

MINUTES OF THE ANNUAL KEELE PARISH MEETING

Held on Wednesday 20th April 2016 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs Ms V Newman (Chair), Dr R Studd, Mr G Bibby, Dr C Harrison, Mr S Gibbons, Mr J Downing, Mrs S Hughes, Mr J Borg, Mr T Snape, Cllr Mrs W Naylor and Cllr T Kearon
In Attendance: Mrs Withington (Clerk)

5 members of public were present

1. Minutes of the last Parish meeting held on Wednesday, 8th April 2015

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. Ms Newman noted that she would be retiring from the position of chair at the next meeting, and Dr Harrison also confirmed his intentions to stand down as Vice Chair also. The Parish Council thanked them both.

3. To receive Keele Parish Council's Statement of Accounts 15/16 (unaudited)

The Clerk presented the unaudited accounts for the financial year 2015/16 – 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

Mr Bernard Besly presented the accounts to the Parish meeting, which had been checked prior by Steve Mellor who was a retired bank manager. It was noted that there had been some inaccuracies in the last year's accounts, which were corrected. Overall the income was similar to the year before with expenditure being lower due to a limited number of smaller repairs. As the gas bill had increased substantially due to the lack of meter readings, however this has now been changed to a new supplier. The use of the hall is by 3 regular users (pilates, yoga and singing) but there is lots of adhoc use by families and other groups. The Parish Council extended a vote of thanks to the Village Hall Management Committee.

5. Parochial Charities statement of accounts to the year ended 31st December 2015

This was presented by the Clerk on behalf of the Charity. The clerk was asked to request the criteria for eligible beneficiaries. The Parish Council extended a vote of thanks to the three members of the Trust.

6. Any other business

There was no other business to discuss, Ms Newman thanked those who attended and closed the meeting at 7.25pm.

Appendix A

Chair's Annual Report Keele Parish Council 2015 - 2016

There were elections for the Parish Council in May 2015 as there were 18 nominations for the 11 council places. I believe this interest in the Parish Council is partly due to our communication of the work done by the Parish Council over the last 4 years, and it is important that we continue to communicate with residents.

The election changed the membership of the Parish Council and we now have student members and more campus residents, which is a good representative mix of the Parish.

Each year we reassure ourselves that the next year will not be as difficult, and each year the gods laugh at us! This year has seen no let up in the commitment required of Parish Councillors, and I would like to thank everyone for their hard work. We continue to address the perennial problems of litter, hedges, footpaths, parking and fly tipping, and with the Borough and County Council funding cuts we are having to look at using our own resources more often. I would like to thank all those who have volunteered for various projects and given their own time throughout the year.

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

Planning

Both the Pepper Street and Barnes/Hawthorns planning applications required considerable attention from the Parish Council and Pepper Street continues to be an issue as the Borough Council do not appear to be interested in making the site safe or in removing the "residents" from the site.

The Parish Council's efforts at the Public Inquiry were well rewarded when the Planning Inspector refused Keele University's appeal re the Barnes/Hawthorns development in July. The inspector's report was very thorough, and later in the year the University submitted re-designed plans for the Hawthorns element which addressed the major issues. The Parish Council continued to object to any development in the green open space in the Conservation Area and were able to negotiate the removal of these dwellings from the final submission, as this was a key area in the Inspector's decision.

Keele University have submitted several applications for new developments on the campus and the Parish Council has supported these. We were particularly impressed with the innovative and interesting design for the Caldwell Children's Centre.

Planning policy within the Borough continues to be a key concern, as there is little confidence in most of the rural parishes about the data that is used to assess housing need and to predict housing requirements in the future. Unless this is accurate the Borough will continually fail to have a 5 year housing land supply and the assumption will be continue to be in favour of development. This is likely to become a big issue in the coming year.

Highways

Bollards were installed on Three Mile Lane and, although this has protected the grass verge and allowed the bulbs to flower again, it has moved the problem further down the lane. Cars are also now parking regularly on Keele Road and we have used notices provided by Staffordshire Police warning motorists who are parking illegally by obstructing the pavement.

We have been unsuccessful in reducing the speed limit on Station Road, but hope to have this addressed at the time of the Hawthorns development as the number of cars using the road will inevitably increase.

We discussed working with Silverdale Community Speedwatch and sharing their equipment, but sufficient volunteers were not forthcoming. This remains an option for the future.

The use of Keele Drive by large vehicles continues to be an issue, and the University have submitted plans for a new passing point.

Village Hall

Several improvements have been made to the Village Hall, with repair work in the small room completed and new facilities provided for use by those hiring the hall. The Management Committee have also run some successful events to generate revenue.

Broadband

Another year on and although considerable work has been witnessed on the installation of fibre optic cable to the village, we are still suffering an abysmal broadband service. With BT apparently close to completing their service Virgin suddenly seemed to take an interest, but despite using considerable amounts of spray paint marking the pavements nothing has materialised here either.

Litter Picking

The University requested a statement re the litter picking service provided by Mr Czwartinski in the village, as they make a contribution towards it, and required documentation for their audit trail.

There are still issues with litter on Three Mile Lane past Lymes Road, and we have been discussing if students would be available to assist with this through the volunteering scheme.

Community Assets

There are concerns about the loss of Community Assets, such as the shop with the re-development of the Hawthorns. We continue to talk to the University about the possibility of retaining a shop post the development, and we have also taken the step of registering The Sneyd Arms as a community asset. Should Punch Taverns decide the pub is no longer viable this would allow time for the community to investigate possibilities for retaining it.

Parish Council Budget

The budget was agreed at the December meeting and it was resolved to request a 2% increase precept for Band D properties. This was agreed as there remain concerns about the potential for a reduction in grants to the Parish Council from Newcastle Borough Council in the future, and the reduction in services that the Borough Council will provide. Spending will continue to be closely monitored.

I have now been Chair for 2 years and think it is time to pass the baton to another member of the Parish Council, who I will be more than willing to help in any capacity in the future.

Val Newman

Chair Keele Parish Council April 2016

MINUTES OF THE KEELE PARISH MEETING

Held on Wednesday 20th April 2016 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs Ms V Newman (Chair), Dr R Studd, Mr G Bibby, Dr C Harrison, Mr S Gibbons, Mr J Downing, Mrs S Hughes, Mr J Borg, Mr T Snape, Cllr Mrs W Naylor and Cllr T Kearon
In Attendance: Mrs Withington (Clerk)

5 members of public were present

16/39 Public Open Forum

One member of public discussed the issues surrounding the ongoing litter on Three Mile Lane and fly tipping on Lymes Road. In particular, the parishioner wished the minutes to note that on questioning it was shown that the "volunteering schemes" referred to in the Minutes of the meeting held on 20 January comprise solely of the occasional efforts of the students on the campus and the efforts the students may but have not yet undertaken elsewhere in the parish. He wished the minutes to note that the litter picker which is contracted by the Parish Council only covers the village and around the campus area, but not Three Mile Lane. He also reiterated an earlier request that the website includes the details of the suggested volunteer schemes which have been organised by the Parish Council, as it did not currently. Mr Gibbons clarified that the schemes related to a litter pick organised by Keele Student's Union working with the Parish Council, which will be carried out in Keele Woods in late April with a further one planned in the Village. Cllr Naylor undertook to organise a further community litter pick with Welcome Break, the Students Union, Borough Council and members of the village at some point during May. It was suggested that there could be bins attached to posts, and Cllr Naylor agreed to request some and report back to the next meeting, there were however some concerns regarding the state of the footpath. It was also noted by Cllr Naylor that the Borough Council are working with the landowner to deal with the persistent fly tipping on Lymes Road. Cllr Naylor agreed to report the issue of the car trying to dump cupboards to the Borough Council. All to encourage parishioners to report fly tipping to Streetscene on 01782 742500 and be extra vigilant. Cllr Kearon and Cllr Naylor to speak to Natalie Snell about funding available for no fly tipping signs. It was noted that there had been around 4 prosecutions.

GB
WN
SG
WN
WN
ALL
TK
WN

16/40 Apologies

There were no apologies.

16/41 Declarations of Disclosable Pecuniary Interests

None declared.

16/42 Minutes of the Parish Council meeting held on 16th March 2016

1. To approve

RESOLVED that the minutes be signed as a true and accurate record by the Chair.

2. Updates from Matters arising from the last meeting not already on the agenda

It was noted that there had been an overturned lorry by the railway bridge on the bypass. The Clerk was asked to chase up reported drainage job with Highways. The Clerk to also chase up drain clearing at Pepper Street.

The Clerk is to follow up with Rachel Killen regarding the Section 106 Hawthorns query.

It was noted that Keele University had presented an accommodation masterplan to the Strategic Planning group. The Clerk was asked to query the arrangements for the consultation on these draft plans with residents of the area and students. It was also suggested that the Parish Council should be involved in the transport plan and there should be an Impact Assessment on the village.

Dr Studd to provide details and dates of the parish war memorials for the wreaths to be purchased to the Clerk.

Clerk
Clerk
Clerk
Clerk
RS
Clerk

16/43 Mr T Nicholls, Newcastle Borough Council – Recycling changes from July 2016

Mr Nicholls provided a presentation on the new changes for weekly recycling collections which start in July. Although there is only one bin lid supplied, more bins and lids are available on request. It was noted that only plastic bottles need to be put in the recycling not other kinds of plastic such as meat trays and yoghurt pots. Certainly there should be no tetra

packs. An electronic copy of the presentation will be posted to the website.

16/44 Keele University Accommodation Masterplan further update – Mr P Butters

Mr Butters was not present for this meeting, therefore it was agreed that the Clerk will write to Mr Butters to confirm the arrangements. **Clerk**

16/45 Planning applications/permissions – to provide comments/request action:

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

It was noted that there had been no further update or action.

2. Pepper Street Planning Enforcement action update, to note the response from Public Health England regarding the security of site and any further update from the Borough Council

The letter from the Public Health England was noted. **RESOLVED** that the Clerk write a letter of formal complaint to register it as a stage one complaint about the lack of response to the security issue (and last letter sent) and also to request an update on the appeal for the illegal occupation of the site. This letter is to be sent to the Chief Executive and Cllr Shenton with a request for an urgent meeting to be arranged. If a response is not received within the prescribed timescales then this will be progressed as a stage 2 complaint. **Clerk**

3. Planning Enforcement recruitment – Mrs Hughes

It was agreed that this would be raised with the meeting with the Chief Executive.

4. [16/00267/FUL](#) Keele University Three Mile Lane Keele Newcastle ST5 5BW - SH Formation of passing place at Keele Drive.

RESOLVED that delegated authority be given to the Clerk to submit comments on behalf of the Parish Council, once Mr Downing had viewed the plans. **Clerk**

5. To ratify the comments submitted for the Joint Local Plan (submitted on 29th March 2016) as previously circulated **JD**

These were approved and noted.

6. Infill Development within the Conservation Area – Mr G Bibby

It was noted that the planning application for 6a Church Bank had been refused. Discussion took place regarding the policy on infill development in the Conservation Area and it was **RESOLVED** that there would be a presumption against development in the Conservation Areas of the Parish, but elsewhere would be considered on each case’s merits. It was also **RESOLVED** that if agreed at the Parish Council, then the Borough Councillors should call in the application to Committee.

7. To receive a further update in relation to Keele Golf Course working jointly with Silverdale Parish Council

There was no further action at this stage.

16/46 Financial Statement and Clerks update

1. To review the litter payment (£7.85 per hour) in line with the new Living Wage (£8.25 per hour)

RESOLVED that the litter payment be revised to £8.25 per hour.

2. To pay the Churchyard contribution for 15-16 and also 16-17 (£1900)

RESOLVED to pay the amount for both years. **Clerk**

3. To approve payments/orders, receipts and transfers including the renewal of SPCA and Parish Online subscription

RESOLVED to approve the payments as per the attached schedule at Appendix A along with the SPCA subscription for this year and the Parish Online subscription. **Clerk**

4. To approve the draft Statement of Accounts for year ending 2015/16, draft Audit Return 2015/16 and bank reconciliation statement – See Appendix B

RESOLVED to note the draft Statement of Accounts 2015/16, the Audit Return and the bank reconciliation statement.

5. To approve the Asset Register, Internal Controls and Risk Assessment for 2016/17

RESOLVED that these documents be approved.

16/47 Reports

1. Chairman’s report

Ms Newman did not have anything further to report other than her attendance at the opening of the sports barn on campus.

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

Cllr Kearon reported that there was no further news regarding the broadband update for the village, other than that Virgin were also involved. There is an ongoing issue with glare from the new sports ground floodlights and noise pollution by the old Keele Road. Cllr Naylor reported that the Knights Croft issue has now been resolved to their satisfaction with Aspire. A job has been reported for tree growth blocking visibility on the A525 with Highways. The Clerk was asked to send a letter to the landowner regarding Dunges Wood and tipping of garden waste on an area of Special Scientific Interest and Ancient Woodland. A recent fire was reported to PC Moore.

Clerk

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

Nothing to report.

16/48 Amenities

1. Rural Runabout update

There had been one users from the Parish noted since the last update.

2. Village Hall Management Committee

As there had not been a meeting since the last update, there was nothing further to report. Noted that a tea party and book swap is planned for the coming Saturday.

3. To consider a bid for the Community Paths Initiative (2016/17)

It was agreed that a quote for resurfacing the area in front of the new stile at Finney Green would be obtained and applied for. Cllr Naylor to meet with Steve Hough.

WN

4. To consider the issues surrounding the flooding at Clockhouse Drive – Mr J Borg

The issue was considered to be a landowner issue which needed to be addressed primarily with the University, as the water was being discharged from their land. Ms Newman to raise this issue, as it is creating a hazard for vehicles and damaging the landscape in a Conservation Area.

VN

16/49 Grants

1. To note Community Chest balance is £1280 and to accept the allocation and continued administration for 2016/17 and consider any applications received

RESOLVED that the Parish Council accept the allocation and the continued administration of the scheme.

16/50 Other matters for consideration:

1. Neighbourhood Planning update – Mr G Bibby

It was noted that the public meeting would be held on Wednesday 27th April at 7pm. Consideration would be given to joining neighbouring parishes at that meeting if appropriate.

2. Legal advice regarding residential parking zone if available – to be circulated

The Clerk had not received this advice for the meeting, so would be discussed at the next meeting.

Next Agenda

3. Highways issues and flytipping procedures (Cllr Naylor)

RESOLVED that the Clerk log a job regarding the subsiding pavement along Three Mile Lane. Cllr Naylor will liaise with Welcome Break regarding litter as previously discussed. It was noted that the PCSOs were not able to issue tickets anymore, which had been reinforced by CI Owen.

WN

4. Haying Wood management plan update (if available) – Cllr Naylor

No further update as yet. Cllr Naylor to ask Peter Stepien for an update and if the event organisers are obliged by law to have bowsers to clear up the highway following an event.

WN

16/51 Correspondence

There were no items to consider.

16/52 Any Other Business for future agendas

- Newcastle Lodge and ASB issues with bins
- Section 106 Hawthorns contribution (June agenda)
- Residents parking scheme in The Village

Meeting closes

The meeting was closed at 9.20pm.

Dates of future meetings:

Weds 18th May 2016 – Keele Village Hall (incs Annual Statutory Meeting)

Weds 15th June 2016 – Keele Village Hall

Weds 20th July 2016 – Keele Village Hall

Appendix A – Payments/orders, receipts and transfers

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 1	C Withington April Salary	April Salary	229.29
bacs 1a	C Withington April Expenses	April Expenses	15.00
bacs 2	HMRC	Tax and NI April	57.20
bacs 3	Mr Czwartynski	Litter - April 16	132.00
bacs 4	SPCA	Subs 16-17	268.00
bacs 5	Mr G Bibby	NP printing	-
bacs 6	Get Mapping plc	Parish online subs 16/17	67.20
bacs 7	Keele PCC	Churchyard contribution 15-16 and 16-17	1,900.00
bacs 8	Mr Czwartynski	Litter- Feb 15 (uncashed chq in accounts 2014/15 -paid by BACS)	-
bacs 9	Keele Village Hall MC	Room Hire extra meeting	40.00
			2,708.69

Appendix B - Statement of Accounts for year ending March 2016 (unaudited)

**KEELE PARISH COUNCIL
PAYMENTS AND RECEIPTS
FOR THE YEAR ENDED 31 MARCH 2016**

2014-15 £	RECEIPTS RECEIVED DURING 15-16	2015-16 £	Difference
7,550.00	Precept	7,724.00	174.00
2,214.00	Section 136 Contribution and Tax base grant	2,214.00	-
5.62	Bank Interest	6.53	0.91
1,409.00	Village Lengthsman Scheme 13/14	-	- 1,409.00
420.00	Village Lengthsman Scheme 14/15 qtr 1, 2	-	- 420.00
-	Village Lengthsman Scheme 14/15 Qtr 3, 4	989.00	989.00
-	Village Lengthsman Scheme 15/16	-	-
450.00	Donation towards litter collection 13-14	1,409.00	959.00
450.00	donation towards litter collection 15-16	450.00	-
110.64	VAT refund	-	- 110.64
-	Community Chest Grant	-	-
800.00	KCG Noticeboard refund of Grant	-	- 800.00
-	Miscellaneous (War Memorial)	977.00	977.00
450.00	Miscellaneous (CPI Bid Finger posts via KCG)	-	- 450.00
-	Misc (Other)	20.36	20.36
-	Bank test	-	-
13,859.26		13,789.89	- 69.37
	TOTAL		
	PAYMENTS DURING 15-16		
2,193.80	General Administration	2,011.70	- 182.10
3,605.76	Clerk's salary	3,480.16	- 125.60
1,618.40	Litter collector	1,780.35	161.95
191.00	Chairs Allowance	200.00	9.00
220.00	S137 Payments inc consultancy planning applications	226.00	6.00
500.00	Running costs: Village Hall Lettings/Grants Programme	500.00	-
2,030.00	Highways - village lengthsman scheme	1,409.00	- 621.00
260.00	Parks and open spaces (Grounds Main)	130.00	- 130.00
-	Amenities - village benches, notice boards	-	-
-	Capital Expenditure	-	-
-	War memorial Refurb	986.60	-
-	Provision for doubtful debts	-	-
73.23	VAT	461.69	388.46
2,948.00	Miscellaneous (includes Churchyard Contribution & Special Proj	1,275.66	- 1,672.34
13,640.19	TOTAL	12,461.16	- 1,179.03
	GENERAL FUND		
	Balance at 1 April		
3,744.48	2015	3,963.55	
-	Plus uncleared funds from 14-15	125.60	
13,859.26	Total income	13,789.89	
13,640.19	Less Total Expenditure	12,461.16	
3,963.55	Balance at 31 March 2016	5,417.88	

Signed _____ Date _____
Chairman

Signed _____ Date _____
Clerk

**KEELE PARISH COUNCIL
BALANCE SHEET AS AT 31 MARCH 2016**

14-15 £		15-16 £	£
	LONG TERM ASSETS		
0.00	Investments	0.00	
<u>0.00</u>	Long term debtors	<u>0.00</u>	0.00
0.00			
	CURRENT ASSETS		
0.00	Stocks and stores		0.00
989.00	Debtors (Lengthsman)		0.00
15.00	Clerks overpayment refund		0.00
0.00	Debtors (KCG 800 Nboard contr)		0.00
0.00	Payments in advance		0.00
73.23	VAT recoverable		462.00
0.00	Temporary lendings		0.00
3,963.55	Cash in hand		5,417.88
<u>0.00</u>			<u>0.00</u>
5,040.78			5,879.88
<u>5,040.78</u>			
	TOTAL ASSETS		5,879.88
	CURRENT LIABILITIES		
950.00	Church yard contribution 15-16	950.00	
125.60	Litter Collector - Uncashed payment 2015	0.00	
	Grounds Maintenance	130.00	
			1,080.00
<u>1,075.60</u>			<u>1,080.00</u>
3,965.18			4,799.88
	NET ASSETS		4,799.88
	REPRESENTED BY:		
3,965.18	General Fund		4,799.88
<u>0.00</u>	Reserves		<u>0.00</u>
3,965.18			4,799.88

The above statement represents fairly the financial position of the authority as at 31st March 2016 and reflects its income and expenditure during the year.

Signed: _____ Chairman

Date: _____

Signed: _____ Clerk

Date: _____