

**MINUTES OF THE KEELE ANNUAL PARISH MEETING**  
**Held on Tuesday 16<sup>th</sup> April at 7.00 p.m. at Keele Village Hall, Keele**

Attendees: Parish Cllrs Mrs Naylor (Chair), Ms Newman, Mrs Abercrombie, Mr Hindmarch, Rev Tillier, Mrs Studd, Mrs Corfield, Mr Bibby

In Attendance: C Dillow Clerk,  
 Guests: 2 members of the public present

Ref	
13/516	<b>Minutes of the last Parish meeting held on Tuesday 17<sup>th</sup> April 2012</b> These were approved as a true and accurate record
13/517	<b>Chairman's Annual Report</b> The Chair read out her annual report (attached) which was accepted. It was noted the 'local list' is an ongoing matter, The Yew Tree newsletter is a great success and Mrs Naylor gave thanks to Ms Newman who is the editor. Mr Hindmarch asked in future chairs reports for more reference to the grants programme. Rev Tillier thanked the Chairman for her report.
13/518	<b>To receive Keele Parish Council's statement of accounts 12/13 (unaudited)</b> The accounts are to be considered at a future meeting as more clarification is needed.
13/519	<b>To receive the Keele Parish Council Village Hall accounts</b> The parish council has received the news that Mr Crosbie has sadly passed away and therefore the Village Hall Accounts are not available at this time. The Parish council will write a letter of their condolences and offer of support. Mr A Booth would like to offer his services and is happy to present the Village Halls accounts on the committees behalf if this will help them.
13/520	<b>Parochial Charities statement of accounts to the year ended 31<sup>st</sup> December 2011</b> These were presented by Mr A Booth. There are 3 trustees, 2 of which represent the Parish Council and one who is co-opted. The trustees meet annually. Allocations are maintained at around the £10.00 mark. The issue of disbursing funds from Parochial Charities in Keele was discussed and there may be ways forward which would offer more significant help for the disadvantaged of the Parish. It was suggested this could be on a future agenda.
13/521	<b>Any other business</b> Nothing to report.

### **Annual Report Chair of Keele Parish Council 2013**

The annual report is a chance to record and review the Parish Council year. Archives of Chair's reports should reflect a year's changes, its unresolved matters and plans for the forthcoming year for future readers.

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

The Parish Councillors continued to work at a high level of commitment. Sue Wedgwood and Lyn Skinner left due to family and work commitments. The vacancy was advertised and 4 applications were received, all were of exceptional quality, the secret ballot among Councillors resulted in Jane Corfield joining the Parish Council Communication in the Ward is well supported by publication and distribution of the Yew Tree The University paid for a new noticeboard on the campus in a good location. This fulfils a long felt need to get information to campus based people. Our website offers agendas, minutes, information about the Ward and events. The Yew Tree information sheet is there; an interactive

section and the webmaster is developing an archive section. Address as follows:Keeleparish.org

Clare Withington the Clerk and RFO used her expertise over the year to ensure the Parish Council complied with statutory norms as an employer, and her skill with preparing accounts and budgets were exemplary. The budget was set with 2.4% increase in precept to cover spending of Keele Parish Council Grants Programme, a new initiative to subsidise village groups applying for some of this fund. Later in the year Clare arranged the process of maternity cover for herself and helped the Parish Council to find an experienced and very satisfactory cover Clerk for us, Claire Dillow.

The Parish Council employs a litter collector Neil Czwartinski who is highly efficient at clearing much litter from the central area of the village and reporting to me more massive fly tip incidents around the village; usually cleared within 24 hours by Streetscene at the Council

### Highways

Two matters dominate the year past. At last Highways came to do a proper survey of movements and parking on Quarry Bank road prior to making recommendations about how to manage parking. Despite a delegation of Councillors (Parish and Borough) meeting the Head of Highways for our area, at their Leek office to ask for a comprehensive review of all parking and traffic matters in the village centre, the report only focused on parking and traffic movements on Quarry Bank. The report is out and its recommendations have gone to local residents for comment before any action is proposed.

The other input from County Highways was improvements to the centre of the village with a view to increasing bus use, the funding source being the 'Local Sustainable Transport Fund' Starting in November 2012 the scheme at the time of this meeting is almost complete. For the village scene the extension of the yew tree island and a very attractive stone wall, new bus shelter and poles and a top of the range noticeboard has given the village a better heart. First buses continue to park up in the village, drop oil and litter and leave engines running. The frequency of bus movements in both directions through the village with 4 companies competing has brought favourable and unfavourable comment to the Parish Council.

### Planning

The Parish Council as a whole makes comment to planning applications. There is concern that not ALL applications in paper format are received by the Parish Council. There is great concern that our comments are being summarised by a third party or even not being seen by the Planning Committee or officers or recorded for view in the public domain. This, if true, is undemocratic and unacceptable in our view,

There is usually much to comment on. The University estate has had a complete makeover with site improvements, much diversity of signage, lighting, these two in particular causing concern to the Parish Council. There were 2 pre-application public consultation meetings given by the University in connection with the proposals to develop the Hawthorns site for housing and an extension of student accommodation blocks on the campus

The Parish Council registered the lack of information coming to them to the County Council and Borough Council and the University about a forthcoming renewal of permission to extend drilling on the campus reference search for methane in Coal

## Measures

The Golf Course was saved from becoming a 'temporary landfill site as the application went to Appeal but was upheld and therefore refused.

The Parish Council is reviewing the 'local list' in our area. This is a list of structures and buildings which is agreed with the Conservation Officer at the Council as being of special Interest, held in affection or regard by our residents or is of historic value (but not quite at 'listed building status') and which should be on a 'local list'

What this means in practice is that should any planning proposals come forward for any on the list, mention would be made of the fact to the decision makers about the application. The Parish Council plans to celebrate the local list by having images on the website and a photographic competition is planned in connection with the local list

## Amenities

Establishing ownership of the village hall took up considerable time and energy of our Clerk Clare Withington. This has now been confirmed that the Parish Council owns the building and site. The Village Hall Management Committee has absolute responsibility for its occupancy (hiring) and management.

The amenities of the Parish Council are being reviewed and updated up by the Clerk so that insurances can be kept up to date and maintenance planned

## Events

The Parish Council gave a tea party for residents at the village hall around the time of the Queen's Diamond Jubilee. All agreed it was a very convivial occasion and hoped for more of same.

Keele Conservation Group's proposals for a celebratory Diamond Jubilee 'heritage ' orchard came to fruition with the cooperation of the Borough Council and funding from the Realise Foundation and PMT apprentices who made the sign and tree cage. A party was held for all partners in the project. It was especially welcome that the Students Union sent volunteers to help with the planting.

I would like to thank the Parish Council members and the Responsible Officers, Clare Withington and Claire Dillow for the huge amount of commitment, energy, ideas and involvement given to Keele over the past year. The year ahead promises to be as full as the one just gone with very significant issues for the elected representatives of this very diverse community of village and campus to face. Together we must come up with the very best solutions and ways forward for our community.

Wenslie Naylor  
April 16<sup>th</sup> 2013