

**MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Tuesday 21<sup>st</sup> January 2020 at 7.00 pm at Keele Village Hall, Keele**

Attendees: Parish Cllrs: Mr G Bibby (Chair), Ms V Newman, Mrs S Hughes, D Hindmarch, Mrs T Wright, Cllr D Jones, Prof P Andras, Mrs W Naylor, Mr D Meakin, L. Cohoone.

Clerk – Mrs. J Simpson.

PCSO Sarah Forrest (Police update only)

There was one member of public present for items 19/155/156

**19/155 Community Defibrillator.**

*It was **resolved** to take the presentation aspect of agenda point 8 at this point in the meeting.*

A member of Keele First Responders outlined the offer available from West Midlands Ambulance Service. They would supply 2 community defibrillators and 1 cabinet free of charge. The Parish Council would be responsible for an electric supply; replacement pads (approximately £25); replacement batteries (approximately £200); purchase of 2<sup>nd</sup> cabinet if 2<sup>nd</sup> defibrillator was required and installation of both defibrillators. Cabinets had to be “open” rather than “locked”. Free 2 hour training course would be available in the community.

The Parish Council enquired as to the running costs. First Responders to send through to the Clerk.

**First Responders**

**19/156 Public Open Forum**

*It was **resolved** to take this agenda item at this stage.*

There was one member of the public present querying why his address in Station Road was not deemed to be part of Keele in the opinion of NBC Planning Officer. It was noted that it was part of Keele Parish. The member of the public stated he was going to approach the Planning Department for a definition of the boundary of Keele. He stated he would share that information with the Parish Council.

**19/157 Police Update.**

Twelve Notices of Prosecution had been issued re parking issues since the last meeting held in November 2019.

County Councillor D Jones stated the implementation of the TRO was likely to be in April 2020.

**19/158 New Parish Councillor.**

L. Cahoone signed the Declaration of Office and was welcomed to the Parish Council meeting.

**19/159 Apologies**

Dr R Studd, Clerk-Mrs C. Withington

**19/160 Declarations of Disclosable Pecuniary Interests**

Mrs Naylor and Mr Bibby declared an interest in the payment schedule.

**19/161 Minutes of the Parish Council Meeting held on 19<sup>th</sup> November 2019**

1. To approve

**RESOLVED** to approve the minutes as a true and accurate record.

Matters arising not on the agenda

19/140-Mr Bibby had informed the university about the number of tickets issued.

19/147-Meeting held with Seddons on 22<sup>nd</sup> November 2019.

No further information available re steam/smoke from Pepper St.

Keele Growth Corridor-meetings held on 27<sup>th</sup> Nov and 9<sup>th</sup> Dec. Minutes had been requested but declined by the organisers.

19/148-Mrs Hughes had issues with the new e-mail-see 19/166 below.

19/150-Mr Bibby had purchased cones.

19/153-Meeting with Mr Bibby and Playing Pitch strategic consultant did not take place.

**19/162 The budget 2020/21.**

No further comments had been received from members of the public.

19/163	<p><b>It was RESOLVED</b> approve the 2020-21 budget as in Appendix A.                  It was further <b>RESOLVED</b> to notify Newcastle Borough Council that the precept for 2020/21 was to be £36.86 per Band D property (a total precept of £12,976).  <b>Community Defibrillators.</b>                  Following the presentation at 19/155 above there was a discussion as to whether one or two defibrillators should be accepted. The Sneyd Arms was the preferred location. GB to talk to the landlords to ascertain a view and permission. The back-up location was the village hall. The second needed to be in the Pepper St/Quarry Bank vicinity. It was queried whether they could be sited next to the Parish notice boards. A power supply would be needed. A further option would be to find a green junction box in a suitable location in the Quarry Bank/Pepper St area. It was agreed that everyone would look and come back with suitable locations at the next meeting.</p> <p>It was <b>RESOLVED</b> to accept the two free community defibrillators and fund the ongoing revenue costs.                  It was further <b>RESOLVED</b> to approve the Sneyd Arms as the favoured location in the village with the Village Hall as a back up location.                  It was <b>RESOLVED</b> to purchase an open cabinet for the second defibrillator.                  It was further <b>RESOLVED</b> to install this at a suitable location in the Pepper St/Quarry Bank locale.</p>	<p><b>Clerk</b></p> <p><b>GB</b></p> <p><b>All</b></p>
19/164	<p><b>Seddon and Village Shop</b>                  Amanda Oakden had sent apologies. Item discussed below in Chairman’s report 19/165</p>	
19/165	<p><b>To receive reports:</b>                  1. Chairman’s report including Neighbourhood Plan update – Mr G Bibby                  The attached Chair’s report was circulated and the following items discussed:                  The tree taken down by Seddons was as approved.                  The Chair has sought confirmation from Seddon that the hedge removed at the new entrance off Station Road would be replaced as per the Landscaping Plan agreed by the LPA                  The village shop was part of the material planning consideration and therefore all efforts to sell or lease as a shop must be explored prior to any application to vary the condition.                  Concern was expressed over the handling of the drop off zone-this needed to be explored further.                  Traffic cones to be stored in St John’s Church-all usage to be reported to the Parish Council. It was <b>RESOLVED</b> to have the cones branded “Keele Parish Council.”                  Joint Local Plan-two workshops had been attended-post it exercise-no minutes available. Next scheduled meeting was February 2020. It was agreed that after that meeting there should be a joint forum with Silverdale Parish Council.                  Neighbourhood Development Plan had made little progress.                  The next meeting of the Town Deal Board whose remit is the application for funding for Newcastle under the Government’s Town Deal initiative was to be attended by VN                  It was suggested that the new local MP be invited to a future Parish Council meeting.</p> <p>2. County &amp; Borough Councillor Cllr D Jones.                  Borough-Budget just been published. There would be £24m borrowing partly to cover new vehicles for the recycling fleet and alterations needed at Knutton Depot to accommodate the new system. £3.5m would also be for Kidsgove Leisure Centre. The Borough had also identified a £50m loan to invest to secure an income stream but clarity was required as to where this would be invested.                  County-A three-year budget had been approved. An initiative from Best Kept Communities would concentrate on the community spirit aspect rather than physical tidiness. Cllr Jones to send details to Mr Bibby.</p> <p>3. Staffordshire Parish Councils Association – G Bibby Nothing to report.</p>	<p><b>Next Agenda</b></p> <p><b>Next agenda</b></p> <p><b>VN</b></p> <p><b>Next Agenda</b></p> <p><b>DJ</b></p>

- 4. Borough Standards Committee – Ms V Newman – Nothing to report.
- 5. Betley Keele and Madeley Locality Action Partnership – Mrs W Naylor – Nothing to report.
- 6. Village Hall Management Committee – Mrs S Hughes – it was noted that someone had been appointed as a booking secretary and treasurer on an hourly rate for a maximum of 8 hours a month.
- 7. Litter report – Mrs W Naylor – A brief report was noted. It was further noted that a mattress had been fly tipped into Birchall Street and the horse stile on Hollywell Lane had been smashed down.
- 8. Rural Runabout-investigations continued.

19/166 **General Data Protection Regulations (GDPR)**  
**Retiring the use of old email accounts** – all e-mails had now been retired. SH had been unable to access her account since a change of mobile phone. SH to contact SCC for support. **SH**  
 LC needed to be issued with a Parish Council e-mail address. **Clerk**

19/167 **Planning applications – to provide comments on the following:**

[19/00880/LEXNOT | Prior notification of a single storey rear extension measuring 5m in depth, 4m maximum height and 2.5m to the eaves | 30 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH](#)

Keele Parish Council had no comments to make about this application.

[Application for approval of details of the line of the pedestrian and cycle link from Keele Road into the site as required by condition 10 of planning permission reference 19/00203/REM \(\(Reserved matters \(access arrangements within the site, appearance, landscaping, layout and scale\) for the erection of a 150-bedroom hotel, car parking and associated infrastructure pursuant to outline consent 17/00934/OUT\)\).](#) Land Adjacent Keele University Keele Road Keele Newcastle Under Lyme Staffordshire Ref. No: 19/00203/CN10 – see also other conditions for discharge on website

WN writing to query this and the trees at the front of the hotel.

**Keele Growth Corridor/Neighbourhood Plan/Joint Local Plan (Standing Item)**  
 Keele Grown Corridor had been discussed earlier under the Chair’s report.

19/168 **Amenities**

- 1. Grass Cutting.  
 It was **RESOLVED** to approve a grant of £1000 towards the grass cutting for 2019 in the church yard.
- 2. Web site accessibility.  
 It was **RESOLVED** to seek quotations to ensure compliance by September 2020.
- 3. Irrigation Contract.  
 It was **RESOLVED** to approve the renewal of the contract with Access Irrigation at a cost of £502.80 for Spring and Winter service.
- 4. Speed Indicator Device-it was noted that there had been issues with the solar panel electric supply due to lack of sunlight. Mr Bibby and the Clerk to try and resolve. It was further noted that the SID in Station Road was flashing at 30mph when the limit was 40mph. **GB/ Clerk**

- 19/169 **Other matters for consideration:**
- 1. *By Pass Steps.*  
It was RESOLVED to approve the cost of £250 to clean the steps. **Clerk**
  - 2. *Grassed area in front of 35 Quarry Bank.*  
No progress had been made in ascertaining the ownership of the land.
  - 3. *Working Party for (Spring) Lymes Road.*  
It was RESOLVED to approve £100 for a clear up. However, formulation of a working party was deferred to the next meeting. **Next agenda**
  - 4. *Removal of Hedge from Hawthorns.*  
This item was covered under 19/165 Chairman’s report.
  - 5. *Mitigation of Bats at the Hawthorns.*  
This was deferred to the next meeting. **Next agenda**
  - 6. Representation on Parochial Charities.  
It was RESOLVED to approve Mr Alan Booth’s continuing representation on this board for a further four years. **Clerk**
  - 7. Enforcement issues-Boggs Cottages-Planning Inspectorate state that this is a priority case.
  - 8. TRO for village-covered under Police report 19/157
- 19/170 **Financial matters:** **Clerk**
- 1. To approve payments/orders, receipts and transfers - Appendix B  
**RESOLVED** to approve the payments as per the attached schedule.
- 19/171 **Clerk's Reports**
- Correspondence**
- 1. Newcastle Town Centre Board Initiative-it was **RESOLVED** to appoint GB and VN as representatives on this Board. **Clerk**
  - 2. SLCC Practioners Conference-it was **RESOLVED** to approve the attendance of Mrs C Withington at this conference in February 2020 at a cost of £46. **Clerk**
  - 3. SLCC Membership-it was **RESOLVED** to approve the Clerks membership at a cost of £28.10 per annum.
- 19/172 **Any Other Business for future agendas**
- Invitation to new MP to attend Parish Council meeting.  
Drop off points (Seddons).

**Meeting closed 21:05hrs**

- 18 February 2020
- 17 March 2020
- 21 April 2020 - Annual Parish Meeting
- 19 May 2020 – Statutory Parish Council
- 16 June 2020
- 21 July 2020
- 18 August 2020
- 15 September 2020
- 20 October 2020
- 17 November 2020
- 15 December 2020

## Appendix A - Approved Budget 2020/21

<b>KEELE PARISH COUNCIL: Position statement as at 13.01.20</b>					
	Approved budget 19/20 £	Actual to date £	Expected spend £	Estimated Outturn £	Approved Budget 2020/21 £
<b>EXPENDITURE</b>					
Clerk's Payment (and office expenses)	5500	3569	800	4369	5500
Litter payment	1800	672	420	1092	1800
Grounds Maintenance (19/20)	300	260	260	520	300
General/Admin Expenses			0	0	
Councillor Expenses/Room hire/Subs/Printing	775	475	300	775	775
Miscellaneous	50	141	0	141	200
Data Protection officer Staffs County	390	250	0	250	300
Audit	100	63	0	63	80
Insurance	670	692	0	692	700
Remb. Sunday wreaths S137	20	0	20	20	20
Subscriptions			0	0	
Parish Council Associaton	272	0	272	272	285
Society of Local Council Clerks	40	28	0	28	40
Campaign to Protect Rural England	15	0	15	15	15
Community Council	0	0	0	0	0
Information Commissioner	40	40	0	40	40
Parish Online Mapping	60	60	0	60	70
Village Lengthsman Scheme (reserves £1500 19/20)	0	1225	275	1500	0
Church Yard contribution S137	950	1000	0	1000	950
Village Hall Contribution (Maintenance)	500	1000	0	1000	500
Misc Contingency	100	0	100	100	100
Yew Tree Annual Maintenance	500	419	0	419	500
Seats, shelters and Notice Boards	400	0	400	400	400
Special Projects (eg Parking zone, Vill hall survey, VAS)	500	2007	0	2007	500
War Memorial	100	0	100	100	100
Other (S136)	0	0	0	0	0
CPI Footpath grant	0	0	0	0	0
Expenses			0	0	
Chairman	250	250	0	250	250
Rural Runabout	0	0	0	0	0
S137 (Church clock )	215	0	215	215	215
VAT (recoverable)	0	515	0	515	0
<b>Total</b>	<b>13547</b>	<b>12665</b>	<b>3177</b>	<b>15842</b>	<b>13640</b>
Neighbourhood Plan		20	0	20	0
<b>Total</b>	<b>13547</b>	<b>12685</b>	<b>3177</b>	<b>15862</b>	<b>13640</b>

<b>INCOME (- Credit)</b>	<b>Budget</b>	<b>Actual</b>	<b>Expected</b>	<b>Outturn</b>	<b>Estimated 20/21</b>
Precept	12,597	12,597.00	-	12,597.00	12,976
Sect 136 funding NBC	500	500.00	-	500.00	-
Council tax grant support	214	214.00	-	214.00	214.00
Keele University contribution	450	450.00	-	450.00	450.00
Bank Account Interest	10	61.23	-	61.23	-
NP Grant	-	-	-	-	-
Miscellaneous	-	450.00	-	450.00	-
Vat recoverable	-	914	514.80	1,428.30	-
<b>Sub Total</b>	<b>13,771</b>	<b>15,186</b>	<b>515</b>	<b>15,701</b>	<b>13,640</b>
<b>Grant - Nplan ???</b>	-	-	-	-	-
<b>Total</b>	<b>13,771</b>	<b>15,186</b>	<b>515</b>	<b>15,701</b>	<b>13,640</b>
<b>TOTAL OVERSPEND/UNDERSPEND</b>			Current year	<b>161.75</b>	Underspend

<b>Reserves (carried forward to 19/20)</b>	<b>12,163</b>	<b>Council Tax Base = 352 (was 337)</b>	<b>Annual</b>	<b>Per Week</b>
Plus underspend 19/20	162	<b>2018/19 Precept £12183</b>	£37.05	£0.71
<b>Estimated reserves to 2020/21</b>	<b>12,324</b>	<b>2019/20 Precept £12597</b>	£37.38	£0.72
<i>By election contingency</i>	<i>2,000</i>	<b>2020/21 Precept £12976</b>	£36.86	£0.71

**Appendix B - Payments Schedule**

<b>BACS &amp; Cheque No.</b>	<b>Expenditure</b>	<b>Details</b>	<b>TOTAL</b>
Bacs 58	Access Irrigation	Spring & Winter Contract Yew Tree	502.80
Bacs 59	Keele PCC	Churchyard Contribution for 2019	1000.00
Bacs 61	C. Withington	Dec Expenses	274.16
Bacs 62	HMRC	Tax and NI December	65.00
Bacs 63	C Withington	Jan expenses inc mileage	280.76
Bacs 64	HMRC	Tax and NI Jan	64.80
Bacs 65	Mrs W Naylor	Litter Collection Dec and January	
Bacs 66	SLCC	Clerks Annual subs	28.10
Bacs67	Mr S Hough	Sign on Station Rd and weed spraying Keele Rd	167.50
Bacs 68	Eon	Sign post Station Rd	1819.79
Bacs 69	G. Bibby	Purchase of traffic Bollards	249.75
		<b>Total</b>	<b>4452.66</b>

Transfer required of £5000 from deposit to current account approved

**RECEIPTS – NIL**

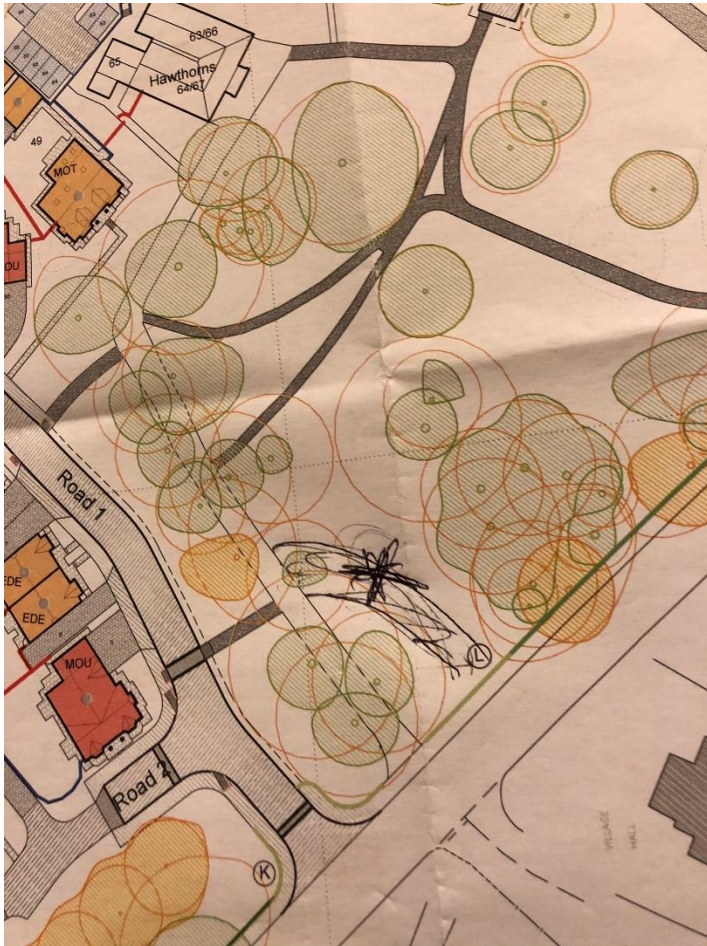
## Keele Parish Council Chair's Report: January 2020

### Hawthorns

The outcomes of the meeting on Friday 17th are as follows:

The tree removed was T20 for which we approved the tree order. It will be replanted, I have requested it should be like for like: a small leaved lime.

The TPO has agreed a site for John Downing's memorial Copper Beech subject to our agreement:



Note: this is the Station Road entrance.

Seddon approved the use of 'The Green' for the Keele Gala in June subject to appropriate insurance being in place.

I noted that the removal of the hedge on the corner of the new entrance was marked on the agreed landscaping plan as was its replacement with a new hedge. I asked that Seddon resolve this issue with Highways. It was agreed that the replacement hedge would be looked after, as with other boundary hedges facing the road, by the Management Company. I made it clear that the Parish Council will pursue this matter if a decision is taken not to replace the hedge.

Tidy up to the frontage of the Hawthorns has been postponed until the gas work has been completed.

The soft strip of Hawthorns House will be completed this week. This will allow a thorough survey of the building... Seddon are clearly nervous of what they might find!

The Villa will be emptied over the next fortnight and the offices moved to Portacabins on site.

The Shop: it is unfortunate that Amanda Oakden could not attend our Parish Council meeting on Tuesday. Paul Le Couilliard, Design Manager for Seddon attended the meeting on Friday. Preliminary contacts with Amanda indicated that Seddon wished to apply for a variation in the planning consent to allow the shop to be developed as a residential unit. The evidence presented by Paul was the result of an informal consultation with Butters John Bee who noted that location and population made it very unlikely that there would be any interest in the lease nor that any business in this location could be sustainable. I noted that I had already received an inquiry about whether the unit might be available for a hairdresser's business. Equally, I told Paul that Keele Parish Council have extensive evidence from our Neighbourhood plan that the community both wants and needs a general store. Equally, I noted that the inclusion of such a unit replaces the loss of the shop at the Hawthorns and was a material consideration in the granting of planning consent for the current development. I highlighted the extended nature of our growing community, that previous shops had been run in the Village and suggested an imaginative offering such as Brookfields could thrive here. I also noted that the informal opinion Seddon had received from Butter John Bee that this community would not support such an outlet is very weak evidence to apply for a variance, especially given the extensive evidence from the Neighbourhood Plan that demand exists. I have asked that Seddon consider alternatives such as putting the retail unit on the market as such in order to gauge interest. In my opinion, any application by Seddon for a variation with regard to the shop unit will need to be much better evidenced than is currently the case and needs to consider payback to the community.

### Hedges etc

We seem to have made no progress in identifying the ownership of the land subject to waterlogging on the grassed area in front of 35 Quarry Bank Road.

### Parking and Traffic Measures

The cones have been ordered and should arrive on Tuesday 21st January, I will bring one to the meeting. In the first instance, they will be stored at the Village Hall but I will propose that half the cones are kept at St John's Church as the most common use for the will be for protecting access for christenings, weddings and funerals.

The cones might have been helpful for the January sweep as neither the police nor Seddon could help on this occasion. Nevertheless, The Village was completely clear apart from the Cadent contractors laying gas mains. Although better communication would have been helpful prior to their arrival, the team and management were very helpful and did their best to organise lights etc to permit the sweep. The Borough were on site at 6:30 am and I was out and about supervising from 7:30 am. Cars garaged on Keele Road would not have been dissuaded by cones and unfortunately prevented access in some areas. All cars parked in the Village and Keele Road were ticketed two days before the sweep and again on the day before. The cars causing the problem still had the notices on their windscreen i.e. they were there for the week and possibly for the entire break. In the Village I had to ask the sweeper driver to do the coned section as he drove straight past it. He did what he felt he could. I then asked Seddon if they could put their sweeper on the section by Highway Lane which they did. The whole thing was a bit of a marathon but in the end... job done. Many thanks to those in the Village who helped get the message out and to Wenslie who spoke to the gas contractors early on.

A resident of the Village wrote to us complaining that another resident had placed a cone of his roof when he had been parked 'slightly on the pavement'. The cone caused damage to the paintwork on the roof of the car. Dave Jones and I have written back expressing our concern.

Meanwhile I have copied a complaint from a resident about parking to you all together with my reply.

### Pepper Street

There have been no further developments regarding the development. The two outstanding applications are still pending.

A construction method statement was submitted on 7<sup>th</sup> June, comments by 2<sup>nd</sup> July **still pending**



Condition 13 Detailed remediation scheme submitted 7<sup>th</sup> June, comments 2<sup>nd</sup> July, **still pending**

### Neighbourhood Plan

The two workshop sessions before Christmas were interesting and involved Silverdale and Keele developing ideas about the sustainable community transport demonstrator and the proposed housing development. We asked for another meeting prior to the 'plan' going before the Cabinet in February to show how the plan had evolved following our contributions. I have reminded Martin Hamilton that they undertook to organise such a session and have received a response indicating they will do so. If the plan is included in the JLP draft document for consultation in its current form, I will be recommending that we oppose it.

I am currently in contact with the AECOM and the Clerk of Betley Parish Council to determine the best way forward to get the help we need in drafting our plan.

### Community events

The Village Christmas party was a great success, with more people than last year (60-70). It lasted 2½ hours, and all the food was consumed. The party came in well under budget: food and drink cost £204.06; sundries (including new Christmas decorations, pass-the-parcel, and a payment for playing the piano) £85.20. £45 was received in donations. The link to the Christmas service at St John's was a good idea and helped ensure both events were well attended.

Planning for the Keele Gala to be held on Saturday 20<sup>th</sup> June will continue in February and will include Mrs McAvan, Headteacher, St Johns, Fr Jones, Diane Smith and the Parish Council.

### Town Deal Board

Newcastle is one of the towns identified by HMGov's Towns' Fund to receive initial funding to allow them to bid for up to £25 million of funding:

"The funding could be used to redevelop vacant buildings and land, drive private sector investment by supporting small businesses and ensure young people have the skills they need to get good jobs. Communities will also be able to consider how they can boost their transport links and increase access to high-speed broadband." HMGov press release

I have nominated myself as our representative but would be happy to pass the role on if it is determined to be appropriate that I should do so. The first meeting is on Tuesday 28<sup>th</sup> January Time:4.30pm – 6.00pm

Venue: Room SF-01, Castle House, Barracks Road, ST5 1BL (check in at the main Reception desk).

I am not available for this first meeting and need a volunteer to attend.