

**MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Wednesday 16<sup>th</sup> March 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  
In Attendance: Mrs Withington (Clerk)

6 member of public was present, including 5 representatives from Keele University.

- 16/26 **Public Open Forum**  
One member of public was present. The ongoing issue of the gully flooding under the railway bridge on the A525 was still a concern and could cause an accident due to cars driving on the other side of the road to avoid it. The Clerk has logged a job but will chase it up with Highways. The Clerk was also asked to report the blocked access on the Narley footpath which is a disabled access crossing point with Staffs County Council. **Clerk  
Clerk**
- 16/27 **Apologies**  
Apologies were received from Cllr Mrs Naylon and Cllr T Kearon
- 16/28 **Declarations of Disclosable Pecuniary Interests**  
None declared.
- 16/29 **Minutes of the Parish Council meeting held on 17 February 2016**  
Ms Newman stated that she had not discussed the community shop with the University, but would at the next meeting.  
The accuracy of the minutes were discussed and it was agreed that these were factually correct in relation to that meeting, despite a resident questioning them with the Chair.  
The Clerk has logged the job for the drain clearing at Quarry Bank/Pepper Street and Mrs Hughes will monitor the situation. **SH**  
Cllr Kearon is raising the issue of the inaccurate housing data with the Borough Council's Cabinet.  
Mr Bibby will correct the reporting procedure for parked cars which are causing an obstruction in the next Yew Tree magazine. **GB**  
The Clerk was asked to raise a query with Rachel Killeen regarding the decision around the Section 106 funding for the Hawthorns. **Clerk**  
It was noted that the 30mph speed limit reduction would be addressed when the new development started on Station Road.  
It is unclear when the broadband will be installed although work is ongoing in the village.  
With regards to the Community Chest, revised guidance will make it clear that an applicant can apply to two local bodies.  
The Clerk is still outstanding the details for the grounds maintenance contractor from Mr Jefferies. **RESOLVED** that the minutes be approved as a true and accurate record.
- 16/30 **Keele University Accommodation Masterplan – Mr P Butters**  
Mr Butters provided a short presentation on the student accommodation review. At this stage there was nothing to report other than the process which is being followed. Mr Butters stated that there will be approx. 13000 students to accommodate, therefore there will need to be 4300 rooms to meet this need which must be affordable, sustainable and enhance the existing supply. Overall they are looking at four student hubs and a separate post graduate hub. The University will start consultation on the draft plans from April onwards. Campus residents will be considered as part of this. These plans will tie in the overall broader masterplan of the campus.

16/31 **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 and it was agreed to continue to monitor the site.

**2. Pepper Street Planning Enforcement action update and security of site and update on the request for Mr D Walters to attend**

A letter had been received from Elaine Moulton today, which was read out at the meeting. Ms Newman to circulate it after the meeting. Overall it was stated that as there had been no development started, they had not breached any planning conditions with regards to site security and the protection of the bats. It was agreed that we continue to write to request action is taken and state that the Borough Council would be held liable for failure to act to prevent any harm. Clerk to send a further letter to Public Health England asking for their additional support to request enforcement action to secure the site. Clerk to report the issue of the bats to PC Moore and ask for a criminal investigation due to the demolition works being unauthorised and by a trespasser. Clerk to ask for an update on the caravan enforcement action.

**3. [Refurbishment of cast iron hoppers, replacement of cast iron rainwater pipes, replacement of 6 no. steel casement window frames, fitting of Fibre-grid slip resistant walkway panels to the main roof level valley](#) Keele Hall Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BE Ref. No: 16/00157/LBC**

**RESOLVED** that there are no comments.

**4. [Planning application for the conversion of existing farm buildings to 2 No. dwellings.](#) Finney Green Farm Finney Green Leycett Newcastle Under Lyme Staffordshire ST5 6AB Ref. No: 16/00130/FUL**

**RESOLVED** that there are no comments.

**5. [Ground floor front extension together with front roof alterations](#) 5 Old Chapel Close Newcastle Under Lyme Staffordshire ST5 5BS Ref. No: 16/00106/FUL**

**RESOLVED** that the following objections be submitted:

This is overdevelopment in view of the other alterations made to the property which will have a negative impact on the conservation area. The alterations will change the integrity of the cottages and the historical context of the primitive Methodist chapel.

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

It was **RESOLVED** that the Clerk writes to the Chief Executive at Newcastle under Lyme Borough Council to support Silverdale Parish Council's views. **Clerk**

**7. To consider a response regarding the Housing Land Supply Statement**

It was **RESOLVED** that the Clerk writes to the Chief Executive at Newcastle under Lyme Borough Council to support the views of the resident from Baldwins Gate regarding the use of incorrect data. **Clerk**

**8. To comment on the Joint Local Plan Issues consultation document available at [www.newcastle-staffs.gov.uk/jointlocalplan](http://www.newcastle-staffs.gov.uk/jointlocalplan) and in Silverdale Library (ends 29th March 2016) – see Appendix A**

It was noted that there was little mention of the growth of the rural economy which supports the urban areas, and the rural areas were just considered to be potential land for future housing numbers. There is also need to consider other remediation for contaminated land, other than development eg country parks etc. It was **RESOLVED** that Dr Harrison drafts a document in response to the weaknesses in the consultation document and circulates to all for their input.

**CH  
ALL**

16/32 **Reports**

**1. Chairman’s report**

Ms Newman had circulated the notes from the Keele University update meeting. Other issues discussed briefly included broadband and the Section 106 education contribution.

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

There was no update available.

**3. Staffordshire Parish Councils Association**

There was nothing to report.

**4. Borough Standards Committee Cllr Naylor**

Nothing to report.

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

Mr Bibby had attended the meeting which was led by Kevin Byrne in Irene Lee’s absence. It was noted that PCSOs cannot issue parking tickets and it is a matter to report to Stoke on Trent City Council. A clean up of the mineral line had been held. There had been 3 attempted thefts (with 1 resulting in theft) from garages in Keele and a driveway installation issue with a vulnerable adult. Consideration into the legal status of the BOAT along Quarry Bank is being looked at. There is also a new app for Staffordshire Police called the SMART Alert for crime figures.

16/33 **Amenities**

**1. Rural Runabout update**

There was nothing to update.

**2. Village Hall Management Committee**

Mrs Hughes reported that the new tables and trolley have now been delivered. A health and safety notice will be put on each table with instructions for use. The hall floor will be resealed over a 5 day period. As there is no plans for a new Village hall, a major refurbishment of the hall will be considered. Cleaning issues have now been resolved and a change in utility providers will be investigated. Arrangements are being considered for a celebration event for the Queen’s birthday.

**3. Hawthorns application for listed building update on application**

No further action therefore this is to be taken off the agenda.

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

Mr Borg suggested the Clockhouse Drive where it meets Lymes Road next to Lymes Lodge, which was un-useable in bad weather. Clerk to email the details of Mr Hough to Mr Borg so he can provide a quote for the next meeting. The Clerk was asked to enquire if we can use it for CCTV to prevent flytipping on public footpaths. Dr Studd reported an issue with the behaviour of some individuals following the installation of the posts recently. The Clerk was asked to report this to the relevant supervisor.

**Clerk  
Next  
agenda**

**Clerk**

16/34 **Grants**

**1. To note Community Chest balance is £0**

This was noted.

16/35 **Other matters for consideration:**

**1. Neighbourhood Planning – Mr G Bibby**

Mr Bibby stated that he planned to call the public meeting on 27<sup>th</sup> April at 7pm to consider the need. It was agreed that the costs will be met by the Parish Council. If there was demand then a Neighbourhood Plan group would be appointed and constituted.

**2. Legal advice regarding residential parking zone**

The Clerk reported that the estimated fee would be £90. It was **RESOLVED** to request **Clerk**

the advice.

**3. To receive a further update on 30mph Station Road (Cllr Naylor)**

It was agreed to take this off the agenda as it will be dealt with under the Hawthorns development.

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

Nothing further to report.

**5. To consider the purchase of 2 wreaths for the war graves to mark the centenary anniversary at a cost of £17 each and to agree the arrangements for the laying of the wreaths**

**RESOLVED** to purchase 2 wreaths for the chair to lay at the appropriate time. Dr Studd **Clerk** to inform the Clerk of the dates.

**6. Food waste minimisation project – Mr G Bibby**

This is underway through a school posters campaign which will access the additional funding available to the LAP.

16/36 **Correspondence**

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

- Letter from NBC re All Out Elections and public notice as circulated

This was noted. Mr Snape was congratulated on his work to ensure that new students are added to the electoral roll at registration in September each year.

16/37 **Financial Statement and Clerks update**

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

The payments were approved as per the attached schedule.

**2. To note the budget position statement and bank reconciliation statement – Appendix C**

These were noted and approved. It was agreed to fund the Churchyard donation.

**3. To appoint Mrs C Heelis as the Internal Auditor for 2015/16 accounts**

**RESOLVED** that Mrs Heelis be appointed.

**4. To approve the Draft Financial Regulations as amended in line with the NALC 2016 Model – see Appendix D**

**RESOLVED** that these be adopted.

16/38 **Any Other Business for future agendas**

- Planning Enforcement recruitment – Mrs Hughes
- Infill Development in the village – Mr Bibby

**Meeting closed at 9.00pm.**

Dates of future meetings:

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

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

Weds 15th June 2016 – Keele Village Hall

Weds 20<sup>th</sup> July 2016 – Keele Village Hall

**Approved Payments/orders Schedule - 16 March 2016**

<b>Date of Meeting</b>	<b>BACS &amp; Cheque No.</b>	<b>Expenditure</b>	<b>Details</b>	<b>TOTAL</b>
16 March 2016	bacs 54	Access Irrigation	Yew Tree irrigation x 3 2016	457.92
16 March 2016	bacs 55	SPCA	Training (GB) Land mgt	20.00
16 March 2016	bacs 56	Mr Hough	Lengthsman (siding and strimming QBR to bridge)	180.00
16 March 2016	bacs 57	C Withington	March Salary	229.29
16 March 2016	bacs 57a	C Withington	March expenses (post redirection and mileage to NBC)	33.45
16 March 2016	bacs 58	HMRC	Tax and NI March	57.20
16 March 2016	bacs 59	Mr Czwartynski	Mar Litter	125.60
16 March 2016	bacs 60	Val Newman	Printing (paid in December 15)	5.00
16 March 2016	bacs 61	Eurooffice	Envelopes (1/4 share)	10.26
16 March 2016	bacs 62	Mr Bibby	Yew Tree Printing	21.18
16 March 2016	bacs 63	Newcastle under Lyme Borough Council	Planning JLPlan	11.30
16 March 2016	ACCTS 14/15	litter - Mr Czwartynski - Feb 15 (not paid in accounts 2014/15)		125.60

Transfer required of £1130 from deposit to current account **(approved)**