

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Monday 8 January 2024 at 7.00pm at Keele Village Hall

Attendees: Parish Councillors: Ms V Newman (VN, Chair), Mr G Bibby (GB), Ms S Hughes (SH), Ms W Naylor (WN), Mr A Rowe (AR), Mr C Ashton (CA), Ms T Wright (TW), Mr J Hall (JH)

Parish Clerk – Ms D Powell (DP)

One Police Officer was present

1/24 Apologies

Apologies were received from Ms C Cox and Mr T Arnold.

2/24 Declarations of Disclosable Pecuniary Interests – none.

3/24 Public Open Forum

The Police Officer present reported:

- There had been thefts and curtains slashed on trucks at the M6 Services.
- There had been an incident of hate crime.
- A report of suspicious males on Highway Lane had been received.
- There had been criminal damage to a hotel room and at Madeley Heath Motors there had been damage to vehicles.
- A van had been stolen from Quarry Bank Road.
- There had been one report of anti-social behaviour on Keele Golf Course and one at the Students Union.
- There has been a road traffic accident at the University Campus.
- The Police Officer was thanked for attending and left the meeting at 7.05pm.

4/24 To note the draft minutes of the meeting held on 13th November 2023 and agree

- a. To approve the minutes
RESOLVED to approve.

5/24 Village Hall update

- a. The Village Hall building renovation.
The boarding and plastering is due to take place later in the week.

6/24 To receive feedback from the sub-committees

- a. Communications sub-committee
The planning report had been submitted for the Bulletin and new members had been added to the circulation list.
- b. Environment and assets sub-committee
The tree at the bottom of Station Road had been replaced with a good specimen by N and J Trees. The issues with drainage at 2 Station Road had been resolved and works completed.
- c. Planning sub-committee
Planning applications – to provide comments on the following: None.
A planning report had been circulated. GB had met with a Seddons member of staff. The development of the housing had stopped over the quieter Winter months until the Spring when interest is expected to improve.

7/24 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 2023/24– **Appendix C RESOLVED** to approve.
- d. To approve the Budget for 2024/25.
The Clerk presented the revised draft budget for 2024/25.
 - The meeting discussed the litter picking contract.
 - It was **RESOLVED** for JH to check the defibrillator pads held The Sneyd Arms and for KPC to purchase replacement pads if necessary.
 - **RESOLVED** to earmark reserves of £1000 for the re-siting of the defibrillator.
 - **RESOLVED** to earmark reserves of £800 towards grounds maintenance.
 - It was requested that SH provide an update on the financial costs to date of the Village Hall renovation to the next meeting of KPC.
 - It was **RESOLVED** to approve the budget for 2024/25.
- e. To approve the Precept 2024/25.
 - It was **RESOLVED** to approve the Precept in line with assuming Council Tax is to increase by 1.99% and request a Precept of £17,247 from the Borough Council.
 - It was **RESOLVED** for the Clerk to submit the Precept paperwork to Newcastle Borough Council.

8/24 Actions arising from the meeting held on 13th November 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.
This item is to be removed for the agenda for eighteen months.
- 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.
DP to write to Councillor Huckfield. WN to ask for a record of accidents.
- c. Update for information only on the broadband issues Pepper Street/Quarry Bank Road.
DP to send Open Reach contact details to VN.
- 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)

AR reported that the roads on the estate were finished before Christmas and part of Quarry Bank was also resurfaced. AR had asked for debris to be removed. The next step is for adoption.
- e. To receive an update on the installation of the defibrillator.
This matter was discussed earlier. See item ref. 7/24d.
- f. To discuss the litter picking contract.
TW, WN and VN to review applications for the litter picking contract. The meeting discussed a litter picking day and WN and JH agreed to discuss areas for litter picking.
- g. To receive an update on the broken drain at 2 Station Road.
TW reported that the ceramic drain and new part of the drain were rejoined and the

Signed

Date

collapsed section in the middle of the drain had been repaired. The debris on the gullies is the residents responsibility. The repaired drain is now taking the waterflow.

- h. To discuss the persistent noise on Pepper Street.
This is no longer an issue.

9/24 Other matters

- a. Update on TRO and parking issues.
No further issues.

10/24 To note (only) written reports circulated in advance:

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

11/24 General Data Protection Regulations (GDPR)

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

12/24 Keele Neighbourhood Plan (Standing Item)

The NDP had been submitted to NBC Planning Policy Department where officers had screened the document and sent it to statutory consultees for their opinion. The responses from the statutory consultees is expected in the New Year. DP to check the dates.

13/24 Borough Local Plan (Standing Item)

No update.

14/24 Pepper Street development (Standing Item)

This matter was reported at item ref. 6/24c.

15/24 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted.

An email had been received from the Community Engagement Manager at Tarmac who provided part funding for the refurbishment of the Knights Templar sculptures. They would like to publicise the refurbishment of the sculptures. WN to provide a written report and DP to add the photographs.

16/24 Any Other Business for future agendas

The damage to the verge at the top of Highway Lane.
The sustainability event at Keele University.
The Quarry smell.

Meeting closed at 8.30pm

Date of next meetings:

12th February 2024, 11th March 2024, 8th April 2024

Signed

Date

Appendix A

**Keele Parish Council
Payment Schedule December 2023**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
20/12/2023	BACS	Steve Hough	Noticeboard inspections and removal of thorn bush	80.00	0.00	80.00
20/12/2023	BACS	Access Irrigation	Winter Service visit 2023	199.00	39.80	238.80
20/12/2023	BACS	Salary	December 2023	825.45	0.00	825.45
20/12/2023	BACS	VAST	HMRC Mth 9	159.02	4.00	163.02
20/12/2023	BACS	Office expenses	Mileage	13.75	0.00	13.75
		Total		1277.22	43.80	1321.02

**Keele Parish Council
Payment Schedule January 2024**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
08/01/2024	BACS	Salary	January 2024	583.45	0.00	583.45
08/01/2024	BACS	VAST	HMRC Mth 10	45.80	0.00	45.80
		Total		629.25	0.00	629.25

Signed

Date

Appendix B

<u>Keele Parish Council</u>			
<u>Bank Reconciliation for the period ending 14 November 2023</u>			
	£	£	£
Balance per Bank Statement 14 November 2023			
Current account (includes £10,000 Lottery Funding for Village Hall repairs)		14,332.02	
Deposit account		<u>15,810.63</u>	
			30,142.65
Less: unrepresented payments			0.00
Net bank balance as at 14 November 2023			<u>30,142.65</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	-608.28		
Nov-23	<u>-2031.86</u>		
		-16,280.83	
Closing Balance as per cash book for the year to 14 November 2023			<u>30,142.65</u>

Signed

Date

<u>Keele Parish Council</u>			
<u>Bank Reconciliation for the period ending 22 December 2023</u>			
	£	£	£
Balance per Bank Statement 22 December 2023			
Current account (includes £10,000 Lottery Funding for Village Hall repairs)		13,011.00	
Deposit account		<u>15,810.63</u>	
			28,821.63
Less: unpresented payments			0.00
Net bank balance as at 22 December 2023			<u>28,821.63</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			
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Jul-23	-1066.24		
Aug-23	-1821.41		
Sep-23	-632.28		
Oct-23	-608.28		
Nov-23	-2031.86		
Dec-23	<u>-1321.02</u>		
			-17,601.85
Closing Balance as per cash book for the year to 22 December 2023			<u>28,821.63</u>

Appendix C

Keele Parish Council Budget Report 2023/24

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Clerk's salary	6,900	6,574	-326
Office expenses	420	435	15
Litter picking contract	700	105	-596
Total	8,020	7,114	-906
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	20	0
Total General Admin	1,270	858	-412
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, seats, shelters, noticeboards (funded from reserves £800)	4,050	4,030	-20
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	557	-43
Total Maintenance	5,650	5,687	37
Special Projects (website, planning consultant, SOGS, Knights Templar TPC)	100	0	-100
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	843	843
Total Other Expenses	965	1,193	228
TOTAL EXPENDITURE	16,385	14,981	-1,404

Keele Parish Council - Chair's Report January 2024

Firstly, Happy New Year to all and welcome to our new Parish Councillor James Hall.

In late November Graham & I met with the Chair and Vice Chair of Silverdale Parish Council, who are researching biodiversity on the golf course. It is hoped this may provide information that would give more weight to the golf course remaining in the green belt. At the time we met nothing compelling had been discovered, but it was felt that a hydrological study might reveal issues that could affect construction.

The planning report has details of progress on the new build at Pepper Street, so I won't repeat that here.

The neighbourhood development plan has been submitted to the Borough Council for pre submission consultation according to Regulation 14 of the NDP planning process.

The barriers at the motorway services have been repaired again (at least when I last went by).

The wet weather has inhibited walking of the parish by the environment sub -committee, fingers crossed for a drier 2024.

Staffs County Council have finally done their repairs to the drain at 2 Station Road.

Val Newman 07/01/24

Planning Report for Keele Parish Council January 2023 (prepared by Cllr G Bibby)

I have highlighted in bold any items for discussion in the meeting. Items in blue remain unchanged from my October report.

Sue, and I met with Gary of Seddon Homes on Friday 1st December. My notes of the outcomes for the meeting are as follows:

- There will be signs forbidding construction traffic from using the new show house entrance.
- The show house was due to open to the public on 16th December.
- Gary noted that it would be Feb/ March before Seddon expected significant interest from purchasers. In the current economic climate further site development had been suspended until the level of interest is known. The development of the housing association houses (middle of site) is included in this suspension. 30 houses have been piled and will be finished to shell level.
- Seddon were awaiting legal approval for electricity supply. Mains, water and gas are completed.
- Work should have started again after the Christmas break on the 3rd January. Gary was warned of thefts which occurred on Hawthorns site.
- Gary confirmed the receipt of the site contamination report sent by KPC.

- KPCm mentioned complaints from the public about lorries mounting the pavement and asked for signage on the bend adjacent to QB. Timing of the traffic lights has been adjusted to make exit from the site safer. Matter of additional signage referred to Andy Finney who has mandated that it should be installed, Gary was looking at locations.
- KPC noted that the road sweeper was not using water/ sweeping with brushes. Gary investigating but agreed this should not be the case.
- KPC noted contractors leaving litter, litter pickers to be employed.
- Street lighting installed will be of the latest design to minimise light spillage.
- There is no planning requirement for fences to be wildlife permeable.

December

Electricity Act 1989: Overhead Lines (Exemption)(England and Wales) Regulations 2009 - Install 600m of Bunched ABC conductor along the existing overhead line & new Pole adjacent to existing pole to create an H Pole.

Finney Green Finney Green Keele Newcastle Under Lyme Staffordshire ST5 6AB

Ref. No: 23/00994/OHL | Validated: Fri 15 Dec 2023 | Status: Pending Consideration

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: Permit

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: Permit

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: Permit

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: Approved with conditions

The conditions are as follows:

Following a review of consultation comments received by the highways Authority I am satisfied with the information submitted and can recommend the partial discharge of condition 15 in respect that the information is acceptable for plots 1-97. Full discharge of condition 15 can only be permitted once sufficient details of surface materials and surface water drainage for private drives, parking and turning areas associated to plots 98-100 (garage site) have been provided and approved.

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)

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