Signed G Bibby Dated 19/10/26

MINUTES OF KEELE PARISH COUNCIL MEETING

Held on Monday 21st September 2026 at 7pm at Keele Village Hall

Attendees: Parish Councillors. Cllr. T Arnold (TA), Cllr. C Ashton (CA), Cllr G Bibby (Chair, GB), Cllr. A Farr (AF), Cllr S Hughes (SH), Cllr D Jones (DJ), Cllr J Lefroy (JL), Cllr. W Naylon (WN), Cllr A Rowe (AR).

Present: County Councillor S. Tagg, D. Haney (applicant for parish councillor co-option (DH), Clerk. N Lovell.

66/26 To receive apologies
None received.

67/26 Declarations of Disclosable Pecuniary Interests
None disclosed.

68/26 Public Open Forum
No members of the public in attendance.

The chair changed the order of matters on the agenda in order to consider the co-option of councillors at the commencement of the meeting.

75/25 Parish Councillor Co-option

a) Council considered whether to resolve to exclude the public and press for this item. Council **resolved** unanimous not to exclude the public and press for this item due to no members of the public being present.

b) Council **considered** the application received for the current parish councillor vacancy. The applicant, D. Haney addressed the council.

c) GB proposed, council **resolved** unanimous to **approve** the co-option of Denise Haney. Council **received** Cllr. Haney's signed declaration of acceptance of office, witnessed by the Clerk.

69/25 Confirmation of Minutes
Council considered and **resolved** 8 in favour and 2 abstentions 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.** (All councillors present at the meeting resolved to approve the minutes.)

70/25 To receive reports from the following sub-committees

a) Communications committee
AR reported that Seddon has repaired footpaths and kerbstones around the Hawthornes estate. Parking around the school is still an issue during drop-off/collection periods, vehicles continue to ignore the parking restrictions. This has been reported to Staffordshire County Council Highways, Staffordshire Police and MP, Adam Jogee, who is currently undertaking works regarding the issue of road safety around schools within his constituency. A minibus/van was identified as having been parked on Quarry Bank Road for an extensive period. GB advised that since the vehicle was not illegally parked, the issue would be noted, but no action could be taken. Long-stay parking concerns were also reported on the Hawthorns estate, vehicles possibly parked in connection with the near-by care homes. Parking along Westerdale Drive, at the entrance to the Hawthornes estate was also identified as problematic, with parked cars hampering visibility for those exiting the road.

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AR further reported that the Women's Institute were currently undertaking a recruitment drive and a poster in relation to this would soon be displayed at the Village Hall. The grass outside the Sneyd Arms was identified as requiring further cutting. GB advised it was unlikely that the owners would carry out another cut this season. AR advised that there appeared to be more litter than usual on Keele Road, WN advised that the litter picking contractor was currently on leave.

GB stated that the report received would be included in the next Resident's Bulletin.

b) Environment and assets committee
Written report received and circulated prior to the meeting. The report noted the following items.

Pepper Street hedges. The roadside hedge has been cut on the sides and top, but under-growth and chippings beneath it continues to obstruct the pavement. Seddon has also cut the hedge around its site. A letter has been sent to the occupier of 44 Pepper Street about the overgrown hedge. (Agenda item 73/26 d). Remaining obstructions require follow-up. Council **resolved** to write to the land owner of the hedge requesting that the remaining debris be removed and to then assess whether further works are required once the summer growth had died back, in order to gain a clearer understanding of any works required.
A525 towards Madeley. The Clerk has written to the owners of hedges bordering the footpath, requesting cutting back to remove obstructions. (Agenda item 74/26 o).
Three Mile Lane. GB is liaising with the owner of the hedge bordering Keele Farmhouse to carryout works where it obstructs the footway at the village end of the lane. A letter has been sent to the occupier of Newcastle Lodge regarding the tree branch obscuring the speed limit sign. (Agenda item 73/26 g). WN added that 2 large containers filled with what looked like oil were reported to Borough Council and have been removed.
The Village. Branches from trees at the Villa overhang the pavement at head height and require cutting back. GB advised that these branches were now above head height and no longer an issue. Fallen leaves have accumulated on pavements and in gutters on both sides of the road, creating a potential slip hazard and risk of blocked drains. Clearance is required, but will be assessed following pending autumn road-sweeps.
Church wall on Keele Road. Contractors have been commissioned to remove vegetation at the base of the wall. (Agenda item 73/26 e).
Village sculpture on Station Road. Staffordshire County Council contractors have cut back vegetation around the sculpture.
Footpath from the bypass to Chapel Close. The overgrown footpath has been cleared by a volunteer, whose assistance is gratefully acknowledged.
Keele sign on Pepper Street. The sign on the right when turning off the bypass remains obscured by vegetation. Cutting back is still required. Council resolved to write to the Borough Council requesting this be undertaken.

ACTION: CLERK TO REPORT TO THE BOROUGH COUNCIL.

Keele Road speed sign. The sign at the entrance to the village has been cleaned by a volunteer, whose assistance is gratefully acknowledged.
Station Road vehicle activated sign. The sign continues to operate intermittently. (Matter considered at 74/26 m).
Pepper Street lay-by near the pumping station. Staffordshire County Council and Seddon are discussing retention of the lay-by. The County Council has agreed in principle, subject to a proposal from Seddon showing how it can be retained while providing a visibility splay for the pumping station entrance.

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War memorial. The Parochial Church Council has cut the surrounding vegetation. The Parish Council will commission further weed spraying in the gravelled area in time for Remembrance Sunday. Council **resolved** unanimous to delegate the commissioning of works to the clerk and chair, following receipt of quotes.

ACTION: CLERK TO OBTAIN QUOTES. CLERK AND CHAIR TO ASSESS QUOTES AND INSTRUCT WORKS.

Tree at the church boundary. An email has been sent to the Property Services and Maintenance department at Lichfield Diocese to clarify responsibility for the tree. (Agenda item 73/26 f).
Community Orchard. The ground-level beds require maintenance. Arrangements need to be confirmed with WN.
Bus shelter opposite Highway Lane. The shelter requires cleaning. Council **resolved** to review the condition of the bus shelter in the spring. The clerk advised that the bus shelter had recently been cleaned by the parish council contractor.
Lymes Road entrance. A small amount of apparent household litter was observed. Collection should be requested through the regular litter rounds.
Yew tree — ongoing. The tree was reported to be recovering slowly. Continued monitoring is required. The clerk advised that the winter service of the irrigation system was due to be carried out on 16th October, WN requested that she be present when the servicing works were undertaken.
Gutter and pavement weeds — ongoing monitoring. Continue to monitor weeds in the Three Mile Lane gutter and on the pavement near the field entrance to the "Narly". July identified no immediate need for action.

c) Planning committee
Planning applications received:

- 26/00612/FUL. 28 The Village. Proposed detached garage. GB proposed, council resolved unanimous, that no objection be submitted and any subsequent reasons for objection be submitted to the clerk.
- 26/00664/FUL. The Chapel, Keele University. Peace Garden. GB proposed, council resolved unanimous, that no objection be submitted

Planning Decisions noted:

- 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.
SH advised that she and GB had met with the developer, who had advised that the development was now in the final phase of building works and should be completed by March 2027.

71/26 To receive an update from Keele Village Hall Committee
GB advised that the committee had not met since the last parish council meeting, with the next meeting scheduled for the end of September. The Hall had a very near full calendar of bookings and the boundary hedges had been cut back.

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72/26 Finance

a) Council **considered** payments, receipts and transfers. GB proposed, council resolved unanimous to approve the payments and receipts lists (as included at the end of the meeting minutes).

b) Council **noted** and **approved** the bank reconciliations for July and August.

c) Council **noted** and **approved** the budget report. The clerk advised that three budget headings were in deficit, the printing/general expenses budget, insurance budget and website/IT budget. The clerk further advised that the printing costs associated with the Neighbourhood Development Plan (NDP) could be moved to the Neighbourhood Development Plan budget, which would then bring the printing/general expenses payments within budget. GB proposed, council resolved unanimous to move the NDP printing costs to the NDP budget. GB further stated that the additional costs in connection with the website accessibility works should have been identified at the time the budget was set.

ACTION: THE CLERK TO MOVE THE NDP PRINTING COSTS TO THE NDP BUDGET.

d) Council **noted** the receipt of the NJC payscales for 2026/27 and employee backpay due.

e) Council **considered** 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. Council noted that the costs of the councillor email provision would increase the website/IT budget deficit, but agreed that in order to ensure compliance with Data Protection principles and accounting practice recommendations the councillor email addresses were required. How the email accounts could be accessed via differing devices etc. was raised by councillors. The clerk suggested that councillors meet prior to the October council meeting in order for the clerk to provide advice and basic training.

GB proposed, council **resolved** unanimous that the quote for the provision of email addresses for councillors be approved and that councillors meet at 6.30pm prior to the October council meeting to receive an introduction to the system/training.

ACTION: THE CLERK TO PLACE THE ORDER FOR THE COUNCILLOR EMAIL ADDRESSES WITH NETWISE AND ARRANGE A TRAINING SESSION PRIOR TO THE OCTOBER COUNCIL MEETING.

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

a) Asset of Community Value – Sneyd Arms
Council **noted** the submission and subsequent Borough Council approval of the application to register the Sneyd Arms as an asset of community value.
DH stated that since the property remained empty there had been attempts made to break in. GB advised that he had contacted the property owners and additional security measures had been put in place.

b) Payroll
Council **noted** 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
Council **noted** the submission of the application to the SCC Community Fund for works to clear vegetation around the sculptures at Station Road and **received** an update regarding the works. GB advised that since the application had been submitted works to cut back the trees and vegetation surrounding the sculptures had been undertaken by

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Staffordshire County Council. Staffordshire County Council had therefore, asked whether the parish council would like to continue with the application, since the works contained in the application had been completed. GB stated that the works carried out by Staffordshire County Council were sufficient and negated the need for any further works. WN stated that although vegetation had been cut back some of the remaining trees were causing issues for other trees, which had been planted by residents and wanted to ensure these trees were being protected. GB proposed, council **resolved** unanimous that the application to the Community Fund be withdrawn and the issue regarding the trees raised by WN be added to the next meeting agenda.

ACTION: THE CLERK TO ADVISE STAFFORDSHIRE COUNTY COUNCIL THAT THE PARISH COUNCIL WOULD LIKE TO WITHDRAW ITS APPLICATION TO THE COMMUNITY FUND AND ADD THE MATTER OF ANY FURTHER WORKS REQUIRED TO THE TREES TO THE NEXT MEETING AGENDA.

d) Overgrown Hedge at 44 Pepper Street
Council **noted** that a letter had been sent to the occupier in relation to the overgrown hedge at 44 Pepper Street.

e) Council **noted** the receipt of a quotation for £120 from S Hough to treat the area of vegetation alongside the Church Wall along Keele Road and actions taken. GB advised that works to remove the weeds, rather than undertake weed spraying (as per the quote from S Hough) had been authorised under clerk/chair delegated authority at a cost of £150. The clerk/chair agreed that these works represented better value for money, since the weeds would be removed rather than sprayed with weed treatment.

f) Council **noted** an email had 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) Council **noted** a letter had been sent to the occupier of Newcastle Lodge in relation to the tree branch obscuring the speed limit sign at Three Mile Lane.

h) Council **noted** a request for the cleaning of road signs within the parish had been submitted to Staffordshire County Council. Council expressed thanks to the volunteer who had cleaned the 30mph sign.

i) Provision of Waste Bins and Dog Waste Bins
DJ advised that he would follow up the council's 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 with the Borough Council.

j) Council **considered** any activities for Civic Pride Day on 23rd September.
DJ advised that litter picking and bulb planting would be carried out, participants are to meet at 10am at Knights Croft.

74/26 Other matters

a) Council **considered** any action with regards to the overgrown vegetation along the pathway at Quarry Bank Road, which is encroaching the foot path and obscuring street lighting. GB proposed, council resolved unanimous that Staffordshire County Council be requested to carry out works to cut back the vegetation.

ACTION: THE CLERK TO REPORT THE REQUIRED WORKS TO STAFFORDSHIRE COUNTY COUNCIL.

b) Council **considered** 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. GB proposed, council **resolved** unanimous to form a committee which would then compile a submission, to be considered by the parish council at its meeting in January 2027. JL, DJ and ST agreed to

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form the committee, council advised that Cllr. Fear should also become a member of the committee.

ACTION: LGR COMMITTEE TO DRAFT REPORT FOR SUBMISSION TO THE PARISH COUNCIL MEETING IN JANUARY 2027.

c) Council **considered** the dates for ordinary parish council meetings up to May 2027. GB proposed, council **resolved** unanimous that the parish council would meet on the third Monday of every month.

ACTION: THE CLERK TO ADD DETAILS OF THE MEETING DATES TO THE PARISH COUNCIL'S WEBSITE. GB TO AMEND THE VENUE BOOKINGS WITH KEELE VILLAGE HALL.

d) Council **considered** the contract of the litter-picking warden. The clerk advised that under the terms of the current contract it is possible that the contractor may be considered an employee of the council, rather than a self-employed contractor. If a worker is found to be an employee rather than a self-employed contractor the hirer (i.e. the parish council) would be liable to repay any tax or National Insurance payments to HMRC, these include both the employee's and employer's contributions. In addition, payment of statutory payments (sick pay, holiday pay etc.) would need to be made and a fine may also be payable.

The clerk advised that there is no set procedure/rules for determining a worker's status. Courts/Tribunals look at the contract in place and the practical arrangements. One of the main determining factors is the level of control the 'hirer' has over the worker.

HMRC have an online tool which can be used for determining whether a worker is classed as an employee for tax purposes, this tool has been used in this instance but the result received states:

'Based on the information provided, the tool has been unable to provide a determination on the worker's employment status. This outcome is typical when the information is finely balanced.'

GB proposed, council **resolved** unanimous to request advice from Staffordshire Parish Council's Association and establish arrangements made by other parish councils. The matter to then be considered at the next parish council meeting.

ACTION: THE CLERK TO OBTAIN ADVICE FROM SPCA AND ESTABLISH ANY SIMILAR ARRANGEMENTS WITH OTHER PARISH COUNCILS.

e) Council **considered** the following parish council policies:
   i) Councillor Code of Conduct Policy. GB proposed, council **resolved** unanimous to adopt the Code of Conduct policy.
   ii) Councillor Co-option Policy. The clerk advised that the draft contained reference to an Appendix A, which would provide a description of attributes/skills etc. on which applications would be assessed (similar to a job description). This may not be required (and therefore Appendix A had not been drafted) since the possibility of receiving multiple applications for vacancies was remote. GB proposed, council **resolved** unanimous to remove the reference to Appendix A and adopt the co-option Policy.

ACTION: THE CLERK TO ADD THE POLICIES TO THE COUNCIL'S WEBSITE.

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f) Council **considered** the council's financial risk management scheme. The clerk advised that the scheme included forming a group of councillors who would meet with the clerk (perhaps quarterly) to receive updates regarding any changes to accessing council systems and procedures etc. and also creating and updating a database of council matters ongoing. These arrangements should then provide stability should there be a prolonged absence of the clerk. The matters ongoing database could also be used to update council meetings and form part of the meeting documents circulated to councillors.

GB proposed, council **resolved** unanimous to adopt the financial risk management scheme as drafted and appointed GB, CA, AF and AR to the group, with the first meeting to be held at 6.30pm prior to the council meeting in November.

ACTION: THE CLERK TO AMEND THE DRAFT SCHEME AS PER THE COUNCIL'S RESOLUTION AND ADD THE DOCUMENT TO THE COUNCIL'S WEBSITE. THE CLERK TO DRAFT AND CONTINUE TO UPDATE A MATTERS ONGOING DATABASE.

g) Council **received** an update and **considered** any action in relation to the instating of the footpath from Quarry Bank to Silverdale. The clerk advised that although the application had been determined an order regarding its installation needed to be made, following which a consultation period would commence, Staffordshire County Council had advised that an order was yet to be made, this may take some time. GB proposed, council **resolved** unanimous that the matter be added to parish council meeting agendas on a quarterly basis.

ACTION: THE CLERK TO ADD THE MATTER TO FUTURE MEETING AGENDAS.

h) Council **reviewed** the membership of committees due to the co-option of 4 new councillors. Council made the following appointments:
   i) Environment and Assets Committee – AF, DH and DJ
   ii) Communications Committee – AF
   iii) Planning – JL
   iv) Staffing Committee – DH

   Full committee membership details:
   v) Environment and Assets Committee – AF, DH, SH, DJ and WN
   vi) Communications Committee – GB, AF and AR
   vii)Planning – TA, GB and JL
   viii)Staffing Committee – TA, GB, DH and AR

i) Council **considered** any action in relation to the removal of weeds from the area surrounding the war memorial. This item was considered at item 70.26 b.
j) Council **considered** the trial use of Microsoft Teams for note taking at the October parish council meeting. GB proposed, council **resolved** unanimous to trial the use of Microsoft Teams for note taking at the October parish council meeting.

ACTION: GB TO MAKE ARRANGEMENTS.

k) Council **received** an update regarding the progress of moving the Parochial Charity to the Community Foundation of Staffordshire. As per the chair's report the agreement to transfer the charity to the foundation was signed in July 2026 and a response from the Charity Commission is awaited.

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l) Council **received** an update regarding the installation of the notice board on Pepper Street. The clerk advised that an application would need to be made to Staffordshire County council in order to obtain a licence to undertake works, as part of the application a Highways extent plan would need to be submitted, this had been applied for. The total cost of the plan and application would be £345. It was hoped these costs would be funded from the total grant funding received for the provision of the noticeboard.

ACTION: CLERK TO PROGRESS THE APPLICATION WITH STAFFORDSHIRE COUNTY COUNCIL AND OBTAIN COSTS FOR INSTALLATION OF THE NOTICEBOARD.

m) Council **considered** any action regarding the speed indicator device on Station Road. The clerk advised the malfunction may be due to insufficient charge in the battery and that the parish council contractor charges £40 to charge speed indicator device batteries. GB proposed, council **resolved** unanimous that the parish council contractor be instructed to charge the battery in the first instance and an item be added to the October meeting agenda to consider the speed limit which should be displayed on the device

ACTION: THE CLERK TO INSTRUCT CHARGING OF THE BATTERY AND ADD THE SPEED DISPLAY ITEM TO THE OCTOBER MEETING AGENDA.

n) Council **considered** any action regarding the trimming of vegetation at Keele University roundabout. GB proposed, council **resolved** unanimous that Staffordshire County Council be requested to carry out works to cut back the vegetation. ST requested that he be copied in to the request.

ACTION: THE CLERK TO REPORT THE REQUIRED WORKS TO STAFFORDSHIRE COUNTY COUNCIL AND COPY IN ST.

o) Council **noted** that a letter had been sent to landowners of fields along A525 footpath to Madeley requesting boundary hedges are cut back.
p) Council **noted** the cutting of hedges and grass at the Sneyd Arms.
q) Council **considered** applications for funding for work in the Community Orchard. WN advised that she was awaiting a quote from the parish council contractor for the required works.

ACTION: WN AND DJ TO MEET AND PROGRESS APPLICATION.

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

a) Council **received** the Chair's report.
b) County & Borough Councillors.
County Councillor S. Tagg advised that he would check the progress of the adoption of the roads on the Hawthornes estate. ST addressed vehicle speeding concerns raised by councillors, advising that it was unlikely that the implementation of a mandatory 20mph maximum vehicle speed limit through the village could be achieved. However, implementing an advisory 20mph maximum speed, i.e. 20 is plenty, may be possible.

Councillors also raised issues of road safety due to vehicle parking issues. ST advised that he may be able to allocate funding from this year's County Council Divisional Highway Plan budget to undertake a feasibility study with regards to the implementation of a '20 is plenty' scheme. ST further advised that funding from next year's Divisional Highways Plan budget, which would become available in April 2027, could be used to fund a parking review/study.

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Borough Cllr. D. Jones advised that the Borough Council's Community Fund is now in operation and that he had met with WN and enlisted some volunteers in order to progress the works required and possible application to the fund at the community orchard. DJ further advised that the school bus which had operated in the parish taking pupils to Madeley High school had been discontinued within a few days of pupils returning to school in September, with little notice of the matter given to those affected.

GB thanked councillors for their reports and asked that reports from the chair and County and Borough Councillors be listed following committee reports on future agendas.

ACTION: THE CLERK TO AMEND ITEM ORDER FOR FUTURE AGENDAS. ST TO INVESTIGATE POSSIBLE FEASABILITY STUDY REGARDING VEHICLE SPEED LIMITS IN THE VILLAGE.

77/26 General Data Protection Regulations (GDPR)
Data Breaches (72 hrs)/Information Security/Subject Access Requests. None.

78/26 Keele Neighbourhood Plan (Standing Item)
Council **noted** that the Neighbourhood Development Plan Regulation 16 consultation was currently taking place and would end on 28th September.

79/26 Borough Local Plan (Standing Item)
No further update.

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

81/26 Any other business for future agendas: None.
Vehicle Parking and vehicle speed issues to be added to October's agenda. Council noted the date of the next meetings of **19th October 2026.**

The meeting closed at 9:04 pm

Payment Schedule August 2026 - Payments authorised under delegated authority (financial Reg 6.9) - 26.08.26

	Chq no.	Details	Description	Net £	VAT £	Total amount £
26.08.26	BACS	Ms M Jeffries	Litter picking contract July 2026	97.68	0.00	97.68
26.08.26	BACS	Ms N Lovell	Clerk Salary August 2026	495.08	0.00	495.08
26.08.26	BACS	VAST	HMRC month 5	153.85	0.00	153.85
26.08.26	BACS	KVH 2023-344	Sept. Room Hire	22.00	0.00	22.00
26.08.26	BACS	Ms N Lovell	Expenses (Land Reg Fee)	14.00	0.00	14.00
26.08.26	BACS	S Hough	Noticeboard Inspections & Yew Tree grass cut	120.00	0.00	120.00
		Total		**902.61**	**0.00**	**902.61**

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Payment Schedule September 2026

Date	Chq no.	Details	Description	Net £	VAT £	Total amount £
21.09.26	BACS	Ms M Jeffries	Litter picking contract August 2026	109.89	0.00	109.89
21.09.26	BACS	Ms N Lovell	Clerk Salary Sept 2026	494.88	0.00	494.88
21.09.26	BACS	VAST	HMRC month 6	154.05	0.00	154.05
			Payroll Charges	30.00	6.00	36.00
21.09.26	BACS	Staffordshire County Council	Inv. 1000171750 DPO	197.00	0.00	197.00
21.09.26	BACS	Ms N Lovell	Expenses (Mileage)*	36.75	0.00	36.75
21.09.26	BACS	S Hough	Noticeboard Inspections & Yew Tree grass cut	120.00	0.00	120.00
21.09.26	BACS	SCC Highway Reimburse Clerk	Extent Plan App - Notice Board @ Pepper St.	135.00	27.00	162.00
21.09.26	BACS	KVH 2023-359	Oct Room Hire	22.00	0.00	22.00
		Total		**1299.57**	**33.00**	**1332.57**

*Clerk Mileage:

Payment increase of 10p per mile - Backdated payment for May & June mileage - 142 miles@ 10p per mile = £14.20 September Parish Council Meeting - 41 miles @ 55p per mile = £22.55. Total mileage claimed £36.75.

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BUDGET REPORT 2026/27 TO 31.08.26

BUDGET HEADER	BUDGET	ACTUAL	BALANCE
PAYROLL	**£9,700.00**	**£4,098.98**	**£5,601.02**
OFFICE EXPENSES (mileage, bank charges, MS Office)	**£560.00**	**£278.02**	**£281.98**
GENERAL ADMIN			
ROOM HIRE PRINTING CLLR EXPENSES	£450.00	£536.80	-£86.80
DATA PROTECTION OFFICER	£200.00	0.00	200.00
AUDIT FEE	£140.00	£137.83	£2.17
INSURANCE	£240.00	£505.94	-£265.94
REMEMBRANCE DAY WREATH	£22.00	£0.00	£22.00
GENERAL ADMIN TOTAL	**£1,052.00**	**£1,180.57**	**-£128.57**
WEBSITE/IT	**£110.00**	**£454.86**	**-£344.86**
SUBSCRIPTIONS	**£610.00**	**£436.37**	**£173.63**
MAINTENANCE			
GROUNDS MAINTENANCE, SHELTERS NOTICEBOARDS			
YEW TREE REPORT	£5,000.00	£850.00	£4,150.00
YEW TREE ANNUAL MAINTENANCE	£780.00	£376.00	£404.00
LITTER PICKING CONTRACT	£800.00	£516.82	£283.18
MAINTENANCE TOTAL	**£6,580.00**	**£1,742.82**	**£4,837.18**
OTHER EXPENSES			
WAR MEMORIAL	£340.00	£0.00	£340.00
CHAIRMAN EXPENSES	£280.00	£264.00	£16.00
NEIGHBOURHOOD DEVELOPMENT PLAN	£6,069.00	£4,335.00	£1,734.00
OTHER EXPENSES TOTAL	**£6,689.00**	**£4,599.00**	**£2,090.00**
SECTION 137			
CHURCHYARD CONTRIBUTION	£1,100.00	£1,100.00	£0.00
DEFIBRILLATOR PADS	£380.00	£0.00	£380.00
CHURCH CLOCK	£240.00	£0.00	£240.00
SECTION 137 TOTAL	**£1,720.00**	**£1,100.00**	**£620.00**
TOTALS	**£27,021.00**	**£13,890.62**	**£13,130.38**

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