

# 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 9 September 2015 at Ketley Community Centre.**

**PRESENT:**

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

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

**Clerk:** Alison Hinks

**In Attendance:** Mrs Stubbs and Mrs Young.

**15/6426 WELCOME**

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

**15/6427 DECLARATION OF ACCEPTANCE OF OFFICE FOR NEW COUNCILLORS FOR KETLEY PARISH COUNCIL**

Cllr Mehta and Cllr Millward-Thomas were formally sworn in as Ketley Parish Councillors and signed the Declaration of Office Book.

**15/6428 PUBLIC SESSION**

Cllr Francis asked for an update on the MUGA on the TMC. The Clerk said that the Parish Council was previously responsible for the MUGA on the TMC but unfortunately, due to financial constraints the HCA are now responsible for the site. Despite requests from the Parish Council, the MUGA has been closed to young people during the building work for the new BMX track and skate park. This work has been delayed and the official opening date is still not know.

Cllr Francis said that she had been approached by two women who had been approached by a man whilst walking their dog on Ketley Paddock Mound. The Clark said that CSO Tindale was aware of the incidents.

**15/6429 POLICE MATTER**

Nothing to report.

**15/6430 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL**

Apologies were received and accepted from Cllr Cartwright (personal circumstance).

**15/6431 DISCLOSURE OF PECUNIARY INTERESTS**

Nothing to report.

**15/6432 TO APPROVE THE MINUTES OF THE 8 JULY 2015 AND 19 AUGUST 2015 MEETINGS**

**RESOLUTION:** The minutes of the meetings held on 8 July 2015 and 19 August 2015 were proposed as an accurate record by Cllr Rhodes, seconded by Cllr Morris and unanimously agreed by the Parish Council.

**15/6433 CLERK'S REPORT**

**Ketley Community Centre / Ketley Youth Centre**

1. Ketley Community Centre – The contractors are due to start the work to the roof on Monday 7 September 2015. This is later than anticipated due to time delays on their previous job.
2. Ann Linton has arranged an Enrolment Evening for all group and courses starting in the Autumn Term for Monday 7 September 2015 between 6.00 – 8.00 pm.
3. Ketley Youth Centre – The Art Centre (Telford) have now started to run their courses from Ketley Youth Centre.

4. The Resources Committee have asked me to write to Ketley Youth Club to ask them to remove their equipment that is temporarily stored in the outbuildings at Ketley Community Centre by 11 October 2015.
5. A new Martial Arts Class is due to start using Ketley Community Centre 3 evenings a week. A local church group is also using the Community Centre every Sunday morning, along with a yoga group. WEA and TCAT have provisionally booked new courses from September 2015 but have not yet confirm if they are running as final numbers of attendees is not known.
6. Room Hire prices are going up from 1 September 2015. Standard room hire will be £13ph and voluntary charity rates will be £7ph.
7. The Community Centre staff both attended First Aid Refreshing training on 26 August 2015.  
**ACTION: The Clerk to arrange a date for refresher Defibrillator Training.**
8. The Arts Centre Telford have asked to hold their Christmas production in the Hall over the weekend of 11 December 2015. The Centre Manager is currently arranging room changes with the groups to accommodate this. The Arts Centre are also going to hold activities for the young people of Ketley in the October half term and arrange the young people to sing at the Christmas Lights Switch-on.
9. Dates for the diary: Senior Citizens Voucher Day – Monday 7 December 2015 and the Christmas Lights Switch-on – Tuesday 1 December 2015.

#### **Garden of Rest**

10. Trees at 6 Marigold Court, Ketley – The fences has now been erected!
11. Golf Balls on the Garden of Rest – I sent a letter to all residents who live along the boundary of the Garden of Rest and there are no longer any gold balls being found on the site.
12. The Environmental Maintenance Team Apprenticeship vacancies are currently out to advert with a view to the new apprentice being in post by mid October 2015.

#### **Street Lighting**

13. Nothing to report.

#### **Parks and Play Facilities**

14. 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 have names the site Millennium Park and are in the process of arranging an opening event for the young people of Ketley, anticipated mid-September 2015.
15. Pinder Circus will be using Ketley Playing Field between 14-16 September 2015.

#### **Roads and Footpaths**

16. A resident had reported about the number of vehicles on and outside a property along Quarry Lane, Red Lake. T&W Council Enforcement Officer has confirmed that the property owner has been issued with a notice and the problem should be resolved within 6 weeks.
17. The car sales garage on the corner of Holyhead Road and Wombridge Way, Ketley has been parking cars for sale on the grass verge, blocking the sight line for car exiting the garage and causing problems for cyclist. As the cars are on an adopted highway, Mark Pearson, T&W Council will be looking at them from an unauthorised Adverts on highway angle. Derek Causer, T&W Council Enforcement Officer will also contact the garage given they ignored his first request to remove the cars.
18. Severn Trent Water have advised that they will be carrying out works to the water main on the Holyhead Road in Ketley starting on Tuesday 1 September 2015 for approximately 3-4 weeks. This work in between Ketley Community Centre and Shepherds Lane and temporary traffic lights will be used during the work. The water supply may be temporarily interrupted at some point during this work but we will be given 48 hours notice of any planned work.

#### **Rights of Way**

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

## Open Spaces

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

## Communication

22. Parish Newsletter – The next newsletter is due out week end of 26/27 September 2015. Please let me have any items that you would like included in this edition.
23. Lucy Allan MP has asked to meet with Ketley Parish Councillors at 6.00 pm on Tuesday 22 September 2015 at Ketley Community Centre.  
**ACTION: The Clerk to rearrange the date as some Councillors are not available on the 22 September 2015.**

## IT Developments

24. Nothing to report.

## Community Based Projects

25. Plaque to commemorate William Reynolds – Nothing further to report.
26. Bus Services in Telford & Wrekin - As you will be aware within Telford & Wrekin the majority of bus services are operated commercially by Arriva. Commercial services are those which carry enough passengers to cover the cost of running the service through the fares and passes received. In some areas it is important to have a bus service but the number of passengers does not mean the service can cover its running costs. Historically the Council has subsidised these services to ensure that they can continue to run. The Council has more influence over the subsidised routes than it does over commercial services as we award the contracts for these services to be operated. The contracts were last awarded in 2010 and Arriva was the successful bidder to operate these services over the last five years. The Council now needs to renew these contracts but before commencing the procurement process the Council wishes to review these services to ensure they are necessary and affordable. Over the next 3 years the Council has an additional £35m of savings to find and therefore the Council needs to ensure that it can afford to operate these services over the lifetime of the contract – 5 years.

Recognising the lack of consultation that Arriva did as part of their changes the Council is planning to undertake a consultation on subsidised and cross border services from 2nd September to 13th October 2015. This consultation will ask for views on the services that the Council is planning to go out to tender for to understand whether there are any changes to these services or additional services that the public wish us to consider prior to finalising the tender documents. The consultation is also aiming to understand the need and importance of these routes to our local communities so that this information feeds into any review of services as part of this process.

From the 2nd September all of the information on the on the consultation including summary of bus services, proposed routes and timetables, maps and FAQs can be found here online at [www.telford.gov.uk/info/20174/public\\_transport](http://www.telford.gov.uk/info/20174/public_transport). The Council will also be undertaking a number of consultation events across the Borough where officers from the Council will be on hand to discuss plans and gain public opinion. The dates and locations for these events are as follows:

- Friday 11th September - Coalbrookdale & Ironbridge Community Centre – 09:00 – 16:00
- Monday 14th September –Southwater 1 – 10:00 – 17:00
- Thursday 17th September – Princess Royal Hospital – 09:00 – 18:00
- Friday 18th September – Wellington Library – 09:00 – 19:00
- Tuesday 22nd September – The Place, Oakengates – 09:00 – 19:00
- Wednesday 23rd September – Newport Library – 10:00 – 18:00
- Thursday 24th September – Madeley Library – 10:00 – 18:00
- Friday 25th September – Dawley Town Hall – 09:00 – 14:00 (please note this date has changed from 16th September)
- Saturday 26th September – Southwater 1 – 10:00 – 16:00

You can provide your views by completing the online survey ([www.telford.gov.uk/info/20174/public\\_transport](http://www.telford.gov.uk/info/20174/public_transport)) or by attending one of the consultation events. Alternatively each Parish & Town Council can collate their responses and comments and email these to Dominic Proud ([DominiC.proud@telford.gov.uk](mailto:DominiC.proud@telford.gov.uk)). In addition to this, this will be the main agenda item for discussion at the Telford Bus User Group on 16th September 18:00-20:00 at Addenbrooke House, Telford Town Centre.

27. T&W Council would like more people to access its services through its website, social media and apps. These are important tools for residents and visitors to find information about Council services and do business with us in people's own time without the need to visit and telephone the Council. Over the next couple of months T&W Council are carrying out a review of our online services with local residents. Part of

this review is an evaluation of our Everyday Telford app. As you are all aware the purpose of the app is to encourage issues to be reported as soon as they are seen. The Council has been calling on local people to make the app part of their day, everyday, helping to make improvements to local areas. To help T&W Council evaluate the app we would like to hear the views of Members and Town and Parish Councillor who use the app. Please spend a few minutes completing the online evaluation at [www.telford.gov.uk/everydaywebreview](http://www.telford.gov.uk/everydaywebreview). Your views and comments will be used to further develop the app as an essential local reporting tool. For those of you who have not yet downloaded the app and to find out how you can get involved please visit [http://www.telford.gov.uk/info/20221/everyday\\_telford/215/everyday\\_telford](http://www.telford.gov.uk/info/20221/everyday_telford/215/everyday_telford)

28. Bill Longmore, Police & Crime Commissioner for West Midlands has set out in the Police and Crime Plan for West Mercia his intention to undertake an annual parish council survey. The first two years survey results have provided me a valuable insight of your opinions on policing, local crime and safety concerns and my engagement with you. Every town and parish council across West Mercia have been asked to complete this year's survey questionnaire and would encourage as many town and parish councils as possible to complete what will be my final annual survey as your Police and Crime Commissioner. This year's results will be compared against those received in the previous two years and will be using the results to inform discussions with the Chief Constable on local policing. The results of the survey will be available to view on my website: [www.westmercia-pcc.gov.uk](http://www.westmercia-pcc.gov.uk). If possible, please complete your survey online, by clicking on the link below – this will take you straight to the survey. <http://sgiz.mobi/s3/West-Mercia-Police-Crime-Commissioner-Town-and-Parish-Council-Survey-2015>. Please submit only **one** response for your town and parish council.
29. T&W Council Tax Support – Consultation on the recommended policy for 2016/17 - You will recall that the national system for assessing and awarding Council Tax Benefit was abolished in April 2013 and instead replaced with locally designed Council Tax Support schemes. T&W Council are proposing to make changes to our local scheme from 01 April 2016. Please see the consultation document at [www.telford.gov.uk/counciltaxsupport](http://www.telford.gov.uk/counciltaxsupport). T&W Council are keen to give everyone, whether they claim support or not, the opportunity to have their say on our proposals before any changes are decided. Consultation starts on 3<sup>rd</sup> August 2015 and ends on 23<sup>rd</sup> October 2015 to meet the Council's budget setting timetable and to allow sufficient time for responses to be considered and evaluated. For further general information about the consultation please email [yourviewsmatter@telford.gov.uk](mailto:yourviewsmatter@telford.gov.uk) or ring 01952 380529.
30. Councillors are invited to the official opening of Rose Manor Extra Care Facility on the TMC from 11.30 am until 2.00 pm on Tuesday 29 September 2015.

#### **15/6434 FINANCE COMMITTEE**

- (a) July 2015 Bank Reconciliation and Order of Payments – The Clerk reported as at 31 July 2015 the Parish Council's bank statements were as follows:
- |                  |             |
|------------------|-------------|
| National Savings | £106,246.79 |
| Co-op            | £ 53,138.66 |
| TOTAL            | £159,385.45 |
- The Clerk also reported that for the monthly of July 2015 the Finance Committee approved payment amounting to £12,261.09
- (b) Minutes of Finance Committee held on 25 June 2015 – attached for Parish Councillors' information.
- (c) Verbal report from the Finance Committee on 16 July 2015
- Review of Charges at Ketley Community Centre – The Parish Clerk presented to Councillors the revised attached room hire charges for Ketley Community Centre approved by the Finance Committee. As from 1 September 2015 room hire charges were increase by 50p per hour to £7 ph for non-profit making charities and £13 ph for other organization/people.

#### **15/6435 RESOURCES COMMITTEE**

- a) Minutes of Resources Committee held on 30 June 2015 – attached for Parish Councillors' information.
- b) Verbal report from the Resources Committee on 14 July 2015
- Review of Staffing Needs for Ketley Parish Council - The Clerk said that in light of the current budget situation and that the day to day management of Ketley Youth Centre is no longer being the responsibility of the Parish Council, the Resources Committee want to review the current staffing structure to ensure that it is fit for the needs of the Parish.

#### **15/6436 KETLEY PADDOCK MOUND**

- a) Lease Agreement with T&W Council – The Clerk went through the proposed lease between Ketley PC and T&W Council for Ketley Paddock Mound highlighting:

- The lease is for 25 years with no opt out unless the £1 annual charge is not paid on 1 January each year.
- Ketley PC will be legally responsible for the Paddock Mound including: maintenance, boundaries,
- damage/fly tipping/graffiti.
- The PC will only be insured for public and volunteer liability; the land and its make up is not insured.
- The PC will have to self-insure for accidental damage to neighboring properties/land.
- The PC will be responsible for two grazing license which Shropshire Wildlife Trust said were over grazed.
- Severn Trent have a water tank on site and there is overhead electricity cables.
- No alterations can be made to the site other than the Pride in the Community project.
- The PC have to pay T&W Council legal costs for the lease.
- The Friends cannot store refuse/scrap/rubbish on site, including green waste.
- The Friends can no burn on site and there can be no smoke.

**b) Friends of Ketley Paddock Mound Management Plan – The Clerk when through the Paddock Mound Management Plan highlighting the implications to the PC.**

PC Commitment:

- Half a day per week from PET employee
- £8k per annum
- Work with Friends to seek out grants

Benefits:

- The PC would stop any future development of Shepherds Lane and would be preserving the future of a green space in Ketley.
- The site has great historical importance to Ketley with the canal still in place.
- The Meadows School will be using the site for Forrest School and holiday activities for young people could also be arranged.
- This project is a great way for local people to work together

Identified Problems with the Site:

- Recent fire setting.
- Motorbike using the site in the past.
- Financial implications to the PC.
- H&S implications to the PC.
- Additional work for the Parish Clerk.
- PC relying heavily on the Friends of PM and PET team.

Financial Implications:

- H&S Action Plan for the site will be needed.
- Friends will need training will be needed for risk assessments/first aid/accident reporting.
- Friends will need training for use of tools/working at height/working in water.
- Canal is losing water.
- Red Lees pond is very over grown.
- Tree Survey is urgently needed and there is a lot of fallen trees that need removing.
- Water Survey is urgently needed.
- Japanese knotweed is across Plantation Mound.
- More frequent grass cutting needed.
- Annual hedge cutting around the boundaries of the site.
- Contract needed for damage/vandalism/graffiti/fly tipping.
- No information is available on the capping off of the pit mound.
- DDA assessment of the site.
- Hedgerow replanting around the boundaries of the site.

H&S Implications:

- Grazing land is over grazed, not maintained and has no running water.
  - 3 open bodies of water.
  - Open footpaths next to sloped land.
  - Wooden steps too steep/sloppy.
  - Dog poo and dogs off lead issues.
  - Ensuring safety for The Meadows School when site is used a forest school.
  - Weekly/monthly/annual H&S inspections and also inspections after weather alerts.
  - Emergency / Out of Hours contact.
- c) Pride in the Community Funding – The Clerk presented to the Parish Council the quote from the preferred contactor for the work to upgrade footpaths on Paddock Mound. The Friends have indicated that not all the work was included in the quote and additional work could be added once the cost for the information/interpretation boards was known.**

The Clerk said that the Parish Council could financially afford the £8k per annum for one off small maintenance projects on the site and they could also afford the PET team time for the on-going maintenance on site. The Clerk expressed concern that the site is only insured for public and volunteer liability and the unknown costs for damage to the site is not known. Cllr Jhawar asked if there were any known incidents of concerns on the site. Cllr Mehta said that the Parish Council need to think about the financial implications of any uninsured accidents or damage to the site. Cllr Rhodes said that the Parish Council do not have the money in their budget to cover uninsured accidents or damage. Cllr Evans said that the site would be an asset to the Parish Council. The Clerk said that she has had discussions with James Dunn, T&W Council Asset and Property Management, about the possibility of jointly managing the site with T&W Council, the Friends and the PC. This would not involve the PC taking on the financial responsibility of the site but still allow the site to be developed. James Dunn has agreed to this proposal in principle. The Chairman suspended Standing Orders to ask the representatives from the Friends if they were in agreement with a joint management arrangement for the site. Mrs Young said that she saw no reason why the Friends would not agree to this.

**RESOLUTION: Cllr Rhodes proposed that the Parish Council move forward in principle with a joint management arrangement for the Paddock Mound, which was seconded by Cllr Jhawar and unanimously agreed by the Parish Council.**

#### **15/6437 PLANNING INSPECTORATE PUBLIC PATH DIVERSION ORDER – BALI-HI FOOTPATH NO. 191 AND 193**

The Clerk informed the Parish Council that the Secretary of State would be holding the public hearing for the diversion orders for footpath no. 191 and 193 on 19, 20 and 21 January 2015 at Ketley Community Centre.

#### **15/6438 PERMISSION TO INTERN ASHES AT RED LAKE GARDEN OF REST**

The Clerk said that Lucy Allan MP have asked the Parish Council to allow as an exceptional circumstance a family from Overdale, Ketley to intern cremation remains at Red Lake Garden of Rest. The family have no family connections to Ketley and do not have any relatives burial at Red Lake Garden of Rest. This is against current policy. Cllr Hodgkinson said that the family could scattering the ashes as this would not be taking up a burial plot. Cllr Mehta said that by allowing interment or scattering, it would be setting a precedent for the future. Cllr Rhodes said that previous people have been refused on the same basis as this request which would be unfair to them. Cllr Jhawar asked if there would be an additional cost implication to the family. The Clerk said that the Garden of Rest Policy states that if the deceased lives outside of Ketley, they must have close family already buried in the Garden of Rest and the costs for them would be double for that of a family living within the Parish. Cllr Mehta pointed out that Ketley is growing and the Garden of Rest needs to accommodate the new people moving into the Parish.

**RESOLUTION: Cllr Rhodes proposed that the request from the family from Overdale should be refused, which was seconded by Cllr Mehta and unanimously agreed by the parish Council.**

#### **15/6439 TELFORD FOOD BANK COLLECTION POINT AT KETLEY COMMUNITY CENTRE**

The Clerk reported that Telford Food Bank has approached the Parish Council to request that Ketley Community Centre becomes a collection point for people to collect food parcels. Parcels will be dropped off by 11.00 am and collected by people between 11.00 - 4.00 pm. Cllr Evans suggested that the Parish Council should also collect food from the local community to support the Food Bank.

**RESOLUTION: Cllr Hodgkinson proposed that Ketley Community Centre should become a collection point for food parcels, which was seconded by Cllr Mehta and unanimously agreed by the Parish Council.**

#### **15/6440 GRIT BINS ACROSS KETLEY PARISH**

The Clerk said that she had been approached by T&W Council Highways Officer to ask if the Parish Council would like to purchase additional grit bins in Ketley. The current locations of Parish Council owned grit bins are:

Wedgewood Crescent  
Western Rise  
The Incline  
Castle View  
Copper Beech Road  
Central Avenue

**ACTION: Parish Councillors to inform the Clerk if there is any areas in the Parish that need a grit bin.**

#### **15/6441 TELFORD & WREKIN LOCAL PLAN 2011-2031 CONSULTATION**

The Clerk informed the Parish Council that T&W Council Local Plan is currently out for consultation but there are no areas in Ketley identified for development.

**15/6442 PARISH COUNCIL REPRESENTATIVE ON THE TMC BOARD**

The Clerk informed the Parish Council that unfortunately the Cllr Hodgkinson was still listed as the Parish Council's representative on the TMC Board despite it being Parish Council protocol that the Chairman of the Council attends these meetings. This is because the appropriate paperwork has not been forwarded to the Parish Council and signed accordingly.

**ACTION: The Chairman and Vice Chairman to sign the TMC paperwork to confirm that Cllr Hodgkinson has resigned from the TMC Board in June 2013 and Cllr Saini is now the Parish Council's representative.**

**15/6443 ROAD ALONG RED LEES**

The Clerk said that she had been approached by two residents of Red Lees/School Lane to ask the Parish Council to consider approaching T&W Council Highways Department to adopt and maintain Red Lees. Cllr Francis said that it not just the residents of Red Lees/School Lane that use this road, it is also used by T&W Council contractors to empty the bins.

**ACTION: Cllr Francis to liaise with T&W Council Highway Department about adopting and maintaining Red Lees and to report back to the next meeting.**

**15/6444 PLANNING**

**Applications:**

- TWC/2015/0719 Land between 29 & 33 Station Road, Ketley, Telford, Shropshire - Erection of 1no. dwelling with detached garage and associated works – The Parish Council to comment that the entrance to the proposed dwelling is too close to the traffic lights/cross road.
- TWC/2015/0700 9 Cow Wood, Red Lake, Telford, Shropshire, TF1 5EL - Conversion of two storey detached garage into residential accommodation – the Parish Council not to comment on this planning application.
- TWC/2015/0705 Land rear of 11, Wrens Nest Lane, Ketley, Telford, Shropshire - Erection of 2no. bungalows with garages, parking and landscaping – The Parish Council to comment that there is concern that there will be an increase to vehicles exiting a junction onto a particularly dangerous road, used by a lot of HGVs.
- TWC/2015/0674 6 Pitmounds Way, Ketley, Telford, Shropshire, TF1 5GA - Erection of a single storey rear conservatory – details previously emailed.

**Approvals:**

- TWC/2015/0699 183 Woodside Road, Ketley, Telford, Shropshire, TF1 5WT - Demolition of existing conservatory and erection of new conservatory –
- TWC/2015/0627 11 Oaks Way, Ketley, Telford, Shropshire, TF1 5FQ - Erection of a satellite dish to rear elevation – details previously emailed
- TWC/2015/0569 8 Cornflower Grove, Ketley, Telford, Shropshire, TF1 5ZH - Erection of a conservatory following demolition of existing conservatory – details emailed
- 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:**

- /

**15/6445 CORRESPONDENCE**

- Nominations for Town & Parish Council Scrutiny Co-optees

**ACTION: The Clerk to inform T&W Council Democratic Services that Cllrs Jhawar and Mehta will represent Ketley Parish Council as Scrutiny Co-optees.**

**15/6446 AGENDA ITEMS FOR NEXT MEETING**

- Red Lees

**15/6447 TO CONFIRM THE DATES OF FUTURE MEETINGS**

The next meeting of Ketley Parish Council is arranged for Wednesday 14 October 2015 at 7.00 pm at Ketley Community Centre

The meeting was formally closed at 8.30 pm.

**15/6448 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

Nothing to report.

Signed:.....

Date: 14 October 2015