

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 17th November 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 T Wright (TW), Mr. P. Andras (PA). Mr L Cohoone (LC), Ms V Newman (VN), Cllr T Kearon (TK)

Clerk – Mrs C Withington

20/122 Public Open Forum

None

20/123 **Apologies** Mrs Hughes and Mr Meakin

20/124 **Declarations of Disclosable Pecuniary Interests - WN payment schedule**

20/125 **To note the draft minutes of the meeting held on 20th October 2020 to agree in principle, with the signing in person taking place at the next available full meeting**

1. To approve – Noted the amendment proposed was not approved. **RESOLVED** to approve them subject to the SLCC (Society of Local Council Clerks) being put in full.

2. Matters arising not on the agenda -

Clerk to check that the website domain has not been transferred and continues to be charged to the original purchaser. VN to check on the reminder when it comes through. **Clerk VN**

GB did not include the details of the precept in the Yew Tree and also stated that he has not yet had chance to speak to DJ or TK regarding ongoing maintenance obligations in the future. It was noted that NBC may not be in a position to continue maintenance as is currently provided. Noted there have been increases to cover lengthsman and also loss of Section 136 funding in previous years. Agreed to await the council tax base but it was noted that the annual precept it is not expected to increase. However we may have no choice but to increase in future years. Comments have been sent to Highways regarding double yellows no further feedback as yet.

Noted the Keele Lodge, the milestone, Newcastle Lodge and Lymes Lodge are listed but not the Sneyd Arms. A list has been circulated by VN. Noted that Drive Lodge and Holly Lodge are not separately listed. DH has not been able to circulate comments on the watercourses and localised areas of flooding for the Neighbourhood Plan. **DH**

Clerk has circulated the SLCC response and also DH circulated the ACRE response for Planning White Paper. Noted that a response has been submitted.

20/126 Finance

1. To further consider public comments if any on the budget priorities for 21/22 - see Appendix A – None as yet received.

2. To approve payments/orders, receipts and transfers - Appendix B – **RESOLVED** to approve as attached.

3. To appoint Mrs Evans as internal auditor for accounts year ending 20/21 and approve the attached terms of reference – see Appendix C – **RESOLVED** to approve the appointment in line with the agreed terms of reference and quote.

20/127 Covid – 19 – Community Response

1. Local Covid risks and responses – Chair has continued to send out bulletins. Keele has the lowest rate of infection per 100,000 in Newcastle and strong downward trend. That stats in the Newcastle are falling compared to South Staffordshire and Stoke areas. Noted that the Government data site is very useful. Noted the

University has been very proactive with the testing of the students which has contributed to the numbers coming down. **RESOLVED** to send a brief email of thanks to the Vice Chancellor. LC stated there are plans to hold a generalised test in relation to bubbles and a specific test, prior to isolating before going home to minimise transmissions between Keele and other areas.

GB

- 2. National Restrictions in place – Noted.

20/128 **Police Update** – No update from the police available. Noted that there was a concern about a van but it seems to be linked to milkman. RS felt it was a positive that we now have a milkman in the village and that they supply lots of other things as well. GB to circulate the details in the next bulletin.

GB

20/129 **To note (only) written reports circulated in advance:**

- 1. Chairman’s report – Noted as attached. A number of signs for SOGS will be put out in the agreed locations. A leaf sweep has been done of village.

- 2. County & Borough Councillors Cllr D Jones and Cllr Kearon TK to speak to Dave Adams regarding a village clean. TK has spoken to Keele Campus Residents Association (RA) to speak to Chair re issues on campus. Noted a meeting has been held with TK and DJ regarding the University’s plan for the future of residencies on campus and restrictions etc on rentals, house sales etc. Keele RA asked to engage with the Parish Council to ensure there is consistency rather than working in silos. There is some concern regarding the impact of this on the Precept.

TK

TK

- 3. Village Hall Management Committee – TW stated that they have met less than they would normally. Broadband issues still being pursued by the Chair of Management Committee who are due out tomorrow. Decorations are being put on the horse chestnut tree by residents along with Christmas lights. All meetings are currently suspended. A further round of grants have been invited for up to £1500.

- 4. Litter Picker report – This was noted. A total of 18 hours over 2 months. Flytipping continues to be reported and collected by Newcastle Borough Council. WN was thanked for her hard work.

20/130 **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 – Noted that this is covered on the Chair’s report.
- 2. Zebra crossing and trees overhanging – Ms V Newman – Noted that there was an incident with a near miss due to a person wearing dark clothes and trees overhanging street lights on edge of University green. GB to write to Keele University to asked that they are cut back by University. Cars need to obey the speed limit also.

GB

20/131 **General Data Protection Regulations (GDRP)**

Data Breaches (72 hrs)/Information Security/Subject Access Requests (reminder) -Noted.

Update re domain renewal – Noted earlier.

20/132 **Keele Neighbourhood Plan – to note progress– Mr Bibby** – Noted that nothing further received from consultants. GB will speak to them once all actions completed. VN provided a list for consideration which was agreed and have an argument to support them. WN requested the consultant’s comments on the other areas of land on the list provided by WN and DH. VN to send justification for the 4 areas proposed and also to look at other areas once received. The design code is being developed and it is looking very good. Comments were fed back regarding the development on green belt which will be confirmed or not in the policies which will determine the limits – to be taken to

**VN DH
WN**

Neighbourhood Plan forum. DH confirmed there are no watercourses. All to comment on the draft version.

DH
ALL

20/133 **Joint Local Plan (JLP) Standing Item)** A joint response with Silverdale Parish Council to the Joint Local Plan and to consider quotes for a planning consultant –

There is nothing as yet received regarding the JLP. Silverdale Parish Council proposed a split of 70% Silverdale Parish Council and 30% Keele Parish Council. **RESOLVED** to approve on this and if necessary to suggest this for other joint ventures. A second quote to be obtained once we are clearer on what’s required.

20/134 **Keele/Silverdale/University Growth Corridor and Save our Green Space campaign (Standing Item) –**

- 1. Assets of Community Value– consideration of Keele Golf Course form - Dr D Hindmarch – The signed minutes have not yet been received yet from Silverdale and this will be requested. Chair to also provide signed minutes from this meeting.

DH
GB

20/135 **Other matters**

- 1. Sneyd Arms – Asset of Community Value application – Mr G Bibby – Noted that additional information has been provided to the Borough Council.
- 2. Hedges, surface of pavements, weed spraying and sweeping (Standing item) to consider quotes for Pepper Street up to Quarry Bank weed spraying (£60) and removal of dead vegetation (£80), removal of growth round Highways sign A525 opp Pepper Street (£60) and weed spraying along Station Road on pavement and in gutters (£80) – **RESOLVED** to approve the quote. Clerk to report the weeds also if not already on Station Road as the road sweeper is struggling to pick up leaves due to weeds.
The hedge on the corner of Quarry Bank is to be pursued. The Chair will speak to the resident concerned to resolve this longstanding issue. The estimated cost is £40 for a tractor to cut the hedge. Hedge along Quarry Bank remains uncut but has been chased again. The broken gate (top bar missing) on Quarry Bank is a safety concern. Noted that the gate will cost £70 only. Next agenda to purchase and install the gate.
- 3. To agree the Annual Maintenance Schedule and obtain quotes to carry out the work – as circulated – **RESOLVED** to approve in draft form. The undergrowth under the village sculptures are on land owned by Highways and we will ask for an annual cut to both.
- 4. SPCA to promote ‘hedge cutting protocol - clear footpaths of cut debris – Mrs Naylor – WN feels this could be a SPCA protocol request for farming community. To push into road rather than on pavement. Clerk to ask if SPCA would develop this with other County Associations.
- 5. Quarry Bank Field Gate and possible footpath application – Mr G Bibby – Noted that the tenancy has lapsed with the Borough Council. The problem has now been resolved. A footpath application is to be progressed through the field and Redheath plantation which will be an extension for the cemetery. It was thought that a Section 53 application has been submitted. The Clerk to find out where it is on the list and to chase County Council for the application – to find out the date it was applied. In meantime the Chair will request a permissive right of way with the Borough Council.
- 6. Village Clean – Cllr T Kearon – To be progressed for the next meeting agenda.
- 7. Scarecrow Competition – to be considered for next year – Mr G Bibby – It was **RESOLVED** not to pursue this but to support the Village Hall.
- 8. Management of the Church Car park – Mr G Bibby – A number of issues have been raised over the summer. The car park is currently being used by the students and parents during school drop off. It has been requested that at the next PCC meeting they consider locking it.

Clerk
Clerk

GB

Next
agenda
GB

Clerk

Clerk
Next
agenda

TB

9. Resident concerns regarding broadband issues Pepper Street/ Quarry Bank – Mr G Bibby – Noted a small survey was carried out with only a few responses received. Postponed to the next meeting when Mrs Hughes and Mr Meakin will be present.
10. Hollywood 4x4 cars and trailers on the grass verge on Pepper Street and mud on road – Mrs W Naylor - Trailers should not be brought to the site and will stop them parking on the lane. Event organisers will monitor it and do what they can to stop it.
11. Mirror on the road opposite Quarry Bank – Mr D Meakin – Noted that this is unlikely to be accepted by Highways. No further action.
12. To approve costs for attendance at the planning portal virtual conference – No further action.

**Next agenda
DM SH**

20/136 Planning applications – to provide comments on the following:

[Application for approval of a Construction Environmental Management Plan \(CEMP\) as required by condition 10 of planning permission reference 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](#) 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/CN10 – No comment

[Application for approval of a Construction Environmental Management Plan \(CEMP\) as required by condition 5 of planning permission reference 18/00933/FUL - Development of two wind turbines known as "The Low Carbon Energy Generation Project \(Wind Development\)", one up to 77m to tip and one up to 67m to tip, along with associated infrastructure.](#) 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: 18/00933/CN05 – No comment.

Other planning applications were referred to in the attached chair's report.

20/137 Clerk's Reports and correspondence

1. To consider cancelling the 15th December Parish Council meeting, if so delegating authority to pay urgent items – **RESOLVED** to continue to meet in December but with a short agenda.
2. To renew contract for the irrigation servicing of Yew Tree at a cost to be notified – **RESOLVED** to approve £347 for the spring service to include extra work and £184 for the winter service.
3. Letter from resident at Westerdale Drive re path surface installed by Seddons – Noted that it has been surfaced with hardcore which is not accessible to the majority of users especially wheelchairs/mobility scooters. The Parish Council did not request any type of stone be used for the path or materials and the resident has been informed. GB to raise with Seddons at a future meeting.

GB

20/138 Any Other Business for future agendas

- **Reserves policy – Next agenda**

Date of next meetings:, , 15th December 2020, 19th January 2021, 16th February 2021, 16th March 2021, 20th April 2021

Meeting closed 20.50

Appendix A – Budget update and Draft Budget 2021/22

KEELE PARISH COUNCIL: Position statement as at 11.11.20						
	Approved Budget 2020/21	Actual to date	Expected spend	Estimated Outturn	Variance	Draft Budget 21/22
	£	£	£	£	£	
EXPENDITURE						
Clerk's Payment (and office expenses)	5500	2868	1450	4318	-1182	5,500
Litter payment inc March 20	1800	473	840	1313	-487	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	17	0	17	-3	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	830	0	830	430	400
Special Projects (eg Website, planning consultant, SOGS)	500	784	1000	1784	1284	500
War Memorial Expenses	100	0	100	100	0	100
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	161	0	161	161	0
Total	13640	9957	5756	15712	2072	13640
Neighbourhood Plan	0	0	4463	4463	0	0
Total	13640	9957	10219	20175	2072	13640

Approved Payment Schedule Nov 2020

BACS Reference	Payee	Particulars of payment	Amount £
Bacs 60	C Withington	Nov Salary	266.47
Bacs 61	C Withington	Nov Expenses	15.00
Bacs 62	HMRC	Tax and NI Nov	66.60
Bacs 63	Wenslie Naylor	Litter Sept to Nov 20	182.88
Bacs 64	G Bibby	Zoom Nov	14.39
Bacs 65	Steve Hough	Grass cutting by Yew tree 22.10	50.00
Bacs 66	Steve Hough	Bus shelter opp Village hall painting etc	220.00
Bacs 67	Access Irrigation	Winter service	214.80
Bacs 68	Redoko	Website accessibility work	450.00
Bacs 69	St Johns PCC	Poppy wreaths	17.00
Bacs 70	Graham Bibby	Newsletter printing and intro leaflet	125.50
Bacs 71	Urban Vision	Nplan	4,095.00
		Monthly Total	5,717.64

Keele Parish Council Chair's Report: November 2020

COVID

Regular bulletins going our which are copied to Parish Councillors. The latest bulletin was 15th November and consisted of local area data for Newcastle. This data shows Keele and Silverdale to have the lowest local infection levels and to have shown a 49% reduction in new infections over the last 7 days.

Planning

This month

1. Application for approval of a Construction Environmental Management Plan (CEMP) as required by condition 10 of planning permission reference 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 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/CN10

I have looked at thee documentation and have no comment to make

2. Application for approval of a Construction Environmental Management Plan (CEMP) as required by condition 5 of planning permission reference 18/00933/FUL - Development of two wind turbines

known as "The Low Carbon Energy Generation Project (Wind Development)", one up to 77m to tip and one up to 67m to tip, along with associated infrastructure. 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: 18/00933/CN05

I have looked at the documentation and have no comment to make

From last month

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

No Objection

4. [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**

Still pending

5. 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)

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

Consultation document completed and submitted by deadline

7. 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

Permit

8. **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

Pending: no new documents

9. **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

Pending: no new documents

10. Boggs Cottages The appeal date is set for February 2021.

Parking

I sent Alistair Bishop (1st November) of Staffs Highways a map showing the location of the requested double yellows on the University side of Keele Road and of the bus stop which we would like to protect with markings (cc Parish Councillors). I am awaiting a reply.

Neighbourhood Plan

I met with Lucy Sykes (AECOM) by Teams on Friday 13th November to review the developing design codes document. All requested amendments had been made and Lucy hopes to have a draft for circulation next week.

No further news available on the JLP

Yew Tree

All copies distributed promptly and well received as was the booklet for new residents. The Village Hall bauble template also went out with the Yew Tree and received positive comments.“

Save Our Green Space

The Cortex boards were printed and are awaiting posting. Our next meeting is December 7th.

Hedges etc

A leaf sweep of areas of Quarry Bank was conducted last week and received positive comment from Dr Harrison!. The hedge on Quarry Bank remains uncut and we need to send a strong reminder that it needs doing as a matter of urgency. The Lodge Hedge on Quarry Bank remains uncut.

The reasons for the strange notice on the field gate off Quarry Bank are now known and circulated to Parish Councillors. I am pleased to note that the Borough have resolved their issues with the tenant who now been able to gain access and spread the 'manure' over the field.

Conversations with Borough officers confirmed that the field is destined to be incorporated in the cemetery. This raises some interesting possibilities with regard to our proposal of a footpath from Quarry Bank to Silverdale. I am investigating.

Broadband Quarry Bank and Pepper Street

The residents' survey has been completed with limited responses. The responses received indicate a typical speed of 7 mbps with occasional outages. I would like to propose that the PC lead a bid for funding to implement fibre to the premises connections.

Village Hall

Of course, installing an internet connection has become a saga the magnificence of which dwarfs anything in Iceland. Suffice to note: Diane, daughter of Connie is in full battle gear and presents a magnificent sight.

It has been decided to light the sycamore tree in the car park to illuminate the baubles which people are making. The Insurance Company have OK'ed the idea and the technical and H&S issues are being addressed