

Signed Dated.....

MINUTES OF KEELE PARISH COUNCIL REGULAR MEETING

Held on Monday 9 June 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 J Hall (JH, part), County Councillor Mr S Tagg (ST).
Parish Clerk – Ms D Powell (DP).

83/25 To nominate and elect the Chair and signing of the Declaration of Acceptance of Office

VN nominated GB as Chair. **RESOLVED** to approve and the declaration of Acceptance of Office was signed.

84/25 To nominate and elect the Vice chair and signing of the Declaration of Acceptance of Office

Item rolled over to the next meeting.

85/25 To receive apologies

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

86/05 Declarations of Disclosable Pecuniary Interests

None.

87/25 Public Open Forum

No one present.

88/25 To note the draft minutes of the Annual and Regular meeting held on 12 May 2025 and agree

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

89/25 To receive reports from the following sub-committees

- a. Communications sub-committee
A resident had raised concerns over speeding on Highway Lane. ST to discuss a 20-mph speed limit with Staffordshire County Highways.
AR thanked GB and VN for their help with preparing and sending out the Bulletin.
- b. Environment and assets sub-committee
MD gave a verbal report. The Environment report is attached to the minutes.
- c. Planning sub-committee
GB presented a Planning Report.
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](#)

[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](#)

[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](#)

Regarding 13/00970/CN14, 13/00970/CN15 and 13/00970/CN16, GB had forwarded the applications to an expert for their opinion. To be include on the next agenda.

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- d. Pepper Street development. To receive an update

The last meeting had taken place in May. 23 houses have been built. 11 are occupied. There have been burglaries. Seddons are letting some properties. VN advised of some social housing. To be discussed at the next meeting at The Oaks. Regarding the removal of the layby, ST to follow up with SCC.

JH arrive at 7.35pm

90/25 To receive an update from Keele Village Hall Committee

SH informed the Meeting that The Village Hall Committee had received Lottery funding of £3100 for the purchase of new chairs.

91/25 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.

92/25 Year-end accounts 2024/25

- a. To note the outcome of the Internal Auditor's report in relation to the Accounts year ending 31 March 2025– **Appendix D RESOLVED** to approve.
- b. To resolve to complete the Certificate of Exemption (for authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025 and wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. – **Appendix D RESOLVED** to approve.
- c. To confirm and sign that the assertions in Section 1 Annual Governance Statement 2024/25 of the Annual Return are correct for year ending 2024/25 – **Appendix D RESOLVED** to approve.
- d. To approve and sign Section 2 Accounting Statements 2024/25 of the Annual Return – **Appendix D RESOLVED** to approve.
- e. To note the dates for the exercise of public rights.
Noted that the exercise of public rights would begin over the next couple of weeks.

93/25 Actions arising from the meeting held on 12 May 2025

- a. To receive an update on the Yew tree remedial actions (WN)
This matter was discussed during the Environment report.
- b. To discuss .gov.uk parish council email addresses and website
DP to ask questions of Netwise.
- c. To discuss the use of social media (JH)
JH to set up a Facebook page. JH, GB, VN and AR to meet to discuss.
- d. To receive an update on the ROTH Management Committee
A letter had been sent to Seddons. Awaiting response.
GB stated that the Hawthorns has a large area of open public space which needs to be under the control of a properly constituted management company.
- e. To receive an update on the 1998 Definitive Map Modification Application
No update.

94/25 Other matters

Nothing further.

95/25 To note (only) written reports circulated in advance:

- a. Chair's report.

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b. County & Borough Councillors

ST advised that he is the County Councillor for Westlands, Thistleberry and Keele since May 2025. GB invited ST to future meetings.

96/25 General Data Protection Regulations (GDPR) Data Breaches (72 hrs)/Information Security/Subject Access Requests. None.

97/25 Keele Neighbourhood Plan (Standing Item)

GB reported that maps had been sent to Urban Vision. The Meeting discussed the NDP process.

98/25 Borough Local Plan (Standing Item)

GB reported that the BLP is halfway through the inspection. There had been a slight delay. The Inspectors review should be ready in the autumn for finalisation of the BLP by the end of the year. There will be a consultation over the next BLP. The Golf Course was discussed and GB thanked ST for reassuring the Meeting that the Country Park would stay within the Green Belt.

99/25 To note the Staffordshire Parish Councils Association Bulletins and correspondence received.

The Meeting was advised about the SPCA Devolution Training Sessions.

100/25 Any other business for future agendas

Meeting closes

Dates of the next meetings:

14 July 2025, 11 August 2025, 8 September 2025

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Keele Parish Council
Payment Schedule June 2025

Date	Chq no.	Details	Description	Net £	VAT £	Total amount £
09/06/2025	BACS	Payroll	June 2025	610.07	0.00	610.07
09/06/2025	BACS	VAST	HMRC month 3 and payroll charges April to June 2025	126.69	5.00	131.69
09/06/2025	BACS	Office expenses	Mileage, MS Office, stationery	23.60	0.00	23.60
09/06/2025	BACS	Access Irrigation	Yew tree Spring Service	358.00	71.60	429.60
09/06/2025	BACS	Staffordshire County Council	Data Protection SLA Tier 1	190.00	0.00	190.00
09/06/2025	BACS	Black Rose Solutions Ltd	Internal Audit and mileage	137.83	27.57	165.40
09/06/2025	BACS	Steve Hough	Inspection of 4 noticeboards, grass cutting and bark mulch spreading around the Yew Tree	135.00	0.00	135.00
09/06/2025	BACS	Newcastle Borough Council	Mulch - Yew tree	72.00	0.00	72.00
09/06/2025	BACS	Keele Village Hall	Room hire	22.00	0.00	22.00
09/06/2025	DD	Information Commissioner's Office	Data Protection Fee	52.00	0.00	52.00
		Total		1727.19	104.17	1831.36

<p style="text-align: center;"><u>Keele Parish Council</u> <u>Bank Reconciliation for the period ending 23 May 2025</u></p>			
	£	£	£
Balance per Bank Statement 23 May 2025			
Current account		15,691.11	
Deposit account		<u>13,659.35</u>	
			29,350.46
Less: unrepresented payments	Chq 793		-121.80
	Chq 794		-120.00
	Chq 800		-22.00
	Chq 45		<u>-60.00</u>
Net bank balance as at 23 May 2025			<u>29,026.66</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		-5,312.29	
Closing Balance as per cash book for the year to 23 May 2025			<u>29,026.66</u>

Keele Parish Council Budget Report 2025/26

EXPENDITURE	BUDGET	TOTAL	VARIANCE
Payroll costs (includes Employers National Insurance)	8700	2,182	-6,518
Office expenses and payroll expenses	500	229	-271
Litter picking contract	700	229	-471
Total	9,900	2,639	-7,261
Councillor expenses/Room hire/Subs/Printing	400	66	-334
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
Total General Admin	1,205	818	-387
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	1,490	-2,790
Church Yard Contribution S137	1100	1,100	0
Yew Tree Annual Maintenance (Spring and Winter)	620	358	-262
Total Maintenance	6,000	2,948	-3,052
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
Total Other Expenses	1,205	261	-944
TOTAL EXPENDITURE	18,825	7,144	-11,681

Environment Report KPC: June 2025

Hedges

The outgrowth of hedges during the summer is a perennial issue. We liaise closely with landowners and ask them to side the hedges where they obstruct footways during the summer months.

Problem areas include:

- The footway from Pepper Street to the A525. We are writing to the landowner.
- The hedge next to the small field at the top of Keele Road, close to the A525. As the landowner cannot be identified for this hedge, our new County Councillor, Simn Tagg has undertaken to raise the issue with Staffordshire County Council.

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- Footway along Quarry Bank Road, adjacent to the Hawthorns. Staffordshire County Council undertook a cut of this hedge last year. Simon Tagg is working with County to get another cut.
- Quarry Bank. We are writing to the landowner/ tenant.

Siding of footways

This is another perennial issue. Outgrowth of vegetation is vigorous this year and we will be seeking quotes from our contractor to 'side' footways where this is causing an obstruction.

Layby on Pepper Street

As part of the Oakes development on Pepper Street, County has insisted that the layby on Pepper Street, adjacent to the new pumping station, be removed to protect the visibility splay for vehicles exiting the pumping station. Keele Parish Council have engaged with County on this and a visit with their community liaison officer identified that it would be possible to modify the layby to protect visibility and provide for a bus bay. Unfortunately, the officer concerned at County is currently unavailable and the Parish Council are concerned that the layby might be removed by default. Cllr Tagg has visited the site with us and undertaken to try and break the impasse and establish a productive dialogue between the Parish Council and County Highways.

Other issues

We would like to thank our new County Councillor: Simon Tagg, for meeting with members of the Parish Council to walk the Parish to look at issues. These included the narrow and unsatisfactory width of the footpath along Pepper Street to the A525, alongside the A525 to Madeley and at the University Roundabout. These issues would be major projects and require extraordinary funding but may be considered as part of the transport strategy associated with any new development in the Borough Plan.

We also asked Cllr. Tagg with the vegetation might be cleared from around the 'Knights' sculpture at the entrance to the village.

He also visited Keele Church Yard. The Borough Council together with Keele University are carrying out a study of churchyard wildlife habitats in council manage churchyards. This would have excluded St John's which is managed by the church. Our church yard is managed with conservation in mind and is a wonderful wildlife habitat. Cllr Tagg will be recommending the site for inclusion in the project.