

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 20th October 2020 at 7.00 pm remotely by ZOOM

Attendees: Parish Cllrs: Mr G Bibby (GB) (Chair), Dr R Studd (RS), Dr D Hindmarch (DH), Mrs W Naylor (WN), Mrs S Hughes (SH), Mrs T Wright (TW), Mr. D. Meakin (DM), Mr. P. Andras (PA). Mr Leroy Cohoone (LC), Ms V Newman (VN)
Clerk – Mrs C Withington

20/105 **Public Open Forum** None

20/106 **Apologies** None

20/107 **Declarations of Disclosable Pecuniary Interests**

20/108 **To note the draft minutes of the meeting held on 15th September 2020 to agree in principle, with the signing in person taking place at the next available full meeting**

1. To approve

RESOLVED to approve and sign as a true and accurate record at the next available meeting.

2. Matters arising not on the agenda

20/91 – Update to volunteers has been given. Infection levels have been circulated which dispels the rumours of high infection rates on campus.

Highways matters - Hedge cut at Pepper street path and debris has gone.

Tarmac Bid application to go in for the sculptures.

Newcastle Borough Council website for the reporting be used for future road sweeps.

New site up and running for website accessibility although we need to confirm what happens with the domain registration. **Clerk**

Joint Local Plan planning consultant quote to be obtained based on scope of works.

Assets of Community Value application is progressing for Sneyd Arms.

20/109 **Finance**

1. To start to consider budget priorities for 21/22 and note the budget update – see Appendix A inc Lengthsman and asset management

It was suggested that as a minimum we should claw back any overspend to keep the reserves available. Before the precept can be set we will need the council tax base to formulate figures for the precept. Noted that any SOGS spend is unbudgeted. Funds may be needed for a Planning consultant for JLP proposal. Concerns are that we may have to take on more maintenance from the County and Borough. The general principle was agreed to retain the precept as it currently stands with no increase or reduction. GB to speak to Cllr Jones and Cllr Kearon. GB to include in the Yew Tree and seek feedback. **GB
GB**

2. To review the Financial Regulations as Appendix B – **RESOLVED** to amend 4.1 regulation, to leave it as Clerk and Chair authority up to £500. Council to approve all amounts over £500 as there are no committees. **Clerk**

3. To approve payments/orders, receipts and transfers - Appendix C – **RESOLVED** to approve. **Clerk**

20/110 **Covid – 19 – Community Response**

1. Local Covid risks and responses

LC noted that the number of positive cases on and off campus stands at 53 which has reduced from 103. There are 175 isolating on and off campus. Noted that there is a disciplinary procedure for students that do not follow the rules. Students are asked to stay on campus and not access the village and other parts of the parish. GB noted that the university’s handling has been good. <https://www.keele.ac.uk/coronavirus/cases>
Students off site have to record and track their movements. Track and trace codes are at all points in the university. Noted that a letter has been sent from Cllr Tagg regarding the current situation in the Borough.

2. Future meeting arrangements to stay as remote? Noted that this is agreed for the

time being.

- 3. To note that Parish Councillors will be disqualified if non-attendance (inc remotely) during 6 months unless special dispensation granted (i.e. medical reasons) – one potential casual vacancy – Noted.

20/111 **Police Update – if available** – Nothing as yet although there is a new local police presence.

20/112 **To note (only) written reports circulated in advance:**

- 1. Chairman’s report – Noted as attached. It was also noted the Pepper Street planning site has been permitted. Noted that Boggs Cottage appeal as has been postponed.
- 2. Yew Tree to be circulated soon. Remembrance Parade will consist of 6 representatives only. Church service will be in the Church. Onlookers to be asked to stand on the church ground.
- 3. County & Borough Councillors Cllr D Jones and Cllr Kearon – None.
- 4. Village Hall Management Committee – Noted that the Christmas party is sadly cancelled, however the tree will be decorated and other aspects. Parishioners to submit their own baubles for the tree. Noted that there are number of bookings such as Taekwondo, rhythm time and hypnobirthing classes. Broadband was going to be £37 month, seems the installation with Openreach cannot continue until issues with the address not existing and no phone line in place. Noted they have reserves of £20k. Incentives for regular bookings are being made. Hearing loop is not working correctly which is being looked at.
- 5. Litter Picker report – Dealings in the church car park, police to be requested to look at the bridge and car park. Time, date and registrations to be provided to GB. Defuncts signs and posts removed by County Council. No further burning at Hollywood and letter to be sent by Clerk if burning reoccurs. Noted that the car park needs managing by the owner to be included on the next agenda.

20/113 **Highway Matters**

- 1. Update regarding Staffs County Council Highways to move forward with agreed Traffic Regulation Order and Residents’ Parking Zone in Keele Village – Mr Bibby Request regarding bus stop by Keele Farm had been received and also the University side of Keele Road. Nothing further has been heard. To be followed up later in the week and also with the University.

GB

20/114 **General Data Protection Regulations (GDRP)**

Data Breaches (72 hrs)/Information Security/Subject Access Requests (reminder) – Noted. Accessibility requirements for website update – Update already received.

20/115 **Keele Neighbourhood Plan – to note progress– Mr Bibby**

Design codes for the entire parish has been circulated. Outstanding item is in relation to the local green space to be provided – WN and DH to provide what they have done to VN. It may be that the consultant will input into the document and will need to have justification as to why against the locality criteria. There was some concern that there was a reference to Green Belt development adjacent to the village this caused some concern. A meeting to be held with the consultant to discuss this further at the appropriate time. Localised areas of flooding and comments re water bodies need to be included – DH comments to be sent to GB. The Sneyd Arms being a third iconic building to be considered – DH to send additional comments. VN to check if Keele Lodge is listed.

**VN
WN DH**

**DH
VN**

20/116 **Joint Local Plan (JLP) Standing Item**

Joint response with Silverdale Parish Council to the Joint Local Plan and to consider quotes for a planning consultant - No quotes as yet. The timescales are not yet known and there is no idea as to when it would be issued. Although it was noted that Stoke City Council are not expecting this until December at the earliest and would prefer not to rely on online consultation.

Noted that Paul Winsmill from CPRE attended a meeting to give an overview of the new white paper Planning for the Future. DH to circulate overview. Two options for unadopted Local Plans to follow, either the current system of inspection or to wait until legislation and go with the new streamlined process with no inspection or representation.

DH

Clerk to circulate the example response from SLCC for all to input into for the Planning response. GB to send a Parish Council response.

Clerk

20/117 **Keele/Silverdale/University Growth Corridor and Save our Green Space campaign (Standing Item) –**

1. To approve a budget for posters and receive update – **RESOLVED** to fund £40.
2. Assets of Community Value– consideration of Keele Golf Course form - Dr D Hindmarch – **RESOLVED** to support working with Silverdale Parish Council to make this application that the golf course should become an asset of community value.

DH

20/118 **Other matters**

1. Hedges, surface of pavements, weed spraying and sweeping (Standing item) inc Pepper Street & layby, Quarry Bank to Bypass and other areas – **RESOLVED** to note that the hedge will be cut this weekend by the Quarry Bank.

Footpath on Pepper Street bypass needs siding up to Quarry Bank exit. Clerk to obtain a quote and do a roundup weed spray and look to clear off dead vegetation. Sign overgrown – to be reported to Highways and if not then Steve Hough to deal with this. Weeds along Station Road on pavement and in gutters – Steve Hough to give a quote.

Clerk
Clerk
Next agenda
Next agenda

2. Village Clean – Cllr T Kearon
3. Scarecrow (Guy) Competition – to be considered for next year.

To be considered on the next agenda.

4. Joint circular to new residents with St John’s Church – Mr G Bibby
RESOLVED to part fund it with the PCC up to £50.

GB

5. Walley’s Quarry consultation/issues – Dr D Hindmarch

Noted that the increase in tipping has been requested. DH noted that the Mr Aaron Bell MP has supported the residents with their concerns. DH noted that there is no evidence to suggest it is coming from the quarry. **RESOLVED** that any letters of support would need to come from individuals not the Parish Council.

6. Resident concerns regarding broadband issues – Mr G Bibby

A poll is being carried out by a local resident to ascertain who is their provider and what speeds they obtain. Resident is looking into the cost for fibre to property and if they are eligible. SH and DM to lead on this to see if the grant is available. Noted that Sky and BT can only guarantee 7mbps currently as they are far away from the exchange.

SH
DM

7. Yew Tree service – to approve new part required for control £150 net

RESOLVED to approve this.

Clerk

20/119 **Planning applications – to provide comments on the following:**

[Works to Trees](#) Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BG Ref. No: 20/00844/TCA – No objections.

[Application for approval of a lighting scheme for construction and operation of the wind farm, as required by condition 16 of planning permission 18/00934/FUL](#) Land Adjacent To Springpool Wood, South Of Phase 3 And West Of Newcastle Golf Course, Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BW Ref. No: 18/00934/CN16 – **Note there are several applications for discharge of conditions** – No objections.

Staffordshire County Council consultation in connection with submission of details - Keele Quarry, Newcastle - ref. [N.02/17/258 MW D9](#) (deadline has passed info only) – Noted.

To consider commenting on the Betley, Balterley and Wrinehill Neighbourhood Plan - <https://www bbwplan.org/> - ends 5pm on 27th November 2020 – Noted.

To consider and approve a response to the 'Planning for the future' government consultation click [here](#) to view closes 29th October - This will be responded to.

DH GB

20/120 Clerk's Reports and correspondence

To note Staffordshire Fire Safety plan – 2020 – 2024 view here <https://www.staffordshirefire.gov.uk/your-service/our-safety-plan-2020-2024/> This was noted.

20/121 Any Other Business for future agendas

1. Management of Church Car park
2. Hollywood 4x4 cars and trailers on the grass verge on Pepper Street and mud on road – WN to contact organiser .
3. Mirror on the road Quarry Bank

WN

Meeting closes

1. **Date of next meetings:**, 17th November 2020, 15th December 2020, 19th January 2021, 16th February 2021, 16th March 2021, 20th April 2021

Meeting closed

Appendix A – Budget update and Draft Budget 2021/22

KEELE PARISH COUNCIL: Position statement as at 13.10.20						
	Approved Budget 2020/21 £	Actual to date £	Expected spend £	Estimated Outturn £	Variance £	Draft Budget 21/22
<u>EXPENDITURE</u>						
Clerk's Payment (and office expenses)	5500	2523	1800	4323	-1177	5,500
Litter payment inc March 20	1800	458	840	1298	-502	1800
Grounds Maintenance (19/20) and (20/21)	300	620	0	620	320	300
General/Admin Expenses				0	0	
Councillor Expenses/Room hire/Subs/Printing	775	39	736	775	0	775
Miscellaneous	200	55	145	200	0	200
Data Protection officer Staffs County (19/20 and 20/21)	300	505	0	505	205	300
Audit	80	63	0	63	-18	80
Insurance	700	430	0	430	-270	700
Remb. Sunday wreaths S137 (19/20 & 20/21)	20	0	40	40	20	20
Subscriptions				0	0	
Parish Council Associaton	285	270	0	270	-15	285
Society of Local Council Clerks	40	0	40	40	0	40
Campaign to Protect Rural England	15	0	15	15	0	15
Community Council	0	0	0	0	0	0
Information Commissioner	40	40	0	40	0	40
Parish Online Mapping	70	60	0	60	-10	70
Village Lengthsman Scheme (funded from reserves £1500)	0	460	1040	1500	1500	0
Church Yard contribution S137	950	1000	0	1000	50	950
Village Hall Contribution (Maintenance)	500	500	0	500	0	500
Misc Contingency	100	0	0	0	-100	100
Yew Tree Annual Maintenance	500	240	390	630	130	500
Seats, shelters and Notice Boards	400	560	0	560	160	400
Special Projects (eg Website, planning consultant, SOGS)	500	155	1600	1755	1255	500
War Memorial	100	0	100	100	0	100
Expenses					0	
Chairman	250	300	0	300	50	250
Rural Runabout	0	0	0	0	0	0
S137 (Church clock)	215	242	0	242	27	215
VAT (recoverable)	0	123	0	123	123	0
Total	13640	8642	6746	15388	1748	13640
Neighbourhood Plan	0	0	4463	4463	0	0
Total	13640	8642	11209	19851	1748	13640
<u>INCOME (- Credit)</u>						
	Budget	Actual	Expected	Outturn		
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	-	56.19	-	56.19		
NP Grant	-	4,463.00	-	4,463.00		
Miscellaneous inc NP grant	-	-	-	-		
Vat recoverable	-	495	122.80	617.48		
Total	13,640	18,204	573	18,777		
TOTAL OVERSPEND/-UNDERSPEND			Current year forecast	1,074.33	Overspend	

Approved Payment Schedule Oct 2020

BACS Reference	Payee	Particulars of payment	Amount £
Bacs 52	Steve Hough	Bus shelter clean x 2 280 if received	280.00
Bacs 53	Redoko	Website accessibility work £800 if received	800.00
Bacs 42 a	G Bibby	Zoom (paid twice in error in Sept) Oct	14.39
Bacs 54	C Withington	Land reg church car park	6.00
Bacs 55	C Withington	Oct Salary	266.47
Bacs 56	C Withington	Oct Expenses	15.00
Bacs 57	HMRC	Tax and NI Oct	66.60
Bacs 58	Steve Hough	Weeds on wall and grass at Yew Tree 21st Sept	100.00
Bacs 59	Jan Simpson	Locum August	43.40
Bacs 60	C Withington	Land reg Sneyd arms	6.00
		Total	1,597.86

Keele Parish Council Chair’s Report: October 2020

COVID

I have circulated the Volunteer Group and wider mailing list with

Planning

1. [Works to Trees](#) Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BG Ref. No: 20/00844/TCA

I have had a look at this and have no comment to make

2. [Application for approval of a lighting scheme for construction and operation of the wind farm, as required by condition 16 of planning permission 18/00934/FUL](#) Land Adjacent To Springpool Wood, South Of Phase 3 And West Of Newcastle Golf Course, Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BW Ref. No: 18/00934/CN16 – **Note there are several applications for discharge of conditions**

I have had a look at this and have no comment to make

3. Staffordshire County Council consultation in connection with submission of details - Keele Quarry, Newcastle - ref. [N.02/17/258 MW D9](#) (deadline has passed info only)
4. To consider commenting on the Betley, Balterley and Wrinehill Neighbourhood Plan - <https://www.bbwwplan.org/> - ends 5pm on 27th November 2020. I have no comment to make.
5. To consider and approve a response to the 'Planning for the future' government consultation click [here](#) to view closes 29th October

This is an important document which we should all read, it covers HMGov's proposed changes to the planning process. It is also, necessarily, technical in nature. Silverdale have submitted comprehensive comments on the proposed reforms, their Chair's background in planning has allowed these comments to be both pertinent and technical. I recommend that all Parish Councilors read the document; I will draft something for circulation and submission prior to the deadline.

From last month

1. **Additional Environmental Approval to extend the time limit of planning permission reference 13/00970/OUT for Residential development (maximum of 100 dwellings) Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire Ref. No: 13/00970/AEA**

Decision is to permit

2. Two storey side extension with balcony to first floor rear elevation 11 Highway Lane Keele Newcastle Under Lyme Staffordshire ST5 5AN Ref. No: 20/00668/FUL

Still pending

4. **Application for approval of a scheme to limit the surface water run-off generated by the proposed development is required by condition 28 of planning permission reference 13/00970/OUT for Residential development (maximum of 100 dwellings) Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire Ref. No: 13/00970/2CN28 (NOTE DEADLINE MAY HAVE PASSED)**

Pending: no new documents

5. **Application for approval of a scheme to manage the risk of flooding from overland flow of surface water on the proposed development is required by condition 29 of planning permission reference 13/00970/OUT for Residential development (maximum of 100 dwellings) Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire Ref. No: 13/00970/2CN29 (NOTE DEADLINE MAY HAVE PASSED)**

Pending: no new documents

6. Site Layout change to revise boundary lines for Plots 77, 78 and 79 University Of Keele Three Mile Lane Keele Newcastle Under Lyme Staffordshire Ref. No:

Decision is to permit

8. Application for a non-material amendment relating to alterations to planning permission 18/00934/FUL - Development of solar photovoltaic farm and energy storage facility known as "The Low Carbon Energy Generation Project (Solar Storage Development)" along with associated infrastructure Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BG Ref. No: 18/00934/NMA

Decision is to permit

9. Boggs Cottages The appeal date is set for 6th October. Postponed to early 2021

Parking

No further information from Staffordshire about the progress of the TRO's. Parking pressure was significantly less this September. Nevertheless, despite the presence of available, legal parking spaces on Keele Road, drivers still manage to park adjacent to the double white lines.

Neighbourhood Plan

We received a developing draft of the Dwsign Code work from AECOM which I have commented on. The document and my comments have been circulated to the Parish Council.

The Town Deal bid has been postponed to January and October and November's meetings cancelled. The next meeting is on 3rd December. There is a significant restructuring of proposals going on behind the scenes.

Yew Tree

I have prepared a 'bumper edition' of the Yew Tree. The draft is circulated with this report. It needs printing and delivering quickly as it contains information on Bonfire Night and Remembrance Sunday. I have asked residents to be considerate and avoid loud fireworks if they are planning a display. Remembrance Sunday cannot go ahead as a public event for obvious reasons. I am proposing a representative event with 6 people:

"The War Memorial belongs to the Parish Council and we have reluctantly decided not to hold such an event. Nevertheless, we judge it to be critical that our war dead are commemorated and intend to hold an outdoor commemoration at the War Memorial with six community representatives from the Armed Forces, Parish Council, Village Hall, WI, Scouts and the Church."

"

Save Our Green Space

The Petition now has over 2000 signatures. The Facebook page has over 600 followers. Publications in the Sentinel which include comments from Stoke suggest that the draft of the JLP will not be published

before December and will be subject to full community consultation and not just a 'digital' consultation. We need to be vigilant for attempts to enter consultation over the Christmas period (this has happened before). I suspect that the COVID situation will delay consultation into the New Year and that the JLP may well need revising in the light of HMGov's planning reforms.

Duncan is making progress on his application for the Old Golf Course to be declared an asset of community value. A sub-group is being set up to examine the Council's arguments for building more houses in the Borough than the current housing formula suggests are necessary. SOGS plan to have posters printed on Correx board or similar to post around the site and request a donation from Keele Parish Council of £40.

Hedges etc

Pepper Street hedge has now been cut. The hedge at the Quarry Bank lodge has not been cut as had been suggested. We will continue to try and get a site visit from County Highways. A leaf sweep of areas of the village was conducted last week with a two-person team. One of the road from between parked cars. Unfortunately, the Borough note they cannot give us more than two days notification of sweeps to allow us to try and manage traffic, this is disappointing and I have asked the Clerk to politely push the matter.

The hedge on Quarry Bank remains uncut and we need to send a strong reminder that it needs doing as a matter of urgency.

Broadband Quarry Bank and Pepper Street

We have received a complaint that the broadband on Quarry Bank and Pepper Street is slow and unreliable. The best connection speed seems to be around 9 mbps. The resident has undertaken to contact the local community to find out who their service providers are, what rate they have been promised and what actual speeds they are getting. Superfast Staffordshire show the area as 'Existing and planned commercial coverage', i.e. they have no plans to get involved. I have asked the resident to use the Openreach fibre checker to see if fibre to premises is available.

Village Hall

The decision has been taken to cancel the Christmas Party. The Village Hall team will decorate the outside of the hall. The usual Christmas Market at the Village Hall, in support of St John's Church cannot go ahead this year. Nevertheless, the traditional Keele Christmas card is available. It is £6 for 10 cards with envelopes or 65p per individual card and envelope Angela Studd will be happy to deliver packs of cards within a 3mile radius of Keele. All proceeds go to the church restoration fund. Its roof is badly in need of repair. If you would like cards, contact:

Angela Studd: astudd@btinternet.com
01782626372

The Village Hall has been painted and looks great. WiFi will be installed on 3rd November, the monthly cost will be £37 a month. The committee wondered if KPC would like to contribute to the cost. I will be recommending that, for the present, we decline to do so.