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Date

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 21 March 2023 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), Ms M Thomsen (MT), Mr T Arnold (TA), Ms C Cox (CC), Ms W Naylor (WN), Mr C Ashton (CA).

Parish Clerk – Ms D Powell (DP)

Three members of the public were present.

Two Police Officers were present.

33/23 Public Open Forum

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

A member of the public attended the meeting to thank the PC for clearing the vegetation from the Narley footpath. A petition had been received about potential building in the village and the resident questioned whether the PC had initiated this. GB advised that the petition had not come from KPC and that members had also received a copy. An E-petition had been launched by Audley Action Group which shows building plans in all fields. However, no-one knew where this particular petition had come from. The draft Local Plan is due on 23 May 2023 and residents will be able to see if housing is due to be built on those sites and Keele Golf Course, which would need to be taken out of the Green Belt.

A member of the public attended to express frustrations regarding the overgrown hedge at Pump Bank. GB to speak to the resident at Pump Bank and ask that the hedge be cut back. This is a safety matter as emergency vehicles may not be able to gain access, if needed.

Police report:

Daniel Peak (Madeley Officer and local Policemen) and Gemma Crank (PCSO) attended the meeting. A poster had been circulated showing the neighbourhood officers and their email addresses. There had been two anti-social behaviour incidents in the last month relating to Keele Golf Course, from the Silverdale side. Two young people had been aggressive on the bus. There had been a violent incident outside the pub relating to car parking. At the University there had been damage to a vehicle and an iPad and push bike stolen. There is a problem relating to parking outside the school as students are parking on the school carpark. The Police are looking to resolve the matter. Notices had been placed on cars parked at the top of Keele Bank. The University has rented the carpark at Keele Golf Course.

34/23 To receive apologies.

Apologies were received from Mr A Rowe (AR).

35/23 Declarations of Disclosable Pecuniary Interests

None

36/23 To note the draft minutes of the meeting held on 21 February 2023 and agree.

a. To approve the minutes. It was **RESOLVED** to approve the minutes which were signed by the Chair at the end of the meeting.

37/23 Village Hall update

- a. Ms D Smith and a members of the committee to attend the meeting to provide an update to KPC on:
- i. A grant application to the Lottery Fund by the Parish Council on behalf of the Village Hall Committee in relation to the building works.

DK Evans had quoted £11,549.08 to complete the underpinning works. There will also be a surveyors management fee of £1,260.

DS advised that a bid for Lottery funding for £10,000 should be completed and submitted on behalf of the Parish Council as there will be no Chair and only one Trustee of the Village Hall Committee, after May 2023. DS explained that the Lottery funding has different levels of application. The Village Hall Committee has sufficient funds to pay for the whole works. Any costs extra to £10,000 will be covered by the Village Hall Committee. DS requested consent from KPC to submit the application in the name of Keele Parish Council and requested named persons from KPC and the use of KPC bank account details.

It was **RESOLVED** that KPC agree for the grant application of £10,000 to be submitted, in the name of KPC, and that the funds would be ring fenced in the Parish Council accounts. It was **RESOLVED** that the monies could be paid into the Parish Council bank account. It was agreed that Ms V Newman and Mr G Bibby be the named persons on the Lottery application.

- ii. The Chair and Treasurer's vacant positions.
A Treasurer had been found. The Secretary had resigned. No-one had come forward to become the Chair. There are currently seven members of the Committee and after the AGM in May 2023 there will be only one Trustee. All other Trustees are stepping down. DS to speak to members of the Committee and Parish Council individually about taking on specific tasks in order to keep the Village Hall running for regular meetings and groups.
Names and contact details are required for emergencies. The name and address of the new Treasurer will be used for the utility bills. Someone is needed to manage the email account. There is a substantial issue around governance and general administration needs. These matters will be addressed after the AGM.
- iii. Management of the building renovation.
A named person is needed to oversee the works. Andy Rogers offered to do this.
- iv. To discuss the future management responsibility of the Village Hall.
The Clerk clarified for the Meeting and Village Hall Committee members present that she is unable to take on any extra responsibilities relating to the Village Hall management or administration due her to current commitments. It was confirmed that the management and administration relating to the Village Hall would not fall to the Clerk.
GB asked members of the Keele Parish Council to step up to the Village Hall Committee. CA reiterated that as the Village Hall belongs to the Parish Council then members should step up. There are legal and administrative responsibilities and after the AGM these will be discussed and shared among members and the Village Hall Committee.
MT agreed to draft vacancy notices for the notice boards.
CA to ask residents of the Hawthorns to volunteer.
DS to approach people to ask if they could take on responsibilities.
DS to consider stopping bookings and to stop one-off bookings after May 2023. Regulars such as the Scouts, WI, the afternoon club and KPC would be able to continue to use the Hall. DS left the meeting at 7.55pm.

38/23 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**

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- RESOLVED** to approve the bank reconciliation.
- c. To note and approve the budget report 2022/23– **Appendix C**
RESOLVED to approve the budget report.
 - d. To approve the Clerk's extra hours for work carried out on the NDP.
RESOLVED to approve the clerk's extra hours which would be paid in the April 2023 payroll.

39/23 Actions arising from the meeting held on 21 March 2023

- 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.
A response had been received. DP to send the documents to the Planning Inspectorate and ask for a Direction.
- 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 update.
- c. Update on the Knights Templar x 2 sculptures. (WN/DP) To consider quotes received. The quotes were presented by WN and were discussed. It was **RESOLVED** to accept the quote received from Thomsen Protective Costing for £3,250. The grant from Tarmac is £1,800. It was **RESOLVED** that the extra cost of £1,450 would be funded from Reserves and would be ear-marked.
- d. Update for information only on the broadband issues Pepper Street/Quarry Bank Road. Work is ongoing.
- e. To provide an update on the tree planting initiative fund, community orchard and Keele conservation volunteers. GB proposes that KPC take on the maintenance of the Community Orchard. VN to draft a letter to NBC notifying them that KPC intend to take on the maintenance of the orchard and to include a maintenance plan.

A grant had been approved but not yet received. WN to chase.
- 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. (AR)

This item was rolled over.
- g. Cleaning of road signs in Keele village.
SCC had cleaned some of the signs. Mr Hough had been commissioned to clean the other signs.
- h. Parking in the visibility splay – to send a letter to Cllr Huckfield and to the Portfolio Holder for Highways. GB had written to David Greatbatch.
Ongoing.
- i. Celebration of the 850th granting of the Royal Charter to the Borough

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KPC is liaising with the church and local experts regarding an open day. GB to work with St John's School on the celebration of the 850th anniversary.
Ongoing with St John's School. A date is to be set for the event at the Church.

- j. Poorly lit place on the University Campus
MT to draft a letter and to send this to GB for DP to submit to the University.
This matter had been dealt with by MT at a meeting.

40/23 Other matters

- a. Update on hedges, verges, highways, and footpaths.
A quote is being drafted for weedkilling by Mr Hough. There is debris under the hedge on Pepper Street. Mr Hough to be asked to spray weeds on Old Station Road and complete siding on Pepper Street. The drain on Pepper Street is blocked. SH to report this to SCC Highways.
The Church steps had been repaired.
A member had taken a photograph of a tanker emptying contents into a gully on Station Road. This matter is to be investigated.
- b. Update on TRO and parking issues.
This matter was covered earlier in the Meeting.

41/23 To note (only) written reports circulated in advance:

- a. Chairman's report – as circulate. In addition, there had been a complaint from a resident regarding increased traffic on Station Road due to the measures on Keele Road.
Councillors were asked to use only KPC email addresses for Council business. Phone numbers and addresses are to be removed from the website.
- b. County & Borough Councillors – none present.

42/23 General Data Protection Regulations (GDRP)

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

43/23 Keele Neighbourhood Plan (Standing Item)

This matter is covered in the Chair's report.

44/23 Borough Local Plan (Standing Item)

The Draft Local Plan will be issued on 23 May 2023. This will be scrutinised by cabinet and will then go to public consultation. GB had attended a meeting with Audley Action Group which is against a large logistics centre being built in Audley. Audley have prepared an e-petition which councillors were asked to sign to ask the Borough Council to use 2021 Census data. Another meeting is to take place soon.

45/23 Planning applications – to provide comments on the following: None.

46/23 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted.

47/23 Any Other Business for future agendas

Planning permission query over the pumping station on Pepper Street to become a standing item on the agenda.

Meeting closed at 8.45pm

Date of future meetings:

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18 April 2023, 16 May 2023, 20 June 2023, 18 July 2023

Appendix A

**Keele Parish Council
Payment Schedule March 2023**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
21.02.23	BACS	Steve Hough	Clearing of bushes and brambles at the Narley	120.00	0.00	120.00
21.02.23	BACS	Staffordshire Parish Councils' Association	Annual subscription	353.68	0.00	353.68
21.02.23	BACS	Salary	March 2023	536.32	0.00	536.32
21.02.23	BACS	VAST	HMRC month 12, payroll charges and year end 2022/23	68.40	5.00	73.40
21.02.23	BACS	Office Expenses	Expenses (MS Office)	16.15	1.88	18.03
		Total		1094.55	6.88	1101.43

Keele Parish Council Chair's Report: March 2023 Neighbourhood Plan

Policy KHG2 is being modified to indicate the priority for the allocation of affordable housing, following feedback and support from NBC. The modifications will be circulated to Parish Council for discussion/ approval once complete.

Email addresses

I think we are all now using our Gmail, 'KPC' addresses? I will check in our meeting but would now like to remove other addresses from my mailing list. If you are content, we can also now update the Parish Council contact details document for the notice boards.

Hedge, Veg and Highways

I took a call from Rob Steele, County have now cut back the remainder of the path and splays across the A525. It would have been useful to know this before we employed Mr Hough to do the steps. Nevertheless, it is good news that Highways recognise their responsibility. He also arranged the cleaning of some road signs. I reminded him about the restoration of the Quarry Bank speed bumps which he is looking into. It has now been some months since we were informed this work was going ahead.

The Church Steps have been repaired by Mr Hough. Mr Hough has provided us with a quote for all weed spraying and siding. The quote exceeds the amount above which we would be required to go to competitive tender. I am aware that finding two other contractors would be time consuming and difficult. We have asked Mr Hough to provide two quotes, one for siding and the other for weed spraying. We will discuss the best way forward at our meeting on Tuesday 21st March. Mr Hough has been engaged to clean the bus shelters as part of our rolling program of maintenance.

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A Parish Councillor forwarded a photograph to me of a tractor with attached tanker, emptying material into the gully closest to the entrance to Highway Lane. Unfortunately, the photo did not capture the registration number. The driver saw he was being observed and drove away before returning an hour later. Please keep your eyes open for any further activity of this type.

Sculptures

Thanks to the hard-work and diligence of Cllr. Nylon, we now have two quotes from contractors for the restoration of the sculptures. We will discuss these quotes in our meeting 21st March.

Borough Plan

The second stage of the Local Plan scheduled for consultation in spring 2023 will contain the preferred spatial strategy, site allocations and detailed policies to guide future development. I have checked the website and nothing is available as yet.

I attended a meeting of local parish councils and action groups to discuss the housing estimates used in the first version of the plan: Issues and Options in November 2021. It was agreed that the current housing need projections, based on data from 2014 were out of line with the reduction in the Borough's population shown in the census of 2021. An e-petition on NBC's website has been launched, asking the Borough to review their projections in the light of the most recent data. One of the Parish Councillors suggested that NBC may already have undertaken to do this. The e-petition can be found here:

[ePetition - Request NULBC to review housing targets for Local Plan – Newcastle-under-Lyme Borough Council \(newcastle-staffs.gov.uk\)](https://www.newcastle-staffs.gov.uk/ePetition-Request-NULBC-to-review-housing-targets-for-Local-Plan-Newcastle-under-Lyme-Borough-Council)

In addition to this, I propose that Keele Parish Council write to the Borough supporting the petition and requesting a review of housing target in the developing Local Plan, in the light of the most recent population data.

The group intend to meet in person soon.

The February full Borough Council meeting (reported Cllr Jones) showed that the Borough were already committed to capitalising on its assets to support town centre development: *“Critically, we managed to expose the administration's plan to sell off the golf course for housing, to help pay for these vanity projects in the town centre. I argued that selling off the borough most biodiverse green space, to build a car park, is a travesty for our residents. Like many Keele residents the former golf course is a vital green space, where we can enjoy walks with our families. I will continue to fight against its development. Cllr Jones”*

Planning Applications

March 2023

None



February 2023

- [23/00055/FUL | Proposed second storey side extension & single storey rear extension | 5 Cressing Place Keele Newcastle Under Lyme Staffordshire ST5 5FJ \(newcastle-staffs.gov.uk\)](https://www.newcastle-staffs.gov.uk/23/00055/FUL). Our comments have been submitted by the Clerk, decision is pending

December 2022



- [Application for approval of details of a Locally Equipped Play Area as required by condition 08 of planning permission reference 21/00952/FUL \(Variation of condition](https://www.newcastle-staffs.gov.uk/Application-for-approval-of-details-of-a-Locally-Equipped-Play-Area-as-required-by-condition-08-of-planning-permission-reference-21/00952/FUL)

[of 18/00262/REM, residential development up to 100 no. dwellings](#))  Ref. No: 21/00952/CN08 | Validated: Mon 19 Dec 2022 | Status: Pending Consideration


- [1 x Sycamore tree crown lift to 4m by removing 8 secondary branches of approx 2 inches in diameter. Work designed to improve levels of light to garden below and maintain reasonable space below canopy. Shorten approx 7 secondary 1-2 inch diameter branches that are extending over the boundary fence to number 41. Works designed to maintain the size of tree in relation to garden and to stop unreasonable encroachment onto neighbours property. Reduce upper canopy of tree by approx 1.5m. Works designed to re-shape / balance canopy and maintain size of tree in relation to garden.](#)  [43 Westerdale Drive Keele Newcastle Under Lyme Staffordshire ST5 5FH.](#) Ref. No: 22/01058/TWA | Validated: Mon 12 Dec 2022 | Status: permit
- [Application for approval of details of the depth of dig, foundations, and excavation/earthworks associated with the construction of such dwellings and their accesses as required by condition 06 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/CN06 | Validated: Mon 14 Nov 2022 | Status: Pending Consideration. This a a technical application, I have no comment but am happy to receive comment from Councillors. NO comments received. Permit

Prior to this permission being posted a Parish Councillor noted extensive groundworks on site. The Councillor worked with planning and determined that such groundworks were permitted providing they did not constitute the start of the build. The build cannot go ahead until all conditions have been satisfied. The Flood Risk management together with other issues remain 'pending'.

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: Still 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: Still 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


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North Of Pepper Street Keele Newcastle Under Lyme Staffordshire 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: permit
- [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: permit
- [Application for approval of tree protection measures for all trees and hedgerows as required by condition 10 of planning permission ref. 21/00952/FUL \(variation of condition 2 of 18/00262/REM, layout, scale, appearance and landscaping for the erection of 100 Dwellings\)](#) 
Permit

Outstanding Land North of Pepper Street applications:

- [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

Boggs Cottages

Demolition of the garage has occurred and then work has been approved as fulfilling the conditions laid out by the inspector in the inquiry. Issues were noted with regard to the manner of the demolition. Plans for providing water, drainage and electricity to the property need to have been provided to the Borough by 20th March. Plans for the restoration of the site to its original condition once it is no-longer occupied also need to be submitted by this date. The matter remains a standing

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item on the Planning Committee agenda and both Dr Jones and I continue to liaise with residents and the Borough.