Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 28th April 2025

Attendance	
Chairman:	Cllr A Jacobs
Councillors:	Cllr J Hillman, Cllr M Aspaturian, Cllr B Astbury (from item 6), Cllr R Carter (from item 6), Cllr J Dickinson, Cllr S Ford, Cllr J Gibbs, Cllr I Lurcock, Cllr C Sirigou (from item 6), Cllr Y Orungbemi
Clerk:	Mr Wayne Salisbury
Other:	None
Public:	4 (at start of meeting)
Apologies:	Cllr M Docker

Meeting started at 7:30 p.m.

1. **Welcome**
   The Chair welcomed all to the meeting.

2. **To receive apologies for absence**
   Apologies for absence were received from Cllr M Docker.

3. **Declarations of Interest**
   No interests declared.

4. **Minutes of the previous meeting**
   RESOLVED: that the minutes of the meeting held on 17th March 2025 be approved as a correct record and signed by the Chair.

5. **Co-Option**
   The Chair introduced the candidates who were in attendance and advised members that the candidate statements had been shared with members before the meeting.

   The candidates were asked if they wished to provide any further information, to which they highlighted further details of their experience, how they wish to contribute, and how their personal attributes could benefit the Council.

   The Chair highlighted the work of a councillor and the required commitment.

   RESOLVED: To Co-opt Berenice Astbury, Chrisoula Sirigou and Robert Carter to the vacant seats on Stapeley & District Parish Council.

   Following the signing of the declaration of acceptance of office Cllr Astbury, Cllr Sirigou and Cllr Carter joined the meeting.

6. **Public Participation.**
   A member of the public asked if there was an update on the speed watch scheme. The Chair responded that we are currently negotiating the return of the Council's speed gun and in the future, we will be working with the PCSO on further training for members of the community who wish to take part.

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7. Cheshire East Borough Councillor's report

The borough councillors were not in attendance and no reports were received before the meeting.

8. Authorisation of Payments

RESOLVED: The schedule of payments for the 28th April 2025 correctly states the invoices presented and that **£2821.07** is approved to be paid; **£952.69** has been paid as per the annual approved payments list and **£3134.32** has been paid to avoid late payment. (as detailed on page 76)

9. Clerk's Report

The Clerk summarised their written report, highlighting the following.

- Actions since the last meeting have been focussed on the end of year process and the internal audit. Priorities until the next meeting will be internal audit submission, external audit preparation and preparation for the annual meeting of the Council.
- Community Hall
    - New wall and door constructed which now provides a secure storage room for hirers.
    - Floor cleaning completed on the 12th April.
    - Decorator started preparing on the 17th April, further work will be taking place on the 7th and 8th May.
    - An application has been submitted for a Wi-Fi hub for community spaces which is being offered free of charge.
    - A refund for credit on the water bill has been received.
    - Health & Safety assessment took place on the 14th April. Full report expected mid-May.
    - The hall remains very busy with occasional bookings. The clerk recently took a deposit for a hire and conducted a condition check which proved successful.
    - 2 police surgeries took place on the 3rd and 14th April.
- 2 items of resident correspondence have been received regarding Muller Property and the Elwood Gardens development.

Cllr Hillman raised that they had recently attended the police cluster meeting on behalf of the Council. Key points conveyed were.

- Attempted burglaries on the Stapeley estate to steal car keys.
- Drug related offences at the Nantwich Jazz festival.
- Cyber security for schools and how to protect children online.

It was also noted that Stapeley is not formally part of the cluster but due to part of our parish being rural the PCSO will continue to include the Parish Council in their updates.

The next meeting will take place on the 17th July, and a member of the Parish Council will be required to attend and represent the Parish Council. Cllr Dickinson and Cllr Aspaturian advised that they would be interested in attending and will check their availability.

Cllr Hillman updated that the planters outside the community hall will be planted ready for the next season within the next 2 weeks.

10. Planning

To consider any planning applications which have been received since the publication of this agenda.

It was noted that no additional planning applications had been received since publication of the agenda.

11. Bank Reconciliation

RESOLVED: that the bank reconciliation summary is an accurate reflection of payments and receipts against the bank balances as of 31st March 2025. (as detailed on page 77)

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12. Accounting Audit

RESOLVED: That the accounting audit for the 4th quarter of the 2024-25 Council year as completed by Cllr Gibbs is accepted. (as detailed on page 78)

13. Budget Review

The Chair reported that we have made some progress on spending in the final quarter but that there were considerable underspends on specific budget lines due to delays on their associated projects, notably Talbot Way Pond and the Victorian orchard.

Cllr Hillman queried the difference on the gas budget line across the 2 reports produced. The clerk clarified that one shows VAT and the other VAT exclusive.

RESOLVED: that expenditure and income against the budget for the 4th quarter of the 2024-25 Council year is approved. (as detailed on page 78)

14. Budget Position

RESOLVED: to accept the budget position information as reported. (as detailed on page 80)

The clerk advised that members that the Parish Council is due to receive a significant CIL (Community Infrastructure Levy) payment and that this will increase the funds the Council holds.

Cllr Hillman queried which development the CIL relates to and if it is being paid at the general or neighbourhood plan rate. The clerk advised that they would investigate further.

15. 2025-26 Reserves

RESOLVED: that no earmarked reserves will be formed as the anticipated general fund after 2025-26 budgeted expenditure is forecast to be £17,573.28 which is 87.9% of the 2025-26 precept value.

It was noted that once the CIL payment has been received Council will consider if it should be placed into an earmarked reserve.

16. Exclusion of all persons other than Stapeley & District Parish Council members and staff

That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of sensitive/confidential information.

The motion was not moved as no members of the public were present at this point.

Part 2

17. Clerk Additional Hours

RESOLVED: to pay the clerk an additional 4.25 hours for hours worked more than contract between 17th March 2025 and 27th April 2025.

It was noted that this payment will be made in May's payroll as April's has already been processed.

Meeting concluded at 8:32pm.

Chairman…… Date……

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Schedule of Payments – as resolved in item 8.

Stapeley & District Parish Council
Schedule of Payments
28th April 2025

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	29/04/2025	Nantwich Town Council	Annual payment for allotment plots 2024-25	1264.11		BT - Unity	Allotments Act 1908 S 23	Yes
2	29/04/2025	Wayne Salisbury - Clerk	Amazon - Community Hall Cleaning Supplies	31.58		BT - Unity	LGA 1972 S 133	Yes
3	29/04/2025	Wayne Salisbury - Clerk	Amazon - Community Hall Cleaning Supplies	31.18	**147.75**	BT - Unity	LGA 1972 S 133	Yes
4	29/04/2025	Wayne Salisbury - Clerk	Microsoft 365 Annual Subscription	84.99		BT - Unity	LGA 1972 S 111	Yes
5	29/04/2025	Wayne Salisbury - Clerk	Homeworking Expenses (01/03/25 to 31/03/25)	78.00		BT - Unity	LGA 1972 S 111	Yes
6	29/04/2025	Wayne Salisbury - Clerk	HP Instant Ink - Ink Subscription	25.49	**103.49**	BT - Unity	LGA 1972 S 111	Yes
7	29/04/2025	Shires Accountants	Payroll Service April to October 2025	93.60		BT - Unity	LGA 1972 S 111	Yes
8	29/04/2025	ChALC	Annual Affiliation Fee 2025-26	1212.12		BT - Unity	LGA 1972 S 143	Yes
			Total	**2821.07**				

Payments made as per the annual approved payments list

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
9	28/04/2025	W Salisbury - Clerk	Salary - April 25	480.98		BT - Unity	LGA 1972 S 112	Yes
10	23/04/2025	HMRC	PAYE Contributions - Month 12	147.83		BT - Unity	LGA 1972 S 112	Yes
11	27/03/2025	W Salisbury - Clerk	Salary - March 25 (inc 10 add hrs and adjust resolved at March meeting)	619.28		BT - Unity	LGA 1972 S 112	Yes
12	27/03/2025	HMRC	PAYE Contributions - Month 12	157.02		BT - Unity	LGA 1972 S 112	Yes
13	17/04/2025	West Mercia Energy	Community Hall - Electricity Charge (01/02/25 to 28/02/25	105.76		DD - Unity	LGA 1972 S 133	Yes
14	01/04/2025	Greenzone	Community Hall - Waste Collection (Additional Collection 9th Jan)	1.32		DD - Unity	LGA 1972 S 133	Yes
15	01/04/2025	Greenzone	Community Hall - Waste Collection (3rd to 17th April)	69.31		DD - Unity	LGA 1972 S 133	Yes
			Total	**1581.50**				

Payments made as previously resolved at a meeting or to avoid late payment

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
16	20/03/2025	Rhino Safety	Community Hall Health & Safety Inspection & Documents	900.00		BT - Unity	LGA 1972 S 133	Yes
17	20/03/2025	JB Installations	Community Hall - Wall and door installation	1220.00		BT - Unity	LGA 1972 S 133	Yes
18	23/04/2025	Vorwerg Ltd (Bright & Beatiful)	Cleaning - Stapeley Community Hall - March 2025	464.10		BT - Unity	LGA 1972 S 133	Yes
19	23/04/2025	HH Floor Care	Community Hall Floor Cleaning - Balance (resolved Feb 25)	544.22		BT - Unity	LGA 1972 S 133	Yes
	31/03/2025	Unity Trust Bank	Service Charge	6.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**3134.32**				

Invoices checked and verified at the meeting held on 28th April 2025

Cllr J Gibbs 28/04/25

Cllr - Proposer - Sign & Date

Cllr J Hillman 28/04/25

Cllr - Seconder - Sign & Date

Receipts - March 2025		
Date	**Amount**	**Details**
03/03/2025	£191.25	Community Hall - Regular Hire
03/03/2025	£60.00	Community Hall - Regular Hire
03/03/2025	£75.00	Community Hall - Regular Hire
03/03/2025	£180.00	Community Hall - Regular Hire
04/03/2025	£150.00	Community Hall - Regular Hire
06/03/2025	£45.00	Community Hall - Occasional Hire
11/03/2025	£180.00	Community Hall - Occasional Hire
17/03/2025	£60.00	Community Hall - Occasional Hire
31/03/2025	£442.56	Bank Interest - Unity Trust
	£1,383.81	

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Bank Reconciliation 31st March 2025 – as resolved in item 11.

Checked and verified by Cllr S Ford and Cllr Y Orungbemi.

21 April 2025 (2024-2025)

Stapeley and District Parish Council

Prepared by: W Salisbury Clerk / RFO — Date: 21st April 2025

Name and Role (Clerk/RFO etc)

Approved by: W Salisbury Clerk / RFO — Date: 21st April 2025

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2025			
	Cash in Hand 01/04/2024			83,219.29
	ADD			
	Receipts 01/04/2024 - 31/03/2025			30,590.91
				113,810.20
	SUBTRACT			
	Payments 01/04/2024 - 31/03/2025			46,886.92
A	**Cash in Hand 31/03/2025** (per Cash Book)			**66,923.28**
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2025	0.00	
	RBS Current Account	31/03/2025	0.00	
	RBS Gold Deposit Account	31/03/2025	0.00	
	Unity Trust Current 0033	31/03/2025	717.73	
	Unity Trust Instant Access 0046	31/03/2025	66,571.94	
				67,289.67
	Less unpresented payments			336.39
				66,953.28
	Plus unpresented receipts			-30.00
B	**Adjusted Bank Balance**			**66,923.28**
	A = B Checks out OK			

Accounting Audit Quarter 4 – as resolved in item 12.

Completed by Cllr J Gibbs.

VOUCHER / PAYMENT NO	DATE OF ENTRY	SUPPLIER / RECIPIENT	£ AMOUNT	DATE CASHED / PAID	INVOICE UPLOADED AND CORRECT	ENTRY APPEARS ON THE SCHEDULE OF PAYMENTS
114	10.01.25	West Mercia Energy	£135.64	16.01.25	yes	yes - 20.01.25
121	18.01.25	Scottish Power	£508.53	27.01.25	yes	yes – 17.02.25
125	20.01.25	Davies & Johnson	£1184.40	21.01.25	yes	yes – 20.01.25
128	21.01.25	Scouts	£25.00	21.01.25	yes	yes – 17.02.25
129	06.02.25	Greenzone	£66.00	03.03.25	yes	yes – 17.03.25
130	06.02.25	Bright and beautiful	£464.10	24.02.25	yes	yes – 17.03.25
136	18.02.25	Clerk	£584.66	28.02.25	yes	yes – 17.03.25
141	27.02.25	Martyn Lewis	£1237.50	28.02.25	yes	yes – 17.03.25
144	06.03.25	Helloprint	£121.21	06.03.25	yes	yes – 17.03.25
147	07.03.25	HH Floor Care	£233.23	12.03.25	yes	yes – 17.03.25
152	18.03.25	HMRC	£157.02	27.03.25	yes	yes – 28.04.25
154	20.03.25	Rhino safety	£900.00	20.03.25	yes	yes – 28.04.25

Budget Review Quarter 4 – as resolved in item 13.

	Budget 2024-25			Actual - Q1 1st April - 30th June 2024		Actual - Q2 1st July - 30th September 2024		Actual - Q3 1st October - 31st December 2024		Actual - Q4 1st January - 31st March 2025		Totals	Variance
	Cost Centre	**Payments**	**Receipts**	**Payments**	**Receipts**	**Payments**	**Receipts**	**Payments**	**Receipts**	**Payments**	**Receipts**		
	Parish Expenditure												
2	Grants/Donations	£1,500.00										£0.00	£1,500.00
6	Clerk's Salary	£10,000.00		£1,660.41		£1,510.27		£1,795.68		£1,747.13		£6,713.49	£3,286.51
7	Tax/NI	£2,000.00		£827.09		£377.60		£466.40		£439.02		£2,110.11	-£110.11
8	Payroll Service	£500.00		£88.20				£272.40	£136.20	£18.00		£378.60	£121.40
9	Printing Annual Report												
10	Newsletter	£1,600.00								£410.21		£410.21	£1,189.79
11	Clerk Expenses	£1,200.00		£12.00		£25.49		£24.00		£252.00		£313.49	£886.51
12	Stationery	£600.00		£7.50				£25.49		£17.97		£50.96	£549.04
13	Grounds Maintenance	£3,000.00		£845.00				£725.00		£980.00		£2,550.00	£450.00
14	S.137 Grants												
15	Audit Fees	£750.00				£554.40		£252.00				£806.40	-£56.40
16	Insurance	£750.00		£525.73								£525.73	£224.27
17	Subscriptions	£1,200.00		£1,595.76		£513.64		£46.20		£18.00		£2,173.60	-£973.60
18	Members Costs	£250.00		£25.00		£50.00						£75.00	£175.00
19	Miscellaneous	£200.00										£0.00	£200.00
20	Speed Watch	£600.00										£0.00	£600.00
21	Street Lighting			£1,062.37		£550.86		£556.91		£508.53		£2,678.67	-£2,678.67
22	Website	£1,200.00		£12.00		£288.00		£83.90				£383.90	£816.10
25	Community Hall Expenditure	£2,000.00										£0.00	£2,000.00
26	Cleaning	£5,000.00		£1,392.30		£928.20		£1,428.20		£1,775.53		£5,524.23	-£524.23
27	Electricity	£1,200.00		£365.18		£319.27	£40.87	£366.06		£486.66		£1,537.17	-£337.17
28	G-Zone	£900.00		£297.00		£231.00		£264.00		£202.63		£994.63	-£94.63
29	Water	£200.00				£293.79		£97.41				£391.20	-£191.20
30	Wifi	£240.00										£0.00	£240.00
31	Gas	£5,000.00		£7,305.57		£300.81		£247.70				£7,854.08	-£2,854.08
32	Miscellaneous	£3,000.00		£2,051.22								£2,051.22	£948.78
33	Planters for Comm Hall												
34	Victorian Orchard	£10,000.00										£0.00	£10,000.00
35	New benches	£2,000.00										£0.00	£2,000.00
36	Vehicle speed display units	£10,000.00										£0.00	£10,000.00
37	Litter Action Project	£500.00										£0.00	£500.00
40	Community Hall Expenditure	£4,000.00		£92.00		£289.76		£2,324.87		£3,697.50		£6,404.13	-£2,404.13
41	Transfer to reserves	£10,000.00										£0.00	£10,000.00
42	Conservation Pond	£10,000.00		£100.00		£663.00		£357.00				£1,120.00	£8,880.00
43	Building Maintenance	£10,000.00		£138.00						£1,702.10		£1,840.10	£8,159.90
		£99,390.00		**£18,402.33**		**£6,896.09**		**£9,333.22**		**£12,255.28**		**£46,886.92**	**£52,503.08**
	Carried						£40.87		£136.20			£177.07	
	Community Hall Income												
39	Parish Income		£0.00		£4,180.50		£2,568.75		£3,167.50		£3,333.75	£13,250.50	-£13,250.50
	Parish Income												
1	Precept		£12,143.00		£6,071.50		£6,071.50					£12,143.00	£0.00
3	Interest		£1,500.00		£496.66		£579.60		£489.52		£442.57	£2,008.35	-£508.35
4	VAT Reclaim		£2,000.00						£1,515.75		£1,496.24	£3,011.99	-£1,011.99
5	Other Income		£8,000.00									£0.00	£8,000.00
38	Interest		£1,500.00									£0.00	£1,500.00
	Total	**£99,390.00**	**£25,143.00**	**£18,402.33**	**£10,748.66**	**£6,896.09**	**£9,260.72**	**£9,333.22**	**£5,308.97**	**£12,255.28**	**£5,272.56**	**£30,590.91**	
		Payments	**Receipts**	**Payments**	**Receipts**	**Payments**	**Receipts**	**Payments**	**Receipts**	**Payments**	**Receipts**	**Totals**	**Variance**
	GRAND TOTAL	**£99,390.00**	**£25,143.00**	**£18,402.33**	**£10,748.66**	**£6,896.09**	**£9,260.72**	**£9,333.22**	**£5,308.97**	**£12,255.28**	**£5,272.56**		

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Budget Position 2024-25 – as resolved in item 14.

Cash on Hand - 1st April 2024

Council Bank Account Balances

RBS Current	£578.95	
RBS Gold Deposit	£83,106.34	
Total	**£83,685.29**	
Unrepresented	£406.00	
Grand Total	**£83,219.29**	**Balance brought forward.**

Budget set for 2024 - 25 (1st April 2024 – 31st March 2025)

Payments	£99,390.00
Receipts	£25,143.00
Budgeted appropriation from reserves	£74,247.00

The budgeted payments included a £10K transfer to reserves.

Actual Position (1st April 2024 – 31st March 2025)

Payments	£46,886.92	
Receipts	£30,590.91	
Actual appropriation from reserves	**£16,296.01**	
Actual Cash on Hand – 31st March 2025	**£66,923.28**	(General Fund)

Budget set for 2025 - 26 (1st April 2025 – 31st March 2026)

Payments	£88,600.00
Receipts	£39,250.00
Budgeted appropriation from reserves	£49,350.00
Anticipated reserves remaining on 31st March 2026	£17,573.28

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