

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 21st December 2016 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs Mr G Bibby (Chair), Ms V Newman, Dr C Harrison, Mrs S Hughes, Mr J Downing, Cllr T Kearon

In Attendance: Mrs C Withington Clerk

Mike Brereton and Diane Smith were also present for item 16/141 only.

16/140 Minutes of the Parish Council meeting held on 16th November 2016

The minutes of the last meeting were signed as a true and accurate record.

Matters arising not on the agenda:

Clerk

The Clerk was asked to request a response from the Borough Council with regards to consultation with the Parish Council if a request is submitted to the Secretary of State to change the Green Belt.

Mr Bibby reported that with regards to the Open Space consultation, apart from some protected woodland on the Golf Course and verges on the A525 being considered amenity, there was nothing of any real concern. Therefore, no comments had been submitted.

**Next
Agenda
WN**

It was agreed to include the item regarding Three Mile Lane Litter on the next agenda when Cllr Naylor could present it.

16/141 Public Open Forum

It was resolved to bring forward the items 16/145 regarding the Keele Village Hall sign/Community Chest application and item 16/146 regarding the building condition. Mr Michael Brereton and Ms Diane Smith, members of the Village Hall Management Committee, attended the meeting to update the Parish Council with regards to the proposed sign for the Village Hall. **RESOLVED** that the sign as presented be approved for installation. It was further **RESOLVED** that the Parish Council apply for Community Chest funding to fund the sign and the Management Committee is to send the information to the Clerk as soon as possible.

**VHMC
Clerk**

Further discussion was held with regards to the overall condition of the building and a brief presentation was made regarding the preliminary findings following an informal inspection. Discussion took place with regards to this information and it was **RESOLVED** that a formal professional report with risks and options needed to be commissioned by the Management Committee, and to consider if the insurance company would fund this. Funding options may be available through the Heritage Lottery Funding scheme. Clerk to send the conveyancing information to Mr Brereton.

**VHMC
Clerk**

16/142 Apologies – Dr R Studd, Mr J Borg, Cllr W Naylor, Mr T Snape

16/143 Declarations of Disclosable Pecuniary Interests

None declared.

16/144 Planning applications – to provide comments on the following:

[Application for certificate of lawfulness of proposed works to a listed building - Proposed installation of waste and drainage](#) Keele Hall Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BA Ref. No: 16/01007/PLDLB – This was noted.

[Erection of a detached dwelling](#) Orchard Cottage Three Mile Lane Newcastle Under Lyme Staffordshire ST5 5HH Ref. No: 16/00959/OUT – This was noted.

[Variation of condition 1 attached to planning permission N21428 in order to allow occupation of the mobile home by Thomas Maughan, Eileen Mcdonagh and their resident dependents](#) 5 Boggs Cottages Keele Road Keele Newcastle Under Lyme Staffordshire ST5 5AB Ref. No: 16/00969/FUL – **RESOLVED** to object on the grounds of inconsistency with current planning policy and also the previous appeal decision. Furthermore, since the owner (as referred to in N21428) no longer resides on the site, the enforcement order dated 13 July 2016 should be implemented forthwith.

The demolition of 366 student bed-spaces, and other demolition works; the erection of seven new halls of residence, comprising four cluster flat blocks and three townhouse blocks, to provide 617 new student bed-spaces, three wardens' flats and two laundries; the erection of a single-storey social hub; the erection of a new energy centre; the erection of ancillary buildings including bike stores and bin stores; the reconfiguration of parking, servicing and accesses; plus hard and soft landscaping, engineering works and associated infrastructure at Barnes Hall. Keele University Ref 16/01014/FUL – **RESOLVED** due to the size of the application and the time of year, that the Clerk request an extension to allow the opportunity for proper public input at the next meeting. It was also suggested that due consideration needed to be given to the car parking strategy being in place before the removal of any current car parks eg at the Observatory. Ms Newman to draft some comments to be considered at the next meeting and Mr Downing to look at the application with regards to the Campus residents.

Pepper Street (Outline Planning Permission for up to 100 residential) – 13/00970/OUT current position regarding development, security of the site and enforcement – An internal meeting had been held with Mr Sellgren, Cllr L Shenton and Cllr W Naylor to discuss this issue further. It was noted that the outcome of the meeting included further attempts to contact the land owner to no avail. It had also been suggested that a meeting with Staffordshire County Council and the Fire Services may be required. Cllr Kearon agreed to liaise with Mrs Hughes to ensure she was included in any further meetings held.

TK/SH

16/145 **Grants**

To consider applications for Community Chest (current balance is £1145.55) Keele Village Hall – **RESOLVED** as discussed earlier under item 16/141 to submit the application from the Parish Council for the Village Hall signage.

Clerk

16/146 **To consider a report form Diane Smith of Keele Village Hall Committee on the condition of the fabric of the hall**

This was discussed under item 16/141.

16/147 **To consider a Draft budget for 2017/18, to note the potential loss of the S136 funding (subject to Full Council) from the Borough Council and to reconsider the impact on precept setting – See Appendix A**

The draft budget was reviewed and the position with the expected loss of the £2000 Section 136 funding from the Borough Council, although it was still unclear at this stage. Additionally, it was noted that the cap had not been applied to precept increases by Government. Cllr Kearon stated that a decision was imminent regarding the funding from the Borough, expected around mid-January. It was agreed to propose to increase the precept (Band D) from 0.46 per week to 0.60 per week (32%) to cover the draft budget (taking account of the funding loss). This will be finalised at the next meeting in January. It was also **RESOLVED** to issue a Yew Tree on this basis, with the proposed increase detailed and the services provided by the Parish Council.

VN
GB

16/148 **Reports**

- 1) Chairman’s report – Mr G Bibby. This was noted as attached at Appendix B.
- 2) County & Borough Councillors Cllr D Huckfield, Cllr Naylor, Cllr Kearon – Cllr Naylor’s report was noted. Cllr Kearon stated that he had been working on matters regarding the inconsistency of the recycling and green waste collections in the parish, which were due to a change in team in time.
- 3) Borough Standards Committee – Dr R Studd – Nothing to report.
- 4) Betley Keele and Madeley Locality Action Partnership – Cllr W Naylor -Nothing to report.
- 5) Rural Runabout update – Ms Newman – Nothing to report, as Ms Newman was unable to attend the meeting. Ms Newman was asked to find out how much use there had been.
- 6) Village Hall Management Committee update - Mrs S Hughes. Mrs Hughes reported that a new cooker and urn had been purchased. The next meeting was due on 16th January. The quiz was a success raising £287.

VN

16/149 Amenities

1) To consider schemes for the Lengthsman (£963)
To consider a quote for siding of the pavement from Pepper Street on the right-hand side going up to Red Heath House – The quote from Mr Hough was approved. The Clerk was asked to obtain a further quote for siding the other side down to the bypass. Also, to ask when the work will be carried out at Station Road/The Village.

Clerk

16/150 Other matters for consideration:

1) An update on the residents parking scheme in the Village – Mr G Bibby
It was noted that the costs were likely to be £5k to provide the scheme plus a further £100 per year per permit. The Clerk was asked to confirm this cost. Mr Bibby agreed to ask if the University would consider funding this to progress it now (and also the permits in perpetuity). If not, then the question will be put to the residents to ask if they would fund the permits. It was suggested that this could be a good demonstration of community engagement and working to mitigate the new developments proposed.

Clerk
GB

2) To approve the response by the sub group regarding the Electoral Review of Newcastle-Under-Lyme: Warding Arrangements, and to note the letter from the Chief Executive of NBC (note deadline 5th December)

Cllr Kearon had made an individual submission – which was noted.

3) To consider a response in relation to the Borough Council Consultation on the proposed Order under Section 53 of the Act (1st March 2017) for elections of all Town and Parish Councillors for any town/parish within the Borough area to be held simultaneously on 3rd May 2018 and every fourth year thereafter (Deadline for comments 9th January 2017)

RESOLVED to support this change. The Clerk is to inform the Borough Council.

4) To consider a response to the Open Space & Green Infrastructure Strategy Consultation available at www.newcastle-staffs.gov.uk (Deadline 15th December) – Mr G Bibby

Clerk

This was discussed under Matters Arising.

5) Litter bins on Three Mile Lane – Cllr W Naylor
This is to be discussed on the next agenda.

Next
agenda

6) To renew the service contract for the Yew Tree irrigation (at a cost £400.68 net for 3 services)

RESOLVED to renew the contract as above. Clerk to ask the Borough Council Tree officer to look at the tree in view of crown lifting.

Clerk

7) First Bus issues (laying over on Keele Road) – Ms V Newman

Ms Newman reported that bus number 25 seems to be causing obstructions where it is laying over by the playing fields and Church on a bend. The Clerk was asked to report this to the County Council and First Bus due to the obstruction.

Clerk

16/151 Correspondence

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

1) Staffs Community Council – Best Kept Village – This was noted.

16/152 Financial Statement

To approve payments/orders, receipts and transfers – Appendix B

RESOLVED to approve the payments as attached.

To note the bank reconciliation statement – Appendix C

RESOLVED to note the bank reconciliation statement.

To renew the Clerk’s SLCC Annual membership (1/8th) at a cost of £25

RESOLVED to renew the SLCC membership.

16/153 Any Other Business for future agendas

- Light pollution created by the new playing field lights

Meeting closed at 8.50pm

Approved Payment Schedule – December 2016

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 52	Eurooffice	Ink	23.08
bacs 53	SLCC	Renewal of Annual Fees (1/8)	25.00
bacs 54	John Knight	NP Consultancy Costs	2,228.80
bacs 55	Tom Snape	Facebook NP adverts	11.00
bacs 56	C Withington	Dec Salary	231.35
bacs 57	C Withington	Dec Expenses inc mileage	15.00
bacs 58	HMRC	Tax and NI Dec	58.00
bacs 59	Mr Czwartynski	Litter - Dec 16	132.00
		Monthly Total	2,724.23

Appendix A – Draft Budget

	Expected Spend 16/17	Appd Budget 16/17	Draft Budget 17/18
<u>EXPENDITURE</u>			
Clerk's Payment (and office expenses)	3,629	3800	4100
Litter payment	1,452	1716	1800
Grounds Maintenance	270	270	300
General/Admin Expenses	-		
Cllr Expenses/Room hire/Subs/Printing	540	540	540
Miscellaneous	50	50	50
Audit	150	150	150
Insurance	645	610	610
Remb. Sunday wreaths	113	20	20
Subscriptions	-		
SPCA	268	272	272
SLCC	40	40	40
CPRE	15	15	15
Community Council	25	27	27
Village Lengthsman Scheme (£1409 grant)	1,409	0	-
Church Yard contribution	1,900	950	950
Village Hall Contribution (Mainten)	500	500	500
Misc Contg	100	100	100
Neighbourhood Plan?	-		
Yew Tree Annual Maintenance	400	400	400
Seats, shelters and Notice Boards	400	400	400
Special Projects (Consultancy for planning, highways jobs)	500	500	500
War Memorial	-	100	100
Other (S136)	306		-
CPI Footpath grant	-	0	-
Expenses	-		
Chairman	200	206	210
Rural Runabout	-	0	
S137 (Church clock and Jubilee Orchard)	215	215	215
VAT (recoverable)	94	0	0
	13,220	10,881	11,299

Appendix B - Chairs Report

Neighbourhood Plan

The final consultation event at on the 15th November in the Students' Union increase the number of families who came along to over thirty and confirmed the comments made at the other two events. A copy of the comments is attached with this report.

KNPG met for the last time before Christmas o Thursday 15th December and discussed arrangements for the questionnaire. It was decided that it would be difficult to find time suitable for training all the Neighbourhood Coordinators but a document will be produced outlining procedures and a point of contact provided for support. It was decided that where coordinators could not be identified on campus, the questionnaires would be posted through doors with a stamped addressed envelope. It is intended that questionnaires will be circulated and collected during February.

Development

Wenslie Naylor received two large boxes of documentation pertaining to the University's planning applications. They are available in the Village Hall store cupboard should anyone wish to scrutinise them.

Pepper Street Health and Safety

Wenslie Naylor and Tony Kearon have now met with John Selgren and Liz Shenton to discuss the Pepper Street spoil heap's security.

University Development meeting

The meeting on the 24th November to outline additional plans for campus development was very helpful and the presentation has been circulate to all PC members. Of particular note was the proposed extension of the Leonard Jones building, a new business centre and reception opposite home farm and the revival of the proposal to build a hotel at the site opposite the Medical School.

Parking

Staffordshire County Council legal opinion is that the Parish cannot run a residents parking scheme but that:

"Mick has worked with Highways (also referred to as 'they') and they have agreed to a mini-RPZ, although it strictly does not meet their normal criteria for such a scheme. The costs will definitely need to fall to the Uni – if it is to go ahead. Colin Perkins is the TRO team leader. I think generally schemes are more expensive than this one, but Mick is suggesting that we can keep the costs down to the bear min i.e. £3 - 4k if the Parish Council do some of the consultation work. I think the costs come down to the high costs of the Sentinel adverts for TRO's about £800 odd an advert (totally ridiculous but a necessity as it has to be in the local media press) and the legal costs to draft the TRO/scheme and then progress it through the Delegated authority they have in house.

The scheme would be free – if the Uni are willing to cover the annual costs of the permits each year"

The University have confirmed informally that they would be willing to finance at this level.