

**MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Wednesday 20<sup>th</sup> June 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 Borg, Cllr Mrs W Naylor, Mr P Andras, Cllr T Kearon, Mr D Hindmarch

Clerk – Mrs C Withington

County Cllr D Jones

Dr Anne Loweth was present for item 18/070, there were no members of public present

18/064	<b>Public Open Forum</b> No items raised.	
18/070	<b>Dr Anne C Loweth - Invitation to participate in a commemorative event - end of WW1 Centenary event</b> <b>RESOLVED</b> to bring this item forward. Dr Loweth attended to inform the Parish Council of the programme of events taking place to commemorate the WW1 centenary during November. More details will be circulated. The Parish Council was invited to attend on Monday 12 <sup>th</sup> November at 10.30am at Union Square. It was also noted that the Parish Council have been putting wreaths to mark the 100 year anniversary of the respective soldier's death at the War Memorial.	
18/065	<b>Apologies – Ms V Newman, Mrs T Wright, Mr J Downing</b>	
18/066	<b>Declarations of Disclosable Pecuniary Interests</b> Mrs Naylor declared an interest in item 18/075	
18/068	<b>Minutes of the Statutory Annual Parish Meeting held on 16<sup>th</sup> May 2018</b> 1. To approve <b>RESOLVED</b> to sign the minutes as a true and accurate record, subject to a correction to an action SH should read RS. The Chair signed the minutes at the meeting. 2. Matters arising not on the agenda It was noted that the archives have been cleared, and the documents to be retained has been kept at the Clerk's house. The Narley footpath job was logged on 17 <sup>th</sup> May by the Inspector, with a 60 day time span. It was agreed to await the Keele Community Together group to inform us when they are able to attend a future meeting. Noted that the Student's Union and Post Graduation Association reps were invited to attend. Ms Newman, Dr Studd, Mr Bibby are to meet regarding the Village Green at Hawthorns – to be discussed on the next agenda. A meeting will be held with Wayne Foster of Seddons on 21 <sup>st</sup> June regarding the Hawthorns development. Mr Bibby to raise the issue of the overgrown hedge at Quarry Bank Road at this meeting.	<b>RS, GB, VN  GB</b>
18/069	<b>Council priorities (first item)</b> It was noted that the Neighbourhood Plan encompasses a number of policies which set out priorities for the Parish such as parking, transport etc with a longer term vision. It was suggested in addition to preservation of the heritage we should also look to positively develop the heritage and character of the parish. Mr Bibby is to arrange a Neighbourhood Plan meeting in the next few weeks. It was also suggested we need to include the schools and University. It was agreed that there should be a document tested with the public that contains priorities and actions to deliver these – to be used for funding applications. This should sit alongside the Neighbourhood Plan. It was agreed to include the Lengthsman scheme on the next agenda.	<b>GB   Next agenda</b>

	<p>Cllr Jones to obtain a schedule of maintenance carried out as a minimum by the County/Borough for the Parish, as a starting point for future jobs, to ensure there is only enhancement of the service provided. It was agreed that all would put together a wish list of priorities and send to Mr Bibby, who will cross reference with the Neighbourhood Plan.</p>	<p><b>DJ</b> <b>ALL</b> <b>GB</b></p>
18/071	<p><b>To consider adopting the revised Model Standing orders - Appendix A</b> <b>RESOLVED</b> to adopt the Model standing orders which includes the appointment of a DPO.</p>	
18/072	<p><b>To consider revising the date of the meetings to the 3rd Tuesday of the month and summer recess (delegated powers to pay accounts)</b> <b>RESOLVED</b> to move the dates to the 3<sup>rd</sup> Tuesday of every month, as from July. <b>RESOLVED</b> to retain the August meeting. Clerk to ask Neale Clifton for an update on the JLP timescale.</p>	<p><b>Clerk</b></p>
18/073	<p><b>GDPR (25<sup>th</sup> May) –</b> to approve the Staffs County Council SLA (Tier 2), to consider the creation of council email addresses, to approve the Draft Privacy Policy and Retention Policy (<b>Appendix B</b>) <b>RESOLVED</b> to sign up to the SLA. Noted that the Clerk would need to attend the County Council to complete the GAP analysis. Mr Andras to attend. <b>RESOLVED</b> to adopt the privacy policy and retention policy. <b>RESOLVED</b> that Mr Bibby will trial the email at the County Council and the Clerk will see if its possible to have a large mailbox.</p>	<p><b>Clerk</b> <b>PA</b> <b>Clerk</b></p>
18/074	<p><b>To approve the draft Complaints policy – Appendix C</b> <b>RESOLVED</b> to adopt the Complaints Policy.</p>	<p><b>Clerk</b></p>
18/075	<p><b>Litter collection arrangements – Appointment and review of route and hours</b> Mrs Naylon left the room for this item. It was <b>RESOLVED</b> to contract Mrs Naylon, as there had been no other applicants. This will be for 4 hours a week based on the agreed route, subject to review in the autumn. Mrs Naylon returned to the room and accepted the contract on the terms agreed.</p>	<p><b>Clerk</b></p>
18/076	<p><b>Planning applications – to provide comments on the following:</b> <a href="#"><u>Application for approval of reserved matters for layout, scale, appearance and landscaping for the erection of 100 Dwellings</u></a> Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire Ref. No: 18/00262/REM  The date for the Planning Committee was not yet known, although it was expected to be heard in July. It was noted that the Parish Council as a consultee, does not have the right to speak in addition at the Planning Committee but individuals can nominate a representative along with the Ward Councillors.  Cllr Kearon to forward the details of the individual who has made a representation from the County Council to Cllr Jones. It was <b>RESOLVED</b> that Cllr Kearon will discuss the representations with Mr Bibby, in order to dovetail the representations and focus on key points.  FOR INFORMATION ONLY - <a href="#"><u>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)</u></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 – This was noted.</p>	<p><b>TK GB</b></p>

	<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> - There were no applications this time.</p> <p>Cessation of paper copies of planning apps – <b>RESOLVED</b> that Mr Bibby will obtain a data projector and provide training on the Planning Portal at a future meeting. Cllr Kearon also stated that Borough Councillors were due to be trained and he would ask John Tradeswell if this can be shared with Parish Councils. The Clerk was asked to write to Guy Benson to ask if it is possible to charge the developer for the production of large plans, so that there is no burden on the tax payer. The Parish Council are dissatisfied with the new policy as members of the Parish Council struggle to view the applications on line as the system is not fit for purpose. It was also noted that Keele has a disproportionate number of major applications. It was agreed we could ask Keele University to provide copies of their major applications as and when required. This will be raised at the next Community Reps meeting.</p> <p>To nominate a representative (1) to attend the Newcastle-under-Lyme and Stoke-on-Trent Joint Local Plan - Evidence Base – Landscape Character Assessment Workshop – 27 June 2018 <b>10am - 1pm, Civic Offices, Merrial Street – RESOLVED</b> that Dr Studd will attend.</p>	<p><b>GB</b></p> <p><b>Clerk</b></p>
<p>18/077</p>	<p><b>Reports</b></p> <ol style="list-style-type: none"> <li>Chairman’s report including Neighbourhood Plan update – Mr G Bibby – There was no report to present.</li> <li>County &amp; Borough Councillors Cllr D Jones and Cllr Kearon Cllr Kearon reported that the revised Conservation Area for Keele was accepted by Cabinet in June. Cllr Kearon is monitoring the enforcement action in relation to Boggs Cottage. Other issues include the public open space maintenance issues at Knights Croft with Aspire. Cllr Kearon to report back to Mr Bibby if required. Cllr Jones has been progressing the issue regarding the parking zone in the Village with Highways. A meeting will be held soon with Mr Butters, Cllr Jones, Mr Bibby and Highways to progress this. The University have confirmed they will fund the RPZ. Double yellow lines will be installed on the bend of Keele Road and by the field entrances and pull in points. It was also suggested by the double white lines. Delegated authority has been granted to officers to deal with non-contentious existing Rights of Ways. Section 53 applications and village green applications will also be dealt with quicker as a result. Social Care services have been missing targets and will be losing funding next year. As a result there are significant changes expected with GP practices taking on some services. Cllr Jones reported that Parish Councils have powers to issue fines for fly tipping, graffiti and littering. Cllr Jones to circulate the briefing. With regards to flytipping, Cllr Jones and Cllr Kearon will look into how it would work with regards to Parish Council enforcement action, fines and evidence required. It was agreed the issue has got worse since rubble was banned at Leycett tip. With regards to the off roading at Pepper Street, the County Council are to look at Court enforcement action if necessary if the event organiser/land owner does not wash the 4x4 tyres etc when leaving the site. The Community Fund is now open for smaller pockets of funding, £250 has been given to the local school for a project of their choice. Cllr Jones will follow up on the over hanging hedge at Pepper Street. The Clerk will also report this again to Highways.</li> <li>Staffordshire Parish Councils Association – Mr Bibby Nothing to report.</li> <li>Borough Standards Committee –Cllr Naylor Nothing to report.</li> </ol>	<p><b>DJ</b></p> <p><b>DJ</b></p> <p><b>DJ Clerk</b></p>

	<p>5. Betley Keele and Madeley Locality Action Partnership –Mrs Naylor/Mr Downing Nothing to report.</p> <p>6. Village Hall Management Committee - Mrs Hughes Nothing to report.</p> <p>7. Keele University Estates meeting - A meeting is awaited.</p>	
<p>18/078</p>	<p><b>Amenities</b></p> <p>1. Yew Tree – Mr J Borg All to send over articles to Mr Borg for a draft to be produced.</p> <p>2. Purchase of ink cartridges It was agreed to leave this item.</p> <p>3. To appoint a contractor for the grounds maintenance of the War Memorial (£260) <b>RESOLVED</b> to appoint Mr Abbots, subject to Public liability (£5m min) insurance.</p> <p>4. s53 - Application for alleged public footpath between A525 Keele Road and Lymes Road Cllr Kearon is to review the proposed route and put forward comments regarding a sensible rerouting of the route. Comments to be circulated to all before sending in. Cllr Jones is to also look at the application due to the deadline.</p>	<p><b>ALL</b></p> <p><b>TK DJ ALL</b></p>
<p>18/079</p>	<p><b>Other matters for consideration:</b></p> <p>1. Hawthorns Development A meeting is to be held on 21<sup>st</sup> June.</p> <p>2. Keele Student Representation (KUSU and KPA) and Keele Residents Association Representation Mr Snape will invite student union representation to future meetings. Mr Borg to attend the residents’ association as the Keele Parish Council rep.</p> <p>3. Green space in front of the Hawthorns – Dr R Studd This was discussed earlier on the agenda.</p> <p>4. Station Road dog fouling signs -Mrs Naylor The issue has been resolved.</p> <p>5. The Green Team Summer clean This was noted.</p> <p>6. HS2 Outcome It was noted that HS2 railhead would be constructed at Stone. The longer deeper tunnel was not approved for Madeley/Whitmore. However the Woodland Trust have launched a campaign. Mr Bibby to circulate this.</p> <p>7. Damaged stone wall on Station Road – Mrs Naylor A letter is to be sent to the tenant for action, before sending onto the landowner.</p> <p>8. Overhanging hedges at Station Road – Mrs Naylor Mrs Naylor is to inform the Clerk if a letter is required to be sent. It was noted that Pepper Street bottom end and the Station Road hedge (near the Narley footpath) needs a trim. Mr Bibby to take a look at this.</p> <p>9. Quarry Bank continued breaking down of field hedge and fly tipping – Mrs Naylor The overgrown hedge and flytipping of grass cuttings at Quarry Bank was discussed. All to review the hedges and to report back to the next agenda. Also to be discussed on the next agenda is the siding of Three Mile Lane and the collapsed pavement.</p> <p>10. Follow up of offer from County Council (Lighting Team) to reduce the level of street lighting in The Village – Mrs Naylor This will be discussed on the next agenda.</p> <p>11. Dumping of rubbish Dunge Wood – Mrs Naylor This has been reported and cleaned up.</p> <p>12. Sewage leak Keele Services – Mrs Naylor This has been reported.</p>	<p><b>JB</b></p> <p><b>GB</b></p> <p><b>Clerk</b></p> <p><b>WN GB</b></p> <p><b>ALL Next agenda</b></p> <p><b>Next agenda</b></p>

18/080	<p><b>Clerk's Reports</b>                  To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda :                  Invite to the Annual Civic Church Service at St Giles' Parish Church on Sunday 24 June 2018 at 10.30am (deadline 18th June) – This was noted.</p>	
18/081	<p><b>Financial matters:</b></p> <ol style="list-style-type: none"> <li>1. To approve payments/orders, receipts and transfers - <b>Appendix D RESOLVED</b> to approve the payments as per the attached schedule.</li> <li>2. To note the updated Salary Scales for the Clerk <b>RESOLVED</b> to note the updated scales.</li> <li>3. To renew the ICO subscription £40 <b>RESOLVED</b> to pay the subscription.</li> </ol>	
18/082	<p><b>Any Other Business for future agendas</b></p> <ul style="list-style-type: none"> <li>- Village Green at Hawthorns</li> <li>- Overhanging Hedges</li> <li>- Lengthsman scheme – siding of Three Mile Lane and collapsed pavement</li> <li>- Follow up of offer from County Council (Lighting Team) to reduce the level of street lighting in The Village – Mrs Naylor</li> </ul> <p><b>Meeting closes</b></p>	

**Approved Payment Schedule – June 2018**

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 16	Information Commission Office	Registration	40.00
bacs 21	C Withington	Incinerator for confidential waste	19.99
bacs 22	C Withington	June Salary inc 2.5 otime vill hall files	283.48
bacs 23	C Withington	June Expenses inc mileage	21.75
bacs 24	HMRC	Tax and NI May	71.00
bacs 25	Mrs W Naylor	Litter collector 17th May to June 15th - 12.5 hrs	109.38
bacs 26	Keele Village Hall MC	NP meeting 21 May 18	30.00
bacs 27	Eurooffice	Stationery - Files archive boxes, lever arch and ink, batteries keyboard/mouse	175.72