

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 8 July 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: Mrs Richards, Ms Jackson, Mrs Stubbs, Mr Wilkinson, Mr Millward-Thomas, Mr Bolton and Mrs Young.

15/6401 MANAGEMENT PLAN FOR KETLEY PADDOCK MOUND – ADRIAN SPRAY, CFP CONSULTANTS

Adrian Spray, CFP Consultants thanked the parish Council for inviting him to present to the meeting. Mr Spray went through his presentation outlining the consultation process and his findings for the management plan. The management plan is set against the 7 criteria of the Green Flag Award, which is a national award scheme. Mr Spray said that the 5 year plan would be feasible for the Parish Council with external funding needed for the development of the Red Lees Pond, sculptural interpretation across the site, particularly recognising the canal tunnel and canal basin. Mr Spray said that a final version of the plan would be available to the Parish Council within the next two weeks.

A member of the public asked why 'please keep your dogs on leads signage had been put up on all entrances of the site' and suggested that dog walkers should have been consulted on their view for the site. A resident said that residents who live close to the entrances should be consulted on the proposed changes to the entrances and suggested that plans are available to be viewed at Ketley Community Centre. A resident said that the site had not had a management plan before. Mr Wilkinson said that T&W Council had a management plan which was never implemented. Cllr Hodgkinson said that by making the site more welcoming it might encourage motorbikes on this site. Cllr Hodgkinson questioned the fire safety around the gauze on site. Cllr Saini said that this would be discussed at the quarterly management meeting. Mrs Young asked when the Friends of Ketley Paddock Mound would be given a copy of the Management Plan. A resident suggested that residents are kept up to date on developments of the site via the Parish Newsletter.

ACTION: The Clerk speak to T&W Council Dog Warden about the signage. The Clerk to share the management plan with Friends of Paddock Mound and also put a copy of the Parish Council's website.

15/6402 WELCOME

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

15/6403 PUBLIC SESSION

Mr Wilkinson said thanked the Clerk for sorting out the sewage spillage on the Holyhead Road, Ketley.

15/6404 POLICE MATTER

Cllr Jhawar said that the car sales garage on the Wombridge Way Island are parking cars on the grass verge which is obscuring drivers sight line and also dangerous for cyclists.

ACTION: The Clerk to report the CSO Tindale and write to the car sale company.

15/6405 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Apologies were received and accepted from Cllr Evans (Holiday).

15/6406 DISCLOSURE OF PECUNIARY INTERESTS

Nothing to report.

15/6407 TO APPROVE THE MINUTES OF THE 10 JUNE 2015 AND 18 JUNE 2015 MEETINGS

RESOLUTION: The minutes of the meetings held on 10 June 2015 and 18 June 2015 were proposed as an accurate record by Cllr Rhodes, seconded by Cllr Hodgkinson and unanimously agreed by the Parish Council.

15/6408 CLERK'S REPORT

Ketley Community Centre / Ketley Youth Centre

1. Ketley Community Centre – The contractors are due to start the work to the roof mid July 2015 with a view to the project being finished by the beginning of September 2015.
2. The Enrolment Evening for all group and courses starting in the Autumn Term is arranged for Monday 7 September 2015 between 6.00 – 8.00 pm.
3. Ketley Youth Centre – The Art Centre (Telford) has now signed the licence agreement for exclusive use of Ketley Youth Centre. This took effect from 1 July 2015 with classes starting in September 2015. Building work is currently underway.
4. Unfortunately, the Centre Manager had to cancel an October 2015 room booking as the Parish Council no longer have option to use rooms Ketley Youth Centre. The hirer has written to all Councillors to complain. The Chairman has written to the hirer to explain the situation and apologise for any inconvenience this may have caused.

Complaint from local resident regarding noise – The Clerk reported the complaint from a resident of School Lane about the noise from a recent party. The noise is greater when the disabled access door and windows are opened. The Centre Manager always asked centre users not to open the windows to the back of the building. The Clerk said that she would look into a device that can be temporary be fitted to the fire doors so that a loud noise is sounded if opened. Although, this cannot be a permanent fixture as this is a disabled access point into the building.

Garden of Rest

5. Trees at 6 Marigold Court, Ketley – I have received a complaint from Mrs Ball to ask that a concrete bolder is removed from the boundary line at the Garden of Rest. The bolder is stopping the hedgerow growing back, giving her direct sight of the Garden of Rest. TWS have removed the bolder and the Ketley PET have planted more whips in this gap. I am waiting for Mark Greaves, T&W Council to let me have a revised quote for the new fence. Once received, I will agree for this work to be started as we have received no complaints about this proposal from the residents who live on this boundary line.
6. I have received a complaint from a person who regularly visits the Garden of Rest to say that several golf balls have been found in the Garden of Rest. This is not the first time that this person has found golf balls on the site. I propose that we write to residents who live around the boundary of the Garden of Rest and ask them report anyone using golf balls in the garden of rest.

Street Lighting

7. Upgrade to Streetlighting – Phase 2 of the streetlight upgrade is now complete. The Parish Council have replaced all concrete and concrete sleeved streetlights with steel/LED lighting. I have also received a revised inventory of all the streetlights. The Parish Council need to build into the 2016-17 budget a condition survey so that a 3 year rolling programme for upgrading to LED lighting can be planned.

Parks and Play Facilities

8. New Skate Park, BMX Track and Play Area on TMC – Work to the new skate park, BMX track and play area in the TMC has now resumed although there will be a delay to the official opening of the site. Sanctuary Housing is in the process of naming the site and arranging an opening event for the young people of Ketley.
9. Ketley Playing Field is now being used every weekend by a local football team which means that the circus will not be able to visit in September 2015 as previously agree.

Roads and Footpaths

10. Trees on Quarry Lane, Ketley – Nothing to report.
11. T&W Council's annual Dual Carriageway Maintenance Programme has now commenced with the work to the road between Beveley Roundabout and Mossey Green Way Roundabout commencing 15 July 2015.

Rights of Way

12. Blocked ROW 197, Quarry Lane – nothing to report.

13. Footpath between Sandbrook and Victoria Avenue, Ketley – nothing to report.

Bali Hi – The Clerk said that T&W Council Legal Department had been in touch to say that a local enquiry has been called into the diversion of this ROW. No date has yet be confirm although, T&W Council have asked if the enquiry can be held at Ketley Community Centre.

Open Spaces

14. Paddock Mound and The Paddocks, Red Lake – agenda item.

Communication

15. Parish Newsletter – The newsletter was distributed to all residents of Ketley on Sunday 26 June 2015. The next newsletter is due out at the end of September 2015.

IT Developments

16. Parish Website – The Parish Council website is now up and running along with Parish Council's facebook and twitter accounts. Feedback is always greatly appreciated to improve not only the website but how we communicate with residents in general.

Community Based Projects

17. A Celebration of Ketley History – The Meadows School and Ketley History Group 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 held on Thursday 25 June 2015 at Ketley Community Centre was a great success. Many residents of Ketley attended to share their memories. Thanks to everyone involved.

18. Plaque to commemorate William Reynolds – Following the letter from pupils at The Meadows School asking the Parish Council to consider commemorating William Reynolds connection to Ketley, I have written to the pupils to ask them for their design and ideas for wording for a plaque to be placed at Ketley Hall. The pupils are also writing to the owners of Ketley Hall to ask for their permission to display the plaque on their property. Cllr Francis suggested that a local company is used to make the plaque.

19. Telford and Wrekin Council is consulting on the review of the Statement of Principles issued under the Gambling Act 2005. The consultation commences on Monday 22 June 2015. You are invited to submit any comments you have in relation to the policy by 5:00pm on 14 September 2015. Details have been emailed to all Councillors

20. An overview of the changes being made by Arriva to the bus service they operate in our Borough is now available. T&W Council will continue to lobby Arriva regarding these changes however they have no powers to insist on any changes, all of which are legal and not in breach of any of the Transport Acts. Arriva have the powers to operate commercially without any need to undertake an impact assessment of these planned changes. In the Ketley and Oakengates Ward the following changes have taken place:
Service 4 replaces service 44.
Service 25 withdrawn Waterloo Road now served by service 16 but less frequent.
Service 23 withdrawn Ketley Grange and Ketley Bank now served by service 14.

21. T&W Council are consulting on the Statement of Licensing Policy issued under the Licensing Act 2003. The Licensing Authority must review its Statement of Licensing Policy every 5 years and must consult with a number of statutory consultees which include persons/bodies representative of local holders of premises licences. The consultation document is available to be viewed from 22 June 2015 online at www.telford.gov.uk and at the main reception areas of both Addenbrooke House and Darby House between 8.30am and 5.30pm. The consultation period will commence on 22nd June 2015 for a 12 week period, and will end at 5pm on 14th September 2015. Details have been emailed to all Councillors.

15/6409 FINANCE COMMITTEE

(a) June 2015 Bank Reconciliation and Order of Payments – The Clerk reported as at 29 May 2015 the Parish Council's bank statements were as follows:

National Savings	£106,246.79
Co-op	£ 48,203.04
TOTAL	£154,449.83

(b) Minutes of Finance Committee held on 4 June 2015 – attached for the Parish Councillors information.

(c) Verbal report from the Finance Committee on 25 June 2015

- National Saving Account – The Clerk reported that the Finance Committee had proposed that £45,000 is transferred from the National Savings Account to the Co-op Bank Account to cover the spend before October 2015.

RESOLUTION: Cllr Hodgkinson proposed the transferred of funds, which was seconded by Cllr Rhodes and unanimously approved by the Parish Council.

- Parish Environmental Team Amendments to Contract - The Clerk updated the Parish Council on a recent meeting with T&W Council on the PET Contract. The Parish Council have been asked to insure and maintain all equipment used by the Ketley PET Team. The original contract signed states that all plant will include servicing and back up arrangements. T&W Council have also asked the Parish Council to contribute an additional £1,200 pa due to the salary increase of the Apprentices and an increase in pension contributions due to the changes in pension policies. The Finance Committee have proposed that the Parish Council do not agree the amendment to the contact.

RESOLUTION: Cllr Rhodes proposed that the Parish Council should not agree to the amendments to the PET contract, which was seconded by Cllr Crump and unanimously agreed by the Finance Committee.

- Update to Red Lake Garden of Rest Charges and Guidelines for Burial - The Clerk updated Parish Council that the Finance Committee had reviewed the current charges and guidelines against those of Hadley & Leegomery Parish Council and T&W Council. This comparison highlighted that Ketley Parish Council is by far the cheapest, although T&W Council is almost double the cost of the Parish Council's. The three organisations are aiming to work more closely, sharing policies and procedures. Councillors went through and compared the guidelines for purchasing a burial plot at Hadley & Leegomery Parish Council. The Finance Committee felt that the guidelines from Hadley & Leegomery gave a more straight forward framework for who can and can't be buried at the Garden of Rest:
The right to interment and purchase of burial rights in Ketley Garden of Rest is exclusive to the residents of the civil parish of Ketley except:
 - (1) Where burial rights were purchased before the deceased moved outside of the parish
 - (2) Where the deceased has at the time of burial a domestic (not business) property in the parish
 - (3) Where immediately before moving to nursing or residential care of designated retirement accommodation the deceased lived in the parish
 - (4) Where the deceased has at the time of purchase of rights or at the time of burial a spouse, parent, grandparent, brother, sister or child already interred in the cemetery or who already owns Exclusive Rights of Burial in the garden of rest
 - (5) Where burial rights were purchased prior to 1 September 2015.

The Finance Committee also felt that the costings at Hadley & Leegomery Parish Council where more realistic and in line with the actually how much it costs to maintain the Garden of Rest:

Exclusive Rights of Burial	£375
Exclusive Rights of Cremation	£130
Double Interment	£320
Single Interment	£290
Re-opening	£290
Cremation Remains	£115
Under 16's	£0
Scattering of Ashes	£55
Memorial Approval	£100
Memorial Add Inscription	£56
Single Memorial Wall	£50
Double Memorial Wall	£100

RESOLUTION: Cllr Cartwright proposed that the Parish Council follows Hadley & Leegomery Parish Council's procedure and costs as outlined above, which was seconded by Cllr Elliott and unanimously approved by the Finance Committee

- Storage of Ketley Youth Club Equipment – The Parish Council went through the letter received from Ketley Youth Club about storing their equipment moved from Ketley Youth Centre. The Finance Committee were worried about the cost implications that this would have on the Parish Council eg. insuring the equipment, maintaining the equipment, costs associate to accidental damage and felt that the Parish Council could not afford these costs. The Clerk also pointed out that the Parish Council have had to pay for the removal company to move the equipment to the Community Centre and to disconnect the gas cooker before the Youth Club moved it. The Finance Committee propose that the Youth Club are written to ask them to remove their equipment within 3 month.

RESOLUTION: Cllr Hodgkinson proposed that a letter is sent to Ketley Youth Club asking them to move their equipment, which was seconded by Cllr Crump and unanimously agreed by the Parish Council.

15/6410 RESOURCES COMMITTEE

- a) Minutes of Resources Committee held on 2 June 2015 – the Clerk presented the minutes of the meeting to the Parish Council.
- b) Verbal report from the Resources Committee on 30 June 2015
 - Update to Red Lake Garden of Rest Policy - The Clerk reported that the Resources Committee had gone through the H&S Policy for the Garden of Rest which highlighted the need for 5 yearly topple testing programme to be introduced. This would have to be undertaken by an appropriately trained person and would have a financial implication on the Parish Council, particularly if the family are no longer responsible for the grave. This should be done over the next 5 years with the older part of the GOR being looked at first.

The Resources Committee then went through the term and conditions of the GOR to ensure that this is still relevant. Amendments were made to remind families that personal items should not be put on the wall for memorials, although the Parish Council would install flower holder on the fall for families to use. It was acknowledged that the Parish Council could not ask relatives to remove wind chimes and personal mementos from graves as this had not been monitored by the Parish Council for some time. This would be deleted from the Policy.

ACTION: Cllr Hodgkinson proposed the above changes to the Garden of Rest Policy, which was seconded by Cllr Elliott and unanimously approved by the Parish Council.

15/6411 KETLEY PADDOCK MOUND

- a) Lease Agreement with T&W Council – The Clerk reported that the Solicitor has asked T&W Council Legal Department for the final draft of the lease by 1 August 2015. This can then be considered alongside the Management Plan for Ketley Paddock Mound.
- b) Friends of Ketley Paddock Mound Management Plan – The Clerk reported that a final copy of the Management Plan is due to be forwarded from CFP Consultant within the next week. Once received, a copy will be forwarded to the Friends of Ketley Paddock Mound for their comments and the Parish Council should also meet to discuss the content of the plan.
ACTION: The Clerk to arrange a meeting to discuss the Management Plan to include the following Councillors: Cllr Rhodes, Cllr Crump, Cllr Francis, Cllr Jhawar and Cllr Hodgkinson.
- c) Pride in the Community Funding – The Clerk reported that the Friends of Ketley Paddock Mound are currently revisiting the quotes received from the 3 contractors. Once they have decided on a preferred contractor, the quote will be presented to the Finance Committee for formal approval.

15/6412 COUNCILLOR VACANCIES IN BEVELEY

The Clerk presented to Parish Councillors copies of the expression of interest forms received from 7 candidates, although candidate 3 had withdrawn from the process. Cllr Saini said that he would like Councillors to consider appointing on the two vacancies at this evenings meeting as the Parish Council has not had a full membership for 8 months. Cllr Rhodes said that she would like to shortlist 3 candidates and invite them in for an interview. Cllr Frances said that it would be fair to see all candidates. Cllr Jhawar seconded Cllr Rhodes proposal. Cllr Hodgkinson said that if a candidate was unable to attend on the preferred date, they must not be penalized. Following a secret ballot the Parish Councils voted for the following candidates to be invited for interview: Candidate 1, Candidate 2 and Candidate 7.

ACTION: The Clerk to email to 3 candidates to invite for interview and write to the unsuccessful candidates to thank them for their interest. An extra ordinary meeting should be called after 10 August 2015.

15/6413 PLANNING

Applications:

- TWC/2015/0569 8 Cornflower Grove, Ketley, Telford, Shropshire, TF1 5ZH - Erection of a conservatory following demolition of existing conservatory – details emailed. Councillors had no objections to this planning application.

Approvals:

- 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 – emailed directly
- 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 - emailed directly

Refused

- /

On-going:

- /

15/6414 CORRESPONDENCE

Nothing to report.

15/6415 AGENDA ITEMS FOR NEXT MEETING

Nothing to report.

15/6416 TO CONFIRM THE DATES OF FUTURE MEETINGS

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

The meeting was formally closed at 8.27 pm.

15/6417 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Nothing to report.

Signed:.....

Date: 9 September 2015