Signed [signature] Dated 21st Sept 2026

MINUTES OF KEELE PARISH COUNCIL MEETING
Held on Monday 8th June 2026 at 7pm at Keele Village Hall

Attendees: Parish Councillors: Cllr. C Ashton (CA), Cllr G Bibby (Chair, GB), Cllr S Hughes (SH), Cllr J Lefroy (JL), Cllr. W Naylon (WN), Cllr A Rowe (AR).

Present: County Councillor S. Tagg and Clerk N Lovell.

31/26 To receive apologies
Council **received** apologies from Cllr T Arnold.

32/26 To receive a Declaration of Acceptance of Office from councillor C. Ashton
Council **received** Cllr. Ashton's signed declaration of acceptance of office, witnessed by the Clerk in attendance.

33/26 Declarations of Disclosable Pecuniary Interests
None disclosed.

34/26 Public Open Forum
No members of the public in attendance.

35/26 Confirmation of Minutes
Council considered and **resolved** 5 in favour and 1 abstention to approve and sign as a factual record the minutes of:
a) The Annual, including ordinary, parish council meeting held at **7:00pm on Monday 18th May 2026.**
(All councillors present at the meeting resolved to approve the minutes.)
Council considered and **resolved** 4 in favour and 2 abstentions to approve and sign as a factual record the minutes of:
b) the extraordinary parish council meeting held at **11.00am on Friday 22nd May 2026.**
(All councillors present at the meeting resolved to approve the minutes.)

36/26 To review the Standing Orders and Financial Regulations, as circulated
Council considered the amended Standing Orders and Financial Regulations previously circulated by the clerk. The chair noted how critical these core documents are for a parish council.

Council **resolved** unanimous that the Standing Orders and Financial Regulations be adopted and that the clerk upload the new documents to the parish council website.

37/26 To receive reports from the following sub-committees
a. Communications sub-committee
AR advised that a notice regarding a road closure at the university had been circulated and further advised that the May information bulletin had been sent. Council noted the apparent closure of the Sneyd Arms, GB advised that an application to register the property as an asset of community value was in the process of being compiled. It was hoped the application would be completed prior to the July parish council meeting, when it would then be considered by council.

b. Environment and assets sub-committee
Written report received and circulated prior to the meeting.

MADE WITH Scanner App

Signed _____ Dated 21/09/2026

The committee reported that the yew tree was showing signs of improvement. General litter appeared to be minimal. The Committee had cut back the overhanging tree branches at Beracha House. The large branch which had fallen onto the lane on Quarry Bank and builders' sacks containing grass cuttings had been removed. Tyres and metal poles had been dumped inside the gateway to farmland opposite the University, which had been reported. The garden hedge at 50 Pepper Street was overgrown and encroaching the pavement.

ACTION: EA COMMITTEE TO TAKE PHOTOS AND SEND TO THE CLERK, WITH THE MATTER TO BE ADDED TO THE JULY MEETING AGENDA.

The committee reported weeds in the gutters at the by-pass bridge.

ACTION: CLERK TO CONTACT SCC HIGHWAYS IN ORDER TO REQUEST WEED TREATMENT OF THE AREA.

SH proposed that a statement be included in the next bulletin reminding residents that garden waste should not be discarded in the village, since this is still considered fly-tipping. Council **resolved** 1 in favour, 4 against and 1 abstention that a statement be included in the next bulletin.

c. Planning sub-committee
Planning applications.

26/00066/CN09, land at junction of Keele bypass and Keele village. Council **noted** the submission of the noise assessment as required by planning condition 9 of application 26/00066/TDC.

26/00346/ADV, Dermal technology Labs, Keele University. Council **noted** the removal of the existing high level building identification sign and installation of new illuminated company sign.

26/00324/FUL, The Gables, Three Mile Lane. Council considered the application for the erection of a single dwelling. Council **resolved** unanimous that no objection be submitted.

d. Pepper Street development.
GB advised that no meetings had been held and there was nothing further to report.

38/26 To receive an update from Keele Village Hall Committee
Nothing to report.

39/26 Finance
a. To approve payments, receipts and transfers.
Council resolved unanimous to approve the June payments list. **(Appendix A, appended to minutes).**
b. To note and approve the bank reconciliation
c. To note and approve the budget report
The clerk advised that updated budget report and bank reconciliation would be provided as soon as the clerk had obtained access to the parish council online banking system.

MADE WITH Scanner App

Signed _____ Dated 21/09/26

d. Council considered the quote received from S Hough for the cleaning of bus shelters of £50 per shelter.

Council **resolved** unanimous to approve the quote received from S Hough and authorised that both bus shelters (opposite Highway Lane and Station Road) be cleaned at a total cost of £100.

The clerk advised that payroll could be processed free of charge using HMRC software.

ACTION: THE CLERK TO ADD THE MATTER TO THE JULY MEETING AGENDA.

Council noted that the invoice for the Neighbourhood Development Plan had been received from Urban Vision, however, an additional charge of £35 was payable if payment was made by cheque.

ACTION: THE CLERK TO CONTACT URBAN VISION TO ADVISE PAYMENT WOULD BE MADE AS SOON AS A BANK TRANSFER PAYMENT COULD BE PROCESSED.

40/26 Actions arising from the meeting held on 18 May 2026

a. Council noted that a letter had been sent to the Haying Wood 4x4 group regarding road conditions. No response had yet been received.

b. Council noted the response received from County Cllr S Tagg advising the request for a litter pick of the A525 has been passed to Andrew Bird, NULBC Street Scene Manager. ST advised that council should continue to report this matter as a litter issue.

c. Council considered any action regarding the direction of the sign for Finney Green. Since this was a directional sign this would need to be reported to SCC highways.

WN stated she had reported the broken Lymes Road sign to SCC on several occasions but had not received a response. ST advised that damaged/missing street name signs should be reported to NULBC.

JL stated that the sign for Whitmore and Stableford was located after the junction and the Keele Parish sign was located inside the parish, not on the parish boundary.

ACTION: THE CLERK TO ADD THE MATTER OF SIGNAGE WITHIN THE PARISH TO THE JULY MEETING AGENDA. TA TO TAKE PHOTOS OF THE FINNEY GREEN SIGN FOR CONSIDERATION AT JULY'S MEETING. WN TO REPORT THE DAMAGED LYMES ROAD SIGN TO NULBC.

41/26 Actions arising from the meeting held on 1 May 2026

Council noted that the clerk handover was completed on 1st June. Council wished the outgoing clerk well for the future.

42/26 Other matters

a. Applications for grants for work on Community Orchard and to remove vegetation around Station Road sculptures

WN advised that a quote from S Hough had been received for £750 to remove the vegetation around the sculptures at Station Road. WN further advised that she had

MADE WITH Scanner App

Signed _____ Dated 21/09/26

contacted Support Staffordshire regarding possible funding available ST advised that applications of up to £500 for this type of project could be made to the Staffordshire Community Fund and advised an application should be submitted as soon as possible.

ACTION: WN TO DRAFT AN APPLICATION TO THE STAFFORDSHIRE COMMUNITY FUND AND CONTINUE TO LIAISE WITH SUPPORT STAFFORDSHIRE FOR FURTHER ASSISTANCE. WN TO LOOK AT THE CONDITION OF THE OAK TREE PLANTED NEAR TO THE SCULPTURES.

WN advised that the works at the community orchard comprised of improving the quantity and variety of soft fruits and adding canes to some of the plants.

ACTION: WN AND JL TO INVESTIGATE POSSIBLE FUNDING SOURCES FOR THE WORKS.

b. Progress with volunteer litter collection

ACTION: THE CLERK TO CONTACT THE PARISH COUNCIL LITTER PICKING CONTACTOR AND OBTAIN PERMISSION TO SHARE HER CONTACT DETAILS WITH THE RESIDENT WHO HAD VOLUNTEERED TO ASSIST.

c. Cleaning of road signs
Council agreed that many of the signs within the parish required cleaning. ST advised that road signs are cleaned by a team at SCC highways and offered to forward any list compiled by the parish council to the appropriate team.

ACTION: GB TO UNDERTAKE A SURVEY OF SIGNS WITHIN THE PARISH AND COMPILE A REPORT FOR CONSIDERATION AT THE JULY PARISH COUNCIL MEETING.

d. Update on Keele University's development plans

GB advised that the university had presented its innovation plan at the Real Estate and Investment Forum recently. Elements of the strategy are referenced in the Borough Council Local Plan.

The stalled development of the new bus gate onto the A525 was discussed. It was suggested that issues holding back its completion had been resolved and that work to complete it would commence shortly. Whether or not the opening of the gate would introduce a new bus service was raised and will be investigated further.

ACTION: THE CLERK TO ADD THE MATTER OF THE BUS GATE DEVELOPMENT AND LOCAL BUS SERVICES TO THE JULY PARISH COUNCIL MEETING AGENDA. ST WILL ALSO RAISE THE ISSUE WITH NULBC WHEN IT NEXT MEETS AND REPORT BACK TO THE PARISH COUNCIL. GB TO WORK WITH KEELE UNIVERSITY TO ENSURE THAT THE PARISH COUNCIL ARE KEPT UP TO DATE REGARDING DEVELOPMENT OF THE MASTER PLAN.

e. Request for extra dog bins
The clerk advised that the annual charge for emptying of dog waste bins was currently £260 per year. ST advised that charges are made for the installation of

MADE WITH Scanner App

Signed _____ Dated 21/09/26

new bins, however, existing bins can be moved with no cost implications. ST further advised that general waste bins can also be used for depositing dog waste.

ACTION: THE CLERK TO INVESTIGATE SIGNAGE ADVISING THAT GENERAL WASTE BINS CAN BE USED FOR DOG WASTE, WHICH COULD THEN BE FIXED TO THE GENERAL WASTE BINS IN THE PARISH. THE CLERK TO CONTACT NULBC TO REQUEST A LIST OF CURRENT DOG WASTE BIN LOCATIONS IN THE PARISH. COUNCILLORS TO CONSIDER APPROPRIATE ADDITIONAL LOCATIONS FOR DOG WASTE BINS AND CONDITION OF CURRENT BINS, WHICH WILL BE CONSIDERED AT THE JULY PARISH COUNCIL MEETING. THE CLERK TO ADD THE MATTER TO THE JULY MEETING AGENDA.

f. Update on work in community orchard
This matter was considered under item 42/26a) above.

43/26 Parish Councillor Vacancies
Council noted the publication of councillor vacancies had commenced. Deadline for completed applications currently publicised as 20th June. 1 application received to date. The clerk advised that confirmation had been received from Borough Council that a further period of time would be provided in order to allow additional time for the co-option of councillors. Applications received would therefore, be considered at the parish council meeting on 13th July.

Council agreed that GB produce flyers for distribution to properties at The Oaks and request that Keele University Vice-Chancellor include the matter in the university's next bulletin.

44/26 To note (only) written reports circulated in advance:
a. Council received the Chair's report.
b. County & Borough Councillors.
County Cllr. Simon Tagg reported that the Staffordshire Community Fund was now open for applications of up to £500 and advised that an application had been received from the Keele Village Hall Committee. ST further advised that he was continuing to press SCC to undertake works to the potholes at Keele bank.

45/26 General Data Protection Regulations (GDPR)
Data Breaches (72 hrs)/Information Security/Subject Access Requests. None.

46/26 Keele Neighbourhood Plan (Standing Item)
Council considered the amended NDP, reg 14 consultation statement and Basic Conditions Statement. GB advised that there had been no major changes to the NDP following the regulation 14 consultation.

Council **resolved** unanimous to approve the NDP and to submit the plan to Borough Council.

47/26 Borough Local Plan (Standing Item)
Council noted the Inspector had approved the modified version of the Borough Plan. The publication of the Inspectors Report concludes the examination of the Local Plan. The Inspectors Report and adoption of the Local Plan will be considered by Borough Council at a date to be advised. Council congratulated NULBC on the plan and completing the inspection process.

MADE WITH Scanner App

Signed [signature] Dated 21/09/26

48/26 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted

49/26 Any other business for future agendas

ACTION: Clerk items to be included on the next agenda:

I) TO CONSIDER SPEED LIMITS THROUGH THE VILLAGE
II) TO SUSPEND THE PARISH COUNCIL AUGUST MEETING

The meeting closed at 8:50 pm

Payment Schedule June 2026

Date	Chq no.	Details	Description	Net £	VAT £	Total amount £
08/06/2026	300162	Ms M Jeffries	Litter picking contract March 2026	122.10	0.00	122.10
08/06/2026	300163	Ms N Lovell	June 2026	494.88	0.00	494.88
08/06/2026	300164	VAST	HMRC month 3	154.05	0.00	154.05
08/06/2026	300165	Ms D Powell - office expenses	MS Office and flash drive for handover of electronic files	18.76	1.33	20.09
08/06/2026	300166	Keele Village Hall Management Committee	Room hire	22.00	0.00	22.00
08/06/2026	300167	Access Irrigation Ltd	Yew tree service	376.00	75.20	451.20
08/06/2026	300168	SPCA	Membership Fee 26/27	384.37	0.00	384.37
08/06/2026	300169	S Hough	Noticeboard inspections & Yew Tree grass cut	120.00	0.00	120.00
08/06/2026	300163	Ms N Lovell	Clerk Mileage May & June*	63.90	0.00	63.90
08/06/2026	300170	ICO	Data Protection Fee 26/27	52.00	0.00	52.00
08/06/2026	300171	VAST	P11d	27.00	0.00	27.00
		Total		1835.06	76.53	1911.59

MADE WITH Scanner App

Signed _____ Dated 21/07/26

* Clerk mileage:

May - 18/05/2026 Parish Council meeting. Total miles 41

June - 8/06/2026 Parish Council meeting. Total miles 41. 01/06/2026 Clerk handover. Total miles 60

Total mileage claimed 142 miles@ 0.45p per mile = £63.90

MADE WITH Scanner App