

# 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 February 2015 at 7.00 pm at in the Ketley Community Centre.**

## **PRESENT:**

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

Councillor David Elliott  
Councillor Amrik Jhawar  
Councillor Rajash Mehta

**Clerk:** Alison Hinks

**In Attendance:** Mr Allard, Mr Croft, Mrs Lansdell and Mr Wilkinson.

## **15/6300 WELCOME**

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

## **15/6301 PUBLIC SESSION**

Mr Allard informed the meeting of the threat of ash die back to ash trees on the Paddock Mound. He was speaking about this as personal concern following an email that he had sent to the Clerk on Tuesday 10 February 2015. A Defra report had been release stating that most ash trees in the country will get the disease, which is a wind born fungus. There is no treatment for the disease and the infected trees have to be felled and burnt. Mr Allard said that this would have cost implications to the Parish Council when they take over the responsibility of the Paddock Mound on a 25-year lease from T&W Council. Mr Allard suggested that the Parish Council look carefully at the risks of managing the Paddock Mound and suggested that the Parish Council ask T&W Council to indemnity for the associate costs as part of the 25-year lease.

**ACTION: The Clerk to investigate the situation and report back to the next meeting.**

## **15/6302 POLICE MATTER**

Cllr Jhawar said that a resident has reported the vehicles using the lay-byes by Reynolds House, Station Road, Ketley to sell cars and advertise businesses. Customers using the shops close by to not have anywhere to park.

**ACTION: The Clerk to inform West Mercia Police and also ask T&W Council to put a waiting time limit on the lay-byes.**

## **15/6303 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL**

Apologies were received and accepted from Cllr L Hodgkinson (ill) and Cllr G Reynolds (prior meeting).

## **15/6304 DISCLOSURE OF PECUNIARY INTERESTS**

Cllr Jhawar declared an interest in agenda item 15/6311. Cllr Evans declared an interest in agenda item 15/6309.

## **15/6305 TO APPROVE THE MINUTES OF THE 28 JANUARY 2015 MEETINGS**

**RESOLUTION: The minutes of the meetings held on 28 January 2015 were proposed as an accurate record by Cllr Evans, seconded by Cllr Jhawar and unanimously agreed by the Parish Council.**

## **15/6306 CLERK'S REPORT**

### **Ketley Community Centre / Ketley Youth Centre**

1. Fullway Builders will be upgrading the sliding doors between the Hall and Art Room. They are not sliding in the runners and are unsafe when the Centre Manager opens them. The builder will also be putting an anti-slip paint on the ramp by the front door of the Community Centre.
2. T&W Council Surveyors have undertaken a survey of the work that was carried out as part of the refurbishment of the Community Centre. Andy Collier, T&W Council Building Innovation Team Leader, has reported back. As no detailed specification was provided to the contractor, the only details

regarding the works that was required is based around the quotations provided by the contractor. Most of the works undertaken was covered by quotations, which were accepted by the Parish Council. Following completion of the works the respective invoices were submitted and paid by the Parish Council. This indicates that at the time of the payment the Parish Council found the works that was carried out to be acceptable. There are areas of work that the Parish Council are now not happy with, but unfortunately the way that the works were procured and the time that has lapsed since the completion of the works this does limit any claims that we may now have against the contractor.

3. Fullway Builders have show photographs of the state of the roof on both buildings and urgent work is needed particularly at the Community Centre as there are small leaks appearing. T&W Council surveyor is currently going through the work the Chris Corfield quoted for. T&W Council Building Innovation Team offers a project management service for a small charge to oversee future building work. The Finance Committee agreed that T&W Council should be approached to manage the work to the roof and as a trial of this service.
4. I met with Mal Yale and Clive Barton, T&W Council Facilities Management, to discuss the building caretaking services and cleaning services that they offer. The Parish Council can buy into a tailor made SLA for both these services or contact the Department for one-off jobs. They also provide a Homefix service, for general repairs and maintenance for the building. This is at a cost of £30 per hour (£25 for electrician and plumbers). All trades men are registered and vetted by T&W Council.
5. Recycling in the Community Centre has really taken off and there is a need for two further recycling bins. The Finance Committee agreed to one more bin for paper/card and one more bin for plastic/glass/cans.

#### **Garden of Rest**

6. Following an incident at the GOR where the current gravedigger removed and used memorial stones from a neighbouring grave, I have obtained quotes from another grave-digging company costing £211 for a new single grave dig, £235 for a new double grave dig and £59 for a cremation remains dig. The Parish Council will be invoiced monthly for work undertaken and the Parish Council will pay the cost of the grave dig out of the money received from the family to open the grave. This will be a saving for the family as the undertaker usually charges the family for the dig.
7. Trees at 6 Marigold Court, Ketley – The Environmental Maintenance Team have planted 32 different hedgerow whips along the fence line of 6 Marigold Court. The whips will fill the gaps following the hedgerow being cut back by mistake. I am waiting for Mark Greaves, T&W Council, to mark out the line where the new fence will lie. As the boundary lies along and inside the hedgerow, the Parish Council have decided to erect a fence one meter from the true boundary line. Once this has been done, I will write to the residents of Marigold Court who will be affected by this fence to ask for their views.

#### **Street Lighting**

8. Nothing to report.

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

9. MUGA and NEAP at TMC – Following discussion at the last Parish Council meeting and further discussions with David Charmbury, HCA, the Parish Council will no longer be responsible for the maintenance of the MUGA on the TMC. This will form part of a bigger lease for the MUGA and the new play facilities currently being installed. The HCA agreed that this was a better arrangement, although the HCA have not yet made a decision if the TMC Management Committee will maintain the play equipment or if they will approach another organisation to take on the lease. The current lease expires on the 13 February 2015 and from this date the MUGA will not be shown on the Parish Council's Asset Register or insurance schedule.
10. Street Games – The sport sessions funded by Taylor Wimpey every Sunday between 12.30 pm – 3.00 pm on Ketley Playing Field have now started. Marvin Joseph, T&W Council Sports Development, said that a small number of young people turned out on the first session and will hopefully become more popular. I have circulated flyer to The Meadows School, HLC, Ketley Youth Club and other children's groups that are run at Ketley Community Centre.

#### **Roads and Footpaths**

11. 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.

12. A resident has asked that a new grit bin be installed on Central Avenue, Ketley. This does not fall in line with the T&W Council policy. The Finance Committee agreed that the Parish Council should pay this for. Please let me know if there are any other areas in the Parish that would benefit from a grit bin.
13. A dog foul bin has been installed at the top of Red Lees by the Garden of Rest, Red Lake.

#### **Rights of Way**

14. Diversion Order for ROW 191, Bali-Hi, Shrubbery Road – agenda item
15. Blocked ROW 197, Quarry Lane – I have chased Andrew Careless, T&W Council ROW Officer, for an update on the two cars that are blocking the entrance to ROW 197. Mr Careless was in the process of instructing 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.
16. Footpath between Sandbrook and Victoria Avenue, Ketley – nothing to report.

#### **Open Spaces**

17. Paddock Mound and The Paddocks, Red Lake – agenda item.
18. Environmental Maintenance Team Work Schedule – I am currently reviewing the work schedule of the Environmental Maintenance particularly the work that the Team undertakes during the winter months. Please let me know if there are any areas that you would like included on the schedule or any one-off areas that you would like worked on.
19. The Environmental Maintenance Team will be working with the Friend of Ketley Paddock Mound on the first Thursday of the month undertaking work that the group are unable to carry out.

#### **Communication**

20. Parish Newsletter – The next Parish Newsletter will be circulated over the weekend of 28/29 March 2014. A local company can circulate the newsletter at a cost of £132.

#### **IT Developments**

21. Parish Website – Runtime UK have started the work on the Parish Website. A holding page has been uploaded and I am currently working on the content for the site.

#### **Community Based Projects**

22. Community Events in Ketley – The following events will be taking place over the next 3 months:

13 March 2015	Comic Relief	Raffle in Reception of Ketley Community Centre
2 April 2015	Easter Egg Hunt 10.00 am – 2.00 pm	Ketley Paddock Mound and Easter crafts and refreshments at Ketley Community Centre
18 April 2015	Table Top Sale 10.00 am – 2.00 pm	£5 per table (free for charities) at Ketley Community Centre

#### **15/6307 FINANCE COMMITTEE**

- a) January 2015 Monthly Bank Reconciliation and Order of Payments – The Clerk reported an overall balance in all bank accounts of £207,476.18 as at 31 December 2014, with a balance of £115,229.46 in the Co-op Bank account.
- a) Verbal report from the Finance Committee on 29 January 2015
  - 2013-14 Internal Audit Update - The Finance Committee reviewed the 2013-14 Internal Audit at their meeting on 29 January 2015, as follows:
    - (i) *Banking should be carried out more regularly or a safe installed*  
Council's Comments: Safe installed.
    - (ii) *Individual invoices and reimbursements should be signed/initialised as checked by two council members prior to being paid*  
Council's Comments: Councillors now initial invoices along with chequebook stub.
    - (iii) *An annual risk assessment should be presented and approved by Council.*  
Council's Comments: Clerk to present to Finance Committee on 24 February 2015.
    - (iv) *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*  
Council's Comments: Budget updated and presented to Council.
    - (v) *Consideration should also be given to splitting revenue rental receipts and expenditure*

*between Parish Centre and Youth Centre to enable improved budget monitoring by Council*

Council's Comments: Budget cost code set up for Youth Centre showing all receipt and payments associated to this budget.

- (vi) *Consideration should be given to ensuring Council independently perform periodic checks on the bank reconciliation presented by the Clerk to verify accuracy. It is further encouraged that the councillors evidence their checks by initialling/signing the relating report and corresponding bank statements to support that the check has been carried out*

Council's Comments: To be introduced at the Finance Committee on 24 February 2015.

- (vii) *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*

Council's Comments: Clerk undertook a total review of assets on the insurance policy and updated asset register in line with this.

- (viii) *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*

Council's Comments: The Clerk undertook a review of the insurance schedule and included this on the premium.

- (ix) *The Clerk seeks quotes from third party payroll processing contractors for 2014-15 to present to Council to facilitate the independent processing and administration*

Council's Comments: The Clerk to continue with this role.

- (x) *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*

Council's Comments: The Finance Committee has decided to delay this for 12 months until the IT upgrade is completed.

- Members Allowances – The Clerk reported that following discussions with other Parish Clerks the correct way to pay Members Allowances is via the Parish Council's Payroll system, which automatically deduce basic rate tax. It is the Councillors responsibility to reclaim the tax back.

#### **15/6308 RESOURCES COMMITTEE**

Cllr Mehta reported that the next meeting of the Resources Committee is 24 February 2015. As some meeting had been cancelled due to the Resources Chairman's personal commitments, additional meetings would be arranged before the end of the financial year.

#### **15/6309 KETLEY PADDOCK MOUND**

- a) Lease Agreement with T&W Council – The Clerk reported that the amended lease is currently with the Parish Council's solicitors who are in discussions with T&W Council Legal Department. The Solicitors is also undertaking a land searches with a view to the lease being finalized by 31 March 2015.
- b) Friends of Ketley Paddock Mound Management Plan – The Clerk has been in discussions with an Environmental Management Consultant who is able to work on a management plan during March 2015. This plan will provide information on the make up of the site, the annual work needed to be undertaken, surveys needed before any work is undertaken and plans for the future.
- c) Pride in the Community Funding – The Clerk reported that the proposed work on the Paddock Mound site needs to commence within 6 months of signing the agreement and the money spent by April 2016. The Clerk is in the process of setting up a working group to move this project forward.

#### **15/6310 PUBLIC PATH DIVERSION ORDER HIGHWAYS ACT 1980 BOROUGH OF TELFORD & WREKIN PARISH OF KETLEY BALI-HI NO 191 AND 193**

Cllr Saini said that T&W Council has written to the Parish Council requesting information on this right of way that can be passed on to the Secretary of State. T&W Council has contacted residents along the proposed route to ask that they withdraw their objections to the move. T&W Council have served an Order which has been advertised and will now be submitting the diversion order to the Secretary State to make the final decision. Cllr Saini said that he personally feels that as this does not affect the whole parish but involves two parties the Secretary of State should decide the outcome. Cllr Mehta said that the Secretary of State would make the final decision and inform the Borough Council of the outcome. Cllr Jhawar said that David Wright MP has spoken to Mr Whittingham at length about the proposed diversion and he is unable to do anything as decision lies with the Secretary of State. Cllr Rhodes said that as the community has not withdrawn the complaint against the diversion, the decision has to go to the Secretary of State. Cllr Evans said that T&W Council Legal Department is aware of the opinion of the Parish Council. Cllr Jhawar said that the Parish Council need to be consistent with their opinions on ROW and as this is a complicated case the decision should be made by the Secretary of State. The Clerk confirmed that that Parish Council would not be making a formal response to T&W Council Legal Department.

**15/6311 PLANNING**

**Applications:**

- TWC/2015/0072 14 Hutchinson Way, Ketley, Telford, Shropshire, TF1 5FD - Erection of an single storey extension to existing garage to form granny annex

**RESOLUTION: Cllr Rhodes proposed that the Parish Council support this application with a condition that the granny annex cannot be sold as a separate dwelling to the main property, which was seconded by Cllr Evans and unanimously agreed by the Parish Council.**

**Approvals:**

- /

**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

**ACTION: The Clerk to chase Kate Stephens, T&W Council Planning Department for an update on the amended planning application from Greenways expected by the 19 February 2015.**

- TWC/2015/0009 183 Woodside Road, Ketley, Telford, Shropshire, TF1 5WT - Erection of two storey rear extension - email previously sent to Councillors
- TWC/2014/1151 Telford Millennium Community (Part of Phase 4), Ketley, Telford, Shropshire - Erection of No.52 apartments and No.14 dwelling houses (Variation of Planning Permission TWC/2013/0096) - email previously sent to Councillors
- TWC/2014/1154 19 Castle View, Ketley, Telford, Shropshire, TF1 5EN - Erection of a two storey side extension - email previously sent to Councillors
- TWC/2014/1135 Land between 87-88 & View House 103 Holyhead Road, Ketley, Telford, Shropshire - Erection of 10no. dwellings with garage, parking and associated access and landscaping - email previously sent to Councillors
- TWC/2015/0040 43 Ketley Park Road, Ketley, Telford, Shropshire, TF1 5B - Erection of a conservatory to rear

**15/6312 CORRESPONDENCE**

The Clerk went through a letter received from a resident of Ketley Town complaining about the number of HGV lorries using Waterloo Road to access the Greenways site, the majority of which have to use the road side, footpath and grass verges as a waiting area if the site is busy.

**ACTION: The Clerk to forward a copy of the letter to Derek Causer, T&W Council Enforcement Officer and to chase Kate Stephens, T&W Council Planning Officer for an update on the revised planning application. Cllr Rhodes to also chase T&W Council about this on-going problem.**

The Clerk went through an email received from Derek Owen, T&W Council Parks & Open Spaces requesting that Pinders Circus use Ketley Playing Field in September 2015. The Circus used the site in September 2014 and the Parish Council informed the community via the newsletter and also hand delivered letter to the homes that over look the Playing Field. The Clerk said that she received two complaints from residents of the TMC in September 2014. Cllr Saini said that the Circus was entertainment for local families and there was no noise on Holyhead Road or Waterloo Road in September 2014. Cllr Jhawar said that the local community should be informed again of the dates.

**ACTION: The Clerk to inform T&W Council that the Parish Council do not have any objections to Pinders Circus using Ketley Playing Field in September 2015.**

**15/6313 AGENDA ITEMS FOR NEXT MEETING**

- Ash Dieback Disease
- Greenways Recycling Centre

**15/6314 TO CONFIRM THE DATES OF FUTURE MEETINGS**

The next meeting of Ketley Parish Council is arranged for Wednesday 11 February 2015 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 7.45 pm.

**15/6315 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

Nothing to report.

Signed:.....

Date: 11 March 2015