

KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini

Clerk to the Council: Alison Hinks
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MINUTES of the Ketley Parish Council meeting held at 7.00 pm on Wednesday 10 June 2015 at Ketley Community Centre.

PRESENT:

Councillor Anil Saini (Chairman)
Councillor David Elliott
Councillor Joy Francis
Councillor Amrik Jhawar
Councillor Hilda Rhodes

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

Clerk: Alison Hinks

In Attendance: Ms Darrell, Mr and Mrs Whittingham, Mrs Bartleet, Mr and Mrs Young, Ms Larking, Mr Wilkinson, Mr and Mrs Evans, Mr and Mrs Walsh, Mr Croft, Mr Vickers, Mr Slater and three other members of the public.

15/6377 WELCOME

Cllr Saini welcomed Borough Councillors, Parish Councillors and members of the public to the meeting and reiterated the purpose of the public session being a 15 minutes sessions for the general public to address the Council and any items raised may be included on the agenda for the next meeting.

15/6378 PUBLIC SESSION

Mr Young read a letter he had written to the Parish Council expressing his concerns about the decision to stop Ketley Youth Club operating from Ketley Youth Centre and said that he would forward a copy of his letter to the Chairman of the Parish Council.

Mr Vickers said that he had attended a meeting to discuss the diversion of ROW 191 and 193 and the Parish Council had taken no further action to object to this diversion order. Mr Vickers said that is a van that is blocking a ROW in Red Lake which has not yet been move. Mr Vickers said that the Parish Council had also cut down trees at Red Lake Garden of Rest that did not belong to them. Cllr Francis said that she has taken up the issue of the obstructed ROW with T&W Council.

Mr Wilkinson said that he is concerned that the Parish Council do not have a live website.

Mr Croft questioned why he was unable to have a copy of the draft minutes of the Parish Council and said that he has to ask the Clerk for a copy of the minutes once approved at the meeting. The Clerk said that the Parish Council only circulate minutes that are approved by Councillors.

Cllr Saini thanks members of the public for attending the meeting.

15/6379 POLICE MATTER

Nothing to report

15/6380 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

All Councillors were present at the meeting.

15/6381 DISCLOSURE OF PECUNIARY INTERESTS

Nothing to report.

15/6382 TO APPROVE THE MINUTES OF THE 29 MAY 2015 MEETINGS

RESOLUTION: The minutes of the meetings held on 20 May 2015 were proposed as an accurate record by Cllr Rhodes, seconded by Cllr Evans and unanimously agreed by the Parish Council.

15/6383 CLERK'S REPORT

Ketley Community Centre / Ketley Youth Centre

1. Ketley Community Centre – Further work to fire proof the electricity cupboard has been undertaken. This was highlighted in the recent Fire Risk Assessment.

2. Room Bookings – Unfortunately, the following course have cancelled their room bookings due to lack of interest: Tai Chi, Sewing and Crafts. WEA have cancelled their Ipad course and the TCAT digital photograph and Preparing for adult social care course have both finished.
3. Ann Linton, Centre Manager is currently working with group and course leaders to arrange an Enrolment Evening for September 2015 course. This date will be advertised in the June 2015 newsletter.
4. Ketley Youth Centre – agenda item.

Garden of Rest

5. Trees at 6 Marigold Court, Ketley – Following the last Full Council meeting I had met with Mark Greaves who has marked out the line for the new fence at the GOR. I have written to the residents who live directly behind the fence to ask them for their views by 15 June 2015. If no concerns are raised, I will make arrangements for the fence to be erected.
6. 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

7. I have asked Eon to look into the streetlights from The Horseshoes to Ketley Dingle via the underpass following a recent complaint from the Leader of T&W Council.

Parks and Play Facilities

8. New Skate Park, BMX Track and Play Area on TMC – TMC are hoping that the new facilities will be officially opened at the end of June 2015. Haroon Riaz is currently surveying young people who attend Ketley Youth Club and The Meadows School for their suggestions on the name of the park. Haroon will also be arranging an official opening of the facilities.

Roads and Footpaths

9. Trees on Quarry Lane, Ketley – Nothing to report.
10. M54 Junction 7 - Roadworks are due to start 1 June 2015 to 23 August 2015 with some overnight closures, which will be advertised.
11. Ketley Brook Roundabout to Ketley Dingle Roundabout and B4373 Mossey Green Way – Beverly Roundabout to Mossey Green Roundabout – Telford and Wrekin Council's Highways Capital Programme team are undertaking annual highways maintenance works which are set to commence on Sunday 28 June 2015 and anticipated to last for a duration of 23 days with an end date of Monday 20 July 2015. Temporary Road Closure Order for the Dual Carriageway Maintenance Scheme will be in place during this time.
12. Ketley Brook Interchange - Ketley Dingle Interchange – Dual carriage way maintenance due to start w/c 5 July 2015. The majority of works will be undertaken under full road closures, these closures will take place overnight to minimise disruption and the impact on the road network. Diversion routes and up to date programme information will be published on the T&W Council website by Monday 15 June 2015 and advanced information signs will also be put out on site.

Rights of Way

13. Blocked ROW 197, Quarry Lane – nothing to report.
14. Footpath between Sandbrook and Victoria Avenue, Ketley – nothing to report.

Open Spaces

15. Paddock Mound and The Paddocks, Red Lake – agenda item.
16. Adrian Corney had hoped to secure Pride in the Community funding for work to the Red Lees Pond (clearing and surrounding trees cutting back to create more light for the wildlife) but unfortunately, this funding is no longer available.

Communication

17. 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.

18. T&W Council Weather Warning Alerts – The Parish Council receives weather warning alerts from T&W Council which should inform operations within the Parish.
19. Co-options to Beveley Ward – The vacancy is currently being advertised with a closing date of Monday 6 July 2015.

IT Developments

20. Parish Website – ongoing.

Community Based Projects

21. A Celebration of Ketley History – The Meadows School and Ketley History Group have organised a joint exhibition featuring memories from the old Ketley School and displaying the pupils work to celebrate the achievements and impact of William Reynolds. This event is arranged from 2.00 pm until 6.00 pm on Thursday 25 June 2015 at Ketley Community Centre. Residents will have the opportunity to share their memories as well as view the work of the young people.
22. Hadley & District Orpheus Male Voice Choir have arranged an evening of song on Saturday 13 June 2015 from 7.30 pm at Ketley Community Centre. Tickets cost £5 and all money raised goes to Medic Malawi

15/6384 FINANCE COMMITTEE

- a) May 2015 Bank Reconciliation and Order of Payments – The Clerk reported that there is an overall balance of £154,9454.06 in the Co-op and National Savings Bank Accounts and a Co-op Bank balance of £59,057.51 as at 11 May 2015. This is currently £10,359.24 unrepresented cheques. The Clerk acknowledged that all payment are being scrutinized. The Clerk reported that payments for May 2015 amounted to £14,503.03
- b) Minutes of Finance Committee held on 30 April 2015 – The Clerk presented the minutes of the meeting to Parish Councillors for information.
- c) Verbal report from the Finance Committee on 4 June 2015

- 2014-15 Internal Audit Report – The Clerk went through the recommendations raised by the internal audit in the 2014-15 year end report:
Recommendation: 1 The Community Centre Booking Diary requires improvement in order to provide sufficient information as to the bookings made and availability of the facilities.
Council's Comments: The Centre Manager to update the current room booking system to ensure that there is an audit trail from booking – usage – invoice – payment- debtor.

Recommendation 2: Individual invoices and reimbursements be signed/initialled as checked by two council members prior to being paid. Currently a summary schedule only is checked by councillors and not the supporting individual document.
Council's Comments: Finance Committee to implement asap.

Recommendation 3: Orders should be raised when committing funds providing an audit trail of works commissioned and enabling supplies invoices to be checked upon receipt.
Council's Comments: The Clerk to implement this asap.

Recommendation 4: When a new Council is formed in May 2015 one of its priorities should be to establish a strategic plan on which a long term financial plan can be based, given that the council is challenged with sustaining in good order the assets it is already responsible for.
Council's Comments: The Clerk has already put together a draft budget for 2016-17 to determine capital costs, which will be reviewed at a future Finance Committee.

Recommendation 5: Two out of date cheques relating to the previous year are treated as unrepresented cheques and require writing back to the accounts in 2015/16.
Council's Comments: Actioned.

Recommendation 5: The Clerk seeks quotes from 3rd Party Payroll Processing Contractors for 2015-16 to present to Council to facilitate the independent processing and administration of Payroll.
Council's Comments: The Parish Council cannot afford to contract out payroll.

15/6385 RESOURCES COMMITTEE

- a) Minutes of Resources Committee held on 28 April 2015 – The Clerk presented the minutes of the meeting to Parish Councillors for information.
- b) Verbal report from Resources Committee on 2 June 2015:

- Health & Safety Update – The Clerk reported that the policy is near completion and will be presented to Full Council in near future. H&S and Fire Training will be arranged for all staff in July 2015. A risk assessments have been undertaken for the Garden of Rest which highlighted problems with funeral cars reversing out of the GOR when visitors to the GOR are close by. The Clerk is currently looking into this. A Fire Risk Assessment of Ketley Community Centre has recently been undertaken which shows minor actions around signage and the need for a heat detector in the boiler room. A Vehicle Risk Assessment for Ketley Community Centre has also been undertaken. The H&S Consultant has put together a monthly H&S inspections checklist which will be completed by the Community Centre Manager.
- Update on Apprentice – The Clerk reported that the Resources Committee had updated the job description to include reception work at Community and customer quality enquiries. The Clerk will be involved in the interview process with an anticipated start date of September 2015.
- Staff Handbook – The Clerk went through the proposed staff handbook which was provided by the HR advisors and in line with other government bodies. Cllr Jhawar suggested that sickness should be reported before the start of the working day. Cllr Jhawar suggested that annual leave should be booked for the whole of the forthcoming year. Cllr Elliott suggested that staff should be asked to sign to say that they have received a copy of the Staff Handbook.

RESOLUTION: Cllr Saini proposed that the Staff Handbook is adopted by the Parish Council, which was seconded by Cllr Evans and unanimously agreed by the Parish Council.

15/6386 KETLEY PADDOCK MOUND

- a) Lease Agreement with T&W Council – The Clerk reported that Telford & Wrekin Council has given a verbal agreement to the proposed lease. The land has been advertised in the local press by T&W Council as an available asset. There is still uncertainty about the ownership of the land where the Severn Trent water store tank is. The final draft of the lease will be shared with Friends of Ketley Paddock Mound as soon as it is received
- b) Friends of Ketley Paddock Mound Management Plan – The Clerk reported that CFP have held several meeting with the local community groups in Ketley to consult with them on future use of the Paddock Mound. The Clerk and CFP have met with Shropshire Wildlife to gain their expertise on the area and form links for help to manage the site in the future. The Clerk has made contact with The Meadows School Forrest School Lead to organize a meeting 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 the Parish Council has now received all the quotes for the work to the footpaths on Ketley Paddock Mound. The Friends will be discussing the quotes at their next meeting and will report back to the Clerk their preferred contractor. The work is scheduled to start as soon as the lease agreement has been signed.

15/6387 KETLEY YOUTH CENTRE

The Clerk reported that following the last meeting she reported to both the Youth Club and The Arts Centre the resolution on the future of Ketley Youth Centre. The Solicitor has finalized the licence for The Arts Centre which is due to be signed in the near future. Following the decision by the Youth Club that they would disband the youth club if they had to leave the Youth Centre and as directed at the last Parish Council meeting, the Clerk has met with John MacFarlane to look at ways that a youth club could continue in Ketley. Mr MacFarlane said that he could support the Parish Council with job descriptions for volunteers and a part time youth worker. This could be circulated amongst his contacts. Mr MacFarlane also suggested that the young people of Ketley are consulted on the future of the a youth club in Ketley.

Cllr Morris said that he had visited the Youth Club and was unaware of the number of young people with special needs that attend and any move could disrupt this group of young people. Cllr Morris asked that the original decision of the Parish Council is reviewed. Cllr Jhawar said that a special meeting should be held to discuss this issue further. Cllr Saini agreed that Parish Councillors would meet to discuss the future use of Ketley Youth Centre.

15/6388 GREENWAYS RECYCLING CENTRE, TELFORD

The Clerk reported that Derek Causer, T&W Council Enforcement Officer had updated the Parish Council on the outstanding amendments to the current planning conditions on the Greenway site. The revised planning application was due by mid-May 2015. The Clerk said that she had reported that work was being carried out on the site outside of the hours of operation in the currently planning application. Derek Causer has reported that this has now stopped. The Clerk reported that she had received a further complaint about the lorries parking on the grass verges and blocking the road. Derek Causer had told the Clerk that this was a highways issues.

Cllr Morris asked about the weight limited on the lorries going on site. The Clerk reported that the lorries are within the limit. Cllr Cartwright said that the business opposite Greenways also had HGV coming on

and off site and asked about the planning restrictions on this business. The Clerk reported that this business was a long established business and due to this they can operate with very few restrictions. Cllr Jhawar said that the lorries are obstructing the footpath. Cllr Cartwright said the H&S of residents is not being taken into consideration. Cllr Hodgkinson said that the businesses should be operation in a legal and reasonable manner.

15/6389 T&W COUNCIL SHAPING PLACES LOCAL DRAFT PLAN CONSULTATION

The Clerk reported that T&W Council have informed all Parish Council that consultation will be arranged in July and August 2015. The Clerk said that a meeting would be called if this falls over August 2015.

15/6390 T&W COUNCIL PLANNING ENFORCEMENT POLICY CONSULTATION

The Clerk went through the draft Planning Enforcement Policy forward by T&W Council Planning Department. The Clerk went through the draft policy highlighting the types of breaches that can be investigated and also the timescales associated to this.

15/6391 PLANNING

Applications:

- TWC/2015/0415 Telecommunications Mast, Ketley Grid Substation, Ketley Business Park, Ketley, Telford, Shropshire - The removal of the existing 17.3m monopole with 6 antennas and its replacement with a 20m monopole with 6 antennas and 1 microwave dish, the installation of 1 equipment cabinet - Councillors have no objections to this planning application.
- TWC/2015/0420 Telecommunications Mast, 3 Network, Mossey Green, Red Lake, Telford, Shropshire – Determination under Part 16 of the GPDO for the replacement of 15m high monopole with a 15m high monopole and installation of 1no. equipment cabinet – Councillors have no objections to this planning application.

Approvals:

- 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/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

Refused

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On-going:

- 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)
- 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

15/6392 CORRESPONDENCE

- The Clerk reported that she had received a letter from a TMC resident about the lack of work to the new BMX track and skate park and also the litter and graffiti on the site. Cllr Saini said that this issue had been discussed at the TMC Management Board on 10 June 2015.
- The Clerk went through a letter received from Class 11 pupils from The Meadows School, Ketley asking the Parish Council to work with the School to look at ways to acknowledge Williams Reynolds, the canal and incline plane. Cllr Evans said that Ketley History Group has also received a letter about this and are looking at ways to help.
ACTION: The Clerk to write back to Class 11 pupil to acknowledge the letter and say that they are looking into ways to help.

The Clerk went through an email sent to Cllr Evans from T&W Council Traffic Management regarding the request from the Parish Council to make Quarry Lane, Red Lake, a one-way-system. Following a traffic management review T&W Council don't feel it necessary to put a traffic regulation order in place although they will be looking into currently lining and signing to improve the exit onto the Holyhead Road.

15/6393 AGENDA ITEMS FOR NEXT MEETING

15/6394 TO CONFIRM THE DATES OF FUTURE MEETINGS

The next meeting of Ketley Parish Council is arranged for Wednesday 8 July 2015 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 9.00 pm.

15/6395 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Resources Committee Staffing Update – deferred to next meeting.

Signed:.....

Date: 8 July 2015