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MINUTES OF KEELE PARISH COUNCIL REGULAR MEETING

Held on Monday 13 January 2025 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 J Hall (JH), Dr D Jones (DJ).
Parish Clerk – Ms D Powell (DP)

1/25 Apologies

Apologies were received from Mr A Rowe (AR) and Mr T Arnold (TA). It was **RESOLVED** to approve the absences of Mr T Arnold due to work commitments. VN had written to Mr Arnold.

2/05 Declarations of Disclosable Pecuniary Interests

None.

3/25 Public Open Forum

No one present.

4/25 To note the draft minutes of the Regular meeting held on 11 November 2024 and agree

RESOLVED to approve the minutes.

5/25 To receive reports from the following sub-committees

a. Communications sub-committee

In the absence of AR, VN reported that the Yew Tree newsletter was being produced and is planned for distribution on 29 January 2025.

b. Environment and assets sub-committee

WN had circulated a report. DP to follow up with the Litter Picker and to prepare a contract.

GB raised the matter of the siding of Pepper Street. DP to contract the contractor and the landowner.

c. Planning sub-committee

GB had circulated a Planning report.

Planning applications – to provide comments on the following:

- [24/00894/PLD | Loft conversion with dormer to rear | 39 Quarry Bank Newcastle Under Lyme Staffordshire ST5 5AG](#) No objection.
- [24/00895/LEXNOT | Prior notification of a single storey rear extension measuring 5m in depth, 3.3m maximum height and 2.8m to the eaves | 39 Quarry Bank Newcastle Under Lyme Staffordshire ST5 5AG](#) No objection.
- [24/00290/CN07 | Application for approval of a Habitat Management and Maintenance Plan as required by condition 07 of planning permission reference 24/00290/FUL for 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 Keele Newcastle Under Lyme Staffordshire](#) No objection.
- [24/00871/DOB | Application for the modification or discharge of planning obligations relating to affordable housing provision made under Section 106 of the Town and Country Planning Act relating to planning permission 13/00970/OUT | Plots 23, 24 And 82 To 85 \(inclusive\) Land North of Pepper Street Keele Newcastle Under Lyme Staffordshire](#) No objection.
- [25/00010/FUL | Erection of detached outbuilding | 14A Highway Lane Keele Newcastle Staffordshire ST5 5AN](#) GB to prepare comments.

d. Pepper Street development.

- To receive an update

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SH advised the Meeting that there was nothing further to report. The site had been closed over Christmas. The next meeting is being held on 24 January 2025.

6/25 To receive an update from Keele Village Hall Committee

SH reported:

The new kitchen had been installed.

The financial position is good as a result of the grant from Morrisons.

A new fridge freezer had been obtained.

GB advised the Meeting that a handheld speed safety device had been left by the Village Hall Committee with a note addressed to the Parish Council. GB advised that the device had been stored in the storeroom at the Village Hall and not used for some time. It was decided that the device should be returned to Staffordshire Police. Cllr Jones offered to return the device to Staffordshire Police. The Meeting thanked Cllr Jones.

7/25 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 approve the Budget 2025/26. **RESOLVED** to approve.
- e. To approve the Precept 2025/26. **RESOLVED** to approve the Precept in line with assuming Council Tax is to increase by 1.99% and request a Precept of £18,827 from the Borough Council.
It was **RESOLVED** for the Clerk to submit the Precept paperwork to Newcastle Borough Council.

8/25 Actions arising from the meeting held on 11 November 2024

- a. To receive an update on the footpath on the A525 to Madeley (VN)
RESOLVED to obtain a quote from the contractor for siding of the pathway.
- b. To receive an update on Keele Parochial Charities (CA)
CA had not been able to make contact. CA to follow up.
- c. To discuss the use of social media (JH)
JH to organise a meeting.
- d. To discuss the newsletter (VN)
The newsletter production is in progress.
- e. To discuss a strategy for gutters and hedges (GB)
GB had circulated a schedule of works which had been used in the Parish Council for some years. This contained annual instructions for the contractor and for quotes to be obtained. Amendments were made to the schedule which will be updated by GB and circulated. A copy is to be sent to Street Scene. It was **RESOLVED** to ask the contractor for a quote to clean the benches in April and July.

9/25 Other matters

- a. To acknowledge the quote received from the contractor to repair the speed sign on Pepper Street.
RESOLVED to accept the quote.
- b. To consider handing over responsibility for the defibrillator attached to Keele Village Hall to the Keele Community First Responders.
RESOLVED to approve.
- c. To consider supplying replacement batteries and pads for the above defibrillator as required by Keele Community First Responders.
RESOLVED to approve. The Meeting discussed the ownership of the defibrillator held at the Sneyd Arms. This was originally funded and donated by Community First Responders. DP to contact the Community First Responders.
- d. To discuss maintenance of the Orchard.
WN advised the Meeting the Newcastle Borough Council owns the Orchard and there are plans for a solar farm. The contractor has been working on the fruit circles and NBC carries out the mowing. WN to

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contact Simon Turner and to write a piece for the newsletter.

- e. To discuss leaf problems around the Parish.

The clearing of leaves is carried out by Street Scene. VN to write to Rob Steele regarding the condition of the path on the A525 towards the University roundabout.

10/25 To note (only) written reports circulated in advance:

- a. Chair's report

A report had been circulated. VN gave a verbal update.

- b. County & Borough Councillors

Cllr Jones updated the Meeting on the situation with Walleys Quarry (WQ) and the Environment Agency closure notice preventing WQ from accepting further waste. WQ were to increase gas control measures and cover the site with geo membrane. WQ are able to receive capping materials. DJ has been working towards supporting the closure due to the impact of WQ over the last decade.

Regarding the Borough Local Plan, DJ commented on the required numbers of social housing and policies relating to areas of the green belt.

11/25 General Data Protection Regulations (GDPR)

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

12/25 Keele Neighbourhood Plan (Standing Item)

- a. To agree to move to Regulation 14 consultation and from Thursday 30 January 2025 12:00 noon to Thursday 13 March 2025 12:00 noon.

GB advised the Meeting that the Neighbourhood Development Plan Policy document requires amendments for the recently published National Planning Policy Framework published in December 2024. Urban Vision are updating the Policy document for the NPPF.

- b. To review publicity documents and the Policy Plan document ahead of the consultation. Matter rolled over.

13/25 Borough Local Plan (Standing Item)

This matter was covered earlier in the agenda.

14/25 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted.

15/25 Any Other Business for future agendas

Meeting closed at 8.40pm

Dates of the next meetings:

10 February 2025, 10 March 2025, 14 April 2025, 12 May 2025

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**Keele Parish Council
Payment Schedule December 2024**

Date	Chq no.	Details	Description	Net £	VAT £	Total amount £
09/12/2024	12	Access Irrigation Ltd	Spring and Winter Service 2024	589.00	117.80	706.80
09/12/2024	13	Tom Addis	Website. Creation of Knights Templar page	80.00	0.00	80.00
09/12/2024	14	Payroll	December 2024	603.95	0.00	603.95
09/12/2024	15	VAST	HMRC Mth 9 and payroll charges October to December 2024	80.40	4.00	84.40
09/12/2024	16	Office expenses	Mileage, MS Office	19.11	0.00	19.11
09/12/2024	17	Steve Hough	Inspection of notice boards, weed spraying of Station Road, siding of Pepper Street, strimming and clearing of both sculptures, grass cutting and strimming around the Yew tree.	630.00	0.00	630.00
		Total		2002.46	121.80	2124.26

**Keele Parish Council
Payment Schedule January 2025**

Date	Chq no.	Details	Description	Net £	VAT £	Total amount £
13/01/2025	18	Forvis Mazars LLP	Limited Assurance Review (Audit)	210.00	42.00	252.00
13/01/2025	19	Steve Hough	Noticeboard inspections	60.00	0.00	60.00
13/01/2025	20	Payroll	January 2025	603.95	0.00	603.95
13/01/2025	21	VAST	HMRC Mth 10	60.40	0.00	60.40
13/01/2025	22	Office expenses	Mileage, MS Office	19.11	0.00	19.11
13/01/2025		Keele Village Hall	Room Hire January and February 2025	44.00	0.00	44.00
		Total		997.46	42.00	1039.46

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Keele Parish Council			
<u>Bank Reconciliation for the period ending 23 December 2024</u>			
	£	£	£
Balance per Bank Statement 23 December 2024			
Current account		8,265.69	
Deposit account		<u>13,423.17</u>	
			21,688.86
Less: unrepresented payments			
	Chq 793		-121.80
	Chq 794		-120.00
	Chq 800		-22.00
	Chq 12		-706.80
	Chq 15		-84.40
	Chq 17		-630.00
Net bank balance as at 23 December 2024			<u><u>20,003.86</u></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			-13,881.50
Closing Balance as per cash book for the year to 23 December 2024			<u><u>20,003.86</u></u>

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Keele Parish Council Budget Report 2024/25

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Payroll costs (includes NDP hours and NALC pay award)	7450	6,887	-563
Office expenses and payroll expenses	430	536	106
Litter picking contract	700	394	-306
Total	8,580	7,817	-763
Councillor expenses/Room hire/Subs/Printing	400	355	-46
Miscellaneous	0	0	0
Data Protection Officer Staffs County Council	175	183	8
Audit Fee	330	354	24
Insurance	480	483	3
Remembrance Sunday wreaths	20	25	5
Total General Admin	1,405	1,400	-5
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	2,520	-1,760
Church Yard Contribution S137	1000	1,100	100
Yew Tree Annual Maintenance (Spring and Winter)	600	589	-11
Total Maintenance	5,880	4,209	-1,671
Special Projects (website, planning consultant, defibrillator)	100	180	80
War memorial	300	295	-5
Expenses - Chairman	250	350	100
S137 Defibrillator pads	0	0	0
S137 (Church clock)	215	0	-215
Neighbourhood Development Plan	0	0	0
VAT recoverable	0	231	231
Total Other Expenses	865	1,056	191
TOTAL EXPENDITURE	17,245	14,850	-2,395

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Keele Parish Council - Chair's Report January 2025

Happy New Year to all.

Although there was no Parish Council meeting in December it was still a fairly busy month with activity on the Neighbourhood Plan as we wanted to start Regulation 14 consultation this month.

Unfortunately this has now been delayed due to the new National Planning Policy Framework (NPPF), and we have been advised by Urban Vision that we will need to make some changes to the plan. There will be no doubt be more on this in the planning report.

I was delighted to see that the hedge on the footpath to Madeley was finally cut and provided safer transit for those undertaking the journey on foot. There is still some siding work that needs to be done. Earlier this month the defibrillator outside the Village Hall was accessed. Fortunately it did not need to be used, but it is good to know that it was there and available for the emergency.

I have started to review the Welcome Guide that was issued to those moving into the Hawthorns so that we can continue issue them to new occupants of the Oaks. There are already several houses occupied.

I am co-ordinating production of The Yew Tree newsletter and that should be distributed at the end of January. We had the distributor lined up to deliver the newsletter along with the NDP, and although that has been delayed we will not delay The Yew Tree.

The precept for next year is on the agenda and I have reviewed this with Debra.

The Walley's Quarry appeal against closure is being heard today, the smell has been noticeable in Keele again over the last few weeks. Let's hope the closure notice is upheld.

Val Newman 13/01/25

Planning Report for Keele Parish Council January 2025

General comments

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

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). The Chair and I met with Simon Tagg and the Chief Planning Officer in December to discuss the proposal and the robustness of the Borough Plan as it moves forward to Inspection. We were assured that the Borough Plan was robust and that carefully attention had been paid to other Local Plans in the West Midlands which had recently been rejected. If the Borough Plan is adopted then the land which Persimmon have shown an interest in will remain in the Greenbelt. We were also assured by Mr Tagg that he did not support the proposal from Persimmon.

December/ January

25/00010/FUL. Erection of detached outbuilding 14A Highway Lane Keele Newcastle Staffordshire ST5 5AN. **This is a 'late' arrival and not on the agenda. In my view this needs careful consideration. The existing property is already significantly enlarged and modified. The application is for a gym/studio, immediately abutting Highway Lane. There will be a visual impact. For discussion this evening.**

24/00894/PLD | Loft conversion with dormer to rear | 39 Quarry Bank Newcastle Under Lyme Staffordshire ST5 5AG. **No objections**

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From Housing Strategy NBC:

1. Permit staircasing of the Shared Ownership Units to 100%, and reduce the initial share permitted to be purchased to 10% in line with the current Homes England model form of lease; and
2. Update the mortgagee protection provisions in line with the current National Housing Federation standard provisions; and
3. Amend the requirement for a deed of covenant to be entered into by any disponent of the Social Rented Housing Units, to any transferee or lessee of the Social Rented Housing Units.

I do not have any objections to this, and I believe that such amendments have been permitted in previous historical Section 106 Agreements.

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). **Approved**

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: **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): **Permit**

The approved application has minor amendments in terms of surface treatments and the inclusion of pitched roofs which somewhat improves the visual impact.

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Original version



Approved version

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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 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)