

KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini

Clerk to the Council: Alison Hinks
Ketley Community Centre
Holyhead Road
Ketley
Telford
TF1 5AN
01952 612035
parishclerk@ketleyparishcouncil.co.uk
www.ketleyparishcouncil.co.uk

MINUTES of the Ketley Parish Council meeting held at 7.00 pm on Wednesday 9 December 2015 at Ketley Community Centre.

PRESENT:

Councillor Anil Saini (Chairman)
Councillor Maggie Evans
Councillor Amrik Jhawar
Councillor Andy Morris
Councillor Hilda Rhodes

Councillor David Elliott
Councillor Laura Hodgkinson
Councillor Rajash Mehta
Councillor Samuel Millward-Thomas

Clerk: Alison Hinks

In Attendance: Community Support Officer and Mr M Wilkinson.

15/6469 WELCOME

Cllr Saini welcomed Borough Councillors, Parish Councillors, the CSO and the member of the public to the meeting.

15/6470 PUBLIC SESSION

- Mr Wilkinson asked that the Parish Council defer any discussion about Planning Application no. TWC/2015/1097 Land between 87-88 & View House 103 Holyhead Road, Ketley, Telford, Shropshire - Erection of 10no. dwellings with associated garages and access, to the next meeting of the Full Parish Council so that all residents have the time to discuss the proposals. Cllr Saini acknowledged that T&W Council had only forwarded the planning application to the Parish Council within the last couple of days.

ACTION: The Clerk to contact T&W Council Planning Department to request that the closing date for comments on planning application no. TWC/2015/1097 is extended to 14 January 2016.

- Mr Wilkinson informed the Parish Councillors that he had reported a puddle by the Shall Garage, Holyhead Road, Ketley to T&W Council via 'Fix My Street' and the issue was actioned quickly. Photographs can be downloaded too.

15/6471 POLICE MATTER

- Cllr Jhawar said that the Car Sales next to the Shell Garage, Holyhead Road, Ketley, is using the grass verge to park cars for sale, which is blocking the view of drivers leaving the petrol station. The CSO confirmed that he has spoken to the business who are now angling the car differently to that drivers can see on-coming traffic when leaving the petrol station.
- Cllr Evans said that the entrance and exit signs for the Car Wash, Holyhead Road, Ketley need to be swapped to ensure the safety of drivers exiting Quarry Lane. The CSO said that the Police can ask the owner of the car wash to do this but it is T&W Council Highways Departments responsibility to enforce.
- Cllr Rhodes said that Go Cars taxis are using the disabled parking bay for Reynolds House, Ketley.
- The CSO said that to date there had not been a lot of burglaries in the Ketley area. Cllr Jhawar asked if anyone had been reprimanded for the house burglaries that took place 12 months ago. The CSO said that he would report back to the Parish Council on this issue at the next meeting.
- Cllr Rhodes reported that there is continued problems with parking by The Meadows School, Woodside Road, Ketley. The CSO said that Police try to attend each School weekly and challenge anyone parked obstructing pedestrians.

15/6472 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Apologies were received and accepted from Cllr Francis (prior meeting) and Cllr Cartwright (leave of absence).

15/6473 DISCLOSURE OF PECUNIARY INTERESTS

Nothing to report.

15/6474 TO APPROVE THE MINUTES OF THE 11 NOVEMBER 2015 MEETING

RESOLUTION: The minutes of the meetings held on 11 November 2015 were proposed as an accurate record by Cllr Evans, seconded by Cllr Rhodes and unanimously agreed by the Parish Council.

15/6475 CLERK'S REPORT**Community Centre**

1. Roof Repairs – The contract has now completed the repairs to the roof costing the Parish Council £19,000.
2. IT Support – I have met with Paul Woodhouse, T&W Council IT Support to look at how they could support the Parish Council's IT network, with a view to cost savings.
3. Courses and Class at Ketley Community Centre:

Course/Class	Day	Time	Contact
Belly Dancing	Tuesday	7.00 pm	07929 437172
Badge Collectors	Tuesday	7.30 pm	01952 247808
Card & Stamp Club	Monday	7.00 pm	01952 247783
Clubercize	Thursday	7.45 pm	07780 515350
Computer Drop In	Tuesday	10.00 am	01952 612035
Dance for All	Thursday	11.00 am	01952 612035
First Class Learning – child tuition	Tuesday / Friday	4.00 pm	07429 815098
Friends of Ketley Paddock Mound	Tuesday	7.00 pm	01952 612035
Good Companions	Wednesday	1.00 pm	01952 223170
Indian Dancing	Sunday	10.00 am	01952 612035
Ketley History Group	Wednesday	7.00 pm	01952 252459
Martial Arts	Monday/Wednesday/Friday	From 5.30 pm	07980 957336
Painting & Drawing	Thursday	2.00 pm	07989 753379
Seated Exercise	Tuesday	10.30 am	07821 739943
Tae Kwon-Do	Wednesday	6.00 pm	07866 060544
Tai Chi – evenings	Monday	7.30 pm	01952 536967
Tai Chi – day time	Wednesday	10.00 am / 1.00 pm	01952 614451
The Rock Project	Saturday	9.00 am	01952 814652
Telford Community Orchestra	Thursday	6.30 pm	07985 903731
Yoga	Sunday	9.00 am	07510 186982

Community Events

4. Other Community Activities in Ketley:

12 December 2015 from 10.00 am – 12.00 pm	Coffee Morning at Ketley Methodist Church	Bacon butties and sausage sandwiches for sale at a reasonable costs and also a home-made cake stall – everyone welcome.
16 December time to be confirmed	Joint Christmas Carols with St Mary's Church, the Salvation Army and Ketley Methodist Church	Service to be held at Ketley Methodist Church, Holyhead Road, Ketley
20 December at 4.00 pm	Christmas Carols at St Mary's Church, Red Lake	All Welcome
20 December from 10.00 am	Friends of Ketley Paddock Mound Working Party	Meet at the bus stop on Holyhead Road, Ketley. Wear suitable clothing for gardening and bring your own refreshments.
24 December 2015 at 4.00 pm	Crib Service at Ketley Methods Church	Family celebration.

Cllr Jhawar suggested that a light is installed by the main entrance for the safety of the people who attend New Year's Christmas Lights Switch-on. The Clerk said that the car parking at the Community Centre should be stopped for next event too. Cllr Mehta said that the Parish Council should expect more people next year.

Cllr Hodgkinson said that the way that the Christmas vouchers are distributed needs to be changes for 2016 so that the queues are more even. The Clerk confirmed that the raffle £260 towards Community Activities in Ketley. Cllr Evans said that Ketley History Group had received a positive response from the local community.

5. Telford Food Bank – I am hope that the food parcel collection point at Ketley Community Centre will be set up over the next 2 weeks.

Parish Environmental Team

6. Apprentice – The PET is currently without an apprentice. The post is currently out to a second advertise but T&W Council are struggling to attract people to this post. The Parish Council will be financial reimbursed for this vacancy.
7. PET Timetable – I am in the process of reviewing the PET timetable. The contract has now been running for well over a year and the change in operative seem an ideal time to ensure that the schedule is fit for purpose.

Garden of Rest

8. The new fence has been damaged during the recent high winds and is due to be fixed over the next couple of weeks.

Street Lighting

9. I am meeting with Amanda Roberts, T&W Council Procurement Officer, to look into a joint T&W Council/Parish Councils streetlights maintenance contract with the hope that savings can be made.

Parks & Play Facilities

10. Millennium Park – nothing further to report.

Roads and Footpaths

11. Nothing to report.

Rights of Way

12. Blocked ROW 197, Quarry Lane – nothing further to report.
13. Footpath between Sandbrook and Victoria Avenue, Ketley – nothing further to report.
14. Path Diversion Order – Bali Hi Footpath No. 191 and 193 – The Secretary of State will be holding a public hearing for the proposed diversion of these footpaths on 19, 20 and 21 January 2016 at Ketley Community Centre.

Open Spaces

15. Ketley Paddock Mound – agenda item.
16. Pond off Sinclair Gardens De-siltation Works – nothing further to report.

Communication

17. Parish Newsletter – The Parish Council was let down by the usual company that distributed the newsletter. Thankfully, with help from Stirchley and Brookside Parish Council the newsletter was distributed during the week commencing 30 November 2015. I am now in the process of looking for a company to distribute out next newsletter due to be distributed over the weekend of 26 March 2015.

Community Based Projects

18. Plaque to Commemorate William Reynolds – nothing further to report.

Councillor Meetings

19. Holocaust Memorial Day Civic Ceremony – All Councillors are invited to this event arranged for 27 January 2016 14:00-15:00 at The Place at Oakengates. Please confirm with the Clerk if you would like to attend.

20. Cllr Mehta is now a member of the T&W Council Health & Adult Care Scrutiny Committee and also a co-optee on the Joint Health Scrutiny Committee with Shropshire Council

15/6476 FINANCE COMMITTEE

- a) November 2015 Bank Reconciliation and Order of Payments – The Clerk reported as at year end on 30 October 2015 the Parish Council's bank statements were as follows:

National Savings	£106,246.79
Co-op	£ 78,633.99
TOTAL	£184,880.78

There is currently £5,284.86 of unpresented cheques from the Co-op Bank Account, leaving a balance of £73,349.13. The Clerk confirmed that £45,000 from that National Savings account has been transferred into the Co-op Bank account but the withdrawal is not currently showing on the National Savings bank statement. The actual balance in the National Savings account is £61,246.7920.

- b) Minutes of the Finance Committee held on 16 July 2015 – The Clerk presented the minutes from the Finance Committee held on 16 July 2015 for information.

- c) Verbal report from Finance Committee held on 26 November 2015:

- 2016-17 Precept – The Clerk presented a letter from Telford & Wrekin Council highlighting a possible reduction to the Council Tax Support Grant of between 30% - 40%. This will reduce the amount to between £9,070.00 - £7,675.00. Precept paperwork needs to be returned to T&W Council by no later than 8 February 2015.
- 2016-17 Budget and Precept – The Clerk went through the proposed budget for 2016-17 highlighting that a 5% increase to precept had been included in the calculations to ensure that the budget balances. The Clerk put forward the following suggestions to the budget:
 - T&W Council purchasing card application to be stopped making a saving of £295.
 - IT support needs to be reviewed.
 - Audit of streetlights to be undertaken by the Clerk and not Eon saving £2,000
 - Increase to budget for community events to £5,000. It was suggested that local companies should be approached for sponsorship for events.
 - New budget for youth provision of £5,000
 - Reduction to gas saving £5,000
 - Projected income for community centre down to £22,600. The Parish Council subsidises the Community Centre by £24,500. Cllr Jhawar said that ideas are needed for how to promote the Community Centre. Cllr Mehta said that staffing is needed to undertake this role.
 - Reduction to the VAT reimbursements by £13,000
 - Increase to Precept from £113,233 to £124,821.
 - Decrease to bank interest by £457
 - No budget has been set locking and unlocking of the GOR
 - The upgrade to the building at the GOR to be delayed until 2017-18. It was suggested that donations from the local community, business and the church was investigated.
 - The Parish Council subsidises the Garden of Rest by £4,394.
 - The Clerk to look into tiered payments for exclusive rights of burial at GOR
 - Savings to the staffing budget have not been looked into.

ACTION: The Clerk to present the proposed budget to the next Finance Council meeting on 17 December 2015 showing a Precept increase of 1%, 2% and 3%.

15/6477 RESOURCES COMMITTEE

- d) Minutes of the Resources Committee held on 14 July 2016 – The Clerk presented the minutes from the Resources Committee held on 14 July 2015 for information.

- a) Verbal report from Resources Committee held on 24 November 2015:

- Health & Safety Update
 - Garden of Rest Monthly Check – The Clerk said that a monthly H&S check of the GOR will be undertaken by the Clerk at the beginning of each month.
 - Ketley Community Centre Monthly Check - The Clerk said that a monthly H&S check of the Community Centre will be undertaken by the Centre Manager at the beginning of each month.
 - Ketley Youth Centre Monthly Check - The Clerk said that a monthly H&S check of the Youth Centre will be undertaken by the Centre Manager at the beginning of each month.
 - Legionella Testing at Ketley Community Centre – The Clerk reported that the Centre Manager will have to include a monthly legionella test on the water stored in the hot water heaters. An external company will have to undertake a six monthly check on the hot/cold water values and the quote received is £650 per annum, which will be approved at Finance Committee on 26 November 2015.
 - H&S Annual Inspection – The Clerk said that the 2015 Annual H&S Inspection undertaken by the H&S Officer was presented to the Resources Committee and was in the process of being actioned.

- Revised Standing Orders - The Clerk went through the revised Standing Orders that were recommended for approval by the Resources Committee. The Clerk said that the Standing Orders are in line with the new NALC recommended Standing Orders introduced in April 2015.

RESOLUTION: Cllr Mehta proposed that the new Standing Orders are formally adopted by the Parish Council, which was seconded by Cllr Rhodes and unanimously approved by the Parish Council.

15/6478 KETLEY PADDOCK MOUND

The Clerk reported that the work to upgrade of the footpaths on Ketley Paddock was due to start before Christmas. Cllr Evans and Liz Young from the Friends of Ketley Paddock Mound are the point for concerns whilst the work is being carried out.

15/6479 RED LEES

Deferred to the next meeting.

15/6480 BRICKHILL LANE ROAD CLOSURE

The Clerk reported that she had received several complaints from residents of Glenn Cottages to complain about the temporary road closure along Brickhill Lane. This is due to building work currently taking place on the corner of Brickhill Lane/Ketley Park Road. Taylor Wimpey H&S Advisor has advised that the road is closed as it is a danger for passing cars and pedestrians, although the road is still open to residents of the flats directly next to the new building work. The Clerk said that she had met with Mark Guest, Taylor Wimpey Site Manager to look at a way that residents could be less inconvenienced whilst this building work is taking place. The residents of Glenn Cottages have also sent a letter of complaint to Taylor Wimpey Chief Executive asking for a resolution to the problem.

15/6481 PLANNING

Applications:

- TWC/2015/0705 Land rear of 11, Wrens Nest Lane, Ketley, Telford, Shropshire - Erection of 2no. bungalows with garages, parking and landscaping *****AMENDED RED LINE LOCATION PLAN RECEIVED***** - The Clerk has previously emailed Parish Councillor the application details. Parish Councillors felt that despite the changes to the plan they still had concerns about the additional cars exiting the lane onto Waterloo Road which is dangerous.
- TWC/2015/1043 59 Holyhead Road, Ketley, Telford, Shropshire, TF1 5AN - Erection of a first floor extension to existing detached garage – The Clerk has previously emailed Parish Councillors the application details. The Parish Council received a letter from a resident outlining their concerns about this application, in particular the ROW used for access to 87 and 88 Holyhead Road and the safety of the people who use this during the construction of the extension. The residents of 87 Holyhead Road also have concerns about an easement order for the water to their property which could be effected by the proposed extension
- TWC/2015/1097 Land between 87-88 & View House 103 Holyhead Road, Ketley, Telford, Shropshire - Erection of 10no. dwellings with associated garages and access. Discussed until agenda item 15/6470.

Approvals:

- TWC/2015/0866 Compound 1c, Ketley Business Park, Ketley, Telford, TF1 5JD - Outline application with some matters reserved for the erection of an emergency reserve power plant – details previously circulated

Refused

- /

On-going:

- 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

15/6482 CORRESPONDENCE

Nothing to report.

15/6483 AGENDA ITEMS FOR NEXT MEETING

15/6484 TO CONFIRM THE DATES OF FUTURE MEETINGS

The next meeting of Ketley Parish Council is arranged for Wednesday 13 January 2016 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 9.00 pm.

15/6485 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

To resolve: That by the Public Bodies (Admission to Meetings) Act 1960 (S1(2)) and in accordance with the

provisions of Schedule 12A of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

- Room Hire at Ketley Community Centre – The Clerk reported on the continued decreased in income for room booking at Ketley Community Centre.

ACTION: Resources Committee to discuss the possible effect of this at their meeting on 15 December 2015.

- Staffing Update – The Clerk was not present for this item.

Signed:.....

Date: 13 January 2016