

MINUTES OF THE STATUARY ANNUAL KEELE PARISH COUNCIL MEETING
Held on Wednesday 18th May 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, Cllr Mrs W Naylor and Cllr T Kearon
 In Attendance: Mrs Withington (Clerk)

5 members of public were present

16/53	<p>To nominate and elect the Chair and signing of Declaration of Office The retiring Chair took this item. It was RESOLVED to appoint Mr Graham Bibby as the Chair. Mr Bibby signed the Declaration of Office.</p> <p>To nominate and elect the Vice Chair It was RESOLVED to appoint Ms Val Newman as the Vice Chair.</p>	
16/54	<p>Public Open Forum There were no issues to discuss.</p>	
16/55	<p>Apologies Apologies were received from Mr J Downing, Cllr Mrs W Naylor, Mr T Snape and Cllr T Kearon.</p>	
16/56	<p>Declarations of Disclosable Pecuniary Interests None declared.</p>	
16/57	<p>Minutes of the Annual Parish Meeting and Parish Council meeting held on 20th April 2016</p> <p>1. To approve RESOLVED that the Annual Parish meeting be signed as a true and accurate record by the Chair. Subject to the amendment of Dungenes to read Dunge at item 16/47/2 it was RESOLVED that the minutes be signed as a true and accurate record by the Chair.</p> <p>2. Updates from Matters arising from the last meeting <u>not already on the agenda</u> The litter pick (informal) along Three Mile Lane will be discussed at the next meeting when Cllr Naylor is present. The item regarding Section 106 funding for the Hawthorns will be discussed at the next meeting. With regards to the flooding of the footpath at Clockhouse Drive, Ms Newman reported that the University is looking into this.</p>	<p>Next agenda Next agenda Next agenda</p>
16/58	<p>Presentation from Mr Phil Butters, Keele University regarding Accommodation Masterplan (40 minutes)</p> <p>A detailed presentation was provided by consultants working on behalf of Keele University to explain progress with the plans for the new accommodation. It was noted that 3100 rooms would be increased to 4300 over the 4 halls with social space created at one of the halls. There was a concern about the impact on car parking due to the development on part of a car park and the increase in accommodation – this would be looked at in the overall masterplan and the aim for the purposes of this plan was to sustain the same level of car parking.</p> <p>It was also noted the delivery would take place over 4 – 5 years (18 months per hall) with a 10-12 week demolition programme for each hall. It was also noted that the height of developments may increase but that due to the ground levels, this would not be noticeable at the Lindsay Hall site. Their aim was to achieve BREAM excellent as a minimum and the sustainability bungalow could be replaced with a new town house. Post Graduate accommodation and village is also to be considered.</p> <p>At this stage the Parish Council did not resolve to make any formal comments, other than a few individual ones. Any further comments are to be submitted through the Clerk to Mr Butters.</p>	<p>ALL</p>

<p>16/59</p>	<p>Reports</p> <p>1. Chairman's report Discussion took place regarding the issues of burning waste at Dunge Wood. It was agreed that the letter should be sent regarding Dunge Wood as soon as possible. Clerk to contact Cllr Naylor for the content.</p> <p>2. County & Borough Councillors Cllr D Huckfield, Cllr Naylor There was no update available.</p> <p>3. Staffordshire Parish Councils Association - To nominate a representative RESOLVED to defer this to the next agenda.</p> <p>4. Borough Standards Committee – To nominate a representative RESOLVED to defer this to the next agenda.</p> <p>5. Betley Keele and Madeley Locality Action Partnership – To nominate a representative RESOLVED to defer this to the next agenda.</p> <p>6. Rural Runabout update - To nominate a representative RESOLVED to appoint Ms Newman as the representative.</p> <p>7. Village Hall Management Committee - To nominate a representative RESOLVED to appoint Mrs S Hughes as the representative. Mrs Hughes provided a brief update on the village hall activities. A tea party had been held which raised £137 and was attended by 50 people. The hall will be closed on 6th June due to work being carried out to the floor. There was some concern about wood worm in various places. The roof may need some attention to repair loose slates. A new sign is intended for the front of the building. Planning permission may be needed, so this will need to be explored, although it is to replace the previous sign. It was agreed that the Parish Council noticeboard can display village hall events plus those items will be promoted on the website. The old dilapidated noticeboard will be removed. An electronic diary will also be available for the future. It was agreed that Mrs Hughes would ask that further clarity is given for the instructions on the tables regarding them being locked into place. It was noted that the AGM is due to take place on 25th May at 7.30pm. Future meetings will be held on 13th July, 14th September, 9th November, 11th January and 8th March 17.</p> <p>8. To nominate representatives for other responsibilities as appropriate It was agreed that Dr Harrison would be the website administrator. Mr Bibby to provide some form of training. The other roles will be discussed on the next agenda, when there are more people present.</p>	<p>Clerk WN</p> <p>Next agenda</p> <p>Next agenda</p> <p>Next agenda</p> <p>SH</p> <p>GB Next agenda</p>
<p>16/60</p>	<p>Planning applications – to provide comments on the following:</p> <ul style="list-style-type: none"> Pepper Street (Outline Planning Permission for up to 100 residential) – 13/00970/OUT current position <p>It was noted that there had been no further developments.</p> <ul style="list-style-type: none"> Pepper Street Planning Enforcement action update, to note the response from Public Health England regarding the security of site and any further update from the Borough Council <p>It was noted that we were still awaiting the outcome of the alleged criminal act relating to the continued stripping of the tiles from the building. It was agreed that Mrs Hughes will liaise with other residents regarding reporting the incidents as they occur to 101. If no further response is made by the Police, then a letter will be sent to Chief Inspector Owen and PCC Matthew Ellis.</p> <p>As above, the Clerk will also contact the Borough Council to ask where they are with the complaint regarding the lack of action in relation to the security issue and illegal occupation and will escalate it to the next stage if a response is not received within the complaints timescale.</p> <p><u>Single storey side extension 4 Highway Lane Keele Newcastle Under Lyme Staffordshire ST5 5AN Ref. No: 16/00368/FUL</u></p>	<p>SH</p> <p>Clerk</p> <p>Clerk</p>

	<p>RESOLVED that there are no objections.</p> <p><u>16/00306/FUL</u> Variation of condition 5 relating to permanent car park of planning permission 15/00583/FUL for the erection of two storey extension and basement. School Of Medicine Keele University Three Mile Lane</p> <p>RESOLVED that there are no comments.</p>	
16/61	<p>Amenities</p> <p>1. To consider a bid for the Staffs County Community Paths Initiative – deadline 30th May 2016</p> <p>It was noted that the Keele Conservation Group had submitted a bid for work to Finney Green footpath for £470.</p> <p>2. To note the position with the Lengthsman Scheme from April 2017 and the changes to the Neighbourhood Highway Team</p> <p>This was noted that this will end in April 2017, although it was disappointing. It was considered that there could be opportunities for volunteering in the parish to pick up some of the smaller jobs – this will be considered in the future.</p>	
16/62	<p>Grants</p> <p>1. To consider applications for Community Chest (current balance is £1280)</p> <ul style="list-style-type: none"> • None received 	
16/63	<p>Other matters for consideration:</p> <p>1. Yew Tree newsletter articles and editor – Mr G Bibby</p> <p>Discussion took place regarding the future of the Yew Tree and whether there was a need for it. Cllr Naylor has said she will lead on the distribution, Mr Borg suggested he will pick up all areas for delivery except Redhouse/Pepper Street, Finney Green and Leycett – although Cllr Naylor has suggested she would continue with her rounds in these areas. Mrs Hughes, Ms Newman and Mr Bibby also said they were willing to help. It was RESOLVED that Mr Bibby will co-edit with Mr Borg and that it should be reduced to 3 times a year to be reviewed in the future.</p> <p>2. Neighbourhood Plan – Mr G Bibby</p> <p>Mr Bibby stated that there were 10 volunteers recruited including Ms Newman, Mr Bibby and Mr Borg. Mr Bibby was planning to meet with Mrs Beech from the Borough Council to discuss the next steps and the area to be included on Tuesday 24th May at 1.30pm and Dr Studd is also to attend. Mr Bibby also reported that it was his intention to lead on the first meeting and then to appoint a new chair and hand it over. Overall it was agreed that responsibility is delegated to the Neighbourhood Plan Steering group whilst overall responsibility for the plan remained with the Parish Council</p> <p>3. Storage and organisation of records – Mr G Bibby</p> <p>Mr Bibby has looked through the Parish Council cabinet in the Village Hall and will be taking the Parish Council records to the University to be archived. The Clerk was asked to find out if it is acceptable to only hold a digital record and what needs to be kept.</p> <p>4. Consideration of NBC Communities Day (10th June)</p> <p>There was nothing to put forward at this stage.</p> <p>5. Volunteers for small jobs in the Parish – Ms V Newman</p> <p>This was agreed to be included as a call for volunteers in the next Yew Tree.</p> <p>6. Poor state of pavement reinstatement by Virgin Cable at Knights Croft – Ms V Newman</p> <p>It was agreed that the Clerk would report this to Virgin regarding the poor state of the repairs and ask them to make it safe.</p>	<p>GB Clerk</p> <p>GB/JB Clerk</p>
16/64	<p>Clerk's Reports</p> <p>Correspondence</p> <p>1. To review papers and correspondence received through the clerk and consider if</p>	

	<p>any item requires further action on next agenda :</p> <p>Mr Bibby had circulated the LAP outcomes by email, but it was noted that PCSO Durber was leaving the area. Mr Bibby will ask for a replacement poster.</p> <p>The Clerk circulated the legal advice regarding restricted parking on The Village, provided by Mr Murphy at the County Council and it was agreed to write to Cllr Huckfield to ask for his support to progress this further. It was noted that a discussion would need to be held again with the University regarding the costs for this.</p> <p>The Clerk updated the Parish Council regarding the scheme details for the Parochial Charities.</p>	<p>GB</p> <p>Clerk</p>
16/65	<p>Financial Statement</p> <p>1. To sign the Annual return for year ending 2015/16 following internal audit inspection and to note the outcome – see Appendix 1 RESOLVED that be signed and approved in relation to Section 1 and Section 2. The Clerk was authorised to submit it to External Audit and also to advertise the notice.</p> <p>2. To approve payments/orders, receipts and transfers - Appendix 2 RESOLVED that the payments be approved in accordance with the attached schedule.</p> <p>3. To consider the renewal of the annual insurance policy from June 2016 – Appendix 3 RESOLVED to approve the quote from Came and Co for annual insurance at a quote of £645.47.</p>	
16/66	<p>Any Other Business for future agendas</p> <p>The Clerk was asked to contact Jane Horwood-Barker at Keele University regarding the new pathways at Horwood Road requiring planning permission due to the Conservation Area status.</p> <p>The Clerk was asked to inform Highways of the mud on the road caused by the 4x4 event on Pepper Street.</p>	<p>Clerk</p> <p>Clerk</p>

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 10	Keele Village Hall MC	Room Hire April to March 17 (12 meetings)	285.00
bacs 11	Eurooffice	Folders 1/4	14.22
bacs 12	C Withington	May Salary	229.29
bacs 12	C Withington	May Expenses inc mileage	34.80
bacs 13	HMRC	Tax and NI May	57.20
bacs 14	Mr Czwartynski	Litter - May 16	132.00
bacs 15	Chris Heelis	Internal Audit fee 2015/16	50.00
bacs 16	C Withington	Post Redir	10.50
bacs 17	Came and Company	Insurance renewal	645.47
bacs 18	Graham Bibby	15 x booklets Nplan	24.60
bacs 19	PMT	Cancelled	-
		Monthly Total	1,483.08