

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Thursday 8th November 2012 at 7.00 p.m. at Students Union, Keele University

Attendees: Parish Cllrs Mrs Naylor (Chair), Mrs Abercrombie, Mr Hindmarch, Cllr R Studd, Mrs Studd, Ms Newman, Rev Tillier and Mr Bibby.

Clerk – Mrs C Withington

Guests: Mr Butters and 3 members of public

Ref	Action
12/10/383	<p>Apologies received through Clerk Apologies received from Mrs Hughes, Mr Downing, and Cllr Kearon</p>
12/10/384	<p>Declarations of Disclosable Pecuniary Interests relating to items on the agenda None declared at the meeting.</p>
12/10/385	<p>To consider approving and signing minutes of the last Parish Council meeting held on 11th October 2012 Minutes were approved and signed as a true and accurate record. A brief update was provided for the following items previously discussed not on the agenda: Mr Bourne has now cut the hedge at Quarry Bank No further action to be taken on the lights at Hawthorns by Planning Officers, to be raised at the update meeting on 14th November Street lights – This item was brought forward on the agenda. Individuals to consider making their requests for streetlights to be dimmed etc. Noted that the lights on Station Road are higher than they should be for a rural area, on the same strength as the bypass. If possible a site visit to be requested to ask that more appropriate lighting is considered sensitive to the rural environment. Noted that the planting event was taking place on Weds 14th November at the Cemetery. Letters of thanks to be sent by Chair after the event.</p> <p>Boundary Commission – Maps are still inadequate, Cllr Studd to be contacted if there are any queries regarding the maps.</p>
12/10/386	<p>To note the resignation of Parish Councillor Wedgwood (with immediate effect) and elect a Vice Chair The resignation of Mrs Wedgwood was noted due to work commitments. Ms Newman was proposed and seconded for the position of Vice Chair. RESOLVED that Ms Newman be elected as Vice Chair. Noted that the co-option is likely to take place at the meeting in January.</p>
12/10/387	<p>Public Participation: One member of public noted that the lights at the Hawthorns shops were dazzling. Mr Butters stated that the lights have been upgraded to environmentally friendly lights which are more intense, following complaints about poor lighting. Mr Joe Turner introduced himself as the Student Union President. Joe was welcomed to the meeting. Several projects are underway including a wildflower meadow on the campus banks.</p>
12/10/388	<p>Chairman and Portfolio Reports Chairman's Update (Parish Cllr Naylor) <i>To discuss the Diamond Jubilee orchard celebration event arrangements</i> Date suggested as Friday 7th December 2012 at 11.30pm. Confirmation awaited from Simon Long.</p> <p><i>To send a letter of thanks to Mr Czwartynski regarding flytipping reports</i> Mrs Naylor has liaised with Mr Czwartynski regarding recent events of flytipping in Hollywood which on one occasion included medical records.</p>

CW

Ref		Action
	<p>These have been reported to the Police etc. Ms Newman to include the Streetscene number permanently in the Yew Tree. Church to consider barriers/chains etc to deter people from using the car park and dropping litter on Saturdays and Sundays. Clerk to send a letter of thanks from Parish Council to Mr Czwartynski.</p>	<p>VN</p> <p>CW</p>
	<p><i>To note the outcome of the CPI bid for the improvements on the Narley Footpath 7</i></p> <p>Noted that the funding of £340 has been received from Staffordshire County Council and an order placed with Newcastle Countryside Project to carry out the work to the Station Road entrance.</p>	
	<p><i>To consider the issues around the Yew Tree irrigation and the bus stop/turning improvements and implications with the noticeboard</i></p> <p>It was agreed that the on-going maintenance for the Yew Tree irrigation system annually would be considered within the draft budget. Noted that Staffordshire County Council will be funding the £7k installation costs. Whilst the work is ongoing, a banksman has been employed to ensure the buses can reverse safely. However it has been proposed that instead of employing the banksman past 7pm, there is sufficient 'layover time' for buses to loop round the bypass before starting their return journey. This was noted, although Mrs Naylor has made them aware of concerns regarding the local riders using the area and has asked for acknowledgment of these issues of concern through Staffordshire County Council from the bus companies, in particular First.</p>	
	<p><i>To note issues included in Chairman's report and consider for future agenda</i></p> <p>Noted that the farm at Leycett Lane is subject to investigation by the Planning Enforcement officer. Cllr Studd to keep the Parish Council informed of progress.</p>	<p>RS</p>
	<p>Hollywood Lane – the gate by the garage has been left open.</p> <p>Letter to Highway Lane residents parking in the turning point – Following discussions with various residents and the chair, the Parish Council will not be taking any further action in relation to the matter. The history of the land was noted.</p>	
	<p>Keele University Meeting – Discussion will take place regarding the CCTV camera by listed building, Hawthorns development and residents parking. Next agenda.</p>	
12/10/389	<p>Administration</p> <p><i>Consideration of the CPRE subscription/donation (Parish Cllr Hindmarch)</i></p> <p>Mr Hindmarch to attend a branch meeting and report back.</p>	<p>DH</p>
	<p><i>To discuss the future editions of Yew Tree – What's on events list</i></p> <p>Agreed to include a list on the website where possible. Frequency of the Yew to continue as now. A5 only notices can be included in noticeboards, subject to space. Staffordshire County Council to be requested to supply a new noticeboard as part of the larger scheme of improvements by the Yew Tree.</p>	<p>ALL</p> <p>CW</p>
12/10/390	<p>Highways</p> <p><i>To consider the Village Lighting levels and amounts, and the County Streetlighting initiative</i></p> <p>Discussed earlier on the agenda.</p> <p><i>To note the latest regarding the refurbishment of the "1% for Art" sculptures</i></p>	

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	<p><i>along the bypass/Keele Road and Station Road</i> Permission is awaited from the County Council to pursue the bid for maintenance. Mrs Naylon to look into work required and liaise with PMT.</p>	WN
	<p><i>To receive an update on the Finney Green lighting request (Cllr Kearon)</i> Next agenda due to Cllr Kearon not being present.</p>	Next agenda
12/10/391	<p>Amenities <i>To further discuss providing facilities for young people in the Parish (Cllr Kearon and Parish Cllr Tillier)</i> Noted that to date it is estimated to be in region of 120 young people (20 preschool, 60 primary and 40 secondary) in the village and campus out of nearly 400 houses. All to send further info to Rev Tillier.</p>	ALL
	<p>Cllr Kearon to update at next meeting regarding Youth Club, Rev Tillier to liaise with Cllr Kearon.</p>	JT
	<p><i>To receive an update from Anthony Roberts on the Rural Runabout (if applicable) and to consider a contribution towards the scheme</i> It is understood that the next meeting is not until December. In the meantime, Mrs Abercrombie and the Clerk to ascertain further information. Mrs Studd to attend the next meeting.</p>	AA CW
12/10/392	<p>Planning <i>To provide and agree comments on planning applications received:</i> 12/00622/FUL First floor side extension above existing garage 62 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH</p> <p>It was RESOLVED that the application be supported.</p>	
	<p>A late application was received – 12/00679/ADV in relation to Keele University Day Nursery signage. It was supported by Keele Parish Council in terms of monolith and location. Delegated authority to be used by Clerk to respond.</p>	CW
	<p><i>To receive an update from the Parish Plan working group (Parish Cllr Hindmarch)</i> Mr Hindmarch and Ms Newman are to contact interested parties including the Students' Union, others are University and Residents Association regarding the Parish Plan development. Update to be provided at the next meeting.</p>	DH VN
12/10/393	<p>Village Hall Matters <i>To receive an update from the Village Hall Management Advisory Committee (Parish Cllrs Hughes and A Studd), registration of Title and the arrangements of a special meeting with the Committee</i> It was agreed that Rev Tillier will now be the interim committee representative in addition to Mrs Hughes. Attendance will be on an alternate basis. Keele Parish Council are now the Custodian Trustees following the land registry application – as confirmed by correspondence from Staffordshire County Council Legal Services. A book exchange event is to be held on Sat 2-4pm.</p>	
	<p>Noted that there has been no movement with regards to a date with the Parish Council. Clerk to follow up on tis and the next date for the Committee meeting.</p>	CW
12/10/394	<p><i>To receive an update on Keele and Silverdale Locality Action Partnership (Parish Cllr Abercrombie)</i></p>	

Ref		Action
	<p>A meeting will be held on 6th December for Chairs and Vice Chairs of LAP. Mrs Abercrombie is now the Vice Chair following Mrs Wedgwood's resignation, and the Parish Council congratulated Mrs Abercrombie. An update was given following the successful community pride event in Silverdale. Keele to have more involvement next time.</p> <p>Community Warden Mark Jones has bulbs for local group to plant. He can be contacted on mark.jones@newcastle-staffs.gov.uk</p> <p>Meetings will move to bi-monthly from February and held during the day.</p>	
12/10/395	<p>Conservation matters <i>To consider the locally listed buildings in the Parish as previously circulated</i> Cllr Studd to ascertain the process as to why some nominations fell short of inclusion on the local list with Louise Wallace. Sub group to meet in meantime to consider additional nominations and further evidence for earlier nominations.</p>	RS
12/10/396	<p><i>To receive an update on Staffordshire Parish Councils Association (Parish Cllr Naylor)</i> Nothing to report.</p>	
12/10/397	<p><i>To receive an update from Borough Standards Committee and to nominate replacement</i> Mrs Naylor was nominated for the Borough Standards Committee.</p>	
12/10/398	<p><i>To receive an update from Borough Sports Council</i> Noted that Mr Downing did not take up the opportunity to become a representative, due to annual leave and family illness.</p>	
12/10/399	<p>To consider support for Community Chest applications received - unspent balance is £1050 Noted. It was suggested that the Brownies may make an application in future.</p> <p>To consider applications for Keele Parish Council Grant Programme £1000 - unspent balance is £725 (none received) Noted</p>	
12/10/400	<p>To receive an update from Borough/County Councillor – Cllr S Tagg, Cllr R Studd and Cllr T Kearon Cllr Studd requested that Keele University be invited to make a presentation to the Keele Parish Council at the next meeting regarding the Hawthorn Development.</p> <p>Quarry Bank parking restrictions are expected to be implemented before the start of the Student year 13/14 rather than financial year. Clerk to ascertain when the survey is to take place from Mr Greatbach.</p>	Next agenda
12/10/401	<p>Clerk's Report and Financial Statement <i>To discuss staffing matters</i> The advert as drafted was approved. Mrs Naylor and Ms Newman to comment on the process. It was felt that we may not need to advertise if Mrs Evans (SPCA) was interested in taking up the vacancy – Clerk to confirm.</p>	CW

Ref		Action
	<p><i>To consider aims and objectives for next year, setting next year's budget and current budget position statement - Appendix 1</i></p> <p>It was felt that we should avoid using the reserve for any additional expenditure and should set the budget according to the planned spend as appropriate for 13/14. It was agreed that the maternity pay and the Yew Tree annual maintenance should be budgeted spend.</p>	
	<p>The resident concerned to receive a £50 gift voucher in lieu of the additional services for litter picking and recognition of this hard work for the community.</p>	CW
	<p>It was felt that were applicable the budget should use the informal benchmark of living wage. Clerk to revise the budget and at the next meeting it will be considered as to where savings can be made to reduce the amount of precept.</p>	CW
	<p><i>To approve payments/orders, receipts and transfers as attached – see Appendix 2</i></p> <p>Payments as per the attached schedule were approved.</p>	
12/10/402	<p>Papers and correspondence received</p> <p><i>To consider the Best Kept Village Competition 2013</i></p> <p>It was agreed to postpone this for a year, due to the cost and resources required.</p>	
	<p><i>To review papers and correspondence and consider if any item requires further action on next agenda</i></p> <p>The Clerk was required to send a letter of thanks to Mr J Locker at Highway Farm following the hedge cut.</p>	CW
	<p>Noted that an event to celebrate the opening of the Forest of Light at Keele University is taking place on 28th November 2012 4pm – all invited.</p>	
	<p>A request for a Parish Council representative was received from Fr Peter Jones – Mr Bibby was nominated and agreed.</p>	
	<p>Noted that future dates have been set for the Chair and Clerks meetings with the Leader and Chief Executive of Newcastle Borough Council.</p>	
12/10/403	<p>Items for Future Agenda/Decisions</p> <ul style="list-style-type: none"> • Presentation from Keele University Mr Butters regarding Hawthorns • To receive an update on the Finney Green lighting request (Cllr Kearon) 	
12/10/404	<p>Dates of Future Meetings</p> <p>The dates and venues of future meetings were noted as follows:</p> <ul style="list-style-type: none"> - 13th Dec (Keele University Sustainability Hub), 10th Jan, 14th Feb, 14th March 	