Email: clerk@stapeleyparishcouncil.gov.uk

Website: www.stapeleyparishcouncil.gov.uk

Tel: 07449 457136

13th May 2025

To: **Members of Stapeley & District Parish Council**

Dear Councillor
You are summoned to attend the **Annual Meeting** of **Stapeley & District Parish Council** which will be held on **Monday 19th May 2025** at **7:30pm** at **Stapeley Community Hall, Pear Tree Field, Stapeley, CW5 7GW.**

Yours sincerely

Wayne Salisbury
Clerk and Responsible Financial Officer

Agenda

1. **Election of Chair**
   To elect a Chair of the Parish Council for the ensuing year of 2025-26

2. **Election of Vice Chair**
   To elect a Vice Chair of the Parish Council for the ensuing year of 2025-26

3. **To receive apologies for absence**
   To receive any apologies for absence. Apologies for absence should be notified to the Clerk as soon as possible prior to the meeting.

4. **Declarations of Interest**
   To receive declarations of Members' interests. Members are to disclose any pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of pecuniary interests, to leave the meeting prior to discussion of that item.

5. **Minutes of the previous meeting**
   To approve as a correct record the minutes of the meeting of the Council held on Monday 28th April 2025 and discuss any matters arising which are not specific items on this agenda.

6. **Committee's**
   a) To consider membership of the Parish Council Staffing Committee. (4 Seats)
   b) To consider membership of the Parish Council Complaints Committee. (3 Seats)

7. **Working Groups**
   a) To consider membership of the Parish Council Conservation Area Working Group.
   b) To consider membership of the Parish Council Victorian Orchard Working Group.
   c) To consider the formation and the membership of the Parish Council Road Safety and Speed Watch Working Group.

8. **Financial Regulations**
   To consider the adoption of the updated financial regulations (following the revision made by NALC).

9. **Standing Orders**
   To consider the adoption of the updated standing orders (following the revision made by NALC).

10. **Public Participation.**
    - A period not exceeding 15 minutes for members of the public to ask questions and submit comments.
    - Please submit your questions or comments to the Clerk by emailing the address above before 9 am on the day of the meeting to ensure inclusion.

11. **Cheshire East Borough Councillor's report**
    To receive a report on any matters of interest relating to the parish. Following the report, members will be allowed to direct any questions to the Councillor.

12. **Support Services**
    a) To approve the ongoing appointment of JDH Business Services for internal audit services.
    b) To approve the ongoing appointment of Shires Accountants for payroll services.

13. **Council Meeting Dates**
    To consider the dates of full council meetings for the 2025-26 Council year.

14. **External Bodies**
    To receive a report for the trustees of Batherton and Stapeley Charities. (Wybunbury United Charities)

15. **Insurance**
    To consider the quote received for the renewal of the Council insurance policy (year 3 of a 3 year agreement).

16. **Authorisation of payments**
    To consider the approval of payments for May 2025 (payment schedule to follow from the Clerk).

17. **Clerk's Report**
    To receive a report from the Clerk.

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

19. **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.

Part 2

20. Clerk Additional Hours

To consider the payment of any additional hours worked by the clerk