

**MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Wednesday 13<sup>th</sup> May 2015 at 7.00pm at Keele Village Hall, Keele**

Attendees: Parish Cllrs Ms Newman (Retiring Chair), Mr Downing, Dr Harrison, Dr Studd, Mr T Snape, Mr Borg, Mr S Gibbons, Mrs S Hughes, BCllr T Kearon and BCllr Mrs W Naylor.

In Attendance: Mrs Withington (Clerk)

1 member of public

*Parish Councillors signed the Declaration of Acceptance of Office in the presence of the Clerk*

15/50 **To nominate and elect the Chair and signing of Declaration of Office**  
**RESOLVED** to appoint Ms Newman as Chair, Ms Newman signed the Declaration of Acceptance of Office form at the meeting.

15/51 **To nominate and elect the Vice Chair**  
**RESOLVED** to appoint Dr C Harrison as Vice Chair.

15/52 **Public Open Forum**  
Barbara Alexander, Chair of Keele Practice Patient Participation Group at Keele Surgery attended to discuss the proposals for the new Pharmacy at Keele University. Barbara suggested that this would be the end of dispensing at the Keele Practice. There were also concerns about the pharmacy school students having access to confidential information, some of whom may be their tutors. Barbara requested that when the application to change the use of the locker room is submitted to the Planning Authority, that the Borough Councillors consider calling it in.

The Parish Council listened to Barbara's concerns and it was agreed that information was needed from Keele Practice and also from the School of Pharmacy to understand the impact on both. Clerk to request the information **Clerk** from both parties.

15/53 **Apologies**  
Noted that Mr Bibby had been delayed. It was agreed to allow special dispensation to allow him to sign his Declaration of Acceptance of Office at a later date.

15/54 **Declarations of Disclosable Pecuniary Interests**  
None declared.

15/55 **Minutes of the Parish Council meeting held on 8<sup>th</sup> April 2015**

*1. To approve*

The minutes were approved as a true and accurate record, and signed at the meeting.

*2. Matters arising not on the agenda*

Pepper Street - Cllr Naylor reported that she had not been able to speak to the nearby residents to confirm the exact date for the siting of the caravans. It was agreed however that the Clerk should re send the letter to Elaine Moulton **Clerk** expressing concerns about the ongoing work that seems to be occurring regarding the dismantling of the buildings and the impact on bats. Clerk to also **Clerk** formally ask Environmental Health to consider action regarding the burning of waste on the site.

Three Mile Lane verge damage - Clerk to ring Jeff green to chase up the **Clerk** bollards for three mile lane.

Quarry Bank Phone Box - It was agreed not to take any further action regarding the phone box in Quarry Road for the timebeing. It was however noted that there is a process which can be followed if there is ASB – regardless of BT’s response to say that there was nothing they could do. Ms Newman has the forms from PCSO Durber for future reference.

Three Mile Lane Litter - As litter continues to be a problem in Three Mile Lane, Mr Snape, Mr Gibbons and Mr Borg were asked to request that students dispose of their litter in bins. Ms Newman and Cllr Naylon to speak to the service station manager and ask for action to be taken to collect the litter dropped.

**TS/SG/JB**

**VN/WN**

Keele Service Station - Clerk to report a sewerage leak on the north bound slip road/access to the services to Highways for action.

**Clerk**

War memorial work - The Clerk reported that work was scheduled to take place to the war memorial in early June – this was noted and Cllr Kearon suggested that work takes place either side of VE Day.

**Clerk**

Mr Bibby attended at this point and signed his Declaration of Acceptance of Office.

15/56

**Presentation from Ben Sutcliffe of Caudwell Children regarding plans for a Centre for Childhood Disability at Keele University Science and Business Park**

Mr Sutcliffe attended to present the proposals to the Parish Council for a centre for children with neuro developmental conditions. In particular it was noted that the development could be one of the first in the Country and maybe the world. Noted that there will be shared learning with the University but there is no formal link. The centre will be iconic, engaging and welcoming with natural materials based on the charity’s logo – butterflies. It will be 2 storeys and will be suitable for children with all types of disabilities, with the administration located on the first floor. The centre will be staffed mainly by volunteers. The site will be between plot 9 and 10 and it is hoped that the build will start at the end of the year, with a planning application expected to be submitted over the next month or so. These proposals were welcomed by the Parish Council.

15/57

**Planning applications – to provide comments on the following:**

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

It was resolved to strongly object to the application to reduce the % of Affordable Housing on the site (reference 15/00359/DOAHR). Clerk to request the latest DV report under Freedom of Information Act. Clerk to clarify what the arrangements are for speaking at Planning Committees and to circulate to all. Comments to be circulated and submitted after the meeting using Delegated Authority to the Clerk.

**Clerk**

**Clerk**

**Clerk**

- 2. [Application to remove condition 11 of planning permission 04/01321/EXTN relating to ground contamination \( in response to submitted ground investigation report\)and vary conditions 12 and 13 to enable the development to commence before a contamination remediation scheme is agreed and implemented](#) Hollywood Garage Pepper Street Keele Newcastle Under Lyme Staffordshire ST5 6QQ Ref. No: 15/00324/FUL – to approve the comments submitted at Appendix 1 using Delegated Authority

Noted that these comments previously submitted were approved as attached at Appendix 1.

Clerk to ask if a duplicate of the letter sent with the Planning applications can be sent to her home address to ensure an extension of time for comments can be requested if necessary. **Clerk**

- 3. [Erection of 11 replacement brick garages](#) Garages Larchwood Keele Newcastle Under Lyme Staffordshire Ref. No: 15/00312/FUL

No comments were raised.

- 4. [Erection of new detached drive thru coffee shop A3 and A5 use.](#) North Bound Keele Motorway Services Area Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5DA Ref. No: 15/00230/FUL

No comments were raised.

15/58

**Reports**

- 1. Chair's report

Ms Newman's previously circulated report was noted.

Noted that the hedge at Knights Croft had not been cut by the St Johns Primary school and was causing a problem for the elderly residents. Mr Downing to ask the Head Teacher to consider action. **JD**

It was agreed that we will invite representatives of the Student Union Liaison Group, the Keele Post graduates Association, plus the other students who were not elected to the Parish Council to meet every two months with some parish councillors. It was agreed that this will start as soon as possible. Mr Gibbons, Mr Snape and Mr Borg to discuss with the relevant groups and to feedback outcomes. **SG/TS/JB**

A parish tour to take place for the benefit of the new parish councillors. It was agreed to meet on Friday 15<sup>th</sup> May at 6pm at the Sneyd Arms car park.

- 2. County & Borough Councillors Cllr D Huckfield, Cllr Naylor

Cllr Naylor reported flytipping at Dunges Wood. Cllr Naylor to speak to the farmer of the land in question to ascertain if it is flytipping. **WN**

Clerk to again report that there is continued flooding on the A525 by the bridge, and an accident had occurred 10 days ago by the same spot. **Clerk**

A working group to form to cut back the hedges by Station Road/bypass which are overgrown and are obstructing car drivers visibility. **ALL**

- 3. Staffordshire Parish Councils Association

It was agreed to await the dates for local Parish Councillor training by SPCA. Clerk to notify all asap of the dates. **Clerk**

- 4. Borough Standards Committee Cllr Naylor

Nothing to report

- 5. Betley Keele and Madeley Locality Action Partnership – To nominate a representative

It was agreed that thanks should be passed to Mrs Abercrombie for her hard **Clerk**

work on the Keele, Betley and Madeley LAP. **RESOLVED** that Mr Bibby would be the representative from September, but Ms Newman would attend the July meeting.

15/59 **Amenities**

1. Rural Runabout update - To nominate a representative **RESOLVED** that Mrs Studd would be the representative for the Parish Council. Mrs Studd was thanked at the meeting.

2. Village Hall Management Committee - To nominate a representative and to note the accounts for the year ending March 2015

It was **RESOLVED** that Mrs Hughes continues as the Parish council representative. The Village Hall Accounts were duly noted. It was also noted that an AGM was due to be held.

3. To consider a bid for the Staffs County Community Paths Initiative – deadline 30th May 2015 and update on last year’s bid for Fingerposts

Cllr Naylon reported that she would be contacting Pete Wells to manufacture and install the new fingerposts for the footpaths, as per the previous bid. It was resolved that a bid would be submitted for two kissing gates on the footpath between Highway Lane, Station Road and Honeywall. **WN WN**

4. Consideration of putting forward the Villa and Hawthorns to be listed buildings. **RS**

Hawthorns House – Dr Studd to look at the requirements to list this building and to speak to Louise Wallace, and to bring back for the next agenda. **Next agenda**

15/60 **Grants - To consider applications for Community Chest (current balance is £1280)**

There were no applications for this meeting. It was noted that the St Johns PTA could potentially submit an application for funding for a school project involving the hedges. Cllr Naylon suggested that Keele Conservation Group may also be submitting an application for a small project.

15/61 **Other matters for consideration:**

1. Yew Tree newsletter distribution round and nomination of Editor

It was **RESOLVED** that a publication would be issued with an introductory paragraph about the new Parish Councillors. Discussion took place regarding the delivery of the Yew Tree and it was suggested that there are links posted to the Students Union facebook page. Ms Newman to raise the difficulty of delivering the newsletter to the Halls at the next KU liaison meeting and inclusion of the newsletter in the students welcome packs. Mr Borg to look into the Parish Council being included on the resident mailing list. **RESOLVED** that the Yew Tree would be produced next month. Mr Snape and Mr Gibbons to send an electronic copy of the newsletter to the freshers via facebook.

**VN  
JB  
TS/SG**

Cllr Kearon suggested that social media requirements for the Parish Council should be discussed at the next meeting – this was agreed. **RESOLVED** that Ms Newman continue as editor with Mr Bibby and Cllr Kearon from September onwards.

**VN/GB/TK**

2. Development of a Neighbourhood Plan

It was agreed that Mrs Diane Bibby, Mr Jim Golden and Ms Val Newman would meet to develop a brief for a Neighbourhood Plan. This will be discussed on the next agenda.

**VN  
Next  
agenda**

**3.** To consider a proposal for community speedwatch  
It was agreed that Cllr Kearon would speak to Silverdale Parish Council about working together on a community speedwatch project. **TK**

**4.** Proposed Keele Pharmacy – invitation to provide a presentation for the future  
In response to Prof Radcliffe’s offer, it was agreed to invite Prof Radcliffe to the next available meeting to discuss the pharmacy proposals. Clerk to write to the NS Clinical Commissioning Group to ask about the future plans for the GP practice. **Clerk**

**5.** Update relating to the Campus Dentist  
Noted that the retirement of the previous dentist had created the vacancy and the University were looking to retain the service on campus. Agreed to monitor this.

**6.** Removal Response for the Keele Post Office modernisation (consultation end 28<sup>th</sup> May 2015)  
It was **RESOLVED** to provide the following comments in response: **Clerk**

1. There is a need for international parcels services due to the number and mix of international students who attend the university
2. There are mobility and access issues with the proposed site
3. The proposed site is not considered large enough for the suggested services and there is concern that the services may be reduced further as a result.

**7.** BT telephone box in Quarry Bank – further action  
This item had been discussed earlier on the agenda.

**8.** Three Mile Lane Litter issues and verge damage  
This item had been discussed earlier on the agenda.

**9.** D & G Bus service changes – further action following contact with Students Union and Keele University  
It was noted that David Gray of Keele University is meeting with D&G to discuss the withdrawn 28 and X28 service. Clerk to ask Mr Gray to suggest that they consider a reduced service at least to include Pepper Street around peak times such as morning, lunchtime and afternoon rush hour – for those who need to visit the village and access the University. **Clerk**

**10.** Update on the sign at Highways Lane  
Clerk to write to the Borough Council to ask that the sign (on the opposite side of the Village Hall) be relocated onto public realm. **Clerk**

15/62

**Clerk's Reports:  
Correspondence**

1. To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda :  
FoSSA’s Staffordshire Tithe Map Digitisation Project –donation request to contribute towards digitisation of the Tithe Map of Keele  
**RESOLVED** that £40 be paid towards the cost of the digitalisation of the Tithe maps.

15/63

**Financial Statement**

1. To approve payments/orders, receipts and transfers

**RESOLVED** that the accounts be approved for payment as per the attached schedule at Appendix 2.

2. To consider the renewal of the annual insurance policy from June 2015

**RESOLVED** that the Annual Insurance policy be renewed as circulated.

3. To sign the Annual return for year ending 2014/15 following internal audit inspection and to note the outcome

The Annual Return was signed at the meeting as a true and accurate record as circulated. It was also noted that the internal audit was satisfactory.

**Clerk**

15/64 **Any Other Business for future agendas**

- 1. Consideration of putting forward the Villa and Hawthorns to be listed buildings.
- 2. Development of a Neighbourhood Plan

15/65 **Administration:**

1. Setting future dates for the Parish Council meetings

**RESOLVED** that the Parish Council meetings will continue to be held on the 2<sup>nd</sup> Wednesday of the month.

**Clerk**

2. Consideration of the removal of previous signatories and replacement with new Parish Councillors as appropriate

**RESOLVED** that the signatories of previous councillors would be removed and all new councillors would be added.

**Clerk**

Meeting closed at 9.15pm

**Appendix 1 - COMMENTS SUBMITTED ON 5<sup>th</sup> MAY 2015 - KEELE PARISH COUNCIL RESPONSE TO PLANNING APPLICATION: 15/00324/FUL**

*Application to remove condition 11 of planning permission 04/01321/EXTN relating to ground contamination ( in response to submitted ground investigation report)and vary conditions 12 and 13 to enable the development to commence before a contamination remediation scheme is agreed and implemented. Hollywood Garage Pepper Street Keele Newcastle Under Lyme Staffordshire ST5 6QQ*

**Keele Parish Council opposes this application for the following reasons**

1. The proposal to vary/eliminate the conditions is in direct contradiction to the consistent advice given by Environmental Health department in 2010 and to the advice on 28 April 2015 from the Borough's Environmental Protection section.
2. There are no grounds to weaken environmental protection conditions especially now we know from the Betts report that that there is a real and present danger from contamination on that site.
3. It is not clear whether proposals submitted 10 years ago meet current building and environmental regulations nor whether they are consistent with the planning policy changes since the NPPF.

**Appendix 2 – Approved Payments/orders**

BACS & Cheque No.	Expenditure	Details	TOTAL
	B/f 1st April 2015		
748	Mr Czwartynski	Litter April and May	251.20
bacs 6	Get Mapping plc	Parish online subs	67.20
bacs 7	C Withington May Salary	May Salary	224.81
bacs 7a	C Withington May Expenses	May expenses	43.60
bacs 7b	C Withington	Reimbursement Land reg Sneyd Arms	6.00
bacs 8	HMRC	Tax and NI May	56.00
bacs 9	Broker Network Ltd	Insurance renewal	618.65
bacs 10	Shelutions	reglazing bus shelter old chapel close	540.00
749	Chris Heelis	Internal Audit	50.00
750	FOSSA	Donation towards maps	40.00
bacs 11	Val Newman	Yew Tree distribution	20.50

Transfer required of £1800 from deposit to current account **(approved)**