

Signed

Dated

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Monday 12 February 2024 at 7.00pm at Keele Village Hall

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

Parish Clerk – Ms D Powell (DP)

One Police Officer was present.

Six members of the public were present.

17/24 Apologies

Apologies were received from Mr G Bibby (GB), Ms T Wright (TW).

18/24 Declarations of Disclosable Pecuniary Interests - none

19/24 Public Open Forum

The Police Officer informed the meeting of the following:

- There had been no change in anti-social behaviour.
- There had been 30 incidents so far this year.
- Crime is up by 3% to 166 incidents from 161 incidents. Between 11 January 2024 and 12 February 2024 there had been 56 incidents in the area with the majority taking place at Keele Services mostly thefts from lorries.
- Anti-social behaviour relating to off-road bikes had been reported at Silverdale.
- Keele University and the Students Union impacts on the numbers of incidents.
- The police Officer left the meeting at 7.05pm.

Cllr Dave Jones informed the meeting of the following regarding the odour from Walleys Quarry (WQ):

- A background to the use of WQ was given.
- A special council meeting has been arranged for 14 February 2024 to request a judicial review into the failure of the Environment Agency to regulate the operating permit at WQ and to request that the operating licence be suspended until activities can comply with the licence.
- Cllr Jones left the meeting at 7.30pm

The Chair of the Village Hall Committee advised the meeting of further spend required on the Village Hall and left the meeting at 7.35pm.

The NBC Neighbourhood Ranger attended the meeting to advise of the issues to be addressed in the Parish. These included abandoned vehicles, anti-social behaviour, parking matters and litter. The ranger left the meeting at 7.40pm.

20/24 To note the draft minutes of the meeting held on 8th January 2024 and agree

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

21/24 Village Hall update

- a. The Village Hall building renovation.

The Village Hall Treasurer reported that the external and internal work had been completed. A meeting is arranged for 14 February 2024 with NBC to receive the final sign off. There had been an overspend due of the roof, the need for more concrete and bricks. The drains had been connected. There was £3.5k outstanding to pay. Phase 2 relates to the fire and safety of the Village Hall. CA requested financial information from the Village Hall Treasurer.

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22/24 To receive feedback from the sub-committees

- a. Communications sub-committee
The Village Hall activities are to be sent out by email. AR to prepare a Bulletin.
- b. Environment and assets sub-committee
WN had circulated a report. The quote for the cut of the hedge at the Lodge has been posted to the resident. GB had commented by email that the hedge on Keele Road belongs to SCC. WN to take a look and report to SCC. A water leak has been reported at the end of Keele Golf Course. WN to set up a meeting to establish who owns which parts of the orchard.
- c. Planning sub-committee
Planning applications – to provide comments on the following:

[21/00952/NMA3 | Submission of a revised Planning Layout Rev B1 to show highways and access information as agreed with Highways and subject of a current S111 application. | Land North of Pepper Street Keele Newcastle Under Lyme Staffordshire \(newcastle-staffs.gov.uk\)](#) No comment

[23/00957/COUNOT | Conversion to 2 dwellings | Finney Green Farm Finney Green Keele Newcastle Under Lyme Staffordshire ST5 6AB \(newcastle-staffs.gov.uk\)](#) Comments had been registered

23/00994/OHL related to overhead lines and transformers in Finney Green TA requested that comments be registered.

Pepper Street development (Standing Item)

The meeting with the developer had been held up because of the weather. Work has commenced opposite Quarry Bank on amenities. The hedge had been removed.

23/24 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 – **Appendix C RESOLVED** to approve.
To approve a transfer of reserves from the Deposit Account to the Current Account. **RESOLVED** to approve a transfer of £2500. DP advised the meeting of the financial situation in relation to reserves.
- d. To note the requirement for an external audit 2023/24 due to an increase in income relating to the £10,000 Lottery Funding. To note the external audit fee and extra requirements. This was noted.
- e. To discuss the VAT position relating to the invoice for building works to the Village Hall. **RESOLVED** to request advice from SPCA.
- f. To discuss funding for the Village Hall Committee.
The Village Hall Treasurer confirmed that the Village Hall Committee would fund the additional costs of the Village Hall renovations.
The Village Hall Committee Treasurer left the meeting.

24/24 Actions arising from the meeting held on 8th January 2024

- a. 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.

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No update.

- b. Update for information only on the broadband issues Pepper Street/Quarry Bank Road.

There is no high-speed broadband in Church Bank. This had been requested by a resident at Quarry Bank. There had been no response for the Rural. Engagement Officer.

- c. 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 estate had not yet been handed over. There had been a promise of cobbled stones to slow traffic.

- d. To receive an update on the installation of the defibrillator.
AR had submitted an application to the British Heart Foundation and had been successful in obtaining a defibrillator. The defibrillator at the Sneyd Arms had been checked and the pads expire in November 2024.

- e. To discuss the litter picking contract.
WN had a contact. DP to prepare the contract.

25/24 Other matters

- a. Contractor assessment of work to be done at Community Orchard
RESOLVED to approve a quote of £320.
- b. The future of the Yew tree
RESOLVED to leave the tree without irrigation. Or fertilizer. MD knows of an assessor and is to make contact to obtain a professional opinion on the condition of the tree.
- c. To review the service contract for the Yew Tree
RESOLVED to leave for this year. Awaiting horticultural advice.
- d. The hedge on Keele Road
This matter was covered earlier.
- e. The hedge at The Lodge
- f. This matter was covered earlier.
- g. The damage to the verge at the top of Highway Lane.
Damage had been caused by lorries. WN was of the opinion that it should be made into a splay. WN to contact Highways to ask.
- h. Trustees needed for Parochial Charity
A trustee had advised that they intended to stand down. VN to speak to trustees. CA to contact trustees.
- i. Walleys Quarry
This matter was covered earlier.
- j. Sustainability meeting at Keele University
WN to follow up.

26/24 To note (only) written reports circulated in advance:

- a. Chair's report.
The chair thanked members of the sub-committees for their hard work.
- b. County & Borough Councillors
This matter was covered earlier.

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27/24 General Data Protection Regulations (GDPR)

Data Breaches (72 hrs)/Information Security/Subject Access Requests (reminder). Noted

28/24 Keele Neighbourhood Plan (Standing Item)**RESOLVED** to approve the NDP consultant to go ahead with additions to the NDP.**29/24 Borough Local Plan (Standing Item)**

There is to be a further consultation in the Summer.

30/24 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted.**31/24 Any Other Business for future agendas****Meeting closed at 8.55pm.****Date of next meetings:**11th March 2024, 8th April 2024, 13th May 2024, 10th June 2024

Appendix A

**Keele Parish Council
Payment Schedule February 2024**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
12/02/2024	BACS	Salary	February 2024	583.45	0.00	583.45
12/02/2024	BACS	VAST	HMRC Mth 11	45.80	0.00	45.80
12/02/2024	BACS	Smiths of Derby	St Johns Church clock service visit	269.00	53.80	322.80
12/02/2024	BACS	Steve Hough	Inspections of noticeboards. Siding of Pepper Street from A535 to the bus stop opposite Quarry Bank.	420.00	0.00	420.00
12/02/2024	Chq 792	D & K Evans Ltd	Building work - Village Hall re Lottery Funding	8333.33	1666.67	10000.00
12/02/2024	Chq 793	Moon Creative	Website maintenace, SSL certificate and website hosting	121.80	0.00	121.80
12/02/2024	Chq 794	One Stop Computers Stoke Ltd	Lenovo Laptop and system diagnostics (Clerk's laptop)	395.00	79.00	474.00
		Total		10168.38	1799.47	11967.85

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Appendix B

<u>Keele Parish Council</u>			
<u>Bank Reconciliation for the period ending 9 January 2024</u>			
	£	£	£
Balance per Bank Statement 9 January 2024			
Current account (includes £10,000 Lottery Funding for Village Hall repairs)		12,381.75	
Deposit account		<u>15,810.63</u>	
			28,192.38
Less: unpresented payments			0.00
Net bank balance as at 9 January 2024			<u>28,192.38</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	-2031.86		
Dec-23	-1321.02		
Jan-24	<u>-629.25</u>		
		-18,231.10	
Closing Balance as per cash book for the year to 9 January 2024			<u>28,192.38</u>

Appendix C

Keele Parish Council Budget Report 2023/24

Page 1 of 2			
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)	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

Planning Report for Keele Parish Council February 2023 prepared by GB.

January/February

21/00952/NMA3 | Submission of a revised Planning Layout Rev B1 to show highways and access information as agreed with Highways and subject of a current S111 application. | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire (newcastle-staffs.gov.uk). As far as I can see, the proposals are not controversial but the matter should be discussed in the February meeting.

23/00957/COUNOT | Conversion to 2 dwellings | Finney Green Farm Finney Green Keele

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Newcastle Under Lyme Staffordshire ST5 6AB (newcastle-staffs.gov.uk). We commented on this (thanks Tony) on 2/1/24 and oppose the revised development

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: No Objection

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

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.

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