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Date

MINUTES OF KEELE PARISH COUNCIL MEETING

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

Attendees: Parish Councillors: Cllr S Hughes (SH), Cllr M Downing (MD), Cllr C Ashton CA)
Cllr W Naylor (WN), Cllr G Bibby (Chair), Cllr W Naylor (WN), Cllr A Rowe (AR)
Notetaker: Cllr V Newman

33/26 To receive apologies

Cllr T Wright, Cllr J Hall, Cllr T Arnold and Mrs D Powell

34/26 Declarations of Disclosable Pecuniary Interests

None

35/26 Public Open Forum

One member of the public attended to observe the meeting.

36/26 To note the draft minutes of the Regular meeting held on 9 February 2026 and agree

a. To approve the minutes

RESOLVED to approve

37/26 To receive reports from the following sub-committees

a. Communications

Nothing to report.

b. Environment and assets

A report was circulated prior to the meeting.

There was a discussion regarding whether Borough or County responsible for clearing litter/fly tipping on A525 as it is a major highway.

ACTION: WN to contact Rob Steele about getting A525 litter picked.

ACTION: MD & SH to email Borough Councillor about fly tipping.

ACTION: MD to follow up report of tipping to left of Hollywood Lane, as she has the report number.

ACTION: CLERK to write to NULBC requesting a spring clean of the roads in the parish.

WN has reported mud on footpath by Welcome Break Services to County as this is forcing pedestrians into the road.

ACTION: WN to write to Welcome Break and ask if they would be willing to clean up the area around the entrance to the services.

c. Planning

A report was included in the Chair's report.

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

[26/00100/FUL | Retention of Temporary \(5 year\) building for the teaching of Prosthetics and Orthotics on an existing car park adjacent to the William Smith Building on the University campus. | William Smith Building Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BG](#)

No comment

[26/00133/PIP | Permission in Principle for between one to nine dwellings | Site 1 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire](#)

[26/00134/PIP | Permission in Principle for between one to nine dwellings | Site 2 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire](#)

[26/00135/PIP | Permission in Principle for between one to nine dwellings | Site 3 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire](#)

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Date

[26/00136/PIP | Permission in Principle for between one to nine dwellings | Site 4 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire](#)

[26/00137/PIP | Permission in Principle for between one to nine dwellings | Site 5 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire](#)

[26/00138/PIP | Permission in Principle for between one to nine dwellings | Site 6 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire](#)

The council unanimously objected to the “salami” slicing of the site into 6 plots in an attempt to get permission, which would not be granted for a development of up to 63 houses. GB to contact Borough Councillor about getting the application called in to the planning committee.

[26/00146/PLD | Application for a Proposed Lawful Development Certificate for the Proposed residential care home \(Class C2\) use of the property for two children with a maximum of two carers on site at any one time \(plus daily visits from a manager\). Two members of care staff would be present overnight. | 9 Newsam Close Keele Newcastle Under Lyme Staffordshire ST5 5FL](#)

ACTION: AR to provide photo or further evidence for email.

ACTION: CLERK to send email drafted by GB to object.

e. Pepper Street development.

- To receive an update

They are still short of groundworkers so there is little going on at the moment. Approximately 40 houses are reserved or occupied.

38/26 To receive an update on Keele Village Hall Committee

No VHMC meeting, but hedge has been thinned and the council asked SH to pass on our thanks for all their work to the VHMC.

39/26 Finance

- To approve payments, receipts and transfers - **Appendix A RESOLVED** to approve
- To note and approve the bank reconciliation – **Appendix B** Rolled over
- To note and approve the budget report – **Appendix C RESOLVED** to approve. It was noted we are slightly under budget. Thanks to be recorded for the RFO keeping us to budget.

40/26 Actions arising from the meetings held on 9 February 2026

- 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)
The contractor is to be asked at the end of the summer for a quote to cut back the outgrowth around the sculpture at Station Road.
- To discuss infringement of TROs on Quarry Bank Road
The infringement of TROs on Quarry Bank Road is parents ignoring the yellow lines by the school during pick up and drop off times. Staffordshire Highways have stated they prefer “education” to enforcement. It was suggested that the school could be asked to remind parents. ACTION: AR and GB to convey our concerns to the school and contact PSCO Colin Hodgkinson to see if he could put in an appearance at some point to help with education.
- To discuss the possible drug use on Quarry Bank Road
There is no recent evidence of drug use so this can be removed.

41/26 Other matters

- Clerk's appointment: update from HR sub-committee and proposed delegated responsibility for appointment process and limited expenditure on advertising.

GB asked the councillors to agree to delegate responsibility for the recruitment and appointment of a new clerk to the HR sub committee (TA, GB, VN) and to allow for some expenditure if necessary. This was unanimously agreed.

- b. Zoom: proposal for paid account
GB requested funding for a paid Zoom account. It was agreed that GB should fund his own account but claim the cost as an expense when used for PC purposes, as otherwise GB would not be able to use it for private use, if required.
- c. Logo as circulated: for discussion
There was discussion of the proposed logo. Although it was generally liked, there was concern that it was too complicated and was not clearly related to Keele Parish Council. It was agreed to keep the old logo of the yew tree until something more suitable is developed.
- d. Election: co-opting procedure should election be uncontested and vacancies still exist
Post Election co-option procedure to go on April agenda. We should know by then the number of people standing. In the meantime, those standing need to be aware of when the paperwork must be submitted. ACTION: CLERK to ensure councillors have the information needed to stand for re-election.
- e. Sneyd Arms proposed name change to Keele Arms: for information and discussion
This item was for discussion only as we do not have any say in the matter. It was pointed out that the "Arms" refers to a coat of arms so is only relevant in connection with the family name (or King/Queen) etc. so the Keele Arms would be incorrect. There was also significant feeling that the Sneyd name was an important connection to the history of Keele and the unique nature of the closed village. As a result, the general feeling was that we would prefer the name to be retained.

ACTION: GB to pass our views on to the manager of the pub

ACTION: CLERK to include registering The Sneyd Arms as a Community Asset on the April agenda. The existing registration expired January 2026.

ACTION: WN to check with Louise Wallace (Conservation Officer NULBC) as signage etc. is in the Conservation Area.

42/26 To note (only) written reports circulated in advance:

- a. Chair's report
Adam Jogee MP has now been enlisted to help resolve the issues with SCC regarding the lay by on Pepper Street. The length of time this is taking is unacceptable.
It was agreed that following the response from Craig Jordan at NULBC there was nothing more we could do re Boggs Cottages.
Regarding election charges, there is still not a definitive response from NULBC. ACTION GB: to continue to pursue this.
- b. County & Borough Councillors
Apologies from County Councillor Simon Tagg ND Borough Councillor not present.

43/26 General Data Protection Regulations (GDPR)

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

44/26 Keele Neighbourhood Plan (Standing Item)

Consultations have been taking place and a small number of comments have been received.

45/26 Borough Local Plan (Standing Item)

No update

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Date

46/26 To note the Staffordshire Parish Councils Association Bulletins and correspondence received.
No correspondence reported.

47/26 Any other business for future agendas

Should the next issue be the final print version of the newsletter (AR)

Proposal for irrigation of the yew tree & planting of snowdrops around the base (WN)

Approval of policies identified in chair's report.

Registration of The Sneyd Arms as a community asset

Meeting closed at 8.40pm

Dates of the next meetings:

18 May 2026, 8 June 2026.

**Keele Parish Council
Payment Schedule March 2026**

Date	Ch no./BACS	Details	Description	Net £	VAT £	Total amount £
09/03/2026	BACS	Smith of Derby Ltd	Keele St Johns Church Clock service visit	342.00	68.40	410.40
09/03/2026	BACS	Payroll	March 2026	628.40	0.00	628.40
09/03/2026	BACS	VAST	HMRC month 12, payroll charges and year end	146.73	7.40	154.13
09/03/2026	BACS	Office expenses	MS Office and files	20.75	0.00	20.75
09/03/2026	BACS	Keele Village Hall	Room hire	22.00	0.00	22.00
09/03/2026	BACS	Steve Hough	Noticeboard inspections, tree cutting, brush cutting, weeding and general tidy up of the Cemetery	420.00	0.00	420.00
		Total		1579.88	75.80	1655.68

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Keele Parish Council Budget Report 2025/26

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Payroll costs (includes Employers National Insurance)	8700	8,894	194
Office expenses and payroll expenses	500	578	78
Litter picking contract	700	512	-188
Total	9,900	9,984	84
Councillor expenses/Room hire/Subs/Printing	400	386	-14
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	1,164	-41
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	4,320	40
Church Yard Contribution S137	1100	1,100	0
Yew Tree Annual Maintenance (Spring and Winter)	620	618	-2
Total Maintenance	6,000	6,038	38
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	342	127
Neighbourhood Development Plan	0	0	0
VAT recoverable	0	444	444
Total Other Expenses	1,205	1,160	-45
TOTAL EXPENDITURE	18,825	18,822	-3

Items of Update from the KPC meeting on 9th February 2026

LITTER

Significant amount of litter to be seen throughout the Parish. New litter pickers to be appointed.

Signed

Date

FLY TIPPING

This is seemingly an ongoing issue in parts of the local community, Lengthy discussions about reporting such issues to NBC using their Website.

SH and MD noted the following on the walk around the Parish on 2nd March 2026:

LITTER

This is evident throughout the Parish. It is hoped that once the new litter pickers have agreed and signed the contract then they can begin to clear the litter to make a positive change around Keele.

FLY TIPPING

There is further evidence of household waste having been disposed of over the fence along the bridge at Quarry Bank (Pepper Street end). The waste includes childrens footwear, a vacuum cleaner and a large pot of paint. The Borough Council have been notified of this issue.

THE VILLA

It is good to report that the overhanging hedges have now been cut back making that part of the village footpath easier for pedestrians to access.

STATION RD. SPEED SIGN

This was not working and as a result GB has asked that the KPC request the cost of repair from Steve Hough. When we saw it on our walk, it appeared to have been put back in situ but was not working.

NOTIFICATION FROM VN.

It appears that the Hawthorn around Lamppost 24 needs to be cut back as it is obscuring and interfering with the warning sign for riders and the 40 mph repeater.

COMMUNITY ORCHARD

WN met with Steve Hough today to clear the soft fruit circles. They also removed a lot of self set saplings and thinned the planted Hazelnut

trees. WN concluded that there is a case for replanting soft fruit but this can be put on the agenda in the Autumn.

LYMES ROAD SIGN

This has not been replaced despite having been reported some while ago.

Signed

Date

FOOTPATH TO KEELE SERVICES

The mud is quite deep along this particular stretch of the footpath making pedestrians walk in the road. In addition road works signs have not been collected so this adds to the problem. We shall report this matter on the SCC report it site. This whole area of the Welcome Break is full of litter. Should KPC contact the management by letter as this area reflects badly on our Parish?

PEPPER STREET

It was evident that lamppost 34 is partially blocked by debris from the pavement. When it rains the water floods over the grid.

THE VILLAGE

It was clear to note that there was a significant amount of fallen twigs along the stretch of pavement from the Village Hall to the start of Rhubarb Row. If there should be any further heavy rainfall then this could end up in the roadside and cause possible drainage issues, Could a road sweep of the village and Pepper Street be considered?

Chair's Report: March 2026

Neighbourhood Plan

Many thanks to all of you who helped get the plan moving forward and who delivered flyers, put up posters, deposited copies of the plan and much more.

The regulation 14 consultation is now underway. Val, Wenslie and I attended the first consultation session on February 28 th at Keele Village Hall, we saw around 7 residents. The next session is before our meeting 6 to 7 pm on Monday 9 th March. Wenslie, Andy and I will be there but if you can come along to meet the public, you will be most welcome ☺☺

So far, we have received four submissions on the plan. Andy Rogers is checking the Village Hall mailbox for hard-copy submissions but so far, none have been received.

The consultation ends on the 31 st March.

Election charges

I have circulated the email from the Borough's Electoral Registration department answering queries around the charging back of costs to the Parish Council. There is still no clarity about likely costs but Electoral Registration are due to write to Parish Clerks on the matter. We may seek further clarification at that point.

Signed

Date

Vehicle Activated Sign Station Road

The sign has been damaged and broken from its bracket. I spoke to Steve Hough on Thursday 5 th March, he rang me to tell me of the damage. He has removed the sign and will quote for repair.

Clerks Appointment

The HR group has met by Zoom on two occasions to plan the appointment of a new Clerk. We have finalised the job advertisement, advertising methodology, job description, person specification and the interview date and time. The timeline is as follows:

☐ Week 23 rd February: meeting to outline tasks and timescales

☐ Week 2 nd March: meeting to approve timeline, interview questions, job spec, person spec, advertisement, locations to advertise, policies

☐ Week 9 th March: Parish Council delegates authority to HR Group, approves policies. Documents uploaded to website

☐ Week 16 th March: advertisement posted. (Deadline 7 th April)

☐ Week 6 th April: candidates contacted. Strategy discussion if no suitable candidates!

☐ Week 13 th April: Parish Council updated on progress.

☐ Interviews Thursday April 23 rd (afternoon).. Village Hall available.

☐ Monday 11 th May: formal ratification by Parish Council

We have also identified that the following policies are needed as part of the appointment process and are not currently on the website:

☐ Disciplinary Policy

☐ Grievance Policy

☐ Lone Working Policy

☐ Sickness and Absence Policy

☐ Maternity Leave and Pay Policy

I have circulated template policies from the National Association of Local Councils with this bulletin and will seek approval for them at our meeting on Monday 9 th . The HR committee will also ask for delegated authority to carry the appointment process

Signed

Date

forward, including delegated authority to authorise limited spending on any advertising deemed necessary. Our current plan uses the Staffordshire Parish Council Association as the primary location for advertising the vacancy. There is no charge for this service. We have also written to Keele University seeking locations to advertise on Campus, will circulate the vacancy to other local Parish Councils, our own website, Facebook, notice boards and bulletin. We are investigating the use of 'Indeed', which offers a free service. Suggestions of other places to advertise are welcome from Councillors.

Pepper Street Lay-by

We are in correspondence with Adam Jogge's office with regarding to the failure of County to address our request that the lay-by be preserved (in part) as a bus pull-in.

Planning

March 2026

26/00100/FUL | Retention of Temporary (5 year) building for the teaching of Prosthetics and Orthotics on an existing car park adjacent to the William Smith Building on the University campus. | William Smith Building Keele University Keele

Newcastle Under Lyme Staffordshire ST5 5BG I recommend we do not comment

26/00133/PIP | Permission in Principle for between one to nine dwellings | Site

1 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire

26/00134/PIP | Permission in Principle for between one to nine dwellings | Site

2 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire

26/00135/PIP | Permission in Principle for between one to nine dwellings | Site

3 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire

26/00136/PIP | Permission in Principle for between one to nine dwellings | Site

4 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire

26/00137/PIP | Permission in Principle for between one to nine dwellings | Site

5 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire

26/00138/PIP | Permission in Principle for between one to nine dwellings | Site

6 Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire

Signed

Date

These applications are all for the same site, the field to the right of the Hollywood Lane. The same developer has already received permission in principle at another site in this field. It now effectively constitutes an application to build up to 63 houses on this site. The first 'test' application successfully established the land could be regarded as Grey Belt. These remaining applications build on that. This is exactly the danger I warned the LPA about in previous submissions. This 'tiles' applications of less than 10 houses to constitute a large scale development. In doing so, it seeks to avoid the NPPF's Golden rules around Grey Belt development:

1. Higher levels of affordable housing

Developments must provide significantly more affordable housing than standard policy requirements.

Typical expectation in the proposals:

50% affordable housing (higher than the usual 20–35% in many local plans)

2. Infrastructure must be provided

Developers must deliver necessary infrastructure alongside the housing, for example:

GP surgeries

schools

public transport links

road improvements

utilities and drainage

3. Improvements to the remaining Green Belt

Where Grey Belt is developed, developers should improve the quality and accessibility of the surrounding Green Belt, such as:

new parks or public green spaces

improved footpaths or cycle routes

ecological restoration

biodiversity gains

If approved, the consequences would be devastating. I need not elaborate why.

I will draft an objection which must be submitted by 18 th March. I will also write

Signed

Date

to Adam Jogee emphasising that this is exactly the danger I warned about in our meeting and pointing out that this application undermines HMGov's planning policy. I will also write to Cllr Jones asking his help in getting this called in to the Planning Committee. I propose my object to the LPA includes the threat to seek judicial review should this application be approved in its current form.

26/00146/PLD | Application for a Proposed Lawful Development Certificate for the Proposed residential care home (Class C2) use of the property for two children with a maximum of two carers on site at any one time (plus daily visits from a manager). Two members of care staff would be present overnight. | 9 Newsam Close Keele Newcastle Under Lyme Staffordshire ST5 5FL. The previous application on Westerdale for a similar change of use to facilitate a children's residential care home taught us that such applications are formalities. We do not have the right to object as the consideration of the application is simply a matter of legal process. Nevertheless, we may wish to comment. For discussion at Monday 9th meeting

(next page)

February 2026

Boggs Cottages:

I have received a response from Craig Jordan at the LPA on the queries in my email, approved at our last meeting. The response has been circulated to Parish Councillors. I offer for a resolution at our meeting 9th March that we do not pursue the matter further at this time.

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

Signed

Date

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.

Pending consideration

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.

Permit

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.