

**MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Wednesday 16<sup>th</sup> May 2018 at 7.00 pm at Keele Village Hall, Keele**

Attendees: Parish Cllrs Mr G Bibby (Chair/Co-opted), Dr R Studd, Ms V Newman, Mrs S Hughes, Mr J Borg, Cllr Mrs W Naylon, Mrs T Wright, Mr P Andras

Clerk – Mrs C Withington

There were no members of public present

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| 18/044 | <b>To nominate and elect the Chair and signing of Declaration of Office</b><br><b>RESOLVED</b> to nominate and elect Mr J Borg for this meeting.  |  |
| 18/045 | <b>To consider the co-option applications for 3 vacancies for the Parish Council and appoint as circulated</b><br>It was noted that 3 applications had been received. <b>RESOLVED</b> to co-opt Mr Graham Bibby, Mrs Tish Wright and Mr Duncan Hindmarch.   |  |
| 18/046 | <b>To nominate and elect the Vice Chair</b><br>Mr Borg resigned from his position as Chair and it was therefore necessary to re-elect a Chair. <b>RESOLVED</b> that Mr Bibby be appointed as the Chair. It was also <b>RESOLVED</b> that Mr Borg be appointed as the Vice Chair.  |  |
| 18/047 | <b>Public Open Forum –</b> There were no members of public present.   |  |
| 18/048 | <b>Apologies –</b> Cllr Kearon, Mr J Downing, Mr D Hindmarch. <b>RESOLVED</b> to grant dispensation for the above to sign their Acceptance of Office at the next meeting. Mr Bibby stated that the meetings will clash with the Borough Council cabinets going forward, so we may need to revisit the night. This will be considered at the next meeting. Mr Peter Andras and Mrs Tish Wright were welcomed to the Parish Council.  | <b>Next agenda</b>   |
| 18/049 | <b>Declarations of Disclosable Pecuniary Interests</b><br>None  |  |
| 18/050 | <b>Minutes of the Annual Parish Meeting and Parish Council meeting held on 18<sup>th</sup> April 2018</b><br>1. To approve<br><b>RESOLVED</b> to approve the minutes as a true and accurate record, these were signed at the meeting. Noted that the Annual Parish will be signed at the next Annual parish meeting.<br>2. Matters arising not on the agenda<br>The Hawthorns issues are ongoing although the immediate ones were resolved. Clerk to contact Cllr Jones regarding the mirror on Pepper Street, opposite Quarry Bank.  |  |
| 18/051 | <b>Presentation relating to the Cobra Biologics Ltd (expansion of Stephenson Building) (10 mins max)</b><br>This will be considered on a future agenda.   |  |
| 18/052 | <b>To review the Financial regulations, Risk Assessment, Internal Controls, Asset Register (in relation to the Village Hall) – Appendix A</b><br>The risk assessment and internal controls was considered in detailed and approved. There was some concern about the emails that are retained by individual councillors, and it was agreed that an email account specific to the Parish Council should be considered. The Clerk is to ask the County Council if there is such a facility. The Clerk was asked to recirculate the Parish Council's insurance schedule. Mr Bibby and Mr Studd were appointed as the mentors for the new Parish Councillors. It was agreed that the Clerk will make arrangements for the paper to be removed from the store room at the Village Hall.<br>The Financial regulations were reviewed and unchanged. It was agreed to include the Village Hall on the Asset register but as the management committee was responsible for its insurance (buildings and contents) not to insure it. | <b>Clerk</b><br><br><b>GB</b><br><b>SHRS</b><br><b>Clerk</b><br><br><b>Clerk</b> |

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| 18/053 | <p><b>Financial matters:</b></p> <p>1. To note the outcome of the internal audit inspection and any findings<br/> <b>RESOLVED</b> to note that there are no findings, and to accept the internal auditor's report for the accounts year ending March 2018.</p> <p>2. To resolve to complete the Certificate of Exemption (for authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31<sup>st</sup> March 2018 and wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015- <b>Appendix C</b><br/> <b>RESOLVED</b> to sign the Certificate of Exemption for the accounts year ending March 2018.</p> <p>3. To confirm that the assertions in Section 1 of the Annual Return is correct for year ending 2017/18 – <b>see Appendix C</b><br/> <b>RESOLVED</b> to sign the Section 1 as correct and true.</p> <p>4. To sign Section 2 of the Annual Return – <b>see Appendix C</b><br/> <b>RESOLVED</b> for the Chair to sign Section 2 as true and accurate record for the accounts year ending March 2018.</p> <p>5. To approve payments/orders, receipts and transfers - <b>Appendix D</b><br/> <b>RESOLVED</b> to approve the payments order as attached which will include the Chairs allowance as agreed.</p> <p>6. To consider the renewal of the annual insurance policy from June 2018 at a cost of £665.33 per annum (note separate arrangements re Village Hall Buildings and contents) – as circulated<br/> <b>RESOLVED</b> to renew the insurance at a cost of £665.33.</p> <p>7. To consider the Chair's Allowance (Section 115 LGA 1972)<br/> <b>RESOLVED</b> to approve the Chair's Allowance at £220.</p> |   |
| 18/054 | <p><b>To nominate representatives as follows, and receive reports:</b></p> <p>1. Staffordshire Parish Councils Association - To nominate a representative<br/> <b>RESOLVED</b> to appoint Mr Bibby.</p> <p>2. Borough Standards Committee – To nominate a representative<br/> <b>RESOLVED</b> to approve Ms Newman.</p> <p>3. Betley Keele and Madeley Locality Action Partnership – To nominate a representative<br/> It was <b>RESOLVED</b> that Mrs Naylor would be the temporary representative while Mr Downing was recovering.</p> <p>4. Rural Runabout update - To nominate a representative<br/> No nomination, Ms Newman to ask for an update on the latest situation regarding the service winding up.</p> <p>5. Village Hall Management Committee - To nominate a representative<br/> <b>RESOLVED</b> to appoint Mrs Hughes.</p> <p>6. Keele University Estates meeting – To nominate representatives<br/> Noted it is called the Community Reps meeting with the University. <b>RESOLVED</b> that this is open to all to attend, however Mr Borg will lead. It was noted that a masterplan outcome was expected soon.</p> <p>7. To nominate representatives for other responsibilities as appropriate<br/> <b>RESOLVED</b> to appoint the following:<br/> Yew Tree – Mr Borg<br/> Neighbourhood Plan – Mr Bibby<br/> Keele PC Website – Mr Borg<br/> GDPR – Mr P Andras</p>  | <p>Clerk</p> <p>Clerk</p> <p>VN</p> <p>Clerk</p> <p>Clerk</p> |
| 18/055 | <p><b>GDPR (25<sup>th</sup> May)</b> – to nominate a lead councillor to review documents, approve the Action plan, consider the DPO, consider the draft General privacy notice, Staff/Cllr Privacy Notice, consider formal training for the Council (<b>Appendix E</b>)<br/> <b>RESOLVED</b> that Mr Andras will be the lead councillor for GDPR. It was agreed to approve the Action plan as drafted, but that it will change as time progresses.</p>   |   |

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|               | <p>It was <b>RESOLVED</b> to continue with the Tier 2 service for Staffordshire County Council. It was agreed that we should pursue formal training as and when it is available through SPCA. In the meantime Mr Borg suggested the University may allow us to watch the video they have produced. Mr Borg to look into this.</p>   | <p><b>Next agenda</b><br/><b>JB</b></p>                                   |
| <p>18/056</p> | <p><b>Review of policies – H&amp;S, Media, Equal Opportunities and to adopt a revised Complaints policy – (Appendix F)</b><br/><b>RESOLVED</b> to include the Complaints Policy on the next agenda, to allow members further chance to review it.<br/>All other policies were reviewed and approved. Any changes to be informed through the year to the Clerk.</p>  | <p><b>Next agenda</b></p>   |
| <p>18/057</p> | <p><b>Sub-contractors: public liability Insurance requirement, risk assessment and any further action</b><br/>It was noted that the litter contract was now vacant, following resignation of the previous collector. Mrs Naylon suggested that the route should be reviewed to include Three Mile Lane down to the service station. Mrs Naylon left the room at this point, while the Parish Council considered the arrangements. <b>RESOLVED</b> to temporarily appoint Mrs Naylon on the same terms as previously i.e. 4 hours per week at a rate of £8.75. Mrs Naylon to review the route and report back how long it has taken at the next meeting. In the meantime an advert will be placed in the noticeboard and website. All letters to be considered at the next meeting.</p>  | <p><b>WN</b><br/><b>Clerk</b><br/><b>Clerk</b><br/><b>Next agenda</b></p> |
| <p>18/058</p> | <p><b>Planning applications – to provide comments on the following:</b></p> <p><u>18/00280/FUL</u>   Agricultural machine shed   Pool End Farm Leycett Lane Leycett Newcastle Under Lyme Staffordshire ST5 6AN (deadline 27 May 2018) – No comments to raise on this application.</p> <p><b><u>Application for approval of reserved matters for layout, scale, appearance and landscaping for the erection of 100 Dwellings</u></b> Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire Ref. No: 18/00262/REM (DEADLINE TODAY) – <b>RESOLVED</b> to ratify the comments already submitted. Mrs Hughes noted that children have been seen on the cleared area, with a fire. Agreed that Mr Bibby and Mr Borg will ask Cllr Kearon, Cllr Jones and Cllr Reddish to call in the decision to Planning Committee. Mr Bibby to provide background information to the new Parish Councillors.</p> <p>FOR INFORMATION ONLY - <a href="#">Application for approval of the Methodology prepared by a competent person of the remediation of the burning spoil heap has been submitted as required by condition 9 of planning permission reference 13/00970/OUT for Residential development (maximum of 100 dwellings)</a> Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire Ref. No: 13/00970/CN09 - NOTE THERE ARE VARIOUS CONDITIONS ON THE PLANNING PORTAL SEEKING APPROVAL - It was noted that there was no reference to the site contamination in the methodology.</p> <p>The new gateway was confirmed as being present previously, with no hedges up rooted just cut back.</p> <p>FOR INFO ONLY - <a href="#">17/00193/CN03</a>   Application for approval of the external facing materials as required by condition 03 of planning permission reference 17/00193/FUL for Erection of a building to be used an Innovation and Leadership Facility   Land East Of Home Farm Keele Road Keele Newcastle Under Lyme Staffordshire – This was noted.</p> | <p><b>GB</b><br/><b>JB</b></p>  |

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|        | <p>To consider responding to review of the Register of Locally Important Buildings and Structures in order to nominate historic buildings – see <a href="http://www.newcastle-staffs.gov.uk/localregister">www.newcastle-staffs.gov.uk/localregister</a></p> <p>Ms Newman to complete the application for Boggs Cottage and Mrs Hughes for the flat roofed houses on Quarry Bank for the next agenda.</p>   | <p><b>Next agenda</b><br/><b>VN SH</b></p>   |
| 18/059 | <p><b>Reports</b></p> <ol style="list-style-type: none"> <li>1. Chairman’s report – No report for this meeting.</li> <li>2. County Cllr Jones &amp; Borough Cllr Kearon – No report for this meeting.</li> </ol>  |  |
| 18/060 | <p><b>Amenities</b></p> <ol style="list-style-type: none"> <li>1. To consider a bid for the Staffs County Community Paths Initiative – deadline 31st May 2018</li> </ol> <p>It was noted that there were no footpaths to consider a bid for. The Clerk was asked to chase the Narley footpath job logged (4116127).</p>   | <p><b>Clerk</b></p>  |
| 18/061 | <p><b>Other matters for consideration:</b></p> <ol style="list-style-type: none"> <li>1. University lack of communications with campus residents- Mr J Borg<br/>It was noted that a new Residents Association is being created. It was <b>RESOLVED</b> to invite the new chair to observe at the Parish Council meetings. It was <b>RESOLVED</b> to invite the Keele Coming Together group to attend the next meeting. It was further <b>RESOLVED</b> to write to the Vice Chancellor to formalise the arrangements for a forum/communication once the new Residents Association is up and running. It was also <b>RESOLVED</b> to consider inviting student representatives to attend future meetings – both KUSU and the KPA.</li> <li>2. Lymes Road Gating order update – Cllr Naylor<br/>This item is on hold at present. It was noted that there are changes planned for Streetscene which will see the removal of 300 bins, with no new bins agreed. Sweeping arrangements will be reduced from 4 to 3 times a year along with verge cutting. Footpath clearance and weeds will be reported to Staffs County Council.</li> <li>3. Green space in front of the Hawthorns – Dr R Studd<br/>Ms Newman, Dr Studd and Mr Bibby to look at this.</li> <li>4. Parking in the Village – Mr G Bibby<br/>Nothing to discuss at present.</li> <li>5. Invitation to participate in a commemorative event - end of WW1 Centenary event<br/><b>RESOLVED</b> to invite Anne to the next meeting for further discussion. Anne to be informed regarding the War Memorial and the wreaths placed on the centenary anniversary of the death of the soldiers listed.</li> </ol> | <p><b>Next agenda</b></p> <p><b>Next agenda</b></p> <p><b>VN RS GB</b></p> <p><b>Clerk</b></p> |
| 18/062 | <p><b>Clerk's Reports</b></p> <p><b>Correspondence</b></p> <ol style="list-style-type: none"> <li>1. To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda :<br/>National Rural Crime Network Survey - Sunday 10 June 2018 available at <a href="http://www.nationalruralcrimenetwork.net/">http://www.nationalruralcrimenetwork.net/</a> - All to consider completion.</li> </ol>   | <p><b>ALL</b></p>  |
| 18/063 | <p><b>Any Other Business for future agendas</b></p> <ol style="list-style-type: none"> <li>2. Council priorities (first item)</li> <li>3. Review of dates for Parish Council meetings</li> <li>4. Yew Tree</li> <li>5. Station Road dog fouling signs</li> <li>6. Purchase of ink cartridges</li> <li>7. Salary review</li> <li>8. WW1 Commemorative event</li> </ol>   |  |

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|  | 9. Standing Orders and Complaints Policy<br>10. KPA chair<br>11. Student representatives<br>12. Locally Listed buildings<br>13. Litter collection vacancy<br>14. GDPR |  |
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**Dates of next meetings (Keele Village Hall at 7pm):**

**20 June 2018**

**18 July 2018**

**15 August 2018**

**19 September 2018**

**17 October 2018**

**21 November 2018**

**19 December 2018**

**16 January 2019**

**20 February 2019**

**20 March 2019**

**Approved Payment Schedule – May 2018**

| <b>BACS &amp; Cheque No.</b> | <b>Expenditure</b>            | <b>Details</b>  | <b>TOTAL</b>    |
|------------------------------|-------------------------------|---|-----------------|
| bacs 9                       | C Withington                  | May Salary  | 261.71          |
| bacs 10                      | C Withington                  | May Expenses inc mileage                                | 15.00           |
| bacs 11                      | HMRC                          | Tax and NI May  | 65.40           |
| bacs 13                      | Keele Village Hall MC         | Room Hire April to March 2018 x 12                      | 300.00          |
| bacs 14                      | Chris Heelis                  | Internal Audit fee 2017/18                              | 50.00           |
| bacs 15                      | Came and Company              | Insurance renewal                                       | 665.33          |
| bacs 16                      | Information Commission Office | Registration  | 35.00           |
| bacs 17                      | SLCC                          | Underpayment of GDPR training invoice                   | 22.50           |
| bacs 18                      | NS Fencing and landscaping    | Keele grounds maintenance War Mem 2017 (Aug 16, Jan 17) | 260.00          |
| bacs 19                      | NS Fencing and landscaping    | Keele grounds maintenance War Mem 2018 (Aug 17, Jan 18) | 260.00          |
| bacs 20                      | Mr Bibby                      | Chairs Allowance  | 220.00          |
| bacs 21                      |                               | <b>Monthly Total</b>                                    | <b>2,154.94</b> |