

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 15th January 2019 at 7.00 pm at Keele Village Hall, Keele

Attendees: Parish Cllrs - Mr G Bibby (Chair), Mrs S. Hughes, Mrs. W. Naylor, Mrs T Wright, Dr R Studd, Professor P Andras, Ms V Newman

County Councillor Mr. D Jones.

Clerk – Mrs C Withington

No members of public.

19/001 **Public Open Forum** – There were no members of the public present.

19/002 **PCSO Colin Hodgkinson - progress with tackling illegal parking**
PCSO Hodgkinson was not in attendance, it was agreed to put it to the next agenda. **Next agenda**

19/003 **Apologies** – Dr Borg, Mr Hindmarch, Mr Downing

19/004 **Declarations of Disclosable Pecuniary Interests - None**

19/005 **Minutes of the Parish Meeting held on 20th November 2018**

1. To approve

RESOLVED that the minutes be signed as a true and accurate record by the Chair at the meeting.

Matters arising not on the agenda

The information regarding the management during the construction phase at Keele University re Planning App 18/00698/FUL was circulated by the Clerk.

19/006 **To approve the Budget 2019/2020 and set the precept – See Appendix A**

It was noted that there had been no comments from the public. Discussion took place and it was agreed to fund the Lengthsman £1500 from reserves in recognition of the previous increase in the precept to account for the loss of the County scheme. A budget information sheet will be produced around August next year. As the precept had been increased in previous years to take account of the reducing funding, it was **RESOLVED** to raise the precept to £12,597 (£37.38 per annum for Band D - 0.72p per week) – which showed a small increase due to the reduced numbers on Council Tax base for next year.

19/007 **General Data Protection Regulations (GDRP)**

To approve the following:

- Communication protocol – see Appendix B

RESOLVED to adopt this subject to the agreed amendments regarding Para Aiii) to leave it in and Cii) (removal of officer). **Clerk**

- Data Protection and Information Policy – see Appendix B

RESOLVED to adopt the following policies, and the Clerk will bring a sheet for the Acceptable user policy for all to sign and agree. **Clerk**

- Information Breach – see Appendix B
- Information Security Incident Policy and procedure – see Appendix B
- Acceptable user policy **(All to sign)** – See Appendix B

Next agenda

19/008 **Planning applications – to provide comments on the following:**

Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire – remediation of spoil tip – It was noted that the remediation work was progressing well, although there had been some discovery that had stopped the work. It was

agreed that Mr Bibby would contact the contractor for an update. The situation with the Section 106 was noted, although it was not acceptable, there was little that could be done. The position with the reduction in Affordable Housing was also noted. It was agreed that the Clerk would circulate the report obtained from Silverdale Parish Council regarding the Methane leak on Bath Road in 1999.

Chair
Clerk

Single storey garage extension to side and single storey kitchen extension to rear 64 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH Ref. No: 18/00979/FUL **-RESOLVED** no objections as long as there was no encroachment on the Green Belt.

Development of solar photovoltaic farm and energy storage facility known as "The Low Carbon Energy Generation Project (Solar Storage Development)" along with associated infrastructure Land Adjacent To Springpool Wood, South Of Phase 3 And West Of Newcastle Golf Course, Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BW Ref. No: 18/00934/FUL – **RESOLVED** no objections following the reductions agreed following the consultation.

Development of two wind turbines known as "The Low Carbon Energy Generation Project (Wind Development)", one up to 77m to tip and one up to 67m to tip, along with associated infrastructure. Land Adjacent To Springpool Wood, South Of Phase 3 And West Of Newcastle Golf Course, Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BW Ref. No: 18/00933/FUL **RESOLVED** no objections.

18/01013/FUL | Ground floor extension to east flank of Stephenson Building to provide revised staff and visitor entrance with storage for nitrogen storage vessel. Cobra Biologics Keele University Science Park Three Mile Lane Keele Newcastle Under Lyme Staffordshire **RESOLVED** no objections.

19/009 **Amenities**

- 1. Relocation of the Keele village sign – Mr G Bibby

Mr Bibby suggested that the sign be relocated at the boundary of Keele by the M6 bridge on Three Mile Lane (on the left towards the village). The Clerk will need to agree this with the Highways Officer Rob Steele and an approved Highways contractor will need to install the posts.

- 2. Community Speed Watch

This will be updated in the Chair’s report.

- 3. Outcome of Safer roads funding application for £5k – to authorise the order for 2 vehicle activated signs at a cost of £5.4k and also the additional cost required for the posts approx. £500 (location to be agreed with Highways) plus £160 for warranty (2nd year) – to authorise additional spend of approx. £1000

RESOLVED to accept the funding. It was also **RESOLVED** to seek to amend the signs so that two dangerous bend signs could be purchased to be located by Top Farm Keele, and Pepper Street/Quarry Bank. The Clerk will need to agree these locations with Rob Steele and also use an approved contractor. The additional spend was agreed from the reserves and from the Special Projects budget.

- 4. Keele War Memorial – steps, ramp, gravel, missing names, to agree a working party to replace the gravel

RESOLVED that Mrs Naylor leads a working party to replace the gravel. The cost will be reimbursed (approx. £48 per tonne). If there are any under 16s then parents will need to be present or the school will need to ensure appropriate safeguarding measures are in place.

The steps have now been sprayed and a ramp is not required due to the alternative access for disabled people. Dr Studd will obtain a list of missing names to be include. The changes will need to be agreed with the War Memorial

Clerk
Clerk
RS
Next

Trust and the Conservation Officer, potentially English Heritage as it is a listed building. **agenda**

- 5. To consider renewing the contract for the Yew Tree irrigation as per below:
 - Spring £218.00
 - Mid-season £133.00
 - Winter £162.00
 - Pre-pay all 3 £461.70
 - and also to carry out further work as identified following the winter service "Bring Hunter solenoid for start up" at £18.50

RESOLVED to renew the contract for next year for the spring and winter services, plus the solenoid. Clerk to ask for the water to be increased in Spring and also for the call out rate in the summer.

- 6. Streetlighting in the Village – Mrs W Naylor

Clerk

Mrs Naylor will be consulting with residents in the Village regarding the bright lights. The resident will be asked to forward the concerns regarding the missing Highway Lane lights to the Clerk by Mrs Naylor.

- 7. Highway Lane turning bay – Mrs W Naylor

WN

RESOLVED that a letter will be sent to the managing agent and tenants asking them not to park in the bay. A reminder will be included in the Yew Tree.

**Clerk
Yew
Tree**

19/010 **Other matters for consideration:**

- 1. Keele Growth Corridor – update if available

No update available.

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

It was noted that the Enforcement notice was served and an appeal had been lodged. The Planning Inspectorate had not yet confirmed if it was valid or not.

19/011 **Reports**

1. Chairman’s report including Neighbourhood Plan update – Mr G Bibby
 The Chair’s report is attached at appendix A. Thanks was passed to the Village Hall Committee for the Christmas party. Other matters discussed included the parking, and one vehicle in particular which will be reported to the Borough as an abandoned vehicle. The car park at the Hawthorns will be closed until September due to contamination issues. Other arrangements will be considered, but it is likely that parents will need to park further up the road for the school. Loggerheads now have their Neighbourhood Plan approved. The Keele Neighbourhood Plan is on hold pending the Joint Local Plan.

The speedwatch will be seeking permanent signs, funded by the Safer Roads partnership at the next round. This will need to be discussed by the Parish Council when funding becomes available.

- 2. County & Borough Councillors Cllr D Jones and Cllr Kearon

Cllr Jones updated the meeting regarding the budget cuts to services at the County Council, although it is expected that the Lollipop patrols will be retained. However a number of staff will continue to be made redundant. Highways are under staff and set to be reduced further. There will be a delay progressing the TRO and other changes planned for the Village due to this. Cllr Jones will however push that this occurs due to the funding. It was noted that there was an incident in Keele Woods.

- 3. Borough Standards Committee –Cllr Naylor – No update.
- 4. Betley Keele and Madeley Locality Action Partnership –Mrs Naylor/Mr Downing – No update.
- 5. Village Hall Management Committee – Mrs Hughes – No update, although it was noted that a meeting had been held with the builder regarding the structural movement. No further movement noted, but it will be monitored.

6. Litter Collector report – Mrs Naylor

There had been several incidents of fly tipping including sofas and bathroom suites reported to the Borough Council. There are 3 pending prosecutions as a result of the reports. An increasing number of nitrous oxide cans had been found. The Parish Council thanked Mrs Naylor for her hard work.

19/012 Clerk's Reports

Correspondence – None.

19/013 Financial matters:

1. To approve payments/orders, receipts and transfers – **Appendix C RESOLVED** that these be approved.

2. To appoint an internal auditor for the year ending March 2019 **RESOLVED** to appoint Mrs Heelis. **Clerk**

3. To approve the salary scales from 1st April 2019 for the Clerk (as circulated with the SPCA bulletin) **RESOLVED** to adopt these.

4. To approve the Society of Local Council Clerks subscription at a cost of £27.30 **RESOLVED** to approve this.

19/014 Any Other Business for future agendas

Meeting closed at 8.40pm.

Dates of next meetings (Keele Village Hall at 7pm): 19th February 2019, 19th March 2019, 16th April 2019, 21st May 2019

Approved Payment Schedule:

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 62	SLCC	Subs 19/20 (10% share)	27.30
bacs 63	C Withington	Dec Salary inc 3 hrs GDPR policies	289.41
bacs 64	C Withington	Dec Expenses inc mileage	15.00
bacs 65	HMRC	Tax and NI (Dec)	72.40
bacs 66	Mrs W Naylor	Litter Collection 14th Nov	-
bacs 67	Steve Hough	Noticeboard labour and materials (QB)	135.00
bacs 69	C Withington	Jan Salary inc 3 hrs GDPR policies	254.40
bacs 70	C Withington	Jan Expenses inc mileage	15.00
bacs 71	HMRC	Tax and NI (Jan)	63.40
bacs 72	Access Irrigation	Yew tree contract	-
		Monthly Total	871.91

KEELE PARISH COUNCIL: Approved Budget 19/20		
	Approved budget 18/19 £	Appd Budget 19/20 £
EXPENDITURE		
Clerk's Payment (and office expenses)	4100	5500
Litter payment	1800	1800
Grounds Maintenance (16/17, 17/18, 18/19)	300	300
General/Admin Expenses		
Councillor Expenses/Room hire/Subs/Printing	625	775
Miscellaneous	50	50
Data Protection officer Staffs County	480	390
Audit	100	100
Insurance	650	670
Remb. Sunday wreaths S137	20	20
Subscriptions		
Parish Council Associaton	272	272
Society of Local Council Clerks	40	40
Campaign to Protect Rural England	15	15
Community Council	27	0
Information Commissioner	0	40
Parish Online Mapping	56	60
Village Lengthsman Scheme (reserves £1500 19/20)	390	-
Church Yard contribution S137	950	950
Village Hall Contribution (Maintenance)	500	500
Misc Contingency	100	100
Yew Tree Annual Maintenance	400	500
Seats, shelters and Notice Boards	400	400
Special Projects (eg Parking zone, Vill hall survey, VAS)	500	500
War Memorial	100	100
Other (S136)	-	-
CPI Footpath grant	-	-
Expenses		
Chairman	220	250
Rural Runabout	-	-
S137 (Church clock)	215	215
VAT (recoverable)	0	0
Total	12310	13,546.92
Neighbourhood Plan TO BE GRANT FUNDED		
Total	12,310	-
INCOME (- Credit)		
Precept	12,183	12,597
Sect 136 funding NBC	1,500	500.00
Council tax grant support	214	-
Keele University contribution	450	450.00
Bank Account Interest	10	-
NP Grant	-	-
Miscellaneous	-	-
Vat recoverable	-	-
Total	14,357	13,546.92
Grant - Nplan RING FENCED	-	-
Total	14,357	13,546.92

TOTAL OVERSPEND/-UNDERSPEND		Current year	537.63	Underspend
		Council Tax Base = 337	Annual	Per Week
Reserves (carried forward to 18/19)	7,390	2018/19 Precept £12183	£35.83	£0.69
Plus (-)underspend/less Overspend	538	2019/20 Precept £12597	£37.38	£0.72
Estimated reserves to 2019/20	6,852			
<i>By election contingency</i>	2,000			
<i>Lengthsman 19/20</i>	1,500			
Ringfenced NP grant	0			

Keele Parish Council Chair’s Report: January 2019

Village Hall Christmas Party

Many thanks to the hard working and creative volunteers behind the Village Hall Christmas Party, which was a great success. Around 60 guests attended, the atmosphere was lively and the ‘pass the parcel’ hotly contended. There was a real spirit of community and I hope that the Village Hall Committee will be prepared to organise a similar event next year.

Transport

Colin Hodgkinson, Neighbourhood PCSO will be present at our meeting on Tuesday 15th January to discuss mutual progress on parking. I have no further news with regard to Counties progress with our TRO’s or Residents’ Parking Scheme.

Hawthorns

I had a very brief meeting with Wayne on 14th January to discuss the closure of the Quarry Bank Road Car Park for investigation of contamination issues. The car park will remain closed until September and Mrs McAvan has been informed. It is hoped that the new car park may be built prior to this date. Alongside this work it is intended to install the new HV cables from the Quarry Bank Road sub-station to the site. This will involve some trenching work along Quarry Bank Road. Once completed this will allow the removal of the ‘pillar box’ temporary substation from the front of the Management Centre. In addition, I was able to see that the building materials had been moved from the root protection area of the pear tree.

Our next formal Parish Council meeting with Seddon is set for Thursday 18th January at 13:00. All Parish Councillors are welcome to attend

Joint Local Plan/ Keele University Growth Corridor

Loggerheads have now had their Neighbourhood Plan passed by public referendum: 91% yes vote with 887 voters (25% of electorate). Well done Loggerheads! I intend to hold a meeting of our Neighbourhood Plan Group in the near future to seek direction with regard to our housing policy in the light of recent developments, or lack of them, with regard to the Joint Local Plan.

Pepper Street

You will be aware that a failure by the Borough to sufficiently scrutinise the legal documentation surrounding the development has allowed Keele Homes to avoid paying the bond. The Planning Committee hopes that agreement of a reduction of the percentage of affordable homes may be made dependent on the payment of the bond. As Keele Homes do not need to progress this agreement until after the completion of the remediation, it seems unlikely that this strategy will be successful and will only result in an undesirable reduction in the amount of affordable housing built.

Community Speedwatch

Staffordshire Police have agreed that where permanent Community Speed Watch notices are in place then temporary notices do not need to be posted whilst CSW monitoring is taking place. We will need to decide whether we wish to bid for such notices in the next round of funding or concentrate on the proposed electronic signs on Station Road and Pepper Street.

We have received a letter of concern from a resident of a property off the A525 with regard to the volume of heavy vehicles and their speed which is identified as coming from the quarry site in Madeley Heath. The resident has been informed of the CSW scheme and invited to join. Meanwhile Dave Jones is taking the matter up with County Highways.

Community Reps Meeting with Keele University:

Apologies for the delay in producing outcomes from this meeting.

There was a discussion of ongoing projects. The necessary legal documentation for the proposed hotel and it was hoped to submit the application to planning in the very near future.

The Vet School project in collaboration with CVS and Harper Adams hopes to admit its first students in September 2020. The PC have now received a presentation on this development.

Central Drive is being reinstated with a resin bonded surface and a pedestrian path and was due to complete before Christmas.

SEDN: the public consultation has been completed. Significant investment is in place to support the H-deploy scheme with partners Cadent. Safety of the scheme has been signed off by the HSE. Phase 2 will be the development of the electrolyser behind the Sports Centre. It is anticipated this will take around 6 months. Phase 3 will be commissioning and testing, it is planned that the system should be completed for Summer 2019. There will then be 12 months of evaluation prior to decommissioning the electrolyser. The University will explore keeping the system in operation beyond this time if it proves appropriate.

Renewable Energy: NuLBC responded broadly positively to the plans for the development of solar and wind generation on the site to the south east of the campus. Two wind turbines are proposed the size of which have been reduced following concern from NuLBC with regard to their visual impact.

Masterplan was said to be progressing but this was prior to the announcement of the 1 year delay in publishing the JLP. The University are working with BDP on the transport implications of any development

Number 25 bus: the University are in discussions with 'First' about the number 25 entering campus from the Village but leaving via the lodge exit on the A525. There is no intention to abandon the service and a proposed shuttle would be in addition to the current service. Concern was raised that 'First' might seek to abandon the Village as a stop in that few passengers join at that point.

Parking: University Residents are experiencing problems with inconsiderate parking. Money raised from parking is no longer specifically accounted for but is ring fenced to enhance student services, car parks, cycle shelters...

Woodland: concerns from a Parish Councillor about the condition of the woodlands were raised. It was noted that *Phytophthora ramorum* had yet to be completely eradicated and that alternative solutions were being

considered. The meeting agreed that residents were grateful for the work undertaken by the University to maintain this valuable resource.

[Keele University Strategy Consultation](#)

I received an invitation to attend a consultation meeting on University Strategy 2019-to 2022 but was unable to attend. I have a hard copy of the document "Our Thriving Future: 5ps" which is available should you wish to read it and we are invited to respond. Most of the contents lie outside the remit of the Parish Council and I do not have ny informed comment to make but would be happy to circulate any comments from Parish Councillors and submit subject to there being no objections.