

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 15 November 2022 at 7.00pm at Keele Village Hall

Attendees: Parish Councillors: Mr G Bibby (GB, Chair), Ms V Newman (VN), Ms S Hughes (SH), Ms M Downing (MD), Mr C Ashton (CA), Mr A Rowe (AR), Ms T Wright (TW) and Ms M Thomsen (MT), Mr D Jones (DJ).

Parish Clerk – Ms D Powell (DP)

Two members of the public were present

147/22 Public Open Forum

Speakers will be limited to 5 minutes each up to a total of 15 minutes.

A member of the public raised the fact that the gullies which had been causing flooding under the bridge, had been unblocked. The footpath over the Narley was also raised. GB advised that this matter rested with SCC and not the PC and that he had written to officers at SCC. The overgrown footpath is preventing use of the ramp. A request is to be raised with Mr S Hough regarding short term hedge cutting.

Station Road had been sprayed with weed killer. Mr Hough to be asked to spray the bottom half of Station Road.

The member of the public left at 7.09pm

148/22 To receive apologies

Apologies were received from Ms W Naylor (WN), Mr T Arnold (TA), Ms C Cox (CC).

148/22 Declarations of Disclosable Pecuniary Interests - none

149/22 To note the draft minutes of the meeting held on 18 October 2022 and agree

- a. To approve the minutes. It was **RESOLVED** to approve the minutes.

150/22 Finance

- a. To approve payments/orders, receipts and transfers - **Appendix A**
RESOLVED to approve the payments.
- b. To note and approve the bank reconciliation – **Appendix B**
RESOLVED to approve the bank reconciliation.
- c. To note and approve the budget report – **Appendix C**
RESOLVED to approve the budget report.
- d. To consider the Budget for 2023/24.
It was proposed not to increase the Precept other than considering an increase in line with inflation. A suggestion was made that the total maintenance budget be increased to £4500.
- e. To note the new NALC pay scales from 1 April 2022.
The new NALC pay scales were noted.

151/22 Actions arising from the meeting held on 18 October 2022

- a. 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) DP to chase NBC regarding the request for a permissive path and to follow up on the Freedom of Information request to SCC to request copies of the documents.

DP to escalate to John Tideswell at SCC and DJ to address with Martin Hamilton.

- b. 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. Update following Rob Steele's formally submitted request.
No further update.
- c. Update on the Knights Templar x 2 sculptures. (WN/DP)
DP to contact Staffordshire University to enquire if the engineering students are able to assist.
- d. Update for information only on the broadband issues Pepper Street/Quarry Bank Road.
For information only. KPC is monitoring the situation.
- e. To provide an update on the tree planting initiative fund, community orchard and Keele conservation volunteers. Update on the Community Orchard Plan and the yew tree irrigation issues.

To be placed on the next agenda that GB proposes that KPC take on the maintenance of the Community Orchard.
- f. 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)

Seddons Homes has passed the groundwork onto Trinity. The roads and footpaths have not been completed. Core samples have been taken from the roads by SCC. DJ informed the meeting that SCC had pre-approved plans for the adoption of the roads on the estate. No dates have been given for the completion of the roads and footpaths. There are two holes in the school carpark. On 18 November 2022 AR met with a representative from Seddons and a report was completed about the condition of the estate. The report included the dry-stone wall. At a meeting on 25 November 2022 Ms Byass is to look at the issues on with the estate. No date has been given for the completion of the estate. AR, GB and RS had walked the estate and a list of issues was prepared.
- g. Summer House and Bird Bath in historic Park and gardens, obscured by outgrowth of vegetation. GB to draft a letter to Keele University Estates Department. WN to make a Historic List application. (WN/MD)
This matter has been dealt with.
- h. Cleaning of road signs in Keele village. Awaiting reply from Rob Steele.
SCC had cleaned the large sign. GB to communicate with RS to see if KPC could arrange for the signs to be cleaned.
- i. Parking in the visibility splay – to send a letter to Cllr Huckfield and to the Portfolio Holder for Highways. VN to draft the letter and send to DP.
GB had written to David Greatbatch. VN to photograph parking in the visibility splay. DJ informed the meeting that the original plans had included yellow lines in the visibility splay but at some point, these had been removed from the plans.

152/22 **Other matters**

- a. Update on hedges, verges, highways, and footpaths.
This matter was covered earlier in the meeting.
- b. Update on TRO and parking issues.
This matter was covered earlier in the meeting.
- c. Historical Local Listing – to establish a sub-committee.
VN and WN to establish a subcommittee.
- d. University Housing Policy and the impact on historic buildings and housing stock.
MT and a member of the Keele Residents Association gave a verbal presentation regarding the Keele University Housing Policy. KPC **RESOLVED** to support Keele Residents Association and for GB to write to Keele University Vice Chancellor in relation to the University Housing Policy and the NDP.
- e. To consider items for the Budget 2023/24.
This matter was covered earlier in the meeting.
- f. Closure of Post Office.
The Post Office is being closed after Christmas by Morrisons. DJ to write to Royal Mail and the VC at Keele University.
- g. Hawthorns: Adoption of Highways and footways.
This matter was covered earlier in the meeting.
- h. Hawthorns multiple occupancy matters.
No evidence at present.
- i. To confirm the re-appointment of Barrie Wardell as a Representative trustee of Keele Parochial Charities for the term of four years, from 22 September 2022.
It was **RESOLVED** to approve the re-appointment of Barrie Wardell as a Representative trustee of Keele Parochial Charities for the term of four years, from 22 September 2022.

153/22 **To note (only) written reports circulated in advance:**

- a. Chairman's report – as circulated.
- b. County & Borough Councillors – Mr D Jones gave the following report.
The consultation on the second stage of the Local Plan containing sites for development is due to commence.
A poster calling for Brownfield sites had been distributed by NBC.
There had been leaks to the press regarding the Council Tax increase.
Regarding the levelling-up fund, NBC had £50m of Government funding. Costs had risen astronomically creating a shortfall and as the Government is not meeting the shortfall this has to be met by NBC. Therefore, Council Tax may rise significantly.
Keele Homes application to remove conditions on impact piling on Pepper Street. This was originally refused due to noise. Seddons want to remove the condition and supplied an extensive consultation document which demonstrated no loud noise which went before the Planning Committee. There was not a majority vote to pass the removal of the condition and the matter was deferred to the next meeting. Actual sound levels had been requested by DJ and an assessment by an Environmental Officer to confirm that the noise levels would not be a nuisance.
Bradwell crematory is expanding. Crematory and cemetery regulations are changing. VN to check regarding Keele cemetery.
GB thanks DJ for his report.

154/22 **General Data Protection Regulations (GDPR)**

Data Breaches (72 hrs)/Information Security/Subject Access Requests (reminder). – none.

155/22 **Keele Neighbourhood Plan (Standing Item)**

The Policy document is to be sent to NBC.

156/22 Village Hall update (Standing Item)

No meeting had taken place. The building is safe but there is a movement issue. A consultant engineer report had been provided. Quotes were required from builders.

157/22 Borough Local Plan (Standing Item)

Consultation on the draft document is due in Spring 2023. Seven thousand homes are the housing target for the span of the plan which has been set by an algorithm. KPC and SOGS have a letter from the Secretary of State stating that the algorithm is not set in law and can be challenged. The latest census shows that the population has reduced.

158/22 Planning applications – to provide comments on the following:

[21/00952/CN05 | Application for approval of details of the location of the pedestrian/cycle link as required by condition 05 of planning permission ref. 21/00952/FUL \(variation of condition 2 of 18/00262/REM, layout, scale, appearance and landscaping for the erection of 100 Dwellings\) | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire \(newcastle-staffs.gov.uk\)](#) No objection.

[13/00970/CN25 | Application for approval of details of the private parking and vehicle surface materials as required by condition 25 of planning permission reference 13/00970/OUT for Residential development \(maximum of 100 dwellings\) | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire \(newcastle-staffs.gov.uk\)](#) No objection.

[22/00477/CN04 | Application for approval of the Tree Protection fencing as required by condition 04 of planning permission reference 22/00477/FUL - Single storey rear extension. | 41 Westerdale Drive Keele Newcastle Under Lyme Staffordshire ST5 5FH \(newcastle-staffs.gov.uk\)](#) No objection.

159/22 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Appendix D – noted

160/22 Any Other Business for future agendas

Celebration of the 850th granting of the Royal Charter to the borough.
Dark places on the University Campus.

Meeting closes at 9.00pm

Date of future meetings:

17 January 2023, 21 February 2023, 21 March 2023, 18 April 2023, 16 May 2023.

**Keele Parish Council
Payment Schedule November 2022**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
15.11.22	BACS	Mr S Hough	Siding, weed spraying and strimming	550.00	0.00	550.00
15.11.22	BACS	Mr S Hough	Inspections of noticeboards, grass cutting, cleaning of bus shelters, speed signs, hedge cutting and trimming around speed signs.	320.00	0.00	320.00
15.11.22	BACS	Access Irrigation Limited	Winter service of the Yew tree	184.00	36.80	220.80
15.11.22	BACS	Salary	November 2022	754.72	0.00	754.72
15.11.22	BACS	VAST	HMRC month 8	109.00	0.00	109.00
15.11.22	BACS	Office Expenses	Expenses (MS Office and mileage)	22.90	1.88	24.78
15.11.22	BACS	St John's Church Keele	Reimbursement for poppy wreath	20.00	0.00	20.00
		Total		1960.62	38.68	1999.30

**Keele Parish Council
Payment Schedule December 2022**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
15.12.22	BACS	Salary	December 2022	536.32	0.00	536.32
15.12.22	BACS	VAST	HMRC month 9	63.40	4.00	67.40
15.12.22	BACS	Office Expenses	Expenses (MS Office and mileage)	16.15	1.88	18.03
15.12.22	BACS	Mr T L Addis	SSL certificate for KPC website, updates to Wordpress	59.92	0.00	59.92
		Total		675.79	5.88	681.67

Keele Parish Council Chair's Report: November 2022

Grass Cutting

Looks like our last cut was in October, I have seen no evidence of a November visit. That makes 5 out of 6 cuts delivered.

Hedge, Veg and Highways

Hedge at the entrance to The Village from Three Mile Lane has now been cut. Rob Steele tells me that Balfour Beatty are due to restore the speed bumps on Quarry Bank Road to their original condition soon.

The vegetation around the Summer House and Brid Bath has been cut back, even better if the householder had been given advanced notice that the site team would be accessing the job from her land!

Drainage

I heard from Rob Steele today. The gully emptying machine is in Keele this week and will be starting on Pepper Street.


Hawthorns

Andy Rowe and I took a Parish Walk with Rob Steele. As well as defining which areas of grass the PC MIGHT want to cut with delegated funding, we also walked round the Hawthorns to look at road surfaces etc, in respect of their fitness for adoption by County. Suffice it to say, they are not in such a state that the job can be finished and the highways and footways then adopted. Rob Steel is passing me a contact for someone in County who deals with this.

Meanwhile, RoTH have been pursuing the matter. Trinity (Management Company contractors) have told Andy they are now taking over the site and will oversee remaining works with the exclusion of highways and footways for adoption. Rob Steele confirms this is in line with standard practice; County still hold a substantial bond from Seddon in relation to satisfactory completion of the work. Stephen Jones: development engineer for Seddon and I, will be touring the site with Andy on Friday at 14:30, Parish Councillors are welcome to attend.


Planning Applications

November 2022

- [Application for approval of details of the private parking and vehicle surface materials as required by condition 25 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/CN25 | Validated: Fri 04 Nov 2022 | Status: Pending Consideration

- [Application for approval of details of the location of the pedestrian/cycle link as required by condition 05 of planning permission ref. 21/00952/FUL \(variation of condition 2 of 18/00262/REM, layout, scale, appearance and landscaping for the erection of 100 Dwellings\)](#) 

Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire


Ref. No: 21/00952/CN05 | Validated: Fri 04 Nov 2022 | Status: Pending Consideration

October 2022

- [Application for approval of a landscaping scheme as required by condition 09 of planning permission ref. 21/00952/FUL \(variation of condition 2 of 18/00262/REM, layout, scale, appearance and landscaping for the erection of 100 Dwellings\)](#) 


Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire. Discussed in last meeting, no objections received

Ref. No: 21/00952/2CN09 | Validated: Mon 26 Sep 2022 | Status: Pending Consideration

- [Application for approval of a schedule of works for all trees and hedgerows as required by condition 09 of planning permission ref. 21/00952/FUL \(variation of condition 2 of 18/00262/REM, layout, scale, appearance and landscaping for the erection of 100 Dwellings\)](#) 


Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire

Ref. No: 21/00952/CN11 | Validated: Mon 26 Sep 2022 | Status: Pending Consideration. Discussed in last meeting, no objections received

- [Application for approval of an Arboricultural Method Statement for all works as required by condition 12 of planning permission ref. 21/00952/FUL \(variation of condition 2 of 18/00262/REM, layout, scale, appearance and landscaping for the erection of 100 Dwellings\)](#) 

Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire

Ref. No: 21/00952/CN12 | Validated: Mon 26 Sep 2022 | Status: Pending Consideration. Discussed in last meeting, no objections received

- [Application for approval of tree protection measures for all trees and hedgerows as required by condition 10 of planning permission ref. 21/00952/FUL \(variation of condition 2 of 18/00262/REM, layout, scale, appearance and landscaping for the erection of 100 Dwellings\)](#) 

Discussed in last meeting, no objections received

September 20

- [22/00768/ADV | Double sided unit to display bus information | The Huxley Leonard Laboratory Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BG \(newcastle-staffs.gov.uk\)](#). No objections. Permit
- [22/00773/ADV | Double sided unit to display bus information | Union Square Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BJ \(newcastle-staffs.gov.uk\)](#). No objections. Permit.


July 2022

- [22/00589/FUL | Erection of timber gazebo, permeable base and path within curtilage of Newcastle Lodge | Newcastle Lodge Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5AU \(newcastle-staffs.gov.uk\)](#). I recommend 'no objection'. Permit

June 2022

- [21/00222/NMA | Application for a non-material amendment relating to planning permission 21/00222/FUL for the amendment to window pattern, curtain wall pattern, louvres added at ground and roof level, mechanical plant indicated at roof level and garage door omitted and replaced with double door | Keele University Science Park Keele Road Keele Newcastle-Under-Lyme Staffordshire ST5 5SP \(newcastle-staffs.gov.uk\)](#).
- Pending

Outstanding Land North of Pepper Street applications:

- [Application for approval of details as required by condition 30 \(piling/any other foundation design using penetrative methods\) of planning application 13/00970/OUT for Residential development \(maximum of 100 dwellings\)](#) Permit
- [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 \(maximum of 100 dwellings\)](#) 

Pending

- [Application for approval of a flood risk assessment as required by condition 28 of planning permission reference 13/00970/OUT for Residential development \(maximum of 100 dwellings\)](#)

Pending