

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 19th October 2016 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs Mr G Bibby (Chair), Cllr W Naylor, Dr R Studd, Dr C Harrison, Mr J Downing, Mrs S Hughes, Mr T Snape and Mr S Gibbons.

In Attendance: Mrs C Withington Clerk

There was 1 member of public present for Item 16/111 only

16/111	<p>Public Open Forum A member of the Keele Practice Participation Group attended the meeting to raise a question regarding what was proposed for the privacy screen by rooms GP2, GP3, Nurse 1 and Nurse 2. The Clerk is to forward the question to the University for them to respond directly.</p>	Clerk
16/112	<p>Keele University's plans for development of additional student accommodation, further update following public consultation in October Following the earlier consultation events held, there were no further updates available as there had been no significant changes. The Parish Council agreed that they welcomed the plans for the proposed development of the halls accommodation so far however they looked forward to seeing the detail of the landscaping within the campus as it became available.</p>	
16/113	<p>Apologies Apologies were received from Ms V Newman, Cllr T Kearon and Mr J Borg. Cllr W Naylor and Mr S Gibbons arrived later in the meeting.</p>	
16/114	<p>Declarations of Disclosable Pecuniary Interests None declared.</p>	
16/115	<p>Minutes of the Regular Parish Meeting held on 22nd September 2016 1. To approve RESOLVED that the minutes be signed as a true and accurate record, subject to the amendments: 2. Updates from Matters arising from the last meeting <u>not already on the agenda</u></p> <ul style="list-style-type: none"> • It was noted that the bollards had not been left down at Keele services. • Cllr Naylor had resolved the flytipping on private land at Hollywood. • Highways did not consider there to be an issue with mud on the road at Quarry Bank, however Cllr Naylor had requested a special clean by Streetscene. • The sub group regarding the ward boundary changes had not yet met. • The Clerk has not had an opportunity to review the archived parish files, but would do so as soon as she could. • Keele Village Hall to be encouraged to submit a Community Chest application – to be included on the next agenda. 	<p>Next agenda</p> <p>Next agenda</p>
16/116	<p>Planning applications – to provide comments on the following:</p> <ul style="list-style-type: none"> • Pepper Street (Outline Planning Permission for up to 100 residential) – 13/00970/OUT current position regarding development <p>There was no further update on this issue. Noted that the buildings had not yet been demolished, despite the applicant stating they needed to be urgently. A date for the appeal has been posted for 14th February regarding the eviction. Mr Bibby to liaise with Elaine Moulton.</p> <ul style="list-style-type: none"> • Pepper Street Planning Enforcement action update – Letter to Chief Executive in relation the fencing, no response received <p>A further letter has been sent to chase up the response giving a deadline of 7 days.</p> <ul style="list-style-type: none"> • Works to sweet chestnut tree and lime tree The Middle House 14 The Village Keele Newcastle Under Lyme Staffordshire ST5 5AR Ref. No: 16/00786/TCA 	GB

	<p>RESOLVED that this be supported, as the Lime tree required the epicormic growth to be cut back.</p> <ul style="list-style-type: none"> • Ground floor side and rear extension 20 Station Road Keele Newcastle Staffordshire ST5 5AH Ref. No: 16/00775/FUL <p>No comments were raised with this.</p> <ul style="list-style-type: none"> • Keele Neighbourhood Plan update – Mr G Bibby <p>This was picked up under the Chair’s report further on the agenda. It was also noted that there had been a site visit held at the Keele Golf Course recently.</p>	
16/117	<p>Future parking commitments from the University – Mr S Gibbons</p> <p>Mr Gibbons was not present for this item therefore it was deferred, however the Clerk had written to Cllr Reddish to ask if there are any issues in Thistleberry but had not received a response.</p>	
16/118	<p>Reports</p> <p>1. Chairman’s report including Keele University update meeting This was circulated at the meeting as attached at Appendix A. With regards to the Neighbourhood Plan, designation had now been received. Silverdale Parish Council would be pursuing the Governance review, but required a petition to do so. This did not cause concern with regard to the NPat this stage, as it was considered a non-issue if the new bill is passed which will facilitate the alteration of boundaries of already designated plan areas. Training on community consultation has now taken place and a questionnaire is being developed. Community representatives have been invited to deliver these to neighbouring houses. A series of events will be taking place between 8th November and 17th November. Questionnaires will be carried out after the open events. Other items were noted in accordance with the report. Mr Bibby did also note that he had attended the Parish Council forum and there was discussion regarding the HS2 and the impact on Keele due to construction traffic. It was also RESOLVED to submit the precept capping comments as circulated and to include the NALC points in response to the consultation.</p> <p>A parking meeting had been held on 17th October with Mr Butters, Mr Bibby, Cllr Kearon and others to discuss the way forward regarding the issues experienced. It was agreed that the Clerk would forward the last email to Mr Bibby from Mick Murphy Staffs County Council Legal services regarding the legal advice on the proposed parking scheme. Those affected are to be approached for their views. A future scheme would also need to include the extension of the double yellow lines along Keele Road by 5-10 meters. Keele University are carrying out an audit of parking to understand who parks in the village during the working day. Mr Gibbons attended the meeting at this point and circulated information he had taken from the local student facebook page regarding key issues. It was noted that residents are still able to park on the Hawthorns for free.</p> <p>2. County & Borough Councillors Cllr D Huckfield, Cllr Naylor, Cllr Kearon Cllr Kearon had circulated a report prior to the meeting and this was noted. Cllr Naylor reported she had been reminding people about dangerous parking on Keele Road.</p> <p>3. Borough Standards Committee – Dr R Studd – Nothing to report</p> <p>4. Betley Keele and Madeley Locality Action Partnership – Cllr W Naylor – Nothing to report</p> <p>5. Rural Runabout update – Ms Newman – Nothing to report.</p> <p>6. Village Hall Management Committee update - Mrs S Hughes The next meeting will be on 21st November and there is a quiz night planned for 21st October.</p> <p>7. Parish Council Forum update – Mr G Bibby – This had been updated earlier on the agenda.</p>	<p>Clerk</p> <p>Clerk GB</p>
16/119	<p>Amenities</p> <p><i>To consider schemes for the Lengthsman (£1349)</i></p> <ul style="list-style-type: none"> - Spraying of Station Road (back of pavement) and Pepper Street, and the Church 	

	yard wall by licensed contractor It was approved that the weeds on the face of the Church wall, and back of the pavements along Station Road and Pepper Street be sprayed at a cost of £390. - Leaf clearance and edging off to pavement in the village The Clerk was asked to obtain a quote for this from Mr Hough.	Clerk Clerk
16/120	Grants <i>To consider applications for Community Chest (current balance is £1280)</i> Cllr Naylor declared an interest. An application has been received from Keele Conservation Group for replacement planting in the Diamond Jubilee community orchard. RESOLVED that this be supported to the value of £134.45.	Clerk
16/121	<p>1. To note the arrangements for the Electoral Review of Newcastle-Under-Lyme: Warding Arrangements Mr Bibby agreed to put up notices promoting the consultation. The Clerk is to put the motion to the SPCA to consider.</p> <p>2. Nominations for the SPCA Executive (1 vacancy Newcastle) and any other motions No other motions or nominations.</p> <p>3. To consider a response to the DCLG consultation on precept increases https://www.surveymonkey.co.uk/r/583WBQL This was approved as circulated and discussed earlier.</p> <p>4. Litter on Lymes Road/Three Mile Lane – Cllr W Naylor Various councillors had been monitoring the litter and it was considered to have improved over the last few months. It was agreed that Section 136 funding could be used to fund the future maintenance of the new bins, if agreed, if there was no other reason to spend this money. Cllr Naylor will obtain the annual costs and bring back to the next meeting.</p> <p>5. Redirection of Sat Nav locations– Dr R Studd It was agreed to raise this with Keele University at the next update meeting.</p> <p>6. The use of Drones – Dr R Studd Dr Studd reported that there had been several drones used, some by the Geography department of the University. It was agreed that the Civil Aviation Association guidance regarding the use of these should be posted on the website to remind people of the restrictions. Clerk to circulate the information to all.</p> <p>7. Church yard steps – Dr R Studd Dr Studd reported that the Parish Council own the first two steps up to the Lych gate. Noted that this and any other assets should be included on the asset register, as they are not currently. The Clerk is to forward Alliance Technical Services contact information onto Dr Studd, so that a cost estimate can be obtained and to approach the Conservation Officer for advice.</p> <p>8. Asian Hornets – Mr J Borg It was noted that if there are any sightings of these, they should be reported to the Environment Agency.</p> <p>9. Tourist Information Signs – Dr C Harrison Dr Harrison reported concerns about the impact on the village pub following the development work at the Hawthorns. The Clerk is to ask Mrs Nutter at Staffs County Council to reconsider this, if the costs were covered by the pub.</p> <p>10. Further action in relation to residents parking in the Village This has been discussed earlier on the agenda.</p> <p>11. To note the ownership of Pump Bank and Highways Lane in relation to the broadband installation – Dr R Studd Dr Studd reported that the road from 32 Highway Lane down to the bottom and also Pump Bank had been sold by Mr Locker to the Parish Council around 1974 through a formal legal process. The Clerk is to carry out a land registry check to confirm if it is</p>	<p>GB Clerk</p> <p>Clerk</p> <p>WN</p> <p>GB</p> <p>Clerk CH</p> <p>Clerk RS</p> <p>ALL</p> <p>Clerk</p> <p>Clerk</p>

	registered. Residents had been told that their application for broadband had been rejected due to the lack of ownership of the unadopted road.	
16/122	Clerk's Reports The information was noted.	
16/123	Correspondence 1. To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda <i>To note Roadworks on Lymes Road commence - 10 October 2016 and end March 2017 - Total closure of Lymes road from Chain Lane to Hyde Lea Bank. Traffic wanting to travel south will continue along Three Mile Lane to the A453. They will then turn right and continue south along A453.</i> - This was noted.	
16/124	Financial Statement 1. To approve payments/orders, receipts and transfers – Appendix 1 RESOLVED that this be approved as attached. 2. To consider the priorities for a draft Budget (2017/18) It was noted that the Borough Council are considering the concurrent function grant this year, and it may be reduced. It was agreed that we need to take this into account when budget setting for next year. The Clerk is to put together a draft budget and this is to be discussed at the next meeting as the first item on the agenda. 3. To note the completion of the Audit for Accounts ending March 2016 and other matters Noted that the External Audit or the Accounts had now been concluded. There were several issues which related to procedural matters only, not financial. These related to the minute references used, to ensure that Section 1 was signed before Section 2. The number of days allocated to the public inspection, with an extra one day added (to be cautious), however in future it must be limited to 30 days only. The month of the signing had been completed in June (6), when it was May (5). Also, the box for Trust Funds should have been ticked as 'N/A' not 'No'.	Next agenda Clerk
16/125	Any Other Business for future agendas <ul style="list-style-type: none"> Mr Bibby and Dr Studd sent their apologies for the next meeting. Noted that it might be necessary to postpone the Vice Chancellors attendance at the next meeting, due to the University presentation. 	

Meeting closed at 8.50pm

Approved Payment Schedule – October 2016

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 40	James Borg	Yew tree printing	21.30
bacs 41	C Withington	Oct Salary	231.55
bacs 41a	C Withington	Oct Expenses inc mileage	15.00
bacs 42	HMRC	Tax and NI Oct	57.80
bacs 43	Mr Czwartynski	Litter - Oct 16	132.00
bacs 44	Keele Village Hall MC	NP room hire x 3	65.00
Credit	Keele University	Litter Contribution	- 450.00
bacs 45	Aardwolf	Spraying Pepper Street, Station Road,	390.00
bacs 45	Grant Thornton	Audit Fees	120.00
		Monthly Total	1,032.65

Appendix A- Keele Parish Council Chairs Report October 2016

Neighbourhood Plan

Keele Parish was successful in seeking to be designated as a Neighbourhood Plan Area despite the objection raised by Silverdale concerning Ilkley Place. NuLBC Planning department informed the Chair that a bill currently before Parliament will make the amendment of Neighbourhood Plan areas which have already been designated straightforward should Silverdale be successful in its Governance Review. A meeting was held on 5th October to offer training on Community Consultation, this was delivered by John Knight. The minutes are attached as an Appendix. A follow up meeting was held on the 12th October to organise Publicity and Community Consultation [minutes attached]. The questionnaire has now been finalised, Community Representatives identified to assist with its delivery and Open Events calendared to launch the consultation:

- Village Hall Tuesday 8th Nov 6-8pm
- Village Hall Sunday 13th Nov 2-5 p.m. (subsequently found it was unavailable, Management Centre restaurant being considered as alternative, Phil Butters to advise.
- Students Union 3-8 pm Tuesday 15th Nov or Thursday 17th

The Chair has heard from Locality with regard to our bid for a Housing Needs Survey following our successful designation. This administration to finalise the approval of this bid is now going ahead. A presentation was made by the Chair at the Yew Knights' Supper on 14th September on the role of the Parish Council and the Neighbourhood Plan.

The Chair is meeting with the NPG Chair of Betley on the evening of the 18th October. A meeting was held between Keele NPG and Chapel, Hill Chorlton on 29th September.

Parish Council Forum: 17th September

Lottery

A presentation from the Heritage Lottery Fund identified a shortfall amongst our Parish Councils in bidding for funding. Publicity will be placed in Notice Boards and on website.

Planning

Issues exist within Planning who have lost a PO and SPO. In addition Planning have been unable to recruit an officer to assist with Neighbourhood Plans. Currently one Officer is in charge to Neighbourhood Plans and the Joint Local Plan. The JLP consultation 'Strategic Options' was due to occur in summer 2016 and is now at least 6 months behind schedule. NuLBC have agreed additional payments [3 year limited term] to enhance recruitment.

The SHLAA is currently being reviewed and revised following comments received during the previous round of 'Issues' consultation for the JLP. This will further delay progress with the JLP. Loggerheads are in a position to finalise their draft Neighbourhood Plan in the coming weeks Chapel, Hill Chorlton have finished their Housing Assessment and Community Consultation and are analysing the data.

Betley... are at a similar stage to Keele.

HS2:

Recent consultation events at Whitmore and Madeley in recent weeks indicate that once the building projects are commenced they will cause substantial disruption across the South and West of the Borough for 7 years or more. This will undoubtedly be a developing issue for all Parish Councils in this area.

Minutes

A proposal that in future the responsibility for taking minutes for the forum should be shared between the clerks of the constituent councils was unanimously rejected.

Pepper Street Health and Safety

No response has been received with regard to the letter sent last month. A reminder has been sent requesting a response in the next 7 working days.

Parish Council Precept

The Chair circulated a response to the governmental consultation document suggesting that from 2018/19 a 2% cap may be placed on precept rises. Any rise above this would be subject to a local referendum. No further comments were received from parish councillors and it is proposed that the Chair's comments now be submitted in response to the consultation.

Public Enquiry: Pepper Street Eviction:

The Inquiry will be held on 14th February. No document was received from the appellant: Mr Kevin Broad. The chair will enquire if further details are available.

Spraying of Pepper Street and Station Road

No objections were received with regard to taking up the quote from Karl Harris and this has now been actioned. Mr Harris has been asked to extend his quote to cover the spraying of the Church Wall.

University Development Consultation: 12th October

Attended by Graham Bibby, John Downing, Chris Harrison and Val Newman. There were very few changes from the presentation given to the September Parish Council Meeting. In the light of this the Chair agreed to the proposal from the University to delay their next presentation to the Parish Council until our November meeting.

Parking: meeting held at with University 17th October

Phillip Butters, Tony Kearon, Graham Bibby and David Sanderson met to discuss residents' complaints regarding parking in the village. It was agreed that a free residents' parking scheme under the auspices of Keele Parish Council but administered by the university would continue to be pursued. Keele University are prepared to pay the start up costs of the traffic regulation order, signage, road marking and issue of permits [likely to be in the region of £3 to 5 k]. Tony Kearon has been unable to get a response from Amey, the County Council's contractors and the Chair undertook to investigate with the County Council. The chair will also conduct informal enquiries with residents of the Village to see if such scheme would be acceptable to them. It is unlikely that progress on such a scheme will be rapid.

It is accepted that the Universities current management of parking is helpful in reducing demand for parking in the village. The university has undertaken to survey the cars parked in the village at two points in the day and compared against their data base of registration plates. This will allow an identification of any issues on which the University might have further leverage. Meanwhile, the University does offer free parking spaces in the Hawthorns to residents of the Village. The chair undertook to discuss parking issues in the next issue of the Yew Tree.

Lengthsman

In the absence of any objections the quote from Karl Harrison for the spraying of Pepper Street and Station road has been accepted and Karl has been asked to complete the work. The clerk has also asked Mr Harrison to quote for extending the job to spray the sandstone churchyard wall fronting onto Keele Road.

Hedges

The Hedge fronting onto the top of Three Mile Lane has now been cut. Work has yet to be done on Quarry Bank but an assurance has been received that this will be completed shortly. Reminders have been sent to landowners with properties fronting onto Keele Road.