

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

**Held on Thursday 14<sup>th</sup> February 2013 at 7.00 p.m. at Keele Sustainability Hub, Keele University**

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

Clerk – Mrs C Withington and Acting Clerk Mrs Claire Dillow from 4<sup>th</sup> March 2013 onwards.

Ref	Action	
	Mrs Naylor opened the meeting and welcomed Mrs Claire Dillow to the Parish Council. Claire will be covering the Clerk's maternity leave.	
13/452	<b>Apologies received through Clerk</b> Apologies received from: Cllr Kearon and Mrs Studd.	
13/453	<b>Declarations of Disclosable Pecuniary Interests relating to items on the agenda</b> None declared.	
13/454	<b>To consider approving and signing minutes of the last Parish Council meeting held on 10<sup>th</sup> January 2013</b> These were approved and signed as a true and accurate record. Noted that the Hawthorns development is likely to have a negative impact on the current broad band supply for the rest of the village, and must be considered within the Planning Application.	
13/455	<b>Public Participation:</b> No members present.	
13/456	<b>To consider the applications received for the casual vacancy for Parish Councillor and co-option</b> Four applications had been received from Mrs Jane Corfield, Mrs Dawn Goodman, Mr Philip Shaw and Mr Christopher Wilkinson. A secret ballot was held and it was <b>RESOLVED</b> to co-opt Mrs Jane Corfield. A letter to be sent to other candidates thanking them for their strong applications and inviting them to join the Parish Plan sub group. Mr Hindmarch to comment.	DH/ Clerk
13/457	<b>Clerk's Report and Financial Statement</b> <b><i>To receive outstanding dispensation letters from Councillors not present at the last meeting</i></b> Letters were received from Mrs Naylor, Cllr Studd and Mr Downing and dispensation granted. Noted however that conflicting advice had been received and it was not clear if this was required or not.  <b><i>To note the current budget position statement</i></b> This was noted and any overspend would be managed by reducing the Reserves carried forward. Currently it was envisaged that the Reserves would remain in a similar state as last year, due to grants received.  <b><i>To approve payments/orders, receipts and transfers</i></b> The payments were approved in accordance with Schedule 1.  <b><i>To consider appointing Mrs Heelis for the internal audit 12/13</i></b> Mrs Heelis was appointed as the Internal Auditor for 12/13 year end accounts.	
13/458	<b>Chairman and Portfolio Reports</b> Chairman's Update (Parish Cllr Naylor)	

Ref	Action
<p>Mrs Naylor had previously circulated the chairs report. It was agreed to take the issues in order of the report.</p>	
<p><b><i>To note issues regarding Hollywood</i></b>  It was noted that the ongoing issues relating to the locks were being addressed by Newcastle Borough Council's Ken Jackson. Mrs Naylor to liaise with the Borough about potential CCTV deterrents. LAP funding may be available.</p>	WN
<p>Noted that Mr Bibby was concerned about additional surveillance in the village, due to high number of CCTV present nationally.</p>	
<p>It was felt that as the tip was closed 2 days a week, plus builders rubble was not allowed this could be adding to the problem. Clerk to suggest this to the County/Borough.</p>	Clerk
<p><b><i>To note the latest regarding the refurbishment of the "1% for Art" sculptures located along the bypass/Keele Road and Station Road</i></b></p>	
<p>Mrs Naylor reported that a quote had been received from PMT for work to tidy up the sculpture by the A525 Keele Road end. It was <b>RESOLVED</b> that a bid is to be submitted to Community Arts and Realise by Mrs Naylor. Noted that the brick plinth also requires a new plaque. <b>RESOLVED</b> that a stainless steel plaque included in the bid, but should be kept simple to reflect name, artist, date installed and funding stream.</p>	WN
<p><b><i>To consider further action regarding the offensive material on display within retail premises</i></b></p>	
<p>Mrs Naylor briefly updated the meeting and it was agreed not to take any further action.</p>	
<p><b><i>Parish Council Notice board information</i></b></p>	
<p>Further to discussions at the last meeting, it was <b>RESOLVED</b> to include A5 notices of events, subject to agreement by all. These will be circulated by email with 3 days' notice to respond with comments, before being put on display. Noted that the Chair would take responsibility for including these notices.</p>	WN
<p><b><i>To note issues included in Chairman's report and consider for future agenda:</i></b></p>	
<ul style="list-style-type: none"> <li>• <b><i>Revival of the Footpath at Red Heath</i></b></li> </ul>	
<p>It was agreed to include on the next agenda the Revival of the Footpath at Red Heath (Quarry Bank/Underwood Road by Golf Course/ Ashbourne Drive at Silverdale). This could also be considered for the Community Paths Initiative Bid (deadline 1<sup>st</sup> April 13).</p>	Next agenda WN
<ul style="list-style-type: none"> <li>• <b><i>Mayors Parlour event</i></b></li> </ul>	
<p>Mrs Naylor attended the above and found it to be very interesting.</p>	
<p><b><i>To receive an update on the Yew Tree irrigation, bus stop/turning improvements and noticeboard installation</i></b></p>	
<p>Noted that the scheme was close to being finished. Clerk to raise the issue of the rather large 2 no entry signs with Highways which detract from the visual amenity of the village, although these may be due to regulations.</p>	Clerk
<p>The wall around the Yew Tree was good quality, although higher than expected. Notice board is to be relocated nearer to the corner of Three Mile Lane/The Village due to issues further down the road.</p>	

Ref		Action
	<p><b>To receive an update from Madeley Parish Council regarding Rural Communities Awards night in April 2013</b></p> <p>The Parish Council were invited to attend the Awards Ceremony on 19<sup>th</sup> April 2013 at 7pm at the Madeley Centre. Noted that the categories for nominations sought from Keele were as follows:</p> <p>1 Outstanding young person award ( 3 )  2 Unsung hero  4 Best neighbour/ carer  5 Sporting person award  6 Contribution to the community  7 Contribution to charity  8 Community event  9 Rural champion</p>	
	<p>Mr Czwartynski would be nominated for the Unsung Hero category by Cllr Studd. Mr Downing to speak to the school and see if there is anyone for the Young Persons category and nominate. Mrs Naylor to nominate Joe Turner, Students Union.</p>	<p><b>RS JD WN</b></p>
	<p>Clerk to circulate the nomination form for the above people to complete.</p>	<p><b>Clerk</b></p>
	<p><b>To adopt the draft policies in relation to staff (H&amp;S, Discipline, Grievance, Sickness)</b></p> <p>These policies were adopted. Clerk to write to Mr Czwartynski regarding hi visibility jacket and other safety equipment.</p>	<p><b>Clerk</b></p>
	<p><b>To review and confirm the Asset Register</b></p> <p>Noted that the asset register should include 2 bus shelters (by Hawthorns and by Old Chapel Close). Claire Dillow to write to Village Hall to ensure they are suitably insured for contents and building and are displaying the information.</p>	<p><b>Clerk (CD)</b></p>
	<p>Mrs Studd to check that the Parish Church (owners) have the war memorial insured. Mr Roger Stapenhill to be asked for a copy of the recorded names on the Grade II listed War Memorial and to confirm that the War Grave is protected also.</p>	<p><b>AS Clerk</b></p>
	<p>To be discussed on the next agenda for the final version of the asset register to be agreed once the outcome is known regarding the Village Hall and the War Memorial.</p>	<p><b>Next agenda</b></p>
13/460	<p><b>Highways</b></p> <p><b>To consider further action on the Finney Green lighting request (Cllr Kearon)</b></p> <p>Cllr Tagg has responded to say that it was due to historical precedent after being installed by the urban and rural Councils, that the unadopted lights were picked up by Newcastle Borough Council. Clerk to forward response to Cllr Kearon for the matter to be taken up with the Cabinet as a community safety issue and for a report back to the next meeting if possible.</p>	<p><b>Clerk Next agenda</b></p>
13/461	<p><b>Amenities</b></p> <p><b>To consider the Grade II Listed War Memorial, in terms of formal recording of names</b></p> <p>Discussed earlier on the agenda under Asset Register.</p> <p><b>To receive an update on the Rural Runabout (Mrs A Studd)</b></p> <p>This was read out by the Clerk, nothing to report other than a change of bank</p>	

Ref	Action
13/462	WN

account.

**To consider a bid for the Community Paths Initiative footpath improvements – 13/14**

Discussed earlier on the agenda. Red Heath footpath was nominated, Mrs Naylor to complete the forms by the deadline of 1<sup>st</sup> April 2013.

**Planning**

To provide and agree comments on planning applications received

**Erection of two electric vehicle DC quick chargers Trusthouse Forte Welcome Break Keele Services Three Mile Lane Keele Newcastle ST5 5HG Ref. No: 13/00026/FUL**

It was **RESOLVED** that the Parish Council has no objections and welcomes this application by Welcome Break and the association with Keele as a 'sustainability focused location' in accord with the image promoted by the University's new Chancellor Jonathan Porritt.

**3 freestanding monolith signs at various locations adjacent to Keele Hall/Gardens Keele Hall Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BA Ref. No: 12/00835/ADV**

The Parish Council wished to make the following comments with regards to the 2 types of freestanding monoliths on entrance road to Keele Hall and Keele Hall garden:

It was **RESOLVED** that Keele Parish Council has reservations about the location of Sign 1. The sign we understand is to assist car drivers, to find Keele Hall. We feel it should not however be dominant in the view of the Gate Piers or the Hall; these are both Grade II listed and therefore in need of protection from 21<sup>st</sup> century incursions. A very careful consideration of location is requested.

Sign 2 and 3 – It was **RESOLVED** that KPC opposes both signs on the following grounds: They are proposed for areas which in themselves have historic significance and should be protected from any inappropriate development. The location of one sign on the peninsula on the lake carefully planned and designed in the 18<sup>th</sup> century by William Emes, following the style of our most famous landscape designer Capability Brown is particularly deplorable.

There are archive photographs which show the tranquil scene and setting of the Hall and therefore the obvious intention of William Emes to promote the references in the landscape design to the Romantic visions of the time regarding man and the landscape, and it was to 'remind' man of his relative insignificance. Signage of any sort in the garden is entirely against this historic guiding principle.

The use of urban materials in signage and the sign itself (Sign 2) is inappropriate on the link road to Keele Hall. The view through the gate piers to the Hall courtyard should be protected as a historic link to the view as designed in the 19<sup>th</sup> century. Keele Parish Council is very concerned that the proliferation of signs of all types, materials, colours and lighting effects across the whole campus should not be allowed to spread into the somewhat more tranquil gardens and woodland areas.

There is already a loss of this tranquility in these areas we feel. It seems to be linked to an idea that there should be no element of 'personal discovery' left in any part of the gardens and woodlands. In turn this may be an aspect of the commercialisation of the whole estate, '*never let a paying customer be without*

Ref		Action
	<i>direction and information at any point in the transaction’.</i>	
	Cllr Studd to call in if possible and Clerk to forward concerns to Louise Wallace for the Conservation Working Party meeting on 19 <sup>th</sup> February due to the incorrect representation of the signs in the agenda papers.	<b>RS Clerk</b>
	<b>To receive an update from the Parish Plan working group (Parish Cllr Hindmarch and Newman)</b>	
	Mr Hindmarch noted that the layover layby on the University entrance off Three Mile Lane has now been dropped.	
	Noted that there is an application re 13/00066/CPO (Staffs County reference is Application: Variation of condition 4 of planning permission N.11/10/299 M to extend life of planning permission to 22 December 2017 (relating to exploratory coalbed methane boreholes – click <a href="#">here</a> to view) with regards to an extension of 5 years to Coal Bed methane extraction on plot 12 at Keele University. The Parish Council had not received any plans or notification and this item had therefore not been included on the agenda for a legal discussion. Clerk to ask for an extension and for formal notification (papers if possible) ready for the next meeting. In meantime Mr Butters to be asked about this also. Mr Hindmarch will draft comments and circulate to all in advance of the next meeting.	<b>Clerk Clerk DH</b>
	With regards to the Parish Plan, Mr Hindmarch has identified several funding streams. Concerns regarding the latest position of the Strategic Housing Land Availability Assessment was discussed and the change of status for the Hawthorns, and it was agreed to include this on the next agenda for a Borough Councillor update. Mr Hindmarch in the meantime to send a letter to Planning Policy via the clerk to request an update on the change in status of this land.	<b>Next Agenda DH/ Clerk</b>
	Mr Hindmarch and Ms Newman to speak to Keele RA regarding future meeting of the Parish Plan working group and to book the Village Hall for the first meeting.	<b>VN/DH</b>
13/463	<b>Village Hall Matters</b> <b><i>To receive an update from the Village Hall Management Advisory Committee (Parish Cllrs Hughes and J Tillier), and to receive an update with respect to the special meeting with the Committee</i></b>	
	Rev Tillier reported that a letter was sent to them inviting them to attend an informal meeting and a response has now been received to say it is not suitable. A further date is awaited. Clerk to enquire when the Annual Meeting of the Village Hall Management Committee will take place and report back to next meeting if information has been received.	<b>Clerk (CD)</b>
13/464	<b>To receive an update on Keele and Silverdale Locality Action Partnership (Parish Cllr Abercrombie)</b>	
	Update circulated to all at the meeting by Mrs Naylor. Noted that there are cold callers in the area.	
	Cllr Studd to attend the Joint Parking Board on March 18 <sup>th</sup> when the Quarry Bank Road Parking restrictions will be discussed.	<b>RS</b>
	Noted that Keele Students Union are working with High School children regarding youth issues.	
	Shed alarms are available through the Community Warden. Mrs Abercrombie to liaise with Mark Jones regarding proactive approach in Keele.	<b>AA</b>

Ref		Action
13/465	<p><b>Conservation matters</b>  <b><i>To consider the locally listed buildings in the Parish as previously circulated and to finalise the photo competition and suitable prizes</i></b>            Ms Newman had previously circulated the rules of the competition for comments which will go live on 1<sup>st</sup> March.</p>	All
13/466	<p>A further meeting of the sub group to be arranged by Mrs Newman regarding locally listed buildings.  <b>To receive an update on Staffordshire Parish Councils Association (Parish Cllr Naylor)</b>            Nothing to report.</p>	VN
13/467	<p><b>To receive an update from Borough Standards Committee (Parish Cllr Naylor)</b>            Nothing to report for this meeting.</p>	
13/468	<p><b>To receive an update from Borough Sports Council</b>            It was agreed that Mr Downing would become the representative.</p>	
13/469	<p><b>To consider support for Community Chest applications received - unspent balance is £250 – none received.</b>            Noted that Keele First Responders and Keele Church may be submitting an application for the next meeting.</p> <p><b><i>To receive a report back from Mrs Studd regarding the review meeting held on 6<sup>th</sup> February.</i></b>            The Clerk reported back a brief update on Mrs Studd's behalf.</p> <p><b>To consider applications for Keele Parish Council Grant Programme £500 - unspent balance is £135</b>  <b><i>To receive the Bank Statement and Accounts from Garden Guild</i></b>            The Bank Statement and Accounts of the Garden Guild was accepted and the grant approved.            Noted that the WI had submitted an application form for the same period as previously claimed i.e. April 12 to March 13. Clerk to clarify the period.</p>	Clerk
13/470	<p><b>To receive an update from Borough/County Councillor – Cllr S Tagg, Cllr R Studd and Cllr T Kearon</b>            Cllr Studd reported that a Town Centre Manager has now been appointed, although there are conflicts of interests.</p>	
13/471	<p><b>Papers and correspondence received</b>  <b><i>To consider a response for the Sustainability Community Act consultation</i></b>            Mr Hindmarch to prepare a response prior to the deadline of 28<sup>th</sup> February 2013.</p> <p><b><i>To consider appointing Cllr R Studd as the Keele Parish Council representative on the Keele University Amphitheatre Steering Group</i></b>            This was approved.</p> <p><b><i>To note the Madeley High School Academy consultation</i></b>            This was noted. It was discussed that there is a query regarding the Trustees. Consultation ends on 15<sup>th</sup> February.</p> <p><b><i>To review papers and correspondence and consider if any item requires further action on next agenda</i></b></p>	DH

Ref		Action
	A letter was received from Rev Jones of Keele Parochial Church regarding the grounds maintenance donation of £950, and thanking the Council for its consideration. Invoice is outstanding and to be requested.	Clerk
13/472	<p data-bbox="323 300 810 329"><b>Items for Future Agenda/Decisions</b></p> <ul data-bbox="373 333 1356 741" style="list-style-type: none"> <li>• Hawthorns Presentation – special informal meeting to be arranged.</li> <li>• To authorise the bank mandate to include the acting Clerk, Mrs Abercrombie and Mrs Corfield – to replace Mrs Lingard Skinner and Mrs Wegwood.</li> <li>• Mrs Hughes reported the footpath from the bypass on Pepper Street upwards has hedge cuttings and is pitted. To be reported to Highways by the Clerk.</li> <li>• Clerk to chase up signs requested from the Borough Council – Highway Lane faded sign and missing one on Village Hall side. Quarry Bank Road – leaning sign which is dangerous. Lymes Road sign missing.</li> <li>• Divisional Highways Programme – Speed reduction on Station Road to bridge from 40 to 30mph – April agenda.</li> </ul>	
13/473	<p data-bbox="323 777 676 806"><b>Dates of Future Meetings</b></p> <p data-bbox="323 810 1051 840">To note dates and venues of future meetings as follows:</p> <ul data-bbox="373 844 1356 981" style="list-style-type: none"> <li>- 14<sup>th</sup> March – St Johns School,</li> <li>- Tuesday 16<sup>th</sup> April 2013 – Annual Parish Meeting at 7pm, followed by Full Council at 7.30pm at Keele Village Hall</li> <li>- Further dates to be set by acting Clerk for 2<sup>nd</sup> Thursday of every month.</li> </ul>	Clerk (CD)
13/474	<p data-bbox="323 1014 1356 1133"><b><i>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</i></b></p> <p data-bbox="323 1169 1155 1198"><b><i>To discuss staffing matters to cover Clerk's maternity leave</i></b></p> <p data-bbox="323 1202 1356 1299">The Chair and Acting Clerk signed the contract for the appointment during the Maternity Leave. The VDU assessment was signed off with no issues. The Parish Council thanked Mrs Withington and wished her well.</p> <p data-bbox="323 1312 707 1341"><b>Meeting closed at 21.20pm.</b></p>	