

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 10th September 2014 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs: Dr R Studd (Acting Chair), Dr Harrison, Mrs Hughes, Mrs A Studd, Mr Hindmarch, Mr J Downing, Mr Bibby and Mrs A Abercrombie
Mrs Withington (Clerk)
Guests: 2 members of public were present

Ref		Action
14/061	<p>To appoint a Chair for this meeting The Clerk stated that due to the absence of Ms Newman and Cllr Naylor, a chair would need to be appointed for this meeting. Discussion took place and it was RESOLVED to appoint Dr Studd as the Chair.</p>	
14/062	<p>Public Open Forum No items discussed.</p>	
14/063	<p>Apologies received through Clerk Apologies received from Ms Newman, Cllr Kearon, Cllr W Naylor, Mr Butters and Mrs Abercrombie (who may be late).</p>	
14/064	<p>Declarations of Disclosable Pecuniary Interests None</p>	
14/065	<p>Minutes of the Parish Council meeting held on 13 August 2014</p> <ol style="list-style-type: none"> To approve: Subject to the amendment to minute 14/054 item 5.1 – Phytophthora Ramorum (Sudden Oak Death Oak). The minutes were approved and signed as a true and accurate record. Matters arising not on the agenda Dr Harrison requested an update on Pepper Street planning application with respects to the letter that was issued to Newcastle Borough Council Planning authority regarding the proposed monitoring arrangements for the air quality and road traffic issues. Clerk to request an update. Noted the applicant has until 5th October 2014 to discharge the conditions. <p>Mrs Hughes expressed disappointment with the outcome of the request to the Secretary of State to call the decision in. In particular a number of letters were hand delivered on Friday afternoon prior to the cut off, with a standard response being issued fairly swiftly after this. The response to accept the NBC planning committee’s decision was noted.</p> <p>Clerk to include the Pepper Street planning application as a standing agenda item.</p> <p>Dr Harrison wished thanks to be included in the minutes for Ms Newman and Mrs Withington with respects to their efforts regarding Pepper Street.</p>	<p>Clerk</p> <p>Clerk Next agenda</p>
14/066	<p>Administration –</p> <ol style="list-style-type: none"> To consider adopting the NALC model 2013 Standing Orders and revise following the Openness of Local Government Bodies Regulations 2014 The Clerk had previously circulated the guidance (and Model Standing Orders) with regards to amending the current Standing Orders to allow the photography and filming etc. of open meetings and their publication. RESOLVED that the current standing orders be amended to delete item 2.b.k) and replaced with the below : No photography, recording of the meeting without the Parish Council’s prior permission. <i>“Deleted following the implementation of the Openness of Local Government Bodies Regulations 2014”.</i> To consider adopting the NALC model Financial Regulations to allow 	<p>Clerk</p>

internet banking

The current NALC Model Financial Regulations were circulated and considered at the meeting. Noted that the tendering amounts remained unaltered from the previous version adopted. The new version however allowed for internet banking.

RESOLVED that these be adopted. The Clerk was asked to find out if a second person could be given access to the interest bank to approve and release payments, set up by the Clerk. **RESOLVED** that the Council approves that subject to 2 authorised signatories signing the BACS payment schedule, which would be presented for approval at each Council meeting, the Clerk be authorised to make these payments in this way. Cheques would continue to be signed by two authorised signatories. The current NALC Model Financial regulations were adopted at this meeting. **Clerk**

14/065 **Reports**

1. Chairman's report Ms Newman

Dr Studd read out the previously circulated report by Ms Newman. Noted that First Bus were to be invited to the next meeting to discuss the service issues in the village. Mr Gray's response to this issue was duly noted. **Clerk**

2. County & Borough Councillors Cllr D Huckfield, Cllr Naylor and Cllr T Kearon

Cllr Kearon and Cllr Naylor were both attending the Borough Council Cabinet meeting tonight. Cllr Naylor circulated a brief update on various issues. With regards to the Highways issues raised, the Clerk is to write to Philip Atkins at the County Council to ask the latest position with regards to the poor quality pavements, the broken drain at Church Bank and the wilful abandonment by Staffordshire Highways authority of these ongoing issues reported many years ago. A request for a drain cleaning day should also be included. **Clerk**

Clerk to report the overgrown speed limit sign at Keele Bank. **Clerk**

3. Staffordshire Parish Councils Association - Nothing discussed.
4. Borough Standards Committee – Nothing discussed.
5. Borough Sports Council Mr Downing – To report back at the next meeting, following the Sports Council on 11th September 2014.
6. Betley Keele and Madeley Locality Action Partnership Mrs Abercrombie
7. 2nd September review meeting of Section 136 Funding attended by the Chair and Clerk

The Clerk stated that both Ms Newman and she had attended the meeting with the Borough Council's Scrutiny Panel. A case was put forward to protect the concurrent funding received – currently set at a minimum of £2k for the Ward. A recommendation is to be put to the next forum meeting in October, with a decision taken by Cabinet. Dr Studd believed he knew why and when it was set at the £2k minimum and would look up the date.

14/067 **Amenities**

1. *Rural Runabout update - Mrs Studd*

Mrs Studd attended an extraordinary meeting on 22nd August, due to the resignation of the Secretary/Bookings Clerk. The role is currently being covered by another member until the vacancy is filled. In the meantime, Mrs Studd should be contacted for bookings.

2. *Village Hall Management Committee - Mrs Hughes*

The next meeting is expected to take place on 17th September, with a

coffee morning planned for 23rd September. Work has been carried out to replace and replaster around the small committee room window.

3. *Heritage Lottery Bid – Stone Walls Mrs Abercrombie*

No further update as yet, a meeting is to be held as soon as possible.

4. *To consider War memorial repair quotes for repointing the base and grant funding*

The Clerk reported that she had sought two further quotes with the assistance of Mr Jefferies. A grant of 10% would be funded by the Borough Council towards the overall cost. A further grant of 50% (maximum £2.5k) could be sought from the Small Grant War Memorial Trust fund. There was concern that a name had been missed from the War Memorial. Mrs Studd to pass details to the Clerk so that she could inform the Parish Church Clerk (Mr Samuel Winters) regarding the likely work. Noted that the as it is Listed Building, Listed Building Consent may be required.

AS
Clerk

5. *Lengthsman scheme – consideration of work (budget £989)*

Clerk to email the specification of work that is covered under this scheme to all. All to think about that work is required and bring to the next meeting for agreement. Mrs Hughes suggested that the pavement is sided by Redheath House (Pepper Street).

Clerk
ALL
Next
agenda

In the meantime the Clerk is to write to Madeley Parish Council and inform them that they consider the condition of the pavement by Elmside Nursery on Main Road, Middle Madeley, is not suitable for pushchairs and children to use to access the schools, and to ask that they raise it with their County Councillor.

14/068 **Grants**

1. *To consider applications for Community Chest funding (current balance is £1040) - Parish Council bid for funding for the restoration of the lamp post*

Nothing to discuss as Cllr Naylor is not able to provide an update in response to the clarification with the Borough Council. To be included on the next agenda.

WN
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agenda

2. *To consider applications for the Grants Programme (balance is £300)*
This was noted.

14/069 **Planning applications – to provide comments on the following:**

1. **APPEAL** [Proposed student accommodation with carparking \(Keele Campus\) and proposed residential development of 92 dwellings with school drop off point, shop and linked areas of greenspace \(The Hawthorns\).](#) The Hawthorns And Keele Campus Keele Newcastle Staffordshire Ref. No: 14/00014/REFUSE - to apply for Rule 6 status and set up a Committee to respond to the related appeals (item 1 and 2)
2. **APPEAL** [Demolition of existing buildings \(The Hawthorns\)](#) The Hawthorns and Keele Campus Keele Newcastle Staffordshire Ref. No: 14/00015/REFUSE

Items 1 and 2 were taken together. The sub group had met and it was agreed that the Parish Council disagreed with aspects of the Statement of Common Ground. Clerk to request an update from Ms Newman as to the latest position with respects to the comments being submitted. It was felt that this did not need to be submitted until the proof of evidence is submitted on 18th

Clerk

Ref		Action
	<p>November. The hearing with the Planning Inspectorate is planned for 4 days starting 16th December 2014. A draft is to be made available to the Parish Council for comment at the next meeting regarding the proof of evidence.</p>	VN/DH/GB
	<p>In the meantime the Clerk is to write to the Chief Executive of the Borough Council to ask by they have failed to respond to the Freedom of Information request submitted in July. A further deadline of 10 working days is to be given to them prior to a letter being sent to the Information Commissioners Office, regarding their lack of response in accordance with the statutory process.</p>	Clerk

The below applications were noted:

3. [Application for approval of details of the the Combined Heat and Power System as required by condition 04 of planning permission reference 13/00933/FUL - Upgrading of an existing plant room to include re-modelling of the internal layout, over-cladding of the external envelope, replacement windows and a new roof covering.](#) Horwood Boiler House And Service Yard University Of Keele Three Mile Lane Keele Newcastle Under Lyme Staffordshire 13/00933/CN04
4. [Application for approval of Tree Protection Plan and schedule of works as required by condition 05 of planning permission reference 13/00933/FUL - Upgrading of an existing plant room to include re-modelling of the internal layout, over-cladding of the external envelope, replacement windows and a new roof covering.](#) Horwood Boiler House And Service Yard University Of Keele Three Mile Lane Keele Newcastle Under Lyme Staffordshire Ref. No: 13/00933/CN05
5. [Application for certificate of lawfulness of proposed works to a listed building - Minor internal alterations to improve fire safety within the Chapel](#) The Chapel Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire Ref. No: 14/00616/PLD
6. [Application for approval of the replacement bricks, which shall match like for like the size, colour and texture those of the existing structure to be used in the reconstruction of the balustrade wall as required by condition 03 of planning permission reference 14/00286/LBC - Re-construction of balustrade walls to bridge](#) The Clock House Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BG Ref. No: 14/00286/CN03
7. [Application for approval of the details of the materials of the paved area as required by condition 4 of Planning Permission 14/00345/FUL - Erection of new smoking shelter](#) Library Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire Ref. No: 14/00345/CN04
8. [Works to trees \(Horse Chestnut on entrance avenue from station road\)](#) The Hawthorns Keele University Station Road Keele Newcastle Under Lyme Staffordshire ST5 5BG - 14/00614/TCA

14/070 **Other matters for consideration:**

1. *Staffordshire County Council Libraries consultation response – any further action*
The Clerk requested clarification as to the response to be given to the County Council. Mrs Abercrombie stated that as there was no library in the Parish, lots of parishioners travel to Silverdale including the elderly and the children, not just for books but other items of added value such as adult learning, research, internet, meetings etc. Silverdale is considered to be easily accessible in terms of bus routes, parking. Therefore the Parish Council wish to support Silverdale Parish Council to save the library from closure and for the County to retain its service currently provided by professionally qualified librarians. Clerk to send the consultation response in on behalf of the Parish Council.
2. *Lymes Road Gating Order further action*
This matter is ongoing.
3. *Pepper Street – Illegal occupied Caravan to note the response (if*

Clerk

- received) from Planning Enforcement Clerk to request an update on this matter.
4. *Keele University – Ideas for use of ~~wood~~ from Keele Wood*
Nothing was suggested, therefore no further action.
 5. *Promotion of Shop Local week (via LAP)*
This item is to be removed.
 6. *Progressing the War Memorial repair work*
Discussed earlier on the agenda.
 7. *Response for review of Polling Districts (2 stations) by Newcastle Borough Council*
No comments other than that the Ballroom polling station at the University must be restricted to voters only.
 8. *Letters to landowners regarding their responsibilities for cutting hedges and footpaths – Cllr Naylor*
It was agreed to put this item on the meeting agenda for November, to see if the landowners cut their hedges during hedge cutting season.

**November
Agenda**

14/071 **Clerk's Reports**

Correspondence

- *Letter from National Planning Casework regarding Pepper Street request for Call in by Secretary of State*
This was discussed and noted earlier on the agenda.
- *Highways Infrastructure partnership with Amey – event on 25th September 2014 at 10 til 1pm*
Clerk to put Dr Studd forward for this and to circulate the info to all.

**Clerk
RS**

Financial Statement

To approve payments/orders, receipts and transfers, and budget position statement

The payments schedule as per Appendix A was signed and approved for payment by cheque and Bacs. The budget position was noted.

14/072 **Any Other Business for future agendas**

None.

Meeting closed at 8.40pm.

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

8th October – Keele Village Hall

12th November – Keele University – Library (Training Rooms)

10th December – Keele Village Hall

14th January – Keele Village Hall

11th February – Keele Village Hall

11th March – Keele University – Library (Training Rooms)

8th April – Keele Village Hall (incs Annual Parish Meeting)

**13th May – Keele Village Hall (incs Annual Statutory Council Meeting)

** Note Parish Council Elections so may be subject to change