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

**Held on Monday 9 July 2025 at 7.00pm at Keele Village Hall**

Attendees: Parish Councillors: Mr G Bibby (Chair, GB), Ms V Newman (VN) Ms S Hughes (SH), Ms M Downing (MD), Mr C Ashton (CA), Mr A Rowe (AR), Mr T Arnold (TA)

Parish Clerk – Ms D Powell (DP).

In attendance -- Three members of the public attended the Meeting.

### **101/25 To nominate and elect the Vice chair and signing of the Declaration of Acceptance of Office**

There were no nominations for Vice Chair. **RESOLVED** to revert to a rolling Chair for Meetings when GB is not present. Councillors to chair such Meetings in alphabetical order.

### **102/25 To receive apologies**

Apologies were received from Ms W Naylor (WN), Ms T Wright (TW) and Ms C Cox (CC).

### **103/05 Declarations of Disclosable Pecuniary Interests**

GB declared an interest in the discussion regarding the Chair's Allowance.

### **104/25 Public Open Forum**

Three members of the public attended the Meeting with an interest in Planning Application reference PA 25/00439/OUT. The Meeting discussed the application and **RESOLVED** not to object to the development. The members of the public left the Meeting.

### **105/25 To note the draft minutes of the Regular meeting held on 9 June 2025 and agree**

a. To approve the minutes

**RESOLVED** to approve

### **106/25 To receive reports from the following sub-committees**

a. Communications

GB, VN and AR had met regarding the set up of the Facebook page. The page is now up and running and the bulletin had been posted. GB had edited the website for the posting of the Bulletin.

b. Environment and assets

GB thanked MD and SH for walking the Parish. MD had circulated a report. The Meeting discussed the report and **RESOLVED** to send letters regarding overgrown hedges and trees to residents on Pepper Street and The Village. **RESOLVED** to write to Staffordshire County Council Highways regarding the overgrown hedge and verge at the exit of Pepper Street onto the A525 as driver visibility is affected. The hedge opposite Quarry Bank requires a cut. GB noted that the site manager had been contacted on several occasions. **RESOLVED** to ask the Contractor to clean the bus stop and to clean the noticeboards, cut back the overgrowth around the noticeboard on Highway Lane and to clear the footpath at Chapel Close. Weeds along Station Road and the Village. This matter is to be monitored. The branches on the tree in the Village Hall carpark are overhanging the pavement. **RESOLVED** for SH to address with the Village Hall Committee. **RESOLVED** to ask the contractor for a quote to clear the sign opposite Pepper Street and The Village Sign. Gutters will be addressed during the next road sweep. The hedge at the hawthorns is overgrown. Cllr Tagg to follow up. The Yew tree continues to show signs of life. SH raised the matter of the gate on The Narley. Environment and Assets group to look at the path towards the A525 up to Quarry Bank and report to the September meeting. AR reported litter gathering on Westerdale Drive. The fly tipping on the bridge had been removed.

c. Planning

GB had circulated a Planning Report.

d. Planning applications – to provide comments on the following:

[13/00970/CN15 | Application for the approval of contamination analysis as required by condition 15 of planning permission reference 13/00970/OUT for Residential development \(maximum of 100 dwellings\). | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire](#) On hold

[13/00970/CN14 | Application for the approval of the remediation scheme verification report as required by condition 14 of planning permission reference 13/00970/OUT for Residential development \(maximum of 100 dwellings\). | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire](#) On hold

[13/00970/CN16 | Application for the approval of the soil testing as required by condition 16 of planning permission reference 13/00970/OUT for Residential development \(maximum of 100 dwellings\). | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire](#) On hold

[25/00439/OUT | Outline planning application for one dwelling \(including the reserved matter of means of access\) | Land Fronting Highway Lane Keele Newcastle Staffordshire](#) No objection.

e. Pepper Street development.

- To receive an update

SH reported that the replant of the gap opposite Quarry Bank had been completed. The next meeting is to be held on 25 July 2025.

**107/25 To receive an update from Keele Village Hall Committee**

GB asked SH to request written update from the Village Hall Committee for inclusion in the Bulletin..

**108/25 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. GB noted that all expenditure was in line with the budget.
- To approve the Chair's Allowance **RESOLVED** to approve the Chair's Allowance at £300

**109/25 Actions arising from the meeting held on 9 June 2025**

- To discuss the irrigation of the Yew tree (WN)  
**RESOLVED** to leave the irrigation on indefinitely.
- To discuss .gov.uk parish council email addresses  
**RESOLVED** to use Netwise for the new email addresses.
- To discuss the use of social media (JH)  
Social media is progressing. Any posts are the same as in the Bulletin.
- To receive an update on the ROTH Management Committee  
GB reported that a letter had been received indicating that there was no covenant. Trinity are to set up a Management Committee. **RESOLVED** for DP to write to Trinity for an update.
- To receive an update on the 1998 Definitive Map Modification Application  
**RESOLVED** for DP to follow up at the end of August.

**110/25 Other matters**

- To consider suspending the August meeting and delegating authority to the Chair and Clerk.  
**RESOLVED** to suspend the August Meeting and delegate authority to the Chair and clerk.
- To discuss changing the dates and venue for KPC meetings.  
**RESOLVED** to continue to hold meetings on the second Monday of the month at Keele Village Hall.
- To discuss the next newsletter.  
GB offered to draft the newsletter. The Communication Group agreed to review the newsletter. DP to

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check with the print shop regarding availability.

- d. To discuss the war memorial.

**RESOLVED** to ask the contractor to quote for the tidying up of the war memorial and the outgrowth of weeds along the church wall.

- e. To receive an update on the defibrillator.

DP confirmed with councillors that no one had the access details for the defibrillator held at the Sneyd Arms.

- f. To discuss membership of KPC.

GB commented that the elections are to be held in May 2026.

- g. To discuss applying to the SCC Community Fund to address the overgrowth at the sculpture. (WN)

It had been requested that Cllr Tagg ask SCC to carry out the work.

**111/25 To note (only) written reports circulated in advance:**

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

**112/25 General Data Protection Regulations (GDPR)**

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

**113/25 Keele Neighbourhood Plan (Standing Item)**

GB advised that the NDP is critical and this is to be progressed with a meeting to be arranged in September with the Consultant.

**114/25 Borough Local Plan (Standing Item)**

This matter was discussed earlier.

**115/25 To note the Staffordshire Parish Councils Association Bulletins and correspondence received.** Noted.

**116/25 Any other business for future agendas**

**Meeting closes**

**Dates of the next meetings:**

8 September 2025, 13 October 2025, 10 November 2025.

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**Keele Parish Council**  
**Payment Schedule July 2025**

Date	Chq no./BACS	Details	Description	Net £	VAT £	Total amount £
14/07/2025	BACS	Payroll	July 2025	610.07	0.00	610.07
14/07/2025	BACS	VAST	HMRC month 4 and Class 1A NIC 2024-25	186.53	0.00	186.53
14/07/2025	BACS	Office expenses	Mileage, MS Office, Information Commissioner's Office Data Protection Renewal	71.11	0.00	71.11
14/07/2025	BACS	Steve Hough	Noticeboard inspections	60.00	0.00	60.00
14/07/2025	BACS	Keele Village Hall	Room hire	22.00	0.00	22.00
14/07/2025	BACS	Tish Wright	Printer cartridge reimbursement	31.45	0.00	31.45
14/07/2025	BACS	Graham Bibby	Chair's Allowance	240.00	0.00	240.00
		<b>Total</b>		<b>1221.16</b>	<b>0.00</b>	<b>1221.16</b>

<u>Keele Parish Council</u> <u>Bank Reconciliation for the period ending 10 June 2025</u>			
	£	£	£
Balance per Bank Statement 10 June 2025			
Current account		14,279.15	
Deposit account		<u>13,659.35</u>	
			27,938.50
Less: unrepresented payments			
	Chq 793		-121.80
	Chq 794		-120.00
	Chq 800		-22.00
	BACS		-190.00
	BACS		-165.40
	BACS		<u>-72.00</u>
<b>Net bank balance as at 10 June 2025</b>			<b><u>27,247.30</u></b>
<b>Net balance reconciled to the cashbook</b>			
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			-7,091.65
<b>Closing Balance as per cash book for the year to 10 June 2025</b>			<b><u>27,247.30</u></b>

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## Keele Parish Council Budget Report 2025/26

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Payroll costs (includes Employers National Insurance)	8700	2,903	-5,797
Office expenses and payroll expenses	500	263	-237
Litter picking contract	700	229	-471
<b>Total</b>	<b>9,900</b>	<b>3,395</b>	<b>-6,505</b>
Councillor expenses/Room hire/Subs/Printing	400	119	-281
Miscellaneous	0	0	0
Data Protection Officer Staffs County Council	180	190	10
Audit Fee	125	138	13
Insurance	480	424	-56
Remembrance Sunday wreaths	20	0	-20
<b>Total General Admin</b>	<b>1,205</b>	<b>872</b>	<b>-333</b>
Staffordshire Parish Council Association	330	343	13
Society of Local Council Clerks	40	82	42
Campaign to Protect Rural England	15	0	-15
Information Commissioner	40	52	12
Parish Online Mapping	90	0	-90
<b>Total Subscriptions</b>	<b>515</b>	<b>477</b>	<b>-38</b>
Grounds maintenance, seats, shelters, noticeboards, Yew tree report (funded from reserves £800)	4280	1,550	-2,730
Church Yard Contribution S137	1100	1,100	0
Yew Tree Annual Maintenance (Spring and Winter)	620	358	-262
<b>Total Maintenance</b>	<b>6,000</b>	<b>3,008</b>	<b>-2,992</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	261	261
<b>Total Other Expenses</b>	<b>1,205</b>	<b>261</b>	<b>-944</b>
<b>TOTAL EXPENDITURE</b>	<b>18,825</b>	<b>8,013</b>	<b>-10,812</b>

### Chair's Report July 2025

#### August recess

As is usual, Keele Parish Council will not meet in August.

#### Facebook Page

Keele Parish Council Facebook Page is now up and running and a copy of last month bulletin is available there. If you would like to view the page is it available here:

<https://www.facebook.com/profile.php?id=61577568830720>



The page is intended to complement our website, hard copy Yew Tree mailings and email bulletins not to replace them.

The website now gives access to the monthly bulletins as well as our minutes. If you know anyone who would like to subscribe to our monthly email bulletins, please ask them to mail:

[keeleneighbourhood@gmail.com](mailto:keeleneighbourhood@gmail.com)

We hope to distribute a new issue of the during the summer.

#### Meeting With County Councillor: Simon Tagg

Val and I met with our County Councillor Simon Tagg on the 20th June, for a walk around the Parish and a discussion on local issues. We would like to thank Cllr Tagg for his time and endurance on a very hot day!

We visited Quarry Bank Road, Quarry Bank, St John's Churchyard and Keele Road. We had the following discussions with him:

- Church yard. A study of biodiversity in Borough Churchyard. We asked that Keele St John's be included in that study. The PCC have also pursued the matter and are in correspondence with the team who are carrying out the study. Inclusion in the study seems likely.
- Quarry Bank Road. We pointed out that Staffordshire had cut the hedge in the winter and requested that the cuts continue to keep the footpath clear.
- Quarry Bank to lay-by: the weeds in the gutter on the bridge were noted. We visited the layby on Pepper Street and explained that the Parish Council did not want this removing and thought it would best be converted into a bus pull-in, given the dangerous nature of Pepper Street at this point. The relevant officer is currently on sick leave and the issue has stalled. Cllr. Tagg undertook to pursue the matter with County.
- Cllr Tagg noted doubts now exist regarding whether or not the solar farm on the cemetery extension field adjacent to Red Heath Plantation will go ahead.
- Pepper Street to A525. The narrow and perilous nature of the footway was pointed out and we requested it be considered for widening, especially if moneys became available from the Golf Course development if it goes ahead.
- Keele Road Cricket Field hedge. Outgrowth from this hedge is impeding the footway. We noted that no information on the owner was available to us and that we could not undertake a cut ourselves as it lies outside our statutory powers. Cllr Tagg undertook to address the matter with County Highways.
- We also pointed out the need to cut tree growth away from the street lighting in the wood at the A525 end of Keele Road.
- Vegetation at Knights' sculpture. The small woodland immediately behind the Knights' Templar sculpture belongs to Staffordshire County Council. It has not been managed since the sculptures installation and now is beginning to obscure the sculpture. We asked Cllr Tagg if it could be cut back. He undertook to investigate this.

- Footpath approaching University Roundabout. We noted that this footpath was too narrow to allow access to wheelchairs and mobility scooters. We requested that a widening of the footpath be considered, perhaps as part of transport improvements associated with any development on Keele Golf Course.

In Cllr Tagg's role as leader of the Borough Council, we thanked him for the good work the 'Street Scene' did in keeping our roads swept. We noted that the parish had a particular problem with parked cars which prevent the sweeper gaining access. We asked if it might be possible for us to have sufficient advanced notification to allow us to notify residents and visitors to move their vehicles when a sweep was due. We also thanked Simon for the improvement in cutting of verges since the Borough took on this contract.

We had a discussion with Cllr Tagg about the unique status of Keele Village as a rural estate village surrounded by countryside. We expressed concern regarding the proposals of Persimmon to build on the fields between Keele and the A525 as part of the Borough Plan. Cllr Tagg acknowledged Keele's particular qualities and confirmed that the Persimmon proposals were not included in the version of the Borough Plan currently under inspection. However, he noted that the Borough or its successor would be required to begin a new plan within 2 years if the current plan is approved. This plan would be required to use the new housing targets set by the Government. These targets involved a 40% increase in the number of dwellings built per annum. Although these fields are currently in the Greenbelt, a future challenge in a new emerging plan could not be ruled out. It was concluded that it is important that our Neighbourhood Plan does what it can to protect Keele from encroachment and urban development.

As part of our discussion about the Borough Plan, we expressed concern regarding the plan to include a new primary school in the development. It was pointed out that there was already spare capacity in Keele and Silverdale schools and that any decision on building a new school needed to be carefully researched in the light of existing capacity.

## Defibrillators

The Village has two defibrillator units. One is externally mounted on the Village Hall and the other is available in the Sneyd Arms. The defibrillator at the Village Hall has been re-registered to Keele Community First Responders. Both defibrillators are available to the community in case of cardiac emergency. Full instructions are provided with the units on their use and no specialised training is needed to use them.

## Planning Report for Keele Parish Council July 2025

07/07/ 2025. I will review the status of applications just before our meeting and update this document if necessary.

## Borough Plan

The Inspection hearings are now completed. It may be some months before a final decision is reached.

## Hawthorns

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We have received confirmation from Seddon's that no covenant exists against businesses being run in dwellings. They also noted the need to set up a Management Company run by residents. The correspondence has been shared with Residents of the Hawthorns.

## July

Outline planning application for one dwelling (including the reserved matter of means of access). Land Fronting Highway Lane Keele Newcastle Staffordshire. Ref. No: 25/00439/OUT | Validated: Mon 30 Jun 2025 | Status: Pending Consideration. For discussion in our meeting. Please scrutinise the documents on the website prior to our meeting.

Application for certificate of lawfulness of proposed works to a listed building - conservation fabric repairs. Keele Hall Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BE. Ref. No: 25/00442/PLDLB | Validated: Fri 06 Jun 2025 | Status: Pending Consideration

Proposed two storey side extension. 18 Highway Lane Keele Newcastle Staffordshire ST5 5AN. Ref. No: 25/00392/FUL | Validated: Thu 05 Jun 2025 | Status: Pending Consideration

## June

13/00970/CN15 | Application for the approval of contamination analysis as required by condition 15 of planning permission reference 13/00970/OUT for Residential development (maximum of 100 dwellings). | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire. Withdrawn. Environmental Health Hs asked the applicant to indicate whether any unforeseen contamination was found on the site during development.

13/00970/CN14 | Application for the approval of the remediation scheme verification report as required by condition 14 of planning permission reference 13/00970/OUT for Residential development (maximum of 100 dwellings). | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire. Permit

13/00970/CN16 | Application for the approval of the soil testing as required by condition 16 of planning permission reference 13/00970/OUT for Residential development (maximum of 100 dwellings). | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire. Permit

These three reports cover the treatment of gardens in a group of properties at the Oakes where there is a risk of ground contamination from historical activities on the site. They are technical in nature and difficult to comment on without expert advice. We are consulting with an expert to determine if the plans are fit for purpose. The consultation date was until the 13<sup>th</sup> of June but we will write to Planning requesting an extension.



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## April

**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. **Letter received requesting we withdraw out objection 9for a variety of reason). We will discuss in our meeting 14<sup>th</sup> July.**

**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 currently awaiting more information from the applicant to address matters that have been raised during the consultation process. Highways have requested further information on traffic movements.**

**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. The County have responded noting:

*Staffordshire noted they would not be able to meet the May 17<sup>th</sup> deadline set by the direction from the Secretary of State but that we were 'next in the list'. I suggest we resolve to remind Staffs that we are expecting a response soon.*

## 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.

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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: **Permit.**

## 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

The Conservation Advisory Working Party objected to the proposed plan. I suspect the application has been withdrawn but the Planning Website has not been updated. I recommend we resolve to write to Planning asking what the current status of this application is.