

**MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Thursday 13<sup>th</sup> June 2013 at 7.00 p.m. at Keele Students Union, Keele University, Keele**

Attendees: Parish Cllrs Mrs Naylor (Chair), Ms Newman, Mrs Abercrombie, Mr Hindmarch, Rev Tillier, Cllr Studd, Mrs Studd, Mrs Corfield, Mr Bibby, Mr Downing, Mrs Hughes and Cllr Kearon

Clerk – Mrs C Dillow

Guests: None in attendance

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| 13/537 | <p><b>Apologies received through Clerk</b><br/>Apologies received from: No apologies were received through the clerk</p>   |
| 13/538 | <p><b>Declarations of Disclosable Pecuniary Interests relating to items on the agenda:</b><br/>None declared</p>   |
| 13/539 | <p><b>To consider approving and signing minutes of the last Parish Council meeting held on 1 May 2013</b><br/>These were approved and signed as a true and accurate record.<br/>It was noted that an article had been placed in the Sentinel which was incorrect Mrs Naylor expressed that for future press releases the council adopts the protocol that comments must be first agreed through the Chairman and Clerk to ensure they are correct, <b>Resolved</b> members all agreed to adopt the protocol.<br/>It was noted regarding item 13/525 Pepper Street the hedges need cutting back, the pavements are uneven and there are potholes, Clerk to contact new County Councillor Derek Huckfield re the update on street signs as we are getting no response.</p> <p style="text-align: right;"><b>Clerk</b><br/><b>Clerk</b></p>   |
| 13/540 | <p><b>Public Participation:</b> No members present.</p>  |
| 13/541 | <p><b>Keele Village Hall Management Committee</b></p> <ul style="list-style-type: none"> <li>To note issues from Keele Village Hall Management Committee and request for help</li> </ul> <p>The clerk read out a request for financial help from Keele Village Management Committee to borrow funds from Keele Parish Council as current safety certificates are out of date making the public liability insurance invalid. At present, as there has been a change in committee members, they are in the process of changing over details at the bank and do not have access to their funds. <b>Resolved</b> the parish council are keen to help on an interim basis until their current situation has been rectified. The committee will need to present the parish council with the bills to be paid if they wish to proceed. The clerk was asked to inform the management committee that no events should be taking place in the village hall until the public liability becomes valid and members <b>Resolved</b> to nominate Mrs S Hughes to represent the parish council at the village hall committee meetings, Mrs Hughes accepted.</p> <p style="text-align: right;"><b>Clerk</b></p> |
| 13/542 | <p><b>Clerk's Report and Financial Statement</b></p> <ul style="list-style-type: none"> <li><b>To note the current bank reconciliation – See Appendix 1</b><br/>This was noted in accordance with Appendix 1</li> <li><b>To approve payments/orders, receipts and transfers as attached – see Appendix 1</b><br/>The payments were approved in accordance with Appendix 1</li> <li><b>To note internal audit for 2012/13 and complete Annual Return</b><br/>The clerk reported that the internal audit report had been received and was satisfactory; the annual return was signed by the clerk and chairman. Clerk to submit the annual return.</li> </ul> <p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Clerk</b></p>  |

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| <p>13/543</p> <p><b>Chairman and Portfolio Reports</b><br/>Chairman's Update (Parish Cllr Naylon)</p> <p>Mrs Naylon had previously circulated the Chair's report. It was agreed to take the issues in order of the report.</p> <ul style="list-style-type: none"> <li>• Road closure June 21/22 David Gray has informed that the road to campus from village will be closed for two days to allow a cable to be laid. The bus routing will change as a result</li> <li>• David Gray has reported that First bus drivers are NOT operating the Keel ecard system for checking users of the service. This is being assessed to find a better system</li> <li>• Knights Croft tree matter. Residents are having problems with overgrown trees in the school grounds. Satellite signals blocked and a need to have light on all day in the summer.</li> <li>• WN, Derek Huckfield, Mrs MacAvan, John Downing (school governor) Aspire officers and SCC officers are currently involved in the matter</li> <li>• Horse riders using Pepper Street are in danger from high speed vehicles. They ask the PC to try and get 'warning: horses' pictogram highway signs at each end of the road. <b>Resolved</b> members all agreed they are happy for Mrs Naylon to contact the County Council regarding the signs.</li> <li>• Kissing gate is now installed. It is better than a stile but cannot be opened as wide as it should be due to site constraints</li> <li>• Britain in Bloom judging day: practice run 11 am June 28 Actual judging. Jul 12 the orchard is on the schedule. Any support from free Parish Councillors would be welcome</li> <li>• To note the latest regarding the refurbishment of the "1% for Art" sculptures located along the bypass/Keele Road and Station Road – Refurbishment is underway</li> <li>• To note issues regarding Hollywood – nothing further to report at present</li> <li>• To note issues included in Chairman's report and consider for future agenda - No further action required</li> </ul> | <p><b>WN</b></p>                              |
| <p>13/544</p> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• <b>Approval of Asset Register &amp; increase of insurance premium</b><br/>The clerk reported the additional &amp; revised premium to amend the insurance to agree with the values on the latest asset register. Members questioned if the village hall should be included on the asset register, although it is insured separately by the village hall management committee. <b>Resolved</b> the clerk was asked to seek advice from Staffordshire Parish Councils Association to ensure the asset register is correct.</li> <li>• <b>To review the term of chairman</b><br/>Item to be moved to next agenda.</li> </ul>   | <p><b>Clerk</b></p> <p><b>Next Agenda</b></p> |
| <p>13/545</p> <p><b>Highways</b></p> <ul style="list-style-type: none"> <li>• <b>To receive update on the village centre bus movement review</b><br/>The clerk reported that she had made contact with David Hibbs General</li> </ul>  |   |

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|        | <p>Manager of First Bus regarding the earlier issues raised by the council concerning the stacking up of buses in the village, David Hibbs confirmed he will be doing a site visit the following Monday and will come back to the clerk with a report. Members raised further issues regarding buses damaging the verges on Campus and stacking up around the area. Cllr Kearon pointed out that there are a large number of HGV vehicles coming into the campus also including Biffa. <b>Resolved</b> members to take photographic evidence, Cllr Kearon will raise points with David Gray, Travel Coordinator and ask about CCTV coverage. Clerk to contact bus companies and Biffa to invite them to our next parish council meeting to discuss the concerns in more detail.</p> <ul style="list-style-type: none"> <li>• <b>To note response from SCC re Bus Stop completion in Keele Village</b></li> </ul> <p>Mrs Naylor confirmed that SCC are waiting on utilities and water supply to go in before they can complete.</p> <ul style="list-style-type: none"> <li>• <b>Sec 53 Red Heath Footpath – to receive update on schedule of works if available</b></li> </ul> <p><b>Resolved</b> Nothing to report at present re the schedule of works, Mrs Naylor and Mrs Abercrombie are to walk the route and will liaise to arrange a date.</p> <ul style="list-style-type: none"> <li>• <b>Quarry Bank Parking Proposals update – if available</b></li> </ul> <p>Mr Downing reported that Mrs MacAvan Headteacher of St Johns Primary school and David Greatbatch had attended a long meeting that didn't really achieve much and the consultation process appears to have come to a halt. Cllr Kearon reported that he has joined the joint parking committee, there is no update of costing as yet and a meeting with Mr P Butters was in the process of being arranged to hammer out the costs, speed up the process and to achieve a more holistic approach. Cllr Studd is also a member of the joint parking committee. <b>Resolved</b> Cllr Kearon &amp; Cllr Studd will try and find out more information to report back to the parish council.</p> <ul style="list-style-type: none"> <li>• <b>To receive update on street signs</b></li> </ul> <p>The clerk reported that she has been chasing for an update on a number of occasions since the last parish council meeting but had still received no reply, <b>Resolved</b> clerk to chase again for an update and contact Mr D Huckfield</p> <ul style="list-style-type: none"> <li>• <b>Footpath Pepper Street from bypass to Quarry Bank (Mrs S M Hughes)</b></li> </ul> <p>Mrs Hughes reported that the hedges are in need of cutting back and there is undergrowth and debris along the footpath, <b>Resolved</b> to join this with the next item on the agenda.</p> <ul style="list-style-type: none"> <li>• To agree items for Lengthsman scheme and approve clerk to order works up to £352.25 – <b><u>Qtr 1 funding to be claimed by end of June 2013</u></b></li> </ul> <p><b>Resolved</b> to arrange for the work as mentioned above in Pepper Street to be completed under the Lengthmans scheme. The Clerk was asked if she could look into reviving the project with Madeley Parish Council reference the footpath ('designated route to school') along the A525. It was also noted the 30mph sign in Station Rd up to the village was covered by the hedge and needs cutting back, large chunks of the stone wall by the Church and University are missing and the parts of the wall need repairing, Clerk to seek land ownership, also the pavement on Main Rd at the bottom of the church yard needs repair, Clerk will report to highways. Mrs Abercrombie will add the stretch near to Hawthorns to the LAP agenda, Mrs Abercrombie also asked the clerk to chase the request for speed restrictions she had previously requested on 3mile lane and Station Rd.</p> |
| 13/546 | <p><b>Amenities</b></p> <ul style="list-style-type: none"> <li>• To receive an update on the Rural Runabout (Mrs A Studd)</li> </ul> <p>Mrs A Studd has nothing to report, Mrs Naylor asked if the signs can be replaced and laminated as the current ones have faded. Cllr Kearon reported that the students union are struggling to find drivers for their safety buses so are unlikely to volunteer for the rural runabout.</p>  |
| 13/547 | <p><b>Planning</b></p> <p>To provide and agree comments on planning applications received</p>   |

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|        | <ul style="list-style-type: none"> <li>• <a href="#">Crown Raise Semi-mature Ash and Overall Crown Reduction of Approximately 25%</a> The Middle House 14 The Village Keele Newcastle Under Lyme Staffordshire ST5 5AR Ref. No: 13/00410/TCA</li> </ul>  |
|        | <p><b>Resolved</b> to make no comment on this application as no papers had been received</p>   |
|        | <ul style="list-style-type: none"> <li>• <a href="#">Two storey rear extension, erection of rear veranda and associated alterations.</a> Station House Leycett Lane Leycett Newcastle Staffordshire ST5 6AJ, Ref. No: 13/00285/FUL</li> </ul>  |
|        | <p><b>Resolved</b> to send comments for this application to the Clerk following the meeting as not all Councillors have seen the papers.</p>   |
|        | <ul style="list-style-type: none"> <li>• <b>To receive an update from the Parish Plan working group (Parish Cllr Hindmarch)</b></li> </ul>   |
|        | <p>It was reported that Ms Newman had been elected as Chair and Marion Evans as Treasurer, the recent meeting was good and there were a few campus volunteers in attendance. They will look at priority areas that people would like to see worked on.</p>   |
|        | <p>It was noted that the Hawthorns application would be coming out soon. Mr Bibby suggested a letter be put together to Chancellor J Porritt expressing concerns regarding the proposed development</p>  |
|        | <p>It was also noted that the Parish Council had still received no reply from Mr G Benson, CC Mr P Butters in response to the two letters sent following the last meeting.</p>   |
| 13/548 | <p>Village Hall Matters</p> <ul style="list-style-type: none"> <li>• <b>To receive an update from the Village Hall Management Advisory Committee (parish Cllrs Hughes and J Tillier).</b></li> </ul>   |
|        | <p>The clerk was asked to remove Mrs J Tillier off the management advisory committee as she was no longer a representative. Nothing further to report.</p>   |
| 13/549 | <p><b>To receive an update on Keele and Silverdale Locality Action Partnership (Parish Cllr Abercrombie)</b></p> <p>Mrs Abercrombie reported on proposals by Sustrans to convert a walkway into a very wide tarmac cycle path, also measures to reduce antisocial behavior over the summer holiday period. There was concern at the meeting about the accuracy of the crime figures presented by the Police (Keele burglaries were not reported). Next meeting is 7<sup>th</sup> August 2013.</p>  |
| 13/551 | <p><b>HS2 matters - To discuss proposal by North Staffordshire Chamber of Commerce to take HS2 through Keele and their proposal for a station at Keele</b></p> <p>Mr Hindmarch reported that he was disappointed that the council had not been informed of this and he had found out through the local paper, the maps show Keele and Madeley. Cllr Kearon reported that he had been in touch with LEP and it would appear they made a throw away comment, he has requested that in future articles they do not mention Keele as the line has not been agreed and is causing upset to residents.</p> |
| 13/552 | <p><b>To receive an update on Staffordshire Parish Councils Association (Parish Cllr Naylor)</b></p> <p>Mrs Naylor reported that she had contacted SPCA regarding that the content of their emails to be bullet pointed instead of having to open each attachment which can be time consuming. She was happy that her comments had been taken on board and the SPCA has started listing the contents of emails.</p>  |
| 13/553 | <p><b>To receive an update from Borough Standards Committee (Parish Cllr Naylor)</b></p>   |

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| 13/554 | <p>Nothing to report for this meeting.</p> <p><b>To receive an update from Borough Sports Council (Parish Cllr Downing)</b></p> <p>Nothing to report for this meeting.</p>   |        |
| 13/555 | <p><b>To receive an update from Borough/County Councillor – Cllr D Huckfield , Cllr R Studd and Cllr T Kearon</b></p> <p>Cllr Kearon reported that the first step forward regarding broadband has been made and County Council have awarded the contract to BT Open Reach. Bt have started installing fibre optic in the North Staffs area. The County Council have accepted the case put by the working group so fingers crossed we should get it soon.</p> |        |
| 13/556 | <p><b>Papers and correspondence received</b></p> <ul style="list-style-type: none"> <li>• To note letter received from Keele University re Phytophthora Ramorum in the Keele University Estate</li> </ul> <p>The letter was noted.</p> <ul style="list-style-type: none"> <li>- To review papers and correspondence and consider if any item requires further action on next agenda</li> </ul> <p>No further action required.</p>                            |        |
| 13/557 | <p><b>Items for Future Agenda/Decisions</b></p> <ul style="list-style-type: none"> <li>• Hawthorns application</li> <li>• Bus movement review</li> <li>• Quarry Bank parking proposals</li> <li>• Update on Street Signs</li> <li>• Term of Chairman</li> </ul>  |        |
| 13/558 | <p><b>Dates of Future Meetings</b></p> <p>To note dates and venues of future meetings as follows:</p> <ul style="list-style-type: none"> <li>- Thursday 11<sup>th</sup> July in Keele Sustainability Hub, Keele University, Keele</li> <li>• Thursday 8<sup>th</sup> August in Keele Sustainability Hub, Keele University, Keele</li> </ul> <p><b>Meeting Closed at 9.25pm</b></p>   |        |