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MINUTES OF KEELE PARISH COUNCIL REGULAR MEETING

Held on Monday 10 February 2025 at 7.00pm at Keele Village Hall

Attendees: Parish Councillors: Ms V Newman (Chair, VN) Mr G Bibby (GB), Mr C Ashton (CA), Ms W Naylor (WN), Ms S Hughes (SH), Ms M Downing (MD), Ms T Wright (TW), Mr T Arnold (TA)
Parish Clerk – Ms D Powell (DP)

16/25 Apologies

Apologies were received from Mr J Hall (JH), Mr A Rowe (AR) and Ms C Cox (CC).

17/25 Declarations of Disclosable Pecuniary Interests

None

18/25 Public Open Forum

No one present.

19/25 To note the draft minutes of the Regular meeting held on 13 January 2025 and agree

a. To approve the minutes

RESOLVED to approve.

20/25 To receive reports from the following sub-committees

a. Communications sub-committee

There was no report as AR was away. The Yew Tree newsletter had been distributed. VN thanked the distribution company. A couple of positive responses had been received. TA advised that the newsletter had not reached Finney Green. TW had posted the Village Hall “What’s On” notice onto the noticeboards.

b. Environment and assets sub-committee

The Environment report had been circulated. GB had walked the footpath along the A525 towards the University roundabout and reported that most of it was okay. There is 100 yards of path where the footpath has become degraded leaving just mud. The path along the A525 towards Madeley Motors is in a bad condition. WN to contact Street Scene. The path towards the service station is degraded. WN had reported this and VN is to contact Rob Steele. TW reported that the footpath over The Narley is not passable and has been blocked off. There is considerable dog fouling in this area. This is to be monitored. The contractor is to be asked to quote for clearing the footpath towards the roundabout on the A525.

c. Planning sub-committee

Planning applications – to provide comments on the following:

The NBC Planning website is down until 14 February 2025. A Planning report will be circulated when the website is up and running again. GB to write to Simon Tagg about the new Local Plan. TA raised matters relating to Finney Green. The contractor is to be asked to place the Finney Green sign higher and tighten it to the pole.

d. Pepper Street development.

• To receive an update

SH reported that 6 or 7 houses are now occupied and the development is moving ahead. Aspire have the keys to a couple of the social housing properties. The gap in the hedge has been fenced off. The area around the sub station will not be finished for some time.

21/25 To receive an update from Keele Village Hall Committee

A meeting took place on 27 January 2025. A new kitchen has been installed. An application has been made to the Lottery Fund to obtain new folding chairs. SH reported that the lamp post outside the Village Hall is leaning. It was confirmed that the lamppost is the responsibility of the Vill Hall Committee. SH reported

Signed Date.....

that the Village Hall finances are in a strong position.

22/25 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.
- d. To approve the Clerk's hours for work on the NDP during January 2025.
RESOLVED to approve.

23/25 Actions arising from the meeting held on 13 January 2025

- a. To receive an update on the footpath on the A525 to Madeley (VN)
VN to follow up with Rob Steele. GB suggested that the Yew Tree newsletter be used for a residents' consultation to look to increase the Precept as the footpath is perilous in places.
- b. To receive an update on Keele Parochial Charities (CA)
CA had spoken to the Trustee and there is no update. Matter rolled over.
- c. To discuss the use of social media (JH)
No update. Matter rolled over.

24/25 Other matters

- a. To consider the quote received from the contractor relating to the siding of the pavement on the A525.
This matter was discussed at agenda item 23/25a.
- b. To consider other quotes received from the contractor.
RESOLVED to approve the quotes.
- c. To discuss the litter picking contract.
WN offered to take on the Litter Picking Contract. **RESOLVED** to approve. The Meeting thanked WN and the Contract was signed.
- d. To discuss remote attendance at the SPCA event with the Leader of Chippenham Town Council regarding council reorganisation to be held on 17 February 2025.
RESOLVED not to attend.
- e. To discuss parking issues.
A resident had been in touch regarding parking on The Hawthorns. VN had replied about the ongoing issues with parking and enclosed the letter from KPC to SCC. The Meeting discussed the parking issues and it was decided to wait until the new Borough Councillor is appointed.
- f. To discuss KPC email addresses.
DP advised the Meeting of the requirement for .gov.uk email addresses for Parish Councils. DP to follow up.
- g. To discuss the Yew tree irrigation service contract for 2025.
RESOLVED not to renew the Contract until the laboratory testing results have been received on the condition of the Yew tree. DP to follow up with the tree specialist.

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

- a. Chair's report
VN had circulated a report. VN advised the Meeting of the intention to step down from the Chair's position in May 2025. Councillors were asked to consider their roles and responsibilities for the next Meeting.
- b. County & Borough Councillors
No one present.

26/25 General Data Protection Regulations (GDPR)

Signed Date.....

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

27/25 Keele Neighbourhood Plan (Standing Item)

DP to meet with Consultants from Urban Vision to finalise the Policy document.

28/25 Borough Local Plan (Standing Item)

Awaiting an update.

29/25 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted.

30/25 Any Other Business for future agendas

The Chair's position

Councillor roles and responsibilities

Meeting closed at 8.05pm

Dates of the next meetings:

10 March 2025, 14 April 2025, 12 May 2025, 9 June 2025.

**Keele Parish Council
Payment Schedule February 2025**

Date	Chq no.	Details	Description	Net £	VAT £	Total amount £
10/02/2025	23	Stuart Abbots (NS Landscapes and Gardening)	Hedge cutting, weed spraying, grass cutting and cleaning of the war memorial.	295.00	0.00	295.00
10/02/2025	24	Steve Hough	Noticeboard inspections January 2025 and removal, collection, repair and refitting of broken speed sign and bracket at Pepper Street.	410.00	0.00	410.00
10/02/2025	25	Payroll	February 2025	603.95	0.00	603.95
10/02/2025	26	VAST	HMRC Mth 11	60.40	0.00	60.40
10/02/2025	27	Office expenses	Mileage, MS Office	19.11	0.00	19.11
10/02/2025	28	Keele SU Trading Ltd	Newsletter printing	144.00	0.00	144.00
10/02/2025	29	Thomas Addis (Moon Creative)	KPC website hosting January to December 2024	60.00	0.00	60.00
10/02/2025	30	Stoke on Trent Leafleting	Delivery of Yew Tree newsletter	45.00	0.00	45.00
10/02/2025		Keele Village Hall	Room Hire March 2025	22.00	0.00	22.00
		Total		1659.46	0.00	1659.46

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Date.....

Keele Parish Council			
<u>Bank Reconciliation for the period ending 31 January 2025</u>			
	£	£	£
Balance per Bank Statement 31 January 2025			
Current account		5,909.43	
Deposit account		<u>13,659.35</u>	
			19,568.78
Less: unrepresented payments	Chq 793		-121.80
	Chq 794		-120.00
	Chq 800		-22.00
	Chq 21		-60.40
Net bank balance as at 31 January 2025			<u><u>19,244.58</u></u>
Net balance reconciled to the cashbook			
Opening balance per cashbook			
Current account	2,101.13		
Deposit account	<u>13,423.17</u>		
			15,524.30
Add: receipts in the year			
12.04.24 Newcastle Borough Council Precept	17,461.00		
11.04.24 HMRC VAT Refund	900.06		
05.04.24 Interest received	126.39		
04.10.24 Interest received	<u>109.79</u>		
			18,597.24
Less: payments in the year			-14,876.96
Closing Balance as per cash book for the year to 31 January 2025			<u><u>19,244.58</u></u>

Keele Parish Council - Chair's Report January 2025

Good news re the smell from Walleys Quarry is that the closure notice has been upheld. In a statement, the Environment Agency said Walleys Quarry's operators must continue to comply with the closure notice, and that Walleys Quarry Ltd have been refused permission for a judicial review of the closure. The Yew Tree magazine was delivered in January and we have already had a couple of positive comments back, and residents requesting to join the e-bulletin group, which augurs well for our future on social media.

Wenslie and I started to clear the litter from the parish, and I would like to thank her for the effort she has put in. I was unable to do as much as I would have liked, and Wenslie completed the marathon task on her own.

You will have read that Graham is unable to provide a planning report as the Borough Council Planning Portal was is unavailable. I find it unacceptable that there was no warning of this, and also that all that appears is an error message rather than a message explaining the reason for it being unavailable. I will ask the clerk to highlight this to the Borough.

In May I intend to step down as chair of the Parish Council due to other commitments, so we need to start thinking about how we move forward. It will be May before we know it! Over the last 2 years the sub committees have made the role of chair a less onerous task than one person trying to cover everything, and I believe it is also best practice to spread the workload across all members of the council, rather than burdening one person with everything. We are all volunteers and no one should feel

Signed Date.....

overwhelmed by work. So now is the time to start thinking about how we could work more effectively and all ideas are welcome.

Val Newman 10/02/25