

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 10 December 2014 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs: Ms V Newman (Chair) Mr G Bibby, Dr C Harrison, Mrs S Hughes, Mr J Downing, Mrs A Abercrombie, Dr R Studd, Mrs A Studd , Mr D Hindmarch, Mrs C Withington
Guests: 1 member of public was present

Ref		Action
14/097	<p>Public Open Forum A member of the public reported that the verge along the Three Mile Road by the entrance is in a poor state potentially due to the students and staff of the University parking on the verge, following the installation of the double yellow lines. Clerk to send a letter to Mr Butters to ask for financial assistance towards the installation of bollards, as the parked cars are blocking the visibility splay when exiting the grounds. Staffordshire County Council to be contacted pending the outcome of this. Noted that Police have been issuing warning letters along there also.</p>	Clerk
14/098	<p>Apologies received through Clerk Apologies received from Cllr Naylor and Cllr Kearon.</p>	
14/099	<p>Declarations of Disclosable Pecuniary Interests None</p>	
14/100	<p>Minutes of the Parish Council meeting held on 12th November 2014</p>	
	<p>1. To approve:</p>	
	<p>Mrs Hughes was in attendance, therefore minutes to be corrected to remove Mrs Hughes from the apologies. The minutes were signed as a true and accurate record with the above amendment made.</p>	Clerk
	<p>2. Matters arising not on the agenda</p>	
	<p>Ms Newman to enquire about the banners that have been put up by the lodge, although not currently.</p>	VN
	<p>Noted that Cllr Kearon has looked into the issue of the materials for Keele Drive entrance and reported that railings were approved following a second planning and a holly hedge has now been planted which softens the impact. Mr Hindmarch also queried the 20mph speed signs that had been installed. No further action.</p>	
	<p>Ms Newman will circulate notes from the update meetings with Keele University.</p>	VN
	<p>Ms Newman to speak to Elaine Moulton regarding the timescale of the caravan on Pepper Street.</p>	VN
	<p>Noted that the light issue at the Village Hall had now been resolved. The Pig racing event was a success with approximately £300 raised for the Village Hall, although there were a large number of people from outside of the Parish who attended.</p>	
	<p>The War memorial grant application with the War Memorial Trust is still awaited.</p>	
	<p>CPI Bid sub group to be formed by Cllr Naylor.</p>	WN
	<p>Lengthsman scheme – The siding work carried out by Mr Hough is now complete along Station Road and Pepper Street. However the Parish Council did not feel that the bus shelter at the bottom of Station Road had been cleaned sufficiently – the Clerk to follow up with Mr Quick.</p>	Clerk

Ref	Action
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14/101

Planning applications – to provide comments on the following:

1. APPEAL [Proposed student accommodation with carparking \(Keele Campus\) and proposed residential development of 92 dwellings with school drop off point, shop and linked areas of greenspace \(The Hawthorns\)](#). The Hawthorns And Keele Campus Keele Newcastle Staffordshire Ref. No: 14/00014/REFUSE and **APPEAL** [Demolition of existing buildings \(The Hawthorns\)](#) The Hawthorns and Keele Campus Keele Newcastle Staffordshire Ref. No: 14/00015/REFUSE - to agree the witnesses and the cross examination questions (item 1 and 2)

The Planning inquiry starts Tuesday 16th December. New statements have been issued regarding trees and viability reports which will need to be considered by the Parish Council.

It was agreed that Ms Newman would be the lead witness supported by Mr Bailey regarding the trees and Dr Studd would be the examiner. All questions to be sent to Dr Studd. A small group would convene before the start of the appeal.

Extra dates in January may be agreed to include a further day for summing up and a site visit.

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

Noted that in response to the letter sent after the last meeting, Mr Benson had responded to say that the deadline had been extended to 18th December. If this deadline is not adhered to then it was suggested that Mrs Hughes follows this up with a letter from the action group to register their complaint with the Local Government Ombudsman.

FOR INFORMATION ONLY - [Application for approval of full and precise details of all structural timberwork as required by condition 03A of planning permission ref. 13/00836//FUL \(Proposed rebuilding of the boathouse sited on lake no.1 \(resubmission of 10/00619/FUL\)\) Site Of Boat House At Lake Number 1 Three Mile Lane Keele Newcastle Under Lyme Staffordshire - Ref. No: 13/00836/CN03A - Noted](#)

14/102

Newcastle Borough Council – Draft Statement of Community Involvement for public consultation purposes for the NBC/SOTCC Joint Local Plan (deadline is 19th December)

Comments to be submitted as follows:

Clerk

KPC would like to see more reference to community involvement, bearing in mind it is a draft SCI. Currently it is very heavy towards other stakeholders more so that Parish Councils and residents of the borough. No mention of the LAPs in the process or as a stakeholder? Residents Associations? KPC would like to have clearer understanding of the detail in terms of how exactly will Parish Councils and residents be involved –are you passively or actively seeking comments bearing in mind in the past few months Keele have actively provided comments on planning applications but it is felt that these have been dismissed, only to later be validated by other parties.

There should be clearer reference (none currently) to any emerging Neighbourhood Plans and how these fit into the process – in the event of some being drawn up alongside the Local Plan. What support and links are there to the JLT if communities/developers choose to follow this approach? How would these be adopted within the timescale?

More explanation on the different types of consultation methods to be used for lay people how will you explain the bigger picture visually so that people can see the impact of their suggestions/your proposals. Heavy text documents and reliance on electronic maps is not considered to be suitable to reach all user groups.... Large scale maps on a planning for real basis may be more appropriate.

14/103

To consider a draft Budget for 2015/16

It was suggested that any surplus reserves be earmarked for the village hall, in the event of their being a substantial amount remaining. It was **RESOLVED** to change the KPC Grants Programme of £500 to a grant for Keele Village Hall for next year (15/16), in view of the lack of grant applications received and the overall objective of encouraging a wider variety of community usage being met. It was **RESOLVED** that the remaining balance from the Grant programme for this year (14/15) would be awarded to the Village Hall to assist with the upkeep.

As it was unclear with regards to the position of the current funding received from the Borough Council, it was agreed to await further confirmation before agreeing the precept for this year.

Next agenda

14/104

Reports

1. Chairman's report Ms Newman

Ms Newman reported that the First Bus no 3 service to Madeley High School has settled in after initial teething problems. Ms McAvan has requested to speak at the Hawthorns appeal. The roundabout foliage will be reduced by the entrance to the University. Ms Newman thanked the Parish Council for their assistance in pulling together the documentation required for the Appeal. In view of the additional hours worked the Parish Council felt it was appropriate to pay overtime up to £150 for the Clerk.

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

Cllr Kearon provided an written update and reported issues with regards to First Bus and the bus stop. Problems regarding the missed food waste collection by the external contractors should now be resolved and will be monitored by Newcastle Borough Council.

3. Staffordshire Parish Councils Association Cllr Naylor

Nothing to report.

4. Borough Standards Committee Cllr Naylor

Nothing to report.

5. Borough Sports Council Mr Downing

Mr Downing reported that a new Sports Council will be established with the current committee membership being disbanded. The new council will consist of representatives from professional institutions; therefore there will be no further Parish Council representation. Clerk to ask for clarification of these new arrangements from Geoff Durham.

Clerk

6. Betley Keele and Madeley Locality Action Partnership Mrs Abercrombie and to agree a joint response to the LAP questionnaire

Mrs Abercrombie reported that a dog show had been held during half term in Madeley, which was very successful. Unfortunately Keele did not receive any notices for this event. The funds raised (£140) will be split between the First Responders and the Scouts.

Madeley High School will be holding a International Womens Day in March and Dr Revd Jane Tillier is a guest speaker.

A sub committee for speedwatch cameras will be discussed at a future agenda in February.

February Agenda

Ref		Action
	All to complete the LAP questionnaire as a resident and return.	All
14/105	<p>Amenities</p> <p>1. Rural Runabout update - Mrs Studd Mrs Studd reported that arrangements for key management have been improved along with other efficiency measures. Compensation has been received from the Bank of Scotland, in view of the issues over the bank mandate and authorised signatories.</p> <p>2. Village Hall Management Committee Mrs Hughes Mrs Hughes reported that a Deaf loop system has now been installed and is available for use.</p> <p>3. Heritage Lottery Bid – Stone Walls Mrs Abercrombie Mrs Abercrombie stated that she was hoping to convene a meeting of the sub group over the next few weeks.</p> <p>4. To note the latest regarding War memorial repointing of the base As noted earlier in the agenda, the outcome of the expression of interest is still awaited.</p> <p>5. Lengthsman scheme – consideration of work (budget £309) Clerk to ascertain if the cleaning of directional and village signs is the responsibility of the Borough Council and if Staffordshire County Council are responsible for the speed signs – Clerk to request that this work is carried out.</p> <p>Noted that the signs for Silverdale Colliery along Pepper Street are no longer relevant and are misleading - Clerk to report and request that this is rectified.</p> <p>Siding of Quarry Bank to be completed under the Lengthsman scheme - Clerk to instruct Mr Hough, subject to a quote within the remaining budget.</p> <p>Noted that there is a delipatated fence along Highway Lane, where the road sign by the junction (on Top Farm side). It was unclear as to whom this belongs to. To be included on the next agenda.</p>	<p>AA</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Next agenda</p>
14/106	<p>Grants</p> <p>1. To consider applications for Community Chest funding (current balance is £640) – noted.</p> <p>2. To consider applications for the Grants Programme (balance is £300) – noted.</p>	
14/107	<p>Other matters for consideration:</p> <p>1. To reconfirm arrangements for Drain Clearing Day 18 December 2014 Clerk to confirm this is still continuing and to notify all.</p> <p>2. To discuss the Keele University Update meetings – Mr J Downing Mr Downing reported that the item was in relation to buses using The Covert in particular it would seem Wardle’s X28 bus and First bus number X3 are accessing The Covert are parking along there. The Covert is not considered to be suitable for buses as the buses were mounting verges, plus there were young families in that area. It was thought that the University had not agreed to this but it seemed to be being used as a circular bus route. Clerk to write to Mr Butters to inform the University of this issue.</p>	<p>Clerk</p> <p>Clerk</p>
14/108	<p><u>Clerk's Reports</u></p> <p>Correspondence</p> <p>1. To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda</p>	

Noted that Julia Cleary had offered to attend a meeting of the Parish Council to explain the elections process for Parish Councils. **RESOLVED** to invite Julia to attend the February meeting for 10 minutes. **Clerk**

2. To reconsider the venue on Keele University Campus

It was **RESOLVED** that the library was not a suitable venue for meetings. Therefore it was agreed to continue to meet in the Village Hall. Clerk to cancel the meeting for the March meeting and Mrs Studd to book the hall. **Clerk AS**

3. Concurrent funding from Newcastle Borough Council – Risks

The Clerk circulated a report on the risks for the Parish Council in terms of the Section 136 Local Government Act 1972 concurrent funding provided to the Parishes by the Borough Council. Noted that this would be monitored and the mitigations for the Parish would be considered at the appropriate time.

Financial Statement

4. To approve payments/orders, receipts and transfers, bank reconciliation and budget position statement

The budget position statement was noted. **RESOLVED** that the payments be approved in accordance with the attached schedule. **Clerk**

5. To adopt the new NALC pay scales and the non consolidated payment in lieu of a pay increase for the Clerk from December 2014 onwards

It was **RESOLVED** to adopt the proposed NALC payscales for the Clerk. **Clerk**

6. To consider moving the banking to Lloyds Bank and nominating signatories for the application process

RESOLVED to continue the banking arrangements with the Co-operative Bank for the immediate future.

Any Other Business for future agendas

1. To consider and approved a draft Budget for 2015/16 and precept request
2. Highway Lane fence
3. Julia Cleary Elections – February
4. Sub Group for Speedwatch - February

Meeting closed at 8.50pm.

Dates and venues of future meetings (2nd Weds of every month):

14th January – Keele Village Hall

11th February – Keele Village Hall

11th March – Keele University – Keele Village Hall

AS

8th April – Keele Village Hall (incs Annual Parish Meeting)

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

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

Appendix A – Payment Schedule for 10th December 2014

KEELE PARISH COUNCIL: Accounts 2014-15			
CURRENT ACCOUNT			
	Expenditure	BACS & Cheque No.	TOTAL
10-Dec	Keele Students Union - printing appeal	bacs 11	72.36
10-Dec	Keele Students Union - printing appeal	bacs 12	168.84
10-Dec	C Withington Dec Salary (total 306.89)	bacs 13	250.03
10-Dec	C Withington Dec Expenses	bacs 13a	29.30
10-Dec	C Withington - Reimb postage Appeal costs	bacs 13b	27.56
10-Dec	H M Revenue and Customs Dec Tax and NI	bacs 13c	43.80
10-Dec	Ms V Newman printing Yew Tree and Pepper street leaflets	bacs 14	40.00
10-Dec	Mr Czwartynski Litter Nov 14	732	125.60
10-Dec	St John's Keele PCC Wreaths	733	17.00
10-Dec	Keele Conservation Group	734	450.00
			1,224.49