

MINUTES OF KEELE PARISH COUNCIL ANNUAL AND REGULAR MEETING**Held on Monday 12 May 2025 at 7.00pm at Keele Village Hall**

Attendees: Parish Councillors: Ms V Newman (Chair, VN) Mr G Bibby (GB), Ms W Naylor (WN), Mr T Arnold (TA), Ms T Wright (TW), Ms C Cox (CC), Mr A Rowe (AR)

Parish Clerk – Ms D Powell (DP)

62/25 To nominate and elect the Chair and signing of the Declaration of Acceptance of Office

No Chair was nominated.

63/25 To nominate and elect the Vice chair and signing of the Declaration of Acceptance of Office

No Vice-Chair was nominated.

RESOLVED for the Chair to be a rolling position each meeting with Councillors Chairing the meetings in alphabetical surname order until a Chair can be nominated.

RESOLVED for Mr T Arnold to Chair the Meeting.

64/25 To receive apologies

Apologies were received from Ms S Hughes (SH), Mr C Ashton (CA), Ms M Downing (MD), Mr J Hall (JH).

65/05 Declarations of Disclosable Pecuniary Interests. None.**66/25 Public Open Forum. No-one present****67/25 To note the draft minutes of the Regular meeting held on 14 April 2025 and agree**

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

68/25 To review the Standing Orders, Financial Regulations, Risk Assessment and IT Policy, as circulated

RESOLVED to approve the above policies.

69/25 To discuss councillor roles and responsibilities (VN)

VN had circulated councillor roles and responsibilities and a request for volunteers. See agenda item 71/25.

70/25 To nominated representatives as follows and to receive reports.

- a. Staffordshire Parish Councils Association. Not required.
- b. Borough Standards Committee. Not required.
- c. Village Hall Management Committee. **RESOLVED** to appoint SH.
- d. Keele University Estates meeting. Not required.
- e. To nominate representatives for other responsibilities as appropriate. None.

71/25 To nominate members to the following sub-committees

- a. Communications sub-committee
RESOLVED to appoint VN, TW and AR to the Communications sub-committee. JH to be responsible for social media. TW to be responsible for postings to the noticeboards.
- b. Environment and assets sub-committee
RESOLVED to appoint WN, MD, CC and SH as members of the Environment and assets sub-committee. WN and SH to attend the Pepper Street meetings. Local liaison is to be added to the Environment and assets sub-committee which will include liaison with the Village Hall Committee.
- c. Planning sub-committee
RESOLVED for all councillors to receive details of new planning applications and to scrutinize the Newcastle Borough Council Planning Portal. New planning applications and decisions to be discussed at each monthly meeting. Responses to be written by councillors.
RESOLVED for CA to be appointed to the Finance sub committee.

72/25 To receive reports from the following sub-committees

- a. Communications sub-committee
The change of use and objections relating to 19 Westerdale Drive were discussed. GB reported that covenant on the property precluded the use as a business. The management committee of the Hawthorns holds the responsibility to uphold the contract.
- b. Environment and assets sub-committee
WN had circulated a written report which is attached to the minutes.
- c. Planning sub-committee
GB had circulated a report which is attached to the minutes.
Planning applications – to provide comments on the following:
[25/00010/NMA | Application for a non-material amendment relating to removal of small window to shower room on rear elevation and pedestrian door to side elevation to drive to planning permission 25/00010/FUL - Erection of detached outbuilding. | 14A Highway Lane Keele Newcastle Staffordshire ST5 5AN](#) No objection
- d. Pepper Street development.
 - To receive an update
SH reported that sales are starting to pick up. Domestic appliances and boilers had been stolen.

73/25 To receive an update from Keele Village Hall Committee

No-one present. GB reminded the Meeting about written reports. SH to request minutes or a brief written reports from the Village Hall Committee to Keele Parish Council Meetings.

74/25 Finance

- a. To approve payments, receipts and transfers – **Appendix A RESOLVED** to approve.
- b. To approve the annual insurance payment to Zurich Insurance at a cost of £424.37. **RESOLVED** to approve.
- c. To discuss the renewal of the Data Protection Service for The Data Protection Act 2018 / GDPR with Staffordshire County Council at a cost of £190. **RESOLVED** to approve.
- d. To approve the Chair's Allowance (Section 115 LGA 1972) Not required at present.
- e. To note and approve the bank reconciliation – **Appendix B. RESOLVED** to approve.
- f. To note and approve the budget report – **Appendix C. RESOLVED** to approve.

75/25 Actions arising from the meeting held on 14 April 2025

- a. To discuss the Yew tree remedial actions (WN)
RESOLVED to switch on the irrigation of the Yew tree for 6 weeks. **RESOLVED** for DP to restart the contract with access Irrigation. **RESOLVED** for DP to follow up with Street Scene regarding a delivery of compost.
- b. To discuss Local Listed Buildings and the lychgate (WN)
WN had spoken with the conservation Officer at NBC. Applications open next year.
- c. To discuss the 1998 Definitive Map Modification Application follow up with SCC.
DP had written to SCC to remind them of the deadline for a response of 17 May 2025. SCC advised that this matter is next on the list to be actioned.

76/25 Other matters

- a. To discuss.gov.uk parish council email addresses and website
DP had circulated details of an email and website provider recommended by SPCA. GB to look into the matter. Item rolled over to the next Meeting.
- b. To discuss the use of social media (JH)
JH not present.
AR left the Meeting at 8pm. GB took the Chair.

Signed

Date.....

c. To discuss the ROTH Management Committee (GB)

GB thanked AR for the work on the Resident of the Hawthorns (ROTH). GB provided a background and a clarification on the future role of ROTH. AR reported that he had received complaints and that there had been difficulties in setting up a management committee. GB reported that it was the responsibility of Seddons and Trinity to take steps to set up the management company. **RESOLVED** for KPC to send a letter to Seddons and Trinity expressing concerns that no properly constituted management committee for the running of public areas had been set up.

77/25 To note (only) written reports circulated in advance:

- a. Chair's report. As circulated.
- b. County & Borough Councillors. No-one present. Cllr Simon Tagg to be invited to the next Meeting.

78/25 General Data Protection Regulations (GDPR)

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

79/25 Keele Neighbourhood Plan (Standing Item)

The NDP is moving forward and approaching Regulation 14. A meeting with Urban Vision is to take place on 19 May.

80/25 Borough Local Plan (Standing Item)

GB reported that the BLP is going to inspection during May and June. GB to go through all of the questions set for the examination to identify those relevant to Keele Parish Council and extract information from the consultation submission and respond to the inspection. GB to circulate the submission sent to the Inspector.

81/25 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted.**82/25 Any other business for future agendas****Meeting closes****Dates of the next meetings:**

9 June 2025, 14 July 2025

**Keele Parish Council
Payment Schedule May 2025**

Date	Chq no.	Details	Description	Net £	VAT £	Total amount £
12/05/2025	45	Steve Hough	Inspections of four noticeboards.	60.00	0.00	60.00
12/05/2025	46	Payroll	May 2025	610.07	0.00	610.07
12/05/2025	47	VAST	HMRC month 2 (includes Employer NI)	101.69	0.00	101.69
12/05/2025	48	Office expenses	Mileage, MS Office, printer cartridge and postage stamps	71.03	7.67	78.70
12/05/2025	49	Zurich Municipal	Annual Insurance Policy	424.37	0.00	424.37
12/05/2025	BACS	Keele Village Hall	Room hire	22.00	0.00	22.00
		Total		1289.16	7.67	1296.83

Signed

Date.....

<u>Keele Parish Council</u>			
<u>Bank Reconciliation for the period ending 30 April 2025</u>			
	£	£	£
Balance per Bank Statement 30 April 2025			
Current account		17,522.52	
Deposit account		<u>13,659.35</u>	
			31,181.87
Less: unrepresented payments	Chq 793		-121.80
	Chq 794		-120.00
	Chq 800		-22.00
	Chq 39		-251.68
	Chq 43		-342.90
Net bank balance as at 30 April 2025			<u>30,323.49</u>
Net balance reconciled to the cashbook			
Opening balance per cashbook			
Current account	1,625.08		
Deposit account	<u>13,659.35</u>		
		15,284.43	
Add: receipts in the year			
10.04.25 Newcastle Borough Council Precept	18,827.00		
30.04.25 HMRC VAT Refund	<u>227.52</u>		
		19,054.52	
Less: payments in the year			-4,015.46
Closing Balance as per cash book for the year to 30 April 2025			<u>30,323.49</u>

Keele Parish Council - Chair's Report May 2025

It has been a fairly quiet month, with a long Easter weekend in April. There is the usual issue of edges that need to be trimmed as they are blocking footpaths, but most residents are addressing the problem areas.

Work progresses on moving the NDP forward to Regulation 14 review.

Sue, Graham and I met with Darren (site manager at The Oaks) and development continues with a few more sales now completed. The major issue here is the lay by/bus stop that SCC are insisting is removed and we are being passed from pillar to post at County. I have written to Simon Tagg (his first task as our new County Councillor) and am awaiting a response. I will chase this later this week.

Debra has circulated information about a new email system and the naming standards. Keele-pc.gov.uk seems to be the shortest that meets the requirements.

Val Newman 12/05/25

Environment & Assets Report May 2025

Signed

Date.....

The Yew Tree in the centre of the village is still looking very unhealthy and we are waiting for the Borough Council to respond to a request for composted bark. In the meantime, the irrigation will be turned on again for six weeks, and we will monitor progress.

There is still an issue with the width of the A525 footpath as you approach the University roundabout. It is too narrow for mobility scooters and it is dangerous for them to use the busy A525 at this point. We are pursuing this with both Borough and County councils.

There remains an issue of overgrowth of tree/shrub branches on the footpath along Keele Road. As this is where cars are usually parked, once again a mobility scooter would have to descend into the road for quite a stretch.

The footpath down Three Mile Lane to Keele Services is unusable due to flooding. This has been reported to Severn Trent Water.

Although we are now in nesting season hedges that are alongside pavements can be cut back carefully to prevent pedestrians being forced into the road. With the increased number of buses travelling through the Village due to the new K service it is important that footpaths are kept clear.

Unfortunately, there have been another couple of fly tipping incidents, but these were reported by our litter picker and have been cleared.

Planning Report for Keele Parish Council May 2025

Borough Plan

The formal inspection of the borough plan will take place over three weeks at the end of May and the beginning of June. Submissions to the Inspector were invited and Keele Parish Council made a submission covering aspects of the planned house building in areas surrounding Keele, the University's plans for expansion and aspects of highways development. I have circulated the comments with this updated report.

In brief, KPC recognise that if the current plan is rejected then any new plan will need to include much higher targets for house building. Thus, we broadly support the plan and welcome the inclusion of a Country Park in the Golf Course development. Nevertheless, we raised concern on a number of points of detail. We would hope the outcome of the Inspection would be that the Borough were required to offer further clarification on these points.

May

25/00010/NMA | Application for a non-material amendment relating to removal of small window to shower room on rear elevation and pedestrian door to side elevation to drive to planning permission 25/00010/FUL - Erection of detached outbuilding. | 14A Highway Lane Keele Newcastle Staffordshire ST5 5AN. Pending. I recommend we do not object.

Signed

Date.....

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 valis infill. **Decision is to permit.**

[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. **Decision is to permit.**

[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.

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. **Reviewing the original email on this matter, it is not clear if and where any application for extinguishing the path has been made. I will investigate further.**

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. **Status Preparing a decision - report / letter / notice.**

Signed

Date.....

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 17th May. I propose the Clerk writes to County to remind them that we await a prompt decision from them. The County have responded noting:

... I note that the Inspectorate has directed that this matter is determined by 17th May 2025.

The Council has received many Directions from the Planning Inspectorate and our team are working through these Directions as a priority. There are no repercussions for not determining within the time directed by the Inspectorate although we respect their authority and endeavour to follow their mandates as closely as our staffing and resources allow.

This application is the next application on the team's list, which has been delegated to me. I therefore hope to be able to start work on the matter within the next three or four weeks.

December/ January 2024/5

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 makes 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

Signed

Date.....

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