Signed ..... Dated .....

MINUTES OF KEELE PARISH COUNCIL MEETING
Held on Monday 19th October 2026 at 7pm at Keele Village Hall

Attendees: Parish Councillors: Cllr. C Ashton (CA), Cllr G Bibby (Chair, GB), Cllr. A Farr (AF), Cllr. A. Fear (AFE), Cllr. D. Haney (DH), Cllr D Jones (DJ) and Cllr A Rowe (AR).

Present: Clerk, N Lovell.

82/26 To receive apologies
Council **received** apologies from County Councillor S. Tagg, Parish Councillors Cllr. T Arnold, Cllr S Hughes, Cllr J Lefroy and Cllr. W Naylon.

83/26 Declarations of Disclosable Pecuniary Interests
None disclosed.

84/26 Public Open Forum
No members of the public in attendance.

85/26 Confirmation of Minutes
Council considered and **resolved** 6 in favour and 1 abstention to approve and sign as a factual record the minutes of the ordinary parish council meeting held at **7:00pm on Monday 21st September 2026.** (All councillors present at the meeting resolved to approve the minutes.)

86/26 To note (only) written reports circulated in advance:

a) Council **received** the Chair's report.
The chair advised that, following consultation with the parish council, the borough council had appointed Andrew Ashcroft as the independent examiner for the Neighbourhood Plan. Regulation 16 proceedings had now closed, meaning the plan was moving to the inspection stage, with final amendments expected before progressing toward a referendum early next year.

Council considered the production of a new parish council welcome guide. Council agreed that the current format, last produced in 2020, was too lengthy and should be condensed. The preferred approach was to create a concise leaflet, likely in a folded A5 or two-sided A4 format, focused on essential parish information, containing details of the responsibilities of each of the parish, borough and county councils, including key contacts, a brief section regarding local facilities and the parish council's contact and website information. Council considered the inclusion of a QR code, which would link to a section of the parish council's website, which would contain further information in addition to that contained in the guide, this also allowed for information to be updated.

Council also considered how and when the guide should be distributed. Council noted that identifying when new residents move in is difficult and access to electoral register information is limited. Possible distribution methods discussed included block delivery to specific streets or developments; using QR codes on notice boards; working with SCR to distribute information to staff and new member's of Keele University and making use of local knowledge from councillors and residents in the village. Council recognised that it did not currently have a direct representative from The Oaks, while there were existing links with other areas such as the Hawthorns.

GB agreed to draft a new guide, based on council's discussion points and present to council at its meeting in January 2027, at which point distribution of the guide would also

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be considered.

ACTION: GB TO DRAFT A NEW GUIDE FOR CONSIDERATION BY COUNCIL AT ITS JANUARY MEETING.

Council considered the proof of concept walking route maps produced by GB. Council noted that plotting the routes was relatively straightforward, however the design should remain clear and not become overloaded. A limit of around six routes was suggested, with colour coding seen as useful. Council considered using either OS Maps, subject to permission from Ordnance Survey via Staffordshire County Council, or an open-source map base. Council to continue to develop these maps, with a copy to be displayed in parish council noticeboards, website and included in council e-bulletins once completed.

ACTION: GB TO CONTINUE TO DEVELOP THE WALKING ROUTE MAPS AND PREPARE AN EXAMPLE FOR COUNCIL TO CONSIDER AT ITS JANUARY COUNCIL MEETING. THE CLERK TO INVESTIGATE LICENSING REQUIREMENTS IN RELATION TO THE USE OF ORDNANCE SURVEY MAPS.

Council considered the production of the final hardcopy Yew Tree newsletter and agreed to consider the matter at the January council meeting.

ACTION: GB TO DRAFT A FINAL COPY OF THE HARDCOPY NEWSLETTER FOR CONSIDERATION BY COUNCIL AT ITS JANUARY MEETING.

b) County & Borough Councillors.
Borough Councillor D Jones advised that he was liaising with Borough Council and Stoke on Trent City Council in order to arrange for parking enforcement officers to visit the parish at peak times, focusing on the area outside St John's primary school and the bypass. DJ stated that double yellow lines had been installed on some sections of the bypass, but this had just displaced the parked vehicles to other areas within the parish. Staffordshire County Council had confirmed that there were no current plans to implement further parking restrictions.

DJ agreed that speeding through the village was also an issue and supported a '20 is plenty' speed restriction in the centre of the village. DJ also added that he would contact the nearby quarry regarding the number of HGVs travelling through the village, as opposed to using the bypass.

ACTION: DJ TO CONTACT MARLEY ETERNIT QUARRY REGARDING HGVS DRIVING THROUGH THE VILLAGE.

DJ also advised that he had met with Roger Tate from Borough Council in relation to the parish council's request for the installation and relocation of waste bins and advised that initial feedback was positive. DJ would also contact the Vice-chair of Keele University regarding the possibility that the university install a waste bin at Keele Road.

ACTION: DJ TO CONTINUE TO PROGRESS THE RELOCATION AND INSTALLATION OF WASTE BINS.

DJ advised that a recent change to planning legislation had strengthened the borough council's ability to dismiss applications for Houses of Multiple Occupancy, which were also putting additional pressures on parking on some streets.

The clerk advised that a written report had been received from County Councillor Tagg

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advising that he would discuss vehicle speeds in the village with highways officers during the next Divisional Highways Plan meeting. All available funding from the Staffordshire Community Fund for this year had been allocated, it is expected that the fund will be replenished in April 2027.

The report also stated that the vegetation on the roundabout near Keele university would hopefully be cut back in December, adding that ongoing maintenance is being reviewed by Staffordshire County Council, this includes a suggestion to remove the bushes and replace them with grass. County Councillor Tagg requested the Parish Council's views regarding the proposed works.

Councillors agreed that the current planting grew too quickly and that hardstanding or grass would be much easier to maintain. However, council was concerned that vehicles may then drive over the roundabout if there is no vegetation/obstacles preventing that. Council agreed that a grassed area containing rocky outcrops/obstacles, to prevent over-driving, would be preferred.

ACTION: THE CLERK TO FORWARD THE PARISH COUNCIL'S PREFERENCE REGARDING THE SURFACING AT THE ROUNDABOUT TO COUNTY CLLR. S. TAGG.

87/26 Keele Neighbourhood Plan (Standing Item)
Council **noted** the appointment of the independent examiner, as per the Chair's report.

88/26 Borough Local Plan (Standing Item)
DJ confirmed that the Borough Council are awaiting instruction from central Government before progressing any works on a new Local Plan. Council expressed concern that delaying work on a new plan could create risks, particularly if new government housing targets require additional sites to be identified. Council noted uncertainty about future planning requirements and the possibility that, if local planning work does not progress, central government could impose its own approach.

89/26 To receive reports from the following sub-committees
a) Communications committee

AR advised that he had contacted Staffordshire Police and County Council Highways officers regarding vehicles parking around or near to the corner of Station Road/Keele Road. Staffordshire County Council categorise this type of parking as 'double parking', which is not within the remit of civil enforcement and therefore, advised that the matter be reported to the police. Vehicles parked on double yellow lines at Quarry Bank Road (near to St John's primary school) were also reported to Staffordshire County Council, this is categorised as missing/misleading layout by County Council and no further response had been received.

ACTION: AR TO FORWARD REPORTS MADE TO STAFFORDSHIRE COUNTY COUNCIL TO DJ, WHO WOULD FOLLOW UP WITH PARKING ENFORCEMENT OFFICERS.

DJ also suggested that the school be contacted and requested to include information regarding inconsiderate parking in its communications with parents.

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ACTION: CLERK TO WRITE TO ST JOHN'S PRIMARY SCHOOL.

The communications report also raised concerns regarding vehicle's speeding through the village, including concerns about vehicles travelling too fast near residential areas and around locations used by horses. AR also advised that he had contacted Staffordshire Police in relation to the speeding and parking issues raised, but had been advised that officers were unable to take any action.

ACTION: COUNCIL TO FOLLOW UP ANY POTENTIAL ACTION REGARDING SPEEDING VEHICLES WITH COUNTY COUNCILLORS S TAGG.

b) Environment and assets committee
DH advised that members of the committee had met and had divided the parish into smaller areas, with each member allocated a specific area to monitor. Members would then report any issues to Cllr. Hughes who would co-ordinate submissions and produce a monthly report to council.

ACTION: E&A COMMITTEE TO SEND A COPY OF THE MEETING REPORT/SUMMARY TO THE CLERK AND CHAIR.

The speed indicator device was identified as not displaying vehicle speed, only flashing warning lights as vehicles passed. CA stated that this device only displays warning lights not vehicle speed, this was noted by council, no further action required.

The condition of the footpath near the villa/Hawthornes entrance was raised as requiring works. The committee also reported a damaged road narrows sign and that the wooden handrail at the Church Lichgate was becoming loose.

ACTION: E&A COMMITTEE TO PROVIDE PHOTOS OF THE FOOTPATH NEAR THE VILLA, WHICH MAY THEN BE REPORTED TO BOROUGH COUNCIL IF REQUIRED. GB TO FOLLOW UP WORKS REQUIRED TO THE HANDRAIL AT THE LICHGATE WITH THE PAROCHIAL CHURCH CHARITY. THE CLERK TO REPORT THE DAMAGE ROAD NARROWS SIGN TO STAFFORDSHIRE COUNTY COUNCIL.

The committee further reported that issues with vehicles attending the 4X4 events at Haying woods continue to pose an issue. Attendees had been observed cleaning their vehicles in the layby in addition to parking on grassed areas and leaving mud and debris scattered across roads. The clerk advised that no response had been received to council's previous correspondence, DJ stated that the issue should be escalated to Staffordshire County Council.

ACTION: THE CLERK TO WRITE TO THE 4X4 GROUP RAISING THE ABOVE ISSUES, WITH THE CORRESPONDENCE COPIED TO COUNTY CLLR. S TAGG.

GB advised that he would lay the parish council poppy wreath at the war memorial on Remembrance Sunday and invited all councillors to attend.

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c) Planning committee
Planning applications:

Council reviewed planning matters and noted that changes under the new planning framework and National Scheme of Delegation had reduced democratic input into planning decisions. AFE reported that most applications are now decided by officers under delegated authority rather than by the planning committee and added that member call-in powers had been significantly limited as part of the new legislation. Council considered the following planning applications:

- 26/00681/FUL Keele University Sports Centre. Proposed 12m by 15m Salt Barn. Application considered by email due to submission deadline of 13th October. No comments received.

- 26/00682/TCA. T1, Yew tree, due to irreversible decline and loss of amenity, Fell. 30 The Village. This application was provided for information only.

Council noted the following planning decision:

- 26/00467/FUL Lennard-Jones Building Keele University. Proposed new plant machinery on existing flat roof, and replacement of 7No external windows. Permit.

d) Pepper Street development.
GB advised that no update was available since the scheduled meeting with the developer had been cancelled, with a further meeting expected on 23rd October.

90/26 To receive an update from Keele Village Hall Committee
No update received.

91/26 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). The clerk advised that the IT training scheduled to be held prior to the meeting had been cancelled because councillors would be unable to access the new email system until the service had been paid for. Council agreed that training should take place once the email subscription had been paid and the email system available. The clerk advised a training session was scheduled to be held prior to the November council meeting.
b) Council **noted** and **approved** the bank reconciliation for September**.** The clerk advised that due to a 'technical glitch' with the Co-op banking system, 3 payments which had been initiated and approved in September had not been made as scheduled. The payments had since been sent and a complaint raised with the co-op bank.
c) Council **noted** and **approved** the budget report. The clerk advised that the printing costs associated with the Neighbourhood Development Plan (NDP) had been moved to the Neighbourhood Development Plan budget, which brought the printing/general expenses payments back within budget. Insurance budget and website/IT budget remained in debit, however, all other budgets were at expected levels at the half yearly point.

92/26 Actions arising from the meeting held on 21st September 2026

a) Trees near Sculptures at Station Road

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To **consider** any works to trees, which may be affecting the health/growth of trees planted by residents. The clerk advised that a request had been received from Cllr. Naylon to defer this item to the November Council meeting. Council **resolved** unanimous to defer the item. DJ advised that he had spoken to the landowner, who had confirmed that works to the trees were planned.

ACTION: CLERK TO ADD THIS ITEM TO THE NOVEMBER COUNCIL MEETING AGENDA.

b) Speed Indicator Device – Station Road
Council **considered** the speed limit displayed on the device. The speed indicator device currently displayed a speed limit of 30mph, however, the legal speed limit at that point is 40 mph. Several councillors expressed the opinion that the speed limit should be lower, given the presence of houses, street lighting and horses nearby. GB proposed, council **resolved** 6 in favour and 1 against for the device to continue to display a speed limit of 30 mph as a reminder to drivers to slow down.
Council also noted that the device had been working intermittently, the clerk advised that the battery had now been charged and it was hoped this would remedy any issues with the device.

c) To **consider** any action with regards to the drafting of a welcome pack/letter for new residents. This matter was considered during the Chair's report.

93/26 Other matters

a) Council **received** the resignation of the vice-chair, cllr. Arnold, who would remain as a parish councillor. GB proposed Cllr. Ashton as the new vice-chair, DJ seconded, council **resolved** unanimous in favour to appoint Cllr. Ashton as the parish council vice-chair.

b) Council **considered** the process for the circulation of meeting agenda summonses. The clerk explained that councillors are required to provide specific consent to receive agendas electronically. Postal distribution of agendas was considered impractical due to cost and uncertainty over delivery times, especially given the short window between agenda publication and meetings. All councillors present consented to the receipt of agenda documents electronically.

ACTION: THE CLERK TO OBTAIN THE CONSENT OF COUNCILLORS NOT PRESENT AT THE MEETING.

c) Council **considered** the following parish council policies:
i) Health and Safety Policy.
GB proposed, council **resolved** unanimous in favour to adopt the policy as drafted.
ii) Privacy Notice, Councillors and Staff.
GB proposed, council **resolved** unanimous in favour to adopt the policy as drafted.
iii) Privacy Notice, General.
GB proposed, council **resolved** unanimous in favour to adopt the policy as drafted.

Council discussed privacy notices and data protection requirements, especially in relation to the bulletin mailing list stored in Google Contacts and locally on a computer hard drive. The clerk advised that holding contact data for the recipients of the council bulletin mailing list was acceptable, since there was a legitimate reason, namely sending the bulletin, for holding that data, provided the information was protected, for example through password protection and up-to-date virus software. Council agreed that a privacy/GDPR notice should be circulated to bulletin recipients explaining what data is held, why it is held and how it is protected.

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ACTION: THE POLICY TO BE CIRCULATED TO RESIDENTS LISTED ON THE BULLETIN MAILING LIST AND THE CLERK TO DRAFT AN ADDITIONAL NOTICE TO THOSE RESIDENTS WHICH WOULD ACCOMPANY THE POLICY.

iv) Document Retention Policy.
GB proposed, council **resolved** unanimous in favour to adopt the policy as drafted.

v) Publication Scheme.
GB proposed, council **resolved** unanimous in favour to adopt the policy as drafted.

ACTION: THE CLERK TO COMPLETE THE ADOPTION OF THE DRAFT POLICIES AND ADD THESE POLICIES TO THE COUNCIL'S WEBSITE.

d) Matters Ongoing
Council **considered** any action with regards to matters ongoing, a copy of the matters ongoing list and latest actions is appended to the minutes. All matters listed in red are complete and will be removed prior to the next Council meeting.

94/26 **General Data Protection Regulations (GDPR)**
Data Breaches (72 hrs)/Information Security/Subject Access Requests.
None.

95/26 Council noted the Staffordshire Parish Councils Association Bulletins and correspondence received.

96/26 **Any other business for future agendas**
None.

Meeting closed 8.55pm.

Payment Schedule October 2026

Date	Chq no.	Details	Description	Net £	VAT £	Total amount £
19.10.26	BACS	Ms N Lovell	Clerk Salary Oct 2026 inc Backpay	593.50	0.00	593.50
19.10.26	BACS	Ms N Lovell	Expenses (Mileage)	22.55	0.00	22.55
19.10.26	BACS	HMRC	Month 7	197.13	0.00	197.13
19.10.26	BACS	S Hough	Noticeboard Inspections & Yew Tree grass cut, charge SID, Weed treatment (war memorial)	240.00	0.00	240.00
19.10.26	BACS	Grounds Maintenance Services	Weed clearance church wall	150.00	30.00	180.00
19.10.26	BACS	Royal British Legion - Reimburse Clerk	Poppy Wreath	22.92	4.58	27.50
19.10.26	BACS	Netwise	Cllr email addresses subscription to 20.01.27	75.22	15.04	90.26
		Total		**1301.32**	**49.62**	**1350.94**

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BUDGET REPORT 2026/27 TO 30.09.26

BUDGET HEADER	BUDGET	ACTUAL	BALANCE
PAYROLL	**£9,700.00**	**£4,747.91**	**£4,952.09**
OFFICE EXPENSES (mileage, bank charges, MS Office)	**£560.00**	**£364.77**	**£195.23**
GENERAL ADMIN			
ROOM HIRE PRINTING CLLR EXPENSES	£450.00	£329.00	£121.00
DATA PROTECTION OFFICER	£200.00	197.00	3.00
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**	**£1,169.77**	**-£117.77**
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	£970.00	£4,030.00
YEW TREE ANNUAL MAINTENANCE	£780.00	£376.00	£404.00
LITTER PICKING CONTRACT	£800.00	£626.71	£173.29
MAINTENANCE TOTAL	**£6,580.00**	**£1,972.71**	**£4,607.29**
OTHER EXPENSES			
WAR MEMORIAL	£340.00	£0.00	£340.00
CHAIRMAN EXPENSES	£280.00	£264.00	£16.00
NEIGHBOURHOOD DEVELOPMENT PLAN	£6,069.00	£4,544.08	£1,524.92
NEW NOTICEBOARD - PEPPER ST	£0.00	£135.00	-£135.00
OTHER EXPENSES TOTAL	**£6,689.00**	**£4,943.08**	**£1,745.92**
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**	**£15,189.47**	**£11,831.53**

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AGENDA ITEMS - MATTERS ONGOING

ITEMS IN RED ARE COMPLETED AND WILL BE REMOVED PRIOR TO THE NEXT COUNCIL MEETING

AGENDA ITEM	MINUTE REF	SUMMARY/ACTIONS
Litter Picking of A525	52/26	WN to contact SCC to request litter picking
	17/26	Clerk to contact County Cllr to request litter picking.
	40/26	County Cllr advised request had been passed to NULBC Street Scene Manager. Continue to report as a litter issue.
Election Reserves	54/26	To be considered for 27/28 Budget
	17/26	Council resolved that the increase in precept for 26/27 be retained for 27/28 and the additional income be allocated to election reserves.
Haying Wood 4x4	56/26	WN and clerk write to the group
	17/26	EA CTTEE to obtain contact details & draft letter to group. EA CTTEE to monitor road condition
	40/26	Council noted letter had been sent - no response received
Sneyd Arms (ACV)	56/26	VN to produce submission for registration as ACV
	49/26	Council approved application & £14 land registry fee. Clerk to complete land registry search & submit application. Application submitted 20.07.26.
	73/26	Council noted BC approval of application - Consultation process to be commenced by BC - this process to be completed prior to registration as ACV.
Domain - keele.org.uk	56/26	VN to handover ownership of domain to council.
	17/26	Clerk, clerk designate, VN to progress transfer of domain to council. VN has transferred the NDP.org domain to the council. Clerk trying to ascertain the organisation who set up the keele.org domain in order for Moon creative to gain access.
Website hosting	17/26	Move website hosting from Moon Creative to 123 Reg. Website hosting moved to 123 Reg - July 2026. Moon Creative need access to the .org domain to point it in the direction of the website.
New noticeboard - Pepper St.	57/26	To be considered at EGM
	65/26	Approved submission of grant application to Welcome Break Charitable fund

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	59/26	Grant application successful. GB to sign grant funding agreement. Clerk to submit application to SCC requesting licence to install the noticeboard on the verge near the bus stop
	75/26	Clerk confirmed total cost for application £345. Application requires a highway extent plan to be submitted - this had been applied for. Clerk to continue to progress application and obtain costs for installation.
Neighbourhood Dev Plan	59/26	Reg 14 consultation complete
	46/26	Council approved plan and submission to NULBC.
	62/26	Reg 16 consultation expected to commence at the end of July.
	78/26	Reg 16 consultation to end on 28.09.26
	Email from BC	Examiner to be appointed - choice of 2 examiners sent to clerk & Chair.
Representative for the Keele University Estates Meeting	11/26	Defer appointment to future meeting
Pepper St. Development Lay-by	13/26	SCC to review their decision to remove the lay-by.
	70/26	SCC and the developer (Seddon) are discussing retention of the layby. SCC agreed in principle, Seddon to submit proposal.
Newsletter	17/26	Final hardcopy of newsletter to be produced late summer/autumn
Community Orchard	20/26	WN investigate options and requirements re a bid to the community fund for new planting
	42/26	WN & JL to investigate possible funding sources for works required
	59/26	WN & DJ to assess works required and develop a proposal prior to any grant funding application.
	75/26	Awaiting quote from parish council contractor
Yew Tree	20/26	Contiue with current arrangements and monitor condition
	70/26	Tree reported to be slowly recovering. Winter service of irrigation system on 16.10.26
Volunteer Litter Picking	20/26	Offer received from resident to carry out a litter pick. WN to liaise with resident & council litter picking contractor.
	42/26	Clerk to contact parish council litter picking contractor to obtain permission to share her details with the resident who volunteered.

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	Emails	Clerk passed litter picking contractor contact details to volunteer. Works planned for w/c 05.10.26 volunteer to littler pick Three Mile Lane, and contractor to join him on 08.10.26 on a voluntary basis, to pick the car park and woodland at the Gold Club. Volunteer is also going to do Pepper Street .
Councillor .gov email addresses	20/26	Clerk to progress with email provider - Netwise
	72/26	Council approved quote from Netwise. Clerk to place order. 30.09.26 clerk placed order - payment required before emails are live. Training for using email system to now be provided prior to November meeting.
Hedge - 50 Pepper St	37/26	EA CTTEE to take photos - matter to be added to July agenda
	57/26	Council noted works completed.
Hedge - 44 Pepper St	57/26	Council noted hedge encroaching pavement. Clerk to write to occupier. Letter written 20.07.26. Cllrs to monitor hedges along Pepper St footpath
Hedges - Pepper St	70/26	Write to land owner requesting remaining debris from cutting be removed. Re-assess any works required after summer die back.
Weeds in gutters - By-pass bridge	37/26	Clerk to contact SCC to request weed treatment. Email sent to Highways officer 29.09.26.
Payroll	39/26	Process payroll free of charge using HMRC Basic Tools software - matter to be added to July agenda
	56/26	Council resolved to terminate contract with VAST and commence payroll via HMRC Basic Tooks
	73/26	VAST contract terminated 30.09.26. Clerk to undertake payroll from 01.10.26. Oct 26 Clerk set up HMRC account and set up payroll - Clerk's October salary processed using new system.
Signage	40/26	To be added to July agenda. TA to take photos of Finney Green sign. WN to report damaged Lymes Rd sign to NULBC
	42/26	GB to compile list of road signs which require cleaning and forward to county cllr who would then forward to the appropriate dept. at SCC
	57/26	Speed sign & School sign on Keele Rd required cleaning - clerk to report to SCC, Reported 11.09.26 ref: 4513561.
	70/26	Keele Road speed sign has been cleaned by a volunteer.
	57/26	Tree branch at the Lodge obscuring speed limit sign. Clerk to write to occupiers to request works. Clerk sent letter 20.07.26

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Keele Sign on Pepper St	70/26	Obscured by vegetation - clerk to request BC carry out works to cut back vegetation.
Community Fund Grant (SCC) Vegetation around Station Rd Sculptures	42/26	Quote received of £750 for works from SH. WN to draft application for grant funding and monitor the condition of the oak tree near to the sculptures
	57/26	Council resolved to submit an application for funding of £375 to SCC Community Fund and for council to match fund £375. GB to complete and submit application.
	73/26	Application submitted, however works carried out by SCC, council agreed these works were sufficient and the application to the Community Fund be withdrawn.
New Bus Gate - A525	42/26	Development of bus gate & bus services to be added to July agenda. County Cllr to raise with NULBC
Keele University Development Plans	42/2	GB to liaise with university for updates.
Dog Waste Bins	42/26	Clerk to obtain list of current locations from NULBC & investigate signage (general waste bins can be used for dog waste). Cllrs to consider any additional locations. Matter to be added to July agenda.
	57/26	Council resolved to request a new BC funded general waste bin adjacent to the Pepper St bus stop and to request the relocation of the dog waste bin outside the Sneyd Arms to Keele Rd near the rear university entrance. DJ to pursue both requests with NULBC.
Three Mile Lane Pavement	54/26	EA CTTEE to photograph and monitor pavement obstructions
Passage from A525 to Chapel Close	54/26	GB to investigate overgrown vegetation reported.
	70/26	Vegetation cleared by volunteer.
Hedge behind Station Rd Sculpture	57/26	DJ to contact owner and request works to cut back hedge
Church Wall Vegetation	57/26	Council delegated authority to chair & Clerk to obtain quotes and authorise works to clear vegetation.
	70/26	Contractors commissioned to undertake works.
Tree between Baraka House & 1 Church Bank	57/26	Possible dispute re ownership/responsibility. Clerk to contact Lichfield Diocese to clarify ownership/responsibility.
	Emails	Clerk emailed Diosece 11.09.26. Surveyor to attend site on 17.09.26.

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Speed limits within village	59/26	Council resolved to pursue a reduction in speed to 20mph through village centre. JL to lead proposal and liaise with County Cllr
	76/26	County Cllr advised it was unlikely that a mandatory 20mph limit could be achieved, however an advisory 20 mph (20 is plenty) may be possible. County Cllr to investigate the possibility of allocating funding for a feasability study for an advisory 20 mph limit from the 2026/27 Divisional Highway Plan funding.
Parking around Primary School	59/26	DJ to contact traffic enforcement team and request a visit.
Parking	76/26	County Cllr to investigate the possibility of allocating funding for a feasability study for a parking review/study from the 2027/28 Divisional Highway Plan funding.
SID - Station Rd	59/26	Council noted sign is currently functioning - sign be monitored
	75/26	Clerk to instruct SH to charge battery (cost £40). Contractor charged battery end of September. Add the matter of the speed to be displayed to the October agenda.
Hedges A525 towards Madeley	74/26	Clerk has written to land owner requesting hedges be cut back.
Hedges - 3 Mile Lane	70/26	GB liaising with land owner of hedge bordering Keele Farmhouse to undertake works to cut back hedge.
The Village	70/26	Leaves accumulating in gutters and on pavements to be assessed following autumn road sweeping.
War Memorial	70/26	Delegate authority to Clerk & Chair to commission works to clear weeds in the gravelled area ahead of Remembrance Day. Contractor carried out weed treatment works beginning of October.
Bus Shelter Opp. Highway Lane	70/26	Assess whether further cleaning required in Spring 2027.
Quarry Bank Rd - Overgrown vegetation	74/26	Clerk to request SCC carryout works. 29.09.26 reports made to SCC online and email sent to County Cllr. ref: 4515620 - lighting and ref: 4515621 - overgrown hedges
SPCA request for submissions re Local Government Reorganisation	74/26	Committee to be formed to draft submission for consideration by council in January. Cttee members - JL, DJ & ST A Fear to be approached to join
Litter Picking Contract	74/26	Clerk to obtain advice from SPCA and establish arrangements made by other councils

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Risk Management Scheme	75/26	Clerk to compile Matters Ongoing database. Cttee to be formed to meet with clerk quarterly to receive updates. Cttee members GB,CA, AF & AR 1st meeting November
Instating Right of Way/footpath between Quarry Bank & Silverdale	75/26	Application submitted for registration of ROW in 1998. October 2025 application was determined and an order is to be made. Clerk requested update Sept. 2026 - SCC advised order not yet made, case is awaiting progression to the order making stage. Matter to be placed on agenda quarterly.
Moving Parochial Charity to the Community Foundation of Staffordshire	75/26	Agreement to make the transfer signed in July 2026 - awaiting a response from the Charity Commission.
Keele University Roundabout - Vegetation requires cutting	75/26	Clerk to report to SCC and copy in County Cllr. 25.09.26 report made to SCC and to highways officer and county cllr report ref: 4515219. 30.09.26 highways officer confirmed works order had been raised. 30.09.26 County Cllr confirmed he had contacted NULBC who had agreed to carry out the works due to funding received from the advertisement board on the roundabout. 15.10.26 received email from SCC - NULBC no longer carrying out works - SCC have taken responsibility for ongoing maintenance - works scheduled for 04.12.26 and assessment re planting to be carried out.
Adoption of Roads at the Hawthorne's Estate	76/26	County Cllr to check progress

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