

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 14th January 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, Mrs Corfield, Mr D Hindmarch, Mrs C Withington
 Guests: 1 member of public was present

Ref		Action
15/1	Public Open Forum No members of the public were present.	
15/2	Apologies received through Clerk Apologies received from Cllr Naylon and Cllr Kearon.	
15/3	Declarations of Disclosable Pecuniary Interests Mrs Abercrombie stated that in relation to moving the bank account to Lloyds as discussed at the last meeting, if the Council were to consider this further then Mrs Abercrombie would have Pecuniary Interest in Lloyds.	
15/4	Minutes of the Parish Council meeting held on 10th December 2014 1. To approve: The minutes were signed as a true and accurate record.	
	2. Matters arising not on the agenda Clerk to write to Mr Butters regarding suggestion of bollards by the entrance to the University off Three Mile Lane.	Clerk
	Ms Newman to enquire about the banners that have been put up by the lodge, although not currently.	VN
	Ms Newman to speak to Elaine Moulton regarding the timescale of the caravan on Pepper Street.	VN
	CPI Bid sub group to be formed by Cllr Naylon.	WN
	Clerk to invite the bus companies (First and Wardell) to attend the next meeting to discuss the issues on the Covert. Ms Newman to raise with the University.	Clerk VN
	Mrs Abercrombie to look at the shelter on the left hand side of Station Road (at the bottom) and Mrs Hughes to look at the shelter on the right hand side of Station Road and consider if these need a further clean or if the materials cause them to look unclean.	AA/SH
	Clerk to request the detail of why the Sports Council has been changed.	Clerk
	Clerk to chase up the earlier request (made in summer of 2014) regarding the sign at Pepper Street for Silverdale Colliery.	Clerk
	As Julia Cleary will be providing a presentation on the Elections process at the next meeting, Natalie Snell to be asked to attend in March.	Clerk/WN
15/5	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 opened as planned, although there were some issues with the Council's Barrister being unwell which resulted in the Parish Council being first to provide their evidence. A further 2 days are planned, with the Appeal opening again on 10th February at 9.30am. Dr Harrison commended the Parish Council who had presented their evidence, not only at short notice, but very convincingly and also the cross examination. This was agreed by all.

There was suggested that the Inspectorate should be written to regarding the amount of evidence that has been submitted by the Appellant post submission of the Statement of Common Ground and Proofs.

Mr Bibby to update the website with the latest dates and Ms Newman to include in the noticeboards and Yew Tree. All members of the public to be encouraged to attend, with a notice to contact the Clerk for travel arrangements to be made. **GB
VN
ALL**

Mrs Corfield, Dr Studd and Ms Newman to meet before the appeal reopens. **JC RS VN**

Ms Newman to query the marked trees with the University to ask how long the trees will remain marked, and why the public notices of appeal were not allowed to be displayed on campus. **VN**

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

The Clerk read out the following update from Elaine Moulton at the Borough Council planning office earlier that day *"I received an update from our Legal Section last week. The wording of the S106 Agreement has been agreed by the main parties and it is now being circulated to the mortgagees and the numerous landowners for their comments. It may be necessary for further amendments to be made but it is anticipated that these will be of a minor nature and after that the final, agreed S106 will be circulated to all parties to the Agreement before it is returned to the Council to sign and seal the document. Given the number of parties involved this could still take some weeks before the S106 is completed but considerable progress has been made"*.

It was agreed that a small group would meet to discuss publicising a campaign. Mr Hindmarch, Mrs Hughes and Dr Harrison would form this group. Clerk to clarify the process of the approval of the Section 106 conditions and to ask about the bond and the education contribution. **DH CH SH
Clerk**

3. 14/00953/FUL Keele Facilities Management David Weatherall Building Keele University Three Mile Lane Erection of a single storey extension and new canopy over existing service yard [Click Here](#)

No comments raised, although Clerk to ask why the paper copy was not issued. **Clerk**

4. [Click here to view](#) No: 14/00977/FUL Mr Steven Tasker 7 Holly Mews Quarry Bank Road Keele Formation of window from the lower level WC through the front elevation for purge ventilation and light. **RESOLVED that this be supported.**

5. FOR INFORMATION - Various Tree Works Keele Management Centre University Of Keele Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5AD Ref. No: 14/00962/TWA [click here to view](#)

Ref		Action
	This was noted. Ms Newman to raise the issue with Mr Butters.	VN
15/6	<p>To consider a draft Budget for 2015/16</p> <p>The draft budget was considered and approved as per Appendix A. It was RESOLVED to request a precept to the value of £7724 for 2015/16. This represents a 2% increase on the individual Band D Council Tax bill – amounting to £23.33 per property.</p> <p>Overall there was concern about the potential for a reduction in grants made available to the Parish Council, which may require an increase in precept in future years to counteract the difference.</p>	
15/7	<p>Reports</p> <p>1. Chairman’s report Ms Newman</p> <p>Ms Newman read out her report at the meeting. In particular it was noted that a complaint had been dealt with regarding the lighting on Highway Lane (and the lack of elsewhere in the Parish). Additionally items were required for the next edition of the Yew Tree – to include the mystery bus customer offer and disabled passengers confidence gaining exercise, plus information on the Hawthorns appeal. All other items to be sent to Ms Newman.</p> <p>Bus issues –Wardell and First to be asked to attend the next meeting to discuss the concerns with regards to the use of The Covert as a bus route.</p> <p>Any items for the Keele University meeting to be sent to Ms Newman before the next meeting. Ms Newman to raise the issue of the double yellow lines at Springpool, as they are on encroach on private land and the owners have been given parking tickets in error. Mrs Abercrombie asked that the University provide information to students about the recycling requirements in the Borough and that the landlords provide them with the suitable receptacles.</p> <p>Ms Newman and Cllr Naylor will be attending the Housing Market Assessment meeting tomorrow.</p> <p>2. County & Borough Councillors Cllr D Huckfield, Cllr Naylor and Cllr T Kearon</p> <p>An update had been passed to Ms Newman from Cllr Kearon which provided the following comments:</p> <p>Disappointment regarding the Appeal outcome at Baldwins Gate. Concern regarding the reduction in S136 funding given to the Parish Councils. A subgroup will meet to discuss Pepper Street planning application and that BT have stated that the broadband programme is behind schedule.</p> <p>A written report had been circulated by Cllr Naylor before the meeting. Issues noted were:</p> <ul style="list-style-type: none"> • Lymes Road ASB issues and evidence required. Ms Newman stated that she had photographic evidence available. • The drain clearing day, this is on the agenda. • The wheelie bins are due to be replaced with smaller ones to encourage recycling. • Keele Golf Course master plan – on hold until the Joint Local Plan is completed in 2018. 	<p>ALL</p> <p>Clerk</p> <p>VN</p> <p>VN</p>

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

Nothing further to discuss.

6. Betley Keele and Madeley Locality Action Partnership Mrs Abercrombie

Progress is being made with regards to the new bank account. The questionnaire is important as it is being taken into consideration when setting the action plan for the next 12 months. The relevant officer from NBC would be providing the results at the next LAP meeting. Mrs Abercrombie will provide a report back to KPC following the next LAP meeting on 9th March.

It was agreed that Paul Lawson should be requested to pay attention to additional litter collecting around the Lymes Road area down to the services. Clerk to contact formally and also Mrs Abercrombie to raise with the LAP.

15/8

Amenities

1. Rural Runabout update - Mrs Studd

Nothing to report for this meeting.

2. Village Hall Management Committee Mrs Hughes

Mrs Hughes provided the following update:

A list of essential repairs has been formulated, in order to encourage further bookings. A community chest application has been submitted for new tables. The water bill is excessively high due to the automatic flushing in the men's toilet which is being addressed. Access will be improved, although this is a long term project. Lettings are up, but are slow and steady. More family parties are encouraged and publication of the AGM on 20th May 2015 – to be included in the Yew Tree. Next committee meeting is 4th March.

VN

3. Heritage Lottery Bid – Stone Walls Mrs Abercrombie

This is to be considered later in the spring.

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

The outcome of the expression of interest is still awaited, although the Clerk had spoken to the War Memorial Trust who had stated that the percentage of funding had now increased to 75%.

5. Lengthsman scheme – consideration of work (budget £309)

Siding of Quarry Bank to be completed under the Lengthsman scheme - Clerk to instruct Mr Hough, following the approval of the quote, invoices to be claimed over 14/15 and 15/16.

15/9

Grants

1. To consider applications for Community Chest funding (current balance is £640) – Keele Village Hall Management Committee Tables/Chairs Mrs Hughes and Mrs Studd abstained from the vote. **RESOLVED** that this be supported for £640.

Clerk

2. To consider the continuation of the administration of the Community Chest programme on behalf of the Borough Council for 15/16

RESOLVED that this be approved to continue and the Code of Conduct provided by the NBC be accepted. Clerk to enquire about the Community Chest annual meeting.

Clerk

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

15/10

Other matters for consideration:

1. To discuss the issues around the Drain Clearing Day 18 December 2014

Ref		Action
	<p>It had been confirmed that the drain clearing vehicle had attended that day and visited the drains in Station Road and The Village. However there were still some drains which were considered to be silted up. Pictures of these to be obtained and issued to Staffs County Council.</p> <p>2. <i>Resident concerns regarding litter on Three Mile Lane</i> This had already been dealt with.</p> <p>3. Fence along Highway Lane – It was agreed to monitor this.</p> <p>4. <i>To consider appointing a KPC representative Trustee for Keele Parochial Charities (which lapsed on 27th September 2014) for a period of 4 years</i> RESOLVED that Mr Barrie Wardell be appointed as the KPC representative for a further 4 years. Clerk to write to confirm this to Alan Booth.</p>	<p>ALL</p> <p>Clerk</p>
15/11	<p><u>Clerk's Reports</u> Correspondence</p> <p>1. <i>To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda</i></p> <ul style="list-style-type: none">• Mayors Spring Ball invite 27th March 2015 – Noted.• Request for support towards completing a petition to save ACRE/Community Council of Staffordshire – http://epetitions.direct.gov.uk/petitions/73418 - Noted• Funding workshop VAST 5th February – Clerk to reserve 3 places for Ms Newman/Mrs Naylor, Mrs Studd and Mrs Withington.• Mrs Studd stated that there was to be a War Memorial event at Staffordshire County Council offices on 28th February and that she would be attending. <p>2. <i>To consider amending the February meeting date to Wednesday 18th February 2014 at the Village Hall</i> RESOLVED to move the meeting and request that Julia Cleary attends this meeting instead regarding the Election briefing. Clerk to obtain cabinet dates in order to consider at the March meeting when setting further dates for April onwards.</p> <p><u>Financial Statement</u></p> <p>1. <i>To approve payments/orders, receipts and transfers, and budget position statement</i> RESOLVED this be noted and the payment schedule as at Appendix B approved for payment.</p> <p>2. <i>To consider the implications for the Transparency Code for Smaller Authorities</i> RESOLVED that the implications be noted and adopted.</p> <p>3. <i>To approve the contribution towards the Society of Local Council Clerks membership</i> RESOLVED that this be approved for payment.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
15/12	<p>Any Other Business for future agendas</p> <p>Noted that Dr Studd was to be made an Honorary Alderman of Newcastle under Lyme Borough Council at an official ceremony in January. The Parish Council congratulated him on this honour.</p> <ol style="list-style-type: none">1. Bus issues at The Covert - February2. Julia Cleary Elections – February3. Sub Group for Speedwatch - February4. Natalie Snell - Lymes Road gating order - March5. Dates of future meetings (avoiding NBC Cabinet) – March <p>Meeting closed at 8.50pm.</p>	

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

WEDNESDAY 18th February – Keele Village Hall – change of date

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 Budget 2015/16

<u>KEELE PARISH COUNCIL: Budget 15/16</u>	
<u>as approved Jan 15</u>	
	Budget 15/16
EXPENDITURE	
Clerk's Payment (and office expenses)	3,812
Litter payment	1,507
Grounds Maintenance	270
General/Admin Expenses	
Cllr Expenses/Room hire/Subs/Printing	540
Miscellaneous	50
Audit	150
Insurance	610
Remb. Sunday wreaths	20
Subscriptions	
SPCA	272
SLCC	40
CPRE	15
Community Council	23
Village Lengthsman Scheme (£1409 grant)	0
Church Yard contribution	950
Village Hall Contribution (Mainten)	500
Misc Contg	100
Parish Plan	0
Yew Tree Annual Maintenance	400
Seats, shelters and Notice Boards	100
Special Projects (Consultancy for planning)	500
War Memorial	400
CPI Footpath grant	
Expenses	
Chairman	197
Rural Runabout	
S137 (Church clock and Jubilee Orchard)	203
VAT (recoverable)	
	10,659
INCOME (- Credit)	Option C - Council tax bill to increase 2%
Precept	7,724
Sect 136 funding NBC	2,000
Council tax grant support	214
Keele University Litter Contribution	450
Village Lengthsman Scheme (£1409)	
Bank Account Interest	15
VAT Refund 15/16	
	10,403
TOTAL OVERSPEND/-UNDERSPEND	256

Appendix B – Approved Payment Schedule for 14th January 2015

KEELE PARISH COUNCIL: Accounts 2014-15			
CURRENT ACCOUNT			
	Expenditure	BACS & Cheque No.	TOTAL
14-Jan	Society of Local Council Clerks - Members	735	41.75
14-Jan	C Withington Jan Salary (total 379.29)	bacs 15	364.29
14-Jan	C Withington Jan Expenses	bacs 15a	15.00
14-Jan	H M Revenue and Customs Jan Tax and NI	bacs 15b	72.20
14-Jan	Mr Czwartynski Litter Dec 14	736	125.60
14-Jan	Eurooffice stationery (1/4 share)	737	8.59
14-Jan	Keele Village Hall Dec meeting hire	738	30.00
		total	657.43