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MINUTES OF KEELE PARISH COUNCIL REGULAR MEETING

Held on Monday 14 October 2024 at 7.00pm at Keele Village Hall

Attendees: Parish Councillors: Ms V Newman (Chair, VN) Mr G Bibby (GB), Ms C Cox (CC), Mr C Ashton (CA), Ms S Hughes (SH), Ms M Downing (MD), Ms T Wright (TW), Mr A Rowe (AR)

Parish Clerk – Ms D Powell (DP)

Four members of the public were present. Three for part of the meeting and one remained until the closure of the meeting.

128/24 Apologies

Apologies were received from Ms W Naylor (WN), Ms J Hall (JH), Mr T Arnold (TA)

129/24 Declarations of Disclosable Pecuniary Interests

None

130/24 Public Open Forum

A member of the public attended the meeting to raise the following matters:

- Flooding under the bridge. Highways had carried out remedial works and closed the case. However, flooding occurred again the same day. KPC to contact Mr Steele and Highways to submit another application.
- The roundabout at the University entrance. The hedges are causing a blind spot and the pothole has not been repaired. DP to contact Street Scene regarding cutting back the hedges. Potholes are the responsibility of Staffordshire County Council Highways Department.
- The resident suggested a raise in the Precept to cover grounds maintenance in the village. VN and GB explained that KPC engages the services of a contractor to carry out work. VN explained the reluctance to weed spray where there is no need. GB explained that there were a number of quotes received from the contractor which were on the agenda for the meeting to discuss. The member of the public left the meeting at 7.10pm.

131/24 To note the draft minutes of the Regular meeting held on 9 September 2024 and agree

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

132/24 To receive reports from the following sub-committees

- a. Communications sub-committee

AR reported that responses had been received to the bulletin.

- The bins should not be used for nappies and dog waste. Residents are to be asked if bins are required on the Trinity green space.
- A car has been abandoned close to the entrance to The Hawthorns.
- Road works are planned from 21 to 25 October 2024 from the Village Hall to The Sneyd Arms to resurface The Village. VN had contacted Mr Steele as there are no signs and cars are parked on The Village everyday. It was discussed that notices should be sent out as soon as possible so that cars could be removed to allow for the road resurfacing.
- It was noted that cars are being parked on Station Road. This is considered dangerous and causing limited visibility. AR to circulate a note. Cars had been parked in the bus stop opposite The Sneyd Arms.

- b. Environment and assets sub-committee

CC thanked everyone for their comments.

- Quarry Bank, the church wall and Pepper Street were discussed.
- Cars had been parked close to the exit of Highway Lane leading towards Station Road. Polite notices are to be placed on cars.
- The road sign to Pepper Street is overgrown. DP to ask the contractor to cut back the overgrown

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vegetation.

- The fly tipping at the end of Highway Lane had been removed.
- There is fly tipping on the A525 from Pepper Street towards the Cemetery on both sides of the road. To be reported.

c. Planning sub-committee

Planning applications – to provide comments on the following:

[24/00663/FUL | Proposed Porch Extension to Front Elevation | 6 Springpool Newcastle Under Lyme Staffordshire ST5 5BN \(newcastle-staffs.gov.uk\)](#) No objection.

[24/00638/FUL | Single storey linked extension and pitched roof over existing garage | The Orchards 1 Highway Lane Keele Newcastle Staffordshire ST5 5AN \(newcastle-staffs.gov.uk\)](#)

Two members of the public attended the meeting to discuss PA 24/00663/FUL. The plans had been seen by KPC and there was no objection. Two members of the public left the meeting at 7.15pm.

GB had circulated the planning report. It was noted that the marquee is still in situ at The Sneyd Arms. This is to be followed up with The Sneyd Arms and the Planning department.

d. Pepper Street development.

- To receive an update

Nothing further to report at present. The next meeting is taking place on 25 October 2024.

133/24 To receive an update from the Village Hall Committee

SH updated the meeting. No meeting of the Village Hall Committee had taken place.

- An Open Day was to take place with different representatives from societies.
- KPC gave a vote of thanks to the Village Hall Committee for the internal walls decorating and the work done to the end of the outside wall.

134/24 Finance

- To approve payments, receipts and transfers - **Appendix A RESOLVED** to approve.
- To note and approve the bank reconciliation – **Appendix B RESOLVED** to approve.
- To note and approve the budget report – **Appendix C RESOLVED** to approve.
- To note the closure of the external audit. This was noted.

135/24 Actions arising from the meeting held on 9 September 2024

- To receive an update on the footpath on the A525 to Madeley
VN to follow up. The entire footpath is difficult to pass.
- To receive an update on Keele Parochial Charities (CA)
CA had met with the Trustee. VN to draft an article for the Bulletin about the possibility of distributing the remaining funds to those in financial difficulty.
- To discuss the use of social media (JH)
This item was rolled over as JH was not present.

136/24 Other matters

- To discuss the newsletter
RESOLVED to produce a newsletter twice a year. VN to call a meeting regarding the publication of the newsletter in January 2025.
- To discuss Halloween (AR)
RESOLVED not to approve.
- To discuss the Highways closure of The Village from 21 to 25 October 2024
This matter had been discussed earlier on the agenda.
- To discuss the noticeboard outside the Village Hall (GB/VN)
GB raised concerns about the partitioning with a green background of the noticeboard outside the Village Hall. Notices are posted by TW and VN had given permission for the noticeboard to be used by the Village Hall committee. It was **RESOLVED** by majority vote to leave the noticeboard with the green

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background.

- e. To discuss a strategy for gutters and hedges (GB)
GB raised the matter of the schedule of works slipping. GB to recirculate the schedule and the item is to be included on the November agenda.
- f. To discuss the Yew Tree and consider a quote from the tree inspector (WN/DP)
RESOLVED to accept the quote.
- g. To consider quotes from the contractor
RESOLVED to approve the quotes as follows:
To carry out strimming / brush cutting and tiding of two sites at either end of the village around the sculptures. To carry out weed spraying of Station Rd, Old Station Rd and the bottom of the Church wall.
To carry out siding of Pepper St from Quarry Bank Rd to A525
- h. To discuss defibrillators (VN)
Part funding is available for defibrillators. AR and VN had checked that the defibrillators at the Village Hall and in The Sneyd Arms are registered with the Ambulance service. DP to contact the First Responder about the defibrillator at the Village Hall.

137/24 To note (only) written reports circulated in advance:

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

138/24 General Data Protection Regulations (GDPR)

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

139/24 Keele Neighbourhood Plan (Standing Item)

The NDP consultation is planned for the New Year.

140/24 Borough Local Plan (Standing Item)

Comments had been circulated. GB added that the Plan is at risk of being knocked back due to inconsistencies, for example, relating to affordable homes. The Plan does not provide for affordable homes. The traffic and transport planning for around 1100 homes around Keele is not practical and connecting roads are not included. VN thanked GB for the comments.

141/24 To note the Staffordshire Parish Councils Association Bulletins and correspondence received.

Bulletins are now being received. DP to investigate funding for.gov.uk email addresses.

142/24 Any Other Business for future agendas

Meeting closed at 9.02pm

Dates of the next meetings:

11 November 2024, 9 December 2024, 13 January 2025

Appendix A

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**Keele Parish Council
Payment Schedule October 2024**

Date	Chq no.	Details	Description	Net £	VAT £	Total amount £
14/10/2024	006	Keele Village Hall	Room hire 9.09.24 and 14.10.24	44.00	0.00	44.00
14/10/2024	007	Salary	October 2024 includes NDP hours	840.78	0.00	840.78
14/10/2024	008	VAST	HMRC Mth 7	145.23	0.00	145.23
14/10/2024	009	Office expenses	Mileage, MS Office October 2024	19.11	0.00	19.11
14/10/2024	010	Keele SU Trading	Local Plan leaflets Printing	84.00	0.00	84.00
14/10/2024	011	Stoke on Trent Leafleting	Delivery of Local Plan leaflet	45.00	0.00	45.00
		Total		1178.12	0.00	1178.12

Appendix B

<u>Keele Parish Council</u> <u>Bank Reconciliation for the period ending 16 August 2024</u>			
	£	£	£
Balance per Bank Statement 16 August 2024			
Current account		12,688.83	
Deposit account		<u>13,423.17</u>	
			26,112.00
Less: unrepresented payments	Chq 793		-121.80
	Chq 794		-120.00
Net bank balance as at 16 August 2024			<u>25,870.20</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			-8,015.16
Closing Balance as per cash book for the year to 16 August 2024			<u>25,870.20</u>

Appendix C

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Keele Parish Council Budget Report 2024/25

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Payroll (including NDP hours)	7450	4,744	-2,706
Office expenses and payroll expenses	430	414	-16
Litter picking contract	700	394	-306
Total	8,580	5,552	-3,028
Councillor expenses/Room hire/Subs/Printing	400	289	-112
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
Total General Admin	1,405	1,099	-306
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
Total Subscriptions	515	369	-146
Grounds maintenance, seats, shelters, noticeboards (funded from reserves £800)	4280	1,510	-2,770
Church Yard Contribution S137	1000	1,100	100
Yew Tree Annual Maintenance (Spring and Winter)	600	0	-600
Total Maintenance	5,880	2,610	-3,270
Special Projects (website, planning consultant, War memorial	100	100	0
Expenses - Chairman	300	295	-5
S137 Defibrillator pads	250	350	100
S137 (Church clock)	0	0	0
S137 (Church clock)	215	0	-215
Neighbourhood Development Plan	0	0	0
VAT recoverable	0	67	67
Total Other Expenses	865	812	-53
TOTAL EXPENDITURE	17,245	10,441	-6,804

Keele Parish Council - Chair's Report October 2024

I would like to thank all the Councillors who have been working hard over the summer to keep the parish looking tidy and responding to the numerous documents we have been consulted on.

It was good to see a lot of residents attend the "drop in" at Knights Templar for the Borough Local Plan consultation event, and thanks to those who submitted comments, plus a big thank you to Graham Bibby for pulling together the Parish Council's response.

I note that the Village Hall has its own "drop in" event on Saturday 19th October and it would be good to see Parish Councillors supporting the Village Hall Management Committee.

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The Council was contacted by Staffordshire County Council (SCC) requesting our view of possible parking restrictions in the village. Due to the time constraints we were not able to wait until this meeting to discuss the issue, but the letter was circulated to all Councillors and there were no objections to the response.

As always the state of hedges and footpaths has raised concerns, and we have addressed these with the landowners and commissioned work to clear the footpath under the hedges where necessary. The Yew Tree is still a concern although there are small signs of recovery. More on this in the Environment Group report I'm sure.

Val Newman 13/10/24

Planning Report for Keele Parish Council October 2024

General comments

The Parish Council comments on the Borough Plan ere submitted within the deadline and have been circulated with this document.

The marquee is still in place at the Sneyd. I recommend the Clerk writes to the tenants asking them when it will be removed.

Brian Kavanagh has written to us about a development on Keele Science Park of a manufacturing/ office development and would like to consult us about the process. If we would like him to attend our November meeting and asks the following:

- a. I note that you meet on the second Monday of the month (14/10 and 11/11). If I do not receive instruction before November, do you intend to have a meeting in December 2024 (9/12)?
- b. Would you require material from us in advance of a meeting? If so, how much notice would you require?
- c. Would you prefer a presentation in person or online?
- d. How best could feedback be provided back to us (i.e. verbally in the meeting or via a collective email after the event)

For discussion in our meeting October 14th

September

Single storey linked extension and pitched roof over existing garage: The Orchards 1 Highway Lane Keele Newcastle Staffordshire ST5 5AN. Ref. No: 24/00638/FUL | Validated: Mon 16 Sep 2024 | Status: Pending Consideration.

The bungalow is situated close to top farm and is accessed from the entrance immediately opposite the Village Hall. Given the location of the property, the alterations [proposed would have little or no impact on the visual amenity of the public domain. County's Historical Environment team raise no objections. The applicant has been invited to attend our meeting but my preliminary hypothesis is that we should raise no objections.

Removal of existing temporary chiller unit and construction on new chiller unit, associated services and fencing / enclosure. Alliance Medical Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BX. Ref. No: 24/00599/FUL | Validated: Fri 06 Sep 2024 | Status: Pending Consideration.

I have no objections to this proposal.

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24/00578/FUL | Proposed part single, part two storey extensions to rear, side and front elevations of house. | 3 Church Bank Keele Newcastle Under Lyme Staffordshire ST5 5AT (newcastle-staffs.gov.uk): Pending. I declare an interest here, the property is opposite my own.

We do not seem to have submitted our comments. I recommend we do so. Conservation have submitted a critical response suggesting the application is not appropriate in its current form and needs further consideration.

The proposal is extensive and involves a contemporary 2 storey glazed addition is proposed to the rear of the house and a 2 storey extension to the front left of the home. It will replace the current white PVC windows with anthracite framed doors and windows and involve rendering the entire property in white.



Whilst the property is well screened by hedges and shrubs at the front, these are somewhat overgrown. Although the boundary treatments are protected by the Conservation Area, the house is not. A reduction in the height of the boundary treatments would expose more of the house to view. The current house has a vernacular element to it and is not discordant with the surrounding buildings. I am concerned that this extensive redevelopment results in a building which is aggressively contemporary in appearance. There is currently no opinion posted on the site from the Conservation Officer but the consultation closes on the 10th of September, giving little time to receive such an opinion. I would welcome a discussion in our meeting on the 9th September.

September 2023

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

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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 2023

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)