

## **MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Tuesday 10<sup>th</sup> May 2022 at 6.30pm at Keele Village Hall**

Attendees: Parish Councillors: Mr G Bibby (GB Chair), Ms V Newman (VN), Ms W Naylor (WN), Mr A Rowe (AR), Ms S Hughes (SH), Ms M Thomsen (MT), Ms T Wright (TW), Mr D Jones (DJ)  
Parish Clerk – Ms D Powell (DP)

Present – Two members of the public were present.

**69/22 To nominate and elect the Chair and signing of the Declaration of Acceptance of Office**  
**RESOLVED** to appoint Mr G Bibby as the Chair. The Declaration of Acceptance of Office was signed.

**70/22 To nominate and elect the Vice chair.**  
**RESOLVED** to appoint Ms Val Newman as the Vice Chair. The Declaration of Acceptance of Office was signed.

**71/22 Apologies – None.**

**72/22 Co-option of new councillors. Following the results of the uncontested election the following Resolutions to be duly proposed:**

- a. That Mr Tony Arnold be co-opted to fill one of the existing councillor vacancies on Keele Parish Council and signing of the Declaration of Acceptance of Office.  
**RESOLVED** to Co-opt Mr Tony Arnold to one of the vacancies on the Parish Council.
- b. That Ms Moyra Downing be co-opted to fill one of the existing councillor vacancies on Keele Parish Council and signing of the Declaration of Acceptance of Office.  
**RESOLVED** to Co-opt Ms Moyra Downing to one of the vacancies on the Parish Council. The Declarations of Acceptance of Office were signed.  
Parish Councillors Arnold and Downing were welcomed to the Parish Council.  
VN to create a poster advertising the remaining councillor vacancies. (VN)

**73/22 Declarations of Disclosable Pecuniary Interests - none**

**74/22 Public Open Forum**  
Speakers will be limited to 5 minutes each up to a total of 15 minutes.

**75/22 To note the draft minutes of the meeting held on 19<sup>th</sup> April 2022 and agree**  
**RESOLVED** to approve the Minutes.

**76/22 Finance**

- a. To approve the grant request for £1000 for Church Yard Maintenance at St Johns.  
DJ declared an interest in the Churchyard. The application was discussed. The matter was deferred to the June meeting and the payment put on hold.
- b. To consider the renewal of the Insurance Policy at a cost of £440.87 (last year £434.59) **RESOLVED** to approve the Insurance Policy renewal.
- c. To approve the renewal of Parish Online at a cost of £96 **RESOLVED** to approve the renewal and payment to Parish Online.
- d. To approve the Chair's Allowance (Section 115 LGA 1972) £250 budgeted. **RESOLVED** to approve a payment of £300.
- e. To approve payments/orders, receipts and transfers - **Appendix A RESOLVED** to approve the payments except the grant payment. The payment in respect of the defibrillator pads was discussed. **RESOLVED** to approve the Receipts. **RESOLVED** to

Signed by .....Dated.....

approve a transfer of £12,000 to the Deposit Account.

- f. To note and approve the bank reconciliation – **Appendix B RESOLVED** to approve the bank reconciliation
- g. To note and approve the budget report – **Appendix C RESOLVED** to approve the budget report.

**77/22 To review the Standing Orders, Financial Regulations and Risk Assessment.**

These were reviewed and it was **RESOLVED** to make no changes to the Standing Orders, Risk Assessment and Financial Regulations as previously adopted.

**78/22 To nominated representatives as follows and to receive reports.**

- a. Staffordshire Parish Councils Association - To nominate a representative.  
**RESOLVED** that Mr G Bibby would be the representative.
- b. Borough Standards Committee – To nominate a representative.  
**RESOLVED** that Ms Val Newman would be the representative.
- c. Betley Keele and Madeley Locality Action Partnership - To nominate a representative.  
**RESOLVED** that Ms W Naylor would be the representative.
- d. Village Hall Management Committee - To nominate a representative.  
**RESOLVED** that Ms S Wright would be the representative.
- e. Keele University Estates meeting – To nominate representatives  
**RESOLVED** that Mr G Bibby would be the representative.
- f. To nominate representatives for other responsibilities as appropriate. It was agreed that this would be done in due course.

**79/22 Actions arising from the meeting held on 19<sup>th</sup> April 2022**

- a. DH draft letter to NBC requesting that the decision regarding the S15A be debated in council. Item deferred to the May meeting.  
**RESOLVED** that DJ would pursue the matter with the borough council on behalf of the parish council. DP to redraft the letter.
- 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)  
No further progress. WN to contact the Officer at SCC. DP to send the contact details to WN.
- 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. The letter had also been forwarded to Rob Steele at SCC Highways. (SH/WN/DP)  
Rob Steele is to measure the footpath.
- d. Update on the Knights Templar x 2 sculptures. The contract is awaiting signature. (WN/DP)
- e. Update for information only on the broadband issues Pepper Street/Quarry Bank Road. Martin Crutchley to be invited to the June meeting. (GB/SH/DP)  
Fibre to premises in Keele is scheduled over the next eighteen months. GB to write to Martin Crutchley to establish the exact area of Keele.

Signed by .....Dated.....

- 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 to chase. A plaque is also to be negotiated. (WN)

The plaque has been ordered. WN to follow up with the borough council on payment of the invoice. A Community Orchard Maintenance Plan is to be co-ordinated. Wildflowers have been sown around the trees in the Common Orchard.

- 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 and repairs to the dry-stone wall. (AR/DP)

There is a sign off meeting arranged for 17<sup>th</sup> May 2022. The drains and road surfaces will be the last to be addressed before the estate is finished. The paths on the estate should all be of the same quality. The hedge on Quarry bank Road was previously the developer's responsibility.

- h. To discuss the Commemoration of the Jubilee and involvement in 'The Big Lunch' event. (TW, DS, WN, SH, MT)

There is not the volume of input required to hold a buffet at the Village Hall. There is a street party taking place at the KPA on Saturday 4<sup>th</sup> June. The photo display is almost complete. A music weekend is planned by The Sneyd Arms.

#### **80/22 Other matters**

- a. Update on hedges, verges, highways, and footpaths.  
VN and WN had walked around the village and established that nine road signs need cleaning. Permission is to be requested from SCC to appoint a contractor. WN has reported road debris to SCC for removal.  
The Hedge and Vegetation Committee are due to meet in June. WN also carries out the litter picking.  
The verge cutting in the village is to be monitored as it has been noted that the verges remain uncut. GB to follow this up with SCC.
- b. Update on TRO and parking issues.  
The yellow lines up to the junction were discussed. WN is to approach Councillor Huckfield to find out if the original plans took the yellow lines up to the edge of the A525 curb side.

#### **81/22 To note (only) written reports circulated in advance:**

- a. Chairman's report. The report had been circulated. The meeting discussed the University's Consultation on Housing Policy. It was **RESOLVED** that KPC entirely supports the view of Keele Campus Residents Association regarding the needs of communities in housing on the campus. GB to respond to the consultation and write to the Vice Chancellor.
- b. County & Borough Councillors. Dave Jones had been elected as the Borough Councillor for Keele. GB congratulated DJ.
- c. Village Hall Management Committee. This matter was covered earlier in the meeting.

#### **82/22 General Data Protection Regulations (GDPR)**

Data Breaches (72 hrs)/Information Security/Subject Access Requests (reminder).  
No breaches had been reported.

**83/22 Keele Neighbourhood Plan (Standing Item)**

The NDP document is to be reviewed, amended and updated in June prior to sending onto Planning Policy for consideration for S14 consultation.

**84/22 Borough Local Plan (Standing Item)**

Save Our Green Space continue to be active and have links with other local green space organisations.

**85/22 Planning applications – to provide comments on the following:** No planning applications have been received. Planning application updates are contained within the Chair's report.

**86/22 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Appendix D. This was noted.**

**87/22 Any Other Business for future agendas**

**Meeting closes at 8.50pm**

**Date of next meetings:**

21<sup>st</sup> June 2022, 19<sup>th</sup> July 2022, 16th August 2022, 20th September 2022

**Appendix A**

**Keele Parish Council  
Payment Schedule May 2022**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
10/05/2022	BACS	Richard Lawton	Keele Community First Responders.Reimbursement for defib pads for Sneyd Arms defibrillator	95.88	0.00	95.88
10/05/2022	BACS	Zurich Insurance plc	Parish Council Insurance 01/06/22 to 31/05/23	440.87	0.00	440.87
10/05/2022	BACS	Mrs D Powell	Salary	435.72	0.00	435.72
10/05/2022	BACS	VAST	HMRC Month 2	105.00	0.00	105.00
10/05/2022	BACS	Ms D Powell	MS Office reimbursement	11.28	0.00	11.28
10/05/2022	BACS	Parish Online	Parish Online subscription	80.00	16.00	96.00
10/05/2022	BACS	Mr G Bibby	Zoom reimbursement	14.39	0.00	14.39
10/05/2022	BACS	Mr Steven Hough	Grass cutting under the Yew tree. Noticeboard inspections	110.00	0.00	110.00
10/05/2022	BACS	Mr G Bibby	Chair's Allowance	300.00	0.00	300.00
		Total		1593.14	16.00	1609.14

**Keele Parish Council  
Receipts Schedule May 2022**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
11/04/2022	TFR	Newcastle Borough Council	Precept 2022/23	15967.00	0	15967.00
		<b>Total</b>		<b>15967.00</b>	<b>0.00</b>	<b>15967.00</b>

## Keele Parish Council Chair's Report: April 2022

### University consultation on Housing Policy

We wrote to the Vice Chancellor requesting that the Parish Council be a consultee which he accepted. The consultation document and the proposed response from the Keele Campus Residents Association has been circulated to Parish Councillors. The issue will be discussed at our meeting on the 10<sup>th</sup> May.

### Planning Applications

#### May 2022

Application for a non-material amendment relating to alterations to planning permission 20/00162/REM to amend window pattern, central mullion added, amendment to curtain wall pattern, central mullion added, louvres added at ground and roof level, mechanical plant indicated at roof level and garage door omitted and replaced with double door . The Science Park Keele Road Keele Newcastle Under Lyme Staffordshire ST5 5SP

Ref. No: 20/00162/NMA | Validated: Thu 05 May 2022 | Status: Pending Consideration. I have no objections

Application for a non-material amendment relating to alterations to planning permission 20/00649/FUL - Rear single-storey extension. Hazeley Paddocks Keele Road Keele Newcastle Under Lyme Staffordshire ST5 5AL

Ref. No: 20/00649/NMA | Validated: Tue 12 Apr 2022 | Status: Pending Consideration. I have no objections

Tree works: Keele Lodge Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5AU

Ref. No: 22/00361/TCA | Validated: Mon 04 Apr 2022 | Status: Pending Consideration. I have no objections

**Interestingly, the following items were not present when I did my April search, clearly they were posted after our meeting. They show that the University are 'restarting' the Horwood Hall redevelopment. The plans do not seem to have changed from those submitted a few years back. The applications are to fulfil conditions of the original approval.**

Application for approval of tree protection measures as required by condition 20 of planning permission 18/00698/FUL -Demolition of 732 student bed-spaces and the erection of 20 new buildings to provide 1,685 student bedrooms (1706 student bed-spaces) and social hubs at Horwood and Lindsay Halls and the provision of car parking at Barnes and Horwood Halls. Keele University, Unit 1 Keele Newcastle Under Lyme Staffordshire ST5 5BW

Ref. No: 18/00698/CN20 | Validated: Thu 31 Mar 2022 | Status: Pending Consideration

Application for approval of Construction Management Plan as required by condition 07 of planning permission 18/00698/FUL -Demolition of 732 student bed-spaces and the erection of 20 new buildings to provide 1,685 student bedrooms (1706 student bed-spaces) and social hubs at Horwood and Lindsay Halls and the provision of car parking at Barnes and Horwood Halls. Keele University, Unit 1 Keele Newcastle Under Lyme Staffordshire ST5 5BW

Ref. No: 18/00698/CN07 | Validated: Mon 28 Mar 2022 | Status: Pending Consideration

Application for approval of Site Investigation Report as required by condition 03 of planning permission 18/00698/FUL -Demolition of 732 student bed-spaces and the erection of 20 new buildings to provide 1,685 student bedrooms (1706 student bed-spaces) and social hubs at Horwood and Lindsay Halls and the provision of car parking at Barnes and Horwood Halls. Keele University, Unit 1 Keele Newcastle Under Lyme Staffordshire ST5 5BW

Ref. No: 18/00698/CN03 | Validated: Wed 16 Mar 2022 | Status: Pending Consideration

Application for approval of detailed remediation scheme as required by condition 04 of planning permission 18/00698/FUL -Demolition of 732 student bed-spaces and the erection of 20 new buildings to provide 1,685 student bedrooms (1706 student bed-spaces) and social hubs at Horwood and Lindsay Halls and the provision of car parking at Barnes and Horwood Halls. Keele University, Unit 1 Keele Newcastle Under Lyme Staffordshire ST5 5BW

Ref. No: 18/00698/CN04 | Validated: Wed 16 Mar 2022 | Status: Pending Consideration

## **April 2022**

21/01174/FUL | Proposed detached Summerhouse | 5 Cressing Place Keele Newcastle Under Lyme Staffordshire ST5 5FJ (newcastle-staffs.gov.uk) for comment by 21 April 2022. Advice received suggesting there were no issues

## **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. Pending consideration, comments from SH sent

22/00099/FUL | Erection of Detached Dwelling | 14 Highway Lane Keele Newcastle Under Lyme Staffordshire ST5 5AN. No objections, pending consideration

## **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

## **Highways**

The work on Station Road to move the gully , Rob Steele is pursuing.

Rob has written to Amy Humphries, the officer responsible for TRO's etc asking we be updated

on the progress of the **Urban Clearway** (26<sup>th</sup> April). I have reminded Amy we need a response (6<sup>th</sup> May).

We await further information on how landowners proceed with the installation of field entrance protection markings.

## **Renovation of Statues**

I believe contract has now been signed, we should be able to proceed with the work.

## **Platinum Jubilee**

Diane and Tish might have lead on arrangements for a party at the hall but both have significant other private commitments during May which prevent them from spending time on this. For various reasons only one other member of the hall committee is available on the day. Consequently, the event will not now go ahead.

It is expected that there will be activities at the school (in the week before the Jubilee week), The Sneyd and KPA. Marita provided the following update on the campus:

*The KPA event will go ahead on the Saturday, trying to get permission to close one road and have food/drinks outside, so that it can have a proper street party feel. Everyone is, of course, very welcome to come from all around Keele. Exact timings and other specifics TBC but we're thinking some fun for the kids, music, decorations and, of course, the KPA will be open and serving.*

*Jules also mentioned that the decorating budget could perhaps be extended to brighten up other areas, if anyone should wish to decorate elsewhere?*

I have heard from Wenslie Naylor who will be working with Fr. Peter Jones to organise a display of historical photographs at the church. I imagine that many households will spend the long weekend celebrating the occasion privately or just enjoying the time off work. We need to be realistic about our volunteer resources to arrange public events and support those activities that are going ahead.

## **Neighbourhood Plan**

The clerk has circulated the current working document to all Parish Councillors as requested. It is intended to submit it to Planning for consideration for section 14 consultation:

*The Regulation 14 consultation*

*Neighbourhood planning regulations (Regulation 14) require the draft neighbourhood plan proposal to be the subject of a pre-submission consultation before it is submitted to the local authority for independent examination. The consultation should last at least 6 weeks. The neighbourhood planning body will need to approve the consultation draft of the plan and that the Regulation 14 consultation takes place.*