

# 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 February 2016 at Ketley Community Centre.

### PRESENT:

Councillor Anil Saini (Chairman)  
Councillor Maggie Evans  
Councillor Laura Hodgkinson  
Councillor Rajah Mehta  
Councillor Samuel Millward-Thomas

Councillor David Elliott  
Councillor Joy Francis  
Councillor Amrik Jhawar  
Councillor Andy Morris  
Councillor Hilda Rhodes

**Clerk:** Alison Hinks

**In Attendance:** 18 members of the public.

### 16/6486 WELCOME

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

### 16/6487 PUBLIC SESSION

- Mr Vickers questioned the Parish Council on why Ketley Community Centre was not being used for the public enquiry into the relocation of the ROW across Bali Hi. The Clerk said that unfortunately the Parish Council had regularly people who booked the rooms and the Parish Council were unable to offer the same room for all three days of the enquiry without cancelling some of the room bookings. Cllr Francis said that it was difficult to park for Meeting Point House. Cllr Jhawar said that the public enquiry should be held within the community where there is the problem. Cllr Mehta suggested that as this issue has been brought up, the Clerk should look at accommodating the public enquiry at Ketley Community Centre.
- **ACTION: The Clerk to re-arrange the diary to ensure that the Public Enquiry into the relocation of Bali Hi takes place at Ketley Community Centre.**
- Ms Mees-Robinson asked the Parish Council if they were supporting the public to oppose the relocation of Bali HI. Cllr Saini said that the Parish Council remain neutral as this involves different residents within the Parish. Cllr Francis said that she has written to the Secretary of State in her capacity as Borough Councillor to object to the proposals.
- Mr Vickers said that the top entrance onto Ketley Paddock Mound is dangerous now that the gate has been removed. Cllr Evans confirmed that the gate is currently being refurbished and will be put back in situ on Thursday 11 February 2016.
- Mrs Young said that she disagreed with the new signage erected by TACT on the joint car-park next to Ketley Paddock Mound. Cllr Saini said that this would be discussed under agenda item 16/6612.

### 16/6488 POLICE MATTER

- Cllr Saini reported on the recent knife attack on Woodside Road, Ketley. Cllr Hodgkinson said that the CSO has undertaken door-to-door investigations.
- Cllr Saini reported a break-in on Wedgewood Crescent, Ketley.

### 16/6489 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Apologies were received and accepted from Cllr Mandy Cartwright (unwell).

### 16/6490 DISCLOSURE OF PECUNIARY INTERESTS

Nothing to report.

### 16/6492 TO APPROVE THE MINUTES OF THE 13 JANUARY 2016 MEETING

**RESOLUTION: The minutes of the meetings held on 13 January 2015 were proposed as an accurate record by Cllr Rhodes, seconded by Cllr Evans and unanimously agreed by the Parish Council.**

## **16/6492 CLERK'S REPORT**

### **Community Centre**

1. H&S Upgrades at Ketley Youth Centre – External H&S work started on 18 January 2016 and is due to finish within the next week. This work includes uneven ground, highlighting steps, increasing the high of bars on the edge of steps, removing tripping hazards. The external security lights also need to be changed so that they are on a timer. The Centre Manager is currently obtaining quotes for this work.
2. IT Support – The Clerk has not received any information from Paul Woodhouse, T&W Council IT Support to about support the Parish Council's IT network, with a view to cost saving.
3. Legionella Testing – The Clerk is meeting with the Community Centre Manager on 23 February 2016 to go through the monthly legionella testing needed on hot water outlets in the Community Centre. Cllr Francis said that she was pleased that the Community Centre carry out test for legionella.
4. Shropshire Wildlife Trust – A draft SLA has been forwarded to SWT for the office space they are planning to use from 1 April 2016. The Clerk will report back to the next Parish Council meeting on progress of this document.
5. WEA – WEA have served notice for the office space they currently use at Ketley Community Centre and will be leaving the building mid July 2016.

### **Community Events**

6. Easter Egg Hunt – This year's Easter Egg Hunt on Ketley Paddock Mound is arranged for Wednesday 30 March 2016 from 10.00 am until 2.00 pm, starting from Ketley Community Centre. There will be Forest School activities on the Paddock Mound and Easter crafts at the Community centre, with tea/pop and cakes available. The Clerk is currently looking for a company to donate the Easter Eggs that we give to the young people.
7. Clean for the Queen – The Friends of Ketley Paddock Mound are looking to put together a working party on Friday 4 March 2016 from 10.00 am to litter pick on the Paddock Mound as part of the Queen's 90<sup>th</sup> birthday celebrations. Tea and cakes will be available on the day at Ketley Community Centre. The Clerk will be promoting this amongst our local partners. Cllr Evans said that the Friends of Ketley Paddock Mound have already decided not to be involved in this event. The Clerk said that this was arranged at the Paddock Mound Quarterly Management Meeting on 9 February 2016.
8. Sports Relief – The Clerk will be holding a cake sale for Sports Relief during the week of 14 March 2016 with all money raised going to this worthwhile charity.
9. Ketley Community Fund Day – The Clerk has met with Haroon Rias, TMC Neighborhood Development Officer, to discuss the possibility of a joint summer fun day. The TMC has £500 towards the event which will be held at Ketley Community Centre. Provisional dates of either the 13 or 20 August 2016 have been penciled in the diary as there are currently no groups using the Centre on either of these days. The Clerk will report progress back to the next Parish Council meeting.

### **Parish Environmental Team**

10. PET Timetable – The Clerk is 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**

11. Building at Garden of Rest – The Parish Council has received £2,000 from Ward Councillors towards the upgrade to the roof and down pipes to the building at the Garden of Rest. The Clerk has met with 3 contractors on site for quotes for this work, which needs to be completed by the end of March 2016. Cllr Evans asked if the Clerk was moving forward with the plans to 'Buy a Brick' to renovate the building at the Garden of Rest.

### **Street Lighting**

12. Agenda Item

### **Parks & Play Facilities**

13. Millennium Park – The official open of the new Millennium Park has been cancelled due to the H&S implications for such an event.

### **Roads and Footpaths**

14. Waterloo Road, Ketley – The Clerk has again been contacted by a resident to complain about the lorries parking along Waterloo Road when waiting for access into Greenways. The Clerk has reported this to Derek Causer, T&W Council Enforcement Officer and also to the CSO who did visit the area to observe the problems. The Clerk confirmed asked Derek Causer to attend the Parish Council meeting on 10 February 2016 to update Councillors on the outstanding revised planning application but he was unable to attend. Cllr Rhodes asked that Derek Causer is invited to attend the March 2016 meeting of the Parish Council. Cllr Morris said that there should be a weight restriction on the road. Cllr Evans said that there is an increase in vermin in the area. Cllr Elliott said that Greenways are Cllr Rhodes said that
15. Road Markings along Waterloo Road – The Clerk has received a further complaint from a local resident regarding the faded line markings along Waterloo Road, Ketley. Gareth Pegg, T&W Council Highways Dept has responded to say that they are unable to get any lining done at the moment due to the road surface temperatures and wet weather. Waterloo Road at the top of the list and will be completed as soon as the conditions improve. He apologises that the works did not get completed as I promised before Christmas.

### **Rights of Way**

16. Blocked ROW 197, Quarry Lane – nothing further to report.
17. Footpath between Sandbrook and Victoria Avenue, Ketley – nothing further to report.
18. Path Diversion Order – Bali Hi Footpath No. 191 and 193 – The Secretary of State public hearing for the proposed diversion of these footpaths is arranged for mid July 2016 at Meeting Point House, Telford. Unfortunately Ketley Community Centre was unable to provide two consecutive rooms for the 3-day hearing.

### **Open Spaces**

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

### **Communication**

21. Parish Newsletter – The next Parish Council newsletter is being distributed over the weekend of 26 March 2015. Can Councillors please forward to the Clerk items that they would like to include in the newsletter.
22. Robbery at knifepoint in Ketley – The Police have informed the Parish Council of an incident that happened on Friday 5 February 2016 at around 9:50am on Woodside Road, Ketley. The victim, a 70-year-old man, was returning to his vehicle from a newsagents when he was approached by another man. The offender told him to hand over his keys while holding a knife. The victim managed to deter the offender who left the scene. The offender is described as a white man, 18-24-years-old, around 5ft 8 tall and of slim build with a thin face. He was wearing a fastened coat and grey trousers. He also had a local accent.

### **Community Based Projects**

23. Plaque to Commemorate William Reynolds – nothing further to report.
24. RVS Community Engagement – The Clerk has met with Alex Lloyd who is employed by the RVS to engagement with older people in parts of Ketley, Hadley and Leegomery and to look at community events and support that can be provided within the Community. The Clerk is next meeting with Alex to drive around the Parish on 29 February 2016.
25. 20-15-16 Grant Applications – The Parish Council have set aside £1000 of this year's budget community based grants that will be decided at the Finance Committee on 25 February 2016. The Clerk has sent a grant application form to all locally based community groups but if you are aware of any other groups in the community that are eligible to apply, please let me know.

### **Council Meetings**

26. 2015-16 Internal Audit of Accounts – The clerk has met with the internal auditor to begin this year's audit. This year the Parish Council will have to undertake their audit on an income and expenditure basis due to the amount of spend against the accounts.

27. Parish Plan – The Clerk has met with Cllr Francis and Cllr Millward-Thomas on 9 February 2015 to put together an action plan to update the Ketley Parish Plan.
28. Youth Provision in Ketley – Cllr Millward-Thomas and Cllr Cartwright met with John McFarlane, T&W Council, on 29 January 2016 to discuss how to move forward with youth provision.
29. Parish Council representative on Rose Manor Residents Committee – Cllr Rhodes agreed to be the Parish Council representative on this committee.

#### 16/6493 FINANCE COMMITTEE

- a) December 2015 Bank Reconciliation and Order of Payments – The Clerk reported as at year end on 31 January 2015 the Parish Council's bank statements were as follows:

National Savings	£106,246.79
Co-op	<u>£ 59,535.19</u>
<b>TOTAL</b>	<b>£165,781.98</b>

There is currently £42,416.39 of unrepresented cheques from the Co-op Bank Account, leaving a balance of £17,118.80. 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.

The orders of payment for January 2016 amounted to £41,846.39 and are detailed below:

Cheque No.	Supplier	Description	Net	VAT	Total
201008		Salary - Jan 16	£ 529.10	£ -	£ 529.10
301009	WME	Gas	£ 394.68	£ 78.94	£ 473.62
301009	WME	Gas	£ 232.75	£ 46.55	£ 279.30
301009	WME	Gas	£ 321.01	£ 64.20	£ 385.21
301010	Eon	Streetlights	£ 73.17	£ 14.63	£ 87.80
301010	Eon	Streetlights	£ 73.17	£ 14.63	£ 87.80
301010	Eon	Streetlights	£ 47.08	£ 9.42	£ 56.50
301010	Eon	Streetlights	£ 73.17	£ 14.63	£ 87.80
301011	WMS	Shredder	£ 84.59	£ 16.92	£ 101.51
301011	WMS	Footrest	£ 15.99	£ 3.20	£ 19.19
301012	Salopian H&S Consultants	December 2015 Consultancy	£ 275.00	£ -	£ 275.00
301013	T&W Council	Rent for KYC	£ 83.33	£ 16.67	£ 100.00
301014	Ellis Whittam	Grievance Support	£ 1,720.00	£ 344.00	£ 2,064.00
301014	Ellis Whittam	Employment Services	£ 1,895.00	£ 379.00	£ 2,274.00
301015	Maintenance Contractors (Oswestry) Ltd	Grave Digging	£ 658.00	£ 131.60	£ 789.60
301016	T&W Council	IT Support - January 16	£ 330.00	£ 66.00	£ 396.00
301017	T&W Council	PET Contract Apr-Dec 15	£ 18,750.00	£ -	£ 18,750.00
301018	Simon Bird	Christmas Lights	£ 300.00	£ -	£ 300.00
301019	Dapah Systems Ltd	Building maintenance	£ 515.00	£ 103.00	£ 618.00
301020	Churches Fires Security Ltd	Emergency Lighting /Farm Alarm	£ 240.00	£ 48.00	£ 288.00
301021	A Hinks	Office expenses	£ 68.14	£ -	£ 68.14
301022	N Overton	Pride work to Paddock Mound	£ 9,975.00	£ -	£ 9,975.00
301023		Salary - Jan 16	£ 1,353.15	£ -	£ 1,353.15
301024		Salary - Jan 16	£ 960.41	£ -	£ 960.41
301025		Salary - Jan 16	£ 487.53	£ -	£ 487.53
301026	SCPF	Parish Pension - Jan 16	£ 343.91	£ -	£ 343.91
301026	SCPF	Centre Pension - Jan 16	£ 319.97	£ -	£ 319.97
301027		Salary - Jan 16	£ 97.15	£ -	£ 97.15
301028	HMRC	PAYE - Jan 16	£ 457.80	£ -	£ 547.80
<b>TOTAL</b>					<b>£ 41,586.39</b>

- b) Minutes of the Finance Committee held on 17 December 2015 – The Clerk presented the minutes from the Finance Committee held on 17 December 2015 for information.
- c) Verbal report from Finance Committee held on 28 January 2016:
  - PET Contract – The Clerk reported that there is a £3,500 underspend on the apprentice costs and T&W Council do not want to pass this saving onto the Parish Council. They want this money to be spend in the environment by 31 March 2016. The Clerk reported that T&W Council have agreed that the outstanding invoice for £2,100 for the new fence at Red Lake Garden of Rest can be charged against this underspend, along with £600 for 2 x bins for entrances on Ketley Paddock Mound.
  - Streetlighting - The Clerk went through the potential cost saving that could be made if the LED streetlights were dimmed by 75% from 12 noon. Eon have said that there is hardly any difference in the quality of the lighting but there is a £226.50 pa saving for dimming the 50 LED lights. There has already been a £2,191 energy saving for installing the 50 LED lights. Eon have said that they will fit the dimmer switch free of charge to all LED lights. The Parish Council also have 2 x mercury lights which need to be replaced asap and one concrete post light. The cost to replace these is: £450 for the mercury light and £932 for the concrete pole and the energy savings would be £43.82 for the concrete lamppost and £130.14 for the 2 x mercury lights.  
**RESOLUTION: Cllr Rhodes proposed that the Parish Council dim all LED streetlights by 75% from 12 midnight, which was seconded by Cllr Morris and unanimously approved by the Parish Council.**  
**ACTION: The Clerk to look into a 10 year streetlight replacement programme for the remaining 142 non LED lights and associated costs for the next Parish Council meeting.**

#### 16/6949 RESOURCES COMMITTEE

- a) Minutes of the Resources Committee held on 15 December 2015 – The Clerk presented the minutes from the Resources Committee held on 15 December 2015 for information.
- b) Verbal report from Resources Committee held on 28 January 2016:
  - Stress Questionnaire – Two members of staff have returned the stress questionnaire circulated in November 2015. The Resources Committee will be auctioning the responses at their next meeting.
  - Staff TOIL – The Resources Committee discussed measures to ensure that staff do not make up excessive hours of TOIL, which must only be made up during times of cover for sick leave, annual leave, weekend emergency cover and all additional hours must be authorized by the Parish Clerk.
  - Staff Annual Leave – The Resources Committee will be reviewing the currently annual leave policy at the next Resources Committee meeting.
  - Annual Appraisals – The Clerk reported that she has undertaken the Centre Managers appraisal in July 2016, although the Cleaner and Key Holder’s appraisals are outstanding. The Centre Manager will need to do appropriate training before she undertakes the appraisals and the Clerk has offered to sit in on the first appraisals to offer support. There are course available on OLLIE to assist the Centre Manager with appraisals.
  - OLLIE Training - The Clerk reported that all staff have received the training on how to access the course on OLLIE. The courses available on OLLIE are a maximum of 45 minutes and should be undertaken during the work day. The Clerk reported that she had emailed all staff with courses that would form part of the Parish Council’s Induction Programme, which include:
    - Introduction to e-learning
    - DSE
    - Personal Safety Awareness
    - Dignity and Respect
    - First Aid at Work (the Centre Manager and Cleaner have already completed this training)
 Staff have also been invited to undertake the following courses if they feel necessary:
    - Basic IT Skills (email)
    - Basic IT Skills (work processing)

The Clerk said that there was also H&S courses on OLLIE that should also be included in the induction programme and she would inform Councillors of these at the next Resources Committee.

Cllr Hodgkinson reported that TCAT are looking for 1 week work experience placements for students which could help with the website and social media. Cllr Hodgkinson that an information about the placement would be forwarded. Cllr Saini asked if references would be provided. Cllr Mehta said that these would be available from the College.

#### 16/6495 KETLEY PADDOCK MOUND

- Draft SLA – The Clerk circulated the draft joint SLA put together by T&W Council for the management of Ketley Paddock Mound. The SLA outlines each organisations’ responsibility. The Clerk asked for Councillors comments by no later than Friday 19 February 2016.

- Noticeboards and Signage. – Cllr Evans said that she had been approached by a number of residents complaining about the TACT signage on the entrance to the joint use car-park by Ketley Youth Centre. The Clerk confirm that she had been approached by TACT and had agreed for them to put the signs up although confirmed that she had not seen the signage before it was erected. Mrs Young said that the Friends of Ketley Paddock Mound have funding via the Pride in the Community funding to also put a sign for this carpark. The Clerk confirm that this is an overflow car park for Ketley Community Centre and it was agreed by the Parish Council that it can be used by TACT and visitors to Ketley Paddock Mound. Cllr Mehta said that the signage needs to be removed and new signage put up stating this. Cllr Evan said that the TACT signage should be moved closer to the building they occupy. Cllr Saini said that the TACT signage should be removed and no signage put up until it has been approved by the Parish Council at the next Full Parish Council meeting.
- Management Plan – The Clerk said that representatives from T&W Council, Friends of Ketley Paddock Mound and Ketley Parish Council met on 9 February 2016 to go through the Management Plan and Action Plan for Ketley Paddock Mound. The Management Plan is in the process of being updated and will be presented to Parish Councillors at the next Full Parish Council meeting.
- Paddock Mound Quarterly Management Meeting – The Clerk said the last Quarterly Management meeting took place on 1 February 2016 when it was decided that in future the meeting should be made up of 2 representatives from each organisation and the Clerk will secretariat the meeting. Cllr Francis expressed concern that Cllr Evans was representing the Parish Council at this meeting and she was also the Chairperson of Ketley Paddock Mound group. It was agreed that this was a conflict of interest. The Clerk said that the Friends of Paddock Mound had asked that they have 3 representatives at this meeting. It was agreed that all organisations involved would have 2 representatives and if the regular members were unable to attend they could be substituted by another member from their organization.
- Pride in the Community Upgrade to Footpaths – The Clerk confirm that this work is near completion and there was only a small snagging list of work to be completed. The final invoice will not be paid until all parties are satisfied with the work.

## **16/6496 PLANNING**

### **Applications**

- TWC/2016/0054 105 Potters Bank, Ketley, Telford, Shropshire, TF1 5EP - Application under Section 191 for a Certificate of Lawfulness for an existing use for a detached double garage, conversion of attached outbuilding and erection of a balcony to side of property – Councillors asked for this planning application to be deferred to the next meeting to allow further investigations.
- TWC/2016/0053 105 Potters Bank, Ketley, Telford, Shropshire, TF1 5EP - Erection of pitched roof cover for patio (retrospective) – Councillors asked for this planning application to be deferred to the next meeting to allow further investigations.
- TWC/2016/0037 Freyssinet Ltd, Waterloo Road, Ketley, Telford, Shropshire, TF1 5BA - Erection of 1no. steel framed storage unit (Retrospective) – Councillors had no objections to this application.
- TWC/2016/0035 Site of 9 Cow Wood, Red Lake, Telford, Shropshire - Conversion of existing two storey detached garage into 1no. dwelling – Councillors had no objections to this application.

### **Approvals:**

- TWC/2015/1043 59 Holyhead Road, Ketley, Telford, Shropshire, TF1 5AN - Erection of a first floor extension to existing detached garage (amended plans) – previously emailed

### **Refused**

- /

### **On-going:**

- TWC/2015/1154 Site of The White Lion Inn, Holyhead Road, Ketley, Telford, Shropshire, - Outline application for the erection of 2no. dwellings with associated access (all other matters reserved)
- TWC/2015/1139 21 Orchard Close, Ketley, Telford, Shropshire, TF1 5HA - Erection of a single storey side and rear extension – previously emailed
- TWC/2015/1097 Land between 87-88 & View House 103 Holyhead Road, Ketley, Telford, Shropshire - Erection of 10no. dwellings with associated garages and access
- 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\*\*\*\*\* - previously emailed
- 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

## **16/6497 CORRESPONDENCE**

Nothing to report.

## **16/6498 AGENDA ITEMS FOR NEXT MEETING**

Nothing to report.

## **16/6499 TO CONFIRM THE DATES OF FUTURE MEETINGS**

The next meeting of Ketley Parish Council is arranged for Wednesday 10 February 2016 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 8.55 pm.

**16/6500 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.

- Staffing Update – The Clerk reported that the HR Advisor had recommended that the Parish Council do not move forward with any staffing restructure until after the Grievance investigation is concluded.
  
- Report from HR Consultants – The Clerk reported that a draft report had been received from the HR Consultant following the investigation interviews on 28 January 2016. The HR Consultant has send the draft report to Ann Linton form comment by 10 February 2016, with the hope that could be discussed at the Full Parish Council meeting. As comments have not yet been received, the HR Consultant advises that Parish Councillors should not be given a copy of the draft report until Ann Linton comments have been included. The Clerk said that Ann Linton has the right to appeal against the outcome of the investigation.

The Parish Clerk then left the meeting.

**Signed:**.....

**Date: 9 March 2016**