

**MINUTES OF THE KEELE ANNUAL PARISH MEETING**  
**Held on Tuesday 15<sup>th</sup> April 2014 at 7pm at Keele Village Hall, Keele**

Attendees: Parish Cllrs Mrs Naylor (Chair), Ms Newman, Dr Harrison, Mrs Abercrombie, Mr Hindmarch, Mrs Studd, Cllr Studd and Mrs Hughes  
Apologies from Mr Bibby, Mrs Corfield, Mr Downing

In Attendance: Mrs Withington (Clerk)  
Guests: 6 members of the public present

**1. Minutes of the last Parish meeting held on Tuesday, 16<sup>th</sup> April 2013**

The minutes were noted, having being approved at a previous meeting.

**2. Chairman's Annual Report**

Mrs Naylor read out the Chairs annual report attached at Appendix A. Ms Newman requested that the Village Hall Management Committee be included in the report.

**3. To receive Keele Parish Council's Statement of Accounts 13/14 (unaudited)**

The Clerk presented the unaudited accounts for the financial year 2013/14 – attached at Appendix B. It was noted that these included extra charges for consultancy fees following major planning applications.

**4. To receive the Keele Parish Council Village Hall accounts**

This was presented by Dr Besly, as attached at Appendix C. A small error was corrected at the meeting. Additional expenditure had been incurred due to cleaning costs. Future spend will be incurred on new furniture, Mrs Abercrombie noted grants are available through the LAP and Community Chest. Water rates had been reduced as it was on the basis of the building being run by a charity. The Parish Council thanked both the Treasurer Dr Besly and the members of the Village Hall Management Committee for their hard work which was clearly reflected in the lettings.

**5. Parochial Charities statement of accounts to the year ended 31<sup>st</sup> December 2013**

This was presented by Mr Booth as attached at Appendix D.

**6. Any other business**

There was no other business to discuss, Mrs Naylor thanked those who attended and closed the meeting at 7.45pm.

## **Appendix A**

### **Chair's Annual Report Keele Parish Council 2013 -2014**

The annual report is a chance to record and review the Parish Council's year; to reflect a year's actions and changes in the Parish.

#### **Parish Council Processes and Administration**

The Clerk, Mrs Withington left the Parish Council for a period of maternity leave and helped find a good replacement Clerk, Mrs Claire Dillow to take over. As it transpired Mrs Dillow's term of office coincided with a great deal of activity and extra demand on all of us occasioned by two complex planning applications.

There was a vacancy for a Councillor as the Reverend Doctor Jane Tillier resigned through pressure of work, a new high level appointment in the Church of England .The vacancy was advertised with four applications received. The ballot was held and Dr Christopher Harrison was elected by the Parish Council.

The budget for 2014 was set with no increase in precept unlike the previous year when 2.4 % was deemed needed to cover spending on the Parish Council subsidies for village organisation. Our reserves were dipped into with agreed spending on consultants in respect of 2 major planning applications for developments in the Green Belt.

The Parish has been kept clean by the efforts of Neil Czwartinski and the lengthsman's budget meant Stephen Hough did a lot of work on path clearing and weed spraying.

#### **Highways**

The village still waited all year for change to traffic regulations to reduce parking problems. There was no further development regarding the Residents' Parking Zones (max 4 plots) in The Village.

Despite repeated correspondence with to Highways the poor state of repair of Keele's footpaths remains a real problem for residents with unsure footing and mobility scooter users.

The destruction of Keele Drive verges by buses and trucks is shocking and the Parish Council has been consulted on approaches the University could take to solve this.

Exceptional rainfall tested all the road drains most of which were found wanting,ie full of debris and overflowing. Staffs CC Highways did come out to Quarry Bank Road and The Village for a full drain sucking operation.

Quarry Bank Road is being monitored after discussion with the tenant of the 'cemetery' land on how to reduce mud run off.

#### **Planning**

The changes to the National Planning Policy Framework and the search by the Borough Council for housing developments to fulfil its housing commitment has meant Keele is highly vulnerable to speculative developers. The University plan for Hawthorns development was thrown out by the Planning Committee and a further plan for housing on Green Belt land off pepper Street is awaiting judgement. The Parish Council engaged a Planning Consultant early in the year when the Hawthorns plan was presented being faced with the usual 3 week window for comment. As it transpired it was heard many months later.

Over the year faced with 2 major and complex applications Keele Parish Council has drawn on local people able to advise from a position of professional expertise, others able to devote many hours of scrutiny of the detail of applications presented and held many extra meetings over the year.

We have met developers' statements with our own well informed and well argued countervailing statements of objection to proposals to take over the Green Belt for housing.

#### **Amenities**

There was further planting in The Heritage Orchard and a stainless steel lectern style 'planting guide'

was installed (funded by Keele Conservation Group) and made by PM Training. The Heritage Orchard was on the route for the Britain in Bloom judges. Wenslie met them and described the latest phase of the orchard project

A new Village Hall Management Committee was elected in April 2013, and the Parish Council have been delighted to see them pro-actively promoting use of the village hall for private and community events.

The three KPC bus shelters have been painted and the village got a new noticeboard. This gives KPC 4 noticeboards now, all our amenities are in a uniform 'Staffordshire' blue brick grey RAL 5008'.

2013 was a year which drew deeply on all our wit and energies and reminds us of the unique challenges facing our small Parish Council with its limited precept but *limitless* ability of its members.

Wenslie Naylor  
Chair KPC 2014

**Appendix B**

<b>KEELE PARISH COUNCIL</b>				
<b>BALANCE SHEET AS AT 31 MARCH 2014</b>				
<b>12/13</b>			<b>13/14</b>	
<b>£</b>			<b>£</b>	<b>£</b>
		<b>LONG TERM ASSETS</b>		
0.00		Investments	0.00	
0.00		Long term debtors	0.00	
				0.00
		<b>CURRENT ASSETS</b>		
0.00		Stocks and stores	0.00	
0.00		Debtors (Lengthsman 1409)	1,409.00	
1.00		Debtors (KCG 800 Nboard contr)	800.00	
0.00		Payments in advance	0.00	
247.71		VAT recoverable 13/14	100.12	
0.00		Temporary lendings	0.00	
7,610.09		Cash in hand	3,744.48	
<u>7,858.80</u>				6,053.60
<u>7,858.80</u>		<b>TOTAL ASSETS</b>		<b>6,053.60</b>
		<b>CURRENT LIABILITIES</b>		
100.00		Audit 2012-13	0.00	
		Church yard contribution	950.00	
74.28		Litter Collector - March payment 2013	0.00	
		Litter Collector - O/S Dec, Jan, Feb, March 14	396.00	
300.00		Lengthmans - March payment	610.00	
0.00		Cash overdrawn	0.00	
<u>474.28</u>				1,956.00
<u>7,384.52</u>		<b>NET ASSETS</b>		<b>4,097.60</b>
		<b>REPRESENTED BY:</b>		
7,384.52		General Fund		4,097.60
0.00		Reserves		0.00
<u>7,384.52</u>				<u>4,097.60</u>
<p>The above statement represents fairly the financial position of the authority as at 31st March 2014 and reflects its income and expenditure during the year.</p>				
		Signed:		
			<i>Chairman</i>	
		Date:		
		Signed:		
			<i>Clerk</i>	
		Date:		

**KEELE PARISH COUNCIL  
PAYMENTS AND RECEIPTS  
FOR THE YEAR ENDED 31 MARCH 2014**

2012-13	<b>RECEIPTS RECEIVED DURING 13/14</b>	2013-14
£		£
6,552.00	Precept	6,552.00
2,000.00	Section 136 Contribution and Tax base grant	2,934.00
8.00	Bank Interest	8.71
-	BT Wayleave	-
1,095.00	Village Lengthsman Scheme 12/13 only	775.00
900.00	Donation towards litter collection	-
-	VAT refund	247.71
	Community Chest Grant	-
340.00	Miscellaneous (CPI Bid FP7)	-
-	Bank test	1.00
<b>10,895.00</b>	<b>TOTAL</b>	<b>10,518.42</b>
	<i>Lengthsman income received in 13/14 for 12/13 Qtr 2 &amp; 3</i>	
	<b>PAYMENTS DURING 13/14</b>	
1,891.70	General Administration	2,528.00
4,065.47	Clerk's salary (inc mat pay and cover)	4,785.13
1,020.30	Litter collector	866.60
191.00	Chairs Allowance	198.00
591.34	S137 Payments inc consultancy planning applications	2,525.00
8.00	Running costs: Amenities - village benches, notice boards	
365.00	Village Hall Lettings/Grants Programme	400.00
1,095.00	Highways - village lengthsman scheme	1,100.00
260.00	Parks and open spaces	260.00
-	Capital Expenditure _ Notice board	969.50
-	Provision for doubtful debts	-
	War Memorial valuation	50.00
247.71	VAT	100.12
1,945.62	Miscellaneous (includes Churchyard Contribution & Special Projects)	
1.00	Bank Test	-
<b>11,682.14</b>	<b>TOTAL</b>	<b>13,782.35</b>
	<b>GENERAL FUND</b>	
8,397.23	Balance at 1 April 2013 (incs unrepresented 12/13 chqs & excludes 12/13 receipt received in 13/14)	7,008.41
10,895.00	Total income	10,518.42
11,682.14	Less Total Expenditure	13,782.35
<b>7,610.09</b>	<b>Balance at 31 March 2014</b>	<b>3,744.48</b>
Signed _____	Date _____	
Chairman		
Signed _____	Date _____	
Clerk		

**Appendix C**

KEELE VILLAGE HALL MANAGEMENT COMMITTEE

SUMMARY ACCOUNTS 2013 - 2014: FINAL (18 April 2014)

<b>2013</b>		<b>2014</b>	<b>Change on year</b>
	<b>INCOME</b>		
2414.5	Letting Fees	3139.50	725.00
90.00	Grants	0.00	-90.00
0.00	Fundraising	170.00	170.00
0.00	Miscellaneous	6.00	6.00
0.00	Donations	0.00	0.00
0.00	Hire of Furniture	0.00	0.00
2.08	Bank Interest	2.12	0.04
<u>2506.58</u>	<b>Total Income</b>	<u>3317.62</u>	<u>811.04</u>
	<b>EXPENDITURE</b>		
0.00	Cleaner	886.39	886.39
63.20	Electricity	96.16	32.96
304.48	Gas	271.73	-32.75
344.65	Insurance	337.25	-7.40
22.00	Miscellaneous	103.59	81.59
0.00	Rates	0.00	0.00
533.90	Repairs & Maintenance	468.32	-65.58
807.53	Water	596.17	-211.36
<u>2075.76</u>	<b>Total Expenditure</b>	<u>2759.61</u>	<u>683.85</u>
430.82	Excess Income over Expenditure	558.01	
	<b>BALANCES (4 April 2014)</b>		
	Nat West Current ac	3681.58	
	Nat West Deposit ac	4199.12	

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**Appendix D**

<u>KEELE PAROCHIAL CHARITIES NO. 216762</u>		
<u>ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2013</u>		
<u>2012</u>		<u>2013</u>
£	<u>RECEIPTS</u>	£
78.09	Interest on Investments	76.16
<u>78.46</u>	Balance brought forward	<u>76.55</u>
156.55		152.71
	<u>LESS ALLOCATIONS</u>	
<u>80.00</u>	7 (8) Beneficiaries at £11 (£10)	<u>77.00</u>
£76.55	Balance carried forward	£75.71
=====		=====
	<u>STATEMENT OF ASSETS*</u>	
1,197.91	PERMANENT ENDOWMENT	1,197.91
76.55	RECEIPTS RETAINED	75.71
-----		-----
£1,274.46	TOTAL ASSETS	£1,273.62
=====		=====
	REPRESENTED BY:	
598.96	Charinco Common Investment Fund at Cost 380.126 Shares, Market Value £690.31 (2012 £748.85)	598.96
598.95	Charibond Charities Narrower Range Common Investment Fund at Cost	598.95
	617 Shares, Market Value £756.44 (2012 £810.12)	
76.55	Cash on Deposit Account at Bank	75.71
-----		-----
£1,274.46		£1,273.62
=====		=====
	* There are no Liabilities	
TRUSTEES	C. A. ABERCROMBIE (MRS)	
	A. F. BOOTH	
	B. R. WARDELL	

**MINUTES OF THE KEELE PARISH COUNCIL MEETING**  
**Held on Tuesday 15<sup>th</sup> April 2014 at 7.45pm at Keele Village Hall, Keele**

Attendees: Parish Cllrs Mrs Naylor (Chair), Ms Newman, Dr Harrison, Mrs Abercrombie, Mr Hindmarch, Mrs Studd, Cllr Studd and Mrs Hughes, Mrs Withington (Clerk)

Guests: 6 members of the public present

Ref		Action
14/001	<b>Apologies received through Clerk</b> Apologies received from: Mr Bibby, Mrs Corfield and Mr Downing.	
14/002	<b>Declarations of Disclosable Pecuniary Interests</b> None	
14/003	<b>Minutes of the Parish Council meeting held on 13 March 2014</b> <ol style="list-style-type: none"> <li data-bbox="342 583 1279 646">1. <b>To approve</b> The minutes were approved as an accurate record of the meeting.</li> <li data-bbox="342 646 1279 741">2. <b>Matters arising not on the agenda</b> Mrs Abercrombie commented that Mr Hough had made a good job of the siding work on Pepper Street.</li> </ol>	
14/004	<p data-bbox="297 772 1279 804"><b>Reports</b></p> <ol style="list-style-type: none"> <li data-bbox="342 804 1279 1056">1. <b>Chairman’s report</b> Mrs Naylor Mrs Naylor stated that her report had already been read in the earlier meeting. A couple of extra items were added with regards to the reduction of flytipping at Hollywood, following the gates. It was discussed that Lymes Road (Two Mile Lane) may benefit from a gating order. <b>RESOLVED</b> Mrs Naylor to look into the legalities. If possible, then KPC councillors to discuss with residents to ascertain their views before bringing back to a future agenda.</li> <li data-bbox="342 1087 1279 1308">2. <b>County &amp; Borough Councillors</b> Cllr D Huckfield, Cllr R Studd and Cllr T Kearon Cllr Kearon and Cllr Huckfield were not present. Cllr Studd reported that the Cabinet are considering moving to 4 year elections rather than the current 3 year with a fallow year. Planning issues at the Borough Council, were discussed. Cllr Studd to express an interest in KPC being involved in the auditing process. No further news regarding the Keele golf course.</li> <li data-bbox="342 1339 1279 1402">3. <b>Staffordshire Parish Councils Association</b> Mrs Naylor Nothing to report.</li> <li data-bbox="342 1402 1279 1465">4. <b>Borough Standards Committee</b> Mrs Naylor Nothing to report.</li> <li data-bbox="342 1465 1279 1528">5. <b>Borough Sports Council</b> Mr Downing Nothing to report. Clerk to request an update from Mr Downing.</li> <li data-bbox="342 1528 1279 1969">6. <b>Keele and Silverdale Locality Action Partnership</b> Mrs Abercrombie Mrs Abercrombie noted that it is now Betley, Keele and Madeley. Issues affecting Betley were noted such as speeding, the festival, crime and Upcycle (Police project for youths to learn to fix bikes in Madeley High School). PCSO Cartwright will advertise in Keele and collect children to take to Madeley. A bank account will be set up for the new LAP. Of the £1292 funds from last year, £392 was used to purchase a toolkit for Upcycle. The remaining £900 will be used to purchase safety equipment for the Community Day to be held at Madeley Centre in July. Rural Bus to be used to transport residents to the Centre from Keele. Cllr Studd stated that speeding after 5pm is an issue through Keele. Mrs Abercrombie to report to LAP, and to be discussed at next meeting of KPC. It was agreed that Mrs Abercrombie request that venues are rotated for future community days.</li> </ol>	<p data-bbox="1279 961 1427 1024">WN KPC</p> <p data-bbox="1279 1245 1427 1276">RS</p> <p data-bbox="1279 1497 1427 1528">CW</p>



Ref	Action
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- 7. The Parish Plan working group** Mr Hindmarch and Ms Newman **Next agenda**  
Nothing to report, as all efforts have been concentrated on planning matters.
- 8. Parish Council Website** Ms Newman

Information has been included regarding planning, historic buildings and minutes brought up to date. Local list to be included and Listed Buildings. Adverts or websites for events to be included where possible – organisations to let Ms Newman know. Mrs Naylor to include these details on the noticeboards. VN  
WN

14/005 **Amenities**

- 1. Rural Runabout update** - Mrs Studd  
More use needed from Keele Groups. On average it is used 4.4 times a week. Reasons for cancellations are required for funding. If wheelchair users will be using the vehicle, then Debbie Burns must be informed due to special training requirements. Debbie Burns is the new Administrator for the scheme, due to the retirement of Alan Wilkinson.
- 2. Village Hall Management Committee** Mrs Hughes  
Mrs Hughes reported that the AGM will take place on 30<sup>th</sup> April 2014 at 7.30pm. To be included in Noticeboards. Noted that the lettings have improved greatly. KPC filing cabinets to be condensed down to one by the Clerk and Chair. WN  
WN  
CW

14/006 **Grants**

- 1. To receive the Community Chest Grant allocation 14/15 and new forms**  
New allocation is £1440 for 14-15. Maximum application amount is now only £800. Keele Conservation Group application for the Monolith Yew Tree magazines was agreed at the March meeting; however it unfortunately was rejected by NBC due to simple error. To be resubmitted at the next KPC meeting by Mrs Naylor. WN  
Next agenda  
Notice to be put in noticeboards by Mrs Naylor inviting community groups to apply. WN
- 2. To consideration applications for Community Chest and Keele Parish Council Grants**  
None received.

14/007 **Planning applications – to provide comments on the following:**

- 1. 13/00970/OUT** Residential development on land north of Pepper Street, Keele - additional information received  
**RESOLVED** that the comments produced by the working group were approved as submitted to the Borough Council on 8<sup>th</sup> April 2014 (see Appendix 1).  
  
**RESOLVED** that the Clerk request clarification from Mr Rowley on the following points: CW
  - Is the site location plan (dwg no KEE8-1-002 created 24/12/2013) uploaded to the website on the 4<sup>th</sup> April 2014 the latest site plan, and not a mistake?
  - If it is correct, is such a substantive change to the scheme at such a late stage in the consultation process acceptable?

Mrs Hughes raised concerns about the narrowness of the road on that KPC

Ref	Action
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point, and the need for the layby as a result. Noted that a working group would be convened by KPC to consider this latest information following the outcome regarding the committee date. Mrs Hughes to report burning rubber in future.

**working group SH**

**2. 14/00225/FUL Erection of an external draught lobby with DDA doors with associated external hard and soft landscape modifications. MacKay Building Keele University**

**RESOLVED** that there are no objections to this application – although it was noted that DDA has now been superseded by Equality Act 2010.

**3. 14/00218/ADV Erect and display building signage Keele University**

**RESOLVED** that there are no objections to this application.

**4. 14/00178/FUL Erection of replacement sports pavilion and improvement to car parking area (Previously approved 08/00463/FUL) Keele Sports Ground Keele**

Mrs Abercrombie raised concerns that approval of this scheme could result in an oversupply of sports facilities on the University campus, which could release land for other purposes. **RESOLVED** that the Parish Council welcomes the improvement to amenities in the village with respect to the new pavilion and associated car parking for sports use. The Parish Council were surprised to see no detail included in the application regarding pitch markings and the proposed end use, and would like to receive more information about this. However the Parish Council does also welcome the attempt to protect the woodland. It was also noted that no consultation has taken place with the Parish Council by the applicant.

**5. 14/00261/FUL Formation of new access road Library Keele University Keele**

Mr Hindmarch to draft comments within 48 hours and circulate to all.

**DH**

**6. 14/00236/LBC - [Erection of a screen partition to form store.](#) The Chapel Keele University**

To be included on the next agenda. Cllr Studd to consider this in advance and bring comments to the next meeting. Clerk to request an extension.

**RS CW**

**7. 14/00233/LBC - [Repair or replacement of various roofing and high level stonework and other associated works](#) Keele Hall Keele University**

Parish Councillors to look at this and call a meeting if necessary. Extension to be requested by Clerk for next meeting in meantime.

**ALL CW**

14/008 **Other matters for consideration:**

**1. Request for parking restrictions Three Mile Lane/Keele Drive and traffic management in the village - Mrs Naylor**

Noted that advertisements have been placed by Staffordshire County Council Highways regarding the forthcoming parking restrictions in Quarry Bank Road and Three Mile Lane.

**2. Quarry Bank Road parking update**

Nothing further to report.

Ref	Action
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**3. Knights Croft Trees**

Poor quality work carried out to the trim back the trees by the school on the right hand side. Noted that the issue has not been addressed. Mrs Naylor and Ms Newman to write a letter to the school governors and Highways to bring to the next meeting. **VN/WN Next agenda**

**4. Location of Parish Council meetings – Dr Harrison**

It was **RESOLVED** that the meetings will be held at the Village Hall on second Wednesday of the month, with a meeting twice a year in term time on Campus at the Students Union. **CW**

14/009 **Clerk's Reports**

**1. Update**

Report was noted. Clerk to chase up the missing planning comments on NBC planning website for Keele Drive and Pepper Street. Clerk to send Parish Online username and password to Mr Hindmarch. **CW CW**

**2. Correspondence**

None

**3. Financial Statement**

• To approve payments/orders, receipts and transfers  
These were approved as per Appendix 2.

• To approve the Financial Statement for accounts ending 31 March 2014  
These were approved.

14/010 **Any Other Business for future agendas**

- Issues at NBC planning (website and administration)
- Speeding in the village after 5pm
- Planning applications
- Trees at Knights Croft (letter to be agreed)
- Community Chest applications including KCG

14/011 **Administration**

**RESOLVED** that the following item on the agenda to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1 (2).

**1. Consideration of the vacancy of the Parish Clerk**

Noted that no applications have been received. Advert to be placed on noticeboard by Mrs Naylor and Clerk to circulate via LAP and Keele University. **WN CW**

**Meeting closed at 10.10pm**

**Dates and venues of future meetings (2<sup>nd</sup> Weds of every month):**

- 14<sup>th</sup> May - Statutory Parish Meeting – Keele Village Hall
- 11<sup>th</sup> June – TBC
- 9<sup>th</sup> July – TBC
- 13<sup>th</sup> August – TBC
- 10<sup>th</sup> September – TBC
- 8<sup>th</sup> October – TBC
- 12<sup>th</sup> November – TBC
- 10<sup>th</sup> December – TBC

## Appendix 1

Keele Parish Council wishes to make further comment in response to new information from the applicants posted as late as 28 March and 3 April. It is very difficult for residents and their representatives to evaluate and comment on an application when new material is continually being added.

1. Keele PC remains committed to maintain the integrity of the Green Belt and believes if this application is allowed it will have implications not only for the parish of Keele but for other Green Belt areas across the Borough.
2. Mr Copestake's email of the 28 March states: "The costs are as presented within the planning application submission. There is no other way of funding such remediation work." In other words the applicants are still maintaining that they can not and will not make any S106 contributions, currently estimated at £750,000.
3. In the same email the applicants state "The developer will also provide a bond to secure the site remediation". Note it is not the applicants but an unnamed developer who would put up the bond, and no information is given as to the size and terms of the bond.
4. Significantly, the email makes no reference to two of the three VSCs claimed in the original application namely of a "gift" of public open space on the contaminated marl pit site and "unmet housing need". We re-iterate our case in our second submission dated 17 March 2014 for rejecting those two VSCs.
5. Two new reports from JMC Engineering Ltd and WYG Engineering (formerly White Young and Green) on the tip fire were published on 28 March. JMC claims that "the fire in Hollywood Lane can be extinguished at no cost to the public purse" yet conveniently fails to mention the unpaid S106 contributions. Both reports conclude that leaving the fire to burn out is a viable option. Thus, JMC writes "the fire in Hollywood Lane Tip can be allowed to burn out naturally provided that safety, health and environmental risks are understood and accepted and that adequate resources are made available for management of risk." WYG adds that if excavating out and quenching the fire is the chosen option then "this solution would also require the felling of adjacent woodland due to the likely greatly exacerbated magnitude of the fire during excavation." In other words part of Haying Wood, an Ancient Woodland, would be lost.

To put out the fire would be a short term gain but a long term cost, with a permanent unsustainable housing development in the Green Belt, potentially harmful to residents not only in Keele but also Silverdale. (See Councillor Rout's submission.) We urge the Planning Committee to reject this application.