

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 21st April 2020 at 7.00 pm remotely by ZOOM

Attendees: Parish Cllrs: Mr G Bibby (Chair), Dr R Studd, Ms V Newman, Dr D Hindmarch, Mr D Meakin, Mrs T Wright, Mr D Meakin, Mr L Cohoone, BCllr T Kearon. County Cllr D Jones,
Clerk – Mrs C Withington
One member of public was present for part of the meeting.

20/01 **Apologies – None**

20/02 **Declarations of Disclosable Pecuniary Interests - None**

20/03 **To note the draft minutes of the Parish Meeting held on 18th Feb 2020 and agree in principle, with the signing in person taking place at the next available full meeting**

1. To approve- Approved in principle subject to signing at the next full meeting by the Chair.

2. Matters arising not on the agenda

Noted that the Station Road highway sign has now been corrected.

The Joint Local Plan is on hold pending further guidance during the restrictions.

Windblown litter has been raised with Seddons several times with no action taken, it therefore resulted in Mrs Naylon removing it.

Mrs Naylon is seeking further quotes for the sculpture refurbishment although this is specialist work.

Redoko are looking into providing emails through the website.

Mr Hough has been given the order to carry out the bus shelter clean and will do once the restrictions have been relaxed.

It was suggested that Mr Aaron Bell MP is invited to a future meeting over Zoom.

Noted that the Lymes Road clean up has now taken place, notices will be installed.

The meeting with the Police Commander is still outstanding.

Cllr Jones has not yet confirmed the drain cleaning rota for Highways.

Highways will not revisit the speed limit reduction on Station Road therefore this matter is closed.

The Clerk will send Mr Cahoone and Dr Hindmarch the information about the new planning training which has been rearranged.

Next full mtg

20/04 **Public Open Forum**

A member of public raised a question regarding the unconnected installed streetlighting on the Hawthorn development. Mr Bibby will raise this with Seddons. To support this request Ms Newman will provide commentary regarding the impact on Knights Croft residents. Mr Cahoone will also provide historic info re previous issues experienced by students, which warranted the original streetlighting on the old site. Pressure will be put on Seddons to connect these up now.

**GB
VN
LC**

20/05 **Covid – 19 – Community Response**

- To note the updated Local Government legislation changes during Covid-19 pandemic – Noted in particular that remote meetings can now be held during the restrictions and that the Annual meeting of the Parish Council can be postponed until May 2021.

- To consider what additional support is required, allocate a budget and to nominate lead representatives to do so – **RESOLVED** to approve £100 in the event of a contingency fund requirement. The Chair was thanked for his hard work in getting a support group off the ground quickly to assist the vulnerable residents in the Parish helping with shopping and other supplies. A large amount of information was available and regular bulletins.

- To delegated authority for all business continuity decisions (financial, planning, grants programme, ongoing projects, annual insurance renewal and other matters considered urgent) to be taken outside of the meeting by the Clerk in consultation with the Chair/Vice Chair until the restrictions are removed – **RESOLVED** to approve all delegations until the restrictions are removed.
- To consider arrangements for the Annual Parish meeting following the restrictions, and consider deferring the Statutory Annual Parish Council meeting (election of Chair and Vice Chair) until May 2021 – **RESOLVED** to await the next face to face meeting for the Annual Parish meeting to be held. **RESOLVED** to approve that Mr Bibby continues as Chair until May 2021 and the other statutory business to be considered at the next face to face meeting when available.
- To agree communication procedures to allow the Parish Council to continue to function during the epidemic – The Chair requested that all access emails every 24 hours to ensure swift decisions are made.

GB

ALL

20/06 **Finance**

1. To approve: Zoom (£14.39 per month), Parish Online subscription £72, Village Hall donation £500 (20/21), Church yard maintenance request (£1000) (20/21), and to approve the SPCA subscription for 20/21 at a cost of £270, DPO Staffs County Council £250 per year- **RESOLVED** to approve these.
2. To approve the cost to service the Village Clock located at St Johns Church at a cost of £290.40 using Section 137 Local Government Act 1972- **RESOLVED** to approve these.
3. To approve payments/orders, receipts and transfers, including those under Delegated authority - Appendix A – **RESOLVED** to approve as per attached payment schedule.
4. To approve the draft Statement of Accounts for year ending 2019/20, draft Audit Return 2019/20 and bank reconciliation statement – See Appendix B – **RESOLVED** to note the accounts, pending the internal audit which is in progress. The Chair had reviewed the draft accounts and had no concerns. To approve the Asset Register, Internal Controls and Risk Assessment for 20/21- See Appendix C – **RESOLVED** to approve and adopt the documents.

Clerk

20/07 **Police Update – Not available.**

20/08 **To note (only) written reports circulated in advance:**

1. Chairman’s report –
See attached which was noted. It was **RESOLVED** to provide comments on the Town Centre plans to request that there is a different and alternative retail offer needs to be provided, accommodation offer to encourage and retain footfall, not to remove one car park and replace with another, sustainable travel is needed and size of the market should not be reduced.

GB

2. County & Borough Councillors Cllr D Jones and Cllr Kearon
Cllr Kearon stated that the Borough Council is now using Microsoft Teams for online scrutiny committees, planning etc. Information is being shared via Google drives for residents to access, and Cllr Kearon has been working with the Chair to assist. Campus residents were upset regarding non-campus residents visiting the site, there has been a degree of expectation management. Conversations have been held with residents to understand that others will access facilities and grounds. It was noted that the Hawthorns community building change of use planning application was unable to be called in due to a change of procedure requiring a meeting with the case officer before call in. Mr Hindmarch was disappointed that the decision was taken and the unit has been removed, without consideration to the concerns and objections submitted. **RESOLVED** that Mr Bibby

GB

will draft a strong letter for the Planning Dept regarding the disappointment regarding the change of procedure, the change of use which has now been approved, the lack of considerations to our concerns and the original reasons for the community unit being included as part of the appeal.

Cllr Jones stated that the Keele/Silverdale Growth corridor is on hold due to redeploying staff to other essential functions. Planning is continuing, along with the Boggs Cottage appeal. County matters have been quiet, support is being given to community and social care support charities. Cllr Jones is awaiting to hear about the County Council meetings schedules going forward.

20/09 **To approve the following HR Policies – See Appendix D**

Clerk

- 1. Annual Leave policy
- 2. Equality and Diversity policy
- 3. Whistle blowing policy
- 4. Sickness Absence policy

RESOLVED approved and adopted.

20/10 **Keele Neighbourhood Plan**

To remodel the KNP housing policy along the lines of the model provided by Linby, Notts (circulated). This would support the current LA policies concerning Keele village and seek to control the quality/ type of any development outside this area (Golf Course) – Noted that there is no conflict of interest as first thought. **RESOLVED** to approve this motion and accept the proposals as previously circulated.

To approve the use of Hannah Barter/ Urban Visions proposal to provide the support needed to complete Keele Parish’s Neighbourhood Plan as a basis for a funding application to Locality – **RESOLVED** to approve the appointment and to seek grant funding to appoint Urban Vision up to a cost of £4,462.50 + VAT.

GB

20/11 **Planning applications – to provide comments on the following:**

Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire applications:

1- [Non material amendment to site layout and landscape masterplan drawings as described in application form](#) – **RESOLVED** to note there is a garage over the old railway tunnel which should be considered.

2- [Application for approval of the Travel Plan as required by condition 26 of planning permission 13/00970/OUT - Residential development \(maximum of 100 dwellings\)](#) – **RESOLVED** it was considered that it would not be appropriate to allow traffic to flows onto Pepper Street from the new development without some form of traffic controls or lights which should also incorporate a pedestrian crossing to allow safe crossing on the busy road. It was also suggested that there is a speed limit reduction to 30mph along that stretch. Mr Meakin to add these comments by Wednesday to allow the extension to be met.

DM

3- [Application for approval of details of revised internal access roads as required by condition 14 of planning permission 18/00262/REM for the erection of 100 Dwellings](#) – **RESOLVED** to note there is a garage over the old railway tunnel which should be considered.

4- Application for approval of details of the house types and location of the affordable housing units as required by condition 03 of planning permission 18/00262/REM for the erection of 100 Dwellings **RESOLVED** to note there is a garage over the old railway tunnel which should be considered.

External signage/ brand name/lettering (illuminated) on the southern, northern and western elevations of the hotel and an external ground level monument illumined sign. Land Adjacent Keele University University Avenue Keele University Keele Newcastle Under Lyme Staffordshire Ref. No: 20/00213/ADV – No comments.

Reserved matters (layout, internal access arrangements, scale, landscaping, appearance and means of access) for the erection of a Digital Research and Education Centre with associated car parking and landscaping pursuant to outline consent 17/00934/OUT Land Adjacent Keele University Keele Road Keele Newcastle Under Lyme Staffordshire ST5 5AA Ref. No: 20/00162/REM – **RESOLVED** that there be no comments or objections.

Keele/Silverdale/University Growth Corridor - to ratify the proposed response to the presentations and co-working with Silverdale PC in respect of development proposals for “Keele” Golf Course and Keele/Silverdale Growth Corridor – **RESOLVED** to support comments as drafted and submitted on 21st April 2020. IT was further resolved that Mr Bibby responds to say that we are unable to comment further that we do not believe that such a sustainable travel solution exists, and therefore it not appropriate to respond to the design until such modelling has occurred. Having experienced the Hawthorns approving in theory similar measures, only to be let down later in the planning process, there is no way we can support these scheme until there is clear demonstration that the areas can handle the traffic created.

GB

Boggs Cottages Appeal- to ratify the response submitted on 9th April 2020 as previously circulated

To note the latest regarding the Joint Local Plan – Noted that this is on hold.

20/12 **Clerk's Reports**

Correspondence

- Keele University Post office closure due to COVID 19 – Noted.
- Road closure/diversion - Keele Road junction with A525 Keele Road and access road to 'St John the Baptist Church' <https://one.network/?tm=116419358> - from 20th April 2020 until 1st May 2020 – Noted.

20/13 **Any Other Business for future agendas – None.**

Meeting closes 20.55pm.

Date of next meetings:

19 May 2020 – potential Zoom meeting

16 June 2020, 21 July 2020, 18 August 2020, 15 September 2020

Appendix A - Payments Schedule

Date of Meeting	BACS & Cheque No.	Expenditure	Details	TOTAL
25/03/2020 Delegated	Bacs 80 19/20	C Withington	March Salary 259.36	-
25/03/2020 Delegated	Bacs 81 19/20	C Withington	March Expenses inc mileage and land reg 25.20	-
25/03/2020 Delegated	Bacs 82 19/20	HMRC	Tax and NI March 64.80	-
April del	Bacs 1	Mrs W Naylor	Litter collection Feb and March PAID	85.50
April del	Bacs 2	Smiths of Derby	Clock service PAID	290.40
April del	Bacs 3	SPCA	Subs 2020 PAID	270.00
21 April 2020	Bacs 4	Access Irrigation	Spring service Yew Tree	288.00
21 April 2020	Bacs 5	Staffs County Council	Data Protection Officer 2019/20	250.00
21 April 2020	Bacs 6	C Withington	April Salary	259.36
21 April 2020	Bacs 7	C Withington	April Expenses	15.00
21 April 2020	Bacs 8	HMRC	Tax and NI April	64.80
21 April 2020	Bacs 9	C Withington	Zoom reimbursement April	14.39
21 April 2020	Bacs 10	Get Mapping plc	Parish online subs 19/20	72.00
21 April 2020	Bacs 11	Keele Village Hall MC	Contribution £500 20/21	500.00
21 April 2020	Bacs 12	Keele Church	Grass cutting contribution April 20/March	1,000.00
18 February 2020			Monthly Total	3,109.45

Transfer required of £3110 from deposit to current account approved

RECEIPTS –

14.04.20	Precept	12,976.00
	S136	NIL
14.04.20	Council Tax support grant	214.00

Appendix B – Accounts year ending March 2020

Annual Return (Draft) Unaudited

Annual Return	2018-19	2019-20	Variance £	Difference of £250 or 15%
Line 1 B/fwd	7390	12163		0%
Line 2 + Precept	12183	12597	414	5% no
Line 3 + Other Receipts	7871	2139	-5,733	-91% yes
Line 4 - Staff Costs	4286	4120	-166	-5% no
Line 5 - Loan interest	0	0	0	0%
Line 6 - Other payments	10996	8826	-2,170	-22% yes
Line 7 = C/fwd	12163	13953	1,790	45%
			0	
Line 8 Cash	12163	13953	1,790	45%
Line 9 Fixed Asssets	245935	251703	5,768	14% yes
Line 10 Borrowings	0		0	

Keele Parish Council - Bank Reconciliation as at 31.03.20		
Cash Book		
Balance b/fwd	£	12,162.60
plus receipts deposit and current	£	14,735.76
less payments		12,945.61
balance at 31.03.20	£	13,952.75
Bank		
Co op community direct account	£	2,195.70
Co op Business	£	11,757.05
	£	13,952.75
less unrepresented chqs		-
plus credits not yet paid		0.00
Difference	£	-
balance at 31.03.20	£	13,952.75

KEELE PARISH COUNCIL BALANCE SHEET AS AT 31 MARCH 2020			
18-19			19-20
£			£
	LONG TERM ASSETS		
0.00	Investments		0.00
0.00	Long term debtors		0.00
	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
12,163.00	Cash in hand		13,952.75
	12,163.00	TOTAL ASSETS	13,952.75
	CURRENT LIABILITIES		
0.00	Grounds Maintenance 2018 & 2019		260.00
0.00	Litter Collection Feb & March		85.50
	Remembrance wreaths		20.00
0.00	SPCA		272.00
	0.00		637.50
	12,163.00	NET ASSETS	13,315.25
	REPRESENTED BY:		
12,163.00	General Fund		13,315.25
0.00	Reserves		0.00
12,163.00			13,315.25

KEELE PARISH COUNCIL
RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 MARCH 2020

2018-19	RECEIPTS RECEIVED DURING 18/19	2019-20	Difference
£		£	
12,183.00	Precept	12,597.00	414.00
1,214.00 *	Section 136 Contribution (* incs 500 overpayment refund) and Tz	714.00	- 500.00
635.20	Accural from 17/18 not cashed	-	- 635.20
3.18	Bank Interest	61.23	58.05
450.00	Donation towards litter collection	450.00	-
484.30	VAT refund	913.50	429.20
-	Neighbourhood Plan Grant (Ring Fenced)	-	-
5,084.61	Misc (Safer rds grant, other income)	0.03	- 5,084.58
20,054.29	TOTAL	14,735.76	- 5,318.53
4,285.50	Clerk's salary inc TAX/NI	4,119.84	- 165.66
2,630.41	General Administration inc subs, insurance, audit, office	1,771.44	- 858.97
	Section 136 Concurrent functions (litter and grds maintenance war)		-
1,259.46	Litter collector	732.21	- 527.25
220.00	Chairs Allowance	250.00	30.00
235.00	S137 Payments		- 235.00
500.00	Running costs: Village Hall	1,000.00	500.00
470.00	Highways - village lengthsmen scheme	1,225.00	755.00
520.00	Parks and open spaces (Grounds Main)	-	- 520.00
135.00	Amenities - village benches, notice boards	-	- 135.00
95.00	Neighbourhood Plan	20.00	- 75.00
	Capital Expenditure	-	-
81.40	War memorial	-	- 81.40
-	Provision for doubtful debts	-	-
913.50	VAT	494.68	- 418.82
3,936.29	Miscellaneous (includes Churchyard Contribution & Special Projects)	3,332.44	- 603.85
15,281.56	TOTAL	12,945.61	- 2,335.95
GENERAL FUND			
7,389.88	Balance at 1 April 2019	12,162.60	
20,054.29	Total income	14,735.76	
15,281.56	Less Total Expenditure	12,945.61	
12,162.61	Balance at 31 March 2020	13,952.75	

VARIATIONS

KEELE PARISH COUNCIL ACCOUNTS 2019/20		
<u>Explanation of Significant Variations</u>		£
Line 3 Variation -Decrease of £5733 (other receipts)		
Section 136 Contribution	decrease -	500.00
Accrual from 17/18 not cashed	decrease -	635.20
Bank Interest	increase	58.05
VAT refund	increase	429.20
Misc (Safer rds grant, other income)	decrease -	5,085
Line 6 Variation - Other Payments - Decrease of £2170		
General Administration inc subs, insurance, audit, office	decrease	-858.97
Litter collector	decrease	-527.2525
Chairs Allowance	increase	30
S137 Payments	decrease	-235
Running c Village Hall	increase	500
Highways - village lengthsman scheme	increase	755
Parks and open spaces (Grounds Main)	decrease	-520
Amenities - village benches, notice boards	decrease	-135
Neighbourhood Plan	decrease	-75
War memorial	decrease	-81.4
VAT	decrease	-418.82
Miscellaneous (includes Churchyard Contribution & Special Projects)	decrease	-603.85
Line 9 Fixed Assets - Increase of £5768		
2 speed indicator devices	increase	3700
Sign posts	increase	1819
Bollards	increase	249

Keele Parish Council Chair’s Report: April 2020

Keele Volunteers

All houses outside of the Campus received a letter outlining the scheme and giving contact details at the beginning of the ‘Lock Down’. We also joined the Campus Residents Facebook group, have liaised with the LA and NHS as well as with the Keele Practice and Well Pharmacy. We have over 40 volunteers. We produce a bulletin on a roughly weekly basis with useful information in it. Demand for help has been low as there is a healthy informal network of friends and family supporting those who need help.

Campus

After the unfortunate incident this week in which a local family were told by a security guard that they could not access the Campus for walks, I was contacted promptly by the University who confirmed that this was not the case. The Campus remains open to all who respect the requests made on the entry signage and the governments rues during the crisis.

Planning

Keele Homes have made several planning applications with regard to the Pepper Street site.

1- [Non material amendment to site layout and landscape masterplan drawings as described in application form](#)

Deadline for comments April 26th.

In my opinion the proposals are acceptable and I have only one comment. A garage is still located over the old railway tunnel.

2- [Application for approval of the Travel Plan as required by condition 26 of planning permission 13/00970/OUT - Residential development \(maximum of 100 dwellings\)](#)

Consultation expired 15th April but still pending consideration. This is a long, complex document containing lots of copy and paste bilge. It envisions residents walking to facilities in Silverdale which I think is optimistic. More seriously, it suggests access to the site by a single 'Give Way' junction. In my opinion this is inadequate given the real speed and volume of traffic on Pepper Street. I believe we should comment and request a roundabout or lights at this junction.

3- [Application for approval of details of revised internal access roads as required by condition 14 of planning permission 18/00262/REM for the erection of 100 Dwellings](#)

Pending consideration, consultation date expired 16th April.

In my opinion the proposals are acceptable and I have only one comment. A garage is still located over the old railway tunnel.

4- [Application for approval of details of the house types and location of the affordable housing units as required by condition 03 of planning permission 18/00262/REM for the erection of 100 Dwellings](#)

Pending consideration, consultation date expired 17th April.

Essentially the same as 1 and 3. No comment.

Hollywood BOAT

Councillor Naylor reported that the BOAT had been closed off and signs erected warning of traps. I inspected the BOAT which is still closed off by a fence erected during the remediation. I believe the notice from County formally closed the path for a period. There were no signs warning of traps but there were signs warning of danger from the works. We might usefully ask for this obstruction to be removed once the BOAT is reopened.

I received another comment from a parishioner about a gate being constructed at Finney Green in association with the renovation of the farmhouse (good to see this happening) and possible closure of a right of way. I inspected the site and could find no issue.

Parking

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Town Board

I attended a Zoom sitting of the Town Board to consider the bid for funding under HMGov's Town Deal scheme. There was a presentation from Phil Butter's on the UGC which focused on the SEND network and the Community Transport hub. A presentation was given on the Knutton centre renovation project

(good). A presentation on the High Street renovation was under-whelming. It is proposed to build a multi-story car park on Ryecroft together with (possibly) down-sizing accommodation for older people. The old multi-story “which is not popular” will be demolished and replaced with entry level housing. A new access will be created from Ryecroft to the town centre. The market is to be reduced in size and restructure as it is ‘old fashioned’. I agreed to nothing and approved of nothing. There was no agreement on a ‘Vision Statement’. I spoke to Phil Butters the following day. We both agreed on the quality of the work done so far.

DRAFT