

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 18th February 2015 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs: Ms V Newman (Chair), Dr C Harrison, Mrs S Hughes, Mrs A Abercrombie, Cllr Naylor and Cllr Kearon Mrs C Withington
Guests: 1 member of public was present, Mr Howson and Mr Weston

Ref	Action
-----	--------

15/13	Public Open Forum No members of the public wished to speak.
-------	---

15/14	Peter Weston First Bus and Steve Howson from Wardell Buses regarding issues relating The Covert
-------	--

Both were present to discuss issues relating to The Covert. Mr Weston stated that there should be no double deckers using The Covert, but only due to concerns raised regarding a tree.

There were concerns noted about bus users running across the road in front the bus by the Sneyd Arms to catch buses, rather than walking down the road to cross. It was discussed that as the current bus stop is by a pinch point in the road, that consideration should be given to road safety and the relocation of the stop further up the road. Mr Weston stated that when the Real Time timetable system goes live, it may help to alleviate the problem.

Both said that they would support a move in the stop, although Wardell Buses do not currently stop there. Mr Howson will put a timetable for the no 28 bus service in the bus stops within the Parish.

Ms Newman raised a number of points on behalf of Mr Downing regarding bus issues. Mr Weston stated that he has taken 4 buses a day off The Covert to help with the issue. In response to the bus parked on double yellow lines, Mr Howson asked that all complaints regarding Wardell are forwarded to him for further investigation, however he does need the time, direction and bus number

Cllr Naylor asked that both operators are considerate to young horse riders along Station Road.

Cllr Kearon reported that there is a blind bend on Keele Drive by the postbox which has an overhanging holly hedge on the pavement, forcing cars into the road sometimes clipping buses. As there is a pavement next to it with children using it, both operators were asked to take care along there due to pedestrians. Cllr Kearon to speak to the University about the hedge.

TK

15/15	Apologies received through Clerk Apologies received from Mr G Bibby, Mr J Downing, Dr R Studd, Mrs A Studd and Mr D Hindmarch
-------	---

15/16	Declarations of Disclosable Pecuniary Interests None
-------	--

15/17	Minutes of the Parish Council meeting held on 14th January 2015 1. To approve: The minutes were signed as a true and accurate record.
-------	--

2. Matters arising not on the agenda

Ms Newman has spoken to the University about the banners, however more have gone up which are considered to require planning permission and are

VN

Ref	Action
not in keeping with the conservation area.	
Ms Newman to contact Mrs Moulton regarding the enforcement issue asap, as it is thought to be close to the timescale and also various work has been carried out to make the ancillary accommodation into living accommodation.	VN
Cllr Naylor will bring the CPI fingerposts back to a future meeting to agree the wording. Unfortunately there has been a delay due to changes at Newcastle Countryside Project.	WN
It was noted that the University has asked that the Keele Athlete Union and staff of the Sports Centre to use the designated areas to park (and reinforce others to), in order to reduce the use of Keele Drive.	
Clerk was asked to look into the cost of replacing the polycarbonate glazing at the bus shelter by Old Chapel Close, and to ascertain if it is County Council or Parish owned.	Clerk
Clerk to recirculate the Sports Council cabinet report information, and if there are any further concerns then it will be discussed on a future agenda.	Clerk ALL
Clerk reported that the Silverdale Colliery signs will be removed when the Neighbourhood Highway Team visit in April. Clerk to ask for the new road layout signs to also be removed now following the work.	Clerk/NHT
Natalie Snell is to attend the March meeting to discuss the Lymes Road gating order. Ms Newman to gather the photographic evidence in the meantime.	VN
Noted that the tree work applications are for routine maintenance at the University. The marks on the trees at the Hawthorns will come off eventually, but will not damage the trees in the meantime.	
Clerk has requested at the Borough Council that all planning applications for the Parish are sent through on paper to the Chair (where comments are allowable).	
Double yellow lines on Springpool are to be amended.	
Dr Harrison reported that the siding work at Quarry Bank has been completed and was a very good job.	
The Clerk noted that NBC had confirmed there would be no community chest review meeting, as it was now carried out via email.	

15/18

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 receive an update:

The appeal has now closed, and the Parish Council wished to thank Ms Newman, Mr Hindmarch and Dr Studd for their hard work at the hearing.

Ref	Action
	<p>Noted that there is an outstanding issue regarding the conditions to be agreed between parties. Ms Newman to check these against her notes.</p> <p>It is expected that a report will be submitted to the Secretary of State by 16th April by the Inspector and a decision will be reached by the Secretary of State by no later than 2nd of July 2015.</p> <p>This can now be removed from the agenda until notification of the decision. Clerk</p>
	<p>2. Pepper Street (Outline Planning Permission for up to 100 residential) – 13/00970/OUT current position</p> <p>The Clerk was asked to send a letter, to be drafted by Dr Harrison, requesting the clarity regarding who the responsible party is for extinguishing the fire within the specified timeframe, as per the conditions set out in the planning committee report. At the same time, a response is to be requested regarding the final process for the Section 106 agreement and the current timescale, plus also the amount of bond that will be secured and the financial contribution – especially as a response was expected when Mrs Moulton returned from leave on 2nd February. CH Clerk</p>
	<p>3. 15/00062/FUL 9 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH Proposed dormer extension to the front elevation Click here to view</p> <p>Noted that unfortunately the papers were not available. However delegated authority was given to the Clerk to forward any concerns raised by the Parish Council, after the meeting. All to send to the Parish Clerk as soon as possible following this meeting. ALL Clerk</p>
15/19	<p>Reports</p> <p>1. Chairman's report Ms Newman</p> <p>Ms Newman stated that she had attended the Strategic Housing Market Assessment workshop with Cllr Naylor at Stoke on Trent City Council, which was to discuss the evidence base relation to the draft Joint Local Plan.</p> <p>Ms Newman had also attended the Partnership Forum at the Borough Council for Parish Councils. It was noted that the Localism Act 2011 provides the power to register an interest in a building that is considered to be a community asset e.g. public house. Information to be obtained and circulated for the next meeting. Clerk Next agenda</p> <p>Dr Harrison, Ms Newman and Dr Studd to consider putting forward the Villa and Hawthorns to be listed buildings – as per the appraisal carried out by John Hinchliffe. CH VN RS</p> <p>Ms Newman to issue a review of the Planning Peer review action plan. VN</p> <p>The Keele Master plan was discussed and noted that Silverdale Parish Council have written to Mr Sellgren to raise their concerns. The majority of the land falls outside of the Keele Ward (despite the name) however will still have an impact on the area. Clerk to send the boundary map of the masterplan sites to all. Clerk</p>
	<p>2. County & Borough Councillors Cllr D Huckfield, Cllr Naylor and Cllr T Kearon</p> <p>Cllr Naylor stated that she had been in touch regarding the campus Dentist. A contact number was provided (0300 123 0981). It would seem that there are no plans to replace the dentist.</p>

Ref	Action
-----	--------

Cllr Naylor has reported the issue with the damaged verge at Three Mile Lane and is awaiting a response from Highways.

Noted that Justices of the Peace are being requested in the Borough (see <https://www.gov.uk/become-magistrate/apply-to-be-a-magistrate>) for further information.

There has been flytipping at the end of Highway Lane by Dunge Wood, Cllr Naylor asked that people are vigilant and report unknown tippers/trucks etc to the Police (with details of time date etc).

ALL

Cllr Kearon noted that some buses are not observing passing places, and private vehicles are causing damage to the verge on the campus. The Joint Parking Committee is to be wound up at the Borough Council. Highways are in a transitional period with Amey over the next 12 months. Stoke on Trent City Council will be dealing with all things parking related. The Police and Crime Commissioner is looking at commercial parking charges eg at hospital which is displacing cars etc into residential areas. The PCC is also looking at increasing the PCSOs enforcement powers for parking. Cllr Kearon to pursue at his next meeting. There will also be a good practice charter for parking etc for North Staffordshire organisations to adopt.

TK

The issues relating to the post office closure are being looked into. A report has been sent to Senior managers in London to consider based on users etc. An unannounced visit was made from a senior manager who took photos of the disabled parking and access. A response is awaited and Mr Farrelly MP is chasing it up.

Cllr Kearon stated that part of the reason for the lack of a campus dentist is due to there being no take up of the contract despite it being advertised. The university are looking in the reasons why and have been asked to make it a special case. Wood theft has been occurring on campus and the police are involved as it is infected wood. Crime stats for the area are good. Any unusual behaviour should be reported to the police asap. Rubbish issues were also discussed along with concerns around drug exchanges taking place.

It was agreed to include the proposed Keele Pharmacy on the next agenda. Mrs Abercrombie to look at the leaflet that has been circulated. Cllr Naylor is also to ask about the proposals at the Public Clinic Commission on 24th February.

Next agenda WN

3. Staffordshire Parish Councils Association

Nothing to report.

4. Borough Standards Committee Cllr Naylor

Nothing to report.

5. Borough Sports Council Mr Downing

Agreed to remove this item from the agenda.

Clerk

6. Betley Keele and Madeley Locality Action Partnership Mrs Abercrombie

Mrs Abercrombie stated that she would be resigning from the LAP as Vice Chair on 9th March, and was not intending to stand for the Parish Council next year. Everyone was sorry to hear this and thanked Mrs Abercrombie.

15/20

Amenities

1. Rural Runabout update (no update available as no meeting held)

2. Village Hall Management Committee Mrs Hughes

There was no update as a meeting had not yet been held.

3. To note the latest regarding War memorial repointing of the base

The Clerk reported that the Expression of Interest had now been accepted and we have been invited to submit an application, which she hoped to do

Clerk

before the end of February. The process will take a further 6 weeks.

4. To consider approving the quote for the maintenance of the St Johns Parish Clock during 2015 using Section 137 LGA 1972

RESOLVED to approve this at a cost of £209 per service.

5. To consider renewing the maintenance service contract for the Yew Tree irrigation for 2015 (Spring and Winter) at a cost of £372

RESOLVED to approve this. Clerk to request that the water is increased to the tree. **Clerk**

6. To appoint Keele Trees for the grounds maintenance work of the War Memorial for 2015/16

RESOLVED to appoint Keele Trees at a cost of £260 for next year. **Clerk**

15/21 **Grants**

1. To consider applications for Community Chest funding (current balance is £0)

This was noted.

2. To consider applications for the Grants Programme (balance is £300 – note unspent balance to be awarded to Village Hall)

This was noted.

15/22 **Other matters for consideration:**

1. *To discuss any further action outstanding issues regarding the drains and other Highway issues including the request at Three Mile Lane and destruction of the verge*

It was agreed that the Railway bridge drain issues would be monitored following the visit from Highways to clear the drains. All drains to be monitored during the next wet spell. A residents concerns regarding litter on Three Mile Lane as noted. Ms Newman to contact the Service Station Manager and the clerk to ask that Street scene pay attention to the hedge, Mrs Abercrombie to also raise with the LAP. Clerk to inform resident of outcome. **ALL**
VN
Clerk
AA

2. *Highway Lane – dilapidated fence further action – Cllr Naylor*

Mrs Newman and Dr Studd to look into the history of this site in terms of original ownership/use. Mrs Abercrombie to look for the documents relating to the resurfacing of Highway Lane. Noted that the temporary fence is obstructing the road name. **VN/RS**
AA

3. *Feedback from the NBC Partnerships Forum meeting on 17th February - Ms Newman*

Ms Newman had provided feedback within her Chair's report.

4. *Arrangements for Local Elections 2015 including the Parish Council*

Ms Newman reported back on the elections process presentation by Julia Cleary. Notice of poll will be put up on 20th March. As from 23rd March nomination forms (available from the Borough Council) can be submitted in person (or via a trusted person) to the Borough Council Elections Office at Merrial Street (but not left at reception) until **9th April 4pm**. Informal checks will be made by the Elections office at the time of delivery. Clerk to ask for nomination packs for the Parish Council. A proposer and seconder must sign the form also and must be within the Ward of Keele on the Electoral Roll as at 1st March 2015. Any incorrect words should have a line put through them only. **Clerk**

5. *To consider a sub-committee for Speedwatch cameras – Mrs Abercrombie*

It was agreed that Cllr Kearon will put a proposal together to secure funding for a camera and also identify volunteers. This will be provided to the next meeting of the Parish Council. 15 to 22 The Village, Station Road & Pepper Street are hot spots. **TK**
Next
agenda

Ref		Action
-----	--	--------

15/23	<p>Clerk's Reports</p> <ol style="list-style-type: none"> 1. Arrangements for next meeting due to Clerks Annual leave RESOLVED to appoint a locum to cover the leave. 2. Feedback from the VAST funding conference on 05.02.15 Noted that there is funding available through Big Lottery Awards for All (up to £10k) and Reaching Communities (up to £500k), plus the Heritage Lottery fund. 3. To note Purdah starts from 20th March 2015 Noted. <p>Correspondence</p> <ol style="list-style-type: none"> 4. To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda : <ul style="list-style-type: none"> • Communities Day June 5th 2015 – Newcastle Borough Council (Deadline for applications 30th April 2015) – This was noted. • Keele Volunteers Fund – Information has been circulated. <p>Financial Statement</p> <ol style="list-style-type: none"> 5. To approve payments/orders, receipts and transfers, and budget position statement RESOLVED that the payments as at Appendix 1 be approved. The budget position statement was noted. 	Clerk
-------	---	--------------

15/24	<p>Any Other Business for future agendas</p> <ol style="list-style-type: none"> 1. Natalie Snell - Lymes Road gating order 2. Dates of future meetings (avoiding NBC Cabinet) 3. To proposal for community speedwatch – Cllr Kearon 4. Proposed Keele Pharmacy 5. Localism Act 2011 - Community Assets 	
-------	--	--

Meeting closed at 9.20pm

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

11th March – Keele Village Hall

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 – Approved Payment Schedule for 18th February 2015

KEELE PARISH COUNCIL: Accounts 2014-15			
CURRENT ACCOUNT			
	Expenditure	BACS & Cheque No.	TOTAL
18-Feb	Mr S Hough - Lengthsman Scheme 14-15 Quarry Bank Siding	739	320.00
18-Feb	C Withington Jan Salary (total 379.29)	bacs 16	244.09
18-Feb	C Withington Jan Expenses	bacs 16a	15.00
18-Feb	H M Revenue and Customs Jan Tax and NI	bacs 16b	42.40
18-Feb	Mr Czwartynski Litter Jan 15	740	125.60
18-Feb	Keele Trees Grounds Maintenance	bacs 17	130.00
18-Feb	Access Irrigation - Yew tree annual contract (Spring and Winter 2015)	bacs 18	372.00
18-Feb	Keele Village Hall MC Room Hire Jan	741	30.00
18-Feb			-
		total	1,279.09

Transfer required of £1250.00 from deposit to current account **(approved)**