Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 21st July 2025

Attendance	
Chairman:	Cllr A Jacobs
Councillors:	Cllr M Aspaturian, Cllr B Astbury, Cllr R Carter, Cllr S Ford, Cllr I Lurcock, Cllr Y Orungbemi, Cllr C Sirigou
Clerk:	Mr Wayne Salisbury
Other:	None
Apologies:	Cllr J Dickinson**,** Cllr M Docker, Cllr J Gibbs, Cllr J Hillman
Public:	4

Meeting started at 7:33 pm.

Motion without notice
RESOLVED: to amend the order of business as set out in the agenda, so that the planning item follows Item 4, Public Participation.

1. **To receive apologies for absence**
   Apologies for absence were received from Cllr J Dickinson**,** Cllr M Docker, Cllr J Gibbs, and Cllr J Hillman.

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

3. **Minutes of the previous meeting**
   a) RESOLVED: that the minutes of the meeting held on 16th June 2025 be approved as a correct record and signed by the Chair.
   b) RESOLVED: that the minutes of the meeting held on 23rd June 2025 be approved as a correct record and signed by the Chair.

4. **Public Participation.**
   A resident spoke in relation to the proposed Nightingale Land development and the Parish Council's response to the public consultation. The resident provided background information regarding the ownership of the land and the purchase of a property intended to facilitate access to the proposed development. They stated that they had chosen not to submit a response to the public consultation in order to avoid aiding any mitigation efforts by the developer. The resident raised several concerns, including:
   - The demolition of a bungalow, which they noted is a property type currently in demand.
   - The loss of agricultural land and biodiversity.
   - A previous Wainhomes application that was refused in 2016 on the grounds of traffic issues on Broad Lane.
   - The proposed access road being almost directly opposite the access for the approved Muller development.
   - Concerns about the potential for future development extending along Broad Lane and extending the boundary of Nantwich South.

   A second resident also spoke regarding the same proposal. They highlighted that Broad Lane is a commonly used walking route for children attending local schools and noted that the pavements are already insufficiently wide to accommodate this safely.

   The Clerk shared an email submitted by a third resident. The comment stated that Broad Lane becomes heavily congested at school times, particularly near the traffic lights and close to Brine Leas and Broad Lane schools. It was suggested that exiting from any new estates onto Broad Lane would be extremely difficult under current conditions.

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5. Planning

a) To consider a response to the public consultation on development at Nightingale Land, off Broad Lane.

RESOLVED: to submit a response to Lane Town Planning which includes the comments already provided in the Council's response to the EIA application, along with the following additional points:

- Of the 75 properties proposed, what proportion will be bungalows, and will this meet or exceed a minimum of 10 percent.
- What data has been used to determine the local housing needs requirement.
- How will the impact be minimised on the properties adjacent to the bungalow that has been purchased to enable access to the development.
- How will a minimum biodiversity net gain of 10% be achieved and demonstrated.

b) To consider the following planning applications.

Reference	25/2398/HOUS
Type of Application	Householder
Location	23 Waterlily Grove, Stapeley, Nantwich, Cheshire East, CW5 7RG
Proposal	Conversion of domestic garage into hobby room/annex.
Deadline for Comments	30th July 2025
Cheshire East | pa.cheshireeast.gov.uk | Application | 400821.	

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

Stapeley and District Parish Council has no comments to make on this application.

c) To ratify comments submitted to the local planning authority.

Reference	25/2267/FUL
Type of Application	Full Planning
Location	Crewe Vagrants Sports Club Newcastle Road, Blakelow, Nantwich, Cheshire East, CW5 7EP
Proposal	Retrospective approval sought for the erection of 2nr padel courts to the rear of the sports clubhouse.
Deadline for Comments	18th July 2025
Cheshire East | pa.cheshireeast.gov.uk | Application | 400669.	

RESOLVED: to ratify the following comment which has been submitted to Cheshire East Planning Authority.

Stapeley and District Parish Council supports this application.

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

No further applications were received.

It was noted that Cllr Jacobs will attend the Strategic Planning Board meeting which is due to take place on Wednesday 23rd July and will speak in relation to planning application reference 24/4228/OUT.

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6. **Cheshire East Borough Councillors' report**
   Borough Councillors were not in attendance, and no reports were received in advance of the meeting.

7. **Authorisation of Payments**
   RESOLVED: The schedule of payments for the 21st July 2025 correctly states the invoices presented and that **£728.29** is approved to be paid; **£1572.43** has been paid as per the annual approved payments list and **£6.00** has been paid to avoid late payment. (as detailed on page 108)

8. **Budget Review**
   The chair provided an overview of the budget review documents which had been shared with members, adding that the expenditure is for just one quarter so it is still early in the current year.

   Cllr Ford queried the building maintenance budget and that the Council will need to ensure that it is used by the year end. The Chair added that the replacement fire door will cover a substantial proportion of that. Cllr Ford also raised that the Octopus Energy budget line had already had a larger proportion spent. The Clerk clarified that the last quarter of last year was billed late which is what increased the expenditure on this line.

   The Chair also raised that the grounds maintenance contract would need to be reviewed in the future so that the scope is sufficiently defined.

   RESOLVED: that expenditure and income against the budget for the 1st quarter of the 2025-26 Council year is approved. (as detailed on page 109)

9. **Bank Reconciliation**
   RESOLVED: that the bank reconciliation summary is an accurate reflection of payments and receipts against the bank balances as of 30th June 2025. (as detailed on page 110)

10. **Accounting Audit**
    RESOLVED: That the accounting audit for the 1st quarter of the 2025-26 Council year as completed by Cllr Lurcock is accepted. (as detailed on page 110)

11. **Clerk's Report**
    The Clerk summarised their written report, highlighting the following.
    - External audit submission had been completed and are now waiting for further information needed by the auditor before it is signed off.
    - Upcoming tasks include the VAT reclaim for Q1 and implementation of health and safety measures.
    - The Clerk noted issues with the streetlighting energy supplier, Tomato Energy, where no billing has occurred since December 2024, and a dispute has now been raised. Updates were also provided on community hall maintenance, decoration works which will be completed this week, Wi-Fi provision following the unsuccessful application of a free hub, bookings, and emergency contact arrangements to which Cllr Sirigou agreed to act as a third emergency contact.
    - Members were reminded to check Council email accounts regularly especially before meetings as requests for members to complete actions were going unanswered.
    - Correspondence received from residents regarding proposed developments on Broad Lane as well as issues with overgrown hedges on Broad Lane.
    - Details of planning decisions and email communications issued to members were also outlined.

    The Chair also added that members must check emails regularly and respond when requested in order to support the clerk and to avoid other members having to be asked to step in and complete tasks with minimal notice.

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12. Grant Application

The Chair advised members that an application from Broad Lane Coffee Club had been received for £300. It was noted that the organisation had received a grant previously several years ago. The Chair raised the work that this group does in providing a space for people to meet.

Cllr Aspaturian queried the need for the grant and what it would be funding. The Chair confirmed that an account statement had been provided with the application detailing the club's expenditure.
RESOLVED: to award a grant of £300 to Broad Lane Coffee Club.

13. Community Hall Energy Tariff

The Chair presented the tariff information which had been shared with members and recommended that the Council proceeds with the 24-month fixed rate so that the best tariff is obtained.

Cllr Aspaturian queried on other suppliers and if the current is the best. The Chair clarified that last year the Council went through a lengthy process to review all tariffs available and that Octopus Energy were the most suitable.
RESOLVED: to proceed with the 24-month fixed tariff for both gas and electricity supply at the community hall.
Green 24M Fixed.
Electricity: Unit rate 28.64p, Standing charge 33.30p.
Gas: Unit rate 6.07p, Standing charge 15.47p.

14. Talbot Way Pond Area

The Chair shared that Cllr Hillman had identified and advised that part of the wire fence at the front of the pond area had been cut and damaged. The Chair stated that they had made a repair to the damage.
The Chair also noted that fence panels at the rear of the site are falling over and will need replacing. The Clerk will seek quotes for this work.

Cllr Ford updated members that they had read the recent ground assessment report which the Council had recently received. Cllr Ford noted that the ground assessment report was difficult for a layperson to interpret but concluded that the site does not suffer from material subsidence and that issues stem from a lack of water, which will be addressed by reinstating the pond.
Cllr Ford commented that he believes the Council should proceed with agreed action and do not need to undertake any further assessments and that the Council should use the budget allocated to realise this project.
Cllr Ford added that the Talbot Way Pond Working Group will meet on the 24th July.

Cllr Aspaturian raised if the neighbouring residents had been asked if they want a pond in that space as it will not benefit other Stapeley residents. Cllr Ford responded and disputed that it would not benefit Stapeley residents and that the aim was to provide a space which schools could use. Cllr Ford added that this project was previously decided on by the Council.

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 6.50 hours for hours worked more than contract between 16th June 2025 and 20th June 2025.

Meeting concluded at 8:50 pm.

Chairman…… Date……

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Schedule of Payments – as resolved in item 7.

Stapeley & District Parish Council
Schedule of Payments
21st July 2025

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	22/07/2025	Wayne Salisbury - Clerk	TikTok Shop - Community Hall Consumables	42.00		BT - Unity	LGA 1972 S 133	Yes
2	22/07/2025	Wayne Salisbury - Clerk	Amazon - Community Hall Health & Safety Noticeboard	41.95	**161.95**	BT - Unity	LGA 1972 S 133	Yes
3	22/07/2025	Wayne Salisbury - Clerk	Homeworking Expenses (01/04/25 to 30/06/25)	78.00		BT - Unity	LGA 1972 S 111	Yes
4	22/07/2025	Warbrook Creative	Domain Renewal Fee (1 Year)	30.00		BT - Unity	LGA 1972 S 111	Yes
5	22/07/2025	Starboard Systems (Scribe)	Accounts Software (Annual Renewal)	414.72		BT - Unity	LGA 1972 S 111	Yes
6	22/07/2025	Waterplus	Community Hall - Water Charge (13th April to 12th July) 3 Bills	121.62		BT - Unity	LGA 1972 S 133	Yes
			Total	**728.29**				

Payments made as per the annual approved payments list								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
7	27/06/2025	W Salisbury - Clerk	Salary - June 25 (Inc 6.75 add auth June 2025)	574.29		BT - Unity	LGA 1972 S 112	Yes
8	27/06/2025	HMRC	PAYE Contributions - Month 3	188.73		BT - Unity	LGA 1972 S 112	Yes
9	10/07/2025	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - June 2025	496.57		BT - Unity	LGA 1972 S 133	Yes
10	15/07/2025	Octopus Energy	Community Hall - Electric & Gas (01/06/25 to 01/07/25)	243.53		DD - Unity	LGA 1972 S 133	Yes
11	01/07/2025	Greenzone	Community Hall - Waste Collection (1st to 29th May)	69.31		DD - Unity	LGA 1972 S 133	Yes
			Total	**1572.43**				

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
	30/06/2025	Unity Trust Bank	Service Charge	6.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**6.00**				

Invoices checked and verified at the meeting held on 21st July 2025

Cllr R Carter 21/07/25

Cllr - Proposer - Sign & Date

Cllr S Ford 21/07/25

Cllr - Seconder - Sign & Date

Receipts - June 2025		
Date	**Amount**	**Details**
02/06/2025	£10.80	Bank Interest - RBS
02/06/2025	£5.63	Bank Interest - RBS
02/06/2025	£67.50	Community Hall - Occasional Hire
03/06/2025	£120.00	Community Hall - Regular Hire
09/06/2025	£157.50	Community Hall - Regular Hire
09/06/2025	£150.00	Community Hall - Regular Hire
09/06/2025	£195.00	Community Hall - Regular Hire
11/06/2025	£75.00	Community Hall - Regular Hire
18/06/2025	£60.00	Community Hall - Regular Hire
19/06/2025	£5.32	Community Hall - Regular Hire
23/06/2025	£819.64	Community Hall - Regular Hire
23/06/2025	£45.00	Community Hall - Occasional Hire
30/06/2025	£493.91	Bank Interest - Unity Trust
30/06/2025	£45.00	Community Hall - Occasional Hire
	£2,250.30	

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Budget Review Quarter 1 – as resolved in item 8.

	Budget 2025 - 2026			Actual - Q1 1st April - 30th June 2025		
	Cost Centre	**Payments**	**Receipts**	**Payments**	**Receipts**	**Variance**
	Parish Expenditure					
2	Grants/Donations	£1,000.00				£1,000.00
19	Miscellaneous	£200.00				£200.00
20	Speed Watch	£600.00				£600.00
21	Street Lighting	£2,000.00				£2,000.00
34	Victorian Orchard	£5,000.00				£5,000.00
35	New benches	£1,000.00				£1,000.00
36	Vehicle speed display units	£6,000.00				£6,000.00
37	Litter Action Project	£500.00				£500.00
42	Conservation Pond	£20,000.00		£2,340.00		£17,660.00
67	Community First Aid Awareness	£100.00				£100.00
68	Allotments Subsidy	£1,200.00		£1,264.11		-£64.11
69	Grounds Maintenance (Other)	£3,000.00				£3,000.00
70	Civic Expenditure	£1,500.00				£1,500.00
	Total	**£42,100.00**		**£3,604.11**		**£38,495.89**
	Administration					
44	Payroll Service	£250.00		£93.60		£156.40
45	Newsletter	£500.00				£500.00
46	Clerk Expenses	£500.00		£102.00		£398.00
47	Stationery	£300.00		£9.80		£290.20
48	Audit Fees	£1,000.00		£584.40		£415.60
49	Insurance	£1,000.00		£528.70		£471.30
50	Subscriptions	£1,500.00		£1,315.11		£184.89
51	Miscellaneous	£1,500.00		£25.00		£1,475.00
52	Website	£1,000.00		£88.20		£911.80
53	Printing	£200.00		£25.49		£174.51
54	Scribe Software	£1,000.00				£1,000.00
	Total	**£8,750.00**		**£2,772.30**		**£5,977.70**
	Employee Payroll					
55	Clerk's Salary	£9,000.00		£1,678.07		£7,321.93
56	Tax/NI	£3,000.00		£546.37		£2,453.63
57	Pension	£1,000.00				
	Total	**£13,000.00**		**£2,224.44**		**£10,775.56**
	Community Hall					
58	Community Hall Expenditure	£2,500.00		£62.76		£2,437.24
59	Cleaning	£6,500.00		£2,001.46		£4,498.54
60	G-Zone	£1,200.00		£242.59		£957.41
61	Water	£1,400.00		-£499.18		£1,899.18
62	Wifi	£2,000.00				£2,000.00
63	Building Maintenance	£5,000.00				£5,000.00
64	Planters for Comm Hall	£150.00		£109.91		£40.09
65	Grounds Maintenance	£2,500.00		£398.00		£2,102.00
66	Octopus - Gas & Electricity	£3,500.00		£1,878.83		£1,621.17
	Total	**£24,750.00**		**£4,194.37**		**£20,555.63**
	Community Hall Income					
39	Parish Income		£12,000.00		£3,566.25	£8,433.75
	Parish Income					
1	Precept		£20,000.00		£10,000.00	£10,000.00
3	Interest		£1,250.00		£524.83	£725.17
4	VAT Reclaim		£6,000.00		£819.64	£5,180.36
5	Other Income				£53,800.16	-£53,800.16
	Total	**£88,600.00**	**£39,250.00**	**£12,795.22**	**£68,710.88**	
		Payments	**Receipts**	**Payments**	**Receipts**	
	GRAND TOTAL	**£88,600.00**	**£39,250.00**	**£12,795.22**	**£68,710.88**	

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Bank Reconciliation 30th June 2025 – as resolved in item 9.

	Bank Reconciliation at 30/06/2025			
	Cash in Hand 01/04/2025			66,923.28
	ADD			
	Receipts 01/04/2025 - 30/06/2025			68,710.88
				135,634.16
	SUBTRACT			
	Payments 01/04/2025 - 30/06/2025			12,795.22
A	**Cash in Hand 30/06/2025** (per Cash Book)			**122,838.94**
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2025	0.00	
	RBS Current Account	30/06/2025	0.00	
	RBS Gold Deposit Account	30/06/2025	0.00	
	Unity Trust Current 0033	30/06/2025	14,118.11	
	Unity Trust Instant Access 0046	30/06/2025	109,065.85	
				123,183.96
	Less unpresented payments			315.02
				122,868.94
	Plus unpresented receipts			-30.00
B	**Adjusted Bank Balance**			**122,838.94**
	A = B Checks out OK			

Accounting Audit Quarter 1 – as resolved in item 10.

HER / PAYMENT NO	DATE OF ENTRY	SUPPLIER / RECIPIENT	£ AMOUNT	DATE CASHED / PAID	INVOICE UPLOADED AND CORRECT	ENTRY APPEARS ON THE SCHEDULE OF PAYMENTS
4	14/04/25	HH Floorcare	544.22	23/04/25	Yes	Yes 28/04/25
5	17/04/25	Nantwich TC	1264.11	13/05/25	Yes	Yes 28/04/25
12	23/04/25	HP Instant Ink	25.49	13/05/25	Yes	Yes 28/04/25
13	28/04/25	Shires Accountants	93.60	13/05/25	Yes	Yes 28/04/25
21	01/05/25	Greenzone	103.97	01/05/25	Yes	Yes 19/05/25
18	15/05/25	Bright and Beautiful Vorwerg Limited	496.57	21/05/25	Yes	Yes 19/05/25
27	20/05/25	Gallagher	528.70	21/05/25	Yes	Yes 16/06/25
29	27/05/25	Geo Investigate	2340.00	28/05/25	Yes	Yes 16/06/25
32	02/06/25	JDH Business Services	584.40	17/06/25	Yes	Yes 16/06/25
34	13/06/25	Octopus Energy	263.47	13/06/25	Yes	Yes 16/06/25
36	16/06/25	Clerk	24.00	17/06/25	Yes	Yes 16/06/25
31	02/06/25	Greenzone	69.31	02/06/25	Yes	Yes 16/06/25