

MINUTES OF THE KEELE ANNUAL PARISH MEETING
Held on Wednesday 8th April 2015 at 7pm at Keele Village Hall, Keele

Attendees: Parish Cllrs Ms Newman (Chair), Mr Downing, Dr Harrison, Mr Hindmarch and Mrs Hughes
Apologies from Mr Bibby, Mrs Abercrombie Mrs Studd, Dr Studd, Cllr Mrs Naylor
In Attendance: Mrs Withington (Clerk)
Guests: 3 members of the public present

1. Minutes of the last Parish meeting held on Tuesday, 15th April 2014

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

2. Chairman's Annual Report

Ms Newman read out the Chairs annual report attached at Appendix A. It was agreed that thanks should be formally noted in the minutes for the contribution of Mrs Ann Abercrombie who was standing down as Parish Councillor. Ms Newman stated that issues had been raised with both bus companies regarding the Covert, and a successful meeting had been held. It was also agreed that the broadband supply for Quarry Bank would also be looked at, to identify where it comes from. Dr Harrison proposed that the Chair was thanked for her efforts over the last year and the enormous burden that goes with the position, this was agreed by all.

3. To receive Keele Parish Council's Statement of Accounts 14/15 (unaudited)

The Clerk presented the unaudited accounts for the financial year 2014/15 – attached at Appendix B. Dr Harrison noted that the Village Hall had received grant assistance from the Parish Council either directly or through the lettings funded by the Parish Council.

4. To receive the Keele Parish Council Village Hall accounts

Unfortunately there was no attendance from the Village Hall Management Committee to present the accounts, despite being invited to attend.

5. Parochial Charities statement of accounts to the year ended 31st December 2014

This was presented by Mr Booth as attached at Appendix C. Mr Booth requested that nominations are put forward to the committee for those who are people in need. Noted that it was unclear on the exact boundary included when it was set up, but that it would be on the basis of the Keele Parish boundary as at today. Mr Booth and the trustees were thanked for their ongoing commitment to the Charity and the Parish. Noted that the Trophies presented to the school are still in use at the local school.

6. Any other business

There was no other business to discuss, Ms Newman thanked those who attended and closed the meeting at 7.30pm.

Appendix A - Chair's Annual Report Keele Parish Council 2014-2015

The last year has been a challenging year for the Parish Council, and I would like to thank all the Councillors for their hard work and commitment. Many of us are now more familiar with Planning Policy than we might wish to be, but I believe we have surprised many people by our professional approach and the convincing arguments that we have made based on fact and policy.

Below are some of the major items that reflect the Parish Council's activities throughout the year.

Parish Council Processes and Administration

Clare Withington returned following her maternity leave, and we were delighted that she agreed to stay on as Clerk.

3 of the current Parish Councillors have indicated that they will not be standing again in May 2015, and I would like to thank Ann Abercrombie, Jane Corfield and Angela Studd for their work on the Council.

The budget was set and it was resolved to request a precept to the value of £7724 for 2015/16. This represents a 2% increase on the individual Band D Council Tax bill – amounting to £23.33 per property. This was agreed as there was concern about the potential for a reduction in grants made available to the Parish Council from Newcastle Borough Council.

Planning

The last year has been notable for the effort required to resist 2 large planning proposals for Keele. The Parish Council has been very active in opposing both the Hawthorns/Barnes and Pepper Street planning applications. We are awaiting the outcome of the appeal process re Hawthorns/Barnes, a process in which the Parish Council actively participated as a Rule (6) party.

Although we were not successful in fighting the Pepper Street planning application the Parish Council is continuing to monitor the application to ensure that all conditions are met.

It is clear that the National Planning Policy Framework and Newcastle-under-Lyme's lack of a 5 year housing land supply is making it easier for large developers to get planning permission. To protect Keele and the Green Belt we will need to be pro-active in the coming year.

We also need to monitor the proposed changes in the Planning Department following the peer review process. One of these was a new 5 year housing land supply plan in April/May, and we need to ensure this uses the latest population statistics.

The Community Led Plan was put on hold due to the work required on other planning matters. We should consider whether in the future we would be better producing a Neighbourhood Development Plan that has legal status.

Highways

Parking restrictions were implemented on Quarry Bank Road and this has significantly improved traffic flow at peak times, but as predicted the problem has simply moved and we now face problems on Three Mile Lane. We are currently waiting for the installation of bollards to protect the grass verge.

The pavement on Keele Road from Quarry Bank Road to the University playing fields was resurfaced and other pavements were patched. We will continue to press for full resurfacing of Station Road and The Village.

The annual drain clean was not as successful as in previous years. This year it did not coincide with the Christmas vacation so there were student cars that were not moved.

Changes are proposed for the roundabout at the entrance to Keele University to improve visibility and the Parish Council are working with the University and the Borough Council on the proposed planting for the roundabout and verges. The plan is for the planting to be reflected by planting around the large sign at the entrance.

The volume of buses, although providing an excellent service for residents and students, is an issue as they continue to mount the kerb and destroy the verges on Keele Drive as they pass. The use of The Covert by both single and double decker buses has also been an issue.

Discussion of community speeding control through the village has been discussed and the discussion is ongoing.

Amenities

The Village Hall Management Committee have continued to improve the Village Hall structure and facilities and encouraged lettings. It has been good to see the committee organising their own events for residents.

The parish is still suffering with an abysmal broadband service. Although Virgin has provided cable connections to the door of houses on campus, they have not made this available in the village.

The lengthsman scheme has been used this year to keep paths clear and remove debris from below hedges that has reduced the available width of the pavement, and Mr Czwartinski has continued his litter picking duties to keep the village litter free. There are still issues on Three Mile Lane past Lymes Road.

A gating order has been successful in reducing fly tipping at Dunge Wood and a similar order is now being considered for Lymes Road.

Val Newman

Chair Keele Parish Council April 2015

Appendix B – KPC Statement of Accounts (amended) and Balance Sheet

KEELE PARISH COUNCIL			
PAYMENTS AND RECEIPTS			
FOR THE YEAR ENDED 31 MARCH 2015			
2013-14	RECEIPTS RECEIVED DURING 14/15		2014-15
£			£
7,207.00	Precept		7,550.00
2,279.00	Section 136 Contribution and Tax base grant		2,214.00
8.71	Bank Interest		5.62
173.32	uncashed chqs from 12-13 counted as income -539 & 578		-
775.00	Village Lengthsman Scheme 13/14		1,409.00
-	Village Lengthsman Scheme 14/15 qtr 1, 2		420.00
	Donation towards litter collection 13-14		450.00
-	donation towards litter collection 14-15		450.00
247.71	VAT refund		110.64
	Community Chest Grant		-
	KCG Noticeboard refund of Grant		800.00
-	Miscellaneous (CPI Bid FP7)		-
	Miscellaneous (CPI Bid Finger posts via KCG)		450.00
	Clerk repayment March error		
1.00	Bank test		-
10,691.74			13,859.26
	TOTAL		
	PAYMENTS DURING 14/15		
2,528.00	General Administration		2,193.80
4,785.13	Clerk's salary		3,605.76
866.60	Litter collector		1,618.40
198.00	Chairs Allowance		191.00
2,525.00	S137 Payments in Amenities - village benches, notice boards		220.00
	Running costs: Village Hall Lettings/Grants Programme		500.00
400.00	Highways - village lengthsman scheme		2,030.00
1,100.00	Parks and open spaces		260.00
260.00			
969.50	Capital Expenditure _ Notice board		-
-	Provision for doubtful debts		-
50.00	War Memorial valuation		-
100.12	VAT		73.23
	Miscellaneous (includes Churchyard Contribution & Special Pro		2,948.00
775.00	Income received in 13/14 (counted in 12/13 cash balance)		-
	Bank Test		-
14,557.35	TOTAL		13,640.19
	GENERAL FUND		
	Balance at 1		
7,610.09	April 2014		3,744.48
10,691.74	Total income		13,859.26
14,557.35	Less Total Expenditure		13,640.19
3,744.48	Balance at 31 March 2015		3,963.55
Signed	Chairman	Date	
Signed	Clerk	Date	

KEELE PARISH COUNCIL				
BALANCE SHEET AS AT 31 MARCH 2015				
13-14			14-15	
£			£	£
		LONG TERM ASSETS		
0.00		Investments	0.00	
0.00		Long term debtors	0.00	
	-			0.00
		CURRENT ASSETS		
0.00		Stocks and stores		0.00
1,409.00		Debtors (Lengthsman 989)		989.00
0.00		Clerks overpayment refund		15.00
800.00		Debtors (KCG 800 Nboard contr)		0.00
0.00		Payments in advance		0.00
100.12		VAT recoverable		73.23
0.00		Temporary lendings		0.00
3,744.48		Cash in hand		3,963.55
	6,053.60			0.00
	6,053.60	TOTAL ASSETS		5,040.78
		CURRENT LIABILITIES		
950.00		Church yard contribution	0.00	
0.00		Litter Collector - March payment 2015	125.60	
396.00		Litter Collector (13/14)	0.00	
610.00		Lengthmans - March payment	0.00	
0.00		Cash overdrawn	0.00	
	1,956.00			125.60
	4,097.60	NET ASSETS		4,915.18
		REPRESENTED BY:		
4,097.60		General Fund		4,915.18
0.00		Reserves		0.00
	4,097.60			4,915.18
<p>The above statement represents fairly the financial position of the authority as at 31st March 2015 and reflects its income and expenditure during the year.</p>				
		Signed:		
			<i>Chairman</i>	
		Date:		
		Signed:		
			<i>Clerk</i>	
		Date:		

Appendix C Keele Parochial Charities Accounts year ending 31st Dec 2014

<u>KEELE PAROCHIAL CHARITIES No. 216762</u>			
<u>ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2014</u>			
<u>2013</u>			<u>2014</u>
£	RECEIPTS		£
76.16	Interest on Investments		70.46
<u>76.55</u>	Balance brought forward		<u>75.71</u>
152.71			146.17
ALLOCATIONS			
<u>77.00</u>	6 (7) Beneficiaries at £13 (£11)		<u>78.00</u>
£75.71	Balance carried forward		£68.17
=====			=====
<u>STATEMENT OF ASSETS*</u>			
1,197.91	PERMANENT ENDOWMENT		1,197.91
<u>75.71</u>	RECEIPTS RETAINED		<u>68.17</u>
£1,273.62	TOTAL ASSETS		£1,266.08
=====			=====
REPRESENTED BY:			
598.96	Charinco Common Investment Fund at Cost 380.126 Shares, Market Value £745.43 (2013 £690.31)		598.96
598.95	Charibond Charities Narrower Range Common Investment Fund at Cost		598.95
	617 Shares, Market Value £795.25 (2013 £756.44)		
<u>75.71</u>	Cash at Bank		<u>68.17</u>
£1,273.62			£1,266.08
=====			=====
* There are no Liabilities			
TRUSTEES			
C. A. ABERCROMBIE (MRS)			
A. F. BOOTH			
B. R. WARDELL			

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 8th April 2015 at 7.30pm at Keele Village Hall, Keele

Attendees: Parish Cllrs Ms Newman (Chair), Mr Downing, Dr Harrison, Mr Hindmarch and Mrs Hughes (Dr Studd attended for the last item)

In Attendance: Mrs Withington (Clerk)

3 members of public

15/37 Public Open Forum

No items, other than a point of clarification regarding the roles of Borough Councillors and Parish Councillors, and publicity.

15/38 Apologies

Mr Bibby, Mrs Abercrombie Mrs Studd, Dr Studd, Cllr Mrs Naylor

15/39 Declarations of Disclosable Pecuniary Interests

None

15/40 To adopt a Media Policy

RESOLVED that this be adopted.

Clerk

15/41 Minutes of the Parish Council meeting held on 11th March 2015

1. To approve

The minutes were approved as a true and accurate record, and signed at the meeting.

2. Matters arising not on the agenda

Lymes Road - Noted that more evidence had been provided for fly tipping, and an article had been put in the Sentinel about the BOAT closure at Lymes Road. As a result of the evidence, 2 people had been identified and were to be prosecuted.

Pepper Street Enforcement – Dates to be confirmed to the Clerk as soon as possible. Clerk to inform Ms Moulton of a second caravan and also Council tax. Noted that there is a lot of black smoke at dusk, so the appropriate agencies to be informed.

**WN
Clerk**

Pepper Street Blocked Drains – Noted the bottom drain is blocked nearest to the bypass.

Clerk

Three Mile Lane – Clerk to request that the work is carried out by Highways for the bollards, during the easter break or end of May, when the students are off.

Clerk

Phase 3 Keele University – Letter has been sent to Planning Policy regarding housing on Phase 3. Response is awaited.

Bus Shelter bottom of Station Road (by Old Chapel Close) – Clerk has placed the order for replacement panels, which will be installed the next week or so.

15/42 Planning applications – to provide comments on the following:

- 1. Pepper Street (Outline Planning Permission for up to 100 residential) – 13/00970/OUT current position

Clerk to ask if they met the deadline of 2nd April regarding the Section 106 agreement completion. Also Clerk to confirm they have received the request from the Parish Council regarding air quality monitoring in event of fire extinguishment going ahead.

**Clerk
Clerk**

- 2. [Proposed extension and elevational alterations](#) The Huxley Building
Keele University Three Mile Lane Keele Newcastle Under Lyme
Staffordshire Ref. No: 15/00235/FUL

No comments made at the meeting, all to consider and to send comments to the Clerk. Comments to be sent using Delegated Authority to the Clerk.

**Clerk
All**

Comments submitted on 19.04.15 "The loss of trees is regrettable in this location. Could a condition be added to ensure that the trees are replanted elsewhere or landscape provided to ensure that the strong green character of the Campus is retained?"

- 3. [Erection of single storey extension](#) Tawney Buildings Keele University
Three Mile Lane Keele Newcastle Under Lyme Staffordshire Ref. No:
15/00217/FUL

No comments made at the meeting, all to consider and to send comments to the Clerk. Comments to be sent using Delegated Authority to the Clerk.

**Clerk
All**

Comments submitted on 19.04.15 "The host building to which the extension is attached is very strongly symmetrical and the extension would sit better against it if it also had a strong symmetrical design which centred on the window at first floor. Instead of a glazing bar bisecting the window above, the window width could be repeated below as the centre point. Symmetry would also be enhanced if all the glass widths to the new extension were not all the same but the outer ones were wider than the central one. This would result in a better relationship between old and new".

- 4. 15/00190/FUL | Variation of Condition 2 of Planning permission 11/00058/FUL for the Construction of Three Storey Business Accommodation to be known as Innovation Centre 5 (IC5). (Variation to the elevations shown on the previously approved plans and changes to previously approved materials) | Keele IC5 Plot 5 Keele University Science And Business Park Keele Newcastle Under Lyme Staffordshire ST5 5AA [View here](#)

No comments made at the meeting, all to consider and to send comments to the Clerk. Comments to be sent using Delegated Authority to the Clerk.

**Clerk
All**

Comments submitted 19.04.14 "The revision of materials is an opportunity to reassess the use of stained timber boarding on the exterior of the building. It is not annotated on the elevations where this is to be used but assuming that this is still the intention, it would be useful to request a sample together with the brick. First to assess the correct colour choice for the brick and second the colour of the weather treatment for the wood. The use of this material in North Staffordshire has not been altogether successful especially in highly exposed locations where it has weathered badly in a non uniform way.

The omission of the Brise Soleil removes detail from the building and this could be mitigated by pushing the windows back to give a greater window reveal to the outside and therefore a more articulated elevation."

- 5. Hawthorns Appeal

Noted that the Hawthorns appeal is expected to be announced by no later than 2nd July 2015 by the Secretary of State.

15/43 **Reports**

1. Chairman’s report Ms Newman

Ms Newman and Mr Hindmarch have attended the Baldwins Gate Action Group. A neighbourhood plan is now being considered to control the development that is forthcoming at the moment due to the lack of 5 year housing supply. There is concern however that the housing projections are based on 2001 Census data, rather than 2011 – and the reality is that the population has not grown as projected, which means the supply required is grossly exaggerated. The evidence base used for the Joint Local Plan will need to be carefully monitored. It was agreed to include the consideration of a Neighbourhood Plan on the next agenda.

**Next
agenda
VN**

Ms Newman to speak to the chairman at Whitmore Parish Council.

Regarding the proposed Pharmacy at Keele University, Ms Newman stated that a meeting had been held with the University who had confirmed that a formal consultation process would take place, as a result there were not yet in a position to publicise any information in case it was seen to pre-empt the consultation. It was however considered appropriate KPC to publish factual information in advance. It was agreed that concerns about the inability for patients suffering with ill health and mobility issues being able to access the pharmacy should be raised. Noted that the cash points will remain in situ. More car parking for 30 min slots are required. Councillor Naylor had also attended a meeting with the GP and Patients Panel.

With regards to the Post Office, this would be located to Martins Newsagents. The formal consultation has now opened which closes on 28th May, with changes in July/August. It was considered that at the very least there should be upgraded services to allow for international posting for the multi-national students who attend Keele.

It was agreed that a newsletter would be produced which highlighted the web links and consultation requirements for both the pharmacy and the post office.

VN

With regards to the dentist, a satellite site is being considered for an existing dentist, however as yet there have been no takers.

Noted that an open evening was being provided for the new sports pitches on 29th April 6pm to 8pm at the Sports Centre.

D & G have now bought out Wardle and are no longer providing a service to Keele University or Pepper Street from 9th May. Clerk to pass on comments that it would be helpful to at least provide a service for Pepper Street, but not as frequent, if there is not a great demand – especially in light of the new student accommodation at Cherry Hill Lane, Silverdale.

2. County & Borough Councillors Cllr D Huckfield, Cllr Naylor and Cllr T Kearon

Councillor Huckfield informed Councillor Naylor that a 30 mph speed limit would be considered for Station Road by Highways.

- 3. Staffordshire Parish Councils Association – Nothing to report.**
- 4. Borough Standards Committee Cllr Naylor – Nothing to report.**
- 5. Betley Keele and Madeley Locality Action Partnership Mrs Abercrombie – It was agreed that a representative from the Parish Council should attend the next meeting on 11th May, due to Mrs Abercrombie resigning from the LAP. Item to be included on the next agenda for a**

**ALL
Next
agenda**

representative to be nominated.

15/44 **Amenities**

1. Rural Runabout update Mrs Studd
Item to be included on the next agenda to discuss a Keele representative.

**Next
agenda**

2. Village Hall Management Committee Mrs Hughes
Mrs Hughes reported that no meeting had been held.

3. To consider a bid for the Staffs County Community Paths Initiative –
deadline 30th May 2015
To be included on the next agenda for a submission to be considered.

**Next
agenda**

4. Consideration of putting forward the Villa and Hawthorns to be listed
buildings
Clerk to ask Louise Wallace for advice and assistance to nominate Hawthorns
House as a listed building.

**Clerk
Next
agenda**

15/45 **Grants**

1. To note the allocation for 2015/16 and to consider applications for
Community Chest
The new allocation of £1280 was accepted. New application forms are now
available on the KPC website.

15/46 **Other matters for consideration:**

1. *To consider a proposal for community speedwatch – Cllr Kearon*
This is to be included on the next agenda.

**Next
agenda**

2. *Proposed Keele Pharmacy*
This item had been discussed earlier on the agenda.

**Next
agenda**

3. *Localism Act 2011 - Part 5 Chapter 3 - Assets of Community
Value/Community Right to Bid*

RESOLVED that the Sneyd Arms is put forward as a Community Asset, and
the clerk is to submit the reasons as agreed by the Parish Council.

Clerk

4. *Highway Lane sign – Mrs Abercrombie*
Clerk to ask Mrs Abercrombie for clarity on who is sending the letter to
Highways/Borough to ask for it to be re-sited onto public land.

**AA
Clerk**

5. *Removal of BT telephone box in Quarry Bank*
Dr Harrison reported that the telephone box was being used for anti-social
activities and was not being used as a phone box. Clerk to ask PCSO Durber
to request that it is removed. Clerk also to ask BT to consider removing the
phone box. Clerk to also ask Natalie Snell to consider appropriate ASB action.

**Clerk
Clerk
Clerk**

6. *Three Mile Lane Litter issues and verge damage*
It was agreed that the bollards were required as soon as possible. Ms
Newman stated that she was still trying to speak to the manager at the Service
Station. It would seem that there is a general problem with students walking
back with KFC's and dropping their litter. It was agreed that the Clerk should
put this to the Student's Union and ask for their assistance either in collecting
up the rubbish or requesting students to avoid dropping it in the first place.

**VN

Clerk**

15/47 **Clerk's Reports:**

The Clerk reported that the bid for funding for the repointing of the War
memorial had now been successful and was to receive 100% grant funding for
the works to be carried out. Clerk to instruct the contractor to carry out the
work and also accept the grant conditions from the War Memorial Trust.

Correspondence

1. To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda :

- *Communities Day June 5th 2015 – Newcastle Borough Council* (Deadline for applications 30th April 2015)

This was noted.

- *Staffordshire Learning Infrastructure Forecast (as previously circulated)* [click here](#)

Noted that Keele Schools are already full, and should be considered in light of new developments.

- *PCC Crime Commissioner People Power Fund (£1k to £3K) deadline 14th April 2015* <http://www.staffordshire-pcc.gov.uk/fund/>

This was noted.

- ***Letter from Post Office regarding Keele Post Office modernisation (consultation end 28th May 2015 – for May agenda)***

This had already been discussed.

15/48

Financial Statement

1. *To approve payments/orders, receipts and transfers, bank reconciliation statement - Appendix 1,2*

The payment schedule as per the attached was approved for payment. The bank reconciliation statement was also agreed.

Clerk

2. *To approve the draft Statement of Accounts for year ending 2014/15 –*

This was noted and approved, subject to final checks and audit.

3. *To note the new arrangements for the Accounts for year ending 2015/16 in accordance with Local Audit and Accountability Act 2014*

The requirements were noted, the main ones being the requirement to notify the public inspection for the accounts 2015/16 onwards and also the requirement to list all payments in excess of £100 on the website from now.

Clerk

15/49

Any Other Business for future agendas

1. To appoint a Chair and Vice Chair, and acceptance of office
2. To sign Declaration of acceptance of Office for all Parish Councillors
3. Neighbourhood Plan development
4. To nominate a LAP Representative
5. Consideration of putting forward the Villa and Hawthorns to be listed buildings - process
6. To consider a bid for the Staffs County Community Paths Initiative – deadline 30th May 2015
7. To nominate a Rural Runabout Representative
8. Keele Pharmacy, Post Office and Dentist
9. To consider a proposal for community speed watch
10. Setting future dates for the Parish Council meetings

Meeting closed at 9.00pm.

Dates and venues of future meetings:

**13th May – Keele Village Hall (incs Annual Statutory Council Meeting)

** Note Parish Council Elections so may be subject to change

FURTHER DATES TO BE SET AT MAY MEETING

Appendix 1 – Payments/orders, receipts and transfers

	Expenditure	BACS & Cheque No.	TOTAL
08-Apr	C Withington April Salary	bacs 1	235.26
08-Apr	C Withington April Expenses	bacs 1a	15.00
08-Apr	Mrs J Simpson - Salary locum March	bacs 2	32.39
08-Apr	Mrs J Simpson Expenses March	bacs 2a	8.55
08-Apr	HMRC	bacs 3	66.80
08-Apr	Litter - Mr Czwartynski - March 15	746	125.60
08-Apr	Community Council of Staffordshire	747	25.00
08-Apr	SPCA subs 15-16	bacs 4	267.00
08-Apr	Mrs Val Newman	bacs 5	32.86
		total	808.46

Transfer required of £800 from deposit to current account (**approved**)

Receipts

02/04/2015	Bank Credit Interest	£2.23
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Appendix 2 - Bank reconciliation Statement 31.03.15

Keele Parish Council - Bank Reconciliation as at 31.03.15	
Cash Book	
Balance b/fwd	£ 3,744.48
plus receipts deposit	£ 5.25
plus receipts current	£ 13,854.01
less payments	£ 13,625.19
balance at 31.03.15	£ 3,978.55
Bank	
Co op business account	£ 40.56
Co op community direct account	£ 5,306.75
	£ 5,347.31
less unrepresented chqs	£ 1,383.76
plus credits not yet paid	£ 15.00
Difference	£ -
balance at 31.03.15	£ 3,978.55