

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 20th November 2018 at 7.00 pm at Keele Village Hall, Keele

Attendees: Parish Cllrs - Mr G Bibby (Chair), Mrs S. Hughes, Mr D. Hindmarch, Mr J. Downing (part), Mrs. W. Naylor, Mrs T Wright, Cllr T Kearon (part)

County Councillor Mr. D Jones.

Clerk – Mrs C Withington

Phil Butters and a representative was present for item 18/142 only.

18/137 **Public Open Forum** - There were no items raised.

18/142 **Presentation from the Vet School – Keele University**

RESOLVED to bring this item forward. A presentation was provided on the plans for the new Vet school, which is a partnership between CVS, Harper Adams and Keele University. It will be for domestic pets only, not large livestock. The building will house a referral hospital and also a normal practice. It will open around September 2020 and is to be sited near to the new hotel. It is 2 floors in height with a green roof, and will aim to achieve BREAM Very Good. There will be panels of stone and copper. The building will house a lecture theatre which will be increased in height to match the roofline of the hotel. The building will be open 24 hours. The car park will be for 120 cars for staff and clients. The Parish Council thanked Phil and David for their attendance.

18/138 **Apologies** – Cllr Kearon (late), Dr Studd, Mr Borg, Mr Andras

18/139 **Declarations of Disclosable Pecuniary Interests - None**

18/140 **Minutes of the Parish Meeting held on 16th October 2018**

1. To approve

RESOLVED to approve the minutes as a true and accurate record. The minutes were signed at the meeting by the Chair.

2. Matters arising not on the agenda
Streetlighting to be on the next agenda.

Clerk to follow up on the management of the demolition traffic for planning application reference Planning App 18/00698/FUL with Phil Butters.

Grass cuttings tipped by Quarry Bank to be monitored and brought back to a future meeting if necessary.

Next agenda Clerk

18/141 **To consider a draft Budget 2019/2020 – See Appendix A**

- Office costs/salary – **RESOLVED** to manage the Clerk’s hours on a case by case basis, but not to increase.
- Lengthsman – gullies, siding, pavement clearance, grass verge maintenance, cleaning of signs, Rights of way: gates, styles and finger posts, gritting of footways

RESOLVED to consider the impact of this for future years, but to leave the budget at £1500 for next year.

It was **RESOLVED** to include a precept leaflet showing what funds are received and how it is spent for the following year 2020/21 – with a wish list of projects and resultant impact on Precept. Cllr Jones reported that there had been an issue elsewhere with regards to the servicing or insurance of the village (church) clocks. Cllr Jones to confirm this. It was noted that we pay for the servicing currently of St Johns Clock. The Neighbourhood Plan will be funded by a grant next year, so is not to be included in the precept. It was **RESOLVED** to increase the Chair’s allowance to £250. The Clerk was asked to amend the draft budget in line with the attached version, which was approved in principle. This will need to be approved by January 2019 in order to meet the precept deadline. Clerk to see if there are any other bank which provide better rates of

Next agenda

interest.

18/143 **General Data Protection Regulations (GDRP)**

- Communication protocol

It was **RESOLVED** that we should have a protocol which sets out how emails etc are received and dealt with. The Clerk will seek to obtain a model version. Clerk to also follow up on the PC emails.

**Clerk
Next
agenda**

18/144 **Planning applications – to provide comments on the following:**

Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire – remediation of spoil tip – Work will start imminently. Mrs Hughes noted that some work had already started, involving soil being moved from the bund to make an internal road. It was considered that this is preparation work. Conditions 9 and 10 are yet to be approved, however the Environment Agency expect these to be soon. At this stage Professional Remediation Limited (PRL) are only putting the fire out. The larger remediation is yet to be agreed within conditions 12 to 15. Mrs Hughes queried if the bond has been paid. It was **RESOLVED** that the Clerk should ask Mrs Moulton if this has been paid over and if not when they expect it to. The Parish Council noted the concerns of the residents of Pepper Street and Quarry Bank.

Clerk

13/00970/2CN09 Application for approval of the Methodology prepared by a competent person of the remediation of the burning spoil heap reference 13/00970/OUT -Residential development (maximum of 100 dwellings) | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire (**deadline is 13th Nov**) – This was noted.

13/00970/2CN10 Application for approval of full and precise details of the steps to be taken to protect public health and amenity and the residents and users - 13/00970/OUT for Residential development (maximum of 100 dwellings) | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire (deadline is 13th Nov) – This was noted.

18/00887/TCA Removal of nature sycamore, ables and lime. Reduction to false acacia and holly. | Keele Hall Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BA – This was noted.

Application for approval of materials as required by condition 3 of planning permission 17/00091/FUL - Erection of a new Central Science Laboratory Building facility for the Faculty of Natural Sciences Lennard-Jones Building Keele University Keele Newcastle Under Lyme Staffordshire Ref. No: 17/00091/CN03 – This was noted.

T1 Oak, FELL, Due to overcrowding of T3 Yew and T2 oak T2 Oak, Deadwood , T3 Yew, No Works 1 Keele Farm House The Village Keele Newcastle Under Lyme Staffordshire ST5 5AR Ref. No: 18/00823/TCA – This was noted.

The plans to submit Paddocks Farm were also noted, although not listed as an agenda item.

To note the updated Joint Local Plan timetable (October 2019)

This was noted, and that it is expected that it will not be adopted until 2021.

Parish Council Forum – 15th November 2018

This item was brought forward from the Chair's update. Mrs Naylon provided a report back following the discussion held at the Parish Council forum on 15th November 2018. Other matters included the development at Ryecroft, planning enforcement and the Housing Land Supply. A review is being carried out by Cllr Northcott on planning enforcement, although it was suggested they are only achieving targets by following up on the low level cases. It was noted that a new enforcement notice has been issued for Boggs Cottage. It was also noted that the Borough stated they know of no plans for Unitary Status.

18/145 **Amenities**

1. To consider a quote for a pavement sweep (Keele Road) – Noted that

the Borough Council had now completed this. In future requests are to be made to Dave Adams.

- 2. To consider a quote to clean the A525 footpath steps of moss – **RESOLVED** to approve the quote for Mr Abbots to complete the first weekend of February. **Clerk**

- 3. Relocation of the Keele village sign – Mr Bibby to look at potential location to replace the boundary sign which was missing for a number of years, and has now been found. **GB**

- 4. Community Speed Watch – Mr Bibby reported that there have been volunteers trained for the A525 and Pepper Street areas. Volunteers were needed for the village. Mr Hindmarch suggested youth volunteers could use the experience for the Duke of Edinburgh award. Appropriate safeguarding and CRB checks would be need, and the requirements would need to be discussed with the local schools.

- 5. Keele War Memorial – steps, ramp, gravel, missing names – It was **RESOLVED** to ask Mr Abbots to look weed killing the moss on the steps and provide a quote for the next meeting. Discussion regarding disabled access up the steps was held and it was agreed that suitable access along the track was available from the second car park. The Clerk was asked to obtain a quote from Mr Abbots to renew the gravel. The missing names will be discussed on the next agenda. **Clerk Clerk Next agenda**

18/146 **Other matters for consideration:**

- 1. Keele Growth Corridor – update if available – There was nothing further to report at this stage.

- 2. Keele Parochial Charity – to consider renewing the term of Mr Wardell at the parish council representative for the next 4 years (Sept 18 – 22)

RESOLVED to accept Mr Wardell as the representative.

- 3. Update on Boggs Cottages – Cllr Kearon /Cllr Dave Jones

It was noted that a new notice had been served which will be effective from 10th December, unless there is an appeal.

18/147 **Reports**

- 1. Chairman’s report including Neighbourhood Plan update, Parish Council Forum – Mr G Bibby – This was noted as per the attached report. Mr Bibby also noted that there is a Christmas Party planned at the Village Hall on 16th December at 4.30pm. It was **RESOLVED** to cancel the December Parish Council meeting, due to the proximity to Christmas. All decisions will be held over until the January meeting, unless an urgent matter arises, which requires the meeting to be reinstated. Cllr Kearon to liaise with Mr Bibby around 11th December.

Mr Bibby noted that the Hawthorns meeting had been held with Seddons. Utilities work is planned around 30th November, which will see 2 weeks of single lane traffic in the village. Alternative arrangements to be made for village cars. Mr Bibby will inform the school and there is a resident who will keep the village resident’s informed. It was agreed to monitor the access to the M6 via the service station.

- 2. County & Borough Councillors Cllr D Jones and Cllr Kearon
Cllr Jones reported the budget cuts faced by Staffs County Council, which could see redundancies. Cllr Jones is now the Shadow Financial cabinet member. The County Council is replacing the S151 Officer, Mr Andy Burns. As yet there had been no further movement on the masterplan for the Keele Course. Mr Clifton will be retiring in December. It was noted that there were concerns about an increase in flytipping of garden waste, following the charges. Mrs Naylor to monitor in Keele.

- 3. Staffordshire Parish Councils Association (SPCA) – Mr Bibby (NOTE: AGM Monday, 3rd December 2018 at 7pm) – This was noted, and there was nothing further to report.

- 4. Borough Standards Committee –Cllr Naylor – Nothing to report.
- 5. Betley Keele and Madeley Locality Action Partnership –Mrs Naylor/Mr Downing – Mr Downing had left the meeting at this point. It was noted that there had been reports of drug use in Quarry Bank, attended by the Police who are prosecuting. The Police have also been to the Church Bank car park but found no issues.
- 6. Village Hall Management Committee – Mrs Hughes – Nothing to report for this meeting.
- 7. Litter Collector report – Mrs Naylor – A report had been provided to the Clerk. Mrs Naylor had reviewed the hours and felt they were sufficient. It was however noted that the fly tipping of concrete waste and hardcore had increased.

18/148 **Clerk's Reports - Correspondence** – There was nothing additional to report.

18/149 **Financial matters:**

- 1. To approve payments/orders, receipts and transfers – **Appendix B RESOLVED** that the payments be approved as per attached.

18/150 **Any Other Business for future agendas**

- Budget – Precept 2019/20
- Streetlighting
- War memorial – quotes and names
- Communication Protocol

Meeting closes

Dates of next meetings (Keele Village Hall at 7pm): 15th January 2019, 19th February 2019

Approved Payment Schedule – November 2018

BACS	Payee	Particulars of payment	Amount £
bacs 58	C Withington	Nov Salary	301.08
bacs 59	C Withington	Nov Expenses inc mileage (PRS)	21.75
bacs 60	HMRC	Tax and NI (Nov)	75.40
bacs 61	Mrs W Naylor	Litter Collection 16th Oct - 13th Nov15 hours 23 mins	134.75
		Monthly Total	532.98

Draft Budget 2019/20 - Approved in principle

	Approved budget 18/19 £	Actual to date £	Expected spend £	Estimated Outturn £	Draft Budget 19/20 £
EXPENDITURE					
Clerk's Payment (and office expenses)	4100	3,101.43	1,600.00	4,701.43	5500
Litter payment	1800	955.71	560.00	1,515.71	1800
Grounds Maintenance (16/17, 17/18, 18/19)	300	520.00	270.00	790.00	300
General/Admin Expenses			-	-	
Councillor Expenses/Room hire/Subs/Printing	625	588.62	100.00	688.62	775
Miscellaneous	50	86.66	-	86.66	50
Data Protection officer Staffs County	480	390.00	-	390.00	390
Audit	100	50.00	50.00	100.00	100
Insurance	650	665.33	-	665.33	670
Remb. Sunday wreaths S137	20	-	20.00	20.00	20
Subscriptions			-	-	
Parish Council Associaton	272	-	272.00	272.00	272
Society of Local Council Clerks	40	-	40.00	40.00	40
Campaign to Protect Rural England	15	-	15.00	15.00	15
Community Council	27	-	-	-	27
Information Commissioner	0	40.00	-	40.00	40
Parish Online Mapping	56	59.00	-	59.00	60
Village Lengthsman Scheme	390	470.00	100.00	570.00	1,500
Church Yard contribution S137	950	-	950.00	950.00	950
Village Hall Contribution (Maintenance)	500	500.00	-	500.00	500
Misc Contingency	100	-	100.00	100.00	100
Yew Tree Annual Maintenance	400	-	400.00	400.00	400
Seats, shelters and Notice Boards	400	-	400.00	400.00	400
Special Projects (eg Parking zone, Vill hall survey)	500	-	500.00	500.00	500
War Memorial	100	-	100.00	100.00	100
Other (S136)	-	-	-	-	-
CPI Footpath grant	-	-	-	-	-
Expenses					
Chairman	220	220.00	-	220.00	250
Rural Runabout	-	-	-	-	-
S137 (Church clock)	215	-	215.00	215.00	215
VAT (recoverable)	0	62.96	-	62.96	0
Total	12310	7710	5692	13402	14,973.92
Neighbourhood Plan TO BE GRANT FUNDED		95.00	-	95.00	-
Total	12,310	7,805	5,692	13,497	14,974
INCOME (- Credit)	Budget	Actual	Expected	Outturn	Estimated 19/20
Precept	12,183	12,183.00	-	12,183.00	14,023.92
Sect 136 funding NBC	1,500	1,000.00	-	1,000.00	500.00
Council tax grant support	214	214.00	-	214.00	-
Keele University contribution	450	-	450.00	450.00	450.00
Bank Account Interest	10	1.63	-	1.63	-
NP Grant	-	-	-	-	-
Miscellaneous	-	44.00	-	44.00	-
Vat recoverable	-	484.30	62.96	547.26	-
	14,357	13,926.93	512.96	14,439.89	14,973.92
Grant - Nplan RING FENCED	-	-	-	-	-

		Council Tax Base = 340	Annual	Per Week
Reserves (carried forward to 18/19)	7,390			
Plus (-)underspend/less Overspend	- 943	2018/19 Precept £12183	£35.83	£0.69
Estimated reserves to 2019/20	8,333	2019/20 Precept £14023	£41.25	£0.79

Keele Parish Council Chair’s Report: November 2018

Transport

The map of approved traffic management solutions has been sent by Dave Jones to David Greatbach at SCC as agreed. As yet we have received no response but Dave Jones is pursuing this matter.

Parking has significantly improved on the corner Of Keel Road by the double white lines. This may be the result of Police action, a police car was observed on site at 8:55 during late October. Equally, perhaps our repeated posting of notices has had an effect. My subjective impression is that vehicles currently offending tend not to be repeats.

I continue to pursue a date for a meeting with the Neighbourhood Policing Team to discuss our progress in handling parking issues.

Hawthorns

Val and I met with Wayne Friday 26th Oct at 10 am.

1. Wayne noted he had received positive feedback from residents of houses in Quarry Bank with regard to his community liaison.
2. Wayne recognised the issues with SJW’s trucks taking rubble to buyers on Three Mile Lane. SJW have been asked to give prior notification of any such movements through the village in future. A stone delivery was made using Quarry Bank Road, there was an error in the suppliers database which has now been corrected.
3. Working hours remain as agreed but lorries are sometimes allowed onto site a 7:00 if early deliveries are made to prevent queuing on the road.
4. 28 footings are now laid. 5 out of 10 of the first release of homes have been reserved. The next release is scheduled for January/ February.
5. Utility work is projected to commence on week beginning 5th Nov
6. Drainage on site has yet to be connected to outfalls
7. It is hoped that the ‘Green’ will be open in the spring
8. Tree protection have approved all work done so far and are very vigilant to ensure all conditions are being met. In some cases they are asking for the extension of current root protection zones. A local resident adjacent to the site had been concerned about early leaf fall on a beech tree but TP were able to confirm that the tree was healthy.
9. The demolition of the Management Centre should now be under way. Bat mitigation measures have been approved and expert supervision will be present for the dropping of the gables. Work should be finished by December
10. Storm drains have been cleared at the rear of the Quarry Bank Road houses.

Nest meeting in December, date to be announced

New University Notice in Conservation Area

The notice has now been moved to the agreed location. Many thanks to Val for pointing out to me that it was being moved to the wrong location. In my ensuing, comic exchange with the contractors and Jane Barker the desires of the Parish Council were treated seriously and the level of cooperation was exemplary. I would like to thank everyone at the University and Parish Council who helped resolve this matter.

Joint Local Plan/ Keele University Growth Corridor

As you will remember, I have been working to support Sue Smith, Keele Driving Range in her negotiations over her lease with NuLBC. I am delighted to report that this matter has now been resolved to Sue's satisfaction. This means that the Driving Range should continue to serve the parish for many years to come.

Meanwhile, Newcastle and Stoke have announced a 1 year delay in producing the draft of the JLP and thus the Keele Master Plan timeline. This may or may not have any connection with the decision on the Driving Range. You may also be aware that the Borough now claims a secure 5 year Housing Land Supply. We live in interesting times.

Pepper Street

I note that Clare has circulated an admirably detailed summary of the meeting with the Professional Group and Environment Agency which I will not reproduce here. Conditions 9 and 10 have yet to be approved as satisfied by NuLBC but it is expected they will be in the near future. Contact details for the remediation company and environment agency have been published on the web and plans are underway for a community meeting with the remediation company to be held in Silverdale. The site is being prepared for the remediation to commence. The mailing list for information from the Professional Group has been extended as requested. It is noted that the outline planning permission makes a very clear distinction between the conditions which need to be satisfied for the remediation of the spoil and those associated with any subsequent build.

Community Speedwatch

From my last report "I have completed training (again) and we now have 5 trained volunteers in Keele. I am in contact with them and Silverdale to set up our first monitoring session. Michelle Shake, who runs the scheme for Staffs Police is energetic and efficient and is doing an excellent job of promoting the scheme. In addition to the monitoring sessions she proposes we bid for permanent CSW signs for the village and I have asked that we also consider signing Pepper Street. We will need to bid for funds in the next funding round if we want to go ahead with this. Equally, 30 mph bin stickers are available. I am working on this but suspect they might be best placed in Pepper Street as bins in The Village are obscured by parked cars. "

I have now completed the first CSW on the A525 with Fran who lives at Boundary House. I expect to complete a session with residents from Pepper Street. I await further volunteers from Keele Village before conducting any CSW sessions in Keele Village. The result of the signage was that all cars slowed down and the only offending vehicle was lorry. I have put posters in the notice boards seeking more volunteers and have posted on the web page.

War Memorial

Thanks to Stuart Abbot for his work in tidying up the War Memorial (agenda tonight). Thanks also to James Summerfield for his voluntary work in clearing the overgrown area of the church yard to reveal important monuments which were being lost in vegetation.

A conversation with Dr Studd revealed that some names of the fallen had been omitted from the memorial. I will propose at Tuesday's meeting that this omission be rectified. The steps need sanding and the gravel is in need of replacement. We should consider providing a disabled access ramp for the steps. (Reminder to Parish Councillors, the lower portion of the steps are Parish Council Property)

Community Reps Meeting with Keele University:

I hope to produce a full set of outcomes prior to our meeting

University Remembrances Event

I would like to thank Keele University, on behalf of the Parish Council, for inviting us to their Remembrance Event on Monday 12th November which I attended.

DRAFT