Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 16th June 2025

Attendance

Chairman:	Cllr A Jacobs
Councillors:	Cllr J Hillman, Cllr M Aspaturian, Cllr B Astbury, Cllr J Dickinson, Cllr M Docker, Cllr S Ford, Cllr J Gibbs, Cllr I Lurcock, Cllr Y Orungbemi, Cllr C Sirigou
Clerk:	Mr Wayne Salisbury
Other:	None
Apologies:	Cllr R Carter
Public:	2

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Meeting started at 7:31 pm.

1. **To receive apologies for absence**
   Apologies for absence were received from Cllr R Carter.

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

3. **Minutes of the previous meeting**
   RESOLVED: that the minutes of the meeting held on 19th May 2025 be approved as a correct record and signed by the Chair.

4. **Public Participation.**
   Members of the public who were in attendance did not make any statements or ask any questions.

5. **Cheshire East Borough Councillors' report**
   The borough councillors were not in attendance and no reports were received before the meeting.

6. **Authorisation of Payments**
   RESOLVED: The schedule of payments for the 16th June 2025 correctly states the invoices presented and that **£1104.97** is approved to be paid; **£1165.39** has been paid as per the annual approved payments list and **£2899.70** has been paid to avoid late payment. (as detailed on page 92)

7. **Clerk's Report**
   The Clerk summarised their written report, highlighting the following.
   - Actions since the last meeting have been focussed on the internal audit submission and the VAT reclaim for quarter 4.
   - Priorities until the next meeting will be external audit submission and reviewing the health and safety assessment.
   - Community Hall
     - Decorating work is in progress, more dates will be booked in with the contractor.
     - The hall is consistently busy with occasional bookings and regular hirers.
     - A viewing has been conducted with a yoga instructor which may lead to a regular booking.

- Talbot Way pond area ground report is due this week and will be considered at the July meeting.
- Correspondence received from a resident regarding the Maylands consultation.

Cllr Astbury asked a question relating to the Health & Safety assessment and who it was completed by. The clerk clarified that the Council engaged with a health and safety consultant.

Cllr Ford asked for an indication of the content of the Talbot Way Ground assessment report. The Clerk confirmed that they would share the report with all members.

Cllr Hillman queried the rate at which the CIL had been received. The Clerk confirmed that they will enquire with the S106 officer.

8. Internal Audit Report 2024-25

The Chair summarised the report and advised members to consider the items which were showing under the 2024-25 section. It was added that the points prior to that relate to before the Clerk's tenure.

RESOLVED: to receive and accept the 2024-25 report from the internal auditor.

9. Annual Governance Accountability Return (AGAR)

RESOLVED: that sections 1 and 2 of the Annual Governance Accountability Return 2024-25 are approved.

The documents were signed by the Chair and the Clerk. (as detailed on page 93 - 94)

10. Notice of Public Rights

It was noted by members that the dates set for the notice of public rights are the 19th June to the 30th July 2025.

11. Complaints Committee

RESOLVED: that the prepared terms of reference for the complaints committee are adopted. (as detailed on page 95)

12. Road Safety & Speed Watch Working Group

a) RESOLVED: that Cllr Docker is added to the membership of the Road Safety & Speed Watch Working Group.
b) RESOLVED: that the prepared terms of reference for the Road Safety & Speed Watch Working Group are adopted. (as detailed on page 96)

Cllr Docker raised that there is speed watch group on Broad Lane. The Chair confirmed that this group has not seen any activity and reports have not been sent to the Parish Council, and residents who contacted the group did not receive a response. It was added the Parish Council needs ownership of speed watch activities and that any individuals who have previously taken part can continue under the coordination of this working group.

Cllr Hillman raised the need for an annual review of the terms of reference. The Clerk responded that if nothing is changed then it would be a quick action to review and resolve each year.

It was also noted that the working group members can reach out to the PCSO to organise speed watch training.

13. Cheshire East Highways Road Safety

The Chair shared the query received from Cheshire East regarding if the Council is aware of a speeding issue on London Road from the junction with Elwood Way to First Dig Lane. Members to share their own anecdotal information.

Cllr Ford raised that there is a major issue and believes that monitoring needs to be installed on the road to collect data.

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It was agreed that members should email the clerk with any further information and comments so that a response can be sent to Cheshire East Road Safety.

It was also raised to enquire who else has been asked for feedback, with the Police, RSPCA and Stapeley House being suggested.

14. Planning

a) To consider the following planning applications.

Reference	25/1776/FUL
Type of Application	Full Planning
Location	Five Oaks Second Dig Lane, Stapeley, Nantwich, Cheshire East, CW5 7QR
Proposal	New dog paddock
Deadline for Comments	30th June 2025
Cheshire East | pa.cheshireeast.gov.uk | Application | 400366.	

RESOLVED: to submit the following comment to Cheshire East Planning Authority.

Stapeley and District Parish Council wishes to object to the above application on the following grounds:

- ***Inaccurate Application Details***
  The application form states that there are no trees or hedges on the site. However, from both site knowledge and available mapping imagery, it appears that this is not the case. Trees and hedgerows are present on or adjacent to the land in question, and this should have been acknowledged and appropriately assessed within the application documents.

- ***Contradictory Site and Access Information***
  The application form and the Design and Access Statement both state that the site is located on Second Dig Lane, with access from Second Dig Lane. However, the proposed site plan shows access into the car park for the facility being taken from Broad Lane. This is a significant inconsistency and presents a misleading description of the development, particularly in regard to access and highways considerations.

- ***Highways and Traffic Impact on Broad Lane***
  Broad Lane already experiences high traffic volumes and speeding issues. Dog paddock facilities are typically high turnover operations, often booked by the hour with unique vehicle movements for each session. The application proposes two parking spaces, which would likely be in constant use and rotation throughout the day, resulting in a substantial increase in traffic generation along Broad Lane.

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

No further applications received.

c) To consider a response from the Council to the Muller Property Group's proposals for Phase 2 at Nantwich South/Maylands Park

Members discussed the proposals shared by the developer and raised their opinions and concerns.

RESOLVED: to reply to Muller Property raising points as agreed by members. (as detailed on page 97 - 98)

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15. **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 the members of the public had already left the meeting.

Part 2

16. **Clerk Additional Hours**
RESOLVED: to pay the clerk an additional 6.75 hours for hours worked more than contract between 19th May 2025 and 15th June 2025.

Meeting concluded at 9:20 pm.

Chairman…….. Date……

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Schedule of Payments – as resolved in item 16.

Stapeley & District Parish Council
Schedule of Payments
16th June 2025

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	17/06/2025	JDH Business Services Ltd	Internal Audit Fee - 2024-25	584.40		BT - Unity	LGA 1972 S 111	Yes
2	17/06/2025	Wayne Salisbury - Clerk	Smarty - Mobile Phone Plan (15/10/24 to 14/02/25)	24.00		BT - Unity	LGA 1972 S 111	Yes
3	17/06/2025	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - May 2025	496.57		BT - Unity	LGA 1972 S 133	Yes
			Total	**1104.97**				

Payments made as per the annual approved payments list								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
4	28/05/2025	W Salisbury - Clerk	Salary - May 25 (Inc 4.25 add auth April / 6.00 add auth May)	622.80		BT - Unity	LGA 1972 S 112	Yes
5	28/05/2025	HMRC	PAYE Contributions - Month 2	209.81		BT - Unity	LGA 1972 S 112	Yes
6	13/06/2025	Octopus Energy	Community Hall - Electric & Gas (01/05/25 to 31/05/25)	263.47		DD - Unity	LGA 1972 S 133	Yes
7	02/06/2025	Greenzone	Community Hall - Waste Collection (1st to 29th May)	69.31		DD - Unity	LGA 1972 S 133	Yes
			Total	**1165.39**				

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
8	21/05/2025	Gallagher	Insurance Premium (01/06/25 to 31/05/26)	528.70		BT - Unity	LGA 1972 S 111	Yes
9	28/05/2025	ChALC	Code of Conduct Training - Cllr Orungbemi	25.00		BT - Unity	LGA 1972 S 111	Yes
10	28/05/2025	GeoInvestigate	Talbot Way Pond - Site Investigation Works	2340.00		BT - Unity	LGA 1972 S 133	Yes
	31/05/2025	Unity Trust Bank	Service Charge	6.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**2899.70**				

Invoices checked and verified at the meeting held on 16th June 2025

Cllr J Gibbs 16/06/25

Cllr - Proposer - Sign & Date

Cllr S Ford 16/06/25

Cllr - Seconder - Sign & Date

Receipts - May 2025		
Date	**Amount**	**Details**
01/05/2025	£303.75	Community Hall - Regular Hire
07/05/2025	£120.00	Community Hall - Regular Hire
09/05/2025	£285.00	Community Hall - Regular Hire
09/05/2025	£53,800.16	Cheshire East - Community Infrastructure Levy
12/05/2025	£120.00	Community Hall - Regular Hire
12/05/2025	£90.00	Community Hall - Regular Hire
12/05/2025	£45.00	Community Hall - Occasional Hire
12/05/2025	£157.50	Community Hall - Regular Hire
13/05/2025	-£100.00	Community Hall - Regular Hire Deposit Refund
15/05/2025	£60.00	Community Hall - Regular Hire
15/05/2025	£120.00	Community Hall - Regular Hire
19/05/2025	£187.50	Community Hall - Regular Hire
20/05/2025	£45.00	Community Hall - Occasional Hire
	£55,233.91	

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Annual Governance Statement Section 1 – As resolved under item 9.

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Stapeley & District Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

	Yes	No	N/A	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			✔	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

16/06/2025

and recorded as minute reference:

16TH JUNE 2025 - PAGE 89 - ITEM 9

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

https://stapeleyparishcouncil.gov.uk/

Annual Governance Statement Section 2 – As resolved under item 9.

Section 2 – Accounting Statements 2024/25 for

Stapeley & District Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	72,904	83,219	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	30,073	12,143	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	14,712	18,448	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	7,760	8,824	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	26,710	38,063	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	83,219	66,923	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	83,219	66,923	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	34,043	35,440	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✔		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✔	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 16/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

16/06/2025

as recorded in minute reference:

16TH JUNE 2025 - PAGE 89 - ITEM 9

Signed by Chair of the meeting where the Accounting Statements were approved

Complaints Committee Terms of Reference – As resolved under item 11.

Terms of Reference for the Complaints Committee

Definitions

In this document the following terms have the meanings assigned to them below: -

Chairman	The Chairman of the Committee
Committee	The Complaints Committee of the Council
Committee Member	Any person participating in the committee's work under the arrangements set out in the Section headed 'Membership and Quorum'.
Member	An elected or co-opted member of the Stapeley & District Parish Council

1. General

a) These Terms of Reference define the Council's specific responsibilities delegated to the complaints Committee. The conduct of all aspects of the Committee's work shall be treated as confidential and be governed by the Council's Standing Orders.
b) Specific delegated responsibility decisions of the Committee shall be binding on the Council.
c) The Committee has no power to authorise expenditure on behalf of the Council. Any expenditure required by the committee as a result of their work will need to be approved by full Council.
d) Members of the public have no rights to attend confidential sessions of the meetings of the Committee.
e) The committee will meet on an ad hoc basis as required.
f) Notice of meetings and publication of agenda to comply with the Council's statutory obligation.
g) These Terms of Reference are in accordance with the Council's Standing Orders.

2. Duties & Scope of Delegated Responsibilities

The Committee shall undertake the following duties on behalf of the Council:

a) To consider and investigate complaints received by the Council in accordance with the Council's Complaints Procedure.
b) To ensure that complaints are handled fairly, transparently and without bias.
c) To report to the Council on the outcome of any complaint investigated by the Committee, ensuring that any confidential or sensitive personal data is protected in accordance with the Data Protection Act 2018.
d) To consider whether any policy or procedure needs to be reviewed as a result of a complaint.
e) To exclude the press and public from meetings where necessary to protect the confidentiality of complainants and any third parties.

3. Powers

a) The Committee shall have no other powers except those set out above.

4. Membership and Quorum

a) The committee shall consist of 4 members all of whom shall be elected from members of the Council.
b) The Chair of the Council shall be appointed a member of the Committee and shall also chair the Committee.
c) In the absence of the Chair of the Council, the Committee shall appoint one of its members to act as Chairman for that meeting.
d) The quorum shall consist of 3 committee members.
e) The Committee may appoint substitute members to ensure that the Committee can reach a quorum.

5. Review

a) These Terms of Reference shall be reviewed annually by the Council.

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Road Safety & Speed Watch Working Group Terms of Reference – As resolved under item 12.

Terms of Reference for the Road Safety & Speed Watch Working Group

Definitions

In this document the following terms have the meanings assigned to them below: -

Council	Stapeley & District Parish Council
Working Group	The Road Safety and Speed Watch Working Group of the Council.
Member	An elected or co-opted member of the Stapeley & District Parish Council.
Working Group Member	Any person appointed to the Working Group in accordance with the section headed "Membership and Quorum.

1. General

h) These Terms of Reference define the Council's specific responsibilities delegated to the Road Safety and Speed Watch Working Group.
i) The Working Group is a non-decision-making body and may only make recommendations to the Council.
j) The Working Group has no power to authorise expenditure on behalf of the Council. Any expenditure required by the Working Group shall be recommended and approved by full Council.
k) The working group will meet informally on an ad hoc basis as required.
l) These Terms of Reference are in accordance with the Council's Standing Orders.

2. Duties & Scope of Delegated Responsibilities

The Working Group shall undertake the following duties on behalf of the Council:

a) To identify and prioritise road safety issues within the parish, including speeding concerns, pedestrian safety, and signage.
b) To develop proposals to address road safety issues and recommend these to the Council.
c) To liaise with relevant authorities [for example, Cheshire East Council, Cheshire Police] and other organisations to seek improvements in road safety.
d) To coordinate with community stakeholders to gather feedback and input on road safety matters.
e) To oversee the organisation and management of a Community Speed Watch group in partnership with the local Police Community Support Officer [PCSO].
f) To ensure that all individuals participating in Speed Watch activities have received appropriate training from the PCSO before deployment.
g) To report to the Council on activities, progress, and any recommendations for Council approval.

3. Powers

b) The Working Group shall have no other powers except those set out above.

4. Speed Watch Arrangements

a) The Working Group will oversee and organise a Community Speed Watch group.
b) Members of the public may participate in Speed Watch activities but are not considered Working Group Members.
c) All participants in Speed Watch must receive appropriate training from the PCSO before any activities commence.

5. Membership and Quorum

f) The Working Group shall consist of a minimum of 3 and a maximum of 5 Members of the Council.
g) As this is a Working Group and not a Committee, there is no requirement to appoint a formal Chair.
h) Due to the informal nature of this Working Group, there is no minimum quorum requirement.

6. Review

a) These Terms of Reference shall be reviewed annually by the Council.

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Response to Muller Property – as resolved in item 14C.

Stapeley Community Hall
Pear Tree Field
Stapeley
Nantwich
Cheshire
CW5 7GW
www.stapeleyparishcouncil.gov.uk
clerk@stapeleyparishcouncil.gov.uk
07449 457136

17th June 2025

Dear Mr Muller,

Members of Stapeley & District Parish Council have reviewed the information released as part of your current consultation on Phase 2 of the Maylands Park development.

While the Council is supportive of sustainable and appropriate development that is accompanied by the necessary infrastructure and safeguards, we have a number of concerns and observations to raise at this stage.

These relate primarily to the increased traffic loadings on Broad Lane and Peter Destapleigh Way as a result of the development.

1. **Need for clear justification of a second vehicular access on to Broad Lane (A529).**
   Can access through Phase 1, via the spine road to Peter Destapleigh Way, remain the only vehicle route? If access on Broad Lane is retained, what specific measures will guarantee that it stays secondary rather than becoming the primary route, which would lead to excessive traffic on a road that is already narrow and has only one, very narrow, pavement.

2. **Existing agricultural traffic on Broad Lane.**
   Large farm vehicles frequently use Broad Lane, they fill most of the carriageway and overhang the pavement. Additional residential traffic would compound this safety problem.

3. **Stage 1 Road Safety Audit and baseline data.**
   We would like to see a Road Safety Audit together with full collision records, traffic counts, speeds and turning movements for the past five years, plus forecasts that combine Phases 1 and 2.

4. **Speed management and pedestrian safety.**
   If Broad Lane is planned to be used, we ask for the planning application to include signal controlled crossings, a continuous footway on the development side, and comprehensive traffic calming features to protect pedestrians, especially schoolchildren.

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5. **Roundabout and controlled junction.**
   Earlier discussions of Broad Lane access included a roundabout. Why is this no longer proposed and is a controlled junction now intended?

6. **Construction Traffic Management Plan.**
   Any traffic management plan submitted with the detailed planning application should stipulate that construction HGVs must be kept off Broad Lane during peak school hours and must avoid the road where possible at other times.

7. **Through traffic and "rat-running".**
   If the detailed planning application follows that in the consultation document the new spine road would connect the A530 and A529, drivers may start using it as a shortcut. Could measures such as physical barriers or traffic regulation orders be put in place? It is queried why the two phases need to be joined for everyday traffic rather than kept separate, with a link reserved only for emergency vehicles.

8. **Local infrastructure.**
   If the development went ahead it would place extra pressure on health services and on primary, secondary and special educational needs school places. Is there clarity on the funding and delivery mechanisms for the required facilities.

9. **Public transport.**
   Bus services linking Stapeley to Nantwich are limited. What are the public transport improvements that will accompany Phase 2?

10. **Scale and phasing.**
    If considered together, Phases 1 and 2 amount to a major development that would normally attract greater scrutiny and require significant on site infrastructure and community facilities. Splitting it into separate applications risks the community losing facilities that a single application of this scale would have provided

11. **Consultation period.**
    The two week public consultation (6th to 20th June) fell during a peak holiday period, which limited many residents' opportunity to respond.

Finally to note that the entire proposed site lies within the parish of Stapeley, but the consultation documentation describes the location as Nantwich. Will future documents, plans and publicity accurately identify the location as Stapeley?

Yours sincerely,

Wayne Salisbury
Clerk & Responsible Financial Officer
Stapeley & District Parish Council

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