

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 14th May 2014 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs Mrs Naylon (Retiring Chair – Item 1), Ms Newman (Chair – Item 2 onwards), Dr Harrison, Mrs Abercrombie, Mr Bibby, Mr Downing. Mr Hindmarch, Cllr Studd, Mrs Hughes and Mrs Corfield.

Mrs Withington (Clerk)

Guests: 3 members of the public present

Ref	Action
14/012	<p>To nominate and elect the Chair and signing of Declaration of Office The Clerk noted that next year would require elections for the whole Parish Council. Mrs Naylon took the first item of business. Ms Newman was nominated as Chair and it was RESOLVED that this be approved. Ms Newman accepted the position and signed the Declaration of Office. Mrs Naylon was thanked for her hard work on behalf of the Parish. Mrs Naylon thanked everyone for the last 3 years.</p>
14/013	<p>To nominate and elect the Vice Chair Mrs Naylon was nominated and seconded for the position of Vice Chair, and it was RESOLVED that this be approved. Mrs Naylon accepted the position.</p>
14/014	<p>Public Open Forum No items discussed.</p>
14/015	<p>Apologies received through Clerk Apologies received from Mrs Studd, Mrs Corfield had previously stated that she would be late.</p>
14/016	<p>Declarations of Disclosable Pecuniary Interests None</p>
14/017	<p>Minutes of the Annual Parish and Parish Council meeting held on 15 April 2014</p> <ol style="list-style-type: none"> To approve Subject to the correction of the numbering on the Annual Parish minutes and insertion of the word “organisations” in the Chair’s report, removal of the word “Road” after Quarry Bank. The Annual Parish minutes were approved and signed as an accurate record of the meeting. Clerk Subject to the deletion of Mr Hindmarch on item 14/007.7 and replacement of Parish Councillors, and 14/008.2 – Quarry Bank insertion of “Road” in the item. The Full Council meeting minutes were approved and signed as a true and accurate record. Clerk Matters arising not on the agenda Future agenda to provide comments on the new Borough Council all-out elections, moving elections to every 4 years rather than 3 years with a fallow year. Next agenda Noted the action relating to the planning application regarding the proposed Library Road was noted from the minutes, and no further comments raised.
14/018	<p>Reports</p> <ol style="list-style-type: none"> Chairman’s report Mrs Naylon (Retiring Chair) A meeting had been held with Mr Butters Keele University to discuss ongoing issues. In particular the litter collection and the process for the future. Mr Butter requested for the audit trail terms of reference. Noted that the contribution was originally £365 (£1 per day) set by Dr Cohen around the time of the Best Kept Village, as a result of excessive litter being dropped due to a Football Tournament. Mrs Abercrombie to look AA

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	<p>up the time and let the clerk know, so a brief search can be carried out. Otherwise, new Terms of Reference to be drawn up by the Chair. Mrs Abercrombie to suggest that a Keele University Representative is invited to the LAP meetings. Mr Hindmarch stated that it is in the University's interest to have a litter free village due to marketing.</p> <p>Keele Drive improvements – residents to be notified before the work starts in summer. Hoping not to close the road.</p> <p>Residents Parking scheme – University is still happy to fund the scheme and can print the permits, to reduce costs. Cllr Kearon is pursuing the matter. Watching brief to be kept for the 5 affected people.</p> <p>Science Park- Anchor tenant required for Phase 3 must be within the planning uses such as commercial, university accommodation or expansion for mixed use.</p> <p>Keele Hall improvements planning application – Thanked the Parish Council for support.</p> <p>Hawthorns Car Park – All permits have been sold, unclear why not in use (all receive a bus pass).</p> <p>Three Mile Lane – Overnight parking causing issues. PCSO have put bollards to stop dangerous parking.</p>	<p>Clerk VN AA</p>
	<p>Two Mile Lane (Lymes Road) – Mrs Naylon looking at a possible gating solution to prevent fly tipping.</p>	<p>WN</p>
	<p>2. County & Borough Councillors Cllr D Huckfield, Cllr R Studd and Cllr T Kearon</p>	
	<p>Cllr Kearon was not present. Cllr Huckfield was present. Number of outstanding issues were discussed including footpath repairs on Keele Road following site visit, drain clearance, Three Mile Lane reduction in speed, Horse signs. Cllr Huckfield reported that work is carried out on an area basis rather than piecemeal. Hollywood grid repairs are underway as it is a special job (not usual repairs). Cllr Huckfield stated that repairs should be reported to the 0300 111 8000 hotline with a reference obtained. The jobs are added to the area list and carried out when the contractor is in the area.</p>	<p>ALL</p> <p>Cllr Huckfield</p>
	<p>Mr Bibby stated that he had reported a job for a broken grid in Church Bank due to tree roots. Cllr Huckfield to chase this up.</p>	
	<p>Clerk to chase up with Mr Greatbach the outstanding urgent footpath repairs from Church Bank onwards down to A525, following site visit held. Clerk to request update re pavement improvement work requested a few years ago to Safer route to School into Madeley. Cllr Huckfield to be included in email and to chase if no response received.</p>	<p>Clerk Cllr Huckfield</p>
	<p>Three Mile Lane survey has been carried out on the buses by Stoke on Trent City Council. Quarry Bank Road parking restrictions have been updated and the work will start once the consultation has elapsed, to include Three Mile Lane.</p>	
	<p>Noted that Entrust is a joint venture with Staffordshire County Council.</p>	

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Cllr Studd reported that enforcement action was being taken for the two caravans in Pepper Street.

3. Staffordshire Parish Councils Association Mrs Naylor
Nothing to report other than the SPCA Conference.

4. Borough Standards Committee Mrs Naylor
Nothing to report.

5. Borough Sports Council Mr Downing
Update given by Mr Downing regarding 16 sports applications made for funding – 2 were from Keele which were successful. Clerk to send contact details for Sports Council to Mr Hindmarch.

Clerk

6. Betley, Keele and Madeley Locality Action Partnership Mrs Abercrombie

Upcycle (Police project for youths to learn to fix bikes in Madeley High School) still ongoing, launch date to be set. PCSO Cartwright will advertise in Keele and collect children to take to Madeley. A bank account still to be set up for the new LAP. Clerk to send details of Co-op account to Mrs Abercrombie to cross reference with the LAP account.

Noted that a LAP was piloting taking over the Community Chest applications. Community Day to be held on 6th June 2014 – Mrs Naylor to organise planting in the Heritage Orchard. Mrs Abercrombie to consider if the Students Union wishes to get involved in any activity.

AA

Roadshow to be held in July at Madeley Centre for all 3 Parishes – to be renamed Betley, Keele and Madeley.

7. The Parish Plan working group Mr Hindmarch and Ms Newman
Nothing to report, however Ms Newman will now step down due to Chair responsibilities. Volunteers were invited.

8. Parish Council Website Ms Newman

Information has been included regarding planning, historic buildings and minutes brought up to date. Mrs Naylor to send some examples of the archived Yew Tree files for uploading on to the website by the Clerk, as a trial. Mrs Naylor to create a separate index referenced to the files. Clerk to check the website size. Mr Hindmarch suggested that a section called Blast from the Past is included in the newsletter.

WN

Clerk

14/019 Amenities

1. **Rural Runabout update** - Mrs Studd
Nothing to report.

2. **Village Hall Management Committee** Mrs Hughes
Mrs Hughes reported that the AGM took place on 30th April 2014 at 7.30pm. A meeting had been held before this meeting. Noted that Mr Jones has resigned due to work commitments. Food and Safety check carried out just needed to resolve the hot water issue in the toilet. New lights in the hall and passage have been installed. The accounts were in a better financial position now, following the rates being lowered and room hire increase. New hire rates set at £10 for regular per hour and £15 for non-regular users. Accounts to be sent by hard copy as well as online to the Charities Commission. Mr Besly is no longer the treasurer. Grab rails and quotes for the wall repairs are to be obtained. Mrs Abercrombie to give a short presentation on the LAP at a future VHMC meeting. Grant to be sourced for tables and chairs, potentially through Lafarge Landfill Communities' fund. Meetings to be held on 3rd Wednesday of every month.

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3. **Heritage Lottery Bid – Stone Walls** Mrs Abercrombie
 Mrs Abercrombie reported that a meeting had been held with Laura Birkett from the Heritage Lottery Fund and Mrs Naylon. A joint bid will be submitted with Keele University and PMT. The bid needs to focus on outcomes and benefit, and could be a bid of up to £100k. **RESOLVED** that the following group meet to progress it – Mr Downing, Cllr Studd, Mrs Corfield, Mrs Naylon and Mrs Abercrombie. **JD,RS, JC, WN, AA**

4. **Consideration of CPI bid for footpaths (deadline 30.05.14)**
RESOLVED that a bid is submitted by Mrs Naylon for up to 5 elaborate signposts for footpaths showing route numbers etc. Signs will be £150 each. Mrs Naylon to circulate a proposed list of footpaths to all. **WN**

14/020 **Grants**

1. **To consider applications for Community Chest (current balance is £1440) including Keele Conservation Group Yew Tree proposed monographs ‘Remember When’ and ‘Nat Whilk’ collections (£800)**
 Mrs Naylon declared an interest in this decision and abstained from voting. **RESOLVED** to approve the Nat Whilk collections at a cost of £400, to trial the success of it. **Clerk**

2. **To consider applications for Keele Grants Programme (balance is £500) – Keele Women’s Institute (£250 to cover 10 monthly meetings KVH)**
 Noted that the original intention was to use the grant programme to boost the hall lettings – however as this had now improved, and there were other calls on the funds such as potential match funding for the War Memorial, it was agreed that the programme would be reconsidered. Agreed to defer the decision on the Keele Women’s Institute application and also the Garden Guild received that morning to the next agenda, when the grants programme would be reviewed. **Next agenda**

14/021

Planning applications – to provide comments on the following:

1. [13/00970/OUT](#) Residential development on land north of Pepper Street, Keele -
RESOLVED that the additional comments submitted 28.04.14 – see appendix 1 – were approved. **RESOLVED** that when the application is considered by the Planning Committee, Mr Exley would be the Parish Council representative. Mrs Hughes to inform Mr Exley to express an interest as soon as possible with the Borough Council. **SH**

Clerk to send the same letter sent to Mr Clifton to Mr John Treadwell at Staffordshire Council for a response. Mr Benson’s response was noted. **Clerk**

2. Dropped kerb, Lowlands 16 The Village Keele Newcastle Under Lyme Staffordshire ST5 5AR - [14/00316/FUL](#)
 Keele Parish Council **supported** this application.

3. Construction of a raised timber flower bed, Library Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire - [14/00309/FUL](#)
 Keele Parish Council **supported** this application.

4. Re-construction of balustrade walls to bridge, Bridge Over Driveway To The Clock House Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BG - [14/00286/LBC](#)

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Keele Parish Council **supported** this application.

- 5. Landscaping works around existing sign, University Of Keele Three Mile Lane Keele Newcastle Under Lyme Staffordshire- [14/00292/FUL](#)
No concerns raised about the proposed works.

- 6. [14/00236/LBC - Erection of a screen partition to form store.](#) The Chapel Keele University
No concerns raised about the proposed works.

- 7. [First floor side extension above the existing garage](#) 62 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH - 14/00244/FUL

Mr Hindmarch declared an interest. It was **RESOLVED** that this should be supported.

- 8. [Repair or replacement of various roofing and high level stonework and other associated works](#) Keele Hall Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BA - 14/00233/LBC

RESOLVED that the application be welcomed, as previously notified to the Planning Committee in view of the timescale.

Future applications to be reviewed by Dr Harrison and Mr Hindmarch with input from Mrs Corfield as required and comments brought to the meeting. Paper copies to be sent to Ms Newman.

**CJH, DH,
JC**

14/022

Other matters for consideration:

- 1. **Request from Guy Benson to trial electronic copies of Householder Planning applications and postal consultations for other types of development (can be withdrawn with 7 days' notice)**
RESOLVED that this be approved.

- 2. **Insurance renewal for approval at £600.63 per annum**
RESOLVED that this be approved. Noted that the War Memorial is included.

- 3. **Consultation on Sex Entertainment Venues policy (NBC deadline 8th July)**
No comments although Mrs Naylor to provide a brief comment regarding the protection of the rights of people and to send to the Clerk.

**WN
Clerk**

- 4. **Request for action to tackle speeding in the village post 5pm – Cllr Studd**
Mrs Abercrombie to request that the LAP look at speed monitoring in the village by the PCSOs. Noted that training is available for community representatives, and the camera costs £1000. All to report the hotspots to the police website – Mrs Abercrombie to circulate the link to all.

**AA
AA**

- 5. **Knights Croft Trees – to approve letter as drafted by Mrs Naylor and Mrs Newman**
Ms Newman circulated a draft, which was a result of 5 individuals raising concerns. It was **RESOLVED** that the letter be amended to

VN

Ref		Action
	deal with the hedge issue. Mr Downing to send the County Tree Officer and Head of Governors names to Ms Newman. Agreed to send the letter in the first instance to Mrs McAvan.	JD Clerk
14/023	<p>Clerk's Reports</p> <p>1. Update – This was noted.</p> <p>2. Correspondence Invitation to the Annual Civic service was noted. A letter regarding the Definitive map in the local libraries was noted. Clerk requested to obtain a copy of the statement and Parish map. Local Mineral Consultation to be included on the next agenda. Agreed to place the irrigation contract this year for the Yew Tree, as an urgent issue, due to the hot weather. This item was discussed in April 2013 and was due to be considered in May, but was not. Mrs Corfield requested that War Memorial was included on the next agenda regarding the works required.</p> <p>3. Financial Statement</p> <ul style="list-style-type: none"> • To approve payments/orders, receipts and transfers – This was approved at Appendix 2 • To approve and sign the Audit Return for year ending 31 March 2014 – This was signed by the Chair and Clerk as approved. • Request from Audley Parish Council to pay contribution £53.96 towards use of Audley PC and computer equipment by Keele Parish Council (pro rata Feb, March, April, May only) This was approved for payment. 	<p>Clerk</p> <p>Clerk</p> <p>Next agenda</p> <p>Clerk</p>
14/024	<p>Any Other Business for future agendas</p> <p>1. Newcastle Borough Council Elections review (Cllr Studd)</p> <p>2. To review the grants programme and consider applications for Keele Grants Programme (balance is £500) – Keele Women's Institute and Garden Guild</p> <p>3. War memorial repairs and ownership</p>	
14/025	<p>Consideration of the vacancy of the Parish Clerk and appointment of replacement</p> <p>Advert to be recirculated with a closing date of 30th May 2014 as only one application had been received. Uni-Temps to be emailed.</p>	Clerk

Meeting closed at 10.10pm

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

- 11th June – Keele Village Hall
 - 9th July – Keele Village Hall
 - 13th August – Keele Village Hall
 - 10th September – Keele Village Hall
 - 8th October – Keele Village Hall
 - 12th November – Keele Village Hall – To be confirmed
 - 10th December – Keele Village Hall
- Clerk to book the Library if possible for November and March 15.

Clerk

Appendix 1 - 13/00970/OUT Residential development ... on land north of Pepper Street, Keele - The Pepper Street Development and Road-Safety

On 24 March 2014 the applicants submitted an additional Certificate B and revised site-plan. (These were published on the Borough's web-site as late as 22 April 2014.) This now adds public land lying between the existing hedge and Pepper Street to the application.

If allowed, this would restrict sight lines along Pepper Street and remove an existing off-road parking area (originally paid for in the 1980s by Keele Parish Council), thus increasing on-road parking near to the dangerous junction with Quarry Bank, itself a pinch-point.

We believe that this further application would have serious implications for road-safety, and request that the Highway Authority be asked to revise its original judgement in the light of this material change in the application.