

MINUTES OF THE ANNUAL KEELE PARISH MEETING

Held on Tuesday 16th April 2019 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs Mr G Bibby (Chair), Dr R Studd, Ms V Newman, Cllr Mrs W Naylor , Cllr T Kearon
Cllr Mrs T Wright

In Attendance: Acting Clerk Diane Smith

4 members of public were present

1. Minutes of the last Parish meeting held on Wednesday, 18th April 2018

The minutes were agreed and signed.

2. Chairman's Annual Report

Mr Bibby read out the Annual Report which is attached at Appendix A.

3. To receive Keele Parish Council's Statement of Accounts 18/19 (unaudited)

The Chair presented the unaudited accounts (Appendix B) which had recently been subject to an internal audit regime. The formal accounts will be approved at the May 2019 meeting.

4. To receive the Keele Parish Council Village Hall accounts 18/19

Diane Smith gave a summary of the accounts.

5. Parochial Charities statement of accounts to the year ended 31st December 2018

This was presented by the Mr A Booth on behalf of the Charity.

6. Any other business

There was no other business to discuss, Mr Bibby thanked those who attended and closed the meeting at 7.30pm.

Appendix A: Annual Chairs Report

In Memoriam

It is with great sadness that we note the untimely death of our fellow Parish Councillor John Downing. John died on Sunday 17th February and will be sorely missed. He was born and bred in Keele, was the Grounds Manager for Keele University prior to his retirement and had a tremendous passion and unparalleled knowledge of his community which he put to great use professionally and in his work as a Parish Councillor, Governor of St John's Primary School and other work for the community. Our deepest condolences go out to his wife, Moyra and to their children and grandchildren.

John's contribution to the Parish Council was invaluable and he was a passionate champion of the place in which he was born and grew up. John was irreplaceable nevertheless we now have the sad duty of looking for a new member of the Parish Council. If you think you might be interested, please contact our Clerk.

We also note with great sadness the death of Neil Czwartynski in 2018. Neil was a familiar sight on local footpaths and did a marvellous job for the Parish Council in keeping the footpaths free from litter.

Precept

Last year we decided to increase our precept by greater than the rate of inflation to allow the Parish to continue to maintain its services to the Parish in the light of the loss of the Lengthsman's service from Staffordshire County and the £2000 per annum we had previously received from Newcastle Borough in recognition of the significant number of residents in the parish who do not pay the precept. Further reductions in the level of service offered by both the county and borough have been introduced this year, for instance with regard to the frequency with which grit bins are filled and of verge maintenance. Nevertheless, we took the decision to only increase our precept by a modest amount, in line with the level of inflation. We will review the situation over the coming year with regard to the precept for financial year 2020 to 2021 and give an account of our findings to the Parish.

Planning and Development

Pepper Street

The remediation of the burning spoil in the land off Pepper Street by the Professional Group began in December following two community meetings. The Parish Council working with Silverdale Parish Council scrutinised the proposal carefully and have worked closely with the Professional who presented to the Parish in March with regard to progress:

90,000 cubic metres had been removed which was 4 times more than expected. It was considered a surface fire and was not in the coal seams, although the last area (known as 'The Finger') was yet to be put out. They were only able to measure up to 400c temperature, as the equipment wouldn't measure any higher temperatures. It is hoped to have dealt with the last area by end of next week. There had not been any flames seen, just steam generation in cold conditions. All material taken out will be put back, although some (subject to approval of the Planning Conditions and Environment Agency) may be used for the new residential development. The final design as to how the land will look is awaited as part of the planning process. At this stage PRS have only been appointed to put the fire out, however they have been asked to quote for the remediation. The Environment Agency are happy with the status of the fire so far and that it has been put out. The red material is red shale which has no calorific value, but the black material is very hot and still burning. The rest underneath is clay. There have been no voids found. One accident has occurred in relation to a bowser tipping over only. The view is that the material has been burning continually for 50-60 years. It is expected that the spoil heap of material will be reduced to the same size as it was previously, once the project has been completed, although there may be a delay due to the other aspect of the project.

Keele Homes have two applications before the Local Planning Authority to discharge conditions relating to site contamination, mine workings and their remediation. Both the Environment Agency and The Coal Authority have given the opinion that the current application is insufficient to allow these conditions to be discharged. Keele Parish Council have submitted comments asking that these condition applications be denied.

Hawthorns

Demolition is now complete, and the new houses are being built, the first houses are expected to be occupied in June and the Parish looks forward to welcoming new residents to the Parish. Seddon have worked with the Parish over the last year and have proved responsive to requests from the community. Inevitably the development has created problems e.g. mud on the road, high levels of dust, road works... but the Site Manager Wayne Foster was responsive to community feedback and did his best to minimise inconvenience. The current Site Manager is Gary Evans who is committed to continuing to work closely with the community and meet regularly with the Parish Council.

Joint Local Plan

The Joint Local Plan was due to go out to consultation in the latter part of 2018 but has been suspended until the autumn of 2019. Stoke and Newcastle have stated this is because of the introduction of the new Revised National Planning Policy Framework and the introduction and proposed changes to the Government's standard methodology for calculating local housing need.

The Parish Council have noted with interest that the 5 Year Housing Land Supply calculation for 2018 to 2023 shows an over-supply of available land for development of +0.45 years i.e. there is currently no shortage of land for the development of housing. This figure does not include the proposal to develop substantial amounts of housing on the Golf Course.

We await with interest the draft of the JLP which is scheduled for publication in the autumn. Meanwhile we continue to consult with the University and other partners about the best way forward.

Neighbourhood Plan

The uncertainties surrounding the Joint Local Plan have made it difficult to make much progress with the Neighbourhood Plan as developments regarding the Golf Course critically affect its direction. We have met with Newcastle under Lyme's current Leader, Simon Tagg, worked closely with the University, Borough and County Councillors and drafted policies for all policy areas but the steering group has not met in recent months. A meeting is planned for May.

Highways and Footways

Parking

Illegal parking in the Village remains a problem. We note that parking against the double white lines on Keele Road, close to junctions, across dropped kerbs and field entrances and the obstruction of footpaths by parked cars remains an issue. We met with David Greatbach of County Highways, Dave Jones (County Councillor) and the University and agreed new road markings on Keele Road and areas of the Village to control illegal parking. The University repeated its offer to fund a Residents' Parking Scheme for the village centre which County accepted in principle. The Parish Council would like to thank Dave Jones for his hard work in promoting these measures. The Parish are aware of the limited capacity of the County Highways department but are disappointed at the rate of progress in implementing these measures.

After a period of inactivity from the local police force, following consultation with the Parish Council we are pleased to report that they have devised a way forward for prosecuting drivers who are illegally parked. A number of notices have been issued over the last few months against drivers illegally parked on Keele Road.

Parking problems on Quarry Bank Road have been increased recently by the closure of the old Hawthorns Car Park. It is hoped that the new parking facility on this site will be open in the Autumn.

Community Speed Watch

We re-engaged in the Community Speed Watch programme this year and have 4 trained volunteers within the Parish and have conducted an observation and are sharing equipment with Silverdale. We have been successful in a bid for funding from the Safer Roads Partnership for the installation of permanent Community Speed Watch signs around the Parish.

Vehicle Activate Signs: Pepper Street and Station Road

We were also successful in a bid for funding from the Safer Roads Partnership for Vehicle Activated road signs on Pepper Street and Station Road. The signs will display the drivers speed and warn when the limit has been exceeded.

Litter

Parish Councillor Wenslie Naylor has kindly volunteered to take over litter picking in the Parish. The Parish Council would like to thank Wenslie for her excellent work in keeping the Parish litter free, reporting fly tipping and keeping an eye on our footpaths, hedges and roads.

Edging

The Parish Council have commissioned quotes for the thorough edging of the footways along Three Mile Lane and the A525 from Station Drive to the Parish Boundary where footpaths have become dangerously narrow. We are going ahead with the edging of Three Mile Lane and will seek to work in partnership with Staffordshire County Council on the edging of the footpath along the A525.

Footpaths

The Parish Council has undertaken the clearance of the footpath across the A525 which was over-grown and slippery.

HS2

The Parish will be involved in the development of HS2 insofar as a power cable will need to be laid along the A525 and down Pepper Street to an electricity sub-station in Silverdale. The HS2 team presented to the community in a meeting at Keele Hall and all relevant documentation is available for public inspection at the University Library.

Volunteers

Your Parish Councillors, Neighbourhood Plan Group Members and Village Hall Committee all volunteer their time freely to support the parish. We would like to offer our thanks to all those who have helped out over the last year either by involvement in the above bodies or more informally in looking after their community and its residents. I would also like to thank our Clerk: Clare Withington for her diligence and expertise which is absolutely essential in supporting the volunteer councillors.

MINUTES OF THE KEELE PARISH COUNCIL MEETING

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Attendees: Parish Cllrs – Parish Cllrs Mr G Bibby (Chair), Dr R Studd, Ms V Newman, Cllr Mrs W Naylor
Cllr T Kearon Cllr Mrs T Wright

Acting Clerk – Ms Diane Smith

4 members of public were present

19/054 Public Open Forum

Status of Highway Lane. Residents have been informed that Staffs County Council (SCC) have adopted Highway Lane. County Cllr D Jones to confirm with SCC. Agreed that Ann Abercrombie be informed of outcomes.

DJ

19/055 Apologies – Cllrs D Hindmarch, Mrs S Hughes, Dr P Andras.

19/056 Declarations of Disclosable Pecuniary Interests

Cllr Naylor – fee for litter picking.

Councillor Studd moved that Diane Smith be remunerated for her work as clerk at the meeting. Approved. Councillor Bibby abstained

19/057 Minutes of the Parish Meeting held on 19 March 2019

Amendments. Cllr Kearon had sent apologies.

19/036 item 6 on Knights Croft siding/sweeping struck out

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

Matters Arising.

19/035 Edging off work for Three Mile Lane approved at last meeting. Cllr WN had reservations about the need for the work. Site meeting to discuss to be arranged with Cllr GB.

GB, WN

WN

19/032 Vacancy for Parish councillor. Cllr WN had candidate in mind and would approach.

19/058 To note the Casual Vacancy process (deadline for applications 6th May) for a Parish Councillor following the expiry of the by-election notices - Noted

19/059 Finance

Payments/orders, receipts and transfers, - Appendix A including Parish Online subscription (£70.80), Village Hall donation (18/19 and 19/20) RESOLVED that the payments be approved as per the attached schedule and that the Village Hall donation of £500 for both years (£1000) be made, plus the renewal of the subscription.

Clerk

Draft Statement of Accounts for year ending 2018/19, draft Audit Return 2018/19 and bank reconciliation statement – See Appendix B – RESOLVED that these be approved.

Clerk

Clerk

Asset Register, Internal Controls and Risk Assessment for 2019/20 – See Appendix C RESOLVED that these be approved.

19/060 General Data Protection Regulations (GDRP)

Data Breaches (72 hrs)/Information Security/Subject Access Requests/Email accounts : councillors informed


19/061 **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 comments on condition 12 and 13 were ratified following earlier submission.

Reserved matters application (access arrangements within the site, appearance, landscaping, layout and scale) for the erection of a 150-bedroom hotel, car parking and associated infrastructure pursuant to outline consent 17/00934/OUT.

Land Adjacent To Keele University University Avenue Keele University Newcastle Under Lyme ST5 5BG Ref. No: 19/00203/REM (deadline 25th April) - Noted.

Application for approval of noise assessment report as required by condition 5 of planning permission 18/00920/FUL - Construction of steel framed lean-to for livestock handling and dairy parlour, off existing livestock building Paddocks Farm The Village Keele Newcastle Under Lyme Staffordshire ST5 5BD Ref. No: 18/00920/CN05 - Noted

Application for approval of planting specification as required by condition 4 of planning permission 18/00920/FUL - Construction of steel framed lean-to for livestock handling and dairy parlour, off existing livestock building 

Paddocks Farm The Village Keele Newcastle Under Lyme Staffordshire ST5 5BD Ref. No: 18/00920/CN04 - Noted

19/062 **Amenities**

1. **To consider a memorial for former Parish Councillor Mr John Downing.** Discussions had taken place with John’s family and pear tree agreed for The Hawthorns. Talks with Seddons underway. University and School also to provide memorials. **GB**
2. **Speeding vehicles in Leycett Lane – Cllr Kearon.** There had been no complaints from residents living on the road. Cllr TK to discuss further with police and clarify location of speeding. Matter to be raised at LAP meeting. **TK**
3. **To consider a bid to Red Industries for restoration work to the Knights Templar Sculptures – Mrs W Naylor.** Both to be repainted in original black/grey colour. **RESOLVED** that Cllr WN to seek sponsorship/grant. **WN**
4. **To consider funding the installation of the “Keele” village sign by M6 bridge at a cost of £162.00 plus VAT, plus an additional £500 for traffic management or to consider an alternative location elsewhere** **RESOLVED** that the work could not be afforded. No further action.
5. **To review the litter payment in line with the new Real Living Wage (£9.00 per hour) and to appoint the contractor to carry out litter collections for 4 hours each week for 2019/20.** – **RESOLVED** that the increase be agreed. Community Warden role to be discussed at next meeting. **Clerk
Next
agenda**

19/063 **Other matters for consideration:**

1. **Hawthorns Development** – landscaping and green space. Existing plan is the one being implemented. Cllr Newman requested to discuss details of fences and hedges and a walkabout to be arranged at next meeting with Seddon. Boundary with The Narley boundary needs to be permeable for wildlife. GB has discussed with Seddon who responded positively to offering residents adjacent to the Narley a Hedgehog permeable fence. Probably too late to make any changes. Borough Cllrs not given this level of detail at NULBC planning meetings. **GB**
2. **To provide comments regarding the Traffic regulation order in**

connection with highway works for a new residential development on land at The Hawthorns in Keele – comments to be sent to ignacio.gonzalez@staffordshire.gov.uk by Weds 17th April.

Comments from Cllr Hindmarch incorporated. Cllr Bibby to submit by deadline. Cllr Bibby commented that all orders in the village needed to be considered in a holistic not piecemeal fashion. Cllr Jones to ask for extension of proposed 30mph limit to cover entire length of Station Road. Deadline is tomorrow. Cllrs also felt that improvements to the junction with Highway Lane were also required.

GB

- 3. **Keele Growth Corridor** – University has applied for Enterprise Zone Status which should open opportunities for other sources of funding.
- 4. **Update on Boggs Cottages** – Planning enforcement process regarding the caravan is ongoing.
- 5. **Dimming of street lights update** – Councillor Naylor pursuing.

WN

19/064 Reports

- 1. Chairman’s report including Neighbourhood Plan update – Mr G Bibby. Covered in annual report
- 2. County & Borough Councillors Cllr D Jones and Cllr Kearon – The Community Fund from Staffs has been reduced to £2500. Only new projects would be considered. Tackling Social Isolation was a key theme. New corporate strategy of the council had been changed from being a provider to an enabler. Cllr Jones expected to have access to reporting system soon. Police action on local concerns had been stepped up recently. Concern regarding drivers failing to stop at zebra crossing outside The Old School House. There had been several occasions when pedestrians had been in danger of being mown down. Incidents including vehicle registration numbers to be reported to the police, who would follow up. Speeding lorries on A525 were also a cause for concern.

DJ

- Leycett Lane – issues with car dealership, a multi agency response was required.
- 3. Betley Keele and Madeley Locality Action Partnership – Mrs Naylor. Recent meeting had been positive. Police had been active on various matters including parking and theft of number plates, though poor response to phone and e mail reporting systems. Cllr Naylor to draft letter on this to Crime Commissioner.

WN

- NULBC had been very responsive to reports of fly tipping which had been removed promptly. Concern about highway litter bins being used for the disposal of household waste. This item to be added to next agenda. Village Yew, who had broken tree boughs? Grass to be mown on raised area around the tree.
- 4. Village Hall Management Committee – Mrs Hughes. No comment owing to absence of Cllr Hughes.
- 5. Litter Collector report – Mrs Naylor . The litter report has been submitted to the Clerk.

Next agenda

19/065 Clerk's Reports

Correspondence

None.

19/066 Any Other Business for future agendas

- Highway Litter Bins (household waste)
- Community Warden
- Yew Tree and grass

Next agenda

Meeting closes

Date of next meetings:

21 May 2019 – Annual Statutory Meeting includes review of policies
18 June 2019
16 July 2019 – NOTE VENUE CHANGE FROM KEELE VILLAGE HALL
20 August 2019

Appendix A - Payments Schedule

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 1	C Withington	April Salary	259.36
bacs 2	C Withington	April Expenses	15.00
bacs 3	HMRC	Tax and NI April	64.80
bacs 4	Get Mapping plc	Parish online subs 19/20	70.80
		Total	409.96

Transfer required of £410 from deposit to current account approved

RECEIPTS – NIL

Appendix B

KEELE PARISH COUNCIL
PAYMENTS AND RECEIPTS
FOR THE YEAR ENDED 31 MARCH 2018

2017-18	RECEIPTS RECEIVED DURING 18/19	2018-19	Difference
£		£	
10,620.00	Precept	12,183.00	1,563.00
2,214.00 *	Section 136 Contribution (* incs 500 overpayment refund) and Tax	1,214.00	- 1,000.00
-	Accrual from 17/18 not cashed	635.20	635.20
4.31	Bank Interest	3.18	- 1.13
240.00	Village Lengthsman Scheme (grant ended 2017)	-	- 240.00
450.00	Donation towards litter collection	450.00	-
-	VAT refund	484.30	484.30
4,482.00	Neighbourhood Plan Grant (Ring Fenced)	-	- 4,482.00
2,254.65	Misc (Safer roads grant, other income)	5,084.61	2,829.96
20,264.96	TOTAL	20,054.29	- 210.67
3,824.16	Clerk's salary inc TAX/NI	4,285.50	461.34
2,542.94	General Administration inc subs, insurance, audit, office	2,630.41	87.47
949.00	Section 136 Concurrent functions (litter and roads maintenance war)	-	- 949.00
1,384.40	Litter collector	1,259.46	- 124.94
210.00	Chairs Allowance	220.00	10.00
34.00	S137 Payments	235.00	201.00
500.00	Running costs: Village Hall	500.00	-
790.00	Highways - village lengthsman scheme	470.00	- 320.00
-	Parks and open spaces (Grounds Main)	520.00	520.00
-	Amenities - village benches, notice boards	135.00	135.00
8,137.91	Neighbourhood Plan	95.00	- 8,042.91
-	Capital Expenditure	-	-
-	War memorial	81.40	81.40
-	Provision for doubtful debts	-	-
484.30	VAT	913.50	429.20
3,319.00	Miscellaneous (includes Churchyard Contribution & Special Projects)	3,936.29	617.29
22,175.71	TOTAL	15,281.56	- 6,894.15
GENERAL FUND			
9,300.63	Balance at 1 April 2018	7,389.88	
20,264.96	Total income	20,054.29	
22,175.71	Less Total Expenditure	15,281.56	
7,389.88	Balance at 31 March 2019	12,162.61	

**KEELE PARISH COUNCIL
BALANCE SHEET AS AT 31 MARCH 2019**

17-18		18-19
£		£
	LONG TERM ASSETS	
0.00	Investments	0.00
<u>0.00</u>	Long term debtors	<u>0.00</u>
	CURRENT ASSETS	
0.00	Stocks and stores	0.00
0.00	Debtors	0.00
0.00	Payments in advance	0.00
0.00	VAT recoverable	0.00
0.00	Temporary lendings	0.00
<u>8,025.08</u>	Cash in hand	<u>12,163.00</u>
<u>8,025.08</u>	TOTAL ASSETS	<u>12,163.00</u>
	CURRENT LIABILITIES	
0.00	Grounds Maintenance	0.00
135.20	Litter Collection March	0.00
500.00	Village Hall Contribution	0.00
635.20		0.00
<u>7,389.88</u>	NET ASSETS	<u>12,163.00</u>
	REPRESENTED BY:	
7,389.88	General Fund	12,163.00
0.00	Reserves	0.00
<u>7,389.88</u>		<u>12,163.00</u>