

KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini

Clerk to the Council: Alison Hinks
Ketley Community Centre
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MINUTES of the Ketley Parish Council meeting held at 7.00 pm on Wednesday 11 November 2015 at Ketley Community Centre.

PRESENT:

Councillor Anil Saini (Chairman)
Councillor Maggie Evans
Councillor Amrik Jhawar
Councillor Samuel Millward-Thomas

Councillor David Elliott
Councillor Laura Hodgkinson
Councillor Andy Morris
Councillor Hilda Rhodes

Clerk: Alison Hinks

In Attendance: No members of the public present at the meeting

15/6449 WELCOME

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

15/6450 PUBLIC SESSION

Cllr Millward-Thomas said that during his walk around the TMC with Haroon Riaz, he was informed of recent vandalism to the skate park, which is due to open at the end of November 2015. Cllr Millward-Thomas was also informed about the noise from the Pinder Circus who used Ketley Playing Field in September 2015. Cllr Hodgkinson said that Pinders Circus has used Ketley Playing Field in the past and following complaints from the residents who live overlooking the field, the Circus owners purchased new, quieter generators. Cllr Evans said that Ketley Playing Field should be used for community events. Cllr Jhawar said that this is the only area in Ketley that outside community events can be held.

Cllr Saini said that the TMC Board Haroon Riaz had informed members that the TMC Residents Associated was poorly attended.

15/6451 POLICE MATTER

Nothing to report.

15/6452 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Apologies were received and accepted from Cllr Mehta (Personal commitment) and Cllr Francis (ill). Cllr Saini informed the meeting that Cllr Cartwright was currently on a leave of absence from her role as Councillor to Ketley Parish Council.

15/6453 DISCLOSURE OF PECUNIARY INTERESTS

Nothing to report.

15/6454 TO APPROVE THE MINUTES OF THE 9 SEPTEMBER 2015 MEETING

RESOLUTION: The minutes of the meetings held on 9 September 2015 were proposed as an accurate record by Cllr Rhodes, seconded by Cllr Evans and unanimously agreed by the Parish Council.

15/6455 CLERK'S REPORT

Community Centre

- Roof Repairs – The contract has now started the work to the roof, which is due to be completed around 11 December 2015. This is a fixed price job and no additional work has been identified.
- IT Support – The Clerk has 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.
- Courses and Class at Ketley Community Centre:

Course/Class	Day	Time	Contact
Art for Beginners	Tuesday	1.30 pm	01952 614451
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
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
Zumba	Thursday	6.30 pm	07780 515350

Community Events

- Senior Citizens Voucher Day – This is arranged for Monday 7 December 2015 between 10.00 am and 2.00 pm at Ketley Community Centre. Tea, coffee and mince pies will be served on the day and a raffle towards Ketley Community Events Fund will be arranged. The Meadows School choir will also be performing festive songs at 11.00 am. I will be purchased 360 Farm Food Vouchers at the end of October 2015 and promoting the event on noticeboards around the Parish and in the November Parish Newsletter. As usual Councillors will be asked to help on the day. The Clerk would also invite Ketley History Group and Friend of Ketley Paddock Mound to the event to promote their work in Ketley.
- Ketley Community Centre Christmas Lights Switch On – This is arranged for Tuesday 1 December 2015 from 5.30 pm. The Arts Centre Telford have kindly offered to arrange a ‘Sing Along Frozen’ for the children and special guests will also be attending! The Clerk will arrange light refreshments and a Christmas craft stall and all money raised will go towards Ketley Community Events Fund.
- Children in Need Ramble Around Ketley Paddock Mound – This event was arranged for Sunday 11 October 2015 from 1.00 pm from Ketley Community Centre. There was a small turnout but so far we have raised around £80 towards Children in Need from contributions given on the day and the raffle on-going.

7. Other Community Activities in Ketley:

13 November 2015	Children in Need Raffle at Ketley Community Centre	All proceeds go to Children in Need.
15 November from 10.00 am	Friends of Ketley Paddock Mound Working Party	Meet at the bus stop on the Holyhead Road, Ketley. Wear suitable clothing for gardening and bring your own refreshments.
17 November from 7.00 pm	Friends of Ketley Paddock Mound	Monthly meeting held at Ketley Community Centre.
1 December from 5.30 pm – 7.30 pm	Ketley Community Centre Christmas Lights Switch-On	Sing Along Frozen for all the family with special guest appearances. For more details contact 01952 612035.
3 December from 10.00 am	Friends of Ketley Paddock Mound Working Party	Meet at the bus stop on the Holyhead Road, Ketley. Wear suitable clothing for gardening and bring your own refreshments.
7 December from 10.00 am – 2.00 pm	Senior Citizens Voucher Day	£10 Farm Food Vouchers for all state pensioned households in Ketley. Proof of eligibility needed on the day.

- Volunteer Training – The Clerk has attended 2 training session on recruitment and retaining community volunteers. The Parish Council are currently seeking volunteers to help them run community events.
- Organising Community Events Training – The Clerk has also attended a SLCC training event on how to successful run a large scale community event. The Parish Council have always said that they would like to resurrect the ‘Ketley Fun Day’, which was a summer fun day held back in the day and has fond memories for everyone who attended.

10. Telford Food Bank – The Clerk hopes that the food parcel collection point at Ketley Community Centre will be set up over the next 2 weeks.

Parish Environmental Team

11. 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.
12. 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. Cllr Rhodes asked if the Ketley PET could do a general tidy up of the Sandbrook area of Ketley.

Garden of Rest

13. Nothing to report.

Street Lighting

14. Nothing to report.

Parks & Play Facilities

15. Millennium City Under 13's Football Club - Haroon Riaz from the TMC Community Team has organised a new under 13s football team in the Ketley. Football training takes place at Ketley Park Fields on Saturdays between 1pm -2pm.
16. Millennium Park - The new play area on the TMC including the BMX and skate track has been formally named as 'Millennium Park'. Haroon Riaz is currently arranging the official opening for November 2015.

Roads and Footpaths

17. Nothing to report.

Rights of Way

18. Blocked ROW 197, Quarry Lane – nothing further to report.
19. Footpath between Sandbrook and Victoria Avenue, Ketley – nothing further to report.
20. 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 2015 at Ketley Community Centre.

Open Spaces

21. Ketley Paddock Mound – agenda item.
22. Visit to St Gobain – The Clerk recently visited St Gobain in Ketley to look at the environmental work they have undertaken on site including the planting of over 200 trees, putting up bird boxes and creating a tunnel for bats. I also was shown around the factory site to share with me how their industry are focusing on recycling and saving energy. The Clerk has shared this information with Friends of Paddock Mound with the hope that they can look into sharing good practice and ideas. The Clerk has also informed Ketley History Group about the historical information St Gobain hold on the area and the paperwork they have which is signed by Abraham Darby with a view to the History Group inviting Richard Summers to a future meeting to share his findings.
23. Oak Trees on Rose Mound – As previously report to Councillors, Gavin Onions, T&W Council Tree & Woodlands Officer informed the Parish Council about oak trees that had been cut down on Rose Mound. The photographs shared show the extent of the damage and T&W Council are asking for any information about this vandalism.
24. Pond off Sinclair Gardens De-siltation Works – A resident of Sinclair Gardens are been in communication with T&W Council and Severn Trent regarding the lack of progress to the work to this pond. The Clerk understands that T&W Council have put this work on hold to observe what is happening to the pond.

Communication

25. Parish Newsletter – The next edition is due out over the weekend of 28/29 November 2015. Ideas for articles would be greatly appreciated.

Community Based Projects

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

Councillor Meetings

27. Civic Carol Service – All Councillors are invited to this event arranged for Tuesday 1 December 2015 at 7.30 pm at The Place at Oakengates. Please confirm with the Clerk if you would like to attend.
28. 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.

General Information

29. T&W Council Pride in the Community - The two year Pride in Your Community investment Programme began to be delivered across the borough from April 2014 and has had a significant positive impact on the regeneration of our communities. Through the Programme many community and neighbourhood service improvement initiatives have been delivered, which have positively impacted on Parish and Town Council areas. The Telford & Wrekin Pride website www.telford.gov.uk/pride highlights many examples of the impact Pride has had on our local areas and provides a useful update on progress. As we move forward with the second year of the Programme, benefits will continue to be delivered during this financial year.

Pride has focused on neighbourhood service infrastructure improvements which have been intrinsically linked to engagement with our communities. While much of the funding for infrastructure improvements will end on 31 March 2016, a number of initiatives which will continue to be delivered are:

- Ward Members will continue to be allocated an additional £1,000 of funding to spend in their Wards on priority environmental projects in 2016/17.
- Parish Environmental Teams (PETs) will continue to be funded in partnership with Parishes until the end of the TWS contract in March 2019.
- 6 Environmental Estate Response Teams will continue with their additional cleansing duties up until end of March 2019.
- The Cleansing Rapid Response Team will also continue with their additional cleansing duties up until end of March 2019
- The Junior Street Champion accreditation scheme, which is offered to our schools, will continue to be delivered.
- Dedicated support will continue to be provided to our growing number of Street Champions and Snow Wardens.

In addition, the applications for Pride in Your High Street are currently being evaluated. This will lead to further £1 million of funding to support the delivery of projects which will make a positive contribution in the High Street or local Centre. A further £1 million of capital will be made available for community projects in 2017/18 through a second Community Pride Fund. 37 community applications for funding from the first Community Pride fund were approved in 2014/15.

The Pride Street Lighting procurement project will lead to the delivery of street lighting and maintenance improvements with the upgrade to LED lighting right across the borough delivering substantial savings on energy use.

Initiatives and Added Value of £25,000 per year will continue to be provided through the Veolia Waste Management Services Contract. To date, £20,000 of grant money has been allocated to community groups through the Envirogrant fund and funding has been provided to support skills development and for sports equipment to local groups.

30. T&W Council Benefit Fraud -Telford & Wrekin Council is highlighting Benefit Fraud as part of a campaign to encourage members of the public to report those they suspect of committing fraud. The Council is faced with further significant cuts over the next three years and anything we can do to reduce the amount being paid out in benefits to those not entitled will go some way to helping maintain vital services which could potentially soon suffer. Many people indicate there are others they suspect of getting more benefits than they are entitled to, and it is always an emotive subject, especially for those who are working hard for every penny, and equally those who may be struggling as they are only claiming what they are allowed to. T&W Council want those people to report those who they suspect. They also want them to be confident that they can remain anonymous throughout the reporting process. There are various ways to report suspected fraud, including our newest option to report using the Council's Everyday Telford app, which until recently was used mainly for reporting environmental and street scene issues. These new functions on the app allow people to report anonymously, whilst also gaining the quality of information that will allow the benefit fraud team to investigate better all the reports received. In addition to the app, another way to report anonymously and for the Council to receive quality information from the reporter is by using the website www.telford.gov.uk/fraud. Alternatively, people can call the dedicated benefit fraud hotline on 01952 383839.
31. Burglary Awareness Campaign – West Mercia Police are working with local business to reduce the resale of stolen gold jewellery, which has increased across the borough over recent months. The campaign encourages

people to protect their personal property but also be aware of bogus visitors to properties with a view to stealing.

32. Ketley PC Admin Apprentice – The Clerk also reported that Maggie Dyer has now taken up this post as from 19 October 2015. The Parish Council have issued the contract of employment and also pays her direct. The main part of the role will be to ensure that the Community Centre is fully functional during the hours that the Community Centre Manager is not around.

15/6456 FINANCE COMMITTEE

- (a) October 2015 Bank Reconciliation and Order of Payments – The Clerk reported as at 27 October 2015 the Parish Council's bank statements were as follows:
- | | |
|------------------|--------------------|
| National Savings | £106,246.79 |
| Co-op | <u>£ 85,006.46</u> |
| TOTAL | <u>£191,253.25</u> |
- (b) 2014-15 Annual Audit of Account – The Clerk reported that Mazars had signed off the annual audit of account for 2014-15 with the following comments:
- The Council Tax Support Grant was wrongly included in the Precept amount
 - The Fixed Asset amount was reported as insurance values not as a proxy for initial costs, donated assets should also be reported as a nominal £1 value and assets no longer the responsibility of the Parish Council should be removed from the register.
 - Figures did not initially agree to the 2013-14 reported amounts, but these were amended.
- (c) 2015-16 Half Yearly Accounts – The Clerk presented this reported to Councillors for their comments, which would be discussed at the Finance Committee on 26.11.15.
- (d) 2016-17 Precept - The Clerk presented this reported to Councillors for their comments, which would be discussed at the Finance Committee on 26.11.15.

15/6457 RESOURCES COMMITTEE

Nothing to report.

15/6458 FUTURE PARISH COUNCIL MEETING STRUCTURE

The Clerk asked Councillors to review the currently meeting structure to ensure that the day and time is convenient for Councillors to attend. The Clerk said that recently some meetings had had to be cancelled as the meetings were not quorate and this hinders the work of the Parish Council.

All Councillors agreed that the second Wednesday of each month at 7.00 pm was a convenient time for Full Council. 6 Councillors need to be present for the meeting to be quorate.

All Councillors agreed that the membership of the Finance Committee would remain as Cllrs: Elliot, Saini, Evans, Jhawar and Cartwright and this meeting would continue to meet at 10.00 am on the last Thursday of the month. 3 Councillors are need to be present for the meeting to be quorate.

The Clerk reported that Cllr Mehta has expressed an interest as being a member of the Resources Committee although he was unable to made the currently day/time. Cllr Millward-Thomas also said that he would like to be a member of the Resources Committee. All Councillors agreed that the membership should be Cllrs: Elliott, Jhawar, Cartwright, Hodgkinson, Mehta and Millward-Thomas and the meeting should meet at 5.30 pm on the last Tuesday of the month. 3 Councillors need to be present for the meeting to be quorate.

15/6459 KETLEY PADDOCK MOUND

The Clerk reported that the Parish Council, Friends of Paddock Mound and Telford & Wrekin Council met on 8 October 2015 and all parties agreed to a tri-party joint working agreement via a SLA. The Parish Council has committed half a day per week from the Ketley PET and £8k per annum for one-off projects. The management of the site will be agreed at the quarterly management committee. James Dunn, T&W Council Property and Asset agreed at the meeting that the work via the Pride in the Community funding could go ahead. James Dunn was remain responsible for the grazing licenses. The Friends of Paddock Mound are currently liaising with Neil Overton about the start date for the work.

T&W Council have given the Paddock Mound Green Space Status in the Local Plan, which will protect the future of the site. The Clerk said that the Friends of Paddock Mound were responsible for lobbying T&W Council about this. Cllr Saini praised the work of the Friend of Paddock Mound.

15/6460 KETLEY PARISH PLAN

The Clerk reported that the current Parish Plan needs to be reviewed asap with a view for it to run from 2016 – 20126 and asked for Councillors representative to sit on a Task and Finish Group.

ACTION: Councillors to inform the Clerk if they are interested in being part of the Parish Plan Task and Finish Group.

15/6461 KETLEY COMMUNITY CENTRE AND COMMUNITY EVENTS

The Clerk reported that over the last 3 years the Community Centre's income has dropped by:

- 2014-15 Cancellation of Positive Pathways = £24,600
- 2015-16 Cancellation of TCAT Community Courses = £3,120
- Cancellation of WEA IT Courses = £2,340

The current room hire income is around £2,376 pm / £28, 512 pa.

Projected room hire income for 2015-16 is £25,182 with a projected Community Centre spend at £54,058. The Parish Council is subsidizing the Community Centre by over 50%. All spend part from staffing has been reviewed. The Community Centre is now regularly used between 9.00 am and 9.30 pm Monday – Friday and every Saturday and Sunday. Although, the Community Centre is currently a venue that rents room to organization and not a centre for community events and functions. The IT Drop In run by two volunteers has proven successful and there is a need for more community events.

ACTION: The Resources Committee to look into developing the Community Centre at the next meeting on 24 November 2015.

15/6462 TRAINING AND DEVELOPMENT FOR PARISH COUNCIL EMPLOYEES

The Clerk reported that T&W Council have an On-Line Training Programme with over 250 courses. The Parish Council can buy into this package at a cost of £50 set up cost (for under 5 employees) and £5 per course.

RESOLUTION: All Councillors agreed that the Parish Council could buy in the T&W Council On-Line Training programme, which the Clerk would activate asap.

15/6463 STRESS POLICY

The Clerk presented to Councillors the draft Stress Policy which needs to be adopted by the Parish Council. The Policy has been adapted from the HSE policy and will also include a stress audit of employees. It is good practice to have a Stress Management Policy and annual audit. Once agreed by Councillors a copy of the Policy will be given to all employees of the Parish Council.

ACTION: The Clerk to circulate the draft Stress Policy to Councillors for their comment.

15/6464 PLANNING

Applications:

- 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 – Councillors had no objections to this planning application.
- 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 – Councillors had objected to this planning application in the Summer of 2015. The application was refused under delegated powers, although the applicant has since appealed against the decision. T&W Council have put together their case against the appeal. The Parish Council still object to the application.

Approvals:

- TWC/2015/0699 183 Woodside Road, Ketley, Telford, Shropshire, TF1 5WT - Demolition of existing conservatory and erection of new conservatory
- TWC/2015/0700 9 Cow Wood, Red Lake, Telford, Shropshire, TF1 5EL - Conversion of two storey detached garage into residential accommodation
- TWC/2015/0674 6 Pitmounds Way, Ketley, Telford, Shropshire, TF1 5GA - Erection of a single storey rear conservatory
- TWC/2015/0873 80 Woodside Road, Ketley, Telford, Shropshire, TF1 5HX - Erection of a front porch – details previously circulated
- TWC/2015/0719 Land between 29 & 33 Station Road, Ketley, Telford, Shropshire - Erection of 1no. dwelling with detached garage and associated works – details previously emailed

Refused

- /

On-going:

- TWC/2015/0705 Land rear of 11, Wrens Nest Lane, Ketley, Telford, Shropshire - Erection of 2no. bungalows with garages, parking and landscaping – details previously emailed

15/6465 CORRESPONDENCE

Nothing to report.

15/6466 AGENDA ITEMS FOR NEXT MEETING

15/6467 TO CONFIRM THE DATES OF FUTURE MEETINGS

The next meeting of Ketley Parish Council is arranged for Wednesday 9 December 2015 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 8.55 pm.

15/6468 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
- Confidential Letter regarding Youth Provision

Signed:.....

Date: 9 December 2015