

**MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Tuesday 21<sup>st</sup> July 2020 at 7.00 pm remotely by ZOOM**

Attendees: Parish Cllrs: Mr G Bibby (Chair), Dr R Studd, Ms V Newman, Dr D Hindmarch, Mrs W Naylor, Mrs S Hughes

Clerk – Mrs C Withington

There was one member public present for the meeting for item 20/56 only.

Ms Smith – Chair of Keele Village Hall Mgt Committee

20/56	<p><b>Public Open Forum</b></p> <p>A resident from Finney Green attended the meeting regarding a development on Finney Green Farm – which is renovation to a home and option for conversion to 2 barns.</p> <p>4 issues –</p> <ol style="list-style-type: none"> <li>1. New site access created from Kents Lane towards Leycett Lane – raised with planning officers as not included</li> <li>2. Caravan (static) now put there - raised with Planning officers awaiting for occupiers proposals</li> <li>3. Large extension now being built on the site – consent does not seem to be in place.</li> <li>4. Hollywood Lane is Byway Open to all Traffic – volume has increased in the size and speed for construction traffic.</li> </ol> <p>Chair noted that both he and Mrs Naylor had made a site inspection. Noted the entrance from Kents Lane is not included in the planning consent and would look to be a breach. Large caravan doesn't seem to have consent or the extension. BOAT is also being heavily used. No through traffic to Pepper Street, seems to be construction traffic and deliveries from Madeley Motors/A525. Considered that a letter could be sent to the site management to remind them that it is not a thoroughfare and to slow the speed in recognition of the surface. Noted that there is no other planning consents and that the site is Green Belt but some parts are brownfield. Agreed to monitor this area. Also to write to the Planning Authority to confirm the situation regarding extension, new access created, construction traffic and also use of the large caravan. Letter to be shared with the resident. Resident to inform the Parish Council of landowner details.</p>	Clerk GB Resident
20/57	<p><b>Apologies – Mr D Meakin</b></p>	
20/58	<p><b>Declarations of Disclosable Pecuniary Interests – GB</b> noted that he had received 6 x hens eggs received from a resident who spoke to the Parish Council.</p>	
20/59	<p><b>To note the draft minutes of the meeting held on 16<sup>th</sup> June 2020 and EOM on 6<sup>th</sup> July 2020 to agree in principle, with the signing in person taking place at the next available full meeting</b></p> <ol style="list-style-type: none"> <li>1. To approve - Noted to approve both minutes subject to amendment to EOM minutes. <b>RESOLVED</b> that the Chair signs the minutes of meeting.</li> <li>2. Matters arising not on the agenda</li> </ol> <p>Mr Bibby is still to write to the Planning Dept re hawthorns shop.</p>	GB
20/60	<p><b>Covid – 19 – Community Response Arrangements for meetings going forward including the Annual Parish (not yet held) –</b> Noted in the Chair's report.</p> <p>Chair is keen to meet again in the Village Hall, but not until all are happy to do so. Future meetings to be virtual until such time we can meet physically due to one parish councillor present objecting. Consideration to be given to future of meetings being held remotely and physically. Clerk to ask how much a line would be and if its possible to install at the Village Hall.</p>	Clerk Next meeting
20/61	<p><b>Police Update – if available – None.</b></p>	

20/62	<p><b>To note (only) written reports circulated in advance:</b></p> <ol style="list-style-type: none"> <li>1. Chairman’s report - Chairs report was noted as per circulated.</li> <li>2. County &amp; Borough Councillors Cllr D Jones and Cllr Kearon – None.</li> <li>3. Village Hall Management Committee and reopening arrangements – protocols are in place with various precautionary measures. Diane Smith attended the meeting and presented Covid 19 Secure opening with risk assessments etc. Meetings are being held with various groups to agree the measures and their intentions. Nothing else planned until the autumn.</li> <li>4. Litter Picker report – The report will be circulated covering two months. Issued noted included fly tipping, Pepper Street tractor tyre marks on the verge, dumped doors and industrial/retail dumping at Agger Hill. Unsure if the burning is permitted or not by the landowner but this has been reported.</li> </ol>	WN
20/63	<p><b>Highway Matters</b></p> <ol style="list-style-type: none"> <li>1. Update regarding Staffs County Council Highways to move forward with agreed Traffic Regulation Order and Residents’ Parking Zone in Keele Village – Mr Bibby Mr Bibby has now heard back from the Engineers who will deal with this now over the next 3 to 4 months. An apology was received. Complaint will remain in place as it was about the lack of communication and the way information was finally communicated. Costs have been given to the University but clarification has been sought by the regarding the RPZ as there are a number of unresolved issues with Highways.</li> <li>2. Responsibility for condition of County Road at Hollywood off Pepper St – Mrs Naylor Hollywood Lane is a county road from Pepper Street up to T-junction with Crackley Gates then it becomes an unadopted BOAT towards Agger Hill. Ruts are knee deep and in such a poor state. <b>RESOLVED</b> to formally ask the County Councillor what responsibility the County has for such roads of the county roads are and what can be done to repair them – Mrs Naylor to draft a letter.</li> </ol>	WN Clerk
20/64	<p><b>General Data Protection Regulations (GDRP)</b></p> <p>Data Breaches (72 hrs)/Information Security/Subject Access Requests (reminder) – Noted.</p>	
20/65	<p><b>Keele Neighbourhood Plan – to note progress– Mr Bibby</b></p> <p>An update was provided in the attached chairs report. A meeting will be held on Friday 10am with the consultant Dave Chetwynd regarding policy development. WN, VN, DH, RS to consider attendance.</p> <p>The group met on 17<sup>th</sup> June and ratified the decision to appoint Urban Vision. Minutes have been circulated.</p> <p>A map has now been drawn up of useful green spaces within the Neighbourhood Plan. New footpaths should be considered as part of Neighbourhood Plan. Ms Newman to progress applications and send the information to Mr Bibby.</p>	ALL  VN
20/66	<p><b>Joint Local Plan (JLP) and Keele/Silverdale/University Growth Corridor</b></p> <p><b>Standing Item)</b></p> <p><i>Outcome of joint meeting with Silverdale Parish Council to discuss responses to the Joint Local Plan and sharing costs to appoint a planning consultant to provide a joint response</i></p> <p>– A meeting has been held with Silverdale Parish Council. The costs for a planning consultation will be shared, split to be agreed, and work carried out towards a joint response.</p>	

	<p><i>Keele Golf Course Action Group (Park for the People) report back and to agree actions</i>                  – Mrs Naylon has taken the leadership of the Steering Group which consists of 9 people. Outcomes to be circulated to all Parish Councillors.</p>	<p><b>WN</b></p>
<p>20/67</p>	<p><b>Planning applications – to provide comments on the following:</b></p> <p>Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire- <b><u>Application for the modification or discharge of planning obligations made under Section 106 of the Town and Country Planning Act relating to planning permission ref 13/00970/OUT</u></b> Ref. No: 20/00431/DOB – <b>RESOLVED</b> not to object.</p> <p><b><u>Conversion of existing building to five apartments including alterations to and additional windows, and a two storey extension as detailed on the proposed plans.</u></b> The Hawthorns Keele Newcastle Under Lyme Staffordshire ST5 5FJ Ref. No: 20/00506/FUL - <b>RESOLVED</b> not to object.</p> <p><b><u>Internal alterations to the existing barn including additional windows and two-storey extension to the rear</u></b> The Barn 9A The Village Keele Newcastle Under Lyme Staffordshire ST5 5AD Ref. No: 20/00478/FUL - A bat box (plastic) rather than the original plan to house the maternal bat roost in the roof space of either the Villa or Barn was approved by the Borough in 2017 following a report by environmental consultants. This box has been removed prior to development of the Barn/ Villa. Noted there was no permission from Natural England for this change. Boundary fencing along Quarry Bank was suggested to be unattractive and inappropriate.</p> <p>Boggs Cottages Appeal update if available – None available.</p>	
<p>20/68</p>	<p><b>Other matters</b></p> <ol style="list-style-type: none"> <li>1. To agree the re-siting of the PC owned public bench on the Hawthorns– Mrs Naylon – <b>RESOLVED</b> to put it back on the triangle of land where it was originally Seddons to landscape the land and replace. Mr Bibby has already written to Seddon regarding this matter and will continue to pursue.</li> <li>2. Keele Sculpture – to consider the costs to repaint and funding applications– Mrs Naylon – Quote now received, Mrs Naylon to approach Tarmac and Red Industries for funding up to £1500 in line with a quote. Colour to be discussed once funding identified.</li> <li>3. Volunteers to open/close Keele Cemetery gates – Mrs Naylon- This needs four couples to run it – one week per couple each month. Not enough volunteers so withdrawn.</li> <li>4. To consider a quote (£360) to side Station Road (bus shelter to the bottom) and remove soil and to approve the strimming work already taken place (£100) Station Road siding over spilled on tarmac – It was noted that there is currently a straight edge although some parts could be edged where necessary from the Narley field gate up to new estate road at Seddons. <b>RESOLVED</b> to leave this for the time being as it was considered wide enough for a mobility scooter and review in Spring. The strimming carried out was agreed.                  Hegde on Suttons work and siding by lodge. Mr Bibby to send a letter to the University Estates team – Ms Newman to send details.</li> <li>5. To consider a quote to cut and remove the grass from Yew Tree every month £50 per cut (between April to October) Annual cost £350 – <b>RESOLVED</b> approve the quote for each month per year.</li> <li>6. Parish owned Bus Shelter by Highway Lane/Hawthorns - remove branch rubbing top of the shelter, clean all green moss coloured windows, rub down undercoat and top coat bus shelter - £220 – <b>RESOLVED</b> to paint same colour as the other shelter.</li> <li>7. War memorial/grounds maintenance – Not available for this meeting. Noted that</li> </ol>	<p><b>GB</b></p> <p><b>WN</b></p> <p><b>Spring</b></p> <p><b>VN GB</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

	<p>other quotes will be sought for consideration at the next meeting.</p> <p>8. To consider agreeing an annual maintenance programme and seeking quotes – <b>RESOLVED</b> all to review and input and a quote is sought to look after it. Quotes to be obtained for the next meeting.</p> <p>9. Assets of Community Value (now expired) and to consider further action – Sneyd Arms Public House and other assets - <b>RESOLVED</b> that Ms Newman to pursue this and Clerk to circulate the information to Ms Newman.</p>	<p><b>Next mtg ALL</b>  <b>Next meeting VN</b>  <b>VN DH</b>  <b>Clerk</b></p>
20/69	<p><b>Clerk's Reports and correspondence</b></p> <p>Noted that a resident had thanked the Keele Conservation Group and local councillors' families who were responsible for the wildflowers at the Church.</p>	
20/70	<p><b>Finance</b></p> <p>1. To approve payments/orders, receipts and transfers - Appendix A – <b>RESOLVED</b> to make the payments in line with the attached schedule.</p> <p>2. To note the budget update – Appendix B – Noted and agreed. Dr Studd to follow up on the outstanding invoice for the wreath.</p>	
20/71	<p><b>Any Other Business for future agendas</b></p> <ul style="list-style-type: none"> <li>• <b>Pepper Street to Red House – pavement is in poor state and hedge overgrown – Mrs Hughes</b></li> <li>• <b>Other pavements in the Parish – Mr Bibby</b></li> </ul> <p><b>20/68.9 RESOLVED</b> to look at the Golf Course as a community asset. Dr Hindmarch and Ms Newman to work together on this. Clerk to obtain land registry searches.</p> <p><b>Meeting closed 20.25pm</b></p> <p><b>Date of next meetings:</b></p> <p>18 August 2020 (to agree cover Mrs Simpson), 15 September 2020, 20<sup>th</sup> October 2020, 17<sup>th</sup> November 2020, 15<sup>th</sup> December 2020</p>	<p><b>DH</b>  <b>Clerk</b></p>

**Appendix A- To approve the following payments -**

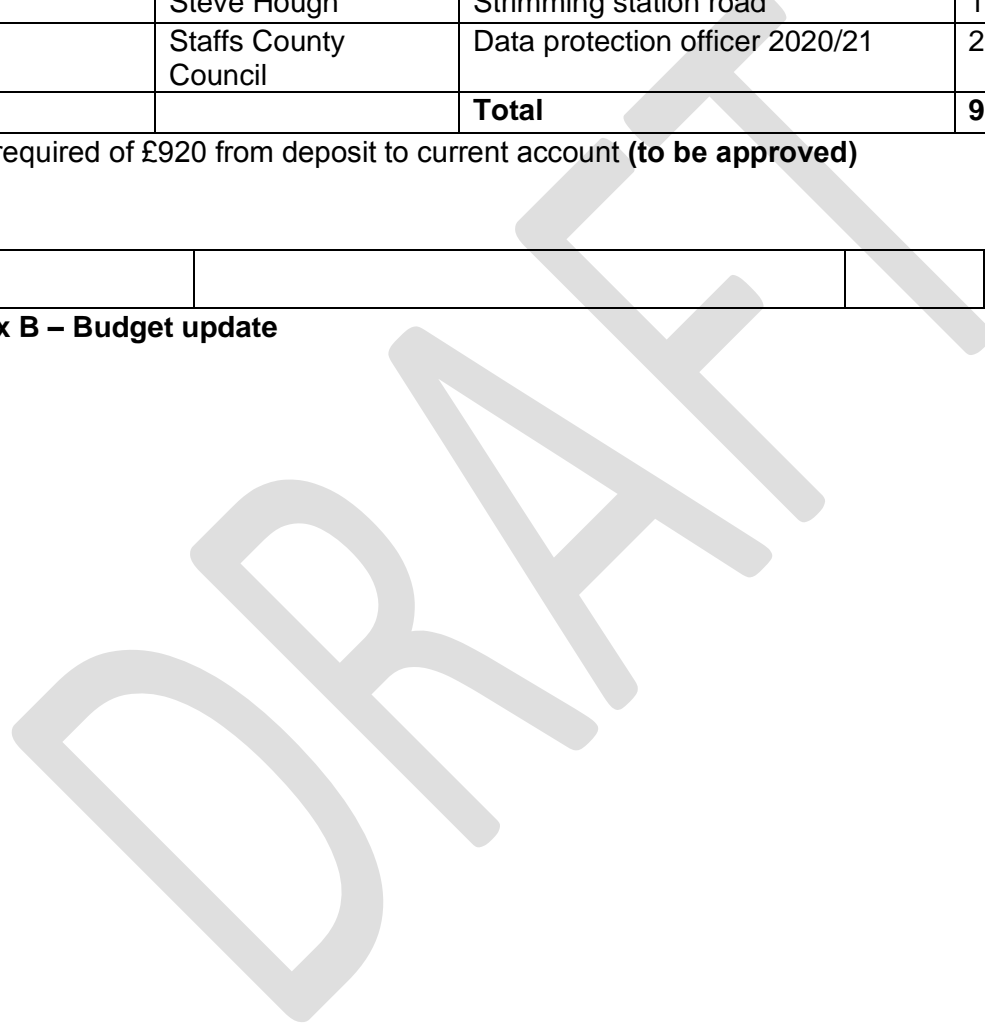
<b>BACS &amp; Cheque No.</b>	<b>Expenditure</b>	<b>Details</b>	<b>TOTAL</b>
Bacs 26	HMRC	P11D NIC contributions 19_20	24.84
Bacs 27	C Withington	Land reg QBRd	6.00
Bacs 28	Wenslie Naylor	14.15 hours May to July - Litter collection	131.60
Bacs 29	C Withington	July Salary	259.36
Bacs 30	C Withington	July Expenses inc mileage	15.00
Bacs 31	HMRC	Tax and NI July	64.80
Bacs 32	Steve Hough	Yew tree grass cut	60.00
Bacs 33	Steve Hough	Strimming station road	100.00
Bacs 34	Staffs County Council	Data protection officer 2020/21	255.00
		<b>Total</b>	<b>916.60</b>

Transfer required of £920 from deposit to current account **(to be approved)**

**Receipts**

NIL		
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**Appendix B – Budget update**



<b>KEELE PARISH COUNCIL: Position statement as at 15.07.20</b>					
	Approved Budget 2020/21 £	Actual to date £	Expected spend £	Estimated Outturn £	Variance £
<b>EXPENDITURE</b>					
Clerk's Payment (and office expenses)	5500	1381	4119	5500	0
Litter payment inc March 20	1800	86	1400	1486	-315
Grounds Maintenance (19/20) and (20/21)	300	0	520	520	220
<b>General/Admin Expenses</b>					0
Councillor Expenses/Room hire/Subs/Printing	775	30	745	775	0
Miscellaneous	200	0	200	200	0
<b>Data Protection officer Staffs County (19/20 and 20/21)</b>	300	505	0	505	205
Audit	80	63	0	63	-18
Insurance	700	430	0	430	-270
Remb. Sunday wreaths S137 (19/20 & 20/21)	20	0	40	40	20
<b>Subscriptions</b>					0
Parish Council Associaton	285	270	0	270	-15
Society of Local Council Clerks	40	0	40	40	0
Campaign to Protect Rural England	15	0	15	15	0
Community Council	0	0	0	0	0
Information Commissioner	40	40	0	40	0
Parish Online Mapping	70	60	0	60	-10
<b>Village Lengthsman Scheme (funded from reserves £1500)</b>	0	440	1060	1500	1500
<b>Church Yard contribution S137</b>	950	1000	0	1000	50
<b>Village Hall Contribution (Maintenance)</b>	500	500	0	500	0
<b>Misc Contingency</b>	100	0	0	0	-100
<b>Yew Tree Annual Maintenance</b>	500	240	240	480	-20
<b>Seats, shelters and Notice Boards</b>	400	280	120	400	0
<b>Special Projects (eg Speed signs posts, Website, planning consultant)</b>	500	0	1600	1600	1100
<b>War Memorial</b>	100	0	100	100	0
<b>Expenses</b>					0
Chairman	250	300	0	300	50
Rural Runabout	0	0	0	0	0
<b>S137 (Church clock )</b>	215	242	0	242	27
<b>VAT (recoverable)</b>	0	113	0	113	113
<b>Total</b>	<b>13640</b>	<b>5980</b>	<b>10199</b>	<b>16179</b>	<b>13640</b>
<b>Neighbourhood Plan</b>	<b>0</b>	<b>0</b>	<b>4463</b>	<b>4463</b>	<b>0</b>
<b>Total</b>	<b>13640</b>	<b>5980</b>	<b>14662</b>	<b>20642</b>	<b>13640</b>
<b>INCOME (- Credit)</b>					
	<b>Budget</b>	<b>Actual</b>	<b>Expected</b>	<b>Outturn</b>	
Precept	12,976	12,976.00	-	12,976.00	
Sect 136 funding NBC	-	-	-	-	
Council tax grant support	214.00	214.00	-	214.00	
Keele University contribution	450.00	-	450.00	450.00	
Bank Account Interest	-	40.38	-	40.38	
NP Grant	-	4,463.00	-	4,463.00	
Miscellaneous inc NP grant	-	-	-	-	
Vat recoverable	-	495	113.20	607.88	
<b>Total</b>	<b>13,640</b>	<b>18,188</b>	<b>563</b>	<b>18,751</b>	
<b>TOTAL OVERSPEND/-UNDERSPEND</b>		Current year forecast		<b>1,890.43</b>	<b>Overspend</b>

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

### Keele Volunteers

Low levels of demand for volunteer help but some shopping, picking up of prescriptions and other minor help. The bulletin is produced on a weekly basis giving useful information. All bulletins are posted on the website

### Planning

#### **Application for the modification or discharge of planning obligations made under Section 106 of the Town and Country Planning Act relating to planning permission ref 13/00970/OUT Ref. No: 20/00431/DOB**

This is an application to extend the period during which substantial work must start on the site by a year, until next September. It cites COVID as the reason. The application makes clear that the request has already been agreed in principle with the LPA. I believe that, under the circumstances, we should not object.

#### **Conversion of existing building to five apartments including alterations to and additional windows, and a two storey extension as detailed on the proposed plans. The Hawthorns Keele Newcastle Under Lyme Staffordshire ST5 5FJ Ref. No: 20/00506/FUL - deadline 28th July**

I circulated the plans for this when presented by Seddon to us and have received no further comment. I have no objections to the proposal

#### **Internal alterations to the existing barn including additional windows and two-storey extension to the rear The Barn 9A The Village Keele Newcastle Under Lyme Staffordshire ST5 5AD Ref. No: 20/00478/FUL - deadline 28th July**

Councillor Hindmarch commented:

*I note that in the original plans they made much of how they were preserving the barn as an essential heritage building yet following approval this is now of 'negligible' heritage value now that they seek to transform it. Nevertheless, I don't have any comments for or against the new proposed design though I can't see any detail about how the new dwellings will safely share the same driveway.*

*As per my previous email on this subject, in the approved application this was to be a storage area for maintenance equipment not a dwelling so was to be one of the locations for replacement bat roosts. I cannot see any provision for this on the current plans and the application form states there are no protected species. Therefore I would suggest that we oppose this until: (i) the changes have been reviewed and approved by a qualified protected species expert (ii) re-approval has been gained from the statutory body, Natural England.*

Amanda Oakden for Seddon noted:

*Plot 75 (The Barn) has always been a dwelling so the comment regarding it holding gardening equipment is incorrect. We have an ecologist working on the site - he holds the required qualifications to make bat licence applications which has been needed for this development. He has been involved in the scheme for a number of years and as work has progressed on site he has monitored the work to ensure we are working within the requirements of the licence.*

*Mitigation for bats is covered by the licence and the proposed changes to The Barn have been run by the ecologist and he will take this forward/amend the licence as needed. As I understand it this is not a planning matter as all of the bat work is covered by the licence.*

*I trust this addresses the concerns raised? I am not involved in the finer detail as this is down to timing and very specific site issues which the ecologist has been managing under his instruction to manage the licence.*

I would note that Seddon are correct with regard to the Barn having been included in the original plans as a dwelling. The application of 10<sup>th</sup> November 2015 shows it as thus: 15/01004/FUL

<http://publicdocs.newcastle-staffs.gov.uk/AnitePublicDocs/00211570.pdf>

As such I suggest any comment we make do not suggest that the planning approval was for its use as a storage area.

### **From our last meeting**

- 1- [20/00285/FUL|Single storey side extension, detached rear outbuilding, front porch and external wall insulation and render|27 Quarry Bank Newcastle Under Lyme Staffordshire ST5 5AG](#)

Now permitted

Parking

As I noted in my email:

*"I had a long chat with Michael Smith of County Highways on Tuesday. He took complete responsibility for 'losing' our TRO application and promises to have it in place in 3 to 4 months. The usual consultations will make it difficult to complete before September, I explained why it would best done sooner, he will see what he can do. He undertook to keep us informed at every step along the way. SO, result but it shouldn't have been necessary to complain to our MP, the CEO and Leader to get this done. Mr Smith was concerned that the measures might make parking matters worse in the Village without an RPZ in place. I took pains to explain the measures were for safety and that the Village spaces associated with the RPZ application were all fully occupied during University Terms and thus that the measure would not impact on them. He took my point, I was anxious not to delay the TRO whilst we wait to settle the RPZ... it might have been a long wait. Of course the TRO will force more parking elsewhere. Station Road, Quarry Bank, Hawthorns .... Nevertheless, we need those TRO's to ensure access to properties/ fields and for safety and we have waited long enough!"*

I also received notification that my complaint against David Greatbatch was being processed. I do not propose we withdraw it.

Meanwhile, the University have received information on potential costings and operating procedures for the RPZ from Mr Greatbatch. It would seem County are determined to make this as difficult as possible. The University are attempting to facilitate.

Neighbourhood Plan

Our meeting of the KNPG Group on 17<sup>th</sup> June confirmed that we would be following the recommendations of the Consultants and the Parish Council. The outcomes have not yet been circulated to the wider group but were shared with all participants:

I have circulated the minutes with this report.



I have since spoken to Dave Chetwyn on several occasions as he is drafting policies. Bernard Besly has supplied a very useful set of maps of potential areas of for Local Green Space allocations and I hope to meet with Bernard soon to discuss. The suggested areas are:

Hawthorns Green  
Hawthorns play area  
Quarry Bank spinney  
Church Plantation and Church  
Green  
Church Bank  
St John's churchyard  
Barker's Wood  
Rosemary Hill Wood  
Newcastle Lodge Wood  
Bogs Wood and fishing ponds  
Roadside spinney  
Templar Monument  
Redheath Plantation  
Quarry Wood  
Haying Wood and Holly Wood  
Marl Hole fishing pond  
Finney Green ridge and clump  
Keele Monument  
Knarley Field  
Village Fields

#### Hedges etc

Having pursued some issues and walked the patch, I am pleased to note that all is in good order with two exceptions:

Quarry Bank hedge remains uncut. The nuisance this might cause is obviated by the almost permanent blockage of the footpath by cars parked by one resident of QB!

A small section of the school hedge needs cutting. The school is now on holiday, but I will message the Headteacher.

Of note is the cutting of QBR by Seddon, wo did a very thorough job. I received complaints from a resident that 'trees had been cut down'. They had not.

The issue of further siding on Station Road is for discussion on 21<sup>st</sup> July but I have conducted several through inspects.

The Community Speed Watch is currently rudderless. I had hoped to pass it on to Taps but he now has a new job and lacks capacity. We can discuss in due course as an agenda item but I have my doubts about such schemes.

#### Law and Order

I have been in contact with a future resident of the Hawthorns who was concerned about litter and drug use in the pull in at the top of QBR. I reassured him that the PCSO did make visits and that our litter warden (thanks Wenslie) did regular cleans. We discussed the possible improvement of the situation once the houses were occupied and the possibility of a 'Home Watch' if volunteers could be found.

A report was made of suspicious activity near the post box at the bottom of Church Bank involving a transaction between two vehicles. A report was made to the Police.