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MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 16 May 2023 at 7.00pm at Keele Village Hall

Attendees: Parish Councillors: Ms V Newman (VN), Mr G Bibby (GB), Ms S Hughes (SH), Ms W Naylor (WN), Mr C Ashton (CA), Mr T Arnold (TA), Ms C Cox (CC), Ms M Downing (MD), Ms T Wright (TW), Mr A Rowe (AR)

Parish Clerk – Ms D Powell (DP)

No members of the public were present.

64/23 To nominate and elect the Chair and signing of the Declaration of Acceptance of Office
RESOLVED to appoint Ms V Newman as the Chair. The Declaration of Acceptance of Office was signed.

65/23 To nominate and elect the Vice chair
RESOLVED to appoint Mr G Bibby as the Vice Chair. The Declaration of Acceptance of Office was signed.

66/23 Apologies
Apologies were received from Ms M Thomsen

67/23 Declarations of Disclosable Pecuniary Interests - none

68/23 Public Open Forum
Speakers will be limited to 5 minutes each up to a total of 15 minutes. – no one present

69/23 To note the draft minutes of the meeting held on 18 April 2023 and agree
a. To approve the minutes
RESOLVED to approve the Minutes.

70/23 To review the Standing Orders, Financial Regulations and Risk Assessment
RESOLVED to approve the Standing Orders, Financial Regulations and Risk Assessment

71/23 To nominated representatives as follows and to receive reports.
a. Staffordshire Parish Councils Association - To nominate a representative
RESOLVED that Ms W Naylor would be the representative.
b. Borough Standards Committee – To nominate a representative
RESOLVED that Ms V Newman would be the representative.
c. Village Hall Management Committee - To nominate a representative
RESOLVED that Ms S Hughes would be the representative.
d. Keele University Estates meeting – To nominate representatives
Meetings had not taken place so no representative was assigned.
e. To nominate representatives for other responsibilities as appropriate
RESOLVED that Mr G Bibby would be the representative for the Rural Runaround.
RESOLVED that Mr G Bibby would be the representative for the Keele Campus Residents Association.

72/23 To nominate members to the following sub-committees
a. Communications sub-committee
b. Planning sub-committee
c. Hedge and Veg-committee
VN asked for members to consider nominating themselves to the above committees. A

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brief is to be prepared for each Parish Council meeting and a written report from each committee to be sent to the Chair on a monthly basis.

73/23 Year-end accounts 2022/23

- a. To note the outcome of the Internal Auditor's report in relation to the Accounts year ending 31 March 2023– **Appendix A**
This was noted and **RESOLVED** to approve.
- b. To resolve to complete the Certificate of Exemption (for authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023 and wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. – **Appendix A**
RESOLVED to approve and the Certificate of Exemption was signed.
- c. To confirm and sign that the assertions in Section 1 Annual Governance Statement 2022/23 of the Annual Return are correct for year ending 2022/23 – **Appendix A**
RESOLVED to approve Section 1 of the AGAR and sign.
- d. To approve and sign Section 2 Accounting Statements 2022/23 of the Annual Return – **Appendix A**
RESOLVED to approve Section 2 of the AGAR and sign.

74/23 Village Hall update

To receive an update 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.
Awaiting a response for the National Lottery Fund. Otherwise, the VHC will pay the bill from reserves.
- b. The Chair and Treasurer's vacant positions.
The positions had been filled.
- c. Management of the building renovation.
It had been agreed with the builder that the works would commence in July and last for seven to eight days. The renovations are being overseen by a member of the VHC.
- d. To discuss the future management responsibility of the Village Hall.
New members of the Committee are now in post.
- e. To update the bank signatories on the Village Hall Committee bank account.
This matter is still ongoing.

75/23 Finance

- a. To approve payments/orders, receipts and transfers - **Appendix B**
RESOLVED to approve
- b. To note and approve the bank reconciliation – **Appendix C**
RESOLVED to approve
- c. To note and approve the budget report – **Appendix D**
RESOLVED to approve
- d. To approve the Chair's Allowance (Section 115 LGA 1972)
RESOLVED to approve £350 in line with inflation.

76/23 Actions arising from the meeting held on 18 April 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.
This matter is ongoing. DP to follow up.

- 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)
The sculptures had been renovated to a very high standard. The grant forms are to be completed.
- d. Update for information only on the broadband issues Pepper Street/Quarry Bank Road.
Martin Crutchley is to be invited to a PC meeting.
- 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 letter had been drafted by VN. VN to send the letter to DP to be forwarded to Peter Stepien at NBC. The letter proposes a joint approach and engaging a contractor to carry out the work.
- 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)

The Hawthorns Residents Association and Aaron Bell had written to Seddons. There is now a dedicated person at Seddons dealing with this matter. Awaiting a response. The repaired curbs need replacing again. Staffordshire Highways had visited and an inspection report had been produced. The street lighting is to be looked at once the estate is finished.

The school carpark signs have been put up and the carparking issues have eased.

AR had complained about the tanker depositing liquid into the drains. This now seems to have stopped.
- g. Cleaning of road signs in Keele village.
The Village sign had been missed in the cleaning process. WN offered to clean this sign.
- 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 progress had been made.
- i. Celebration of the 850th granting of the Royal Charter to the Borough. 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.
No progress. GB to follow up.

77/23 Other matters

- a. Update on hedges, verges, highways, and footpaths.
See Chair's report

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- b. Update on TRO and parking issues.
No further update.

78/23 To note (only) written reports circulated in advance:

- a. Chairman's report
As circulated. In addition, the weeds on Station Road and Keele Road need spraying. SH to be asked to weed spray. Siding on Old Station Road, Station Road and Three Mile Lane remains to be done. SH had noticed that the siding on Pepper Street needs looking at. VN to take a look.
- b. County & Borough Councillors. None present.
- c. Village Hall Management Committee. Covered earlier in the meetings.

79/23 General Data Protection Regulations (GDPR)

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

80/23 Keele Neighbourhood Plan (Standing Item)

To be circulated.

81/23 Borough Local Plan (Standing Item)

Covered in the Chair's report.

82/23 Planning applications – to provide comments on the following:

See Chair's report. Work had started on The Oaks. Pepper street piling is to start. Residents to receive a note through their doors. There is a lot of dust and the area is to be covered by tarpaulin and a bowser used to douse the area. SH is to contact the Site Manager. Monthly meetings are to be set up with Seddons. GB to write to NBC regarding pending applications and the flood management scheme.
There is no update on Boggs Cottage.

83/23 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted.

An insurance claim had been received relating to a footpath injury. The lawyers had been advised that footpaths do not fall with the remit of the Parish Council.

Meeting closed at 8.30pm

Date of next meetings:

18 July 2023, 15 August 2023, 11 September 2023, 9 October 2023

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**Keele Parish Council
Payment Schedule May 2023**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
16.05.23	BACS	Black Rose Solutions Ltd	Internal Audit fee	105.30	21.06	126.36
16.05.23	BACS	Thomson Protective Coatings Limited	Preparation and painting works carried out on Keele sculptures	3250.00	650.00	3900.00
16.05.23	BACS	Salary	May 2023	544.65	0.00	544.65
16.05.23	BACS	VAST	HMRC Mth 2	45.60	0.00	45.60
16.05.23	BACS	Office Expenses	Expenses (MS Office, mileage, office supplies)	74.39	1.88	76.27
16.05.23	BACS	Zurich Municipal	Insurance	473.43	0.00	473.43
16.05.23	BACS	Steve Hough	Noticeboard inspections, grass cutting under the Yew Tree, siding to the layby at Quarry Bank Road	500.00	0.00	500.00
16.05.23	BACS	Ms V Newman	Chair's allowance May 2023	350.00	0.00	350.00
		Total		5343.37	672.94	6016.31

**Keele Parish Council
Receipts Schedule May 2023**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
11.04.23		Newcastle Borough Council	Precept 2023/24	16626.00	0.00	16626.00
14.04.23		HMRC VAT	VAT Repayment	255.88	0.00	255.88
		Total		16881.88	0.00	16881.88

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<u>Keele Parish Council</u>			
<u>Bank Reconciliation for the period ending 25 April 2023</u>			
	£	£	£
Balance per Bank Statement 25 April 2023			
Current account		16,022.81	
Deposit account		<u>15,810.63</u>	
			31,833.44
Less: unpresented payments			
	Chq number 789		-83.84
Net bank balance as at 25 April 2023			<u>31,749.60</u>
Net balance reconciled to the cashbook			
Opening balance per cashbook			
Current account	1,930.97		
Deposit account	<u>15,739.87</u>		
		17,670.84	
Add: receipts in the year			
05.04.23 Interest received	70.76		
11.04.22 Newcastle Borough Council Precept	16,626.00		
09.05.22 HMRC VAT Refund	<u>255.88</u>		
		16,952.64	
Less: payments in the year			
Apr-23	-2873.88		
		-2,873.88	
Closing Balance as per cash book for the year to 25 April 2023			<u>31,749.60</u>

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Keele Parish Council Budget Report 2023/24

Page 1 of 2			
EXPENDITURE	BUDGET	TOTAL	VARIANCE
Clerk's salary	6,900	1,404	-5,496
Office expenses	420	91	-329
Litter picking contract	700	0	-700
Total	8,020	1,495	-6,525
Councillor expenses/Room hire/Subs/Printing	400	84	-316
Miscellaneous	100	0	-100
Data Protection Officer Staffs County Council	170	0	-170
Audit Fee	80	105	25
Insurance	500	473	-27
Remembrance Sunday wreaths	20	0	-20
Total General Admin	1,270	663	-607
Parish Council Association	315	0	-315
Society of Local Council Clerks	40	0	-40
Campaign to Protect Rural England	15	0	-15
Information Commissioner	40	0	-40
Parish Online Mapping	70	90	20
Total Subscriptions	480	90	-390
Grounds maintenance (funded from reserves £800)	3,700	1,240	-2,460
Church Yard Contribution S137	1,000	1,100	100
Village Hall Contribution (Maintenance)	0	0	0
Miscellaneous Contingency	0	0	0
Yew Tree Annual Maintenance (Spring and Winter)	600	0	-600
Seats, shelters and noticeboards	350	0	-350
Total Maintenance	5,650	2,340	-3,310
Special Projects (website, planning consultant, SOGS, Knights Templar TPC)	100	3,250	3,150
War memorial	400	0	-400
Expenses - Chairman	250	0	-250
Expenses - Rural runaround	0	0	0
S137 Defibrillator pads	0	0	0
S137 (Church clock)	215	0	-215
Neighbourhood Development Plan	0	0	0
VAT recoverable	0	703	703
Total Other Expenses	965	3,953	2,988
TOTAL EXPENDITURE	16,385	8,540	-7,845

Keele Parish Council Budget Report 2023/24

RECEIPTS	BUDGET Pg 2 of 2		
	Budget	TOTAL	VARIANCE
Precept	16,412	16,626	214
Council Tax Support Grant	0	0	0
Keele University contribution	450	0	-450
Bank interest received	0	0	0
S139 Tree fund (external donations)	0	0	0
VAT recoverable	0	256	256
TOTAL RECEIPTS	16,862	16,882	20

RESERVED FUNDS	Brought Forward	TOTAL
	General operating reserves (unearmarked)	11,722
By election contingency	4,000	4,000
TOTAL	15,722	15,722

Keele Parish Council Chair's Report: May 2023

Email addresses

As far as I know, all the KPC Gmail addresses are now working. I will propose at our meeting on May 16th that we now only use these emails for Parish Council communications.

Hedge, Veg and Highways

Pepper Street has been sided and is looking very neat. Weeds are growing in the road gutters on Station Road and Three Mile Lane. I have asked Steve Hough to spray as a matter of urgency. The quotes are:

- Three Mile Lane to M6 Full length £180.00
- Sneyd Arms A525 (Station Rd) + Old Station Rd £180.00

Siding work on Station Road and Three Mile Lane is pending.

Chair's role

I have met with Val and she has agreed to take on the role of Chair for next year. We discussed a list of 'what gets done' currently and have agreed a way forward. This will involve setting up sub-committees to handle a number of the critical tasks. Our clerk has also been consulted on the proposal.

The proposed way forward will be discussed in our May meeting.

Sculptures

The sculptures have been finished and are looking wonderful. Wenslie attended the site with the contractor for the hand-over and took some lovely photographs.

Borough Plan

The cabinet meeting of Newcastle Borough is now showing as 6th June, there is no meeting listed for May 23rd. I assume this means there has been a delay in completing the draft Borough Plan for consideration by cabinet. I have sent Simon Tagg an email requesting clarification on when the plan will be available for us to view and when the consultation will begin. Silverdale have a booking for a consultation in event in June, the Village Hall has a booking for such an event on 20th June.

Village Hall

I am please to report that the issues with the running of the Village Hall have been resolved and all necessary volunteers are now in place. Owen Dyde of the Scouts has agreed to Chair and another volunteer from the Scouts will be secretary. I am confident that the future opening of the Village Hall has been secured. I am grateful to the Scouts for stepping up and bringing their time, knowledge and experience to the table.

Owen has requested that we change the day we meet to a Monday to facilitate use of the Hall. This will allow the Brownie and Guides to use the Village Hall for their meetings. We will discuss this in our May meeting.

Planning Applications

May

- Land north of Pepper Street. Work appears to have started on the site which is named 'The Oaks' on a construction traffic sign. It would be worthwhile contacting Andy Finney of Seddon for further clarification. There are still several applications to fulfil conditions still noted as pending on the Borough Planning website.
- [Proposed alterations to existing coach house to form additional bedroom. Side extension to form porch and w.c. Conversion of existing conservatory to form kitchen.](#)

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[52 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH. Ref. No: 23/00299/FUL](#) | Validated: Wed 12 Apr 2023 | Status: Pending Consideration. I have no objections

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


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 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
- [Application for the modification or discharge of planning obligations made under Section 106 of the Town and Country Planning Act relating to Section 106 Agreement dated 2 April 2015 \(13/00970/OUT\) and the Deed of Variation dated 17 December 2019 \(ref. 21/00780/DOB\) as varied by the S106A decision dated 20 August 2020 \(ref. 20/00431/DOB\) and further varied by way of the S106A decision dated 17th September 2021 \(21/00780/DOB\).](#) 
Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire
Ref. No: 22/00533/DOB | Validated: Wed 15 Jun 2022 | Status: Pending Consideration
- [Request for a screening opinion regarding residential development on land at Pepper Street](#)
Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire
Ref. No: 12/01093/EIA | Validated: Mon 29 Oct 2012 | Status: Unknown