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Date

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Monday 13 November at 7.00pm at Keele Village Hall

Attendees: Parish Councillors: Mr G Bibby (GB, Acting Chair), Ms S Hughes (SH), Ms W Naylor (WN), Mr A Rowe (AR), Mr C Ashton (CA)

Parish Clerk – Ms D Powell (DP)

Two members of the public were present.

149/23 Apologies

Apologies were received from Ms V Newman (VN), Mr T Arnold (TA), Ms C Cox (CC), Ms T Wright (TW), Ms M Downing (MD).

150/23 Declarations of Disclosable Pecuniary Interests - None

151/23 Public Open Forum

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

The members of the public were present to observe the meeting.

152/23 To note the draft minutes of the meeting held on 9 October 2023 and agree

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

153/23 To consider a co-option to the vacant Councillor position.

RESOLVED to co-opt Mr James Hall to the vacant councillor position. Mr Hall signed the Acceptance of Office and was welcomed to the council.

154/23 Village Hall update

a. The Village Hall building renovation.
There is no completion date at present.

155/23 To receive feedback from the sub-committees

a. Communications sub-committee

James Hall to join the communications committee. AR is to prepare the bulletin and to include the text from VN regarding the parking information received from the Police.

b. Environment and assets sub-committee

Pepper Street hedge had been cut well. The remains undergrowth across the pavement. **RESOLVED** for DP to request a quote from the contractor to clear the undergrowth. Quarry bank hedge is to be cut on 14 November. The hedge at the lodge needs to be cut. DP to contact an agricultural contractor. **RESOLVED** to accept a quote of £20 from the contractor to remove a blackthorn bush.

It had been decided not to spread mulch around the Yew tree. The irrigation system had been leaking as a washer was broken. WN to ask Access Irrigation about fixing the leak and moving the drip feed to the perimeter of the island for subsequent resolution. Keele Conservation Group to obtain a quote for fertilizer.

There had been incidents of dog fouling near to the bridge over the A525 and in Highway Lane parking areas. **RESOLVED** to place an article in the newsletter advertising the location of dog waste bins and litter bins.

c. Planning sub-committee

Planning applications – to provide comments on the following:

[23/00830/FUL | The proposed installation of 4no. groups of external gym equipment](#)

Signed

Date

[including rubber grass mats around the perimeter of the existing running track at Keele University | Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BG \(newcastle-staffs.gov.uk\)](#) No objection

156/23 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 consider the Budget for 2024/25. Noted
- e. To note the new NALC pay scales from 1 April 2023. **RESOLVED** to approve and pay in December 2023.

157/23 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.
- 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 for information only on the broadband issues Pepper Street/Quarry Bank Road. No update.
- 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)

Staffordshire Highways, Seddons and those contracted by Seddons are finishing off the estate. Roads are being repaired and should be finished by Christmas.
- e. To discuss the installation of the defibrillator. The defibrillator at the Sneyd Arms belongs to KPC and will be installed at the Village Hall when the repairs have been finished.
- f. To discuss the litter picking contract. To be discussed in January 2024.
- g. To discuss the broken drain at 2 Station Road. This matter remains ongoing.

158/23 Other matters

- a. Update on TRO and parking issues.
Parking issues on Highway Lane have been resolved.
- b. The persistent noise on Pepper Street.
The noise appears to be coming from the marl quarry and relates to nighttime activity. Notes are being taken.
- c. To discuss the use of Police contact numbers.
RESOLVED not to publish telephone numbers in the bulletin. Crimes need to be reported on 101 or 999.
- d. To discuss whether the meeting in December will take place. To consider delegating authority to the Chair and Parish Clerk.
RESOLVED that the meeting in December 2023 would not take place unless there was an urgent matter. **RESOLVED** to delegate authority to the Chair and Clerk.

159/23 To note (only) written reports circulated in advance:

Signed

Date

- a. Chair's report. The Chair had given apologies.
- b. County & Borough Councillors. None present.

160/23 General Data Protection Regulations (GDPR)

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

161/23 Keele Neighbourhood Plan (Standing Item) A meeting is to take place with NBC Planners to discuss the Policy document.

162/23 Borough Local Plan (Standing Item) Awaiting information.

163/23 Pepper Street development (Standing Item) This matter was covered earlier in the agenda.

164/23 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted

165/23 Any Other Business for future agendas - None

Meeting closed at 8.23pm

Date of next meetings:

8 January 2024, 12 February 2024, 11 March 2024, 8 April 2024.

Appendix A

**Keele Parish Council
Payment Schedule November 2023**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
13/11/2023	BACS	Steve Hough	Notice board inspections and grass cutting under the Yew Tree. Cleaning of bus shelters. Weeding and strimming at the cemetery (Wenslie). Clearing of vegetation around the sculptures. Clearing growth along the Church wall.	970.00	0.00	970.00
13/11/2023	BACS	Access Irrigation	Spring Service visit 2023	358.00	71.60	429.60
13/11/2023	BACS	Salary	November 2023	544.65	0.00	544.65
13/11/2023	BACS	VAST	HMRC Mth 8	45.60	0.00	45.60
13/11/2023	BACS	Office expenses	Mileage, MS Office	36.13	5.88	42.01
		Total		1954.38	77.48	2031.86

Signed

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Appendix B

Keele Parish Council			
Bank Reconciliation for the period ending 13 October 2023			
	£	£	£
Balance per Bank Statement 13 October 2023			
Current account		16,363.88	
Deposit account		<u>15,810.63</u>	
			32,174.51
Less: unrepresented payments			0.00
Net bank balance as at 13 October 2023			<u>32,174.51</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	-632.28		
Oct-23	<u>-608.28</u>		
		-14,248.97	
Closing Balance as per cash book for the year to 13 October 2023			<u>32,174.51</u>

Planning Report for Keele Parish Council November 2023

My apologies for the late delivery of this report for our November meeting. I have highlighted in bold any items for discussion in the meeting. Items in blue remain unchanged from my October report.

- *Sue, Val, and I met with Gary of Seddon Homes on Friday 20th October. My notes of the outcomes for the meeting are as follows:*
- *The threatened oak tree is to be preserved in the final landscaping plan*
- *The work on the spoil heap was to smooth the surface and has now been completed*
- *Seddon made aware of toxic contamination on site and the report on this was shared with them. Gas proof membranes are being fitted to all homes adjacent to the old landfill site.*
- *The tongue of land closest to Pepper Street is to be screened with tree planting*
- *It was suggested in the event of the approval of the Travel Plan that lights and/or signs be installed on the dangerous bend adjacent to the lodge*
- *It is planned that the show house will open on 4th December. There has been a great deal of interest...*
- *Reassurance as sought that street lighting installed would be 'dark skies' friendly. Site Manager checking on this.*
- *Bat boxes will be installed in surrounding woodland*
- *More piling remains to be completed, no schedule for when this might occur*
- *Soil in heaps by Pepper Street is uncontaminated and will be used in gardens*
- *It is hoped work on site will be completed by July 2025*
- *A Management Company will be responsible for maintenance of public areas once development is complete*
- *A temporary entrance will be established for the show home (see conditions in Travel Plan decision below)*
- *Permanent new entrance subject to ongoing discussions with SCC*
- *Mains electricity will come into site by the side of plot 3*
- *Seddon were asked to check that the plan for lighting and hard landscaping had been approved by planning. They have NOT been (see below)*
- *A request was made that the roads and gutters were regularly cleaned. Issues concerning the 4x4 use of adjoining woodland were discussed.*

November

Proposed alterations to existing coach house to form additional bedroom, en-suite and home study. Side extension to form porch and w.c. Conversion of existing conservatory to form kitchen. Revised scheme to ground floor.

52 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH

Ref. No: 23/00866/FUL | Validated: Mon 06 Nov 2023 | Status: Pending Consideration

I recommend we do not object

October

The proposed installation of 4no. groups of external gym equipment including rubber grass mats around the perimeter of the existing running track at Keele University

Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BG

Ref. No: 23/00830/FUL | Validated: Thu 19 Oct 2023 | Status: Pending Consideration

I recommend we do not object but remain sceptical concerning the use of such equipment.

September

[Removal of existing temporary chiller unit and construction on new chiller unit, associated](#)

Signed

Date

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 Farm House The Village Keele Newcastle Under Lyme Staffordshire ST5 5AR
Ref. No: 23/00716/TCA | Validated: Mon 04 Sep 2023 | **Status: No Objection.** *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 make 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 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

Signed

Date

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: **Permit**. *This application was made in May and subject to the following comments from the Borough:*

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: Permit**.

Application for a non material 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:

Permit

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: **Permit**. The proposed extension replaces a UPC structure already in place

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: **Refuse**.

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 Pictoral 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: **Approved with conditions**
- - Prior to commencement of use of any temporary sales office access on Pepper Street, the sales office and visitor access route within the site as outlined in Figure 13 of the approved Construction Traffic Management Plan Rev F shall be surfaced in a hardbound material and appropriately drained.
 - Prior to commencement of use of any temporary sales office access on Pepper Street, full details of the Planted Raised Bed Access Barrier as broadly outlined in Figure 13 of the approved Construction Traffic Management Plan Rev F shall be first agreed in writing with the local planning authority in liaison with Staffordshire County Council as Highway Authority. The approved barrier shall be fully implemented in accordance with the approved details and remain in place while the temporary access on Pepper Street remains operational.
 - Prior to commencement of use of any temporary sales office access on Pepper Street, the Our ref: 13/00970/2CN24 Date: 9th October 2023 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire Castle House Barracks Road Newcastle-under-Lyme Staffordshire ST5 1BL Classification: NULBC UNCLASSIFIED Classification: NULBC UNCLASSIFIED private parking and vehicle access areas associated with plot 1-3 shall be hard surfaced, drained and available for use by Sales office staff and visitors in accordance with the approved details.
 - Notwithstanding any details shown within Figure 12 of the approved Construction Traffic Management Plan Ref F, full design and Construction specification for any Temporary Sales Office Access to be provided on Pepper Street located within the extents of the approved permanent access arrangement shall be agreed in writing with the Highway Authority and fully implemented in accordance with the agreed plans.
 - The Approved Construction Traffic Management Plan Ref F must be fully adhered to during the temporary construction phase of the develop

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

Signed


Date

| Validated: Mon 20 Mar 2023 | Status: Permit

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: Refuse.**

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: **Permit.**