

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 19th October 2021 at 7.00 pm

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 Val Newman (VN), Ms T Wright (TW), Mr T Kearon (TK)

Parish Clerk – Mrs D Powell

Present – Professor Rajmil Fischman representing Marita Thomsen and one member of the public were present.

21/114 Public Open forum

A member of the public attended the meeting to raise concerns over the increased parking issues in the village. GB advised that Traffic Regulation Orders were to be put in place in January 2022. The Police and the University security are active in trying to identify owners of dangerously parked vehicles in order to ask for the vehicles to be moved.

21/115 Apologies

Apologies were received and approved for Mr D Meakin (DM), Mr A Rowe (AR) and Ms M Thomsen (MT)

21/116 Declarations of Disclosable Pecuniary Interests

None

21/117 Co-option of a new Councillor

The required public notices having been displayed for fourteen days (on Parish Council noticeboards and website and the Borough Council website), the following resolution was proposed: the co-option of Marita Thomsen to fill the remaining vacancy on Keele Parish Council. It was **RESOLVED** to co-opt Marita Thomsen and for the Declaration of Acceptance of Office and the Disclosure of Pecuniary Interests forms to be signed. The Council welcomed Ms Thomsen.

21/118 To note the draft minutes on 21 September and agree

1. To approve - **RESOLVED** to sign the minutes as the true and accurate record. An amendment was requested to 21/102 to add the Section 15A Notice at Keele Golf course query. The minutes were signed after the meeting by the Chair.
2. Matters arising not on the agenda –
 - a. DH is awaiting a response to the letter sent to the Police Force regarding the use of the Club House for training and an update from the borough council relating to the Section 15A Notice query. **DH**
 - b. GB had sent a letter to the Secretary of State regarding the Direction to pursue the Footpath S53 at Quarry Bank/Redheath. A response had been received and DP is to follow the matter up with The Planning Inspectorate. **GB/DP**
 - c. WN and SH to take the width of the footpath and draft a letter to Cllr Huckfield and request that the footpath be widened or the bus service be re-installed. **WN/SH**
 - d. DH is to prepare a further article for CPRE. **DH**
 - e. Schedule a meeting with the Clerk to discuss ways to make the Parish Council more proactive and improve efficiency. A meeting is arranged for 27th October 2021. **DP/GB/RS/
VN**
 - f. In relation to dog fouling. VN advised the meeting that dog fouling stickers are to be placed on the Newcastle Borough Council bins.

21/119 Covid-19 Community Response

St John's School had some cases amongst the children but effective measures insured there was no further spread in school. Other than that, infection rates in the village had been stable in recent weeks. However, rates in Newcastle under Lyme are rising. TK advised that two school years' at Madeley High School had been sent home. The School is awaiting the Government rollout of Covid vaccinations for 12-15 year olds.

21/120 Finance

1. To approve payments/orders, receipts, and transfers - **Appendix A - RESOLVED** to approve the payments as attached. It was **RESOLVED** to authorise DP to transfer £2000 from the Deposit to the Current account.
2. To note the Budget update – **Appendix B** – The budget update was noted. GB informed the meeting that the finances are on track and healthy. Maintenance expenditure is high which is to be expected during the first part of the year due to the work carried out over the warmer months on hedges and clearing footpaths.
3. To note and approve the bank reconciliation – **Appendix C**. – The bank reconciliation was noted.
4. To note that GB and VN now have access to the Parish Council bank account for dual authorisation of payments purposes. This was noted.

21/121 To note (only) written reports circulated in advance:

1. Chairman's report – noted as attached. In addition:
 - a. There had been no updates on the Boggs Cottage appeal which is delayed due to Covid.
 - b. A Christmas Party is planned for 19th December 2021 from 4pm to 8pm at the Village Hall and entry is free. The Chestnut tree is to be decorated with pom-poms this year.
 - c. Heavy rain had caused flooding. The gully is clear and open and the excess water disappears after the rain has stopped. The drainage capacity in the centre of the village needs to be reviewed and has been referred to County.
 - d. Resurfacing is to take place on Highway Lane.
 - e. Seddon have applied through Knights to the borough council for a change of housing design for the Pepper Street site. A special parish council meeting is to take place on Monday 25th October 2021 to discuss the parish council's response.
 - f. The consultation of Newcastle Borough Council's Issues and Options paper opens on 1st November 2021 for six weeks. A series of consultation events are to be held whereby five of the six geographical zones will get one meeting. Leafletting is planned to encourage comments and a response.
2. County & Borough Councillors Cllr Huckfield and Cllr Kearon.

TK advised that he had a meeting arranged with the new Police and Crime Commissioner on 29th November 2021 and asked that the Parish Council and the Residents Association advise him of any questions they would like to be raised, e.g. parking and any other matters. TK is keen to raise as many questions as possible.

21/122 General Data Protection Regulations (GDPR)

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

There have been no breaches.

21/123 **Other matters**

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|---|-----------------|
| 1. Update on the Knights Templar x 2 sculptures. The contract is awaiting signature from Staffordshire County Council. DP to contact the Legal Department of Staffordshire County Council to try to move the contract along. | WN/DP |
| 2. Memorial for Cllr John Downing – to arrange an inauguration. This item is to be reviewed early next year. | GB/TW |
| 3. Update for information only on the broadband issues Pepper Street/ Quarry Bank –Mr Meakin/Mrs Hughes. Update for information only on the broadband issues Pepper Street/ Quarry Bank –Mr Meakin and Mrs Hughes. It was decided to invite Martin Crutchley to the November meeting to discuss the matter of including certain addresses. TK advised that he has re-established connections with the BT department dealing with marketing new services and connecting services. TK informed the meeting that rural Newcastle is approaching the top of the waiting list for the installation of fibre optic broadband. | DM/SH |
| 4. Walleys Quarry – For information. The stakeholders update had been circulated. The perma capping is complete and work on the wells, to address the noxious smells, continues. | |
| 5. Update on hedges, verges, highways, and footpaths. See the Chair’s report. And in addition: | |
| a. RS raised the issue of overgrown Yew trees. GB offered to inspect the overgrown trees and discuss the matter with owner. The owner has agreed to take remedial action. | |
| b. A complaint had been received about the overgrown hedge on Quarry Bank. The member of the public appreciates that hedge cutting is not the responsibility of the Parish Council. The hedge will be cut by the resident. | |
| c. It was reported that the 4x4s’ had met and there were reports of reckless driving on Pepper Street including driving on the grass. A letter will be sent to the organisers. | DP/WN |
| 6. Update on the tree planting initiative fund, community orchard and Keele conservation volunteers. Platinum Oaks is going ahead. Discussions are ongoing with Staffs County Council regarding potential sites in Station Road and Pepper Street. There is funding for five trees and a site meeting is to take place to finalise the sites on Station Road. | WN |
| 7. To note the quote for £100 to carry out siding, clearing and trimming of trees from the pavement at the lower end of Chapel Close. It was RESOLVED to approve the quote to instruct Steve Hough to carry out the maintenance work. | |
| 8. To discuss the re-siting of the bench opposite the Village Hall. A number of options were discussed for the re-positioned of the bench. VN and WN were asked to map the new location of the bench and to share this with ROTH for their approval. Also to approach Seddon to obtain their agreement to make good the site with hard standing and to lay a path up to the bench | VN/WN |
| 9. Update on the Local listed buildings review for Keele. WN, VN and RS to meet at the Village Hall to review. To be reviewed again next year. | VN/WN/RS |
| 10. To decide on the location of the Keele sign. GB will circulate the photographs of the proposed sites for the sign and ask councillors to vote. The decision will go with the majority vote. | All |

21/124 **Keele Neighbourhood Plan (Standing Item) – to note progress– Mr Bibby**

GB/VN/RS

GB had circulated the comments received from Gemma Marsh (Borough Planning) on the draft Keele Neighbourhood Plan. A meeting had taken place with the consultant from Urban Vision. Following suggestions KPC is to work through the policy document and make amendments in respect of special policy areas. VN had highlighted the fact that Keele Village is a closed historic village and RS was asked to provide historical information relating to this. It was agreed to accept the amendment to the policy on the Historic Parks and Gardens suggested by Keele University.

21/125 **Borough Local Plan (LP) Standing Item**

This matter is also being addressed through SOGS and draft responses are to be prepared urgently. A meeting with parish councils had taken place. A discussion followed between DH and TK regarding the Local Plan. DH is in touch with Staffordshire Wildlife Trust. There is the option on Staffordshire Wildlife Trust’s website to “pin” local areas that are considered valuable.

21/126 **Keele/Silverdale/University Growth Corridor and Save our Green Space (SOGS) campaign (Standing Item)** Item covered in reference 21/125

21/127 **Planning applications – to provide comments on the following:**

[21/00958/TWA | T1 Horse Chestnut, Fell. T2 Horse Chestnut, Reduce two main south facing branches by 2-3m and reduce some long branches on north facing by 1-2m. | 54 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH \(newcastle-staffs.gov.uk\)](#) It was **RESOLVED** to defer to the Tree Protection Officer’s expert advice.

[21/00919/FUL | Erection of gates at the entrance to the Villa and the Barn | The Hawthorns The Village Keele Newcastle Under Lyme Staffordshire ST5 5AH \(newcastle-staffs.gov.uk\)](#) No comments registered.

Boggs Cottages Appeal update – no progress due to Covid.

Correspondence

21/128 The SPCA bulletins previously circulated were noted.

21/129 **Any Other Business for future agendas**

Date of next meetings:

Keele Village Hall onwards - 16th November 2021, 21st December 2021, 18th January 2021, 15th February 2021, 15th March 2021,

Meeting closed at 21.03.

Approved payments schedule – Appendix A

DATE	REF	PAYEE / PAYOR	Description	PAYMENTS
19/10/2021	BACS	VAST payroll services	HMRC October 2021	84.40
19/10/2021	BACS	Mrs D Powell	Salary October 2021	352.45
19/10/2021	BACS	Mrs D Powell	Reimbursement for the purchase of a Lenovo Laptop	439.98
19/10/2021	BACS	Mrs D Powell	Reimbursement for MS Office September 2021	11.28
19/10/2021	BACS	Mr G Bibby	Reimbursement for Zoom payment	14.39
19/10/2021	BACS	Steve Hough	Grass cutting under the Yew tree. Inspection report on 10/09/2021 and cleaning of Highway Lane noticeboard, cutting away hedges from Quarry Bank noticeboard, rubbed down and restained.	355.00
			Total	1,257.50

Keele Parish Council Chair's Report: October 2021

COVID

Local case rates in Keele and Silverdale are roughly stable but rising in Newcastle.

Planning Applications

October 2021

21/00958/TWA | T1 **Horse Chestnut, Fell. T2 Horse Chestnut, Reduce two main south facing branches by 2-3m and reduce some long branches on north facing by 1-2m.** | 54 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH (newcastle-staffs.gov.uk). My recommendation is to leave the matter to the TPO

21/00919/FUL | **Erection of gates at the entrance to the Villa and the Barn** | The Hawthorns The Village Keele Newcastle Under Lyme Staffordshire ST5 5AH (newcastle-staffs.gov.uk). I have no objections, documents were circulated to Parish Council and I have received no comments.

September 2021

21/00806/TWA | Application for notification of **works to trees in a conservation area | 21 Westerdale Drive Keele Newcastle Under Lyme Staffordshire ST5 5FH** (newcastle-staffs.gov.uk) for comment by 23 September 2021. My recommendation is that we leave this matter to the Tree Protection Officer

July 2021

Keele University: Intention to submit an application for **planning permission to open up the Newcastle Lodge for a bus entrance**. Decision pending

Ongoing

COUNTY COUNCIL PLANNING APPLICATION NO. N.12/09/216 MW D2 for submission of details in compliance with conditions 5 (Working Plan), 6 (Progress Plan), 38 (review of approved Final Restoration Plan) and 39 (detailed **Restoration and 5 year Aftercare Scheme**) of planning permission N.12/09/216 MWat Walleys Quarry Landfill(consultation ends 21days from 9thJune.e 30thJune –to County Council). Still undergoing consultation despite deadline having passed

Retention of rear sun room Finney Green Farm Finney Green Leycett Newcastle Under Lyme Staffordshire ST5 6AB Ref. No: 21/00306/FUL : Decision is to permit.

Boggs Cottages Appeal

Rescheduled until such a time as face to face hearings are judged to be possible. No further update.

Parking

This has been something of a roller coaster this month. Alistair Bishop of County raised concerns in my mind about whether the scheme was going ahead or not. I had a very helpful chat with him where he outlined that the concern was over the coast of illuminated signs on the A525 clearway. I wrote and spoke to Derrick Huckfield on the issue and have also been in contact with Dave Jones and the local police. The matter seems to have been resolved according to the following I received from PCSO Amanda Crank.

I have set PC Jez Moore on the task of chasing up highways, especially around the Keele Road parking issue. Jez has received a reply that the works should be completed early next year. He states that they have been approved and are currently out for quotes. Once they have collected them in they will go to Dave for him to pick a company and they will be instructed to add the work to their diary at their first available slot.

Previously when able PC Wilson was completing the process of Summons to court for those that were parking adjacent to the lines, residents would not see this as it doesn't form part of a ticket, it is him witnessing them, evidencing it and then sending them to our processing unit to bring them to court for points and fines. Quite a lot were done and it resolved a small amount of the issues.

However as they are now a new set of students we are having to start the process again.

We start with education which is what we are doing again now at least 50 cars have had notices put on explaining that it is illegal to park next to the solid white lines and the VRMs have been taken so we can identify repeat offenders.

Keele University residents life lead- Amy has been asked to send an everyone to everyone email to all the students explaining the legislation and not to park there and they have also agreed to put this out on their student social media forums.

Keele security manager Nigel has been coming up and monitoring the issues and will be taking it to university bosses to see if there is anything that they can action in terms of student discipline and contracts. (this is good as that is a council road and is technically not the uni's responsibility to enforce), however they are keen to help resolve it.

Once we have done a bit of education and we feel confident that the message has been up out there, the Police Officers will start the process of fines/points again, please to emphasis that residents will not visually see this as it is not something that is put on the car at the time. Also bear in mind that demand is high at the minute and officers will not be free everyday to complete that action. However where they can they will be doing.

It has also gone out on police forums.

I will let you know how jez gets on chasing up the council. He is office bound at the minute so makes sense for him to chase it up.

Also residents need to bear in mind the parking on the pavement is not illegal so we are unable to enforce that other than if they are causing a full obstruction of the pavement, as in a person cant walk past and also if they are blocking someone's vehicle in a driveway (unfortunately it does work the other way around, ie a person cannot get in their driveway). So we do need to make sure we are still pushing for the double yellow lines there also.

Renovation of Statues

Despite having worked with the Derbyshire Environmental Trust to modify the contract with regard to public access to the site, Staffordshire County Council have still to sign! Debra will be chasing up the issue with Mr Greatbatch.

Platinum Tree Planting

Rob Steele made a site visit to look at the identified planting areas. He undertook to check the utilities buried on the two sites: Station Road and Pepper Street. There were no issues with Pepper Street but utilities may pass under the proposed site on Station Road. Wenslie and I are arranging another site visit with Rob to identify alternatives.

Whilst Rob was with us, I took him to look at the vegetation behind the Knights sculpture and along the footpath at the top of Keele Road. He has acknowledged Staffordshire's responsibility for the outgrowth behind the sculpture and undertaken to have it cut back. He also identified that the vegetation obstructing the footway and impinging on utility cables/ lighting at the top of Keele Road is an issue for Staffs to tackle and is pursuing the matter.

Neighbourhood Plan

We met with Jemma Marsh and Shawn Fleet of Borough Planning on Thursday 23rd September to discuss our developing policies. There were some queries about both the parking policy and our special policy areas (fields between the village and the A525). We robustly defended our position in both these areas. Jemma pointed out some areas requiring further work and has sent us some helpful suggestions for further work. I have sent these to Hannah Barter to seek her views and am circulating with this report.

Borough Plan

The current start date for the Issues and Strategic Options Consultation is Monday 1st November. Keele and Silverdale Parish Councils are holding an informal Zoom meeting tomorrow evening with various local Parish Councils to share our views on the strategic options presented by the Borough.

I have an edition of the Yew Tree in the final stages of preparation but am holding back on finalising it until we have the date and further details of the consultation.

Village Hall

Broadband

You will gather that no pole nor line was installed and that we still have no broadband. On this occasion, the engineer failed to turn up on time but called Diane. He thought he was coming to install a second telephone line! This is the 11th failed 'visit' to install broadband. Diane has now heard back from BT that they will need to seek planning permission for a pole. No such permission has yet been sought.

Keele Christmas Party Sunday 19th December 4.00pm to 8.00pm

Residents of all ages in the parish are invited to attend the party organised by the village hall committee. This is a great opportunity to gather together to celebrate the festive season. Free light bites and drinks will be served throughout the event. Just turn up.

Keele Village Hall – Decorating The Chestnut Tree.

Last year during the height of the pandemic the committee decorated the tree in the car park with lights and baubles made by residents. This year everyone is invited to make Poms Poms for the tree. Instructions are attached with this bulletin and will also be delivered with the next issue of the Yew Tree. Please leave your pom poms in the blue box by the door to the village hall by Monday 22nd November.

Public Realm

The sub-committee haven't met this month. We received a query from a resident of Quarry Bank about the uncut hedge along the footway. Debra has been in touch with the tenant and answered the mail from the resident.

Recent heavy rains resulted in flooding in the centre of the village and concern amongst some residents with whom I have been in touch. The gully outside the most 'at risk' property is not blocked and water rapidly subsides once the rain stops. The issue is, in my opinion, one of drainage capacity. I raised the matter with Alistair Bishop at County who has sent my query to Dale Arthur who deals with such issues. I have not yet heard back from Dale.

Thanks to Wenslie for giving me early warning that County intend to resurface and do drainage work on Highway Lane. I did indeed receive a call from a resident a couple of days later and undertook to investigate. Alistair Bishop pointed me towards an officer... he has yet to get back to me. More significantly, Rob Steele contacted me and noted that 'a parish councillor and another resident, had approached staff on site...'. He was anxious to know who the Parish Councillor might have been so that he could contact them...

The short version of this is that the planned works are part of the routine maintenance schedule which has its own budget. Should we be successful in redirecting the work elsewhere, it would NOT be in Keele and no extra funds would be available to us. I think it is best to let the work proceed.