

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 18 April 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 W Naylor (WN), Mr C Ashton (CA), Mr T Arnold (TA)

Parish Clerk – Ms D Powell (DP)

No members of the public were present.

48/23 Public Open Forum

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

No one present.

49/23 To receive apologies

Apologies were received from Ms T Wright, Ms M Thomsen, Ms M Downing, Ms C Cox and the Police Officers

50/23 Declarations of Disclosable Pecuniary Interests - none

51/23 To note the draft minutes of the meeting held on 21 March 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.

52/23 Village Hall update

Ms D Smith and members of the Village Hall Committee to provide an update to KPC on:

- a. A grant application to the Lottery Fund by the Parish Council on behalf of the Village Hall Committee in relation to the building works.
The grant application had been submitted and it may be two months before there is any news. The crack had widened. The contractor is to visit the site on 19 April 2023 to assess the urgency of the work. If necessary the funds will be paid out of the Village Hall bank account. It was **RESOLVED** for VHC to have decision making power based on the guidance of the contractor with the preference to wait if possible.
The AGM is taking place on 24 April 2023 at 6pm. Groups are requested to attend.
- b. The Chair and Treasurer's vacant positions.
The Chair and secretary are stepping down. This is to be discussed at the AGM with the hope of volunteers taking up positions. Management of the building renovation.
- c. To discuss the future management responsibility of the Village Hall.
To be discussed at the AGM. It was **RESOLVED** not to investigate employing a manager.
- d. To update the bank signatories on the Village Hall Committee bank account.
There is only one bank signatory remaining on the committee. DP agreed to remain as a signatory in case of emergencies. The new Treasurer is to be added as a bank signatory.

53/23 Finance

- a. To approve payments/orders, receipts and transfers - **Appendix A**
RESOLVED to approve.
- b. To approve the bank reconciliation – **Appendix B**
RESOLVED to approve.
- c. To approve the year end budget report 2022/23– **Appendix C**
RESOLVED to approve.
- d. To approve the budget report 2023/24 – **Appendix D**
RESOLVED to approve.

- e. To note the Vat reclaim of £255.88. Noted
- f. To note the Precept 2023/24 remittance advice for £16,626.00. Noted
- g. To note the dates for the internal audit for the year 2022/23. Noted
- h. To approve the increment, increase to the Clerk's pay, as per the contract of employment. **RESOLVED** to approve.

54/23 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. DP to contact The Planning Inspectorate. An email had been sent.
- 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 at present
- c. Update on the Knights Templar x 2 sculptures. (WN/DP) The renovation had been completed to a very high standard. It was **RESOLVED** to arrange a formal handover with the contractor.
- d. Update for information only on the broadband issues Pepper Street/Quarry Bank Road. No update at present.
- 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. This item was rolled over.
- 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) There is an impasse between SCC and Seddons. There are problems at the school regarding students are parking on the carpark and close to the play area. The police are monitoring the situation. Wheel clamping was discussed.
- g. Cleaning of road signs in Keele village. This had been done,
- 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. No further update at present.
- i. Celebration of the 850th granting of the Royal Charter to the Borough. A date is to be arranged.
- j. 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. As above.

55/23 Other matters

- a. Update on hedges, verges, highways, and footpaths. The steps had been cleared – see Chair's report.
- b. Update on TRO and parking issues. Nothing further.
- c. To consider the annual application for £1000 in relation to financial assistance with the upkeep of the churchyard at St John's Church. To consider an uplift to the amount, to

help towards the increase in the payment to the contractor.
It was **RESOLVED** to approve a payment of £1100.

- d. To consider the quotes received from Mr Hough for weed spraying and siding, as circulated. It was **RESOLVED** to approve the quotes.

56/23 To note (only) written reports circulated in advance:

- a. Chairman's report – as circulated.
- b. County & Borough Councillors
A peer review had taken place. There had been improvements around scrutiny work.
Advice had been offered around realistic capital spending.
A petition had been received regarding the housing targets contained in the Local Plan.
The petition is to be placed on the BC planning agenda.
SCC boundaries have been redrawn.
Boggs Cottage the plans had been submitted to the Planning Department.

57/23 General Data Protection Regulations (GDPR)

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

58/23 Keele Neighbourhood Plan (Standing Item) This is ongoing.

59/23 Borough Local Plan (Standing Item) Matter was discussed earlier.

60/23 Pumping station on Pepper Street (Standing item) Planning permission had been given.

61/23 Planning applications – to provide comments on the following:

None had been received. For planning updates please see the Chair's report.

62/23 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted

63/23 Any Other Business for future agendas

Meeting closes

Date of future meetings:

20 June 2023, 18 July 2023

Appendix A

**Keele Parish Council
Payment Schedule April 2023**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
18.04.23	BACS	Steve Hough	Noticeboard inspections. Repair of church steps. Cleaning road signs, bus shelters, speed signs and noticeboards	740.00	0.00	740.00
18.04.23	BACS	Parish Online	Digital mapping April 23-April 24	90.00	18.00	108.00
18.04.23	BACS	VAST	RTI submission 2023-24	50.00	10.00	60.00
18.04.23	BACS	Salary	April 2023 (includes NDP extra hours)	683.81	0.00	683.81
18.04.23	BACS	VAST	HMRC Mth 1	80.20	0.00	80.20
18.04.23	BACS	Office Expenses	Expenses (MS Office and mileage)	16.15	1.88	18.03
18.04.23	BACS	Keele Parochial Charity	Donation towards the churchyard grasscutting	1000.00	0.00	1000.00
18.04.23	Chq 789	The Society of Local Council Clerks	Subscription divided over two parish councils	83.84	0.00	83.84
		Total		2744.00	29.88	2773.88

Keele Parish Council Chair's Report: April 2023

Coronation

The Parish Council/ Village Hall re not organising a celebration but the Sneyd are hosting an event but still in planning, private events are being held in a number of locations and the KPA may be organising something. I will circulate more details of public events when I have them.

Email addresses

As far as I know, all the KPC Gmail addresses are now working. I will propose at our meeting on April 18th that we now only use these emails for Parish Council communications.

Hedge, Veg and Highways

Our contractor has repaired the Church steps, inspected and cleaned all 4 notice boards (good condition), cleaned around 40 road and street signs, cleaned the PC bus shelters and cleaned the two vehicle activated signs. We have received estimates for siding of footways and gutter weed spraying for large areas of the Parish.

The Hedge and Veg committee had a very wet walk on Friday to inspect the footways and gutters and determine what needed doing.

Gutters: all entirely free of weeds apart from 'Old Station Road' which we will ask our contractor to do as soon as possible.

Siding of Footways:

Pepper Street from A525 to Quarry Bank. To be commissioned immediately

Pepper Street from Quarry Bank to Silverdale is satisfactory and does not need siding.

Quarry Bank to Quarry Bank Road. Fit for purpose and does not need siding.

Station Road will benefit from a weed spray / siding to base of hedge from entrance to the field down to the post box. Weed wall edge from entrance to Hawthorns to the end of the

wall.

Old Station Road to be sided at the same time as the gutter weeds are sprayed.

Three Mile Lane requires siding to Parish Boundary.

Keele Road. It was decided, on balance, not to side Keele Road this year.

Hedges

The hedge from 50 Pepper Street to the lay-by needs cutting. We have written to Keele Homes to no effect (nor reply). We should now raise the matter with County.

The hedge of the lodge on the corner of Pepper Street and Quarry Bank will need flailing at the end of the nesting season.

The hedge of 5, Station Rd/ Chapel Close needs a cut back from the footway at the end of the nesting season.

The hedge on the left-hand side of Pump Bank needs a cut back from the roadway at the end of the nesting season. I will speak personally to the owner.

Gullies

There were two gullies on Keele Road no taking any water during the heavy rain. We will report to County.

Sculptures

The statues have now been rubbed down and undercoated, the final coat of paint, the blue-black colour specified by the artist, awaits some dry weather to be applied.

Borough Plan

The draft of the Borough Plan will be discussed by Cabinet on May 23rd. I am assuming that the document will be posted prior to then as part of the documents for the meeting. I will circulate it to the Parish Council and Bulletin List as soon as it is available.

The petition asking the Borough to revisit its Housing Need figures for the Borough Plan, in the light of the 2021 census data, has reached the necessary 1500 signatures to be discussed in a full Council meeting. It is anticipated this will happen at the meeting on 28th June.

Planning Applications

April 2023

None

March 2023

- [Application for approval of details of site restoration scheme as required by condition 4 of planning permission ref. APP/P3420/C/18/3218107](#) Boggs Cottages 5 Keele Road Keele Newcastle Under Lyme Staffordshire ST5 5AB. Ref. No: 23/00224/CN04 | Validated: Mon 20 Mar 2023 | Status: Pending Consideration


[Application for approval of details of site restoration scheme as required by condition 4 of planning permission ref. APP/P3420/C/18/3218107](#)

- Boggs Cottages 5 Keele Road Keele Newcastle Under Lyme Staffordshire ST5 5AB. Ref. No: 23/00224/CN04 | Validated: Mon 20 Mar 2023 | Status: Pending Consideration



February 2023

- [23/00055/FUL | Proposed second storey side extension & single storey rear extension | 5 Crossing Place Keele Newcastle Under Lyme Staffordshire ST5 5FJ \(newcastle-staffs.gov.uk\)](#). The application has been permitted.


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


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 North Of Pepper Street Keele Newcastle Under Lyme Staffordshire Ref. No: 21/00952/2CN09 | Validated: Mon 26 Sep 2022 | Status: Pending Consideration

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 \(maximum of 100 dwellings\)](#) 

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

A new application was submitted in February which involved an active pumping station. On the 13th March, Staffs Flood Risk Management noted that there were a number of questions still to be answered regarding the solution to be proposed and that . The applications were approved on the 21st March. The decision letter makes reference to:

- Updated Flood Risk Assessment reference 680472-R1(05)-FRA received by the

Local Planning Authority on 03/03/2023. This runs to 220 pages and is technical in nature.

- • Construction Phase Management Plan – Surface Water and Water Quality.

Cursory examination of the evidence would thus suggest that the decision I did not take account of concerns from County Flood Management. I propose we draft a letter to Planning asking for an explanation. It may be I am mis-interpreting the evidence, the issues are technical in nature and Planning may have had access to information not posted on the website.

Boggs Cottages

Plans for providing water, drainage and electricity to the property 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 have also been submitted. I made a site visit to meet with residents and submitted comments to Planning. I will elaborate on the applications in our meeting 18th April but have attached both sets of comments to this report.