would like included on the schedule. The Apprentices has been successfully recruited and will start on Monday 7 July 2014 will have 3 day Telford and Wrekin induction and training. They will then arrive with TWS on the morning of the 10 July for TWS induction, training, PPE issuing and meeting the operational teams. They will be out in their patch the afternoon of the 10 July 2014.
16. Trees at 6 Marigold Court, Ketley – The Clerk has heard from Gavin Onions, T&W Council Tree and Woodlands Officer, regarding the reinstates the trees removed from 6 Marigold Court:

“As previously discussed planting season is from November until March, any tree planted outside of this will require constant watering and stands a very, very high chance of failure. I have spoken to Mark about reinstatement planting and he is happy to contribute towards this in the planting season as the trees would stand a far better chance of survival. I took a look at the hedge prior to going on holiday, following its reduction it is now starting to shoot and leaf up, although it is somewhat off providing the screen Mrs Ball desires. The lay of the land falls downward toward the hedge, it then drops another couple of foot where the builders have cut out the gardens. The only short term solution I can think of would be to raise Mrs Balls fence in an aid to create a screen but then the fence would be quite high. If the Parish think that the reinstatement planting would be a viable option then contact Mark Greaves would be happy to assist with this in the planting season.”

The Clerk has subsequently spoken to Mrs Ball who does not want a fence erected along the boundary line and is willing to wait until the tree planting season before new trees are planted. The Clerk will meet with Mark Greaves about moving this forward.

17. Electricity at GOR– Western Power have installed new power cables from the pole supply to the GOR buildings. The Clerk has also had the outside light by the entrance to the GOR put on a timer so that it is off throughout the night.
18. Buildings at GOR – The Clerk has had the water and sewage supplies checked at the GOR to ensure that they are adequate for the building. The plumber has fixed the water supply inside the building and is currently looking into fitting a toilet for the PET worker. 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

19. 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.
20. 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 and the TMC have confirmed that the light is their responsibility. The Clerk has emailed David Churm, TMC, to ask that the light be fixed.

Parks and Play Facilities

21. NEAP at TMC - agenda item.
22. Circus at Ketley Playing Field – agenda item.

Roads and Footpaths

23. Diversion Order for ROW 191, Bali-Hi, Shrubbery Road – nothing to report.
24. 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.
25. Pedestrian Crossing on Station Road – agenda item.
26. Severn Trent Upgrade, Waterloo Road, Ketley – This Order will now become operative on Monday 11 August 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.
27. Changes to ROW at TMC – The Clerk has received a plan of the new layout of ROW at TMC, which is available to view in the Parish Council offices.

Open Spaces

28. Paddock Mound and The Paddocks, Red Lake – Friends of Paddock Mound have recently held a meeting with Adrian Corney, T&W Council Specialist Environmental Officer, to discuss the maintenance needed on Paddock Mound. Mr Corney has shared with the Parish Council the immediate work that will be taking place, a copy of which is available in the Parish Council Office. The Chairman and Borough Councillors are meeting with James Dunn, T&W Council Service Delivery Manager - Regeneration & Investment, to discuss the transfer of ownership of Paddock Mound to the Parish Council.

Communication

29. 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.

IT Developments

30. Upgrade to IT Network – nothing to report.

31. Parish Website – The work with TCAT on the layout and content of the new Parish Website is now progressing. 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 – work still outstanding.

33. Empty Properties in the Parish – nothing to report.

34. Community Pride Fund T&W Council are holding 2 sessions where organisations can get some support with their Community Pride Fund application. These will be one to one sessions so people will need to book in advance tel: 01952 382131 or email:

communitypridefundenquiry@telford.gov.uk. The sessions are arranged for:

- Tuesday 15 July between 9.30am and 11.30am in the Tudor Room, Meeting Point House, Southwater Square, Telford, TF3 4HS

- Thursday 17 July between 6pm and 8pm in the Large Meeting Room, Wellington Library, Larkin Way, Telford, TF1 1LX

35. T&W Council News For You email service has been set up to help residents keep you up to date and connected with Council information and services that are of interest to the, Residents can sign up to the News For You service from any page of www.telford.gov.uk.

14/6192 FINANCE COMMITTEE

a. Minutes of Finance Committee held on 22 May 2014 – attached for information.

b. Monthly Bank Reconciliation – The Clerk reported an overall balance of £217,512.55 as at 30 May 2014.

c. Verbal report from the Finance Committee on 26 June 2014

- 2013-14 Internal Audit - The Clerk went through the recommendations from the final audit report for 2013-14 received from the internal auditor:

- Recommendation 1: Banking should ideally be carried out more regularly or a safe installed. Finance Committee's Comments: *The Clerk to purchase a fireproof safe.*

- Recommendation 2: Individual invoices and reimbursements should be signed/ initialled as checked by two council members prior to being paid. Currently a summary schedule only is checked and not the supporting documents.

Finance Committee's Comments: *The two cheque signees will sign/initial the cheque, cheque sub, invoice and summary of payments.*

- Recommendation 3: An annual risk assessment should be presented and approved by Council. The risk assessment should include both financial, operational and physical risks.

Finance Committee's Comments: *The Clerk to undertake a financial risk assessment as part of the H&S working currently being undertaken.*

- Recommendation 4: The Council's Budget for 2014/15 is revised by Council in the first quarter to reflect the significant change in revenue expectation with regard to TCAT rental income.

Finance Committee's Comments: *The Clerk presented to the Finance Committee on 22 May 2014 and Full Council on 11 June 2014 a revised budget for 2014-15.*

- Recommendation 5: Consideration should also be given to splitting revenue rental receipts and expenditure between the "Parish Centre" and "Youth Centre" to enable improved budget monitoring by Council.

Finance Committee's Comments: *The Clerk to create a new cost code for KYC so that the Finance Committee can monitor the spend against this budget.*

- Recommendation 6: Consideration should be given to ensuring Council independently performs periodic checks on the bank reconciliations presented by the Clerk; to verify their accuracy. It is further encouraged that councillors evidence their checks by initialling/signing the relating report and corresponding bank statements to support that the check has been carried out.

Finance Committee's Comments: *The Chairman to check the monthly bank reconciliation against the bank statement at every Finance Committee and initial paperwork as evidence.*

- Recommendation 7: Council should consider whether the parish's iron gates are to be

included on their current insurance policy, as they would be regarded as attractive to thieves and a significant loss to the community if stolen. As income relating to lettings continues to grow; business continuity may be another aspect of insurance cover to consider, to safe guard against loss of revenue.

Finance Committee's Comments: *The Clerk has updated the 2014-15 insurance schedule to include all risks for fencing and gates at GOR and Ketley Playing Field, 3rd party damage against streetlights, business continuity and a reinstatement cost for KCC and KYC.*

- Recommendation 8: The Clerk seeks quotes from 3rd Party Payroll Processing Contractors for 2014-15 to present to Council to facilitate the independent processing and administration of Payroll. Reduction of perceived risk: This will introduce a segregation of duties and free up the Clerk's time.

Finance Committee's Comments: *The Clerk to continue to undertake payroll processing, although HMRC paperwork will be presented to Finance Committee and initialled by Councillors as evidence of the payment.*

- Recommendation 9: Alternative quotes should be sought from contractors for the provision of an adequate IT back up/disaster recovery service for the Council in order to ensure best value is achieved.

Finance Committee's Comments: *The Clerk to seek quote from another IT support provider and present to a future Finance Committee.*

ACTION: The Finance Committee's comments will be presented to the Ketley Parish Council meeting on 9 July 2014.

- Asset Register - The Clerk presented the revised Asset Register for 2014-15, which includes all fencing and gates at GOR and Ketley Playing Field and a reinstatement cost for KCC and KYC.

RESOLUTION: Councillors unanimously approved the revised Asset Register for 2014-15.

- Age Debtors Report - The Clerk presented the following debtors as at 31 March 2014:

	Invoice No.	Company	Contact	Amount
30.04.13	2013/16	Dog Training	Linda Holmes	65.00
31.05.13	2013/34	Dog Training	Linda Holmes	52.00
30.06.13	2013/55	Dog Training	Linda Holmes	48.75
31.07.13	2013/66	Dog Training	Linda Holmes	16.25
31.07.13	2013/69	Age UK Day Centre	P J Homer	24.00
30.09.13	2013/90	British Badge Collectors	Bernard Steward	12.00
31.11.13	2013/125	British Badge Collectors	Bernard Steward	12.00
31.12.13	2013/137	TMC	Jim Hakim	12.00
31.12.03	2013/142	Zumba	K Gromacka	72.00
31.01.14	2014/162	Dementia Group	Anne Johnson	294.00
26.03.14	2014/184	T&W Council	Sue Overton	721.00
31.03.14	2013/199	British Badge Collectors	Bernard Steward	12.00
31.03.14	2013/202	Indian Dancing Follow On	Venkat Panchavati	62.50
			TOTAL	1,403.50

The Clerk reported that all the above is for room bookings at KCC. Linda Holmes, P J Homer and K Gromacka no longer use KCC so the debt will not be reclaimed. The Clerk will chase the other outstanding payments. The Parish Council is to introduce independent centre users paying on the night and if they default they should not be allowed to use the room the following week.

RESOLUTION: Councillors unanimously agreed to write off the debt of the three organisations listed above.

- New Financial Regulations - The Clerk presented a draft copy of the new NALC Financial Regulations that need to be amended in line with practices at Ketley Parish Council. Once agreed by the Finance Committee they will be presented to Ketley Parish Council for formal adoption.

14/6193 RESOURCES COMMITTEE

- Minutes of Resources Committee held on 20 May 2014 – attached for information.
- Verbal report from the Resources Committee on 24 May 2014
 - H&S Audit – The Resources Committee discussed the need for Centre Users to sign to say that they agree to the terms of the Community Centre Booking and H&S Policy of the Parish Council. Staff will receive training on the new H&S Policy once in force.
 - WEA Lease - WEA Area Manager for Shropshire has informed the Parish Council that WEA will no longer be leaving Ketley Community Centre in September 2014.

- Revised Room Booking Form - The Clerk presented the proposed new, which will be issued from September 2014.
RESOLUTION: Councillors unanimously approved the revised Room Booking Form.
- Near Miss Form - The Clerk presented the proposed Near Miss Form, which will be included in the H&S Policy.
RESOLUTION: Councillors unanimously approved the new Near Miss Form.
- **Environmental Maintenance Contract** - The Clerk presented the updated programme of work for the Environmental Maintenance Team.
ACTION: Councillors to forward their comments and amendments to the Clerk asap.

14/6194 POTENTIAL CROSSING ON HOLHEAD ROAD, KETLEY

The Clerk went through the proposed forwarded from Phil Lorenzo, T&W Council. Cllr R Picken said that the option, which included dropped kerbs, should be agreed so that the bus stop and speed camera can be kept in situ. Cllr Rhodes pointed out that the safety of pedestrian, particularly children is the main reason why the upgrade is being considered. Cllr Reynolds said that this is an opportunity to improve road safety and access along the cycle route. A zebra crossing would be the safest option for children to cross the road. Bus users are well served with two other bus stops along this stretch of road.

RESOLUTION: Cllr R Picken proposed that the dropped kerb only is installed on this route, which was seconded by Cllr D Picken. Four Councillors voted for this proposal and two Councillors abstained from the vote.

14/6195 STREETLIGHT AT KETLEY BROOK

Cllr D Picken said that this faulty streetlight had been fixed but unfortunately, is no longer working.

ACTION: The Clerk to report the faulty streetlight to T&W Council Customer Quality.

Cllr Rhodes requested that the three streetlights along Copper Beech Road are replaced with LED lighting.

14/6196 CIRCUS ON KETLEY PLAYING FIELD

The Clerk reported that she had been approached by Derek Owen, T&W Council Parks & Open Spaces Officer to ask for the Parish Council's approval for a circus to use Ketley Playing Field between 4-6 September 2014.

ACTION: The Clerk to inform Derek Owen that the Parish Council support the circus using Ketley Playing Field and suggest that it is advertised in the local press. The Clerk to inform David Churm, TMC Development Officer of the event and to also inform residents of the TMC who overlook Ketley Playing Field.

14/6197 REPORTS FROM COUNCILLORS ON MEETINGS ATTENDED ON BEHALF OF THE COUNCIL

Cllr Reynolds reported that she had attended the Friends of Paddock Mound Working Group who are currently putting together a management plan with T&W Council for the future maintenance of Paddock Mound. The plan will go out for consultation. Cllr Rhodes asked if the Friends of Paddock Mound would be working with the Parish Council on the development of this site. Cllr Reynolds said that the Friends of Paddock Mound and the Parish Council need to work together as they are currently both working in different directions.

14/6198 PLANNING

Applications:

- 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) – no objections received.
- 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 – Councillors expressed concerns that the development of 3 bungalows had previously been rejected on this site and were concerned that the number of properties was too great for the site of the site.

ACTION: The Clerk to forward the Parish Councils comments to T&W Council Planning Department.

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

Approvals:

- 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
- TWC/2014/0202 6 Ketley Vallens, Ketley, Telford, Shropshire, TF1 5AX - Proposed new drive and dropped kerb
- TWC/2014/0387 Ketley Brook Roundabout, Telford, Shropshire - Installation of 4no. non-illuminated advertisement signs

On-going:

- 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)

Refusal:

- 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

14/6199 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Resources Committee Staff Restructuring - In the absence of Cllr Mehta, there was nothing to report on this item.

14/6200 CORRESPONDENCE

Nothing to report.

14/6201 AGENDA ITEMS FOR NEXT MEETING

- Gates at Ketley Playing Field – Cllr D Picken
- Paddock Mound

14/6202 TO CONFIRM THE DATES OF FUTURE MEETINGS

The next meeting of Ketley Parish Council is arranged for Wednesday 10 September 2014 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 8.45 pm.

Signed:.....

Date: 10 September 2014