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

**Held on Thursday 13 March 2025 at 7.00pm at St John's Church, Keele**

Attendees: Parish Councillors: Ms V Newman (Chair, VN) Mr G Bibby (GB), Ms W Naylor (WN), Ms S Hughes (SH), Ms M Downing (MD), Dr D Jones (DJ), Ms C Cox (CC), Mr A Rowe (AR)  
Parish Clerk – Ms D Powell (DP)

The Meeting held a one minute silence in memory of Councillor Barry Panter.

### **31/25 Apologies**

Apologies were received from Mr C Ashton (CA), Ms T Wright (TW) and Mr T Arnold (TA).

### **32/05 Declarations of Disclosable Pecuniary Interests**

None

### **33/25 Public Open Forum**

Report from the Police

Total incidents reported on the Keele area – 76 – this figure is higher than reported incidents in the previous month (but lower than month previous (105) Of this 76, 30 were incidents on M6.

Motorway and 7 University related.

ASB Community – 21 (up from 5) Off road bikes on Keele Golf Course has risen to a high of 21 reports alone this month. A request was received from the Police for local residents to report who has the off-road bikes and where they are kept.

Suspicious incidents – Reports of a male exposing himself in Keele Woods.

Burglary Business / Commercial Property – 1 long term Empty property has been entered, nothing stolen.

A member of the public attended the Meeting to raise residents' concerns over the planning matter 25/000126/PLD.

The Meeting discussed the concerns with the member of the public and DJ gave advice.

**RESOLVED** for KPC to object to 25/000126/PLD.

### **34/25 To note the draft minutes of the Regular meeting held on 10 February 2025 and agree**

a. To approve the minutes

**RESOLVED** to approve.

### **35/25 To adopt the NALC Anti-Harassment and Bullying Policy**

**RESOLVED** unanimously to approve and adopt the Policy.

### **36/25 To receive reports from the following sub-committees**

a. Communications sub-committee

AR advised the Meeting of issues relating to the standards of the roads on The Hawthorns. GB advised that the roads were up to standard and that a procedure was being followed. DJ to check the procedure with SCC.

b. Environment and assets sub-committee

WN had circulated a report. WN raised the matter of the footpath from the old Golf Course entrance to the roundabout as it needs siding. The Meeting discussed the footpath. VN to contact Rob Steele (SCC Highways) and Street Scene. VN and WN to arrange a meeting with Rob Steele.

c. Planning sub-committee

Planning applications – to provide comments on the following:

[25/00126/PLD | Application for a Lawful Development Certificate for the Proposed use of property as a residential care home \(Class C2\) for 3 children aged between 6 and 17 with 2 care staff \(no material difference with lawful use as Class C3 dwelling\) | 19 Westerdale Drive Keele Newcastle Under Lyme Staffordshire ST5 5FH](#) This matter was discussed at agenda item 33/25.

d. Pepper Street development.

- To receive an update

A meeting had taken place on 7 March 2025. A number of houses have been sold and residents have moved into the properties. Seddons are holding back on the issue of the layby at present. It was reported that some boilers had been stolen from properties. It was noted that new conservation regulations brought in last year include the use of solar panels. The planting of native trees was discussed to fill in the gap in hedges. Hawthorns had been planted opposite Quarry Bank.

**37/25 To receive an update from Keele Village Hall Committee**

No meeting had taken place. SH reported that the boiler had broken down and would need to be replaced.

**38/25 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 approve the Clerk's hours for work on the NDP during February 2025. **RESOLVED** to approve.
- To approve the annual pay increment increase as per the NALC contract of employment from 1 April 2025. **RESOLVED** to approve.

**39/25 Actions arising from the meeting held on 10 February 2025**

- To receive an update on the footpath on the A525 to Madeley (VN)  
This was discussed earlier at agenda item 36/25b.
- To receive an update on Keele Parochial Charities (CA)  
CA had spoken with the Trustee and a presentation is planned for the May meeting.
- To discuss the use of social media (JH)  
JH not present. Item rolled over.

**40/25 Other matters**

- To consider other quotes received from the contractor.  
**RESOLVED** to approve the quote of £475 to fix the bench opposite the Village Hall to a concrete plinth.  
**RESOLVED** to approve the quote for £125 to carry out groundwork at Keele Cemetery.
- To discuss the Yew tree report from the arboriculture specialist.  
The Meeting discussed the report received from Rob Keyser Tree Surgeons Limited. MD and WN discussed hydraulic drilling to allow water to penetrate the ground. WN advised that the Yew tree is putting out a lot of pollen. The Environment sub-Committee to provide comments on the report and gain clarification on certain points..

**41/25 To note (only) written reports circulated in advance:**

- Chair's report  
The Chair's report had been circulated. It was noted that the hedges on Quarry Bank had been cut. DP to write to thank the landowner.
- County & Borough Councillors  
DJ advised that NBC is officially in mourning until 20 March 2025 due to the passing of Councillor Barry Panter.  
In the budgets there had been a claw back of money that usually goes to the parish councils. This is now held in a civic pot and all associations can apply.

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DJ updated the Meeting on Walleys Quarry. If no one takes it up in the liquidation process then the Environment Agency are responsible for the site. The Environment Agency legal team are taking legal recourse on Red Industries for the abatement notice not being paid. NBC are also owed a significant portion of funds. DJ had written to NBC and the Environment Agency some years ago regarding concerns over the bond not being in place. DJ had requested soil samples to be taken on site regarding the odour and to ensure that it is dealt with.

DJ explained the situation currently relating to the English Devolution Bill. A special meeting is being held by NBC to discuss preferred options.

**42/25 General Data Protection Regulations (GDPR)**

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

The Meeting discussed a Freedom of Information requested received relating to employees and structures within the Parish Council.

**43/25 Keele Neighbourhood Plan (Standing Item)**

a. To consider Consultants costs.

The Meeting discussed funding the completion of the NDP from Reserves. DP to ask Urban Vision for an estimate of costs.

**44/25 Borough Local Plan (Standing Item)**

The Borough Local Plan is with the Inspector.

GB advised that the process would start again in 2026. Work on the next Local Plan, relating to the five-year housing supply, will start once the current Local Plan is accepted.

**45/25 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted.**

**46/25 Any Other Business for future agendas**

Local listed buildings

The lychgate

**Meeting closed at 9pm**

**Dates of the next meetings:**

14 April 2025, 12 May 2025, 9 June 2025

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**Keele Parish Council**  
**Payment Schedule March 2025**

<b>Date</b>	<b>Chq no.</b>	<b>Details</b>	<b>Description</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total amount £</b>
13/03/2025	31	Smith of Derby Ltd	Service visit for St John clock	326.00	65.20	391.20
13/03/2025	32	Steve Hough	Noticeboard inspections, grass cutting and strimming around the sculpture A525/Station Road, siding of Pepper Street, cleaning of two bus shelters, cleaning of two benches, weed clearing as per WN.	920.00	0.00	920.00
13/03/2025	33	Payroll	March 2025 (includes January 2025 NDP hours)	750.50	0.00	750.50
13/03/2025	34	VAST	HMRC Mth 12, payroll charges January to March 2025 and year end procedures	132.78	5.10	137.88
13/03/2025	35	Office expenses	Mileage, MS Office	19.11	0.00	19.11
		<b>Total</b>		<b>2148.39</b>	<b>70.30</b>	<b>2218.69</b>

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<b><u>Keele Parish Council</u></b>			
<b><u>Bank Reconciliation for the period ending 28 February 2025</u></b>			
	£	£	£
Balance per Bank Statement 28 February 2025			
Current account		5,061.97	
Deposit account		<u>13,659.35</u>	
			18,721.32
Less: unrepresented payments	Chq 793		-121.80
	Chq 794		-120.00
	Chq 800		-22.00
	Chq 23		-295.00
	Chq 24		-410.00
	Chq 26		-60.40
	Chq 28		-144.00
	Chq 30		<u>-45.00</u>
<b>Net bank balance as at 28 February 2025</b>			<b><u>17,503.12</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	900.06		
05.04.24    Interest received	126.39		
04.10.24    Interest received	<u>109.79</u>		
		18,597.24	
Less: payments in the year		-16,618.42	
<b>Closing Balance as per cash book for the year to 28 February 2025</b>			<b><u>17,503.12</u></b>

**Keele Parish Council - Chair's Report March 2025**

It is great news that the County Council have sided the footpath on the A525, so we no longer have to debate whether it is a good use of our funds or not.

I am also pleased to report that other issues we raised with Rob Steele in December have been addressed:

- The vegetation on the University entrance roundabout has been cut back
- The footpath towards the roundabout has been cleared of mud and leaves
- The gates at the bridge on Quarry Bank have been replaced/repared
- Extensive work has been done on Quarry Bank Road, reclaiming the footpath and cutting back the hedge
- Vegetation cut back and gutters cleared on Quarry Bank and the bridge
- Grids have been checked, but there hasn't been sufficient rain to see if this has been effective

I have spoken to Rob Steele and thanked him for his help in getting all these issues addressed.

The landowner has cut the hedge on Quarry Bank and the residents have asked us to pass on their thanks for that. They also acknowledged the work done by SCC on the bridge and access to it.

Pepper Street siding has been done and the hedge cut back.

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Rob Steele has also been helpful in getting contact details for someone at SCC re the layby on Pepper Street, and has raised it a senior level so I hope to make progress on that in the coming month.

Graham, Sue and I met with a representative from Seddons at Pepper Street, at which it was reported that SCC haven't signed off the roads on The Hawthorns. I have been working on updating the welcome letter for Seddons to pass on to new owners when they move into The Oaks.

There has been considerable activity for the Planning sub-committee in the last few days re the application for Westerdale Drive that will be discussed this evening.

**Val Newman 13/03/25**

## **Planning Report for Keele Parish Council March 2025**

### **General comments**

I have been working with Dave Jones with respect to 5, Boggs Cottages and will give feedback in our meeting.

### **March**

25/00126/PLD | Application for a Lawful Development Certificate for the Proposed use of property as a residential care home (Class C2) for 3 children aged between 6 and 17 with 2 care staff (no material difference with lawful use as Class C3 dwelling) | 19 Westerdale Drive Keele Newcastle Under Lyme Staffordshire ST5 5FH.

This is of interest and will need to be discussed in the meeting. I have attached the Planning Statement and recommend that councillors read it prior to our meeting. I seem to remember that houses of multiple occupancy are not allowed on the Hawthorns, does a C2 residential care home fall into this category?

### **January/ February 2025**

Ref. No: 25/00060/FUL. Proposed Ground floor extension with internal alterations to form open plan living space. 51 Westerdale Drive Keele Newcastle Under Lyme Staffordshire ST5 5FH. Status: Pending Consideration. This is a large, single storey extension across the rear of the property to create additional living space. Given previous permitted developments on The Hawthorns, I do not think any objection would be fruitful.

### **December/ January 2024/5**

25/00010/FUL. Erection of detached outbuilding 14A Highway Lane Keele Newcastle Staffordshire ST5 5AN. **A letter objecting to the proposal on the grounds of visual impact has been sent. The application is still pending.**

24/00894/PLD | Loft conversion with dormer to rear | 39 Quarry Bank Newcastle Under Lyme Staffordshire ST5 5AG. Permit

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 objections, still pending

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

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13/00970/OUT | Plots 23, 24 And 82 To 85 (inclusive) Land North of Pepper Street Keele Newcastle Under Lyme Staffordshire. No objections, still pending

## 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.*

Still pending

## 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