

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 15th June 2016 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs Mr G Bibby (Chair), Ms V Newman, Dr R Studd, Dr C Harrison, Mr S Gibbons, Mr J Downing, Mrs S Hughes, Mr J Borg, Cllr Mrs W Naylor and Cllr T Kearon
In Attendance: Mrs Withington (Clerk)

1 member of public were present

It was noted at the start of the meeting that there had been a number of deaths recently of significant people who had contributed greatly to the Parish which included Ernest Jones, Colin Exley, Jeff O'Connor and June Forrester. Respects were paid to these people.

16/67 Public Open Forum

There were no issues to discuss.

16/68 Apologies

Apologies were received from Mr T Snape and Mr J Borg (who attended part way through the meeting).

16/69 Declarations of Disclosable Pecuniary Interests

None declared.

16/70 Minutes of the Statutory Annual Parish Meeting held on 18th May 2016

1. To approve

RESOLVED that the Statutory Annual minutes be signed as a true and accurate record, subject to the amendment of Horwood to read Barker in relation to item 16/66.

2. Updates from Matters arising from the last meeting not already on the agenda
Dunges Wood was discussed, and it was agreed that as there had been no further issues the matter would be closed subject to ongoing monitoring of the situation.

Mrs Hughes reported that she had been ringing 101 when black smoke has been seen at the site of Pepper Street.

Cllr Naylor reported that she would be inspecting Pepper Street following the next planned event at Hollywood for mud on the road. Any issues are to be reported to Highways on 0300 8000 111. Clerk to send the leaflet to Cllr Naylor.

**ALL
Clerk**

With regards to the Yew Tree, it was agreed that Cllr Naylor will be the distribution co-ordinator and the leaflets will be collected from Mr Bibby's porch.

The Clerk has reported the issues of the damage caused by the Virgin contractors on Knights Croft to Highways and will follow this up. It was noted that the broadband cabinet had been removed from Highway Lane due the lack of space available and that there had been no planning permission sought for it within the Conservation Area. Virgin are now looking for a private piece of land to locate this. It was agreed that Parish Councillors would send over a list of issues to the Clerk for a letter to be sent to the Virgin Broadband project manager.

**ALL
Clerk**

With regards to the parking scheme on The Village, it was agreed that the information will be supplied to the University to ask for their support to fund the reduced implementation costs. It was also agreed that this will be raised at the next update meeting with the University. Following the outcome of this, a letter will be sent to David Greatbach and copied to Derek Huckfield to pursue this.

**Clerk
GB/VN**

With regards to the Horwood temporary path, there is evidence of knotweed and building waste has been used with no permeable membrane. It was agreed that Ms Newman will ask what the next steps are at the next Estates meeting.

VN

16/71 Presentation from Jo Hall, Community Outreach worker regarding Healthwatch Staffordshire

Ms Hall attended to provide a brief explanation on the work of the new Healthwatch body, which was set up following the Mid-Staffs Hospital scandal. Their primary role is to influence health services on behalf of local citizens. In particular they can raise issues directly with the Trust's Chief Executive through the Health and Wellbeing Board. There are 3 officers with Ms Hall being the contact for this area. However

they are in need of community champions and volunteers. It was suggested that Ms Hall contacts the University's Medical School. It was also agreed that any issues are forwarded to Ms Hall for her attention. Mr Bibby agreed to post the information on the website. Ms Hall was thanked for her informative presentation.

ALL
GB

16/72 **Planning applications – to provide comments on the following:**

Pepper Street (Outline Planning Permission for up to 100 residential) – 13/00970/OUT current position regarding development

There had been no further information received on the proposed development.

Pepper Street Planning Enforcement action update, to note the response if any regarding the security of site from the Borough Council and progression to Stage 2 – A letter had been received earlier that day from the Chief Executive of the Borough Council asking if the council wished to meet up as suggested or wished to pursue the official complaint. It was agreed that the Clerk set up the meeting with Cllr Naylon, Cllr Kearon, Mrs Hughes, Ms Newman, Mr Studd, Mr Gibbons and Mr Bibby. The meeting will be to discuss the security of the landfill and burning spoilt tip.

Clerk

Mr Borg attended the meeting at this point.

Alterations to existing garage including the conversion to utility room, new pitched roof and installation of roof lights to front elevation. Ground floor side and rear extensions. 14 Station Road Keele Newcastle Staffordshire ST5 5AH Ref. No: 16/00412/FUL - No comments were raised.

Replace existing dilapidated outbuilding with new workroom/garage extension Keele Lodge Keele Drive Keele University Keele Newcastle Staffordshire ST5 5AU Ref. No: 16/00361/FUL - No comments were raised.

Application to the Local Planning Authority for approval required by condition 4 of Listed Building Consent 16/00157/LBC for the refurbishment of cast iron hoppers, replacement of cast iron rainwater pipes, replacement of 6no steel casement window frames, fitting of Fibre-grid slip resistant walkway panels to the main roof level valley Keele Hall Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BA Ref. No: 16/00157/CN04 - No comments were raised.

Various advertisement signs (1 campus map, 1 tenant list sign and 8 road name signs) Land Adjacent Keele University Keele Road Keele Newcastle Under Lyme Staffordshire Ref. No: 16/00417/ADV - There were no objections to this development.

16/73 **Comments on university's plans for development of additional student accommodation**

Mr Borg had attended the focus group with the affected residents earlier in the evening, which related to the area around the staff flats. Issues included the lack of separation between the student accommodation and the staff flats due to the encroachment of Plantation Park. Mr Bibby suggested that we should look at the material planning considerations in relation to these proposed plans. The overall reduction of parking spaces was a major concern which could see more parking in residential areas. Mr Downing also raised concerns about the health centre and the reduced floorspace plus parking following the proposed relocation. There is also the issue relating to how the new student accommodation in the Borough can be used to contribute towards the overall increase needed for student accommodation. It was **RESOLVED** that a joint Borough Councillor and Parish Council leaflet will be issued inviting people to attend focus meetings to be arranged. It was also agreed that residents will be invited to submit their comments to a general mailbox.

TK
GB
VN
JD
WN

The Clerk was asked to write to the University to ask them to present the revised proposals and rationale at the next meeting, and to provide the headline consultation feedback so far. Further consultation will be held following this.

Clerk
Next
agenda

16/74 **Reports**

1. Chairman's report

The attached report was read out by Mr Bibby. A vote of thanks was passed to Ms Newman (retiring chair) and Dr Harrison (retiring vice chair). It was agreed that Mr

Bibby will take the old council archive files to the University for safe keeping once he has sorted the remaining materials. Meanwhile new minutes and financial papers will be filed in a timely manner. The aim will be to move to electronic record keeping once the SPCA has developed a policy. With regards to the Pepper Street appeal, it was noted that the deadline for the submission of documents by the LPA and appellant is 20th June. Reports to be made to 101 if further action is seen with regards to the tiles being removed. This will be raised also with Mr Sellgren at the meeting regarding the lack of proactive planning enforcement officers. Mr Bibby will put in an updated poster for the police in the Parish within the noticeboards.

C/Exec meeting
GB/SH
GB

With regards to parking on Three Mile Lane, it was agreed to continue to use the polite notice, until told otherwise.

The Clerk was asked to amend the delivery of the wreaths in August to Mr Newman's address, who would lay them. It was agreed that this will be publicised on the web and in the Yew Tree, and possibly a press release.

Clerk
VN/GB

2. County & Borough Councillors Cllr D Huckfield, Cllr Naylor
Cllr Naylor reported an issue relating to drugs in Highway Lane and inconsiderate parking. This has been forwarded to the PCSOs. Knights Croft are pleased with the removal of the tree. It was agreed to include the nominations to the Local List on the next agenda.

Next agenda

Cllr Kearon reported the ongoing issues with broadband, and that some could access the fibre optic and some couldn't. There had also been an issue with burglaries in the parish and alternative methods of dealing with the individuals were to be considered by the police.

3. Staffordshire Parish Councils Association - To nominate a representative
RESOLVED that Mr Bibby be the Parish Council representative. The Clerk is to notify SPCA.

Clerk

4. Borough Standards Committee – To nominate a representative
Dr R Studd is to be the Parish Council representative. The Clerk is to notify Geoff Durham.

Clerk

5. Betley Keele and Madeley Locality Action Partnership – To nominate a representative
RESOLVED that Cllr Naylor be the Parish Council representative. The Clerk is to notify Irene Lee.

Clerk

6. To nominate representatives for other responsibilities as appropriate
With regards to the Keele University Estates meeting it was **RESOLVED** that Mr Bibby, Mr Snape, Mr Borg, Cllr Kearon, Cllr Naylor, Dr Studd to be the representatives. The Clerk to notify Keele University.

Clerk

7. Rural Runabout update – Ms Newman
The Clerk is to notify the Committee that Ms Newman is the representative. It was noted that there are cost issues in relation to a community group that had used it previously, and there is an issue regarding the medicals required for drivers being over 70.

8. Village Hall Management Committee update – Mrs S Hughes
Mrs Hughes updated the meeting to say that the AGM had been held on 25th May which saw the audited accounts presented and the new committee elected, chaired by Mr Brereton. There were plans to upgrade the disabled toilet and the floor had been polished following a grant. The next meeting is due to be held on 13th July 2016.

16/75 Amenities

1. To consider schemes for the Lengthsman (£1409)
It was **RESOLVED** to instruct the bus shelters to be cleaned.

Clerk

16/76 Grants

1. To consider applications for Community Chest (current balance is £1280)
• None received

16/77 **Other matters for consideration:**

- 1. Progress with broadband – Mr G Bibby

It was agreed that this would be discussed on the next agenda, but in the meantime the speeds would be monitored as there seems to be inconsistency across the area.

- 2. Section 106 funding from the Hawthorns – Mr J Downing

At this stage there was no further action to consider.

- 3. Yew Tree newsletter articles– Mr G Bibby

The articles were agreed for the next edition.

- 4. Neighbourhood Plan update – Mr G Bibby

It was suggested that we would need to include the whole parish in the designated area which could cause issues with the campus masterplan, and a meeting will be held with NuLBC and the University to agree a way forward. An appointment was made to commission Mr John Knight as the lead consultant on the plan, which would be funded through a grant application (led by Mr Knight), who will be working at risk until funding is achieved. Mr Knight will be meeting on Monday to discuss the way forward with the plan. It was **RESOLVED** that the Parish Council note the latest progress and support the application for the entire parish to be designated.

- 5. Litter pick Three Mile Lane – Mrs W Naylor

As the Highways team were unable to approve the litter pick, due to safety issues, it was called off. It was agreed that an informal unorganised litter pick would take place at the volunteers own risk. It was agreed to discuss the location of bins for the next agenda.

- 6. Items for the next Parish Council Forum

It was agreed to request an item on the progress of the local Neighbourhood Plans on the next agenda of the Parish Council Forum (18th July).

Next agenda

Standing Item

Next agenda

16/78 **Clerk's Reports**

To adopt the amended Financial regulations – see Appendix 1

RESOLVED that this be approved and adopted.

16/79 **Correspondence**

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

To consider the renewal of the Community Council of Staffordshire on the next agenda.

Next agenda

16/80 **Financial Statement**

- 1. To adopt the new NALC salary scales with effect from April 16 – Appendix 2

RESOLVED that the new pay scales be approved.

- 2. To approve payments/orders, receipts and transfers – Appendix 3

It was **RESOLVED** that this be approved for payment.

- 3. To confirm the Insurance Declaration –

RESOLVED that the Clerk will circulate this for the Parish Council's consideration if required to do so by Came and Co.

16/81 **Any Other Business for future agendas**

Meeting closed at 9.17pm.

Approved Payment Schedule Appendix A

bacs 20	C Withington	June Salary	235.87
bacs 20a	C Withington	June Expenses inc mileage	15.00
bacs 21	HMRC	Tax and NI June	59.20
bacs 22	Eurooffice	Ream of Paper	15.59
bacs 23	SPCA	Training invoice Chair	40.00
bacs 25	Mr Czwartynski	Litter - June 16	132.00

Appendix A- Chairs Report tabled at the meeting

Staffordshire Local Community Fund

Parish councils should be aware that individual county councillors have £7,500 to spend on community projects in the areas they represent through the Staffordshire Local Community Fund. Full details of the Fund and the related application form are attached.

Storage of Records

I have spoken to the Helen Burton [h.burton@keele.ac.uk](mailto:h.burton@ Keele.ac.uk) [note change of email address]. She will take items and store securely providing they are properly organised.

Arrangement by record series (ie. minutes, accounts, correspondence, planning...) and then by date would be most suitable. If there are associated accounts and correspondence with loose minutes, no need to separate - such papers are best retained as a single series, if that makes sense. We can transfer the papers to archival quality folders and boxes upon deposit. I will get in touch when when we ready and Helen will draw up an agreement. I will undertake this task but any help would be appreciated.

I have spoken to Andrew at SPCA on digital storage who recognises it as an area of evolving practice and is drawing up a policy. In the short term we will file Planning Papers, Minutes and Financial Papers in the VH in a timely manner. w

Stripping of Tiles Inquiry

Public Inquiry to be held

I have just spoken to Elaine Moulton with regard to the appeal. It is going to Public Inquiry, it is thought this should not last more than two days and I would not propose that we become formal partners of the LA as was the case with the Hawthorns. The appellant has not made documented submissions beyond that laid out in the document we have received; I have confirmed this with Elaine and by examination of the National Planning Portal, thus the case is weak. Of the three points made:

c. In the absence of any further submissions from the appellant, this point is not defended and requires no further input from KPC. Elaine is confident it will stand.

d. "that, at the time the enforcement notice was issued, it was too late to take enforcement action against the matters stated in the notice." This is the tricky one. The law says that if the site is undergoing 'operational development' i.e. some sort of approved commercial activity then, if occupied for more than 4 years, the site is exempt from the eviction notice. The council are arguing that he site is not undergoing any valid operational development and thus the second condition applies. In the second case, for a site occupied for residential purposes, the time limit for eviction is 10 years. Thus NuLBC will argue, as the site has not been occupied for more than 10 years and there is no approved operational development that their eviction notice is valid. NuLBC have aerial photos of the site taken in 2010 which establish the site was not occupied at this time. The most useful thing we could contribute would be any evidence of the exact time of occupation. Of lesser interest but of value would be any additional information we have on the exact nature of activity on the site.

g. "that the time given to comply

The following has now been posted on the National Planning Inspectorate Website with regard to the appeal against the decision to evict Mr Kevin Broad from the Pepper Street site:

"The appellant arrived on site during the winter of 2012/13 when the caravan was first seen on site, the occupants began to light regular bonfires. A washing line was erected, washing could be seen drying and we began to hear shouting from the vicinity of the buildings. Prior to this point there had never been any domestic activity on the site. It is our belief that the occupant of the caravan is using the site for residential purposes and that the caravan moved onto the site for that purpose. Other evidence of

domestic occupation includes the modification of buildings to provide a shower and the installation of domestic appliances. There is nothing to suggest that the site is being used for operational purposes. In addition, it is our understanding that the occupant does not have permission to occupy the site and thus any operational activity that was occurring would be invalid. He has been observed removing tiles from the roof of the building immediately adjacent to the location of his mobile home. As a consequence, the building (known as B3) no longer has a tiled roof and which will have destroyed the known bat roosts in that building. Several of the other buildings on site have also had their roofs removed."

Appellants/ LPA deadline 20th June, no documents as such yet and no sate for the inquiry

New PCSO

PCSO 16736 Sarah Forrest will be covering the area of Keele and the university with Sue Durbar's departure. New posters have been provided by Colin and will be placed in the notice boards.

Parking

The placement of notices on windscreens has resulted in a significant improvement in parking on pavement. The initiative will continue for the moment.

Meeting with Vice Chair of KU Trevor McMillan

20th of July Chair and Vice Chair attending

Agenda

1. Introductions

2. General discussion:

- a. Update on Keele's Strategic Plan 2015-2020*
 - i. developments since the VC's presentation to Parish Council in October 2105*
 - ii. perhaps an introduction to the key strategic Investment plans:*
 - Accommodation – reference my presentation to them on Wednesday 18th May*
 - Kieil*
 - MRDC*
 - Central Teaching Laboratories as next phase of the current £10m investment in Huxley*
- b. Update on the Parish Council's priorities and objectives in the coming years*

3. Future Meetings, e.g.

- a. annual presentation from the VC each Autumn*
- b. Periodic Community Representative Meetings led by Phil*