

PUBLIC NOTICE

Keele Parish Council Meeting

The Regular Meeting of Keele Parish Council will be held on

Monday 21st September 2026 at 7.00pm at Keele Village Hall.

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

**but please note that they may be excluded for any item the Council decide should
be treated as confidential**

Issued 16th September 2026

Mrs Natalie Lovell (Clerk)

AGENDA

66/26 To receive apologies

67/26 Declarations of Disclosable Pecuniary Interests

68/26 Public Open Forum

Speakers will be limited to 5 minutes each up to a total of 15 minutes.

69/26 Confirmation of Minutes

To **consider / resolve** to approve and sign as a factual record the Minutes of the ordinary parish council meeting held at **7:00pm on Monday 13th July 2026**.

To **note** the signing of the approved minutes of the meeting held on 8th June 2026.

70/26 To receive reports from the following committees:

- a. Communications committee
- b. Environment and Assets committee
- c. Planning committee

Planning applications:

- 26/00612/FUL. 28 The Village. Proposed detached garage.

Planning Decisions:

- 26/00467/FUL Lennard-Jones Building, Keele University. Proposed new plant machinery on existing flat roof, and replacement of 7No external windows. PERMIT.
- 25/00910/FUL Leycett Farm, Leycett Lane. Retrospective full planning application for the retention of an attenuation storage pool. PERMIT.

- d. Pepper Street development.
To receive an update

71/26 To receive an update from Keele Village Hall Committee

72/26 Finance

- a. To **approve** payments, receipts and transfers - **Appendix A**.
- b. To **note** and **approve** the bank reconciliation – **Appendix B**.
- c. To **note** and **approve** the budget report – **Appendix C**.
- d. To **note** the receipt of the NJC payscales for 2026/27 and employee backpay due. **Appendix D**.
- e. To **consider** the quote provided by the council's email provider (Netwise) for the provision of councillor email addresses, @keeleparish.gov.uk, of £24 per address, per annum, total annual cost of £264.

73/26 Actions arising from the meeting held on 13th July 2026

- a. Asset of Community Value – Sneyd Arms

- To **note** the submission and subsequent Borough Council approval of the application to register the Sneyd Arms as an asset of community value.
- b. Payroll
To **note** the termination of the council's contract with the current payroll provider (VAST) from 30th September. Payroll from 1st October to be processed by the clerk using the HMRC Basic Tools software.
 - c. Application to Staffordshire County Council Community Fund
To **note** the submission of the application to the SCC Community Fund for works to clear vegetation around the sculptures at Station Road and to **receive** an update regarding the works.
 - d. Overgrown Hedge at 44 Pepper Street
To **note** a letter has been sent to the occupier in relation to the overgrown hedge at 44 Pepper Street.
 - e. To **note** the receipt of a quotation for £120 from S Hough to treat the area of vegetation alongside the Church Wall alongside Keele Road and actions taken.
 - f. To **note** an email has been sent to the Property Services & Maintenance dept. at the Lichfield Diocese in relation to the responsibility for a tree within/along the church boundary.
 - g. To **note** a letter has been sent to the occupier of Newcastle Lodge in relation to the tree branch obscuring the speed limit sign at Three Mile Lane.
 - h. To **note** a request for the cleaning of road signs within the parish has been submitted to Staffordshire County Council.
 - i. Provision of Waste Bins and Dog Waste Bins
To **note** any update with regards to the request for a new waste bin adjacent to the Pepper Street bus stop and the relocation of the dog-waste bin outside the Sneyd Arms to Keele Road.
 - j. To **consider** any activities for Civic Pride Day on 23rd September.

74/26 Other matters

- a. To **consider** any action with regards to the overgrown vegetation along the pathway at Quarry Bank Road.
- b. To **consider** any submission to Staffordshire Parish Councils Association with regards to its 'call for evidence' in relation to the views and recommendations of local councils in respect of Local Government Reorganisation. Report provided at **Appendix E**.
- c. To **consider** the dates for ordinary parish council meetings up to May 2027.
- d. To **consider** the contract of the litter-picking warden. Report provided at **Appendix F**.
- e. To **consider** and if resolved adopt the following parish council policies:
 - i) Councillor Code of Conduct Policy. **Appendix G**.
 - ii) Councillor Co-option Policy. **Appendix H**.
- f. To **consider** and if resolved adopt the council's financial risk management plan. **Appendix I**.
- g. To **receive** an update and **consider** any action in relation to the instating of the footpath from Quarry Bank to Silverdale.
- h. To **review** and if required amend the members of parish council committees.
- i. To **consider** any action in relation to the removal of weeds from the area surrounding the war memorial.
- j. To **consider** the trial use of Microsoft Teams for note taking at the October parish council meeting.
- k. To **receive** an update regarding the progress of moving the Parochial Charity to the Community Foundation of Staffordshire.
- l. To **receive** an update regarding the installation of the notice board on Pepper Street.
- m. To **consider** any action regarding the speed indicator device on Station Road.
- n. To **consider** any action regarding the trimming of vegetation at Keele University roundabout.
- o. To **note** a letter has been sent to landowners of fields along A525 footpath to Madeley requesting boundary hedges are cut back.
- p. To **note** the cutting of hedges and grass at the Sneyd Arms.
- q. To **consider** applications for funding for work in the Community Orchard.

75/26 Parish Councillor Vacancies

- a. To **consider** whether to resolve to exclude the public and press for this item. Public and press may be excluded if publicity would prejudice the public interest by reason of the confidential nature of the business or for some other reason to be stated in the resolution and arising out of

the business to be transacted.

- b. To **consider** the application received in regards to the current parish councillor vacancy. Applicant to attend the meeting.
- c. If appropriate to resolve to **approve** the co-option of the applicant and to **receive a** declaration of acceptance of office from any applicant in attendance.

76/26 To note (only) written reports circulated in advance:

- a. Chair's report
- b. County & Borough Councillors

77/26 General Data Protection Regulations (GDPR)

Data Breaches (72 hrs)/Information Security/Subject Access Requests (reminder)

78/26 Keele Neighbourhood Plan (Standing Item)

To note that the NDP Regulation 16 consultation is currently taking place.

79/26 Borough Local Plan (Standing Item)

80/26 To note the Staffordshire Parish Councils Association Bulletins and correspondence received.

81/26 Any other business for future agendas

Meeting closes

Dates of the next meetings:

To be considered during the meeting.