

**MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Wednesday 20<sup>th</sup> January 2016 at 7.00pm at Keele Village Hall, Keele**

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

In Attendance: Mrs Withington (Clerk)

1 member of public was present from the Keele First Responders for that item only

**16/1 Public Open Forum**

No issues raised.

**16/2 To receive a presentation on the activities of the Keele Community First Responders**

It was **RESOLVED** to bring this item forward on the agenda. Ed Thompson attended to provide a brief presentation on the background to the Responders.

The following points were noted:

1. The project is staffed by 7 resident volunteers including 2 students – many have been with the service for a number of years
2. There is extensive and regular (monthly) training for the volunteers with the Ambulance service
3. The areas covered include Keele, Whitmore and Madeley – Keele is considered to be the busiest in the County, with the responders providing the contributing the most hours in Keele within Staffordshire
4. Approximately 900 999 calls have been responded to over the last year – an average of 3 per day. 95% of calls are off campus – mainly to the elderly of Keele
5. They are self-funding (through on street collections etc) with a lottery grant being obtained for the new marked up car

Ed stated that funding was being sought to purchase new automated lifesaving equipment. It was agreed that the Clerk would provide the LAP details to Richard the co-ordinator regarding future funding streams. Ed was thanked for his attendance.

**16/3 Apologies**

Apologies were received from Cllr T Kearon

**16/3 Declarations of Disclosable Pecuniary Interests**

None declared.

**16/4 Minutes of the Parish Council meeting held on 9 December 2015**

With regards to 15/153 the outcome was that the Fire service could get a vehicle down road, although it was not ideal. Clerk to chase up Jane regarding the outstanding hedge that has not been cut on Station Road.

**Clerk**

Clerk to write to Samuel Winters regarding the churchyard maintenance grant.

**Clerk**

Ms Newman to raise the community shop at the next meeting with the University. This should remain a standard item on the University meeting agenda.

**VN**

With regards to the refused Community Chest application for the First Responders, it was **RESOLVED** that the Clerk clarifies to Irene Lee that the service is essentially a parish function with over 80% of calls being in the Parish. Therefore they feel there is no good reason why it should not be supported, as it is to support the elderly population. Clerk to ask the Chair of Grants Panel for consideration and also for alternative funding sources.

**Clerk**

A letter from the MP regarding the Planning Application requirements (OS ref/postcode) had been received with a response from DCLG. It was agreed the Clerk will send this letter onto the Borough Council planning officers for them to sharpen up their validation requirements. Ms Newman to also raise the query regarding the wrong address being used for Applications with Keele University.

**Clerk**

**VN**

Clerk is still outstanding a response regarding the HGVs using Keele Drive. Mr

**Clerk**

Butters to be asked for his response.

**RESOLVED** that the following amendments be made to the minutes of the last meeting. Item 15/154/3 Pepper Street - *There was concern about the lack of protection fencing .....which resulted in their there ...*

**RESOLVED** that subject to the above amendments the minutes be approved as a true and accurate record.

16/5

**Planning applications/permissions – to provide comments/request action:**

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

There was no further update as yet regarding the development of the site. There was no sale recorded on Land Registry. It was noted that despite sending a complaint via the official complaints procedure at the Borough Council regarding the lack of response to previous letters, the deadline had been exceeded and there was still no response. Guy Benson had acknowledged the deadline had been missed, and had informed the Clerk that he intended to get a response to her as soon as possible. The further letter regarding site security had now been issued to Neale Clifton and Public Health England.

Clerk  
WN

**2. Pepper Street Planning Enforcement action update**

Clerk to ask how many days the occupant has until they have to vacate the site, and when the notice was served. Cllr Naylor to request a meeting with Elaine Moulton due to the lack of responses so far.

**3. Erection of a detached dwelling Land Opposite 6 Church Bank Keele Newcastle Under Lyme Staffordshire ST5 5AT Ref. No: 15/01145/FUL**

Ms Newman and Mr Bibby suggested that they may have a personal interest, although not pecuniary, due to the proximity of the property to their homes. Both abstained from voting. It was noted that the Chair had not received any paper plans. Discussion took place regarding the application and it was **RESOLVED** to submit the following comments which were **NOT IN SUPPORT** of the application:

- The negative impact on the neighbouring Conservation Area and the Hawthorns House.
- The overdevelopment of the rear garden of an existing property, which would leave the current property with a small forecourt and no amenity space. This would be considered as unsustainable development.
- The lack of proper vehicular access to the property which if built would be landlocked due to the private nature of the access/ransom strip.
- The impact on the locally significant cottage gardens which are part of the historic landscape of Keele.
- This point is supported by the concerns raised by the Planning Inspector in relation to neighbouring Hawthorns Planning application (13/00424/FUL) in respect to irreversible and serious harm caused to the conservation area i.e the proposals would fail to preserve the character and appearance of the conservation area.
- The precedent which would be set for further development in this sensitive part of the conservation area were it to be permitted.
- The land is within the Green Belt and has not previously been developed.
- Previous decisions with regard to building within the Conservation Area e.g Ref. No: 04/00243/FUL erection of a detached cottage.

**4. Hawthorns/Barnes Planning Permissions**

*a. Feedback*

It was noted that conditions that were requested by the Parish Council had been included. Overall it was considered to be a positive

outcome.

*b. Consideration of requesting a blanket TPO on the Hawthorn site (Cllr Naylor)*

Cllr Naylor reported that Peter Stepien had confirmed a blanket TPO would not be possible, although existing TPOs were in place on a large number of trees. It was agreed that a copy of the current TPO should be obtained to compare which ones were not included. It was also noted that an article should be included in the next Yew Tree magazine to remind people that if they are in a conservation area and potentially green belt, permission to carry out work must be obtained from the Borough Council. The consequences being a £20k fine. It was noted that a tree had been felled along Holly Mews.

Clerk  
WN

GB

*c. Consideration of request for information regarding the long term plans for the University student accommodation – Mr J Borg*

It was agreed that the Parish Council will support the Keele Student Union and Keele Post Graduate Association to request information from the University regarding the long term plans to accommodate up to 13,000 students each year. It was **RESOLVED** that Mr Snape and Mr Borg will attend the joint meeting on Friday, to represent the Parish Council. Ms Newman will also include this item on the next Keele University update meeting.

TS JB  
VN

16/7 **Reports**

**1. Chairman’s report**

Ms Newman reported that there had been an issue in the village with sewerage flowing back up, which had run down the gully and resulted in residents needing sandbags. It had started on Monday evening around Top Farm and had come into the village, potentially into the streams. United Utilities to be written to ask for an explanation as to why it happened, what steps can be taken to avoid it happening again (in the interests of public health and livestock).

Clerk

Ms Newman had been invited to a luncheon to mark the beginning of the Huxley ground works, but had declined. It was noted that the animals which are in the building are not coping well with the building works.

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

Cllr Naylor had written to the Mr Sellgren regarding the disappointing response from the Borough Council during the sewerage issue. Cllr Naylor will be asking Streetscene to remove the sandbags. Flytipping continues to be a problem around Lyme Road. Mr Summerfield has agreed to clean out the pond of mattresses. Carpet has also been dumped at the Church. Cllr Naylor reported that a team was being organised to plan out some trees following a green grant at the Community orchard.

WN

**3. Staffordshire Parish Councils Association**

Noted that Mr Bibby and the Clerk will be attending the Land Management training on 3<sup>rd</sup> February.

**4. Borough Standards Committee Cllr Naylor**

Nothing to report.

**5. Betley Keele and Madeley Locality Action Partnership**

Mr Bibby had attended the last meeting. Dementia training is being provided at the Madeley Centre. It was also noted that Alcohol Prohibition Zones are being wound up and replaced with Public Protection Orders, although there are none planned for Keele. Action planning had been taking place and PCSO Sue Durber is to set up a new Knit and Knatter group. Mr Bibby to include community activities in the next Yew Tree newsletter and on the website. Up to £5k funding is available for LAPs to spend on projects which encourage people to recycle food waste. Mr Bibby to speak to the Masters student regarding the survey outcome in relation to food waste/recycling initiatives. Crime figures had been provided and there has been incidents of campus bike theft, vandalism, theft from the library and ASB around the Sneyd Arms.

GB

16/8	<p><b>Amenities</b></p> <p><b>1. Rural Runabout update</b> The bus had passed the MOT. A request had been made to remove the accessibility ramp to allow extra seats which had been refused. Advert to be placed in the Yew Tree.</p> <p><b>2. Village Hall Management Committee</b> A full report will be made available next week.</p> <p><b>3. Hawthorns application for listed building update on application</b> No further action.</p> <p><b>4. To consider projects through the Lengthsman Scheme (£249)</b> Mr Hough to be asked to sweep the path in the village, where the Streetscene vehicle cannot get. Mr Hough to be asked for a quote for siding along Quarry Bank.</p>	<p><b>GB</b></p> <p><b>Clerk Clerk</b></p>
16/9	<p><b>Grants</b></p> <p><b>To consider applications for Community Chest (current balance is £1280)</b></p> <ul style="list-style-type: none"> <li>- <b>Keele Village Hall application towards new flooring in the hall</b> <b>RESOLVED</b> to support the application for £713.16. Noted that this will leave £566.84 remaining.</li> <li>- <b>Keele Conservation Group – installation of fingerposts for footpaths</b> The cost was considered and it was felt to be too high. Mr Hough to be asked to provide an alternative quote. To consider on the next agenda. In the meantime, Clerk to pursue the reconsideration of the First Responders application.</li> </ul>	
16/10	<p><b>Other matters for consideration:</b></p> <p><b>1. Request from a resident to consider taking part in the Clean for the Queen campaign <a href="http://www.cleanforthequeen.co.uk/">http://www.cleanforthequeen.co.uk/</a> on March 4th, 5th and 6th 2016</b> It was noted that the Parish Council already have a regular system in place to help to keep the Parish clean, with Mr Czwartynski dealing with areas around the campus/village and volunteering schemes. However they agreed that they would be delighted if anyone in the community wished to organise a specific event for this purpose. Clerk to inform the resident who raised the query. Mr Bibby to include an article in the Yew Tree and on the website.</p> <p><b>2. Maintenance of roads and staff accommodation on campus – Mr J Borg</b> A number of issues had been reported to the University, such as pot holes, flooding force people to walk in the road, moss on pavements, algae on signage and accommodation leaking in communal areas. It was agreed that Mr Borg would provide photographic evidence to Ms Newman, which would be raised on behalf of these residents with the University at their next update meeting.</p> <p><b>3. Consideration of the implications for the Parish in light of the Borough Council change of elections process – Mr J Borg</b> This was not considered to be a concern at the present time.</p> <p><b>4. Progress with Highways Schemes eg residential parking zone and 30mph Station Road, parking on grass verges – Cllr Naylor and Cllr Kearon</b> Cllr Naylor reported that there had been no further movement with Cllr Huckfield, although it has seem to be the case that a Mrs A Nutter had provided some info to him. Cllr Naylor to request a meeting with Cllr Huckfield, Mrs Nutter and Mr Greatbach. It was agreed that pressure would continue to be applied to reduce the speed limit. Ms Newman to also raise this with the University at the next update meeting. Noted that the parking zone was no longer an issue to be pursued due to the high cost.</p> <p><b>5. Haying Wood management plan – Cllr Naylor</b> It was noted that Explore Off Road were due to provide the management plan by the end of January. It was also noted that the floodlights were in relation to the youth area on Park Site.</p> <p><b>6. Student volunteering scheme – Mr Gibbons and Cllr Kearon</b> Mr Gibbons reported that the litter pick for the end of January was going to plan although it would be limited to the woods. Irene Lee to be contacted for the litter</p>	<p><b>Clerk GB</b></p> <p><b>JB VN</b></p> <p><b>WN</b></p> <p><b>VN</b></p> <p><b>SG</b></p>

pickers. It was agreed that a further project would include the planting at the orchard. Mr Gibbons to place an advert to ask for volunteers.

**SG**

**7. To consider renewing Mr A Booth’s term of office for the Keele Parochial Charities to 14 Feb 2020**

**RESOLVED** to renew Mr Booth’s appointment and to thank him for continuing in the role.

**Clerk**

16/11 **Correspondence**

To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda:

- A further letter from Paul Farrelly MP and DCLG regarding the request from the Parish Council for the correct postal addresses to be used in planning applications requirement and ordnance survey reference was discussed earlier on the agenda.
- Best Kept Village application - This was noted.
- BT roadworks to Three Mile Lane - This was noted.

16/12 **Financial Statement and Clerks update**

**1. To approve payments/orders, receipts and transfers**

This was approved for payment as per the attached schedule.

**2. Contract for External Audit – To consider whether or not to opt in or out of the “Smaller Authorities’ Audit Appointments Ltd” to procure an external auditor– Deadline 31<sup>st</sup> March 16**

**RESOLVED** that the position be to remain opted into the group.

**3. Staffing matters**

It was agreed at this stage to monitor the clerk’s workload in the future and where possible bring in the support from a locum to cover meetings that may clash with personal commitments.

16/13 **Any Other Business for future agendas**

Clerk to report the backflow of water running down from junction of Quarry Bank and Pepper Street from the drains.

**Clerk**

Clerk to write to Professor Sir David Mackay to congratulate him on the New Year honours on behalf to the Parish Council.

**Clerk**

Neighbourhood Plans to be included on the next agenda.

**Next agenda**

Dates of future meetings:

Weds 17th February 2016 – Keele Village Hall

Weds 16th March 2016 – Keele Village Hall

Weds 20th April 2016 – Keele Village Hall (incs Annual Parish Meeting)

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

**Approved Payments/orders Schedule - 20 January 2016**

<b>BACS &amp; Cheque No.</b>	<b>Expenditure</b>	<b>Details</b>	<b>TOTAL</b>
bacs 46	C Withington	Jan Salary	229.29
bacs 46a	C Withington	Jan expenses	15.00
bacs 47	HMRC	Tax and NI Jan	57.20
bacs 48	Mr Czwartynski	Jan Litter	125.60
		<b>TOTAL</b>	<b>427.09</b>

Transfer required of £430 from deposit to current account **(approved)**