

Signed

Date

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Monday 9 October 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, part), Mr G Bibby (GB), Ms M Downing (MD)

Parish Clerk – Ms D Powell (DP)

Six members of the public were present. Two Police Officers were present.

133/23 Apologies - none

134/23 Declarations of Disclosable Pecuniary Interests - none

135/23 Public Open Forum

WN spoke with the Police Officers about the speeding along Station Road and in the village and the effects on horse riders. Officers advised that riders should wear body cams and send the footage to the Police. Where there is anti-social behaviour, the Police would visit and a S39 notice would be served.

The Police are covering the carparking in the village again.

WN asked for the mobile numbers of Police Officers and for this to be displayed on the noticeboards, website and newsletter.

The Police Officers left the meeting at 7.05pm.

Three members of the public attended to report the blocked drain at 2 Station Road and the inconvenience caused affecting properties 2 to 6 Station Road. DP to write again the Staffordshire Highways Liaison Officer. WN had contacted Cllr D Jones and Cllr Huckfield had contacted SCC.

136/23 To note the draft minutes of the meeting held on 11 September 2023 and agree

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

137/23 Village Hall update

- a. The Village Hall building renovation.
The initial surveyor's report to underpin the walls was no longer relevant as the required work had changed. A new quote of £24K had been received to cover taking down the walls, building a new foundation, installing a new window and completing all interior work. The VHC had voted to go ahead with the payment with this being covered by VHC funds and the Lottery funding of £10K held in KPC bank account. This was unanimously agreed by KPC.
- b. To update the bank signatories on the Village Hall Committee bank account
It was reported that all signatories had now been updated.

138/23 To receive feedback from the sub-committees

- a. Communications sub-committee
Reports from WN and GB had been sent to AR. AR to access the mailing list. The Village Hall report is to go into the Bulletin. TW is posting items on the noticeboards.
- b. Environment and assets sub-committee
A report had been circulated. WN to speak to the landowner regarding the hedge where Quarry Bank meets Pepper Street. DP to contact the landowner of the hedges on Pepper Street and Quarry Bank again to request that the hedges be cut back. DP to contact the contractor about tidying up the war memorial. The vegetation along the Church wall is

to be cut back.

It was **RESOLVED** to approve the costs of £80 for the first stage of the winter project in the Community Orchard.

Hydraulic air spading for the Yew tree was discussed. It was reported that this would be expensive and not likely to work. The Keele Conservation Group had offered to pay for composted bark to be spread under the Yew tree. This was **RESOLVED** to approve.

The tree at the bottom of Station Road is to be replaced with one the same size as those already installed.

There had been an incident of fly tipping of a freezer, and this had been reported.

c. Planning sub-committee

The Planning report had been circulated and is attached to these minutes below. Boggs Cottage to be kept on the agenda. Comments are to be forwarded to NBC Planning Applications on PA 13/00970/OUT and PA 21/00952/FUL as per the attached report.

Planning applications – to provide comments on the following:

[23/00764/FUL | Removal of existing temporary chiller unit and construction on new chiller unit, associated services and screen / enclosure. | Alliance Medical Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BX \(newcastle-staffs.gov.uk\)](#)

No comment

[23/00735/FUL | Replacement doors and windows | Amakaohia House Church Bank Keele Newcastle Under Lyme Staffordshire ST5 5AT \(newcastle-staffs.gov.uk\)](#) No comment

139/23 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.

140/23 Actions arising from the meeting held on 11 September 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.
No update had been received.
- 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 had been received.
- c. Update for information only on the broadband issues Pepper Street/Quarry Bank Road.
To check the BT Rural Engagement Officer attendance at the KPC 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)
Repairs to curb stones are being carried out. There are concerns about blocked drains. The end date has been given as October 2023.
- e. To discuss the installation of the defibrillator.
The installation of the defibrillator is on hold until the works at the Village Hall have been completed. The defibrillator is in The Sneyd Arms at the moment.

Signed

Date

- f. To discuss the litter picking contract.
DP to forward contact details of applicants to VN.

141/23 Other matters

- a. Update on TRO and parking issues.
A member of the public had contacted KPC about parked vehicles outside their house. There is nothing that KPC can do regarding this matter.
- b. The Yew tree and the possibility of hydraulic air spading and mulching with composted bark.
This matter was covered at item reference 138/23b.
- c. Broken drain at 2 Station Road
This matter was covered at item reference 135/23

142/23 To note (only) written reports circulated in advance:

- a. Chair's report. Report circulated and attached to these minutes. In addition, VN had a meeting at the University about biodiversity and the Golf Course.
It had been reported that builders are parking in the turning circle on Highway Lane. County & Borough Councillors. No one present.

143/23 General Data Protection Regulations (GDPR)

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

144/23 Keele Neighbourhood Plan (Standing Item)

A response had been received from NBC Planning Officers. A meeting is to be requested to review the comments.

145/23 Borough Local Plan (Standing Item)

Comments have been registered.

146/23 Pepper Street development (Standing Item)

GB, SH and TA are to meet.

147/23 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted.

148/23 Any Other Business for future agendas

Persistent noise on Pepper Street.
Councillor co-option.

Meeting closed.

Date of next meetings:

13 November 2023, 11 December 2023, 8 January 2024, 12 February 2024.

Signed

Date

Appendix A

**Keele Parish Council
Payment Schedule October 2023**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
09/10/2023	BACS	Salary	September 2023	544.65	0.00	544.65
09/10/2023	BACS	VAST	HMRC Mth 7	45.60	0.00	45.60
09/10/2023	BACS	Office expenses	Mileage, MS Office	16.15	1.88	18.03
		Total		606.40	1.88	608.28

Signed

Date

Appendix B

Keele Parish Council			
<u>Bank Reconciliation for the period ending 15 September 2023</u>			
	£	£	£
Balance per Bank Statement 15 September 2023			
Current account		16,972.16	
Deposit account		<u>15,810.63</u>	
			32,782.79
Less: unrepresented payments			0.00
Net bank balance as at 15 September 2023			<u>32,782.79</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	-1821.41		
Sep-23	<u>-632.28</u>		
		-13,640.69	
Closing Balance as per cash book for the year to 15 September 2023			<u>32,782.79</u>

Signed

Date

Appendix C

Keele Parish Council Budget Report 2023/24

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Clerk's salary	6,900	4,520	-2,380
Office expenses	420	256	-164
Litter picking contract	700	105	-596
Total	8,020	4,880	-3,140
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	722	722
Total Other Expenses	965	4,322	3,357
TOTAL EXPENDITURE	16,385	14,249	-2,136

Keele Parish Council - Chair's Report October 2023

This will be a very short report as I was away with no access to email for the latter part of September, so thank you to those who stepped in while I was away. The sub committees certainly filled the gap.

The students have returned since the last meeting and with them come the parking issues again. This will be discussed later on the agenda.

The turning circle on Highway Lane is apparently being used by the builders at no. 14 as a

Signed

Date

parking space for their vehicles. This is not acceptable as it could be needed by emergency services.

We have finally received comments from the Borough Council on the Neighbourhood Plan, this is on the agenda, so I won't comment further here.

Val Newman 09/10/23

Hedges, Verges , Drains.. the Community orchards and the Yew Tree **Report dated October 4 2023**

Hedges: Three Mile Lane hedge, Keele Road hedge The Village hedge, Station Rd hedge all in acceptable trimmed conditionexception: Pepper Street hedges. Letter having gone to landowner Mr Downes from last KPC meeting asking for a cut.

Should we ask that SCC make a pledge to take on cutting this very dangerous/overgrown (and making pedestrian passage hazardous) stretch of hedge as and when reported by the Parish Council..as the owner is unresponsive?

Debris from a hedge cutting episode on A525 near junction with Station Road has been left on the verge

Verges: All verges have been cut

Drains: The broken highways drain by Number 2 Station Road is still left unrepaired. This results in foul water spreading all down Station Road and collecting by Number 2 ..meaning the residents have been unable to get their drive re-laid with block paving

This requires escalating to senior levels at SCC? WN has contacted our BOROUGH Councillor for his advice,he believes a joint letter from KPC and himself to a much more senior officer at SCC may be needed Derrick H (phone call on Oct 5) maintains he has raised this at high levels with County... Ms Raftery for eg

Sue H reports drain on Pepper St by lamp34 completely blocked. Question is..best way to report this and by whom? Do we have faith in reporting on SCC web based 'report a problem'?

Chapel Close cut through footpath is overgrown and making walking thru' difficult. Should we ask Steve Hought to quote for cutting back...the vegetation has been planted by residents.

The Community Orchards: Steve Hough has met with WN to assess the first stage of works. His estimate will follow for agreement by KPC. Estimate for this month's work ...cutting back Sea Buckthorn and strimming down some areas left unmown by Street Scene: £80 WN will work with him to clear off debris

The Yew Tree. It is most definitely showing worst dessication on one side. It could benefit from application of finely milled bark compost in the opinion of our consulted arborists. One ton would spread to an acceptable depth (3cm) over about half of the tree's 'island' Keele Conservation Group would be willing to pay for x1 ton at £115 delivered free from CPAHorticulture and commission Steve Hough to spread the bark.

Replacing dead Quercus fosteriana on Station Road. WN is in contact with NJTrees for a replacement as agreed earlier in the year

Fly tip large freezer dumped end of Quarry Bank Road.Has been reported (WN/others?)

Note to all..it is easy to report fly tipping on NBC website..or send info to me for forwarding on

October 4 WN

Signed

Date

Planning Report for Keele Parish Council October 2023

September

Removal of existing temporary chiller unit and construction on new chiller unit, associated services and screen / enclosure.

Alliance Medical Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BX

Ref. No: 23/00764/FUL | Validated: Thu 21 Sep 2023 | Status: Pending Consideration. *No Comment*

Replacement doors and windows. Amakaohia House Church Bank Keele Newcastle Under Lyme Staffordshire ST5 5AT> Ref. No: 23/00735/FUL | Validated: Mon 11 Sep 2023 | Status: Pending Consideration. *The building is barely visible from the public domain, but the building is locally listed. A comprehensive heritage statement is included with the application. The justification given for the work is reasonable and the proposed work modest. I have no further comments to make but will be interested in the Conservation Officer's judgement.*

Largest Yew tree crown raise to 4m by removing smaller secondary branches (not larger than 3inch diameter branches) Top over elongated section of canopy and reduce by approx 2m. Remaining canopy light reshape, branches shortened approx 1m. Work designed to maintain access and space below the tree, also aesthetic appearance of tree. Yew over garage roof reduce branches by approx 1m to maintain clearance from building.

1 Keele Farmhouse The Village Keele Newcastle Under Lyme Staffordshire ST5 5AR

Ref. No: 23/00716/TCA | Validated: Mon 04 Sep 2023 | Status: Pending Consideration. *Leave to the judgment of the TPO.*

Application for approval of Street lighting design as required by condition 22 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/CN22 | Validated: Wed 23 Aug 2023 | Status: Pending Consideration. The Borough makes the following comments:

"Highways: The discharge of condition for this particular matter is therefore considered premature as it relates to the approval of Street Lighting details which are currently being reviewed as part of the S.7 Technical Audit process. On liaising with AMEY undertaking the S.7 technical review on behalf of the Highway Authority, I can confirm that detailed Street Lighting design details and associated environmental design parameters have not been approved at this time and therefore may be subject to change."

"Environmental Health: The condition relates to street lighting, rather than lighting emitted from a neighbouring premises, or a specific activity/premises within the development itself. On that basis, the County Council are best placed to respond to the consultation and to make comments regarding the appropriateness of the street lighting scheme."

The plan has been circulated to the Planning sub-committee. I have no comment as it only shows the location of proposed lights which are unremarkable. *Nevertheless, I suggest we write asking for confirmation that the lighting will be 'dark skies friendly' and will control light pollution in the surrounding area.*

Application for approval of the hard landscape details as required by condition 15 of planning permission reference 21/00952/FUL (Variation of condition of 18/00262/REM, residential development up to 100 no. dwellings)

Land North of Pepper Street Keele Newcastle Under Lyme Staffordshire

Ref. No: 21/00952/CN15 | Validated: Wed 23 Aug 2023 | Status: Pending Consideration

Staffordshire Highways make the following comment: Highways Comments

"Material & Hard Landscaping Plan, Drawing Ref. H5152_MHL_01, dated 22.08.2023. The Highway

Signed

Date

Authority would offer the following comment: The detail submitted states that private drives (pink block) and private shared drives (yellow hatch) will be surfaced in a coated Macadam however no further construction specification has been provided. No surfacing material information for other private shared drives (Yellow block) have been provided. No information has been provided in regard to surface water drainage for private drives, parking and turning areas. The applicant will need to provide sufficient drainage information including detail of surface gradients to demonstrate surface water run-off will be adequately managed within private driveway/parking and turning areas and will not fall towards to road layout intended to form part of the adopted highway. I would also highlight that the reserved matters application boundary shown on the submitted Materials Plan has not been shown in accordance with the approved Site Layout Plan Rev B. 3 plots situated within the curtilage of the existing garage site are now not included within the reserved matters application boundary. Details of surface materials and Surface Water Drainage within the shared driveway serving the 3 plots in question will need to be provided to satisfy condition 15 or further planning consent should be sought to formally remove the garage redevelopment from the wider residential development scheme.

Recommendation

Accordingly, I can confirm insufficient detail has been provided to demonstrate the minimum requirements of the condition have been met therefore would recommend the discharge of condition 15 is refused at this time."

I recommend we write objecting to the application on these lines: "KPC object to the application. Having read the comments from Staffordshire Highways we agree that insufficient detail has been provided to demonstrate that the minimum requirements of the condition. "

Proposed rear extension and garage (amended plans received 25.09.2023)

Church View 1 Church Bank Keele Newcastle Under Lyme Staffordshire ST5 5AT

Ref. No: 23/00407/FUL | Validated: Mon 15 May 2023 | Status: Pending Consideration. This application was made in May and subject to the following comments from the Borough:

"Landscape Officer: I note that the trees on the western boundary of the property, which is within Keele Conservation Area, have had their crowns removed. The stems of these trees are greater than 7.5cm diameter and notification is required to the Borough Council for the works. No notification has been received. Failure to notify the BC is in contravention of The Town and Country Planning (Tree Preservation) (England) Regulations 2012. The work done to the trees has caused significant harm to the visual amenity which they provided and is irredeemable. I would request that they are removed and replaced with trees of a species to be agreed with the LPA as part of a landscaping scheme for the property."

"Highways; No objection subject to a condition requiring that the garage is used for vehicle parking only."

"Conservation: No observations to make on this amended application which, in my opinion, will not impact on the character or appearance of the Conservation Area, due to it being largely to the rear of the plot."

As far as I can see the new plans allow for a downstairs toilet in the extension. This will not affect the visual appearance of the building work. I have no comment to make but declare an interest as 1, Church Bank is an immediately neighbouring property.

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

Signed

Date

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 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.*

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: Permitted.

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

Signed

Date

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.

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

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
- Application for approval of details of drainage scheme and parking layout as required by condition 3 of planning permission ref. APP/P3420/C/18/3218107. Boggs Cottages 5 Keele Road Keele Newcastle Under Lyme Staffordshire ST5 5ABRef. No: 23/00224/CN03 | Validated: Mon 20 Mar 2023 | Status: Pending Consideration. *Severn Trent have now inspected the site and reported that the applicants plans do not conform to the actual assets present. They note that to connect to the sewerage system, permission would need to forthcoming from the occupants of the other properties. On the basis of this, I would hope that the current application is not permitted as it has been shown to be materially inaccurate. I suggest we write to the Borough on this basis and following on from our previous objection which noted these inaccuracies.*

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. *This matter remains pending 12 months after the original application. I recommend we write to Planning asking them why a decision has been delayed.*