

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 19th November 2019 at 7.00 pm at Keele Village Hall, Keele

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

Clerk – Mrs C Withington

PCSO Sarah Forrest (first item only)

There were no members of public present



- 19/140 **Police Update**
PCSO Forrest attended to provide a brief policing update. It was noted that the main focus was parking. Approx 90 tickets had been issued since the start of term. Meeting with the Estates Manager at Keele University had been held, who was keen to work with the Police and Parish Council. The University is also looking at more parking on site. It was noted that the gatehouse entrance will be opened up for buses to turn left into the campus. Signs will be put up stating the legal issues with regards to parking. Residents have been asked to stop posting incorrect leaflets on cars. It was noted that the parking around the junctions has continued. The Chair thanked the police for their efforts, the cones and also their attendance at meetings. The Chair will inform the University about the number of tickets being issued so that they can publicise this. **GB**
- 19/141 **To consider co option applications for the casual vacancy**
RESOLVED to appoint Mr Leroy Cohoone. Clerk will contact him to inform him and sign the Declaration of Office form. **Clerk**
- 19/142 **Public Open Forum**
There were no members of public present.
- 19/143 **Apologies**
Cllr Kearon.
- 19/144 **Declarations of Disclosable Pecuniary Interests**
Mrs Naylor and Mr Bibby declared an interest in the payment schedule.
- 19/145 **Minutes of the Parish Council Meeting held on 15th October 2019**
1. To approve
RESOLVED to approve the minutes as a true and accurate record.
Matters arising not on the agenda
It was noted that the issues at Knights Croft are in hand. The head is aware of parents dropping cigarette butts outside the school. The Chair is still awaiting the details of the new Neighbourhood Planning officer at the Borough Council from Cllr Kearon. The Yew Tree has been completed and circulated.
- 19/146 **To note the budget 2020/21 and precept increase – see Appendix A**
RESOLVED to note the outcome of the last meeting, and that the Precept will increase. There have been no comments received as yet from the public and information has been circulated in the Yew Tree.
- 19/147 **To receive reports:**
1. Chairman’s report including Neighbourhood Plan update – Mr G Bibby
The attached Chair’s report was circulated. Other matters discussed included the concerns about sheep getting out on Keele Road due to inadequate fencing. The matter will be reported to the landowner. A meeting is to be held with Seddons on Friday 22nd Nov at 10am. Chair and Vice Chair to attend **Clerk**
GB VN
Mrs Hughes reported that there had been steam/smoke seen from the Pepper Street fire site. Mrs Hughes to send the information to Mr Bibby and if possible photos. It was agreed that the Mr Bibby, Ms Newman, Dr Hindmarch, Cllr Kearon, Cllr Jones would attend the Keele Growth Corridor meetings on 27th November and 9th December. A premeeting would be held at 5pm. Clerk to send the link to the presentation to Cllr Jones. Minutes are also to be requested by those attending. **SH GB**
VN GB
DH TK

Clerk

All thanked Blue Planet Communications who sponsored the tea and biscuits for the Remembrance Day service. Mrs Wright stated that they would be happy to support next year. It was noted that the Village Hall Christmas Party would be held on Sunday 15th December at 4pm. All to assist with the decorations on Friday 22nd November at 11am. A Keele Gala event will be held in the summer.

2. County & Borough Councillors Cllr D Jones and Cllr Kearon Councillor Jones raised concerns regarding the buses using the new route, and the impact it may have on services for the village. This is to be monitored. A landfill petition has been circulated. Cllr Jones will look into the grass area in front of 35 Quarry Bank to find out who is responsible for maintenance. This will be discussed on the next agenda.

**ALL
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agenda**

Mr Bibby is to raise an official complaint regarding the delay in completing the TRO for the double yellow lines along the Village etc. A letter of support from the Police will be attached. This will also be sent to Mr Henderson. It was noted that the Footpath application A525 Keele Road and Lymes Road was delayed until December/January.

3. Staffordshire Parish Councils Association – G Bibby (**Note Annual General Meeting Monday 2nd December at 6.45pm**) – This was noted.

4. Borough Standards Committee – Ms V Newman – Nothing to report.

5. Betley Keele and Madeley Locality Action Partnership and to consider a contribution towards funding – Mrs W Naylor – Nothing to report.

6. Village Hall Management Committee – Mrs S Hughes – Minutes were circulated from the last meeting. Discussion took place regarding the role of treasurer. It was suggested that the Village Hall Committee speak to the Madeley Centre and Betley with regards to their paid appointments. Consideration will be given to a commissioned role rather than employed due to on costs etc. Clerk to ask advice of SPCA also. This will be included on the next agenda.

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7. Litter report – Mrs W Naylor – A brief report was noted, and Lymes Road pond was a concern with regards to fly tipping. It was suggested that arrangements are made for a working party with a skip in the Spring. The possibility of signage and possibility of a video camera was briefly discussed. Noted that there had been a lot of wind blown litter around Quarry Bank Road, Seddon have been informed.

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19/148 **General Data Protection Regulations (GDPR)**

Data Breaches (72 hrs)/Information Security/Subject Access Requests – Noted. **Retiring the use of old email accounts – RESOLVED** that all remaining Parish Councillors would swap across to the new emails from 1st January 2020. All to only use Councillor Jones County Council email for future reference. The Clerk is to circulate the information received from Information Commissioners Office regarding the dangers of using personal emails and the views of the Data Protection Officer.

**ALL
ALL
Clerk**

19/149 **Planning applications – to provide comments on the following:**

Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire
19/00869/TCA | Works to Trees | Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BG

It was **RESOLVED** for the Clerk to submit comments after the meeting, following inspection by Mr Bibby.

19/00840/TCA | Crown lift & thin to Horse Chestnut (T18) and Maple (T19) | 43 Westerdale Drive Keele Newcastle Under Lyme Staffordshire ST5 5FH

It was **RESOLVED** to object with reference to the tree report used in the Hawthorns Planning Appeal which stated that the trees should be left untouched due to disease setting in.

Keele Growth Corridor/Neighbourhood Plan/Joint Local Plan (Standing Item)

Keele Grown Corridor had been discussed earlier under the Chair’s report.

Nothing to report with regards to the neighbourhood plan. The Draft Joint Local Plan will be published for community consultation in the Spring.

19/150

Amenities

1. Rural Runabout update – Ms V Newman

Ms Newman provided a brief verbal report following the AGM held recently. It was noted that there is an ongoing police investigation therefore detailed discussions cannot take place until these are concluded. However it was noted that the merger did not occur as it was suggested in December 2017. The accounts have now been filed with Companies House, although there were overdue for some time. A new booking system is in place and it is hoped to revive the scheme. It was **RESOLVED** to continue to support the scheme for a 1 year trial on the following conditions :

- 1) That we continue to receive minutes of every meeting and full accounts.
- 2) That Ms Newman obtains a copy of the Articles of Association to clarify who can and cannot use the bus.

VN

Ms Newman and Ms Studd were thanked for their efforts.

2. To approve the Yew Tree newsletter (precept, hedgehogs, hedges)

RESOLVED to approve the Yew Tree as now circulated.

3. To consider purchasing a Parish Defibrillator

RESOLVED to support the scheme, which is at no cost to the Parish Council, and to suggest that it is located nearer to the centre of the Village eg Sneyd Arms or Yew Tree bus stop. The Clerk will circulate the First Responders details so that they can input into the location. Mr Bibby will forward these onto the lead representative. It was suggested that the First Responders are invited to attend the next meeting.

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4. To consider purchasing cones

RESOLVED to purchase cones up to the value of £120. These will be stored in St Johns church if possible and will include collars. Mr Bibby to obtain ones that are compliant with the Police enforcement and also are labelled Keele Parish Council.

GB

5. To approve the cost for the Remembrance Day refreshments/hall hire

Blue Planet Communications were thanked for their kind donation of refreshments.

6. To note the hearing (8th November) regarding the footpath application between A525 Keele Road and Lymes Road

Noted that the hearing had been postponed as reported earlier on the agenda.

7. Website accessibility regulations – to seek quotes to ensure it meets the new regulations

The Clerk noted that these come into force in September 2020, and require all public sector websites to be accessible for all. There are a large number of requirements and it will require some detailed experience to convert the existing, compile a website accessibility statement and then to continue to ensure the regulations are met. The Clerk will send the regulations to Mr Bibby and will seek quotes.

**Clerk
GB
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19/151

Other matters for consideration:

1. To consider arrangements for a leaf sweep/drain suck around the Village (Highways/Police/NBC/University)

The Clerk is awaiting a response from Highways to provide a date, before confirming with the Borough Council. Clerk re-forward the email to Cllr Jones in the email to chase it up with the County officers. In the meantime the Clerk is to ask Streetscene to sweep the path from St Johns Church around the bend, where there is a large collection of leaves.

**Clerk
DJ
Clerk**

2. To consider a quote for weed spraying along Keele Road

RESOLVED to approve the quote for up to £75.

Clerk

3. Buses avoiding Keele Road

RESOLVED to write to First Bus to ask that the buses in and out of service do not use Keele Road to access the village.

Clerk

4. Tithe Maps of Keele Parish

The Clerk has requested a digital copy and will follow this up.

Clerk

- 5. Enforcement issues – Boggs Cottages and land off Leycett Lane
Nothing further to report on either, but to note that Boggs Cottage matter is still with the Planning Inspector.
- 6. To consider the arrangements for the Keele Christmas Party
This was noted as being on Sunday 15th December.
- 7. Update on the Traffic Regulation Order for the Village if available – Cllr Jones
This had been discussed earlier.
- 8. Mitigation for the bats at the Hawthorns
Mr Bibby to follow up with Seddons regarding the measures put in place.

19/152 **Financial matters:**

- 1. To approve payments/orders, receipts and transfers - Appendix B
RESOLVED to approve the payments as per the attached schedule and the additional hours incurred for Clerk to carry out the archiving.

19/153 **Clerk's Reports
Correspondence**

To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda :

Mr Bibby will meet with Borough Council consultant's regarding the Playing Pitch Strategy. **GB**

- 1. To consider cancelling the 17th December Parish Council meeting, if so delegating authority to pay urgent items
RESOLVED to cancel this meeting and to delegate authority to the Clerk and Chair to respond to urgent planning matters and pay regular payments. **GB
Clerk**

The matter of a zebra crossing at Quarry Bank Road was discussed in brief and the advice noted as provided by Cllr Jones to the head teacher of the school. No further action to be taken at this stage.

19/154 **Any Other Business for future agendas**

Dropped Kerbs along Village
Land by 35 Quarry Bank

Meeting closed 9.05pm

Date of next meetings:

- 17 December 2019 – CANCELLED
- 21 January 2020
- 18 February 2020
- 17 March 2020
- 21 April 2020

Appendix A - Approved Budget 2020/21

KEELE PARISH COUNCIL: Approved Budget 20/21		
	Approved budget 19/20 £	Approved Budget 2020/21 £
<u>EXPENDITURE</u>		
Clerk's Payment (and office expenses)	5500	5500
Litter payment	1800	1800
Grounds Maintenance (19/20)	300	300
General/Admin Expenses		
Councillor Expenses/Room hire/Subs/Printing	775	775
Miscellaneous	50	200
Data Protection officer Staffs County	390	300
Audit	100	80
Insurance	670	700
Remb. Sunday wreaths S137	20	20
Subscriptions		
Parish Council Associaton	272	285
Society of Local Council Clerks	40	40
Campaign to Protect Rural England	15	15
Community Council	0	0
Information Commissioner	40	40
Parish Online Mapping	60	70
Village Lengthsman Scheme (reserves £1500 19/20)	0	0
Church Yard contribution S137	950	950
Village Hall Contribution (Maintenance)	500	500
Misc Contingency	100	100
Yew Tree Annual Maintenance	500	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)	0	0
CPI Footpath grant	0	0
Expenses		
Chairman	250	250
Rural Runabout	0	0
S137 (Church clock)	215	215
VAT (recoverable)	0	0
Total	13547	13640
Neighbourhood Plan		0
Total	13547	13640

Council Tax Base = 337	Annual	Per Week
2018/19 Precept £12183	£37.05	£0.71
2019/20 Precept £12597	£37.38	£0.72
2020/21 Precept £12976	£38.50	£0.74

Appendix B - Payments Schedule

BACS & Cheque No.	Expenditure	Details	TOTAL
Bacs 51	C Withington	Nov Salary plus Overtime - 8 hrs Archives (3 hrs 12.10 and 3 hrs 13.10 plus 2 Library on 14.10)	355.24
Bacs 52	C Withington	Nov Expenses inc mileage	31.20
Bacs 53	HMRC	Tax and NI Nov	88.60
Bacs 54	Mrs W Naylor	Litter Collection	83.25
Bacs 55	Access Irrigation	Yew Tree service Winter	194.40
Bacs 56	Steve Hough	Keele Road (strim) and Three Mile Lane (Weed Spray)	190.00
Bacs 57	Graham Bibby	Yew tree printing	51.70
		Total	994.39

Transfer required of £1000 from deposit to current account approved

RECEIPTS – NIL

Keele Parish Council Chair’s Report: November 2019

Hawthorns

The next meeting with Andrew Finney will be on **Friday 22nd November at 10 am in the Villa**. Please let me know if you have items for the agenda and if you can attend.

Hedges etc

Plants (trees and briars) growing out from the church yard seem to have been trimmed again and are no-longer obscuring the footway. The hedge belonging to 5/7 Station Road has bushed out and is causing an obstruction.

The last Street light 37, 38 and 39 at the A525 bypass end of Pepper Street and the adjacent streetlights on the by-pass: N34 and 35 have now been fixed.

We have yet to establish a dialogue with Street Scene to determine schedules for leaf clearance and allow us to put traffic measures in place.

I have received a complaint of waterlogging on the grassed area in front of 35 Quarry Bank Road. It has been suggested the waterlogging is due to a spring. The water freezes in cold weather and prevents an elderly resident from leaving home. I believe that Borough and County Councillors are aware, but doubt exists about who is responsible for the land. For discussion at our next meeting.

Parking and Traffic Measures

The Police have been helpful in coning Church Bank to allow access for funerals. I have liaised with them and they are happy for us to buy a set of cones to allow us to protect access where necessary. I propose such cones be branded with a Keele Parish Council sticker; they will have no legal weight but I suspect they will be effective for short term use. I am proposing on Tuesday’s agenda that we purchase a set of 20 cones to be stored at either the Village Hall or St John’s. I will be happy to manage the placing and removal of the cones. I am proposing something along the lines of:



<p>No Waiting Bollard</p> <hr/> <p>VAT: £6.49 £5.41 <small>Ex. VAT</small></p> <p>Street Solutions</p>

We would seek competitive quotes. My research suggests the most economical solution to branding would be to have plastic stickers printed separately.

There has been no further news regarding Staffs Highways progressing our TRO/ RPZ, this is very disappointing. I intend to poll residents about staging a protest outside County Hall if there is no further progress in the next month.

Parking on Keele Road has prevented Hamptons from accessing the hedge and track by Knights’ Croft to cut. In the first case Hamptons should contact the local Police Team who will do their best to get obstructing vehicles moved. Equally, if Hamptons could let us know when they intend to access the field we can liaise with the police to cone or place are own cones should we decide to purchase them.

I have received a request from St John’s School that we consider applying for a Zebra Crossing on QBR in light the completion of the new car park. I would like to discuss this at our meeting on Tuesday but note the comments already made by Councillors Studd and Naylor.

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 7th June, comments by 2nd July **still pending**

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

Neighbourhood Plan

Dates have now been given for the first two workshop sessions involving Keele and Silverdale Parish Councils, Newcastle and the University. As well as three Parish Councillors from each Parish, the meetings will involve the Borough Councillors from both wards.

Dates:

27th November, Lancaster Buildings, 18:00 to 20:30. The theme will be 'Transport'

9th December, Lancaster Buildings, 18:00 to 20:30. The theme will be 'housing mix, community building, energy and environmental issues.'

Following the outcome of our October meeting Councillors Bibby, Newman and Hindmarch have been nominated as our representatives together with Councillor Kearon in his role as Borough Councillor. We hope Councillor Jones will be able to attend as Borough Councillor for Silverdale.

Rural Runabout

For discussion on Tuesday 19th at the Parish Council meeting.

Community events

Remembrance Sunday: many thanks to all those who attended. The Both the Particular thanks go to Councillor Wright and her husband John who did a fabulous job of organising the refreshments in the Village Hall afterwards, the event was very well attended and gave the opportunity for residents to meet one another and helped build community cohesion. Refreshments were donated by Tish and John's company, Blue Planet Communications, a local business in the Parish who were very happy to support us and to whom we are very grateful!

Christmas Party: the event on Sunday 15th December from 4 pm has now been publicised in the Yew Tree and on notice boards. Please do 'get the word around' and encourage people to attend. An invitation has been sent to our local Police team. Diane Smith and Councillor Wright are leading on the planning of the event but would welcome help on the day or in decorating the Village Hall on Friday 22nd November at 11 am (after the meeting with Seddon)

September 2020: Keele Gala (working title). We met with Fr Peter Jones this week to discuss the event which had originally been intended for a September 'Harvest' slot. The window will be ready much earlier than originally thought and after consideration, it is now proposed to run the event Saturday 20th June in the grounds of St Johns, the Hawthorns and at Keele Village Hall. Outline ideas for events have been discussed but the day would finish with a simple supper at the Village Hall. A call will go out for helpers once planning is a little more advanced!