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Date

MINUTES OF KEELE PARISH COUNCIL ANNUAL AND REGULAR MEETING

Held on Monday 13 May 2024 at 7.00pm at Keele Village Hall

Attendees: Parish Councillors: Ms V Newman (Chair, VN), Mr G Bibby (GB), Ms S Hughes (SH), Ms W Naylor (WN), Mr C Ashton (CA), Mr T Arnold (TA), Ms C Cox (CC), Ms M Downing (MD), Ms T Wright (TW), Mr A Rowe (AR)
Parish Clerk – Ms D Powell (DP)

One member of the public was present.

63/24 To nominate and elect the Chair and signing of the Declaration of Acceptance of Office

RESOLVED to appoint Ms V Newman as the Chair. The Declaration of Acceptance of Office was signed.

64/24 To nominate and elect the Vice chair and signing of the Declaration of Acceptance of Office

RESOLVED to appoint Mr G Bibby as the Vice Chair. The Declaration of Acceptance of Office was signed.

65/24 Apologies

Apologies were received from Mr J Hall.

66/24 Declarations of Disclosable Pecuniary Interests

None.

67/24 Public Open Forum

The Police Officer had provided a report stating that there had been two reports of anti-social behaviour relating to off road bikes on the Golf Course. An operation is planned to target all such offenders across Newcastle. On 16 April a van was broken into at Keele University and garden equipment was stolen.

A resident attended the meeting to ask that the weeds in the gutters on Station Road could be sprayed.VN to advise DP of the area concerned.

68/24 To note the draft minutes of the meeting held on 8 April 2024 and agree

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

69/24 To review the Standing Orders, Financial Regulations and Risk Assessment

RESOLVED to approve the Standing Orders, Financial Regulations and Risk Assessment.

70/24 To nominated representatives as follows and to receive reports.

a. Staffordshire Parish Councils Association - To nominate a representative.

RESOLVED not to nominate a representative.

b. Borough Standards Committee – To nominate a representative.

RESOLVED that Ms W Naylor would be the representative.

c. Village Hall Management Committee - To nominate a representative

RESOLVED that Ms S Hughes would be the representative.

d. Keele University Estates meeting – To nominate representatives

RESOLVED that Ms V Newman and Mr G Bibby would be the representatives.

e. To nominate representatives for other responsibilities as appropriate

VN and CA to meet with the Parochial Charities.

71/24 To nominate members to the following sub-committees

a. Communications sub-committee

RESOLVED that Mr A Rowe, Ms T Wright and Ms C Ashton would continue as members of the Communications sub-committee.

AR reported that Councillors had been added to the circulation list for the Bulletin. AR had received reports for inclusion in the Bulletin which is to be circulated. Communication had been received from a resident of the estate about setting up a management committee. Highways, footpaths and lighting had been handed over to Staffordshire County Council. Trinity is resolving the damp issue in the flats.

There had been feedback for the resident who had provided the training for the defibrillator that the training event had gone well. The Yew Tree newsletter is in preparation.

b. Environment and assets sub-committee

RESOLVED that Ms W Naylor, Ms M Downing and Ms C Cox continue as members of the Environment and assets sub-committee.

WN had circulated a report. DP asked to contact Access Irrigation to commence the watering of the Yew tree.

c. Planning sub-committee

RESOLVED that Mr G Bibby, Mr T Arnold, Ms S Hughes and Mr J Hall be members of the Planning sub-committee.

GB had circulated a planning report.

- Planning applications – to provide comments on the following:

[24/00298/FUL | Proposed rear single storey extension forming kitchen, re-building existing conservatory with solid walls and roof. | 52 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH \(newcastle-staffs.gov.uk\)](#) No comment.

[24/00290/FUL | Replacement of existing stepped access to existing fire escape door with proposed ramped & stepped access to the north elevation of the Grade: II Listed Chapel; as well as proposed external landscaping works within the same scheme: including a retaining wall & 'dug out' seating area, other above ground seating areas, drainage improvements to lawn, permeable paths and soft landscaping. | The Chapel Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire \(newcastle-staffs.gov.uk\)](#) No comment.

[24/00291/LBC | Replacement of existing stepped access to existing fire escape door with proposed ramped & stepped access to the north elevation of the Grade: II Listed Chapel; as well as proposed external landscaping works within the same scheme: including a retaining wall & 'dug out' seating area, other above ground seating areas, drainage improvements to lawn, permeable paths and soft landscaping. | The Chapel Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire \(newcastle-staffs.gov.uk\)](#) No comment.

TA to draft a comment regarding the Finney Green planning application.

- Pepper Street development.

The layby at Pepper Street is causing concern. The road access to the pumping station crosses a highway. Staffordshire County Council Highways will not permit entrance through a layby. The original planning application was not sent to KPC for comment. KPC is trying to arrange a site visit with County Highways to assess if any part of the layby can be retained. **RESOLVED** for VN to contact DG and RS and if no luck then to contact the MP.

72/24 To receive an update from the Village Hall Committee

The VHC are waiting for a second quote for the outstanding works. SH to contact OD about the possibility of putting a definitive map of footpaths onto the wall in the Village Hall. The portrait of the King had been delivered to the storage room of the Village Hall.

73/24 Finance

- To approve payments/orders, receipts and transfers - **Appendix A**
RESOLVED to approve.
- To approve the annual insurance payment to Zurich Insurance.
- RESOLVED** to approve.
- To note and approve the bank reconciliation – **Appendix B**

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- e. **RESOLVED** to approve.
- f. To note and approve the budget report – **Appendix C**
- g. **RESOLVED** to approve.
- h. To approve the Chair's Allowance (Section 115 LGA 1972)
RESOLVED to approve a Chair's allowance of £350.

74/24 Actions arising from the meeting held on 8 April 2024

- a. To discuss D0253D Traffic Regulation Order Consultation - No Entry except Buses - S278 Adjacent to Newcastle Lodge.
VN to follow up.
- b. To receive an update on the damage to the verge at the top of Highway Lane.
RS had visited and WN had sent a report to Staffordshire County Highways.
- c. To receive an update on the hedge on Keele Road.
The overgrown hedge at Keele Road had been reported by WN.
- d. To receive an update on the bus stop and removal of the layby on Pepper Street.
This matter was covered earlier.
- e. To discuss the location of the Keele boundary sign.
The sign had been collected by the contractor.

75/24 Other matters

- a. To discuss the footpath on the A525 to Madeley.
VN to contact Staffordshire County Highways and Cllr Huckfield.
- b. Fly tipping.
There had been fly tipping at the Church. A meeting of some of the residents had taken place. The costs of removal will be made by the Church and donations from those residents. A gate is to be installed with pedestrian access.

76/24 To note (only) written reports circulated in advance:

- c. Chairman's report. As circulated and attached.
- d. County & Borough Councillors. None present.

77/24 General Data Protection Regulations (GDPR)

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

78/24 Keele Neighbourhood Plan (Standing Item)

A meeting with the planner from Urban Vision is taking place at the end of June.

79/24 Borough Local Plan (Standing Item)

A second consultation is due in the late Summer or Autumn.

80/24 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted. The appointment of a County Officer is ongoing.

81/24 Any Other Business for future agendas

A definitive map of footpaths for the wall in the Village Hall.

Meeting closed at 7.55pm

Dates of next meetings:

8 July 2024, 12 August 2024, 9 September 2024

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Appendix A

**Keele Parish Council
Payment Schedule May 2024**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
13/05/2024	BACS	Keele Parochial Church Council	Contribution towards the maintenance of the churchyard	1100.00	0.00	1100.00
13/05/2024	BACS	Salary	May 2024	584.38	0.00	584.38
13/05/2024	BACS	VAST	HMRC Mth 2	55.40	0.00	55.40
13/05/2024	BACS	Office expenses	Mileage and printer cartridge	48.99	0.00	48.99
13/05/2024	BACS	Staffordshire Parish Councils Association	Annual subscription	329.00	0.00	329.00
13/05/2024	BACS	Steve Hough	Noticeboard inspections	60.00	0.00	60.00
13/05/2024	BACS	Keele Village Hall	Room hire	22.00	0.00	22.00
13/05/2024	BACS	Ms V Newman	Chair's allowance	350.00	0.00	350.00
13/05/2024	BACS	Zurich Municipal	Insurance	483.19	0.00	483.19
13/05/2024	BACS	K Struziak	Litter picking	67.20	0.00	67.20
		Total		3100.16	0.00	3100.16

Receipts April 2024

Date	Ref	Details	Description	Net £	VAT £	Total amount £
11/04/2024	Trf	HMRC	VAT Reclaim	900.06	0.00	900.06
12/04/2024	Trf	Newcastle Borough Council	Precept	17461.00	0.00	17461.00
		Total		18361.06	0.00	18361.06

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Appendix B

<u>Keele Parish Council</u>			
<u>Bank Reconciliation for the period ending 12 April 2024</u>			
	£	£	£
Balance per Bank Statement 12 April 2024			
Current account		19,042.46	
Deposit account		<u>13,423.17</u>	
			32,465.63
Less: unpresented payments			
	Chq 796		-121.80
	Chq 794		-120.00
Net bank balance as at 12 April 2024			<u>32,223.83</u>
Net balance reconciled to the cashbook			
Opening balance per cashbook			
Current account	2,101.13		
Deposit account	<u>13,423.17</u>		
		15,524.30	
Add: receipts in the year			
12.04.24 Newcastle Borough Council Precept	17,461.00		
11.04.24 HMRC VAT Refund	<u>900.06</u>		
		18,361.06	
Less: payments in the year			
Apr-24	<u>-1661.53</u>		
		-1,661.53	
Closing Balance as per cash book for the year to 12 April 2024			<u>32,223.83</u>

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Appendix C

Keele Parish Council Budget Report 2024/25

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Clerk's salary	7450	1,280	-6,170
Office expenses and payroll expenses	430	106	-324
Litter picking contract	700	0	-700
Total	8,580	1,385	-7,195
Councillor expenses/Room hire/Subs/Printing	400	22	-378
Miscellaneous	0	0	0
Data Protection Officer Staffs County Council	175	0	-175
Audit Fee	330	0	-330
Insurance	480	483	3
Remembrance Sunday wreaths	20	0	-20
Total General Admin	1,405	505	-900
Staffordshire Parish Council Association	330	329	-1
Society of Local Council Clerks	40	0	-40
Campaign to Protect Rural England	15	0	-15
Information Commissioner	40	0	-40
Parish Online Mapping	90	108	18
Total Subscriptions	515	437	-78
Grounds maintenance, seats, shelters, noticeboards (funded from reserves £800)	4280	600	-3,680
Church Yard Contribution S137	1000	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
Total Maintenance	5,880	1,700	-4,180
Special Projects (website, planning consultant, defibrillator)	100	100	0
War memorial	300	295	-5
Expenses - Chairman	250	0	-250
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	30	30
Total Other Expenses	865	425	-440
TOTAL EXPENDITURE	17,245	4,452	-12,793

Keele Parish Council Budget Report 2024/25

RECEIPTS	Budget	TOTAL	VARIANCE
Precept	17,247	17,247	0
Council Tax Support Grant	0	214	214
Derbyshire environment Trust (Sculptures grant)	0	0	0
The National Lottery Community Fund (Village Hall underpinning)	0	0	0
Keele University contribution	0	0	0
Bank interest received	0	0	0
VAT recoverable	0	900	900
TOTAL RECEIPTS	17,247	18,361	1,114

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Keele Parish Council - Chair's Report May 2024

The development at Pepper Street has taken up time this month as we battle to keep the facility of the lay by. Highways will not permit access to the pumping station through a lay by, it has to be directly from a highway. The condition to remove the lay by was in response to the application to move the access from within the site to Pepper Street. We are trying to get Highways to view the site with us, so we can determine if some of the layby can be retained.

Chasing up the grass cutting schedule we were informed that NULBC have now taken on the cutting of verges on minor roads. The wet weather delayed the first cut this year, and it appears that some verges may have been omitted from the list passed to the Borough.

Urban Vision are still working on the policies for the NDP and we hope to see the revised document shortly. Then comes the fleshing out the plan document with pictures of Keele and setting the policies in context.

Thanks to the sub committees for the reports. I hope you have all decided the roles you would like to have this year!

Val Newman 13/05/24

Planning Report for Keele Parish Council May 2024

May

24/00298/FUL | Proposed rear single storey extension forming kitchen, re-building existing conservatory with solid walls and roof. | 52 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH (newcastle-staffs.gov.uk). Pending. *Given that other houses on Station Road have had similar extensions and that the house lies outside the conservation area, I do not think we need to comment.*

24/00290/FUL | Replacement of existing stepped access to existing fire escape door with proposed ramped & stepped access to the north elevation of the Grade: II Listed Chapel; as well as proposed external landscaping works within the same scheme: including a retaining wall & 'dug out' seating area, other above ground seating areas, drainage improvements to lawn, permeable paths and soft landscaping. | The Chapel Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire (newcastle-staffs.gov.uk). Pending. *This is an important building in the Parish. The Conservation and Design statement is very thorough and makes clear that pre-submission discussions were held with the LPA Conservation Officer. I am not qualified to comment on the architectural impact but the conservation officer is. The submitted plans will have been adapted to take the feedback from the Conservation Officer into consideration. I have no further comment but individual Councillors may wish to scrutinise the plans and comment.*

24/00291/LBC | Replacement of existing stepped access to existing fire escape door with proposed ramped & stepped access to the north elevation of the Grade: II Listed Chapel; as well as proposed external landscaping works within the same scheme: including a retaining wall & 'dug out' seating area, other above ground seating areas, drainage improvements to lawn, permeable paths and soft landscaping. | The Chapel Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire (newcastle-staffs.gov.uk). Pending consideration. *I am baffled as to why this seems to be another identical application for the same work. This application was submitted on the 17th April, 24/00290/FUL was submitted on the 24th April. I do not think it worthwhile asking planning but it is of interest to me.*

Signed

Date

April

24/00251/FUL | Extensions and alterations | 28 The Village Keele Newcastle Under Lyme Staffordshire ST5 5AR.
Pending

The house is in the conservation area, close to the Village Hall. It is well screened by trees with the end elevation facing the road. The proposal involves extending a single storey store on the side elevation to create a downstairs bathroom and rebuilding the current single story extension on the principle elevation to create a two storey extension to give more space to the bedrooms. This would involve installing gable windows, in an appropriate style, on the second storey.

My view is to leave this to the Conservation Team. If they decide the proposal is appropriate for a house in the Conservation Area, I believe we should be content with that. We can discuss at our meeting 8th April 2024.

23/00957/COUNOT | Conversion to 2 dwellings (Amended plans received 01.03.2024) | Finney Green Farm Finney Green Keele Newcastle Under Lyme Staffordshire ST5 6AB: **Permit. I am disappointed by this decision.**

An updated plan was submitted on 1st March with more documentation submitted on 26th March. This has become a very complex application. It is worth noting that Environmental Health submitted the following objection:

Environmental Health maintains its OBJECTION to this application on pollution grounds as detailed in its response dated 22nd January, 2024 In addition, the introduction of new residential units into this location is considered to trigger the "agent of change" principle of the NPPF. As the applicant has failed to demonstrate that their proposal will not place at risk existing commercial activities, the application should be refused.

A substantial objection has been submitted by Francis Hollinshead as well as those submitted by KPC. The plans note:

Mar 24Red Line revised and 3 spaces per dwelling shown for parking in courtyard tarmac added to entrance in line with highways comments

Whether or not we wish to comment can be decided at our meeting 8th April.

March

24/00120/FUL | Single storey rear extension | 30 Westerdale Drive Keele Newcastle Under Lyme Staffordshire ST5 5FH (newcastle-staffs.gov.uk). Given the history of approving such extensions, I would propose we do not object. For discussion in the meeting, 11th March. **Permit**

September

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."

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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 (comments by July 21st)