

**MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Wednesday 17<sup>th</sup> January 2018 at 7.00 pm at Keele Village Hall, Keele**

Attendees: Parish Cllrs - Mr G. Bibby (Chair), Dr R. Studd, Mrs S. Hughes, Mr J. Downing, Mr T Snape, Ms V. Newman

Clerk – Mrs C Withington

There was 1 member of public present for part of the meeting.

18/001	<p><b>Public Open Forum</b>                  One member of the public raised concerns about the proposed change in the Hawthorns planning application. It was agreed it was unclear how the changes compared against the original application that was approved. It was also noted that there was a need for an updated Arboricultural report to ensure there was no impact on the tree roots.</p> <p>The Joint Local Plan was also discussed with regards to the impact on the green belt and the original statement that the brownfield of SOT would be selected first over the green belt of Newcastle. All were encouraged to attend the next Neighbourhood Plan meeting on 24<sup>th</sup> January 3 to 7pm. It was noted that a joint response will need to be formulated with looks at the issue which could see Silverdale, Clayton and Keele merged. It was also noted that the housing numbers was not in line with the government recommended calculations and significantly exceeded them.</p>	
18/002	<p><b>Apologies</b> – Cllr T Kearon, Mr J Borg, Cllr Naylor Dr C Harrison, County Cllr D Jones</p>	
18/003	<p><b>Declaration of Disclosable Pecuniary Interests-</b> None</p>	
18/004	<p><b>Minutes of the Parish Council meeting held on 20 December 2017</b>                  1) To approve  <b>RESOLVED that the minutes be signed as a true and accurate record, subject to the amendments.</b>                  2) Matters arising not on the agenda                  The Clerk was asked to confirm that the Parish council have now powers available to cut private hedges.                  It was agreed that the minutes should be reflected to state Ms Newman to carry out the action in relation to the Hawthorns Variation.                  Dr Studd reported concerns regarding the green space in front of the Hawthorns, and it was agreed to consider this for the next meeting at a Village Green.                  The letter to the Vice Chancellor is included in the Chair’s report.</p>	<p><b>Next agenda</b></p>
18/005	<p><b>To approve the Budget for 2018/19 and set the precept request for 2018/19 - see appendix A</b>                  It was noted that there had been no request for a contribution towards election costs. It was <b>RESOLVED</b> to raise the precept to include for the total loss of the remaining £1500 Section 136 Grant, and to review this next year. Therefore the Precept will be increased to £35.83 per annum (Band D) from £31.42 per annum.  <del>Dr Studd voted against.</del> Dr Studd asked that his vote be recorded against the motion.                  It was agreed to consider the Access Irrigation contract for the Yew Tree on the next agenda. It was also noted that litter costs will increase in future.</p>	<p><b>Clerk</b>  <b>Next agenda</b></p>
18/006	<p><b>Planning applications – to provide comments on the following:</b>                  1) Pepper Street (Outline Planning Permission for up to 100 residential) – 13/00970/OUT current position, security of the site, illegal waste tipping,</p>	

	<p>enforcement action and meeting with agencies</p> <p>Mrs Hughes discussed her disappointment in the letter that had been received from the Council Leader regarding the security of the site, despite it being considered a high risk site. Mr Bibby confirmed the Borough Council had said they have no statutory legal power to enforce this on a previous occasion, until the development begins. It was noted that a special meeting of the Strategic Planning Group had been held. It was agreed to wait until the outcome was known regarding the progression of the planning permission. The position will continue to be to object to the development, as it is not considered to be a suitable development site.</p> <p>2) Hawthorns Development Ms Newman to put together some comments with Mr Hindmarch on the basis of:</p> <ul style="list-style-type: none"> <li>• Root protection – impact of the revised plans</li> <li>• Shrub plan – redesign around the changes</li> <li>• To comment on the changes, once the plan has been compared with the original - The Clerk is to request this from Seddons.</li> </ul> <p>3) To consider a response to the NBC Joint Local Plan Preferred Options Preferred option consultation (dates yet unknown)</p> <p>Mr Bibby reported that the Neighbourhood Plan forum have considered their position on the Joint Local Plan. It was felt that some development was inevitable. Mr Bibby is to meet with the Chair of Silverdale Parish Council to obtain their views. A number of comments will be put together for consideration at the next meeting. Dr Harrison is to be asked to advertise the consultation on the website, once it is launched around beginning of February.</p> <p>4) 17/01037/HRN   Partial Hedgerow removal   Land At Junction Of Highway Lane And Station Road Keele Newcastle Under Lyme Staffordshire All to review this and to forward their comments as soon as possible.</p> <p>5) Keele Conservation Appraisal and Management Proposals SPD – to consider the Parish Council’s input This was noted with the first meeting being held on 30<sup>th</sup> January at 2.30 to 6.30pm, Keele Village Hall. There were no objections put forward.</p>	<p>VN</p> <p>GB CH</p>
<p>18/007</p>	<p><b>Other matters for consideration:</b></p> <p>1) To note the General Data Protection Regulation coming into force May 2018 – appointment of a Data Protection Officer (SCC £480 per annum to be confirmed), audit of files and whole Council Training It was agreed that the training should take place once the new Council has been elected. It was agreed that the Clerk can ask Mr Hough to relocate the files from the Village Hall to her house, to sort through. Digital files will also need to be audited. There is also an impact for the Neighbourhood Plan group and Mr Snape is to develop a policy.</p> <p>2) Consideration of People Power Fund Projects for Keele – Deferred to the next meeting.</p> <p>3) Lyme Road Gating order – Cllr Naylor – It was agreed that Cllr Naylor should pursue a gating order. Clerk to suggest that Cllr Naylor considers approaching the Borough Council to use their powers under the ASB and Crime Policing Act 2014.</p> <p>4) To note the Library Consultation SCC Managed libraries (Eccleshall, Penkridge, Clayton, Cheadle) and reduced mobile library service (less than 5 people visit) - Deadline 1 April 2018 <a href="http://www.staffordshire.gov.uk/connectedlibraries">www.staffordshire.gov.uk/connectedlibraries</a> - This was noted.</p>	<p>Clerk TS</p> <p>Next agenda Next agenda Clerk WN Clerk</p>

	<p>5) To consider a response to the Staffordshire Police Crime and Commissioner consultation regarding the Precept increase the cap beyond 2% - <a href="https://www.staffordshire-pcc.gov.uk/have-your-say/">https://www.staffordshire-pcc.gov.uk/have-your-say/</a> (end date unknown) – It was agreed to leave it as it is with no increase.</p> <p>6) Destruction of historic wall on Station Road – Cllr W Naylor It was agreed to follow up a letter to the landowner, Clerk to liaise with Cllr Naylor.</p>	<p><b>Clerk</b></p> <p><b>Clerk WN</b></p>
18/008	<p><b>Amenities</b></p> <p>1) Sub-contractors: public liability Insurance requirements and Litter Collection – further requirements following risk assessment – Mr J Downing The position was discussed with regards to the initial findings of the Risk Assessment in relation to the litter collector. Comments were awaited from the individual. It was agreed that Mr Downing will finalise this after the meeting with the Litter Collector and circulate the findings for discussion at the next meeting as a first item. There was a note that waste collection was proving to be a problem. Investigations to be held with the Borough Council regarding alternative arrangements.</p>	<p><b>Next agenda Clerk</b></p>
18/009	<p><b>Reports</b></p> <p>1) Chairman's report including Neighbourhood Plan update – Mr G Bibby The Chair's report was circulated and taken as read. The letter was agreed to be sent to the Vice Chancellor. It was agreed that Ms Newman report the car adjacent to double white lines. All other items were noted in accordance with the attached report.</p> <p>2) County &amp; Borough Councillors Cllr D Jones (inc RPZ, hedge overhanging at Pepper Street/Quarry Bank), Cllr Naylor, Cllr Kearon – No issues discussed, although the reports had been previously circulated.</p> <p>3) Staffordshire Parish Councils Association – Mr Bibby – No issues to discuss.</p> <p>4) Borough Standards Committee –Cllr Naylor – No issues to discuss.</p> <p>5) Betley Keele and Madeley Locality Action Partnership –Mr Downing – Comments from the PCSO at the meeting were noted in particular that the fire brigade had reported issues accessing Keele Road due to the parked cars.</p> <p>6) Rural Runabout update - Ms Newman – It was agreed that this could be removed from future agendas, now that it was in the process of being wound up.</p> <p>7) Village Hall Management Committee - Mrs Hughes - the Minutes of the last meeting had been circulated. It was noted that a quote had been received from the monitoring of the cracks and trial pits. It was agreed that the Village Hall Management Committee should fund this work.</p>	<p><b>Clerk VN</b></p> <p><b>Remove from agenda</b></p>
18/010	<p><b>Clerk's Reports and Correspondence</b></p> <p>1) To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda</p> <p>2) Best Kept Village – it was agreed not to pursue this.</p> <p>3) Correspondence from the Stoke and Newcastle Group the Ramblers' Association in respect of the ROW consultation by Staffs County Council – This was noted and the Clerk was asked to thank them and to include on the next agenda for proper consideration.</p>	<p><b>Clerk Next agenda</b></p>
18/011	<p><b>Financial matters:</b></p> <p>1) To renew the contract with Access Irrigation for the Yew Tree irrigation service Agreed to include on the next agenda.</p> <p>2) To approve payments/orders, receipts and transfers and Bank reconciliation - Appendix B <b>RESOLVED</b> that the Payment schedule was approved as attached.</p>	<p><b>Next agenda</b></p>

	3) To appoint Mrs C Heelis as the Internal Auditor for the accounts year ending March 2018 <b>RESOLVED</b> to appoint Mrs Heelis.	
18/012	<p><b>Any Other Business for future agendas</b></p> <ul style="list-style-type: none"> <li>- Litter Collection arrangements (1<sup>st</sup> Item)</li> <li>- Candidates for the Parish Council elections</li> <li>- ROW letter</li> <li>- Yew Tree irrigation contract</li> <li>- Lyme Road Gating Order</li> <li>- Village Green Hawthorns</li> <li>- Consideration of People Power Fund Projects for Keele</li> </ul> <p><b>Meeting closed at 9.00pm.</b></p>	

**Dates of next meetings (Keele Village Hall at 7pm):**

*21 February 2018*

*21 March 2018*

*18 April 2018 – Annual Parish*

*16 May 2018 – Annual Meeting of the Parish Council (AGM)*

**Approved Payment Schedule – January 2018**

<b>BACS &amp; Cheque No.</b>	<b>Expenditure</b>	<b>Details</b>	<b>TOTAL</b>
bacs 74	Jan Simpson	Locum salary Dec	37.92
bacs 75	C Withington	Lap top and Ms Office	299.00
bacs 77	C Withington	Jan Salary	246.89
bacs 78	C Withington	Jan Expenses inc mileage	15.00
bacs 79	HMRC	Tax and NI Jan	61.60
bacs 80	Mr Czwartynski	Jan litter collection	135.20
bacs 81	Mr G Bibby	NP Printing	94.50
bacs 83	SLCC	Clerk Subscription (12.5% share)	26.00
			916.11

## Appendix A Chairs report- January 2018

### Neighbourhood Plan

A Plan meeting was held on the 10<sup>th</sup> January at Keele Management Centre to discuss the JLP Preferred Options document and prepare for the Community Consultation on the NP options (24<sup>th</sup> Jan 3 to 7). A copy of the outcomes is appended to this document. There will be another consultation following the General Meeting at the Students' Union 19:00 30<sup>th</sup> January.

The Neighbourhood Plan Forum met on the 8<sup>th</sup> January, the main topic of conversation was the JLP Preferred Options document. The group will be meeting with Councillor Tagg and Councillor Northcott on the 31st of January, agenda and time to be determined. I will attend and would welcome another Parish Councillor to accompany me.

Robin Studd attended a NuLBC seminar with a useful contribution from English Heritage. Helen Beech presented on the JLP and EH outlined how heritage assesses contribute to neighbourhood planning. Many thanks to Robin for standing in at the last minute at this meeting.

#### Parking

Following the Christmas break, the parking situation in the following locations remains unresolved: junction Keele Rd/ A525, property/ field entrances, obstruction of footways. The University have not moved to fence the lower part of Keele Road and we have had no contact from County with regard to possible TRO's nor the RPZ. We received a letter from Liam Barnett, the new owner of Osman Cottage who has been unable to access the skip at his property because of parking across the dropped curb. My reply and Liam's letter have been circulated to you. I have drafted a letter to the Vice Chancellor and seek its ratification as part of tonight's business (addendum).

#### Hawthorns

Val and I met with representatives of Seddon on Friday 12<sup>th</sup> January at the Management Centre to confirm working practices as outlined in August. Hoarding has been installed at the front of the site by area one where development will start. Tree felling is due to start on Jan 22<sup>nd</sup> and it is currently intended to start demolition in area 1 on 29<sup>th</sup> January. The site team met with Tree Protection contractor who has requested additional protective fencing along the main entrance. Other items included:

- Official signage will be posted directing vehicles along Station Road inc. signage at the top of Keele Road
- There will be regular monthly meetings between the PC and the site team. The last Friday of the month has been suggested. There will a possibility for limited site access during these meetings.
- The PC will be informed if there is any need to access the site via Quarry Bank Road and the Headteacher of St John's will be kept in the loop.
- Contractors will be told not to park in the village
- Seddon will manage parking on the School Car Park (notices, signage etc)
- Working hours will be 8 to 16:30 Monday to Friday. There may be occasional work needed on Saturday until 13:00. No working on Sundays or Bank Holidays.
- Seddon will manage a notice board in the Car Park area publicising activity and progress. KPC website will also host critical information.
- Wheel washing and road cleaning plan in place
- The plots on site have been 'staggered' again following feedback from Planning and a modified application has been made
- The site manager is Wayne Foster: [Wayne.Foster@seddonhomes.co.uk](mailto:Wayne.Foster@seddonhomes.co.uk). I am exchanging phone numbers with Wayne and will pass his number to the PC.

#### Other Planning

The application for 3, Station Drive was approved. We received a response to our query regarding Pepper Street from the new leader of the council (agenda item). The appeal by Thomas Maughan at 5, Boggs Cottages was rejected.