

PUBLIC NOTICE

Keele Parish Council Meeting

To be held at Keele Village Hall, Highway Lane on
Tuesday 15th January 2019 at 7.00pm.

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



(Clerk/RFO)

Issued 08.01.19

AGENDA

1) **Public Open Forum**

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

2) **PCSO Colin Hodgkinson - progress with tackling illegal parking**

3) **Apologies –**

4) **Declarations of Disclosable Pecuniary Interests**

5) **Minutes of the Parish Meeting held on 20th November 2018**

1. To approve
2. Matters arising not on the agenda

6) **To approve the Budget 2019/2020 and set the precept – See Appendix A**

7) **General Data Protection Regulations (GDRP)**

To approve the following:

- Communication protocol – see Appendix B
- Data Protection and Information Policy – see Appendix B
- Information Breach – see Appendix B
- Information Security Incident Policy and procedure – see Appendix B
- Acceptable user policy **(All to sign)** – See Appendix B

8) **Planning applications – to provide comments on the following:**

Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire – remediation of spoil tip

[Single storey garage extension to side and single storey kitchen extension to rear](#) 64 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH Ref. No: 18/00979/FUL

[Development of solar photovoltaic farm and energy storage facility known as "The Low Carbon Energy Generation Project \(Solar Storage Development\)" along with associated infrastructure](#) Land Adjacent To Springpool Wood, South Of Phase 3 And West Of Newcastle Golf Course, Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BW Ref. No: 18/00934/FUL

[Development of two wind turbines known as "The Low Carbon Energy Generation Project \(Wind Development\)", one up to 77m to tip and one up to 67m to tip, along with associated infrastructure.](#) Land Adjacent To Springpool Wood, South Of Phase 3 And West Of Newcastle Golf Course, Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BW Ref. No: 18/00933/FUL

[18/01013/FUL | Ground floor extension to east flank of Stephenson Building to provide revised staff and visitor entrance with storage for nitrogen storage vessel.](#) Cobra Biologics Keele University Science Park Three Mile Lane Keele Newcastle Under Lyme Staffordshire

9) **Amenities**

1. Relocation of the Keele village sign – Mr G Bibby
2. Community Speed Watch

3. Outcome of Safer roads funding application for £5k – to authorise the order for 2 vehicle activated signs at a cost of £5.4k and also the additional cost required for the posts approx. £500 (location to be agreed with Highways) plus £160 for warranty (2nd year) – to authorise additional spend of approx. £1000
4. Keele War Memorial – steps, ramp, gravel, missing names, to agree a working party to replace the gravel
5. To consider renewing the contract for the Yew Tree irrigation as per below:
 - Spring £218.00
 - Mid-season £133.00
 - Winter £162.00
 - Pre-pay all 3 £461.70
 - and also to carry out further work as identified following the winter service “Bring Hunter solenoid for start up” at £18.50
6. Streetlighting in the Village – Mrs W Naylor
7. Highway Lane turning bay – Mrs W Naylor

10) Other matters for consideration:

1. Keele Growth Corridor – update if available
3. Update on Boggs Cottages – Cllr Kearon /Cllr Dave Jones

11) Reports

1. Chairman’s report including Neighbourhood Plan update – Mr G Bibby
2. County & Borough Councillors Cllr D Jones and Cllr Kearon
3. Borough Standards Committee –Cllr Naylor
4. Betley Keele and Madeley Locality Action Partnership –Mrs Naylor/Mr Downing
5. Village Hall Management Committee – Mrs Hughes
6. Litter Collector report – Mrs Naylor

12) Clerk's Reports

Correspondence

To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda :

13) Financial matters:

1. To approve payments/orders, receipts and transfers – **Appendix C**
2. To appoint an internal auditor for the year ending March 2019
3. To approve the salary scales from 1st April 2019 for the Clerk (as circulated with the SPCA bulletin)
4. To approve the Society of Local Council Clerks subscription at a cost of £27.30

14) Any Other Business for future agendas

Meeting closes

Appendix C- Payments Schedule

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 62	SLCC	Subs 19/20 (10% share)	27.30
bacs 63	C Withington	Dec Salary inc 3 hrs GDPR policies	289.41
bacs 64	C Withington	Dec Expenses inc mileage	15.00
bacs 65	HMRC	Tax and NI (Dec)	72.40
bacs 66	Mrs W Naylon	Litter Collection 14th Nov	-
bacs 67	Steve Hough	Noticeboard labour and materials (QB)	135.00
bacs 69	C Withington	Jan Salary inc 3 hrs GDPR policies	254.40
bacs 70	C Withington	Jan Expenses inc mileage	15.00
bacs 71	HMRC	Tax and NI (Jan)	63.40
bacs 72	Access Irrigation	Yew tree contract	-
		Monthly Total	871.91

RECEIPTS

NIL

Appendix A Draft budget 19/20

	Approved budget 18/19 £	Actual to date £	Expected spend £	Estimated Outturn £	Draft Budget 19/20 £	
EXPENDITURE						
Clerk's Payment (and office expenses)	4100	3,796.04	800.00	4,596.04	5500	
Litter payment	1800	970.71	420.00	1,390.71	1800	
Grounds Maintenance (16/17, 17/18, 18/19)	300	520.00	270.00	790.00	300	
General/Admin Expenses			-	-		
Councillor Expenses/Room hire/Subs/Printing	625	615.92	100.00	715.92	775	
Miscellaneous	50	86.66	-	86.66	50	
Data Protection officer Staffs County	480	390.00	-	390.00	390	
Audit	100	50.00	-	50.00	100	
Insurance	650	665.33	-	665.33	670	
Remb. Sunday wreaths S137	20	-	20.00	20.00	20	
Subscriptions			-	-		
Parish Council Associaton	272	-	272.00	272.00	272	
Society of Local Council Clerks	40	27.30	-	27.30	40	
Campaign to Protect Rural England	15	-	15.00	15.00	15	
Community Council	27	-	-	-	0	
Information Commissioner	0	40.00	-	40.00	40	
Parish Online Mapping	56	59.00	-	59.00	60	
Village Lengthsman Scheme	390	470.00	100.00	570.00	1,500	
Church Yard contribution S137	950	-	950.00	950.00	950	
Village Hall Contribution (Maintenance)	500	500.00	-	500.00	500	
Misc Contingency	100	-	100.00	100.00	100	
Yew Tree Annual Maintenance	400	-	400.00	400.00	500	
Seats, shelters and Notice Boards	400	135.00	265.00	400.00	400	
Special Projects (eg Parking zone, Vill hall survey, VAS)	500	-	1,500.00	1,500.00	500	
War Memorial	100	-	100.00	100.00	100	
Other (S136)	-	-	-	-	-	
CPI Footpath grant	-	-	-	-	-	
Expenses			-	-		
Chairman	220	220.00	-	220.00	250	
Rural Runabout	-	-	-	-	-	
S137 (Church clock)	215	-	215.00	215.00	215	
VAT (recoverable)	0	62.96	-	62.96	0	
Total	12310	8582	5527	14136	15,046.92	
Neighbourhood Plan TO BE GRANT FUNDED		95.00	-	95.00	-	
Total	12,310	8,677	5,527	14,231	15,047	
INCOME (- Credit)						
	Budget	Actual	Expected	Outturn	Estimated 19/20	
Precept	12,183	12,183.00	-	12,183.00	14,096.92	
Sect 136 funding NBC	1,500	1,000.00	-	1,000.00	500.00	
Council tax grant support	214	214.00	-	214.00	-	
Keele University contribution	450	-	450.00	450.00	450.00	
Bank Account Interest	10	3.18	-	3.18	-	
NP Grant	-	-	-	-	-	
Miscellaneous	-	44.00	-	44.00	-	
Vat recoverable	-	484.30	62.96	547.26	-	
	14,357	13,928.48	512.96	14,441.44	15,046.92	
Grant - Nplan RING FENCED	-	-	-	-	-	
Total	14,357	13,928.48	512.96	14,441.44		
TOTAL OVERSPEND/-UNDERSPEND						
				Current year -	210.52	Underspend
Reserves (carried forward to 18/19)	7,390					
			Council Tax Base = 337	Annual	Per Week	
Plus (-)underspend/less Overspend	- 211		2018/19 Precept £12183	£35.83	£0.69	
Estimated reserves to 2019/20	7,600		2019/20 Precept £14096	£41.83	£0.80	
By election contingency	2,000					
Ringfenced NP grant	0					