

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 28 January 2015 at 7.00 pm at in the Ketley Community Centre.

PRESENT:

Councillor Anil Saini (Chairman)
Councillor Maggie Evans
Councillor Amrik Jhawar
Councillor Gill Reynolds

Councillor David Elliott
Councillor Laura Hodgkinson
Councillor Simon Malpass
Councillor Hilda Rhodes

Clerk: Alison Hinks

In Attendance: Mr Gryce, Mrs Lansdell, Mr Whittingham, Mrs Whittingham, Mr Croft, Mr Vickers and Mr Wilkinson.

15/6283 WELCOME

The Chairman welcomed Parish Councillors, Borough Council colleagues and members of the public to the meeting and apologies that the meeting arranged for 14 February 2015 was unavoidably cancelled. Cllr Saini said that the public are welcome to meet with him privately at his monthly surgery at 12 noon on the last Thursday of the month. The Parish Clerk is also available for member of the public during her work hours.

15/6284 PUBLIC SESSION

Mr Croft said that the Clerk has previously circulated a copy of his letter sent to Ian Ross, T&W Council Legal Department, objecting to the diversion of the ROW across Bali-Hi. Mr Croft said that this issue has been outstanding for 4-5 years. He has met on site with Andrew Careless, T&W Council ROW Officer, who said that the road would be resurfaced. Mr Croft raised concerns that the notice in the Shropshire Star newspaper said that road would be resurfaced with rolled stone. This would not be appropriate due to problems with drainage. This are no streetlights along the route and a kissing gate being installed on a pathway that is not a ROW. MR Croft said that footpath known as Petershill is not an official ROW.

Mr Vickers asked for the Parish Council's view on the proposed diversion from Bali-Hi. Cllr Hodgkinson said that this was original discussed by the Parish Council around 4 years ago and recalled that the Parish Council said no to the move along Shruberry Road to Quarry Lane but supported that the ROW was moved along the boundary of the property. Cllr Evans said that she has tried to walk the ROW across Bali-Hi but it has been blocked without permission. Mr Wilkinson said that the Parish Council had a meeting with T&W Council some years ago and it was decided that Petershill would be made safe before Bali-Hi ROW was diverted. Cllr Saini pointed out that the Parish Council has no legislative authority to decide the outcome of the proposed diversion of the ROW from Bali Hi.

Cllr Jhawar said that the Parish Council will take on board the views of the public and will discuss further before they pass on their comments to T&W Council. The Parish Council will inform the residents of the Parish Council's response and will share any correspondence sent.

ACTION: The Clerk to find the minutes of the previous meeting that showing decisions made about the proposed diversion of the Bali Hi ROW and circulate to all Councillors.

Mr Gryce reported that the road needs cleaning on the junction of Shepherds Lane/Quarry Lane opposite 5 The Paddocks.

ACTION: The Clerk to report this to T&W Council Customer Quality.

15/6285 POLICE MATTER

Nothing to report.

15/6286 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Apologies were received and accepted from Cllr R Mehta (work commitment).

15/6287 DISCLOSURE OF PECUNIARY INTERESTS

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

15/6288 TO APPROVE THE MINUTES OF THE 10 DECEMBER 2014 MEETINGS

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

15/6289 CLERK'S REPORT

Ketley Community Centre / Ketley Youth Centre

1. The following maintenance jobs around Ketley Community Centre that need to be undertaken during December 2014 including:
 - installation of the safe
 - removing shelving to increase storage for Centre Users
 - creating a disabled access at the front on the building
 - upgrading the boiler room so that it is in-line with fire regulations
 - installing fire doors on both kitchens
 - upgrading the fence to 1.2 m high down the access to Ketley Youth Centre
2. New fire and H&S signage has been displayed throughout the building informing Centre Users of terms and conditions of the hire and H&S processes.
3. T&W Council Surveyors have been approached to undertake a survey of the work that was carried out as part of the refurbishment of the Community Centre. A report will be put together and presented to a future Parish Council meeting.
4. Intruder Alarm and CCTV Maintenance Contract - The Finance Committee agreed new costs from Vanguard for call-out and maintenance amounting to
 - CCTV annual maintenance - £120
 - Alarm annual maintenance - £80
 - Call out - £55 per visit

Garden of Rest

5. Robbie Slater from Snowdrop Meadow' Ketley has kindly agreed to lock the GOR during the week and lock and unlock the GOR over the weekend and bank holidays. The Parish Council will make a saving £4,270 per year. Mr Upton has decided to return his key for the GOR and no longer wants to be back up for locking/unlocking in times of emergency. Back up is needed during Mr Slater's holidays and is currently being looked into.
6. Trees at 6 Marigold Court, Ketley – I have again met with Mark Greaves, T&W Council, to review the boundary that runs along Marigold Court and the Garden of Rest. 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. I am waiting on Mr Greaves to marking out the proposed fence 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.

The Clerk reported that there had been issues over the Christmas period with the security company not unlocking the GOR and a number of residents had not been able to access the GOR. The Parish Council no longer use the security company and a local resident has offered to lock and unlock the GOR.

The Clerk reported that following an incident at the GOR a new gravedigger has been appointed and the Parish Clerk will arrange in future all grave digging. The cost associated to this will no longer be passed on to the families but absorbed into the costs charged by the Parish Council.

Street Lighting

7. Nothing to report.

Parks and Play Facilities

8. MUGA and NEAP at TMC – agenda item.

Roads and Footpaths

9. 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 was set to be completed by Tuesday 23 December 2014 has now been extended until mid February 2015, although Waterloo Road and Orchard Close, Ketley are now open to vehicles.

10. 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
11. The owner of 87 Holyhead Road, Ketley, has reported to me his concerns about the raised pedestrian crossing outside his property. Adam Brookes, T&W Council Traffic Officer, has investigated this problem and has reported that there is a warning sign in place either side of the crossing to warn road users that they are approaching a raised crossing. Also the road markings were refreshed earlier this year when Holyhead Road was surface dressed, included in these markings are two hump triangles, which help advise road users that they are approaching a raised surface. Mr Brookes does not think there is much more that he could do in terms of signing and lining at this location to help warn of the crossing. I have reported this response to the homeowner.
12. Dog Foul bins at ends of ROW 108 (Holyhead Road, Ketley) and ROW 114 (Potters Bank, Ketley) – T&W Council has to install two bins and a further bin is to be installed by the GOR, Red Lake.
13. As part of the T&W Council Pride in the Community Funding Footway Maintenance work will be taking place on Woodside Road, Ketley to repair any structural problems, edging kerbs and utility covers in the footway. The repairs and patching will be followed by resurfacing work. The contractor will start on Monday 12 January 2015 and should be completed within 2 weeks. Both of these dates are weather dependant. T&W Council will be using temporary pedestrian diversions whilst the work force is present in order to protect both the contractor and any pedestrians. Access will be maintained at all times during the works for residents. T&W Council has written to residents to inform them of the works.

T&W Council Highways Department are installing new footpaths along Woodside Road, Ketley. Riddings Close footpaths will be upgrading during half term (w/c 16.02.15).

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.

Communication

18. Parish Newsletter – The next Parish Newsletter will be circulated over the weekend of 28/29 March 2014.

IT Developments

19. IT Network – Adrian Becket, Assistant Principal for Resources, has responded to the Parish Council concerns regarding the slow progress of the IT upgrade and an action plan has been put into place. The Finance Committee has agreed for the IT Contract with TCAT to continue for the next 12 months to ensure that the IT upgrade is completed with a view to reviewing the contract for 2016-17.
20. IT Server Back-up via a USP – The Finance Committee agreed that a USP backup for the IT server was needed in the event of a powercut, amounting to £2,143 for equipment and installation. This work was undertaken on 28.02.15.
21. Parish Website – Runtime, a local company, have started the work on the Parish Website. A holding page has been downloaded whilst work on the new site is underway.

Community Based Projects

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

23. Community Events in Ketley – Ann Linton, Ketley Community Centre Manager, David Churm, Neighbourhood Manager for TMC and myself are meeting regularly to discuss community events in Ketley for 2015. I will be presenting an annual timetable of events to the next meeting of the Parish Council. The following events have been arranged:
- Raffle for Comic Relief – w/c 02.03.15 and 09.03.15
 - Easter Egg Hunt – Thursday 2 April 2015 10 am – 2 pm
 - Table Top Sale – Saturday 18 April 2015 10 am – 2 pm at a cost of £5 per table although if money is being raised for a charity, the organisation will not be charged.
24. Holocaust Memorial Day Event - Telford and Wrekin are holding a civic ceremony to commemorate Holocaust Memorial Day arranged for 27 January 2015 from 10.30am to 11.30am (venue to be confirmed). The event is open and will be attended by local people, school children, ward and town and parish councillors and council staff. There will also be a larger exhibition that will attract a larger number of people to help to 'keep the memory alive' which is the theme for this year's event. Due to the venue size it will be helpful if you could confirm your attendance by emailing jan.williams@telford.gov.uk or ringing 01952 382131. If you would like any further information please ring Andy Challenor on 01952 382131.
25. Telford & Wrekin Recycling - Harry Weaver, Veolia *Community Liaison Officer*, has emailed the Parish Council. The new recycling service has been up and running in the Borough for just under ten months. Over this time recycling rates for mixed dry recycling have steadily increased. Keen to continue to drive for increased recycling and customer satisfaction, Veolia are offering the opportunity for one of their staff members to attend a Parish Council meeting to discuss the new service and answer any questions residents might have. Veolia will also give details of the new facility in Hortonwood which is under construction and on the contract they have in general with the council. Veolia are also offering tours of their facilities including Veolia's flagship Energy Recovery Facility in Four Ashes and our newly refurbished Materials Recovery Facility again in Four Ashes.
- Cllr Jhawar reported that T&W Council recycling has gone up by 17% since Veolia has introduced the new style bins. Cllr Saini said that it would be good for the Parish Council to start a campaign to 'Keep Ketley Clean'
26. T&W Council Volunteering Campaign – Telford & Wrekin Council is looking at how to improve the recruitment and management of volunteers who help deliver services. As part of this T&W Council are currently promoting the different opportunities available for people to volunteer in a number of ways. A website has been developed that allows promotion of all volunteering opportunities in Telford and Wrekin. Other organisations can register on the site and promote their opportunities as well as the council and it is another platform to reach other audiences. The website is www.volunteertelford.co.uk and currently T&W Council's communications campaign is centred around getting people to visit this site and apply for opportunities they may be interested in.
27. Use of Street Furniture for Election Campaigns - Richard Partington, Managing Director of Telford & Wrekin Council, has emailed to confirm that with effect from 1 January 2015, the Council will no longer allow its street furniture to be used for the display of election posters. Street furniture includes lampposts, traffic lights and other posts or furniture that can be found on or close to the highway.
28. Review of T&W Council Polling Stations – Phil Griffith, T&W Council Democratic Services, has emailed regarding the current proposals for polling stations for the Parish area/Polling District. Consultation on these proposals closes on 26 January 2015 with a final scheme being agreed on 29 January at Boundary Review Committee. Please submit any proposals in writing to elections@telford.gov.uk with subject line Polling Station Review
29. The meeting between local partners and organization to be reinstated and organized quarterly. This will include the Schools, churches, community groups and the first meeting to be arranged after half term.

Cllr Reynolds and Cllr Rhodes arrived for the meeting.

15/6290 FINANCE COMMITTEE

- a) Minutes of Finance Committee held on 27 November 2014 – attached for Councillor's information.
- b) November 2014 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.

- c) Verbal report from the Finance Committee on 18 December 2014
- 2015-16 Budget Setting and Precept –The Clerk went through the proposed budget for 2015-16, which showed a projected income of £180,931 and a projected spend of £238,503, showing a projected shortfall of £57,572. The Parish Council has a projected 2014-15 carry forward of £57,572 which should cover the shortfall in the 2015-16. The Clerk reported the following:
 - 1 Administration – set at £45,547
 - 3 new cost codes included:
 - Purchasing Card £240
 - HR contract £1995
 - Christmas Lights £1000
 - 2 Streetlighting – set at £36,000
 - survey of all streetlights to be undertaken in 2015-16 and Ketley Playing Field pathway lights need to be repaired
 - 3 Environmental Work – set at £33,00
 - 1 new cost code:
 - Paddock Mound £8000
 - 4 Section 137 Grants – set at £7,280
 - 1 new cost code:
 - Community Events £2180
 - Christmas Vouchers increased to £3,600
 - 5 Projects – set at £11,600
 - Increase to Newsletter due to cost for circulating £3,000
 - 6 Community Centre – set at £80,556
 - 1 new cost code:
 - signage £2,000
 - Projected income of £30,000
 - 7 VAT - projected at £20,000
 - 8 Precept – set at £112,958 (no increase to Council Tax)
 - 9 Interest – projected at £973
 - 10 Garden of Rest – set at 24,520
 - 1 new cost code:
 - winter gritting £2,800
 - Includes £20,000 to upgrade the building

RESOLUTION: Cllr Rhodes proposed the budget set out by the Clerk, which was seconded by Cllr Evans and unanimously agreed by the Parish Council.

The Clerk reported that the Parish Council will have a slight decrease in their Precept payment from T&W Council due to the reduced of the Council Tax Grant received from Central Government. If the Precept is set at £113, 233 there will be no increase to the Council Tax payments for the residents of Ketley.

RESOLUTION: Cllr Rhodes proposed that the Precept payment of £113,233 was requested from T&W Council, which was seconded by Cllr Evans and unanimously agreed by the Parish Council.

15/6291 RESOURCES COMMITTEE

Nothing to report.

15/6292 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 search at a cost of £500. The Clerk has asked that the lease be finalized by 31 March 2015.
- b) Friends of Ketley Paddock Mound Management Plan – The Clerk has been in discussions with a Environmental Management Consultant about putting together a management plan and to 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. This work can commence in March 2015.
- c) Pride in the Community Funding – The Clerk reported that the Grant Contract has been signed and returned to T&W Council. 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 will set up a working group to move this project forward.

15/6293 PUBLIC PATH DIVERSION ORDER HIGHWAYS ACT 1980 BOROUGH OF TELFORD & WREKIN PARISH OF KETLEY BALI-HI NO 191 AND 193

Discussed under agenda item

15/6294 LEASE FOR MUGA AT TMC

The Clerk reported that Taylor Wimpey have closed the MUGA on the TMC for 5 months whilst the new skate park and BMX track is installed. Taylor Wimpey have provided funding for sports sessions on Ketley Play Field every Sunday between 1.30 pm – 3.00 pm. Cllr Saini said that he has asked that the MUGA be opened during the Easter School Holidays. Cllr Evans said that if this is not possible, sports sessions at Ketley Playing Field should also be funded through the School Holidays as well.

The Clerk informed that Parish Council that TMC had approached the Parish Council to renew the 5-year lease for the MUGA on the TMC site from February 2015. The Clerk pointed out that the Parish Council could well be approached to maintain the new play facilities currently being built and suggested that the MUGA lease is considered alongside the lease for the new play facilities, particularly as the MUGA is closed for the next 6 months. The Clerk also reported that the Parish Council’s insurance company have concerns about the risks and costs associated to BMX tracks and skateboard parks.

RESOLUTION: Cllr Hodgkinson proposed that the lease for the MUGA is deferred until the Parish Council are approached to maintain the new play facilities, which was seconded by Cllr Evans and unanimously agreed by the parish Council.

15/6295 PLANNING

Applications:

- TWC/2015/0009 183 Woodside Road, Ketley, Telford, Shropshire, TF1 5WT - Erection of two storey rear extension - email previously sent to Councillors – The Parish Council discussed this planning application and have no objection to the plans.
- 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 – The Parish Council discussed this planning application and have no comments to make on the application.
- TWC/2014/1154 19 Castle View, Ketley, Telford, Shropshire, TF1 5EN - Erection of a two storey side extension - email previously sent to Councillors - The Parish Council discussed this planning application and have no objection to the plans.
- 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 – The Clerk went through a letter received from a resident objecting to the planning application. The Parish Council discussed this planning application and object to the plans on the grounds that the entrance to the site is opposite the junction to Shepherds Lane, which is a dangerous junction on the Holyhead Road, Ketley. The site was originally landfill and is on a steep slope. There are concerns with the drainage on the site. Councillors would like to know the plans for the second phase development on the site.
- TWC/2015/0040 43 Ketley Park Road, Ketley, Telford, Shropshire, TF1 5B - Erection of a conservatory to rear - The Parish Council discussed this planning application and have no objection to the plans.

Approvals:

- TWC/2014/1058 8 Ketley Vallens, Ketley, Telford, Shropshire, TF1 5AR - Erection of 2no semi detached bungalows and 1no detached dwelling and associated landscaping and access

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

15/6296 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Nothing to report.

15/6297 CORRESPONDENCE

Nothing to report.

15/6298 AGENDA ITEMS FOR NEXT MEETING

Nothing to report.

15/6299 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 8.10 pm.

Signed:.....

Date: 11 February 2015