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MINUTES OF KEELE PARISH COUNCIL REGULAR MEETING

Held on Monday 11 November 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 W Naylor (WN), Ms S Hughes (SH), Ms M Downing (MD), Ms T Wright (TW), Mr A Rowe (AR), Mr J Hall (JH, part)
Parish Clerk – Ms D Powell (DP)

143/24 Apologies. Apologies were received from Mr T Arnold.

144/24 Declarations of Disclosable Pecuniary Interests. None

145/24 Public Open Forum. No one present

146/24 To note the draft minutes of the Regular meeting held on 14 October 2024 and agree

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

147/24 To receive reports from the following sub-committees

- a. Communications sub-committee
 - AR advised the meeting that there was little to report. AR thanked VN and GB for publishing the last Bulletin.
- b. Environment and assets sub-committee
 - WN had circulated a report.
 - WN proposed for a future agenda to ask the University for help with the leaf problem. VN to discuss at the meeting with Estates.
 - The hedge on Pepper Street needs cutting and siding from the houses to the Bypass. VN/DP to contact the landowner.
 - The sign at the end of Pepper Street is obscured with overgrown foliage. The contractor has been asked to cut this back.
 - VN had contacted Staffordshire County Council about the hedges at the University roundabout.
 - The litter picker has not been in touch. DP to contact them again. Litter is a problem. GB proposed that DP ask the contact in Silverdale.
 - The hedge on Quarry Bank has been cut with the top and side being cut very well. DP to write to thank the landowner.

c. Planning sub-committee

Planning applications – to provide comments on the following:

[24/00788/TCA | Tree pruning required around telecoms pole DP2289 to allow Openreach access for safety testing and new cable installation | Berachah House 51 Quarry Bank Road Keele Newcastle Under Lyme Staffordshire ST5 5AG \(newcastle-staffs.gov.uk\)](#) No objection

- GB had circulated a report.
 - GB had also circulated the response to the Newcastle-under-Lyme Final Draft Local Plan (Regulation 19) made by professional planning consultants on behalf of Persimmon Homes (North West) Ltd in relation to the Land to the East and West of Quarry Bank Road, Keele. It was **RESOLVED** for VN and GB to meet with Simon McEneny and Simon Tagg to discuss the Borough Local Plan comments in relation to Keele. DP to arrange the meeting.
 - GB raised the outstanding comments relating to PA 24/00578/FUL. DP to submit comments.
- d. Pepper Street development.
- To receive an update
The Site Manager is to be replaced. Five or six houses have been sold and residents have moved in.

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148/24 To receive an update from the Village Hall Committee (VHC)

SH updated the Meeting.

Work is ongoing. New tables have been purchased. The outside wall at the rear of the Village Hall has been repointed and weather proofed and is now in a better condition. VN informed the Meeting that the crack at the front of the building had been repaired and a fence installed in the courtyard by the kitchen. The Village Hall Committee had received correspondence from the Insurers regarding a survey report from 2017. The report is to be reviewed and it is hopeful that now the subsidence work has been completed that the fabric of the building will be added to the policy.

Mr J Hall joined the meeting at 7.30pm.

The VHC have asked for photographs of regular users of the Village Hall. KPC to arrange a group photograph. JH to provide a camera and tripod for the next meeting.

149/24 Finance

- a. To approve payments, 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.
- d. To note that NALC pay award backdated to 1 April 2024 and to approve the payment.
Noted and **RESOLVED** to approve the payment.
- e. To approve the appointment of Black Rose Solutions as internal auditor for the three years 2025, 2026 and 2027 at a fixed price per year of £125 plus VAT and mileage. Costs in 2024 were £144 plus VAT.
RESOLVED to approve the appointment of Black Rose Solutions as internal auditor for the three years 2025, 2026 and 2027 at a fixed price per year of £125 plus VAT and mileage.

150/24 Actions arising from the meeting held on 9 September 2024

- a. To receive an update on the footpath on the A525 to Madeley (VN)
 - No update had been received. VN to continue to chase.
- b. To receive an update on Keele Parochial Charities (CA)
 - CA had meet with the Trustee.
 - Links have been made to a local charity that handles donations in the area.
 - The Trustees are looking into ways to wind up the Charity.
 - CA to keep in touch with the Trustees.
- c. To discuss the use of social media (JH)
 - JH circulated a model for social media use by KPC.
 - The idea is to better engage and inform the community. Social media will be an extension to the Bulletin and would compliment the regular communications.
 - GB thanked JH for the presentation.
 - Sub-committee leads to meet to establish a process, roles, responsibilities, needs, reviews and approvals.
 - DP to send a Social Media Policy to JH.
 - JH to return in January with a complete proposal involving opinions of sub-committee leads.
- d. To discuss the newsletter (VN)
 - It had been agreed to publish the newsletter in January 2025 alongside the consultation for the NDP.
- e. To discuss a strategy for gutters and hedges (GB)
 - GB had circulated a schedule of works which had been agreed in previous years.
 - DP to recirculate to the schedule to all councillors for discussion in January 2025.

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151/24 Other matters

- a. To consider suspending the December meeting and delegating authority to the Chair and Clerk.
RESOLVED to suspend the December 2024 meeting and delegate authority to the Chair and Clerk.
- b. To consider the Sakura Cherry Tree Project.
The Meeting discussed locations for a Cherry tree but as KPC does not own any land in the Parish it was **RESOLVED** not to apply to the Project.
- c. To consider the DEFRA hedgerow management consultation.
VN advised the Meeting that this is an online survey regarding cutting hedges in the nesting season.
DP to send the link to all councillors.
VN and WN to meet to comment on behalf of KPC.
- d. To discuss the Government consultation on the re-introduction of remote meetings, announced at the LGA Conference by the Deputy Prime Minister.
The Meeting discussed this matter and **RESOLVED** not in favour of remote meetings.
- e. To confirm the re-appointment of Alan Booth as a Representative Trustee of Keele Parochial Charities for the term of four years, from 12 February 2024.
RESOLVED to confirm the re-appointment of Alan Booth as a Representative Trustee of Keele Parochial Charities for the term of four years, from 12 February 2024.

152/24 To note (only) written reports circulated in advance:

- a. Chair's report
 - VN had circulated the report.
 - Changes to the parking on The Village have been suspended. An objection put forward to Staffordshire County Council has caused the decision to be deferred. WN had contacted Councillor Huckfield. AR to include this in the Bulletin.
- b. County & Borough Councillors. No one present.

153/24 General Data Protection Regulations (GDPR)

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

154/24 Keele Neighbourhood Plan (Standing Item)

- The consultation is to be launched in January 2025.
- VN, GB and DP to meet to discuss the timeline following the meeting with the University Estates Manager.

155/24 Borough Local Plan (Standing Item)

VN and GB to meet with Simon Tagg and Simon McEneny to discuss comments on the Local Plan in relation to Keele.

156/24 To note the Staffordshire Parish Councils Association Bulletins and correspondence received.

- Staffordshire Parish Councils Association Bulletins are now being regularly received.
- Correspondence had been received from the Keele Community First Responder requesting that the registration of defibrillator held at The Sneyd Arms be rescinded by KPC and re-registered under Keele Community First Responder. **RESOLVED** to approve.
- Correspondence had been received from NBC Planning Enforcement that the marquee at The Sneyd Arms is to be taken down.

157/24 Any Other Business for future agendas

- Gutters and hedges
- Budget 2025/26 and Precept calculation
- Leaf problems around the Parish

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Meeting closed at 8.37pm**Dates of the next meetings:**

13 January 2025, 10 February 2025, 10 March 2025

Appendix A

**Keele Parish Council
Payment Schedule November 2024**

Date	Chq no.	Details	Description	Net £	VAT £	Total amount £
11/11/2024	BACS	Keele Village Hall	Room hire 11.11.24	22.00	0.00	22.00
11/11/2024	BACS	Salary	November 2024 includes NALC pay award and backpay	751.54	0.00	751.54
11/11/2024	BACS	VAST	HMRC Mth 8	107.88	0.00	107.88
11/11/2024	BACS	Office expenses	Mileage, MS Office, Poppy wreath November 2024	43.60	0.00	43.60
11/11/2024	BACS	Steve Hough	Noticeboard inspections, clearing of weeds on Church wall, cleaning of speed signs and bus shelters	380.00	0.00	380.00
		Total		1305.02	0.00	1305.02

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Appendix B

<u>Keele Parish Council</u>			
<u>Bank Reconciliation for the period ending 29 October 2024</u>			
	£	£	£
Balance per Bank Statement 29 October 2024			
Current account		10,503.00	
Deposit account		<u>13,423.17</u>	
			23,926.17
Less: unrepresented payments	Chq 793		-121.80
	Chq 794		-120.00
	Chq 800		-22.00
	Chq 008		-145.23
	Chq 010		-84.00
Net bank balance as at 29 October 2024			<u>23,433.14</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			-10,452.22
Closing Balance as per cash book for the year to 29 October 2024			<u>23,433.14</u>

Keele Parish Council - Chair's Report November 2024

It has been a busy November with various issues arising and activities.

It was good to see the Village Hall "drop in" event being well supported and the village hall looking very smart with the new curtains and paint.

Staffordshire County Council (SCC) leafleted the houses along The Village with the parking proposals. This immediately raised concerns and we were contacted by several residents. I hand delivered a copy of the letter that the Parish Council sent to Aron Brown in response to the proposals, along with an accompanying note encouraging them to respond and to use any of the arguments we had put forward, should they wish to do so.

Rob Steele from SCC (Community Liaison Officer) came to the village and we walked along Quarry Bank Road and down to the gates on Quarry Bank. Various issues were identified with regard to the foliage and condition of the road and footpath. We also discussed the top of Keele Road where it joins the A525 and foliage and parking in that area.

I have since raised reports for all of these on the County website and sent the numbers to Rob so that he can pursue them. Wenslie has contacted Derrick Huckfield (County Councillor) to inform him.

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The village was looking very untidy with fallen leaves on all the pavements. I considered calling the Borough Council but as there were still many leaves on the trees decided to wait until more had fallen. But last week the sweeper was in action and certainly leaves on Keele Road were cleared. Yesterday several Parish Councillors were at the War Memorial and attended the reading of names and laying of wreaths before the main service in the church. I laid a wreath on the memorial on behalf of the Parish Council.

Val Newman 11/11/24

Planning Report for Keele Parish Council November 2024

General comments

Following the clerk writing to the Conservation Officer, she passed the matter to Enforcement who have now spoken to the tenants of the Sneyd who have undertaken to remove the marquee this week.

I will give an aural update in the meeting on progress at 5, Boggs Cottages.

Brian Kavanagh has written to us about the development on Keele Science Park of a manufacturing/ office development and would like to consult us about the process. The development is now 'on hold and he will write back to us in due course.

I circulated to the Parish Council a proposal from Persimmon Homes to build houses on the fields between Keele and the A525 (The Narly and 'Keele Road Field' (excluding the Old Cricket Ground and the field closest to St John's Church). This is NOT a planning application; the land is currently greenbelt, but a response to the suggestions for building on the Golf Course and environs which formed part of the R19 Borough Plan consultation. I propose to discuss this in our meeting of 11th November.

November

24/00788/TCA | Tree pruning required around telecoms pole DP2289 to allow Openreach access for safety testing and new cable installation | Berachah House 51 Quarry Bank Road Keele Newcastle Under Lyme Staffordshire ST5 5AG (newcastle-staffs.gov.uk). **I have no objections to this.**

October

24/00663/FUL. Proposed Porch Extension to Front Elevation. 6 Springpool Newcastle Under Lyme Staffordshire ST5 5BN. **We received correspondence from the applicant asking if we could write to the LPA requesting the matter be progressed. We had agreed in our meeting of October that we had no objections. The clerk wrote to the LPA and the application has now been permitted.**

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

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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: Permit**

August

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:

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“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 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)

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