

# KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



**Chairman:** Councillor Anil Saini

**Clerk to the Council:** Alison Hinks  
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**MINUTES of the Annual Meeting of Ketley Parish Council held on Wednesday 20 May 2015 at Ketley Community Centre commencing upon the conclusion of the Annual Parish Meeting which started at 7.15 pm.**

**PRESENT:**

Councillor Anil Saini  
Councillor David Elliott  
Councillor Joy Francis  
Councillor Amrik Jhawar  
Councillor Hilda Rhodes

Councilor Mandy Cartwright  
Councillor Maggie Evans  
Councillor Laura Hodgkinson  
Councillor Alan Morris

**Clerk:** Alison Hinks

**In Attendance:** Mr and Mrs Millward-Thomas, Mr and Mrs Whittingham, Mr and Mrs Evans and Mrs Bartlett.

**15/6354 DECLARATION OF ACCEPTANCE OF OFFICE FOR NEW COUNCILLORS FOR KETLEY PARISH COUNCIL**

All Councillors were formally sworn in as Ketley Parish Councillors and signed the Declaration of Office Book.

**15/6355 ELECTION OF CHAIRMAN**

**RESOLUTION:** Cllr Rhodes proposed Cllr Anil Saini as Chairman of Ketley Parish Council, which was seconded by Cllr Evans and unanimously agreed by all Councillors.

**15/6356 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.

**15/6357 ELECTION OF VICE CHAIRMAN**

**RESOLUTION:** Cllr Saini proposed Cllr Hilda Rhodes as Vice Chairman of Ketley Parish Council, which was seconded by Cllr Jhawar and unanimously agreed by all Councillors.

**15/6358 DECLARATION 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.

**15/6359 REVIEW OF COMMITTEE STRUCTURE AND NOMINATION OF MEMBERS OF COMMITTEES INCLUDING TIMINGS OF FUTURE MEETINGS**

- Full Council – Councillors agreed that the meeting should remain as 7.00 pm on the second Wednesday of the month.
- Finance Committee – Councillors agreed that this meeting should remain as 10.00 am on the last Thursday of the month and the membership is as follows: Cllrs Cartwright, Jhawar, Elliott, Evans and Cllr Saini Ex-officio.  
**RESOLUTION:** Cllr Hodgkinson proposed Cllr Maggie Evans as Chairman of the Finance Committee, which was seconded by Cllr Elliott and unanimously agreed by all Councillors.
- Resources Committee – Councillors agreed that this meeting take place at 11.00 am on the last Tuesday of the month and the membership is as follows: Cllrs Elliott, Hodgkinson, Jhawar, Cartwright.  
**RESOLUTION:** Cllr Rhodes proposed Cllr David Elliott as Chairman of Resources Committee, which was seconded by Cllr Morris and unanimously agreed by all Councillors.
- Planning Committee – Councillors agreed that a Planning Committee should be called when needed and all Councillors should be invited to this meeting.
- Appeals Committee – Councillors agreed that the membership of this meeting is as follows: Cllrs Saini, Rhodes, Morris.

#### **15/6360 ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES**

- Telford Millennium Trust Board – Cllr Saini
- TMC Steering Group – Cllr Rhodes
- Parish Forum – Cllr Jhawar and Cllr Elliot
- T&W Council Bus Users Group – Cllr Hodgkinson and Cllr Cartwright
- Shropshire Association of Local Councils Area Committee – to be decided

Cllr Saini suggested that the Parish Council also has Lead Councillors for the local community groups and the following was agreed:

- Friend of Ketley Paddock Mound – Cllr Evans
- Ketley Youth Club – Cllr Morris
- Ketley History Group – Cllr Elliott
- Good Companions – Cllr Elliott

#### **15/6361 SCHOOL GOVERNOR REPRESENTATIVE**

- Cllr Rhodes is the Borough Council representative
- Cllr Saini is a Co-optioned Governor

#### **15/6362 PUBLIC SESSION**

Mrs Whittingham said that she is the Leader of Ketley Youth Club who has over 50 members, with 40-46 young people attend regularly. Mrs Whittingham said that relocation of the youth club has not been dealt with well. If the Youth Club had known 12-18 months ago they would have worked with the Parish Council to raise funds to keep the building. Mrs Whittingham said that the Youth Club had met with The Arts Centre but unfortunately the Youth Club do not feel that they could work with them in the same building. Mrs Whittingham said that she does not want the Youth Club to finish but the Youth Club will not relocate to Ketley Community Centre. She asked Parish Council to think about the young people when they make their decision on the future of Ketley Youth Centre. Some parents and young people have written to the Parish Council to express their concerns. She said that she understands that The Arts Centre will bring in revenue but she hoped that all parties could work together to raise the money needed.

Cllr Saini said that the Youth Club are doing a fantastic job and any decision is financial based on the cost to run the building. Cllr Saini said that the Parish Council have worked with the Youth Club for a long time.

Mrs Evans said that the Youth Club is not advertised; children attend on recommendation. The Club bridges the gap for families who don't have others to rely on. Mrs Evans said that all volunteers are passionate about the Youth Club.

Cllr Jhawar asked the Youth Club volunteers how they would raise funds? Mrs Whittingham said that they would work with the Parish Council to solve the problem of finance to bring the building up to H&S standards. Cllr Evans said that the Youth Club were made aware of the financial situation at a meeting with the Chairman and Clerk in 2014. Mrs Bartlett said that the Youth Club had not been given enough time to raise the money needed. Cllr Hodgkinson said that this is a time sensitive issue for The Arts Centre as they have to leave the building that they currently use.

#### **15/6363 POLICE MATTER**

Nothing to report

Cllr Francis arrived for the meeting and was duly sworn in as a Ketley Parish Councillor and signed the Declaration of Office Book.

#### **15/6364 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL**

Cllr Francis would be arriving late for the meeting.

#### **15/6365 DISCLOSURE OF PECUNIARY INTERESTS**

Nothing to report.

#### **15/6366 TO APPROVE THE MINUTES OF THE 15 APRIL 2015 MEETINGS**

**RESOLUTION: The minutes of the meetings held on 15 April 2015 were proposed as an accurate record by Cllr Evans, seconded by Cllr Saini and unanimously agreed by the Parish Council.**

#### **15/6367 CLERK'S REPORT**

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

1. Ketley Community Centre – The annual fire risk assessment has been complete with only three minor recommendations for action. In future the Parish Council will undertake their own fire risk assessment as

all the work from the initial assessment have been actioned. The Fire Authority also visited the Community Centre to undertake their own fire assessment of the building and comments on the vast improvements that have happened since their last visit.

2. Ketley Youth Centre – agenda item.

#### **Garden of Rest**

3. Trees at 6 Marigold Court, Ketley – Following the last Full Council meeting I emailed Mark Greaves to express Mrs Ball's concerns about standard of the whips and her anger that the fence line had not been marked out. As I had not heard back from Mr Greaves, I emailed his line manager, Danny Chetwin who responded to say that he is meeting with Mr Greaves to move this problem forward. I have chased Danny Chetwin for an updated.
4. A risk assessment of the Garden of Rest was carried out and some points raised about public safety, particularly about the pathways. A review of the working procedures and documentation used for the Garden of Rest is also taking place, which will be reported to a future meeting of the Parish Council.

#### **Street Lighting**

5. I have reported two faulty pathway lights on Ketley Playing Field. These lights continue to be a problem despite Eon fixing all initial problems inherited by TW Council.

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

6. New Skate Park, BMX Track and Play Area on TMC – Derek Owen, T&W Council Parks & Open Spaces has reported that there will be a delay on the finish date for the play area. The levels have not been carried out properly so there is a delay of about 3 weeks, although I will keep you informed. The MUGA's netted roof is now in situ. The Sunday activities at Ketley Playing Field will need to continue for a little longer than anticipated.

#### **Roads and Footpaths**

7. Trees on Quarry Lane, Ketley – Nothing to report.
8. Dual Carriageway Maintenance along B4393 Mossey Green Way and A5223 Ketley Brook Interchange to Lawley Common roundabout will be taking place during the period 28 June 28 – 19 July 2015.
9. I have reported a number of potholes to T&W Council Highway Maintenance Team along Red Lees. Highways have responded to say that Red Lees is not adopted or council owned, so T&W Council will not be repairing any potholes in this location
10. I have again reported to T&W Council the horse box and vans that are parked on the grass at the top of Woodside Road.

#### **Rights of Way**

11. Blocked ROW 197, Quarry Lane – Andrew Careless, T&W Council ROW Officer, has still not actioned 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.
12. Footpath between Sandbrook and Victoria Avenue, Ketley – nothing to report.

#### **Open Spaces**

13. Paddock Mound and The Paddocks, Red Lake – agenda item.
14. Following a meeting the consultants working on Paddock Mound, I have asked Adrian Corney to remove some dangerous trees that have been identified, along with new patches of Japanese knotweed.
15. Adrian Corney is putting together a Pride in the Community funding bid for work to the Red Lees Pond which needs clearing and surrounding trees cutting back to create more light for the wildlife.

#### **Communication**

16. Parish Newsletter – The next edition of the Ketley Parish Council Newsletter will be circulated over the weekend of 27 June 2015. Please let me have any articles that you would like included in the newsletter by 19 June 2015.

#### **IT Developments**

17. 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. The launch of the website has been slightly delayed due to my current workload but I endeavour to get the new site up and running by the end of May 2015.

**Community Based Projects**

18. On Saturday 6 June there is another exciting event happening across Southwater and Telford Town Park called the Carnival of Giants. The original concept for this event was to launch the carnival season across Telford and Wrekin inviting local carnivals to be a part of the parade with a chance to promote their own events coming up over the summer. For whatever reason The Arts Team haven't had any interest but still want the event to remain that of a community based feel. The Arts Team are calling on help to try and recruit local community groups, artists, music and dance acts etc to be apart of the day. They are also looking for 'have a go' carnival type activities that could be held within the Telford Town Park arena and wondered if you were aware of anyone The Arts Team could contact.

**15/6368 FINANCE COMMITTEE**

- a) Minutes of Finance Committee held on 26 March 2015 - attached
- b) Verbal report from the Finance Committee on 30 April 2015
  - 2013-14 Year End Account – The Clerk went through the year end account to be presented to the external auditor:

Balance per bank statements as at 31 March 2015:

Co-op Current Account	127,454.42	
Co-op Deposit Account	0.00	
National Savings	106,246.79	
	233,701.21	233,701.21
<b>Less</b> unpresented cheques at 31 March 2015 – please see attached sheet		59,573.88
2015-16 Precept payment received on 31 March 2015 in error (see letter attached)		56,616.50
<b>Add</b> unbanked cash at 31 March 2015 – please see attached sheet		0.00
<b>Net balances as at 31 March 2015</b>		<b>117,510.83</b>

*The next balances reconciled to the Cash Book (receipts and payments account) for the year, as follows:*

**Cash Book**

Opening balance 1 April 2014	183,334.86
Add: Receipts in the year	208,251.84
Less: Payments in the year	<u>274,075.87</u>
Closing balance per cash book (receipts and payments book)	<u>117,510.83</u>
As at 31 March 2015 (must equal net balances above)	

As the receipts and payments for 2014-15 come to over the £200,000 threshold, Mazars have questioned if the Parish Council should change to income and expenditure accounts. The internal auditor has advised against this and suggested that the Parish Clerk formally write to Mazars to explain why the receipts and payments was so high this financial year and ask that this is reviewed 12 months' time

**RESOLUTION: Cllr Hodgkinson proposed the 2014-15 year end accounts as an accurate record, which was seconded by Cllr Saini and agreed by the Parish Council.**

The Chairman duly signed the external auditor paperwork which has been approved by the internal auditor.

**ACTION: The Clerk to forward the external audit paperwork to Mazars and advertise that the audit has been completed.**

- Revised Budget for 2015-16 – The Clerk went through the revised budget approved at Finance Committee. The Clerk said that a revised budget was needed due to the lower than anticipated carry forward from 2014-15 and a saving of £69,531 was needed. The following savings were identified:
 

1 Administration	Office Expenses	£ 1,000
	IT Support Contract	£ 2,000
4 Section 137 Grants	General	£ 500 – reduce to £1,000
	Community Events	£ 2,455
5 Projects	H&S	£ 950
	Marketing	£ 3,500
6 Community Centre	Window Cleaning	£ 165 – twice yearly
	Cleaning Materials	£ 300 – cheaper/less products
	Salaries	£ 1,000 – reduce D Shepherd hours
	Equipment	£ 5,000 – no new chairs/crockery/cutlery
	Signage	£ 2,000 – no new building signage
10 Garden of Rest	Repairs/Maintenance	<u>£20,000</u>
	AMOUNT	<u>£39,370</u>

The Finance Committee agreed that the following spend should remain in the budget

1 Administration	Salaries	£ 2,525 – apprentice needed to support reception
6 Community Centre	Maintenance	£20,000 – roof repairs urgently needed

This spend was seen as essential and would be funded via the National Savings account but must not exceed £20,000.

The Finance Committee were also in agreement that the Parish Council can no longer sustain the future of two buildings and support the Full Council's decision to look at renting out the Youth Centre to a private organisation and asking the Youth Club to move to the Community Centre.

The Finance Committee also discussed the following cost saving measures that need to be discussed with the Centre Manager:

- Radiator valves to be put on frost setting and turn up when the room is in use.
  - Blinds to be opened so that lights don't have to be switched on. (Centre Manager to ensure that blind cords are long enough for the blinds to be opened.)
  - An inventory of cleaning products kept and produces only ordered when down to the last item. A review of the number of cleaning products used and cleaning products to be purchased from £1 shop if they stock it.
  - Centre staff to be reminded that they can not to take annual leave together so that Key Holder is used to cover at weekends and in an emergency with a view of reducing staff costs.
  - Centre staff to sort out crockery and cutlery to ensure that there is 50 matching cups/saucers/plates/mugs in Hall kitchen and the remaining in Classroom kitchen as there is no budget to purchase new.
  - Window cleaning only done twice a year to cut costs.
  - Centre staff to wash down plastic chairs as there is no budget to purchase new chairs.
  - T&W Council Building Services to be used for any repairs and maintenance of the Community Centre and jobs to be reported together unless an emergency.
- Asset Register – The Clerk presented the 2014-15 asset register to the Parish Council. The Clerk said that the MUGA is no longer an asset on the register. The asset register shows Parish Council assets insured.
  - Insurance Cover – The Clerk said that a Zurich Insurance has provided a lower quote of £3,931 for 3 years. The Clerk has also contacted another company for a quote which needs to be agreed by 31 May 2015.  
**RESOLUTION: The Parish Council agreed that the Parish Clerk should sign up to the cheapest insurance quote received.**

#### 15/6369 RESOURCES COMMITTEE

- a) Minutes of Resources Committee held on 24 March 2015 – The Clerk presented the minutes of the meeting to Parish Councillors.
- b) Verbal report from Resources Committee on 28 April 2015 – to be discussed in the Private Session of the meeting.

#### 15/6370 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 are chasing T&W Council to get the lease signed asap.
- b) Friends of Ketley Paddock Mound Management Plan – The Clerk updated Councillors on the development of the Management Plan. CFP are currently consulting with all community groups active in Ketley to ensure that all views are taken into consideration. The Clerk has a meeting with CPF and Shropshire Wildlife Trust at the beginning of June 2015 to form links and is also working closely with The Meadows School Forrest School Lead to ensure that the site is in line with Forrest School recommendation. The consultants are still anticipating that the final plan will be approved at the July 2015 Full Council Meeting.
- c) Pride in the Community Funding – The Clerk reported that is waiting for quotes from the two contracts to discuss the work agreed by the Friends of Ketley Paddock Mound. The Friends have been involved with the design specification and agreed with everything proposed. The Friends are yet to decide on the design of the noticeboards. The Friends have submitted a grant application to Veolia to renovate the gate on the top Shepherds Land entrance on to Paddock Mound.

#### 15/6371 PLANNING

##### Applications:

- TWC/2015/0369 Land off Garfield Road, Red Lake, Ketley Bank, Telford, Shropshire - Outline application for the erection of 45no. dwellings, all matters reserved – previously emailed – Councillors expressed concerns about the increase in traffic to the area and the need for a wider road, although there is no objection in principle.
- TWC/2015/0339 Castlebridge Plant, Ketley Business Park, Ketley, Telford, Shropshire, TF1 5JD - Variation of Condition 3 of planning permission TWC/2015/0122 for a Minor Material Amendment to increase in size of the trade counter – previously emailed – no objections.
- **Approvals:**

- TWC/2015/0214 85 Beveley Road, Oakengates, Telford, Shropshire, TF2 6SD - Demolition of existing garage and erection of 1 no. garage and sun room
- TWC/2015/0232 50 Ketley Park Road, Ketley, Telford, Shropshire, TF1 5BF - Erection of a rear conservatory

**Refused**

- TWC/2015/0244 Land adjacent, 29 Sandbrook, Ketley, Telford, Shropshire - Erection of two storey dwelling attached to 29 Sandbrook and vehicle driveway to the rear
- TWC/2015/0115 Site of The Wrens Nest, Wrens Nest Lane, Ketley, Telford, Shropshire - Outline application for appearance and landscaping and all other matters reserved for the erection of 11no. flats with bin store, cycle store and car parking

**On-going:**

- TWC/2015/0158 Woodruff, Shrubbery Road, Red Lake, Telford, Shropshire, TF1 5EQ - Erection of a 2 storey and first floor side extension and erection of a detached garage
- 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)

**15/6372 CO-OPTION FOR BEVELEY WARD**

The Clerk said that due to no candidates standing for the two seats in the Beveley Ward, the Parish Council will have to advertise the vacancies. This can be done via the June 2015 newsletter with a closing date for expressions of interest of 6 July 2015. Councillors can then review the expressions of interest at the July 2015 Parish Council meeting.

**15/6373 CORRESPONDENCE**

Nothing to report.

**15/6374 AGENDA ITEMS FOR NEXT MEETING**

Update on Greenways Recycling Centre

**15/6375 TO CONFIRM THE DATES OF FUTURE MEETINGS**

The next meeting of Ketley Parish Council is arranged for Wednesday 10 June 2015 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 9.50 pm.

**15/6376 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

See separate confidential minutes

**Signed:**.....

**Date: 10 June 2015**