

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 15th March 2022 at 7.00pm at Keele Village Hall

Attendees: Parish Cllrs: Ms Val Newman (VN, Acting Chair), Dr R Studd (RS), Dr D Hindmarch (DH), Ms W Naylor (WN), Mr A Rowe (AR)

Parish Clerk – Ms D Powell (DP)

Present – Two members of the public were present.

33/22 Public Open forum

Two members of the public attended the meeting to discuss the hosting of Ukrainian families in the area. Information was shared to be distributed to members. A Committee is to meet to discuss. The members of the public left the meeting at 7.10pm.

34/22 Apologies were received from:

Mr G Bibby (GB), Ms S Hughes (SH), Ms M Thomsen (MT), Ms T Wright (TW attended remotely for part of the meeting).

35/22 Declarations of Disclosable Pecuniary Interests

None.

36/22 To note the draft minutes of the meeting held on 15th February and agree

To approve – An amendment was requested to 23/22a and 24/22b. It was then **RESOLVED** to approve the minutes as the true and accurate record and the minutes were signed by the Acting Chair.

37/22 Actions arising from the meeting held on 15th February 2022

- a. DH draft letter to NBC requesting that the decision regarding the S15A on Keele Golf Course be debated in council. **DH**
 - Item deferred to the May meeting.
- b. To provide an update regarding the Direction to pursue the Footpath S53 at Quarry Bank/Redheath. Matter ongoing with the ROW Legal Department at SCC. WN to draft a letter to request a permissive path in the meantime. **WN/DP**
 - A letter had been sent to the Property Team at NBC.
- c. WN and SH to provide an update regarding the letter sent to Cllr Huckfield and the request that the footpath be widened, or the bus service be re-installed. (WN/SH) Cllr Huckfield had passed the matter on to SCC Highways to see if the footpath could be widened. **WN/SH**
 - Item deferred to the April meeting.
- d. Update on the Knights Templar x 2 sculptures. The contract is awaiting signature from Staffordshire County Council. DP to contact the Head of the Legal Department of Staffordshire County Council to try to move the contract along. **DP/WN**
 - A response had been received that the matter would be looked into at SCC.
- e. Update for information only on the broadband issues Pepper Street/ Quarry Bank

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–Mr Meakin/Mrs Hughes. It was decided to invite Martin Crutchley to a meeting to discuss the matter of including certain addresses. Martin Crutchley has been invited to the meeting on 19th April.

SH/DP

- Item deferred to the April meeting.

f. To provide an update on the tree planting initiative fund, community orchard and Keele conservation volunteers. WN has secured funding from Ibstock Bricks and is waiting for confirmation of final funding from the Climate Action fund.

WN

- Funding is arranged and the matter is in the hands of NBC. WN to chase.

g. To provide an update on the sign off meeting of the Hawthorns and the finishing off of the curbs, road surface and drain covers and the replacement of street lighting. To receive feedback from the meeting of 24th February 2022. (AR)

AR/DP

- The sign off date has not yet been agreed. Curbs, drain covers and roads are the last to be done. The antiquated street lighting is to be removed. Hedges and fences along the village road need attention. The dry-stone wall, a historic feature of the village, needs repair work. The school carpark curb stones need replacing. DP was asked to write to Seddons about the dry-stone wall and to request the removal of materials left on the site.

h. To discuss the Commemoration of the Jubilee and involvement in ‘The Big Lunch’ event. A tea party is planned for 5th June 2022 at the Village Hall. Residents are to be invited to decorate their homes to commemorate the Jubilee and to hold street parties. GB to ask the School and Church to be involved in the events. The new tenants of the Sneyd will be approached to see if they would like to be involved. To receive feedback from the Platinum Jubilee committee.

**TW/DS/WN
/SH/MT**

- A meeting is arranged for 7 April and an update is in the Chair’s report.

38/22 Other matters

- Update on hedges, verges, highways, and footpaths.
 - The Hedge and Veg Committee is meeting on 2 April.
- TRO and parking issues
 - To request a review with Highways regarding the parking problems including enforcement and completion of the yellow lines.

39/22 Finance

- To approve payments/orders and receipts - **Appendix A RESOLVED** to approve the payments.
- To approve a transfer of £1000 from the deposit to the current account. **RESOLVED** to approve the transfer.
- To note and approve the budget report – **Appendix B RESOLVED** to approve the budget report.
- To note and approve the bank reconciliation – **Appendix C RESOLVED** to approve the bank reconciliation.
- To appoint the internal auditor. **RESOLVED** to appoint the internal auditor.
- To note the 2021/22 National Salary Award and to approve the Clerk’s pay increase. **RESOLVED** to approve the Clerk’s salary back pay and pay increase.

40/22 To note (only) written reports circulated in advance:

- Chairman’s report.

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- The report had been circulated.
- In addition, it was noted that gully on Quarry Bank Road and Keele Road opposite Three Mile Lane need clearing. The drain outside 2 Station Road is to be cleared.

b. County & Borough Councillors Cllr Huckfield and Cllr Kearon.

- No County or Borough Councillors were present.

41/22 General Data Protection Regulations (GDPR)

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

- There had been no breaches.

42/22 Keele Neighbourhood Plan (Standing Item) – to note progress– Mr Bibby

- The document is to be edited and a meeting held to discuss changes.

GB/VN/DP

43/22 Borough Local Plan (LP) (Standing Item)

Comments are still being processed by NBC. Item deferred.

44/22 Planning applications – to provide comments on the following:

[22/00099/FUL | Erection of Detached Dwelling | 14 Highway Lane Keele Newcastle Under Lyme Staffordshire ST5 5AN \(newcastle-staffs.gov.uk\)](#) No comments.

[22/00149/PLDLB | Application for certificate of lawful development for internal alterations and repairs to a Grade II Listed Building | Newcastle Lodge Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5AU \(newcastle-staffs.gov.uk\)](#) No comments.

45/22 To note the Staffordshire Parish Councils Association Bulletins and correspondence received: - Appendix D - This was noted

46/22 In camera item for discussion

The matter was discussed and deferred.

47/22 Any Other Business for future agendas

Dr Studd advised that he would be stepping down as a Parish Councillor having been a Member of the Council since 1974. VN thanked Dr Studd for his many years of valuable contribution and advice.

Meeting closed at 8.20pm

Date of next meetings:

Keele Village Hall onwards

19th April 2022, 17th May 2022, 21st June 2022, 19th July 2022.

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Keele Parish Council
Payment schedule March 2022

DATE	REF NO	PAYEE / PAYOR	DESCRIPTION	NET	VAT	PAYMENTS
15/03/2022	BACS	VAST payroll services	Payroll charges and preparation of the payroll year end	25.00	5.00	30.00
15/03/2022	BACS	Staffordshire Parish Councils Association	Annual subscription SPCA and NALC Affiliation	315.07	0.00	315.07
15/03/2022	BACS	Mrs D Powell	Salary (March 2022)	352.45	0.00	352.45
15/03/2022	BACS	VAST payroll services	HMRC Mth 12	84.40	0.00	84.40
15/03/2022	BACS	SLCC	Membership fee	50.03	0.00	50.03
15/03/2022	BACS	Mrs D Powell	Expenses (MS Office subscription and postage)	16.25	1.88	18.13
15/03/2022	BACS	Mr G Bibby	Zoom reimbursement	14.39	0.00	14.39
15/03/2022	BACS	Mr Steve Hough	Noticeboard inspections 08/03/2022	60.00	0.00	60.00
			Total	917.59	6.88	924.47

Chair's Report 14th March 2020

My report is briefer than usual as it is being written from FAR AWAY ;-). This may well prove to be a good thing!

Planning

The letter objecting to the proposed lifting of a condition preventing piling driving on the land off Pepper Street was sent before the deadline, having first been circulated to Councillors.

Dave Jones: Cllr Silverdale, has written to Planning requesting a meeting between them, the PC and residents of Boggs Cottages.

I will make a report on outstanding planning issues on my return to the UK.

Hedge and Veg

Rob Steele has been sent Sue and Wenslie's measurement of the Pepper Street footpath. He is working with Dave Greatbatch to investigate if a widening scheme would be possible.

Cllr Huckfield is working with Rob Steele to organise a meeting with the University to insist they provide sufficient free parking on campus to prevent parking in the Village. We may be invited to such a meeting.

A meeting of the committee for the Platinum Jubilee renovation of the Community Orchard has been scheduled for 4th April, 14:00 at 2, Church Bank.

Rob Steele informs me that Staffs have no schedule for cleaning road signs or removing redundant signs. He will be happy to facilitate a clean of key signs by the PC. He needs the precise location of

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such signs to be identified. I will write to the bulletin list in due course asking for residents to identify signs requiring cleaning/ cutting back on my return. Councillors are also invited to write to me with precise locations. We can then get a quote for the work and decide if we wish to go ahead. The Clerk has written to John Tradewell: Head of County Legal, to try and progress the issue with the Keele Sculptures. He is looking into the matter.

Jubilee

The Jubilee Committee will meet on Thursday 7 th April at 2, Church Bank to discuss organising events for the Jubilee Holiday. I have representatives from the Village Hall, School, Campus, PC, Campus

Residents and the Hawthorns.

Hawthorns Signing Off meeting: 24 th Feb

I attended with Andy Rowe and residents of the Hawthorns. We met with representatives from the Management Company Contractors and a representative from Seddon. The content of the meeting was similar to that of the informal meeting reported in my last bulletin.

St John's

The Headteacher, Mrs McAvan, will be retiring in September. The Governors are currently in the process of appointing a new Headteacher.