

## **MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Thursday 13<sup>th</sup> December 2012 at 7.00 p.m. at Sustainability Hub, Keele University**

Attendees: Parish Cllrs Mrs Naylor (Chair), Mrs Abercrombie, Mr Hindmarch, Mrs Studd, Ms Newman (Vice Chair), Rev Tillier and Mr Bibby.

Clerk – Mrs C Withington

Guests: Mr Butters

Ref	Action
12/10/405	<p><b>Apologies received through Clerk</b> Apologies received from Mrs Hughes, Mr Downing, Cllr Studd and Cllr Kearon</p>
12/10/406	<p><b>Declarations of Disclosable Pecuniary Interests relating to items on the agenda</b> None declared at the meeting. Noted that there will need to be an item on the next agenda to grant dispensation to allow Parish Councillors to vote on the budget.</p>
12/10/407	<p><b>To consider approving and signing minutes of the last Parish Council meeting held on 8<sup>th</sup> November 2012</b> A brief update was provided for the following items previously discussed not on the agenda: Hawthorns lighting – Mr Butters had corrected the problematic lighting. County Council elections- Mrs Naylor is liaising with Julia Cleary regarding maps of the boundary. Co-option of Parish Councillor – all applicants to be invited to submit an A4 personal statement. Diamond Jubilee Event – Thanks to all involved. CPI Bid for Kissing Gates (Narley opp Top Farm) – Mrs Naylor to meeting Pete Wells next week. Noted that Planning Application 12/00622/FUL was refused. Bulbs have been received and will be planted on 19<sup>th</sup> Dec at the Cemetery.</p> <p>Clarification was given on item 12/10402 – to confirm that Mr Bibby would be the Parish Council representative for the Knights Templar event in June 2013. Minutes were approved and signed as a true and accurate record.</p>
12/10/408	<p><b>Chairman and Portfolio Reports</b> Chairman's Update (Parish Cllr Naylor)</p>
12/10/409	<p><i>To receive an update on the recent Celebration event for the Diamond Jubilee Orchard</i> Mrs Naylor again thanked all that were able to assist in making the event a success. Simon Long to be contacted for the photos for the website.</p>
	<p><i>To receive an update on the Yew Tree irrigation and the bus stop/turning improvements, Electronic Display Bus Stop Flag Signs and to consider the implications of the noticeboard relocation</i> Noted that the work was progressing well. There was concern about the notification (not sent to the Clerk) of the pre-application regarding the bus stop flag sign. Concerns have been raised with the Conservation Officer also. It was unanimously agreed that the Clerk to write to Mr B Wright at Staffs County Council that the Parish Council objects due to the following reasons:</p> <ul style="list-style-type: none"> <li>• Conservation area</li> <li>• Area of Landscape Maintenance</li> <li>• Estate village</li> <li>• Green belt</li> </ul>

**CW/Next agenda**

**CW**

**CW**

Ref	Action
<ul style="list-style-type: none"> <li>• Unattractive</li> <li>• Increase in columns/lighting</li> </ul>	
<p>With regards to the noticeboard. It was agreed that a new replacement noticeboard (on the same spec as the one recently provided at the University) was the preferred option, in the new location as already agreed. A proposal was put forward for consideration.</p>	
<p>Following a unanimous vote, it was <b>RESOLVED</b> that the Parish Council will accept the offer of 50% funding from Staffs County Council towards the noticeboard (cost of approx. £2k plus VAT) plus gratefully accept the donation from Keele Conservation Group for £250 toward the Parish Council costs, and will therefore acquire a new noticeboard using the funds from their reserves. Clerk to confirm that the County will cover the cost of the installation.</p>	CW
<p>Clerk to ask if 75% would be possible toward the funding costs, however if unsuccessful the backstop position is the above resolution.</p>	CW
<p>Fund raising for the new noticeboard to be considered at the next meeting.</p>	Next agenda
<p><i>To consider a request for reduction in speed limit on Station Road Keele</i> Consideration was given and it was resolved that the following requests be made:</p>	
<ul style="list-style-type: none"> <li>• A525 bypass approach from Station Road towards the bridge to be dropped to 30mph, next to residential properties and part of the school route.</li> <li>• Station Road – to be dropped to 30 mph as residential area and school route.</li> <li>• Village centre down past Lymes Road to Services Station (Three Mile Lane) – to be dropped from 60mph to 30mph.</li> </ul>	
<p>Request to be put to Cllr Tagg for next years Divisional Highways Programme. Ms Newman to include details of request in the next Yew Tree.</p>	CW
<p><i>To consider the locally listed buildings in the Parish as previously circulated</i></p>	
<p>This was brought forward on the agenda. The properties in question had been rejected from the list due to a change in scoring mechanisms. Keele Conservation Group to progress applications for Holly Lodge, Lych Gate and Drive Lodge. Mrs Studd to confirm the Lych Gate is not already listed (nationally or locally).</p>	WN AS
<p>Mrs Naylor to ascertain the reasons for why they were delisted, the original scoring and to then strengthen the case, working with the other members of the sub group.</p>	WN/DH/RS/ VN
<p>Ms Newman to suggest that Keele Residents Association put forward the Butterfly House and the 'Swedish' copper roofed houses. Mr Turner (Keele SU) to be asked to consider inclusion of the Amphitheatre.</p>	VN
<p>Consideration of a photo competition and suitable prizes to be on the next</p>	

Ref		Action
	<p>agenda. Ms Newman to draw up a proposal.</p> <p><i>To note issues included in Chairman's report and consider for future agenda</i></p> <p><i>Community Speedwatch:</i></p>	VN
	<p>Mrs Abercrombie to liaise with LAP regarding suitable training for the residents who have expressed an interest in joining the scheme. Mrs Abercrombie to liaise with the residents.</p>	AA AA
	<p>Damage to Highways Verges – Mrs Naylor to liaise with PCSO Durber regarding the damage caused and provide the photographic evidence.</p>	WN
12/10/410	<p>Administration <i>Consideration of the CPRE subscription/donation (Parish Cllr Hindmarch)</i></p>	
	<p>Mr Hindmarch has now liaised with the group and will attend their next meeting. Mr Hindmarch to request an agenda item through the Clerk following his attendance at CPRE.</p>	DH
12/10/411	<p>Highways <i>To receive the outcome on the request regarding Station Road lighting levels review</i></p>	
	<p>The Clerk read out the response from Glynn Hook at the Staffordshire County Council. Mr Hook has confirmed that the sections either side of the village will be replaced in 2025. As the middle section in the village was replaced in 2008, they will consider the benefits to retrofitting dimming technology at the appropriate time in the future. However this will depend on the benefits and savings made in relation to the cost.</p>	
	<p><i>To note the latest regarding the refurbishment of the "1% for Art" sculptures located along the bypass/Keele Road and Station Road</i></p>	
	<p>Mrs Naylor has liaised with the artist to ascertain the type of refurbishment required. This would need to be sandblasted, primed and painted. Mrs Naylor to look at a bid for Cultural Fund from NBC and Realise Funding from PMT.</p>	WN
	<p><i>To receive an update on the Finney Green lighting request (Cllr Kearon)</i> No update received, next agenda.</p>	Next Agenda
12/10/412	<p>Amenities <i>To further discuss providing facilities for young people in the Parish (Cllr Kearon and Parish Cllr Tillier)</i></p>	
	<p>Noted that this will be picked up under the Parish Plan, therefore no further action.</p>	
	<p><i>To receive an update from Mrs Studd on the Rural Runabout and to consider a donation towards the scheme</i></p>	
	<p>Mrs Studd had attended the last meeting on 7<sup>th</sup> December, and was now the Parish Council representative. The update provided is attached to the minutes. Noted that the next report back will be given at the February meeting.</p>	
12/10/413	<p>Planning <i>To provide and agree comments on planning applications received:</i></p>	

Ref		Action
	<p><a href="#">12/00644/ADV</a> Cobra Biologics Keele University Science Park Three Mile Lane Keele Newcastle Under Lyme Staffordshire</p> <p>The following comments were approved: The application was considered to be an improvement on the existing sign due to the reduction in size and therefore <b>SUPPORTED</b>.</p> <p><i>To receive an update from the Parish Plan working group (Parish Cllr Hindmarch)</i></p> <p>Mr Hindmarch and Ms Newman updated the meeting to say they had met with Andy Halden from Community Council of Staffordshire. Following this they have identified a cross section of groups to invite to a steering group. A public meeting is planned to be held in February at the Village Hall.</p> <p>A request for a small budget of £300 to be set aside for the Parish Plan (possibly from the Village Hall Grant programme) is to be considered at the next meeting.</p> <p>Mr Butters stated that the University is keen to be involved, and he would be the University representative. Mr Butters offered his office as a suitable venue for the steering group meetings. Mr Butters felt that the University would be able to assist with the reprographics, and the Parish Council thanked Mr Butters.</p>	
		<b>VN/DH</b>
		<b>Next agenda</b>
12/10/414	<p><i>Village Hall Matters</i></p> <p><i>To receive an update from the Village Hall Management Advisory Committee (Parish Cllrs Hughes and J Tillier), and to consider further action to be taken with respect to the special meeting with the Committee</i></p> <p>Noted that the Chair of the Village Hall Management Committee had responded to say that a meeting would now not be set until January at the earliest, following their meeting with the solicitor.</p> <p>Discussion took place regarding the way forward, and it was agreed that Ms Newman and Revd Tillier would compile an agenda as previously agreed which would be forwarded to all members of the Management Committee with a letter, to be sent via the Clerk. Mrs Studd to provide a list of the members.</p>	
		<b>VN JT CW AS</b>
12/10/415	<p><i>To receive an update on Keele and Silverdale Locality Action Partnership (Parish Cllr Abercrombie)</i></p> <p>Mrs Abercrombie had attended to meetings, one for Chairs/Vice Chairs and the LAP meeting.</p> <p>Mrs Abercrombie updated on the recently circulated LAP minutes from the last meeting held. Crime figures were also circulated. Noted that damage to vehicles had increased by 2.</p> <p>Items for the Action Plan are to be forwarded to Mrs Abercrombie.</p>	
		<b>AA</b>
12/10/416	<p>Conservation matters</p> <p><i>To consider the locally listed buildings in the Parish as previously circulated</i></p> <p>This matter was discussed earlier on the agenda under Chairs Update.</p>	

Ref		Action
12/10/417	To receive an update on Staffordshire Parish Councils Association (Parish Cllr Naylor) Nothing to report.	
12/10/418	To receive an update from Borough Standards Committee (Parish Cllr Naylor) Nothing to report.	
12/10/419	To receive an update from Borough Sports Council (No representative) Nothing to report.	
12/10/420	<b>To consider support for Community Chest applications received - unspent balance is £1050</b>	
	Noted that there may be an application from Keele First Responders and Keele Conservation Group for the next meeting.	
	Annual Community Chest Review - Wednesday 6th February 2013 at 2pm in Committee room 1 – agenda items to be sent to Sara Shuker - Noted.	
	<b>To consider applications for Keele Parish Council Grant Programme £1000 - unspent balance is £725 (none received)</b>	
	Noted that the Garden Guild had submitted an application. Clerk to write to clarify that a copy of the latest bank statement is required along with the accounts.	CW Next agenda
12/10/421	<b>To receive an update from Borough/County Councillor – Cllr S Tagg, Cllr R Studd and Cllr T Kearon</b>	
	No update received.	
12/10/422	<b>Clerk's Report and Financial Statement</b>	
	<i>To consider aims and objectives for next year, setting next year's budget and current budget position statement</i>	
	The draft budget was circulated. Consideration was given to reducing the amounts allocated to the Village Hall Grant Programme, based on this year's performance to £500. Special Project should be zero. Clerk to check if Litter collection can be included on the Lengthsman scheme.	CW
	Keele University to be asked to consider increasing their contribution from £450.	
	To be considered and finalised at the next meeting. All to provide a letter requesting DPI dispensation at the next meeting.	Next agenda
	<i>To approve payments/orders, receipts and transfers as attached – see Appendix 1</i>	
	The accounts were approved as per the schedule at Appendix 1.	
	<i>To authorise the clerk to have delegated access to the bank accounts online to make authorised payments via BACS (following 2 signatures on payment order)</i>	
	It was <b>RESOLVED</b> that the form be completed and signed, to allow the Clerk to have electronic access to the accounts and pay via BACS following 2 signatures on a payment order at each meeting.	
12/10/423	<b>Papers and correspondence received</b>	

Ref		Action
	<ul style="list-style-type: none"> <li>• To consider a request for support from Madeley Parish Council regarding Rural Communities Awards night in April 2013</li> <li>• To review papers and correspondence and consider if any item requires further action on next agenda – Items noted.</li> </ul>	<b>Next agenda</b>
12/10/424	<p><b>Items for Future Agenda/Decisions</b></p> <ul style="list-style-type: none"> <li>• To consider a request for support from Madeley Parish Council regarding Rural Communities Awards night in April 2013</li> <li>• Co-option of Parish Councillor</li> <li>• Fund raising for the new noticeboard</li> <li>• Local List- Consideration of a photo competition and suitable prizes</li> <li>• To receive an update on the Finney Green lighting request (Cllr Kearon)</li> <li>• Request for a small budget of £300 for the Parish Plan</li> <li>• To grant dispensation to allow Parish Councillors to vote on the budget</li> <li>• To approve next year's budget and current budget position statement.</li> <li>• Community Chest applications</li> </ul>	
12/10/425	<p><b>Dates of Future Meetings</b></p> <p>The following dates and venues of future meetings were noted as follows:  10<sup>th</sup> Jan – Students Union, 14<sup>th</sup> Feb – Keele Sustainability Hub, 14<sup>th</sup> March – St Johns School TBC</p>	
12/10/426	<p>Noted that future dates to be considered with the acting Clerk.</p> <p><b>It was resolved that, pursuant to the Public Bodies (Admission to Meetings) Act, 1960 the press and public be excluded from following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed</b></p> <p><i>To discuss staffing matters and consider the appointment of a temporary clerk to cover maternity leave on the terms and conditions notified</i></p> <p>It was <b>RESOLVED</b> that Mrs V Evans would be offered the temporary appointment on the same terms and conditions as the current Clerk, and subject to satisfactory references. Mrs Evans to be invited to attend the next meeting or February meeting, with the view to handover in March 2013.</p>	
12/10/427	<p><b>Meeting close</b></p> <p>The meeting was closed at 9.40pm.</p>	

## Rural Runabout

Notes from the meeting held in Whitmore Village Hall on Friday 7<sup>th</sup> December 2012

Chair: Ian Ashbolt Secretary: Wendy Kinson

Committee composed of representatives of Parish Councils signed up to the Rural Transport scheme.

Following the retirement of Colin Exley Angela Studd was formally accepted to be the representative from Keele PC for the coming year.

**Vehicle Inspection:** Following recent changes in law, the bus must be inspected every ten weeks at a named garage and a certificate issued on each occasion.  
Any repair work required must be carried out before the next hiring.

**Fuel:** The RR has recently joined a scheme at Morrison's which gives a special discount for community transport through a card system which is settled monthly by the RR secretary. On road fuel receipts will still need to be sent to Wendy in the usual way.

**Drivers:** No new recruits. There are no drivers from Keele parish although Phil Gay has taken on this role, when possible, for Keele groups. Volunteers can be any age up to 80yrs. Those over 70 will receive a free annual medical check at Madeley surgery by Dr Alexa to comply with the requirement for minibus drivers to have their licence reviewed each year.

**Log book:** Drivers must now record any fault discovered or occurring during a journey, rather than a verbal report to Alan Wilson.

**Bookings:** 60 journeys in the past 10 weeks. 38 bookings so far for next 10 weeks.  
Vehicle mileage 64,390

**Accounts:** November audit showed everything correct; results to be sent to charities commission. Deposit with Leek United matures next year.  
Whitmore has recently given £300 to RR for 2012. Currently Parishes are not required to give a specific amount to the RR however most have made a donation within the past year.  
Meeting closed after 1hr 15mins.  
Date of next meeting: Friday 8<sup>th</sup> February

### For information

The patrons of the Rural Runabout bus are the parish councils of Chapel & Hill Chorlton, Keele, Madeley, Maer & Aston and Whitmore. Supported by advantage West Midlands, Community council of Staffordshire, Staffs CC and SPCA.

Bookings enquiries to Alan Wilson 01782 627204

Booking conditions are specific and details may be obtained from Alan. Groups are expected, where possible, to provide a driver. All drivers must be qualified to drive this sort of vehicle and have to undergo a training organised by the RR manager, Alan Wilson.

*Angela Studd*