

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 19th April 2022 at 7.00pm at Keele Village Hall

Attendees: Parish Cllrs: Mr G Bibby (GB Chair), Ms Val Newman (VN), Dr D Hindmarch (DH), Ms W Naylor (WN), Mr A Rowe (AR), Ms S Hughes (SH)

Parish Clerk – Ms D Powell (DP)

Present – No members of the public were present.

48/22 Public Open forum

No one present

49/22 Apologies were received from:

Ms M Thomsen (MT), Ms T Wright (TW attended remotely), Dr R Studd (RS)

50/22 Declarations of Disclosable Pecuniary Interests

None.

51/22 To receive an update from Mr Martin Crutchley of Openreach, Rural Engagement.

Not present. To be invited to the June meeting

52/22 To note the draft minutes of the meeting held on 15th March 2022 and agree

To approve –It was **RESOLVED** to approve the minutes as the true and accurate record and the minutes were signed by the Chair.

53/22 Actions arising from the meeting held on 15th March 2022

a. DH draft letter to NBC requesting that the decision regarding the S15A be debated in council. Item deferred to the may meeting. **DH**

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. A letter to request a permissive path had been sent to the Property Team at NBC. **WN/DP**

- The Property Team are still looking into the matter.

c. 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. Cllr Huckfield had passed the matter on to SCC Highways to see if the footpath could be widened. Item deferred from the March meeting. **WN/SH/DP**

- There are no further updates. DP to send the letter and footpath measurements to Rob Steele at Staffordshire Highways.

d. Update on the Knights Templar x 2 sculptures. The contract is awaiting signature from Staffordshire County Council. Awaiting the outcome of discussions between DET and SCC. **DP/WN**

Signed byDated.....

- An agreement has been reached between SCC and DET. The contract is to be signed by all parties.
- e. Update for information only on the broadband issues Pepper Street/Quarry Bank Road. Martin Crutchley has been invited to the meeting on 19 April. **SH/DP/GB**
- Mr Crutchley was not present. An email had been received stating that funding had been approved for the scheme and Broadband would be available in the future but community pledges would be needed to confirm usage. GB to ask Mr Crutchley to attend the meeting in June.
- f. To provide an update on the tree planting initiative fund, community orchard and Keele conservation volunteers. Funding is arranged and the matter is in the hands of NBC. **WN**
- The installation of a plaque is also to be negotiated with NBC. WN to follow up.
- g. To provide an update on the sign off of the Hawthorns and the finishing off of the curbs, road surface and drain covers and the replacement of street lighting DP to write to Seddons about the dry-stone wall and removal of the materials left on site. (AR/DP) **AR/DP**
- A meeting is to take place on 17th May 2022 regarding the handover from Seddons. The materials left on site will be removed at the end of the development. DP to follow up on the request for photographs of the dry stone wall.
- h. To discuss the Commemoration of the Jubilee and involvement in 'The Big Lunch' event. To receive feedback from the Platinum Jubilee Committee Meeting on 7 April. **TW/DS/WN /SH/MT**
- The notes of the meeting have be included in the Chair's report. The event is to be publicised.

54/22 Other matters

- a. Update on hedges, verges, highways, and footpaths.
The A525 footpath has been cleared of vegetation.
The cleaning of signage around the Village was discussed. VN and WN were asked to take a map and note which signs within the boundary of the Parish needed cleaning. Once identified to request permission from SCC Highways to appoint a contractor, **VN/WN**
- b. Update on TRO and parking issues.
The gaps in the yellow lines have been filled in. GB has written to Rob Steele at SCC Highways to remind him of the outstanding issues relating to lines for the urban clearway. **GB**
- c. Information on uncontested election and procedures for co-option of new Councillors.
There are four councillor vacancies. As this was an uncontested election for KPC, NBC has confirmed that KPC can go ahead and co-opt councillors from the May meeting. Councillors were asked to find suitable candidates. **ALL**

55/22 **Finance**

- a) To approve payments/orders and receipts - Appendix A. **RESOLVED** to approve the payments.
- b) To approve a transfer from the current to the deposit account. **RESOLVED** to approve the transfer.
- c) To note and approve the bank reconciliation – Appendix B. **RESOLVED** to approve the bank reconciliation.
- d) To note and approve the budget report – Appendix C. **RESOLVED** to approve the budget report.
- e) To note the VAT Reclaim of £234.40. Noted.
- f) To note the remittance advice relating to the Precept. Noted

56/22 **To note (only) written reports circulated in advance:**

- a. Chairman's report.
 - The report had been circulated.
 - Keele University Housing Policy consultation is about to begin. A letter to the Vice Chancellor had been drafted by GB and circulated for approval. It was **RESOLVED** for DP to send the letter requesting that KPC be consultees in the process.
- b. County & Borough Councillors Cllr Huckfield and Cllr Kearon.
 - No County or Borough Councillors were present.

GB/DP

57/22 **General Data Protection Regulations (GDPR)**

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

- There had been no breaches.

58/22 **Keele Neighbourhood Plan (Standing Item) – to note progress– Mr Bibby**

- The document is to be edited to include the Housing Needs Assessment and Heritage report. The document is to be sent out to KPC, the Planning Department and the NDP consultant in relation to S14 approval.

GB/VN/DP

59/22 **Borough Local Plan (LP) (Standing Item)**

No further news.

60/22 **Planning applications – to provide comments on the following:**

[18/00698/NMA | Application for a non material amendment of planning permission 18/00698/FUL to revised plans to include addition of extra stairwell to Block C Tower, relocation of Block C Tower and reconfiguration of ground floor plant/bin store. | Keele University, Unit 1 Keele Newcastle Under Lyme Staffordshire ST5 5BG \(newcastle-staffs.gov.uk\)](#) No objection

[21/01174/FUL | Proposed detached Summerhouse | 5 Crossing Place Keele Newcastle Under Lyme Staffordshire ST5 5FJ \(newcastle-staffs.gov.uk\)](#) No objection

[13/00970/CN24 | Application for approval of the Construction Traffic Management Plan as required by planning permission 13/00970/OUT - Residential development \(maximum of 100](#)

Signed byDated.....

[dwellings\) | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire \(newcastle-staffs.gov.uk\)](#) comments registered 22 April 2022

61/22 **To note the Staffordshire Parish Councils Association Bulletins and correspondence received: - Appendix D** - This was noted

62/22 **Any Other Business for future agendas**

GB thanked the councillors for serving on the Parish Council over the last five years.

Meeting closed at 9 pm

Date of next meetings:

Keele Village Hall onwards

The Parish Assembly, Annual Meeting and next Regular Meeting will be held on 10th May 2022, commencing at 6pm.

Dates of following meetings: 21st June 2022, 19th July 2022, 16th August 2022, 20th September 2022

**Keele Parish Council
Payment Schedule April 2022**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
19/04/2022	BACS	VAST	HMRC Mth 1 and RTI submiss	158.60	8.00	166.60
19/04/2022	BACS	D Powell (Salary)	Salary (including backdated pay)	489.40	0.00	489.40
19/04/2022	BACS	D Powell (Expenses)	MS Office and postage	16.77		16.77
19/04/2022	BACS	Steve Hough	Inspection reports, bus shelters and speed signs	220.00	0.00	220.00
19/04/2022	BACS	Mr G Bibby	Zoom reimbursement	14.39	0.00	14.39
		Total		899.16	8.00	907.16

Keele Parish Council Chair's Report: April 2022

University consultation on Housing Policy

Keele Parish Council have become aware, through the Keele Campus Residents Association, of an upcoming consultation with stakeholders, on a University Housing Policy. The University does not have such a policy at the moment. I would like to write to the Vice Chancellor, pointing out that the Parish Council is a stakeholder in any such policy and requesting to be included as a consultee. We can discuss the issue at our meeting on Tuesday 19th April under 'Chair's Report'.

Planning Applications

April 2022

18/00698/NMA | Application for a non material amendment of planning permission 18/00698/FUL to revised plans to include addition of extra stairwell to Block C Tower, relocation of Block C Tower and reconfiguration of ground floor plant/bin store. | Keele University, Unit 1 Keele Newcastle Under Lyme Staffordshire ST5 5BG (newcastle-staffs.gov.uk): no objections

21/01174/FUL | Proposed detached Summerhouse | 5 Crossing Place Keele Newcastle Under Lyme Staffordshire ST5 5FJ (newcastle-staffs.gov.uk) for comment by 21 April 2022. Advice requested from Conservation Officer

February 2022

22/00094/FUL | Removal of condition 21 (There shall be no impact piling undertaken in the construction of the development hereby permitted.) of planning permission 13/00970/OUT | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire. Letter of objection sent, issue pending consideration

13/00970/CN24 | Application for approval of the Construction Traffic Management Plan as required by planning permission 13/00970/OUT - Residential development (maximum of 100 dwellings) | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire. We missed this in February. The proposals are uncontroversial but should be scrutinised carefully. The matter is pending consideration, I am sure any comment we wished to make would be considered.

22/00099/FUL | Erection of Detached Dwelling | 14 Highway Lane Keele Newcastle Under Lyme Staffordshire ST5 5AN. Also missed in March, we need to act quickly on this. We have missed deadline for comments but the matter is still pending consideration, we have a few days to comment. This MAY be permitted infill development in the greenbelt. The development is in the garden of 14 Highway Lane. FOR DISCUSSION AT OUR MEETING

November 2021

21/00779/FUL | **Proposed Single Storey Dwelling | Red Heath House Pepper Street Keele Newcastle Under Lyme Staffordshire ST5 6QJ.** Comments submitted, pending consideration

Boggs Cottages Appeal

I met with representatives from Planning, Dave Jones and residents of Boggs Cottages as an observer and supporter on Thursday 14th April. The meeting was amicable and Elaine explained what the Borough could and could not do in supporting its case for eviction. (see previous report)

Highways

The issues with drainage on Station Road have been prioritised by County, a new gully is to be installed in the coming weeks.

Road Closure`

Signed byDated.....

Keele Drive temporary road closure - Tuesday 19 April 2022 8.00 - 17.00

Keele Drive will be temporarily closed on Tuesday 19 April 2022 from 8.00 - 17.00 to undertake essential water main infrastructure works.

Keele Drive will be closed after the entrance to Holly Cross and Church Plantation Flats and up to the Keele Village entrance (please see the location plan). Vehicle and pedestrian signage will be in place to advise of the road closure.

The bus service will run around the campus ring road and signage will be in place to direct passengers to the correct stop. The bus stop adjacent to Holly Cross will be closed whilst the work is underway.

A525 By - Pass – pedestrian crossing

The parish council has funded clearance of vegetation from the two stepped footpaths leading from fields either side of the by -pass. The work has recently been carried out by Stuart Abbotts who has done an excellent job.

The 'gaps' in the lines have now been filled in and the 'bend' is free of parking. A Parish Councillor contacted me to relay a complaint from the tenant of the large field. His access is in an 'unprotected' section of the road and is often blocked. This is an offense in law and Police will remove vehicles. I have contacted Highways who inform me that 'I-beam' marking could be installed but at the owners expense. I am pursuing further details of this. I am also pursuing further information on the 'marking-up' of the Urban Clearway, so far, with limited effects!

Infringements of the TRO can be reported at:

[Report problem parking online - Staffordshire County Council](#)

Renovation of Statues

I am pleased to note that DET and Staffordshire have reached an agreement on the contract and that the project should now be able to move forward.

Meeting to discuss renovation of Community Orchard

Representatives of KPC met with the Keele Conservation Group to discuss the renovation of the Community Orchard. The Vice Chair took notes:

Following a walk around the orchard looking at the work that has been done and the work still needed the following items were agreed:

	<u>What</u>	<u>Who</u>	<u>When</u>
1.	Produce an annual calendar of work for each month/season	Wenslie	14/04/22
2.	Proposal re ongoing management for the Parish Council to consider at the next meeting, before sending to Borough Council for discussion and agreement	Wenslie	14/04/22

Signed byDated.....

3.	Include agenda item on next PC meeting to approve contracting Steve Hough to do some immediate bramble clearance	Val	19/04/22
4.	Investigate grant opportunities for funding, both specifically for Jubilee and ongoing maintenance	Diane	31/05/22
5.	Consider creating an online guide to the orchard, with a QR code for use on visits and generally promote the facility within the community	All	Ongoing

Platinum Jubilee

Representatives from The Parish Council, The Village Hall, The Hawthorns, The Sneyd Arms, Campus Residents, St John's School, and Church met recently to discuss ideas for the celebration. These include a tea party at the village hall, an open day and exhibition at the church, entertainment at the pub and KPA. Residents and businesses are invited to decorate the exterior of their homes/premises with bunting etc on the theme of Jubilee. Residents may wish to consider arranging their own street parties. All events are subject to the level of interest and availability of volunteers to organise.

Meeting with Clerk

The Chair and Vice Chair met with the Clerk on Thursday 14th April to discuss in more detail her involvement in the Neighbourhood Plan, website and production of the Yew Tree:

Neighbourhood Plan

GB to send Housing Needs Assessment, Heritage and Character Report and Design Code documents to DP.

DP to recirculate current policy document to Parish Councillors.

DP's contract with Whitmore PC officially ends on 16th June. However she is hoping to leave at the end of May or earlier if they recruit someone sooner. . DP has already reviewed policy document and will move forward to elaborate into a draft plan after this date.

Website

Currently has large amounts of out-of-date articles and in need of an update. It was decided that the current site was over-ambitious and proposed to strip it back to basics. DoE memorial to be removed. Web form to communicate with the webmaster confusing to users and to be removed. News, NP, What's On, COVID bulletin, Useful Information sections to be considered for removal or update.

New Parish Council to consider Facebook page to replace bulletin.

Yew Tree

Signed byDated.....

Agreed that twice yearly was sufficient. A new edition to be prepared for May, following the results of the local elections. DP to be in charge of scheduling, editing and arranging printing. Articles to be produced by Parish Councillors and DP (where appropriate). Proposals for May's edition:

- Election results inc. Parish Council
- Brief bio of new Parish Councillors
- Platinum Jubilee Plans
- Neighbourhood Plan progress
- Parking/ TRO's
- Borough Plan
- Hedge and Veg
- Stink

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Other items

GB researching additional equipment to improve streaming of PC meetings

Annual Hedges letter to be sent by DP to hedge owners/tenants

Co-option of new Parish councillors

We will need to co-opt 4 new Parish Councillors prior to our June meeting. DP to set out rules for the process at April PC meeting . All Parish Councillors asked to consider possible candidates and forward to Chair/ Clerk for consideration by the new PC after May 5th.