

Signed .....

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## **MINUTES OF KEELE PARISH COUNCIL REGULAR MEETING**

**Held on Monday 10 June 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), Ms M Downing (MD), Ms J Hall (JH)  
Parish Clerk – Ms D Powell (DP)

### **82/24 Apologies**

Apologies were received from Mr T Arnold, Mr A Rowe, Ms T Wright and Ms C Cox.

### **83/24 Declarations of Disclosable Pecuniary Interests**

None.

### **84/24 Public Open Forum**

No-one present. Following the comments received from a member of the public at the last meeting, VN had walked along Station Road and found that the weeds were no worse than in other areas.

### **85/24 To note the draft minutes of the Annual and Regular meeting held on 13 May 2024 and agree**

a. To approve the minutes

**RESOLVED** to approve.

### **86/24 To receive reports from the following sub-committees**

a. Communications sub-committee

No member of the Committee were present. The newsletter will be updated by VN. WN suggested that the reports from sub-committees should be modified before being circulated to the wider public.

b. Environment and assets sub-committee

The Environment Report had been circulated. The contractor is to be asked to cut the grass at Chapel Close from Pepper Street to the bus stop. The landowner of the hedge on Pepper Street is to be contacted as the hedge is very overgrown to the edges of the pavement in some places. WN is to call on the new Arboriculture Officer at NBC.

c. Planning sub-committee

• Planning applications – to provide comments on the following:

[24/00412/FUL | Erection of steel portal framed building for utilisation as dairy cow housing - phase 2 | Farm Buildings Paddocks Farm The Village Keele Newcastle Under Lyme Staffordshire ST5 5BD \(newcastle-staffs.gov.uk\)](#) No objections.

[24/00376/FUL | Erection of steel portal framed building for utilisation as dairy cow housing | Farm Buildings Paddocks Farm The Village Keele Newcastle Under Lyme Staffordshire ST5 5BD \(newcastle-staffs.gov.uk\)](#) No objections.

[24/00362/FUL | Single storey extension to form garage / workshop and sunroom with internal alterations | 17 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH \(newcastle-staffs.gov.uk\)](#) No comment.

[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.

• Pepper Street development.

• To receive an update on the bus stop and removal of the layby on Pepper Street.

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A meeting had been scheduled and information sent to the site manager. There is a query over the land where the hedge has been taken out and whether a mirror could be positioned there.

**87/24 To receive an update from the Village Hall Committee**

The next meeting is to take place on 24 June. A second quote had been received and was favourable. It was **RESOLVED** not to reclaim the VAT on the builders invoice relating to the renovation of the Village Hall. This decision was based on the advice received from Staffordshire Parish Councils Association, their independent specialist and the internal auditor that the Parish Council could not reclaim the VAT.

**88/24 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.

**89/24 Year-end accounts 2023/24**

- a. To note the Internal Auditor Report 2023/24 and outcome of the Internal Auditor for the Accounts year ending March 2024– Appendix D  
This was noted. There had been no issues.
- b. To approve Section 1 Annual Governance Statement 2023/24 for the Accounts year ending March 2024 – Appendix D  
**RESOLVED** to approve and sign.
- c. To approve Section 2 Accounting Statements 2023/24 for the Accounts year ending March 2024 – Appendix D  
**RESOLVED** to approve and sign.
- d. To note the dates for the exercise of public rights.  
The exercise of public rights will be published during the week commencing 24 June 2024.

**90/24 Actions arising from the meeting held on 13 May 2024**

- a. To discuss D0253D Traffic Regulation Order Consultation - No Entry except Buses - S278 Adjacent to Newcastle Lodge.  
VN and GB had a meeting with Keele University. The bus would be a X25 express service bus to get people quickly into Keele from a Newcastle bus stop to outside Barnes and then back up university Drive. The entrance will need to be widened and the service is due to be launched towards the end of October. The First bus service into Keele Village will continue.
- b. To receive an update on the damage to the verge at the top of Highway Lane.  
This matter is covered in the Environmental Report.
- c. To receive an update on the hedge on Keele Road.  
VN had reported this and emailed to report the hedge and the obstruction of the street light.
- d. To receive an update on the footpath on the A525 to Madeley.  
This matter is covered in the Environmental Report.
- e. To discuss the Trustee vacancies on Keele Parochial Charities.  
A Trustee is willing to continue until other Trustees are signed up. CA had met a couple of times with the Trustee. The meeting discussed whether the Charity could be amalgamated with other Charities. The meeting further discussed the closure of the Charity. It was **RESOLVED** that CA would find out how to close down the Charity and distribute the funds to the beneficiaries.

**91/24 Other matters**

- a. To discuss a mirror at the junction of Quarry Bank and Pepper Street.  
VN to check the viability with Staffordshire Highways for the installation of a mirror. DP to contact SPCA.

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- b. To note the renewal of the service contract for the Yew tree with Access Irrigation.  
**RESOLVED** to approve.
- c. To discuss a definitive map of footpaths for display in the Village Hall.  
The meeting discussed placing a definitive map onto the website.
- d. To approve the quote from the contractor to replace the damaged sign post at Finney Green for £265.  
**RESOLVED** to approve.
- e. To approve the renewal of the Data Protection Agreement with Staffordshire County Council for Information Governance Standard SLA – Tier 1 £183  
**RESOLVED** to approve.

**92/24 To note (only) written reports circulated in advance:**

- a. Chairman's report – as circulated.
- b. County & Borough Councillors. None present.

**93/24 General Data Protection Regulations (GDRP)**

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

**94/24 Keele Neighbourhood Plan (Standing Item)**

VN, GB and DP to meet with the consultant from Urban Vision on 26 June. VN and Gb had a good meeting with members of the Estates Department at the University.

**95/24 Borough Local Plan (Standing Item)**

The Borough Plan will go to Cabinet to be approved and then to Council to be approved. It was noted that the comments database had been difficult to use.

**96/24 To note the Staffordshire Parish Councils Association Bulletins and correspondence received.** Noted.

**97/24 Any Other Business for future agendas**

Suspension of the August meeting.

Repairs to the noticeboard outside the Village Hall.

**Meeting closes**

**Dates of the next meetings:**

8 July 2024, 12 August 2024, 9 September 2024

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## Appendix A

**Keele Parish Council  
Payment Schedule June 2024**

| <b>Date</b> | <b>Ref</b> | <b>Details</b>               | <b>Description</b>   | <b>Net £</b>   | <b>VAT £</b> | <b>Total amount £</b> |
|-------------|------------|------------------------------|--|----------------|--------------|-----------------------|
| 10/06/2024  | BACS       | Salary                       | June 2024  | 584.18         | 0.00         | 584.18                |
| 10/06/2024  | BACS       | VAST                         | HMRC Mth 3, Class 1A NIC 2023-24 and payroll charges         | 100.44         | 4.00         | 104.44                |
| 10/06/2024  | BACS       | Office expenses              | Mileage, MS Office from Dec 23 to Jun 24                     | 93.27          | 0.00         | 93.27                 |
| 10/06/2024  | BACS       | Steve Hough                  | Noticeboard inspections, grass cutting, repairs to two signs | 180.00         | 0.00         | 180.00                |
| 10/06/2024  | BACS       | Keele Village Hall           | Room hire  | 27.50          | 0.00         | 27.50                 |
| 10/06/2024  | BACS       | K Struziak                   | Litter picking   |                |              |                       |
| 10/06/2024  | Chq        | Information Commissioner     | Data Protection fee  | 40.00          | 0.00         | 40.00                 |
| 10/06/2024  | Chq        | Black Rose Solutions Limited | Internal audit fee   | 144.08         | 28.82        | 172.90                |
| 10/06/2024  | Chq        | Staffordshire County Council | Information Governance SLA                                   | 183.00         | 0.00         | 183.00                |
|             |            | <b>Total</b>                 |  | <b>1352.47</b> | <b>32.82</b> | <b>1385.29</b>        |

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## Appendix B

| <b><u>Keele Parish Council</u></b>                                  |                  |                  |                         |
|---|------------------|------------------|-------------------------|
| <b><u>Bank Reconciliation for the period ending 24 May 2024</u></b> |                  |                  |                         |
|   | £                | £                | £                       |
| Balance per Bank Statement 24 May 2024                              |                  |                  |                         |
| Current account   |                  | 15,942.30        |                         |
| Deposit account   |                  | <u>13,423.17</u> |                         |
|   |                  |                  | 29,365.47               |
| Less: unpresented payments  |                  |                  |                         |
| Chq 796   | Chq 796          |                  | -121.80                 |
| Chq 794   | Chq 794          |                  | -120.00                 |
| <b>Net bank balance as at 24 May 2024</b>                           |                  |                  | <b><u>29,123.67</u></b> |
| <b>Net balance reconciled to the cashbook</b>                       |                  |                  |                         |
| 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  | -1661.53         |                  |                         |
| May-24  | -3100.16         |                  |                         |
|   |                  | -4,761.69        |                         |
| <b>Closing Balance as per cash book for the year to 24 May 2024</b> |                  |                  | <b><u>29,123.67</u></b> |

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## Appendix C

## Keele Parish Council Budget Report 2024/25

| EXPENDITURE  | BUDGET        | TOTAL        | VARIANCE       |
|--|---------------|--------------|----------------|
| Clerk's salary   | 7450          | 1,944        | -5,506         |
| Office expenses and payroll expenses   | 430           | 219          | -211           |
| Litter picking contract  | 700           | 67           | -633           |
| <b>Total</b>   | <b>8,580</b>  | <b>2,230</b> | <b>-6,350</b>  |
| Councillor expenses/Room hire/Subs/Printing                                    | 400           | 50           | -351           |
| Miscellaneous  | 0             | 0            | 0              |
| Data Protection Officer Staffs County Council                                  | 175           | 183          | 8              |
| Audit Fee  | 330           | 144          | -186           |
| Insurance  | 480           | 483          | 3              |
| Remembrance Sunday wreaths   | 20            | 0            | -20            |
| <b>Total General Admin</b>   | <b>1,405</b>  | <b>860</b>   | <b>-545</b>    |
| 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            | 40           | 0              |
| Parish Online Mapping  | 90            | 0            | -90            |
| <b>Total Subscriptions</b>   | <b>515</b>    | <b>369</b>   | <b>-146</b>    |
| Grounds maintenance, seats, shelters, noticeboards (funded from reserves £800) | 4280          | 780          | -3,500         |
| 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           |
| <b>Total Maintenance</b>   | <b>5,880</b>  | <b>1,880</b> | <b>-4,000</b>  |
| Special Projects (website, planning consultant, defibrillator)                 | 100           | 100          | 0              |
| War memorial   | 300           | 295          | -5             |
| 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             | 63           | 63             |
| <b>Total Other Expenses</b>  | <b>865</b>    | <b>808</b>   | <b>-57</b>     |
| <b>TOTAL EXPENDITURE</b>   | <b>17,245</b> | <b>6,147</b> | <b>-11,098</b> |

**Keele Parish Council - Chair's Report June 2024**

I copied you all on the outcome of Rob Steele's visit to the parish. I am pleased to note that the directional sign to Keele Village from the A525 has already been cleaned.

With regard to Pepper Street although Gary (site manager) has been on holiday I contacted Andrew Finney and shared the email from county. He was going to talk to his engineer. We have a meeting on Friday and I will also pursue the installation of a mirror for Quarry Bank on Seddon's land.

Further updates have been sent to Rob Steele on the A525 footpath.

Wenslie has reported on the meeting with Streetscene in the environment report.

There is a meeting at 16.00 today with Keele University head of Estates so I will report on that at the meeting this evening.

Signed .....

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Met with the Summerfields at Paddocks Farm for them to share their plans on development and required new building - this is included in the planning section.

Graham and I met with the Chair of Silverdale Parish Council (Henryk) to discuss responding the paper from Audley about changes to greenbelt protection under the "then" Sunak government. As there are 2 councillor vacancies in Madeley, and if Simon Tagg is elected as MP there will be a further by-election in Newcastle, our Borough Council could have a different make up in the near future and we could also have a new national government with a different approach to the greenbelt. It therefore seemed it would be better to wait until the situation and policy is clearer.

**Val Newman 10/06/24**

## **Planning Report for Keele Parish Council June 2024**

### **June**

24/00412/FUL | Erection of steel portal framed building for utilisation as dairy cow housing - phase 2 | Farm Buildings Paddocks Farm The Village Keele Newcastle Under Lyme Staffordshire ST5 5BD ([newcastle-staffs.gov.uk](http://newcastle-staffs.gov.uk))

24/00376/FUL | Erection of steel portal framed building for utilisation as dairy cow housing | Farm Buildings Paddocks Farm The Village Keele Newcastle Under Lyme Staffordshire ST5 5BD ([newcastle-staffs.gov.uk](http://newcastle-staffs.gov.uk)). *I have now written a letter of support for this application and 24/00412/FUL*

24/00362/FUL | Single storey extension to form garage / workshop and sunroom with internal alterations | 17 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH ([newcastle-staffs.gov.uk](http://newcastle-staffs.gov.uk)). *As commented in our meeting, we have not objected to other similar extensions and should not do so in this case. Naturespace UK were consulted with regard to bats and newts and had no objections but made recommendations.*

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](http://newcastle-staffs.gov.uk)). See May (below)

### **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](http://newcastle-staffs.gov.uk)).

#### **Permit**

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](http://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.*

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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 17<sup>th</sup> April, 24/00290/FUL was submitted on the 24<sup>th</sup> April. I do not think it worthwhile asking planning but it is of interest to me.*

## April

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

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 21<sup>st</sup>)