

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

**Held on Monday 14 April 2025 at 7.00pm at Keele Village Hall**

Attendees: Parish Councillors: Ms V Newman (Chair, VN) Mr G Bibby (GB), Ms W Naylor (WN), Ms S Hughes (SH), Ms M Downing (MD), Mr C Ashton (CA), Mr T Arnold (TA), Ms T Wright (TW).

Parish Clerk – Ms D Powell (DP)

One member of the public was present.

### **47/25 Apologies**

Apologies were received from Ms C Cox (CC), Mr A Rowe (AR).

### **48/05 Declarations of Disclosable Pecuniary Interests**

WN declared an interest in agenda item 53/25a.

### **49/25 Public Open Forum**

One member of the public was present to observe the meeting.

### **50/25 To note the draft minutes of the Regular meeting held on 13 March 2025 and agree**

- a. To approve the minutes

**RESOLVED** to approve

### **51/25 To receive reports from the following sub-committees**

- a. Communications sub-committee

The bulletin had been sent out.

- b. Environment and assets sub-committee

WN had circulated a report. VN reported that the road sign on Pepper Street had now been cleared. The hedge on the A525 towards Newcastle is overgrown. VN to report this to Rob Steele of SCC. There are overgrown hedges. A letter is to be sent. WN to contact Street Scene regarding the footpath. WN and VN to meet with Rob Steele regarding narrow footpaths adjacent to A525.

- c. Planning sub-committee

An application had been received from Staffordshire County Council. SUBMISSION OF DETAILS REF. No. [SCC/25/0035/MDPO](#) Application to Modify a planning obligation to amend Schedule 3 of the Section 106 Agreement in relation to planning permission [N.02/17/258 MW](#) to remove the restriction on the supply of Etruria Marl from Keele Quarry.

**RESOLVED** not to object.

GB reported the disappointment in the decision to the change of use on 19 Westerdale Drive to the use as a children's home. GB had written to residents about the decision. This is a matter for the Residents of The Hawthorns Management Committee (ROTH) to enact the Covenant. GB informed the Meeting that any resident or member of ROTH can enact the Covenant.

Planning applications – to provide comments on the following:

[25/00278/PLDLB | Application for certificate of lawfulness of proposed works to a listed building - replacement of the existing internal fire alarm system | The Chapel Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire](#) No objection.

[25/00246/PLD | Application for a certificate of lawfulness for a proposed single storey extension to side | Rockside Leycett Lane Leycett Newcastle Under Lyme Staffordshire ST5 6AL](#) No objection.

[25/00217/PIP | Application for permission in principle for the erection of a detached dwelling | Land Adjoining 54 Station Road Keele Newcastle Under Lyme Staffordshire](#) No objection.

[25/00218/PIP | Application for permission in principle for the erection of a detached dwelling | Land Between Station Road And The A525 Keele Newcastle-under-Lyme Staffordshire](#) **RESOLVED** to object.

GB to draft comments and send to DP.

The member of the public left the Meeting.

d. Pepper Street development.

- To receive an update

The meeting had been postponed. Regarding updates on the lay-by, the person dealing with this is on long-term sick leave. VN to follow up.

**52/25 To receive an update from Keele Village Hall Committee (VHC)**

SH reported:

The boiler had been renewed.

At the last meeting of the VHC, Ashley Village Hall Management Committee had attended. The matter of bins at the Village Hall was discussed as these are left overflowing after parties. New larger bins have been arranged with NBC for Keele Village Hall.

**53/25 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.

DP advised the Meeting on the level of General Reserves and potential financial risks and options relating to the Consultant's costs for NDP. A Meeting is to be arranged with the Consultant from Urban Vision, VN and GB to discuss progression of the NDP.

**54/25 Actions arising from the meeting held on 13 March 2025**

- To discuss the use of social media (JH)

JH not present.

- To discuss the Yew tree report and remedial recommendations (WN)

WN had sent the Tree Specialist's report onto Simon Turner of NBC. WN had spoken with the Tree Specialist to gain clarification on certain issues. A dry month had not helped the Yew tree. It had been suggested to apply a thick layer of composted bark to the ground around the Yew tree. WN to contact Simon Turner for comments and to follow up on the request to supply the composted bark. The irrigation is turned off at present.

**55/25 Other matters**

- To discuss councillor roles and responsibilities (VN)

VN asked for opinions on the roles and responsibilities document which had been circulated to councillors.

TW offered to take on more responsibilities within the Communications sub-committee. VN advised that it was not necessary to have a Chair of the sub-committees. It was noted that the Environment sub-committee is working well. GB advised the Meeting that the circulated document detailing the roles and responsibilities relates to the fact that GB and VN would not be standing as Chair from May 2025. A clearer steer is needed in the distribution of roles and responsibilities to explicitly make it clear for a councillor to take on the role of Chair. VN asked Councillors to declare themselves for roles by the end of April 2025. SH offered to join the Environment sub-committee and to continue on the Planning sub-committee.

- To discuss Local Listed Buildings and

- To discuss the lychgate (WN)

The lychgate is not included on the list. GB confirmed this. WN to obtain the format and deadlines for submissions in order to add the Lychgate to the Local Listed Buildings.

- To discuss correspondence received - Consultation - Proposed Extinguishment of Public Footpath No.6

(part) and Creation of a new Footpath – Keele. **RESOLVED** to object. TA to draft comments and send to DP.

- e. To discuss an application to SCC about residents' parking on The Village  
The Meeting discussed parking on The Village and the possibility of reviving parking permits. It was **RESOLVED** to leave this dormant for the time being.
- f. To discuss inviting Adam Jogee MP to a KPC meeting (WN)  
The Meeting discussed this and decided to post-pone this for the time being.
- g. To discuss the 1998 Definitive Map Modification Application and follow up with SCC.  
Definitive map modification application to add a public footpath between Quarry Bank Road and Staveley Place, Silverdale (Council ref. LH620G). **RESOLVED** for DP to write to SCC to receive a response by the deadline of 17 May 2025.

**56/25 To note (only) written reports circulated in advance:**

- a. Chair's report  
The report had been circulated.
- b. County & Borough Councillors  
No-one present.

**57/25 General Data Protection Regulations (GDPR)**

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

**58/25 Keele Neighbourhood Plan (Standing Item)**

- a. To discuss and consider Consultants costs.  
This matter was discussed during the Finance section of the agenda at 53/25c.

**59/25 Borough Local Plan (Standing Item)**

GB advised the Meeting that Borough Plan Inspection dates have been published, 20-23 May, 27-30 May and 17-19 June 2025. Written comments on the 15 points of inquisition made by the Inspector can be submitted up until 1 May 2025. It was **RESOLVED** not to attend. GB to review KPC submission and the Inspector's questions to assess the written evidence. **RESOLVED** to approve.

**60/25 To note the Staffordshire Parish Councils Association Bulletins and correspondence received.** Noted.

**61/25 Any Other Business for future agendas**

.gov.uk emails  
The Yew tree

**Meeting closed at 8.35pm**

**Dates of the next meetings:**

12 May 2025, 9 June 2025, 14 July 2025

**Keele Parish Council**  
**Payment Schedule April 2025**

<b>Date</b>	<b>Chq no.</b>	<b>Details</b>	<b>Description</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total amount £</b>
14/04/2025	36	Litter picking contract	1/02/2025 - 01/04/2025 20 hours	228.80	0.00	228.80
14/04/2025	37	Steve Hough	Inspections of four noticeboards. Concrete plinth for the bench opposite the Village Hall	535.00	0.00	535.00
14/04/2025	38	Payroll	April 2025	608.67	0.00	608.67
14/04/2025	39	VAST	HMRC month 1 (includes Employer NI), payroll RTI submissions 2025/26	239.68	12.00	251.68
14/04/2025	40	Office expenses	Mileage, MS Office	19.11	0.00	19.11
14/04/2025	41	Keele Parochial Church Council	Churchyard grounds maintenance donation	1100.00	0.00	1100.00
14/04/2025	42	The Society for Local Council Clerks	Annual subscription	81.70	0.00	81.70
14/04/2025	43	Staffordshire Parish Councils Association	Annual subscription	342.90	0.00	342.90
14/04/2025	44	Rob Keyzor Tree Surgeons	Yew tree prelim tree health investigation and report	688.00	137.60	825.60
14/04/2025	BACS	Keele Village Hall	Room hire	22.00	0.00	22.00
		<b>Total</b>		<b>3865.86</b>	<b>149.60</b>	<b>4015.46</b>

Keele Parish Council			
Bank Reconciliation for the period ending 26 March 2025			
	£	£	£
Balance per Bank Statement 26 March 2025			
Current account		1,888.88	
Deposit account		<u>13,659.35</u>	
			15,548.23
Less: unpresented payments	Chq 793		-121.80
	Chq 794		-120.00
	Chq 800		-22.00
<b>Net bank balance as at 26 March 2025</b>			<b><u>15,284.43</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		-18,837.11	
<b>Closing Balance as per cash book for the year to 26 March 2025</b>			<b><u>15,284.43</u></b>

## Keele Parish Council Budget Report 2025/26

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Payroll costs (includes Employers National Insurance)	8700	788	-7,912
Office expenses and payroll expenses	500	79	-421
Litter picking contract	700	229	-471
<b>Total</b>	<b>9,900</b>	<b>1,096</b>	<b>-8,804</b>
Councillor expenses/Room hire/Subs/Printing	400	447	47
Miscellaneous	0	0	0
Data Protection Officer Staffs County Council	180	0	-180
Audit Fee	125	0	-125
Insurance	480	0	-480
Remembrance Sunday wreaths	20	0	-20
<b>Total General Admin</b>	<b>1,205</b>	<b>447</b>	<b>-758</b>
Staffordshire Parish Council Association	330	0	-330
Society of Local Council Clerks	40	0	-40
Campaign to Protect Rural England	15	0	-15
Information Commissioner	40	0	-40
Parish Online Mapping	90	0	-90
<b>Total Subscriptions</b>	<b>515</b>	<b>0</b>	<b>-515</b>
Grounds maintenance, seats, shelters, noticeboards, Yew tree report (funded from reserves £800)	4280	1,223	-3,057
Church Yard Contribution S137	1100	1,100	0
Yew Tree Annual Maintenance (Spring and Winter)	620	0	-620
<b>Total Maintenance</b>	<b>6,000</b>	<b>2,323</b>	<b>-3,677</b>
Special Projects (website, planning consultant, defibrillator)	100	0	-100
War memorial	300	0	-300
Expenses - Chairman	250	0	-250
S137 Defibrillator pads	340	0	-340
S137 (Church clock)	215	0	-215
Neighbourhood Development Plan	0	0	0
VAT recoverable	0	150	150
<b>Total Other Expenses</b>	<b>1,205</b>	<b>150</b>	<b>-1,055</b>
<b>TOTAL EXPENDITURE</b>	<b>18,825</b>	<b>4,015</b>	<b>-14,810</b>

## **Keele Parish Council - Chair's Report April 2025**

It has been a fairly quiet month, with most of the work on hedges etc. having been completed.

We were very disappointed that despite our objections the change of use for 19, Westerdale Drive was approved by the Borough.

I produced the bulletin to cover the March/April meetings and we have already had one resident contact us to say how delighted they are they can now use the A525 pavement to walk to Keele.

Graham and I met to look at the tasks that need performing on the Parish Council and a separate document has been sent for discussion at this month's meeting.

Much of the activity this month has been in the planning area and will be covered in the planning report.

There has also been a flurry of activity around footpaths in the last few days which will be discussed at the meeting.

The regular meeting with Seddons at The Oaks was rearranged as the site manager was unavailable.

### **Val Newman 13/04/25**

## **Planning Report for Keele Parish Council April 2025 by Graham Bibby**

### **General comments**

We have a number of long standing applications for planning permission (blue) dating back to 2023. It might be useful to write to Planning and ask them for an explanation for the delay in reaching a decision.

### **April**

25/00218/PIP Application for permission in principle for the erection of a detached dwelling. Land Between Station Road and the A525 Keele Newcastle-under-Lyme Staffordshire. Pending. This is an application to for permission in principle to build up to three houses on the 'teardrop' of land on the left hand side of the junction of Station Road and the A525. This land is currently in use for growing Christmas trees. I recommend we object. This land is Green Belt and outside the village envelope which would allow 'infill'. The application notes the recent changes to legislation concerning Green Belt development. This land is not grey belt, building would impact on openness of the greenbelt and would constitute a dangerous precedent for building on other green spaces in Keele. I believe we should object.

25/00217/PIP Application for permission in principle for the erection of a detached dwelling | Land Adjoining 54 Station Road Keele Newcastle Under Lyme Staffordshire. Pending. This is the return of an old application which has been refused in the past on the basis that the land concerned lies outside the village envelope and thus, that policies concerning infill do not apply. The justification quotes the new planning policies concerning greenbelt development as the reason for resubmission. We have not objected to the proposal in the past and I do not think we should do so this time. The permission would not create a precedent as the site would 'complete' row of houses and could be considered valid infill.

25/00278/PLDLB | Application for certificate of lawfulness of proposed works to a listed building - replacement of the existing internal fire alarm system | The Chapel Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire. Pending.. No objection

25/00246/PLD | Application for a certificate of lawfulness for a proposed single storey extension to side | Rockside Leycett Lane Leycett Newcastle Under Lyme Staffordshire ST5 6AL. Permitted. This is a retrospective application to which I have no objection.

**Consultation on an application for a Public Path Extinguishment Order** and a Public Path Creation Order to run concurrently. Keele Footpath No.6 (part). Nearest Post Code: ST5 6AB. Grid Reference: 379335 346266. Pending. This is a proposal move the footpath which cuts behind 'Upper Farm' where development is underway. I see no justification for this proposed closure nor the proposed new path. For discussion in the meeting.

**REF. NO. SCC/25/0035/MDPO** Application to Modify a planning obligation to amend Schedule 3 of the Section 106 Agreement in relation to planning permission N.02/17/258 MW to remove the restriction on the supply of Etruria Marl from Keele Quarry. Deadline for comments passed. This is a technical application, if approved it would result in marl which is not currently in use being taken to Tunstead near Buxton for cement manufacture. It will result in an increase in heavy vehicles on the A525. I am content to leave this matter to officers.

**Footpath from Quarry Bank to Silverdale.** We have been reminded that the Secretary of State's direction to County to address this long standing matter has a deadline of 17<sup>th</sup> May. I propose the Clerk writes to County to remind them that we await a prompt decision from them.

## 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. Permitted. **I would comment that a covenant exists which precludes business use. Its enforcement is an issue for the Management Company of the Hawthorns and its agents. It may be productive to discuss the current status of the Management Company and any progress in our meeting.**

## 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. **Permitted**

## December/ January 2024/5

25/00010/FUL. Erection of detached outbuilding 14A Highway Lane Keele Newcastle Staffordshire ST5 5AN. **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 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