

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Monday 11 September at 7.00pm at Keele Village Hall

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

Parish Clerk – Ms D Powell (DP)

One member of the public was present.

117/23 Apologies

Apologies were received from Mr G Bibby (GB) and Ms M Downing (MD). Ms Marita Thompson (MT) had resigned.

118/23 Declarations of Disclosable Pecuniary Interests – None. WN had donated litter picking hours.

119/23 Public Open Forum – A member of the VHC was present to provide an update to KPC. See 121/23

120/23 To note the draft minutes of the meeting held on 18 July 2023 and agree

- a. To approve the minutes – **RESOLVED** to approve the minutes.

121/23 Village Hall update

To receive an update on:

- a. The Village Hall building renovation.
The builder had reassessed the renovation works and there were concerns about the deterioration of the end wall and the size of the gap. NBC Building Control were consulted and shared the concerns. The dry summer last year and a close by horse chestnut tree had caused further damage. A surveyor and building inspection confirmed the level of deterioration. A surveyor report and requote of costs and time from the builder were expected to follow. The renovations are on hold. It was reported that the remainder of the building is structurally okay.
- b. To update the bank signatories on the Village Hall Committee bank account.
No further updates.

122/23 To receive feedback from the sub-committees

- a. Communications sub-committee
A report had been circulated by AR. The Bulletin is to be published a week after the PC meeting.
- b. Planning sub-committee
GB had circulated a report.

Planning applications – to provide comments on the following:

[21/00952/NMA2 | Resubmission of 21/00952/NMA to correct the approved Planning Layout reference on the decision notice to Rev B \(not A\) | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire \(newcastle-staffs.gov.uk\)](#) No comment

[23/00703/PLDLB | Installation of new platform lift/dumbwaiter between existing kitchen and ballroom/event space including increased landing area and relocation of stairs. | Keele Hall Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire](#)

[ST5 5BE \(newcastle-staffs.gov.uk\)](http://newcastle-staffs.gov.uk) No comment

[23/00681/FUL | Two storey detached dwelling house to be constructed to Passivhaus standards. | 12 Highway Lane Keele Newcastle Staffordshire ST5 5AN \(newcastle-staffs.gov.uk\)](#) RESOLVED to object.

The meeting discussed the traffic management system. There are concerns about routing traffic through Pepper Street, Quarry Bank and Holyrood. **RESOLVED** to write to NBC with concerns.

RESOLVED to request confirmation that the planning permission for Finney Green Farm had lapsed.

- c. Environment and assets sub-committee
- i. To receive an update on the maintenance of the orchard including a maintenance plan.

WN had circulated a report. The Head of Street Scene had met with WN and agreed to work with KPC regarding the orchard.

Hedges are in good order apart from Pepper Street. The landowner had been contacted.

Two arboriculturists had provided reports on the Yew tree. It is suffering from draught and pressure from buses. Watering and applying mulch were discussed.

The drain at 2 Station Road is broken. DP to contact Rob Steele.
 - ii. To consider a quote for the cleaning of the bus shelter at the bottom of Station Road, gutter weeding along the churchyard wall and clearing of overgrowth by the sculptures. **RESOLVED** to approve.
 - iii. To consider a quote for the tidying up of hedges, weeding and pressure washing of the steps at the War Memorial. **RESOLVED** to approve.

123/23 Finance

- a. To approve payments/orders, receipts and transfers - **Appendix A RESOLVED** to approve.
- b. To note and approve the bank reconciliation – **Appendix B RESOLVED** to approve.
- c. To note and approve the budget report – **Appendix C RESOLVED** to approve.
- d. To RESOLVE to change the payment date for staff and supplier payments to the second Monday of each month in line with the new meeting date. **RESOLVED** to approve.

124/23 Actions arising from the meeting held on 18 July 2023

- a. To provide an update regarding the Direction to pursue the Footpath S53 at Quarry Bank/Redheath. Awaiting a response from The Planning Inspectorate and SCC. An Inspector had been appointed to determine the request 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.

Signed Date

- c. Update for information only on the broadband issues Pepper Street/Quarry Bank Road. No update. Mr Crutchley to be invited to the next PC meeting.
- d. 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)
Seddons are looking into the broken curbs and raised manhole covers. There is a deadline of September 2023. Grounds people are looking after the school island. Paths are the estates responsibility and costs are to be recovered by community fees. The fallen branch had been reported to the grounds people.
- e. To discuss the re-siting of the defibrillator.
AR had contacted AED Donate. The price quoted was £756. The positioning of the defibrillator was discussed and it was **RESOLVED** to install this at the village hall.
- f. To discuss the litter picking contract.
WN. TW and VN to contact the applicants.
- g. To consider a quote to replace the Clerk's laptop.
RESOLVED to purchase a new laptop.

125/23 Other matters

- a. Update on TRO and parking issues. No issues.
- b. To discuss SCC's new policy for van access to the Leycett waste site.
The new policy requires that visitors to the tip obtain a free of charge permit allowing twelve visits per year. This may cause an increase in fly tipping.

126/23 To note (only) written reports circulated in advance:

- a. Chair's report. As circulated. **Appendix D**
- b. County & Borough Councillors. No one present.

127/23 General Data Protection Regulations (GDPR)

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

128/23 Keele Neighbourhood Plan (Standing Item) To be followed up with NBC.

129/23 Borough Local Plan (Standing Item) No update.

130/23 Pepper Street development (Standing Item) A meeting is to be held on 15 September 2023.

131/23 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted

132/23 Any Other Business for future agendas

The Yew tree and the possibility of hydraulic air spading and mulching with composted bark. This is to be considered at the October meeting.

Meeting closed at 8.30pm

Date of next meetings:

9 October 2023, 13 November 2023, 11 December 2023

Signed Date

Appendix A

**Keele Parish Council
Payment Schedule August 2023**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
11/08/2023	BACS	Steve Hough	Siding from The Sneyd Arms to Motorway bridge and A525, noticeboard inspections and grass cutting under the Yew Tree	1140.00	0.00	1140.00
11/08/2023	BACS	Salary	August 2023 (including NDP hours)	597.63	0.00	597.63
11/08/2023	BACS	VAST	HMRC Mth 5	59.00	0.00	59.00
11/08/2023	BACS	Office expenses	Mileage, MS Office	22.90	1.88	24.78
		Total		1819.53	1.88	1821.41

**Keele Parish Council
Payment Schedule September 2023**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
11/09/2023	BACS	Salary	September 2023	544.85	0.00	544.85
11/09/2023	BACS	VAST	HMRC Mth 6 and payroll charges July to September 2023	65.40	4.00	69.40
11/09/2023	BACS	Office expenses	Mileage, MS Office	16.15	1.88	18.03
		Total		626.40	5.88	632.28

Signed Date

Appendix B

Keele Parish Council			
Bank Reconciliation for the period ending 31 August 2023			
	£	£	£
Balance per Bank Statement 31 August 2023			
Current account		17,604.44	
Deposit account		<u>15,810.63</u>	
			33,415.07
Less: unrepresented payments			0.00
Net bank balance as at 31 August 2023			<u>33,415.07</u>
Net balance reconciled to the cashbook			
Opening balance per cashbook			
Current account	1,930.97		
Deposit account	<u>15,721.89</u>		
		17,652.86	
Add: receipts in the year			
05.04.23 Interest received	88.74		
11.04.23 Newcastle Borough Council Precept	16,626.00		
14.04.23 HMRC VAT Refund	255.88		
05.07.23 Derbyshire Environmental Trust	1,800.00		
14.07.23 Lottery funding	<u>10,000.00</u>		
		28,770.62	
Less: payments in the year			
Apr-23	-2873.88		
May-23	-2116.31		
Jun-23	-5130.57		
Jul-23	-1066.24		
Aug-23	<u>-1821.41</u>		
		-13,008.41	
Closing Balance as per cash book for the year to 31 August 2023			<u>33,415.07</u>

Signed Date

Appendix C

Keele Parish Council Budget Report 2023/24

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Clerk's salary	6,900	3,929	-2,971
Office expenses	420	239	-181
Litter picking contract	700	105	-596
Total	8,020	4,273	-3,747
Councillor expenses/Room hire/Subs/Printing	400	84	-316
Miscellaneous	100	0	-100
Data Protection Officer Staffs County Council	170	175	5
Audit Fee	80	105	25
Insurance	500	473	-27
Remembrance Sunday wreaths	20	0	-20
Total General Admin	1,270	838	-432
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	40	0
Parish Online Mapping	70	90	20
Total Subscriptions	480	130	-350
Grounds maintenance (funded from reserves £800)	3,700	2,980	-720
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	4,080	-1,570
Special Projects (website, planning consultant, SOGS, Knights Templar TPC)	100	3,250	3,150
War memorial	400	0	-400
Expenses - Chairman	250	350	100
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	720	720
Total Other Expenses	965	4,320	3,355
TOTAL EXPENDITURE	16,385	13,641	-2,744

Signed Date

Appendix D

Keele Parish Council - Chair's Report September 2023

1. Borough Local Plan Response

There was good attendance at the consultation meeting held in the Village Hall, and it was apparent that many residents had concerns.

Following this a lot of time was spent on the Parish Council's response to the local plan, by Graham and me. Although the Parish Council is critical of the proposals and the poor consultation process it was important to ensure that the comments were constructive, based on planning regulations and appropriately worded.

2. Sub Committees

Thank you for the reports from the sub committees and for the bulletin that was sent following the last Parish Council meeting in July. Hopefully a new bulletin will be prepared after this meeting and can be sent out within the next week.

The reports will be attached to the minutes, so I shan't repeat them here.

3. Grass Cutting

The August cut was done to the usual standard!

4. Keele Services Barriers

The barriers were reinstated, and the access code changed. Within a week the barriers had been vandalised again.

5. Keele Post Office

Although no official notice has been received, I believe that the new Post Office in the Chapters Coffee House is due to open tomorrow. The opening times are not known yet.

6. A525 Footpath

There have been complaints about the condition of the footpath on the A525, which is in a very poor state.

Val Newman 11/09/23

Planning Report September 2023 prepared by G Bibby

August

Proposed garage conversion, extended dormer to rear, amendment to existing porch & exterior cladding added. 5 Pump Bank Keele Newcastle Under Lyme Staffordshire ST5 5AP. Ref. No: 23/00613/FUL | Validated: Tue 08 Aug 2023 | Status: Pending Consideration. *The property is a detached brick house of recent construction. The dormer extension would not be visible from the street and proposed rendering and porch will potentially improve the property's appearance. I can see no objection in planning to this proposal. I recommend that we do not comment.*

Application for a nonmaterial amendment of planning permission 18/00698/FUL for the alterations to Blocks A & B (Horwood). Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BG. Ref. No: 18/00698/NMA2 | Validated: Tue 01 Aug 2023 | Status: Pending Consideration. *I recommend we do not comment.*

Proposed single storey rear extension & raising of existing roof Open for comment icon. 8 The Village Keele Newcastle Under Lyme Staffordshire ST5 5AR. Ref. No: 23/00633/FUL | Validated: Thu 10 Aug

Signed Date

2023 | Status: Pending Consideration. The proposed extension replaces a UPC structure already in place. *It will not be visible for the Village I can see no objection in planning to this development.*

Two storey detached dwelling house to be constructed to Passivhaus standards. 12 Highway Lane Keele Newcastle Staffordshire ST5 5AN. Ref. No: 23/00681/FUL | Validated: Mon 21 Aug 2023 | Status: Pending Consideration. *A similar application for this plot was declined last summer. The objections still stand. We should object in the terms set out in the original decision letter.*

Resubmission of 21/00952/NMA to correct the approved Planning Layout reference on the decision notice to Rev B (not A). Land North of Pepper Street Keele Newcastle Under Lyme Staffordshire. Ref. No: 21/00952/NMA2 | Validated: Wed 23 Aug 2023 | Status: Pending Consideration. *This is a minor administrative matter, no comment needed.*

Installation of new platform lift/dumbwaiter between existing kitchen and ballroom/event space including increased landing area and relocation of stairs. Keele Hall Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BE. Ref. No: 23/00703/PLDLB | Validated: Wed 23 Aug 2023 | Status: Pending Consideration. *I recommend we make no comment.*

July

- Application for approval of Travel Plan as required by condition 7 of planning permission 21/00222/FUL. Land Adjacent Keele University Keele Road Keele Newcastle Under Lyme Staffordshire
Ref. No: 21/00222/CN07 | Validated: Fri 23 Jun 2023 | Status: Pending Consideration
Concerns IC7 on campus, the Digital Innovation Centre. I have no objections.
- Erection of illuminated and non-illuminated signs to the exterior of the building including; Sign A - 2No. Gable Boards, Sign B - 1 No. Double Sided Pictorial Illuminated by Linolites, Sign C - 1No. Large Amenity Board, Sign D - 1No. Landscape Amenity Board/Chalkboard, Sign E - 1No. A0 Lockable Poster Case on Posts, Sign F - 2No. Poster Cases, Sign G - 2No. Large Lanterns and Sign H - 10No. LED Floodlights . Sneyd Arms 1 The Village Keele Newcastle Under Lyme Staffordshire ST5 5AD
Ref. No: 23/00526/ADV | Validated: Wed 28 Jun 2023 | Status: Pending Consideration
I have scrutinised hits and have no objection BUT for discussion at our next meeting (comments by July 21st)
- Application for approval of Construction Traffic Management Plan as required by condition 24 of planning permission 13/00970/OUT for Residential development (maximum of 100 dwellings). Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire
Ref. No: 13/00970/2CN24 | Validated: Thu 22 Jun 2023 | Status: Pending Consideration
This is a re-submission of an earlier rejected plan. This matter is STILL pending consideration whilst development continues on site at pace. Evidently, discussions with planning have resulted in a revised traffic plan being drafted (submitted 30/8, circulated to PC).. This proposes access to the site from the A525 along Pepper Street. This has already been occurring but without the approval of the plan. We should strongly object to this proposal on the basis that the road is too narrow, has a pinch point approaching Quarry Bank, narrow pavements and poor visibility at the bend near Quarry Bank.

Signed Date

June

- 23/00466/FUL | Proposed second storey side extension | 34 Westerdale Drive Keele, Newcastle Under Lyme Staffordshire ST5 5FH (newcastle-staffs.gov.uk). Permit
- 23/00420/FUL | Front Entrance Porch | 32 Station Road Keele Newcastle Under Lyme, Staffordshire ST5 5AH (newcastle-staffs.gov.uk). permit
- 23/00414/COU | Change of use from residential to teaching facility | 59/60 The Covert Keele, Newcastle Under Lyme Staffordshire ST5 5AZ (newcastle-staffs.gov.uk). permit
- 23/00383/FUL | Barn conversion to two dwellings | Finney Green Farm Finney Green Keele, Newcastle Under Lyme Staffordshire ST5 6AB (newcastle-staffs.gov.uk). Objection drafted, circulated and sent to Planning. Withdrawn


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: permit

November 2022

- 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: permit

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