

Signed

Date

MINUTES OF KEELE PARISH COUNCIL MEETING

Held on Monday 9 February 2026 at 7.00pm at Keele Village Hall

Attendees: Parish Councillors: Cllr S Hughes (SH), Cllr M Downing (MD), Cllr C Aston (Acting Chair (CA)
Cllr W Naylor (WN), Cllr T Arnold (TA),
Notetaker: Cllr S Hughes

18/26 To receive apologies

Apologies were received from Cllr A Rowe, Cllr V Newman, Cllr G Bibby, Cllr T Wright and Cllr J Hall

19/26 Declarations of Disclosable Pecuniary Interests None

20/26 Public Open Forum

Three members of the public were present with two members raising concerns over the play area at the Hawthorns.

21/26 To note the draft minutes of the Regular meeting held on 12 January 2026 and agree

a. To approve the minutes

RESOLVED to approve

22/26 To receive reports from the following sub-committees

a. Communications. No report.

b. Environment and assets. Report as circulated and attached to the minutes.

c. Planning

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

[26/00066/TDC | Application for Technical Details Consent in relation to permission 25/00218/PIP - erection of 2 dwellings | Land Between Station Road And The A525 Keele Newcastle-under-Lyme Staffordshire](#) No comment

e. Pepper Street development.

• To receive an update

It was reported that the sale of houses was slow.

23/26 To receive an update on Keele Village Hall Committee

It was reported that the financial position was good and that bookings were good. The lamppost by the Village Hall gate is to be repaired.

24/26 Finance

a. To approve payments, receipts and transfers - **Appendix A RESOLVED** to approve

b. To note and approve the bank reconciliation – **Appendix B RESOLVED** to approve

c. To note and approve the budget report – **Appendix C RESOLVED** to approve

25/26 Actions arising from the meetings held on 12 January 2026

a. To receive an update on the cutting back the outgrowth of trees flanking the lower of our two-iron sculptures (end of Station Road) (ST) Matter to be held over until the autumn.

b. To discuss the recruitment of Litter Collector **RESOLVED** to appoint Marjorie Jeffries as the Litter Picker.

c. To discuss the meeting with Adam Jogee: 30th January on Grey Belt applications (GB) See Chair's report.

d. To discuss the cost of contested Parish Council elections (GB) See Chair's report.

e. To discuss commissioning the work of the Contractor on the Community Orchard for a number of hours over the coming months (WN) **RESOLVED** to approve.

f.

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26/26 Other matters

- a. To discuss infringement of TROs on Quarry Bank Road.
To be rolled over to the next meeting.
- b. To discuss the possible drug use on Quarry Bank Road
Possible drug use on Quarry Bank Road. More information is needed.
- c. To discuss approval of the proposal for Keele Parochial Charities
RESOLVED to approve the handing over of the funds to the Community Foundation for Staffordshire and Shropshire.

27/26 To note (only) written reports circulated in advance:

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

28/26 General Data Protection Regulations (GDPR)

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

29/26 Keele Neighbourhood Plan (Standing Item)

- a. To agree to move to Regulation 14 Consultation from Tuesday 17 February at 12:00 noon to Tuesday 31 March 2026 at 12:00 noon.
RESOLVED to approve.

30/26 Borough Local Plan (Standing Item)

No comment.

31/26 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted.

32/26 Any other business for future agendas

Meeting closed at 8.10pm

Dates of the next meetings:

9 March 2026, 13 April 2026, 11 May 2026

**Keele Parish Council
Payment Schedule February 2026**

Date	Ch no./BACS	Details	Description	Net £	VAT £	Total amount £
09/02/2026	BACS	Payroll	February 2026	628.40	0.00	628.40
09/02/2026	BACS	VAST	HMRC month 11	109.73	0.00	109.73
09/02/2026	BACS	Office expenses	MS Office	12.10	0.00	12.10
09/02/2026	BACS	Keele Village Hall	Room hire	44.00	0.00	44.00
09/02/2026	BACS	Netwise Training Limited	Clerk email address	134.00	26.80	160.80
		Total		928.23	26.80	955.03

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Keele Parish Council			
<u>Bank Reconciliation for the period ending 16 January 2026</u>			
	£	£	£
Balance per Bank Statement 16 January 2026			
Current account		4,671.58	
Deposit account		<u>13,659.35</u>	
			18,330.93
Less: unrepresented payments			
	Chq 793		-121.80
	Chq 794		-120.00
	Chq 800		-22.00
Net bank balance as at 16 January 2026			<u>18,067.13</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		-16,271.82	
Closing Balance as per cash book for the year to 16 January 2026			<u>18,067.13</u>

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Keele Parish Council Budget Report 2025/26

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Payroll costs (includes Employers National Insurance)	8700	8,171	-529
Office expenses and payroll expenses	500	505	5
Litter picking contract	700	512	-188
Total	9,900	9,188	-712
Councillor expenses/Room hire/Subs/Printing	400	364	-36
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	25	5
Total General Admin	1,205	1,142	-63
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
Total Subscriptions	515	477	-38
Grounds maintenance, seats, shelters, noticeboards, Yew tree report (funded from reserves £800)	4280	3,900	-380
Church Yard Contribution S137	1100	1,100	0
Yew Tree Annual Maintenance (Spring and Winter)	620	618	-2
Total Maintenance	6,000	5,618	-382
Special Projects (website, planning consultant, defibrillator)	100	134	34
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	368	368
Total Other Expenses	1,205	742	-463
TOTAL EXPENDITURE	18,825	17,167	-1,658

Chair's Report: January 2026 part 2

Neighbourhood Plan

The Neighbourhood Plan Group and other volunteers have been busy over the last month in organising the regulation 14 consultation. I would like to thank particularly Debra, Tony, James, Val, Wenslie, Tish and Andy Rogers for their help. We are on target to begin the consultation on the 17th February.

Signed Date

Done

- Flyers, Posters, Plans and Response Forms all finalised and printed
- Wenslie and Tish putting up posters in the community I the week of 9th to 15th February
- Posters delivered to Keele University to go up in Halls during that week
- Flyers bundled and ready to go through doors on the week 9th Feb
- Silverdale Library, Newcastle Library and SU: Hub confirmed as taking copies of plan and response forms: Wenslie delivering on the week of 9thFeb
- Box prepared with copies of plan and response forms to go in St John's Church porch today.
- Updated list of statutory consultees received from Newcastle Borough
- Clerk to send out emails to statutory consultees on 9th February
- Email to statutory consultees prepared and undergoing final editing
- Locations for community drop in events confirmed (SU event awaiting final confirmation)
- New clerks email; clerk@keeleparish.gov.uk confirmed and finalising with provider (Netwise)
- Pick-up of postal responses from Village Hall (agreed and arranged with Andy Rogers)
- Drafted update to website homepage

To do

- Finalise email to statutory consultees (Debra, Graham, Hannah)
- Pay Netwise for Clerk's new email following PC meeting 9th Feb
- Send email to statutory consultees (Debra)(13th Feb)
- Pay Netwise for new Clerk's email (Debra, Graham)
- Recruit volunteers for drop-in events (in the first case at our Parish Council meeting 9th Feb) (all)
- Send email to statutory consultees (Debra)
- Deliver flyers (team), put up posters (Tish, Wenslie), deliver plan boxes to Silverdale etc (Wenslie)
- Posters in Hall (university)
- Update website homepage (Graham) (8th Feb)
- Transcribe and collate received responses (Graham)

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Election charges

I had hoped to be able to find time to write to the Borough Council over the last month to pursue the questions below regarding election expenses. Bringing the Neighbourhood Plan reg 14 consultation to readiness proved time consuming for all concerned and I have not been able to address the following questions regarding the changes in policy regarding election expenses. We should pursue this over the coming month.

When did Newcastle implement this policy?

- **How were Parish Councils informed?**
- **If this policy has been in place for some time, why was its impact not considered as part of our annual budgeting discussions**
- **What would be the charge for a contested Parish Council election in a combined poll in May 2026?**
- **What would be the charge for a contested Parish Council election held as a 'stand-alone' following a vacancy arising?**

Meeting with Adam Jogee

I attended a meeting on the 30th Jan with our M.P. Adam Jogee. In attendance were the chairs of Audley, Madeley, Whitmore, Loggerheads parish councils and the vice chair of Silverdale parish council. All chairs expressed dissatisfaction with the manner with which the Local Planning Authority was handling application in the green belt. A number of cases were cited. Of particular note was the approval of planning in principle applications for sites involving less than 10 homes, which avoid the NPPF Golden Rules regarding development in the green belt of 'grey belt' land. It was pointed out that loopholes in the drafting of the NPPF were undermining the intention of the legislation and be providing opportunities for profiteering. Mr Jogee was asked to make representations to this effect to the government. Some opinion held that the legislation needed a complete redraft. I proposed that, as the matter was urgent, specific alterations should be made to the current draft NPPF. Mr Jogee listened sympathetically to the points raised.

Signed

Date

Planning February 2026

Boggs Cottages:

The matter of the occupation of the site of 5, Boggs Cottages remains unresolved. The site has remained unoccupied since the appeal more than three years ago. The garage and park home were both demolished and the site fenced. There is no water, electricity nor drains to the site. Residents of 1-4 Boggs Cottages are seeking a clear statement from the LPA regarding the status of the site. This has involved me helping them in series of emails with the LPA. Attached with this Chair's Report is my latest suggested response to the LPA. Can this please be considered in our meeting 9th February. I have circulated the thread of emails to all Parish Councillors on 1st Feb.

26/00066/TDC | Application for Technical Details Consent in relation to permission 25/00218/PIP - erection of 2 dwellings | Land Between Station Road and the A525 Keele Newcastle-under-Lyme Staffordshire: This application concerns the technical details for the development of two homes on the triangle of land opposite the Keele Village sculpture at the end of Station Road. The site plan (attached to this report) shows how limited the space is for these two homes, nestled by the A525. Site access is from Station Road and is uncontroversial. I am not sure there are any objections in terms of planning we can make. The proposal is for self-build/ custom build. I am sceptical about the desirability of the site. A number of issues will remain to be resolved in reserved matters should the technical details app be approved. I have no comment to make but am open to suggestions from Councillors.

January 2026

25/00954/FUL | Proposed second storey side extension & new garage to front & new porch to front | 39 Quarry Bank Newcastle Under Lyme Staffordshire ST5 5AG. **Pending**

25/00920/TWA | Works to hedge and trees | Hawthorn Villa 11 The Village Keele Newcastle Under Lyme Staffordshire ST5 5AD. **Approved, no objection**

25/00910/FUL | Retrospective full planning application for the retention of an attenuation storage pool with associated access to serve the arable farmland of the applicant's agricultural holding | Leycett Farm Leycett Lane Leycett Newcastle Under Lyme Staffordshire. **Pending consideration**

April 2025

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.**