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

**Held on Monday 13 October 2025 at 7.00pm at Keele Village Hall**

Attendees: Parish Councillors: Mr G Bibby (Chair, GB), Ms S Hughes (SH), Ms M Downing (MD), Mr T Arnold (TA), Ms W Naylor (WN, part), Ms V Newman (VN, part), County Councillor S Tagg (ST), Borough Councillor D Jones (DJ)

Parish Clerk – Ms D Powell (DP)

In attendance – One member of the public attended the meeting.

### **132/25 To receive apologies**

Apologies were received from Mr C Ashton (CA), Mr A Rowe (AR), Ms T Wright (TW), Mr J Hall (JH).

### **133/05 Declarations of Disclosable Pecuniary Interests**

None

### **134/25 Public Open Forum**

The member of the public attended to observe the meeting only.

### **135/25 To note the draft minutes of the Regular meeting held on 8 September 2025 and agree**

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

### **136/25 To receive reports from the following sub-committees**

- a. Communications  
No-one present. GB updated the Meeting. Nothing further to report as all is running smoothly. Posts are being made on Facebook. Plans are being made to calendarize regular releases throughout the month.
- b. Environment and assets  
A report had been circulated and is attached to the Minutes. GB thanked MD, SH and WN for the reporting of new issues and providing the written reports which GB had collated.  
**RESOLVED** to approve a quote from the contractor of £450 for the siding of Pepper Street.  
ST to escalate the matter of the layby on Pepper Street to the Chief Executive as no further communications had been received.  
**RESOLVED** to approve a quote from the contractor of £250 for the cutting back of bush/brash and undergrowth on the Narley public footpath on both sides of the A525 on the steps only and around the entrance gates and to litter pick any rubbish.  
VN joined the Meeting at 7.15pm.  
GB thanked WN for providing the written report on the Civic Pride event in Keele on 24 September 2025.  
The bus shelter at Station Road needs a clean. DP to follow up with the contractor.  
SH and MD to report the bus shelter opposite the Sneyd Arms as this also needs a clean.  
GB to cut back the wildflower corner at the War Memorial.  
Grass cuttings had been dumped at the side of Quarry Bank Road. The dumping of grass cuttings is considered as fly tipping. DP to inform AR to notify residents.  
WN left the Meeting at 7.35pm.
- c. Planning  
GB had prepared a report which had been circulated and is attached to the Minutes.  
The application to build 6 to 9 houses had been called in.
- d. Planning applications – to provide comments on the following:  
[25/00731/FUL | Proposed Installation of first floor window above garage | 8 Holly Mews Quarry Bank Road Keele Newcastle Under Lyme Staffordshire ST5 5LT](#) No objection.

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GB had been working with DJ on a planning matter. There have been difficulties on getting a response from a Planning Officer regarding a legal decision on an appeal. Planning Officers are seeking further legal advice in relation to the correspondence sent by GB.

e. Pepper Street development.

- To receive an update

No further update. The next meeting is to take place on 24 October.

**137/25 To receive an update from Keele Village Hall Committee (VHC)**

As requested by KPC, SH had asked the Village Hall Committee to provide updates and minutes of the meetings to KPC. The VHC had been decided not to provide the information. It was **RESOLVED** to remove the item from future agendas and for SH to inform DP when the VHC had an agenda item to share. SH advised the Meeting that the VHC Treasurer had stood down and the position was being temporarily filled. The Chair of the VHC had secured a donation of a 70-inch television for the Village Hall. DP to request a copy of the last audited accounts.

**138/25 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 informed the Meeting that budget setting will be included on the November agenda and the cost of the NDP will need to be considered. An increase in the Precept will be required to cover the costs of the NDP. The NDP is significant for when the Borough Local Plan is approved and a further Local Plan commenced within two years with an increase in the housing target and potential new developments.

**139/25 Actions arising from the meeting held on 8 September 2025**

- To discuss .gov.uk parish council email addresses. To approve the domain name [keeleparish.gov.uk](http://keeleparish.gov.uk) and to approve the quote from Netwise.  
**RESOLVED** to approve the domain name [keeleparish.gov.uk](http://keeleparish.gov.uk) and to approve the quote from Netwise.
- To receive an update on the ROTH Management Committee  
Seddons have been asked to setup the Management Committee.
- To receive an update on the 1998 Definitive Map Modification Application  
The footpath has been approved. Awaiting confirmation of the order.
- To receive an update on the cutting back the outgrowth of trees flanking the lower of our two-iron sculptures (end of Station Road)  
This job is in the system with SCC. ST to follow up.
- To receive feedback on the Civic Pride event 24 September 2025  
This matter was discussed earlier in the agenda. See Environment report attached.

**140/25 Other matters**

- To discuss correspondence received regarding the locations of the defibrillators (DP)  
The locations of the defibrillators had been discussed at the time of installation. There is no obvious power supply at Quarry Bank. A survey showed no easy way of attaching a power supply to a unit or a sensible place to locate it. DP to request that the resident who raised the matter suggest locations and funding options. GB advised that the alternative is to liaise with the developers of The Oaks to discuss possible siting of a defibrillator.
- To discuss the hedge adjacent to Pump Bank: ownership of Pump Bank and possible Parish Council intervention in cutting hedge (GB)  
GB and WN had spoken with the resident regarding cutting back of the hedge.
- To discuss the Remembrance Sunday event (GB)  
GB to lay a wreath at the War Memorial. DP to order a poppy wreath.
- To receive an update of church of St John the Baptist (GB)

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GB informed that Meeting that the risk of the church moving into redundancy is very high. The payment to Lichfield is not being made. The boiler is broken and will be repaired. The congregation is stable but may reduce over the winter months. St John's Church has a new Foundation Governor. VN suggested that this matter be raised in the Bulletin.

- e. To discuss a quote received from Agrovista relating to fertiliser for the Yew tree (WN)  
**RESOLVED** to approve the quote of £90 plus delivery. The total cost is £115 plus VAT. The Yew tree is picking up.
- f. To discuss actions regarding the rough sleeper on the A525 footway  
This matter was covered in the Environment report.
- g. To approve the quotes received from the contractor for the siding of Pepper Street and to clear the outgrowth from the A525 footpath.  
This matter was covered in the Environment report.
- h. To discuss plans for the Community Orchard (WN)  
WN not present.
- i. To discuss grants for the Community Orchard (GB)  
Funding may be available from the County Fund.
- j. To discuss projects for grant funding  
Item to be kept on the agenda.

**141/25 To note (only) written reports circulated in advance:**

- a. Chair's report.  
As circulated and attached to the minutes.
- b. County & Borough Councillors  
DJ raised the following matters:
  - i. Fly tipping spikes at this time of year. There are now gates at the end of Church Lane which is an area of frequent fully tipping. Now that the gates are installed no one can reverse up the Lane to fly tip and so would need to be parked on the road. Members were asked to take registration numbers of vehicles so that fly tipping could be reported straight away. Fly tipping is mostly on private land. Street Scene would clear up and would then charge the landowner.
  - ii. The planning application for 6-9 houses on Quarry bank has been called in. There are concerns about the loss of land from the greenbelt. The railway tunnel had not been considered. DJ to speak on the application.
  - iii. A long-standing planning enforcement issue regarding a plot of land had been appealed against a number of times. Safety issues had been raised concerning water and sewerage and connections to the Severn Trent Water system. STWA confirmed that connections did not exist. Appellant did not satisfy requirements. DJ met with the Planning Department, the Legal Director and residents and had spoken with the Planning Inspectorate. DJ awaiting information from the Planning Inspectorate.

ST raised the following matters:

- i. ST is following up on Autumn jobs registered with SCC.
- ii. Applications for funding from the Community Fund closes at the end of November 2025.
- iii. There is to be road resurfacing work at Gallowstree Island.
- iv. The new administration of SCC plans to create a better road network.
- v. GB to write a supporting letter to SCC regarding the road surface from Gallowstree from the University up to the bus gate.

**142/25 General Data Protection Regulations (GDPR)**

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

**143/25 Keele Neighbourhood Plan (Standing Item)**

To discuss the dates for the commencement of Regulation 14 and the distribution of consultation material in November.

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The meeting discussed dates for the regulation 14 Consultation to be approved at the November Meeting.

**144/25 Borough Local Plan (Standing Item)**

GB informed the Meeting that the BLP is going through a modification stage with NBC and there would then be a final public consultation.

**145/25 To note the Staffordshire Parish Councils Association Bulletins and correspondence received.** Noted.

**146/25 Any other business for future agendas**

GB to invite the new Vice Chancellor of Keele University to a KPC Meeting.

**Meeting closes**

**Dates of the next meetings:**

10 November 2025, 8 December 2025, 12 January 2026.

**Keele Parish Council  
Payment Schedule October 2025**

<b>Date</b>	<b>Ch no./BACS</b>	<b>Details</b>	<b>Description</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total amount £</b>
13/10/2025	BACS	Payroll	October 2025	628.40	0.00	628.40
13/10/2025	BACS	VAST	HMRC month 7	109.73	0.00	109.73
13/10/2025	BACS	Steve Hough	Inspection of 4 noticeboards. Removal and recharge of speed sign batteries and repair of wiring.	180.00	0.00	180.00
13/10/2025	BACS	Office expenses	Mileage and MS Office	19.11	0.00	19.11
13/10/2025	BACS	Keele Village Hall	Room hire	22.00	0.00	22.00
		<b>Total</b>		<b>959.24</b>	<b>0.00</b>	<b>959.24</b>

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<b>Keele Parish Council</b>			
<b>Bank Reconciliation for the period ending 26 August 2025</b>			
	£	£	£
Balance per Bank Statement 26 August 2025			
Current account		11,643.83	
Deposit account		<u>13,659.35</u>	
			25,303.18
Less: unrepresented payments			
Chq 793	Chq 793		-121.80
Chq 794	Chq 794		-120.00
Chq 800	Chq 800		-22.00
<b>Net bank balance as at 26 August 2025</b>			<b><u><u>25,039.38</u></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			-9,299.57
<b>Closing Balance as per cash book for the year to 26 August 2025</b>			<b><u><u>25,039.38</u></u></b>

## Keele Parish Council Budget Report 2025/26

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Payroll costs (includes Employers National Insurance)	8700	5,279	-3,421
Office expenses and payroll expenses	500	358	-142
Litter picking contract	700	512	-188
<b>Total</b>	<b>9,900</b>	<b>6,149</b>	<b>-3,751</b>
Councillor expenses/Room hire/Subs/Printing	400	254	-146
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>1,007</b>	<b>-198</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	2,555	-1,725
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>4,013</b>	<b>-1,987</b>
Special Projects (website, planning consultant, defibrillator)	100	0	-100
War memorial	300	0	-300
Expenses - Chairman	250	240	-10
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>501</b>	<b>-704</b>
<b>TOTAL EXPENDITURE</b>	<b>18,825</b>	<b>12,147</b>	<b>-6,678</b>

### Chair's Report and Planning: October 2025

Chair's remarks

September has been a quiet month at the Parish Council after a busy summer. Our August edition of our newsletter, The Yew Tree was distributed by volunteers. If you

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live in the parish and did not receive a copy please let us know.

There is currently no further news on progress with the Borough Plan. The Borough Council will be to draft the changes required by the Planning Inspector before the plan is once again submitted to the public for consultation. We will update you as soon as we know anything. Meanwhile, our Neighbourhood Plan is approaching completion. It too is subject to public consultation, a process we hope to begin in November. We will be letting you know more after our meeting on Monday 13 th October, when we will finalise dates and arrangements.

Our contractor has been busy over the last month and has repaired the electronic speed sign on Pepper Street and cut the hedges and sprayed the weeds at the war memorial. There is further work planned which will be outlined in the Environment and Assets report. Unfortunately, we have not yet been contacted by David Greatbatch, Strategic Community Infrastructure Manager for Staffordshire County Council regarding the preservation of part of the layby on Pepper Street to act as a bus stop. We are continuing to pursue this matter through our County Councillor, Simon Tagg.

St John's Church hosted a delightful Harvest Festival service for St John's School on Thursday 2 nd October. Children and families had been very generous in making food donations which were displayed in the beautifully decorated church. The donations were taken to the local food bank the following Monday, after the church service on Sunday. We would like to thank everybody involved in donation, collection and decoration for all their hard work.

Planning matters:

Footpath from Quarry Bank to Silverdale.

I am pleased to note that, following a direction from the Secretary of State to the County Council, the case officer is recommending that the application for a footpath from Quarry Bank to Silverdale be approved by the Countryside and Rights of Way Panel. Watch this space!

Hawthorns

Trinity, the managing agents replied to the Parish Council that they are awaiting

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instruction from Seddon before setting up a Management company led by residents.  
We have written to Seddon with this information and asked them for comment.

September

Ref. No: 25/00731/FUL | Validated: Thu 02 Oct 2025. Proposed Installation of first floor window above garage8 Holly Mews Quarry Bank Road Keele Newcastle Under Lyme Staffordshire ST5 5LT Status: Pending Consideration.

I recommend that the Parish Council do not comment on this application.

August

Application for permission in principle for the erection of 6 to 9 dwellings, Land South Of Pepper Street Keele Newcastle Under Lyme Staffordshire

Ref. No: 25/00620/PIP | Validated: Wed 20 Aug 2025 | Status: Pending

Consideration

We have already responded at length to this application, recommending refusal. Our reasons for this recommendation have been circulated to Parish Council. Briefly, the claim that this land be considered as grey belt is dubious, the application ignores the existence of a railway tunnel across the site and the argument misrepresents the housing land supply and position of the emerging Borough Plan.

Variation of condition 2 of planning permission 23/00055/FUL to substitute approved plans to reflect amendments to design to exclude the second storey element. 5

Crossing Place Keele Newcastle Under Lyme Staffordshire ST5 5FJ

Ref. No: 25/00567/FUL | Validated: Tue 29 Jul 2025 | Status: Permit

July

April

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

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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.

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.

## **Environment Report**

Around the Parish

- 'Siding' of Pepper Street footway (exit of Quarry Bank to A525):

Summer growth is dying back, but some bits still need clearing. Contractor's on it!

- Pepper Street Layby:

Still waiting for Highways to get in touch. On our next agenda.

- Station Road to Quarry Bank Path:

Vegetation is making things tricky. We're clearing the footway soon.

- Trees near School & Quarry Bank Road:

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Branches are in the way – the Borough’s tree expert will take a look.

- University Roundabout:

Shrubs are blocking visibility. We’ve asked the County to cut them back.

- Keele Road Hedge (Old Cricket Pitch):

Hedge is creeping onto the pavement again. Logged with the County.

- Pump Bank Hedge:

Owner contacted after a resident’s complaint. We’re helping to get it sorted.

- Rough Sleeper on A525 Footpath:

A tent has been spotted. The Borough’s Homelessness Team is supporting the individual, and the County will clear waste.

- Quarry Bank to Silverdale Footpath:

It’s official – the footpath application is approved! Updates to follow.

- Civic Pride Day:

Great teamwork in Keele – litter picking, Police drop-in, and street cleaning. Thanks to everyone who joined in!

- Community Orchard:

Loads of apples and plums this year! Grass is cut for winter, but there are still a few apples left if you fancy a challenge.

- Bus Shelters:

The shelter at Station Road is due for a clean. We’re also checking ownership of the Yew Tree shelter to see if we can help.

- War Memorial:

Weed-sprayed and hedges cut for Remembrance Sunday. Additional strimming is being carried out by volunteers. Further hedge cutting is planned prior to the event.

- Grass Cuttings on Quarry Bank Road:

Cuttings are being dumped in the hedgerow near The Hawthorns. We thank everyone who disposes of their garden waste responsibly. If you do see anyone fly-tipping, please let us know straight away and we will report it to the Borough.

- Overgrown Hedges in The Village:

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Hedges outside a couple of properties on The Village are overhanging the pavement.

We'll be sending letters to residents soon.