**Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 20th October 2025**

| | |
|---|---|
| **Attendance** | |
| **Chairman:** | Cllr A Jacobs |
| **Councillors:** | Cllr J Hillman, Cllr M Aspaturian, Cllr B Astbury, Cllr J Dickinson, Cllr M Docker, Cllr J Gibbs, Cllr I Lurcock, Cllr Y Orungbemi |
| **Clerk:** | Mr Wayne Salisbury |
| **Other:** | None |
| **Apologies:** | Cllr R Carter, Cllr S Ford, Cllr C Sirigou |
| **Not in attendance:** | None |
| **Public:** | None |

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**Meeting started at 7:32 pm.**

1. **To receive apologies for absence**
   Apologies for absence were received from Cllr R Carter, Cllr S Ford, and Cllr C Sirigou.

2. **Declarations of Interest**
   a) No pecuniary interests were declared by members.
   No interests were declared.

   b) No other interests were declared by members.
   No interests were declared.

   c) No dispensations were requested by members or granted prior to the meeting.
   No dispensations were granted.

3. **Minutes of the previous meeting**
   **RESOLVED**: that the minutes of the meeting held on 15th September 2025 be approved as a correct record and signed by the Chair.

4. **Public Participation.**
   No members of the public were in attendance.

   Cllr Hillman raised on behalf of a resident the issue of dog fouling within the parish. Cllr Hillman offered to assist by stencilling signage in the affected areas.

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

6. **Authorisation of Payments**
   **RESOLVED**: The schedule of payments for the 20th October 2025 correctly states the invoices presented and that **£598.52** is approved to be paid; **£1822.03** has been paid as per the annual approved payments list and **£1610.84** has been paid to avoid late payment. (as detailed on page 135)

**7. Clerk's Report**

The Clerk summarised their written report, highlighting the following.

- VAT reclaim for Quarter 2 (£955.21) has been submitted.
- Continued work on the 2026-27 budget and supporting documents.
- Liaison with contractors for the Talbot Way Pond project; new fencing scheduled for installation on 3rd –4th December, with letters to be sent to nearby residents.
- Attendance at the SLCC Conference.
- Ongoing management of the Community Hall, including regular and occasional bookings.
- Community Hall report noted: income £8,711, expenditure £10,924.31, current net position –£2,214.
- New hall bookings include extended baby yoga sessions and a new Wednesday evening dance class starting in January.
- Boiler issues at the Community Hall are being addressed, and a repair is scheduled for this week. Portable heaters have been arranged to maintain an appropriate temperature and minimise complaints from hirers.
- Planning updates noted:
    - 24/1146N – Stapeley Community Hall, Pear Tree Field – refused.
    - 25/2669/FUL – Holly Cottage, Wybunbury Lane – approved with conditions.
- No new resident correspondence received.

**8. Planning**

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

No further applications were received.

**9. Budget Review**

The Chair provided an overview of the budget review documents which had been shared with members, noting that there is significant budget available for speed watch activity.

Cllr Hillman noted that the budget review document showed spending against budget line 13 Grounds Maintenance which does not have any budget under it. The Clerk responded that this was a coding error and that the expenditure should appear under budget line 69 Grounds Maintenance (Other). This correction will be made in the budget summary published in these minutes.

**RESOLVED**: that expenditure and income against the budget for the 2nd quarter of the 2025-26 Council year is approved. (as detailed on page 136 - 137)

**10. Bank Reconciliation**

**RESOLVED**: that the bank reconciliation summary is an accurate reflection of payments and receipts against the bank balances as of 30th September 2025. (as detailed on page 138)

**11. Accounting Audit**

**RESOLVED**: That the accounting audit for the 2nd quarter of the 2025-26 Council year as completed by Cllr Orungbemi is accepted. (as detailed on page 139)

**12. Talbot Way Pond Area**

The Chair advised members that only 1 quote has been received so far for the reinstatement of a pond and associated landscaping works at Talbot Way Pond Area and that 2 other contractors have confirmed that they are preparing quotes.

It was agreed that this item would be deferred until the November meeting.

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13. **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 in attendance.

**Part 2**

14. **Clerk Additional Hours**
RESOLVED: to pay the clerk an additional 10.50 hours for hours worked more than contract between 15th September 2025 and 19th October 2025.

**Meeting concluded at 7:58 pm.**

Chairman…… Date……

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## Schedule of Payments – as resolved in item 6.

### Stapeley & District Parish Council
### Schedule of Payments
### 20th October 2025

| | Date of Debit or Cheque Raised | Recipient | Purpose | £ | £ | Payment Method | Power of expenditure | Scribe |
|---|---|---|---|---|---|---|---|---|
| 1 | 21/10/2025 | Wayne Salisbury - Clerk | SLCC Conference Travel (Share) | 12.74 | 234.68 | BT - Unity | LGA 1972 S 111 | Yes |
| 2 | 21/10/2025 | Wayne Salisbury - Clerk | Smarty - Mobile Phone Plan (June to September) | 24.00 | | BT - Unity | LGA 1972 S 111 | Yes |
| 3 | 21/10/2025 | Wayne Salisbury - Clerk | Homeworking Expenses (01/07/25 to 30/09/25) | 78.00 | | BT - Unity | LGA 1972 S 111 | Yes |
| 4 | 21/10/2025 | Wayne Salisbury - Clerk | Screwfix - Community Hall Heaters | 119.94 | | BT - Unity | LGA 1972 S 133 | Yes |
| 5 | 21/10/2025 | Cllr J Hillman | Reimbursement - Backford Christmas Tree (Purchase from Dec 2023) | 160.00 | | BT - Unity | LGA 1972 S 145 | Yes |
| 6 | 21/10/2025 | Waterplus | Community Hall Water Supply (13/09/25 to 12/10/25) | 40.24 | | BT - Unity | LGA 1972 S 133 | Yes |
| 7 | 21/10/2025 | Shires Accountants | Payroll Service October 2025 to April 2026 | 138.60 | | BT - Unity | LGA 1972 S 111 | Yes |
| 8 | 21/10/2025 | ChALC | Member Training - C Sirigou | 25.00 | | BT - Unity | LGA 1972 S 111 | Yes |
| | | | **Total** | **598.52** | | | | |

| Payments made as per the annual approved payments list | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Date of Debit or Cheque Raised | Recipient | Purpose | £ | £ | Payment Method | Power of expenditure | Scribe |
| 9 | 26/09/2025 | W Salisbury - Clerk | Salary - September 25 (Inc 17 hours add auth Sep 2025) | 739.08 | | BT - Unity | LGA 1972 S 112 | Yes |
| 10 | 26/09/2025 | HMRC | PAYE Contributions - Month 6 | 260.83 | | BT - Unity | LGA 1972 S 112 | Yes |
| 11 | 08/10/2025 | Vorwerg Ltd (Bright & Beautiful) | Cleaning - Stapeley Community Hall - September 2025 | 496.57 | | BT - Unity | LGA 1972 S 133 | Yes |
| 12 | 07/10/2025 | Tomato Energy | UMS Streetlighting Energy 1st to 30th September 2025 | 127.45 | | DD - Unity | Highways ACT 1980 s301 | Yes |
| 13 | 16/10/2025 | Octopus Energy | Community Hall - Electric & Gas (04/09/25 to 02/09/25) | 94.13 | | DD - Unity | LGA 1972 S 133 | Yes |
| 14 | 01/10/2025 | Greenzone | Community Hall - Waste Collection (2nd to 30th Oct) | 103.97 | | DD - Unity | LGA 1972 S 133 | Yes |
| | | | **Total** | **1822.03** | | | | |

| 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 |
| 15 | 16/09/2025 | SLCC | Clerk's SLCC Membership Fee 2025-26 | 45.00 | | BT - Unity | LGA 1972 S 111 | Yes |
| 16 | 16/09/2025 | SLCC | Clerks SLCC National Conference Attendance | 87.84 | | BT - Unity | LGA 1972 S 111 | Yes |
| 17 | 26/09/2025 | Clough's of Nantwich | Community Hall - Curtains (50% Payment) | 1472.00 | | BT - Unity | LGA 1972 S 133 | Yes |
| | 30/09/2025 | Unity Trust Bank | Service Charge | 6.00 | | BT - Unity | LGA 1972 S 111 | Yes |
| | | | **Total** | **1610.84** | | | | |

Invoices checked and verified at the meeting held on 20th October 2025

Cllr I Lurcock 20/10/25

**Cllr - Proposer - Sign & Date**

Cllr J Dickinson 20/10/25

**Cllr - Seconder - Sign & Date**

| **Receipts - September 2025** | | |
|---|---|---|
| **Date** | **Amount** | **Details** |
| 01/09/2025 | £150.00 | Community Hall - Regular Hire |
| 04/09/2025 | £150.00 | Community Hall - Regular Hire |
| 05/09/2025 | £210.00 | Community Hall - Regular Hire |
| 05/09/2025 | £45.00 | Community Hall - Occasional Hire |
| 05/09/2025 | £15.00 | Community Hall - Occasional Hire |
| 05/09/2025 | £30.00 | Community Hall - Regular Hire |
| 05/09/2025 | £175.00 | Community Hall - Occasional Hire |
| 08/09/2025 | £10,000.00 | Cheshire East - Precept |
| 17/09/2025 | £1,016.87 | HMRC - VAT Reclaim |
| 22/09/2025 | £15.00 | Community Hall - Occasional Hire |
| 22/09/2025 | £60.00 | Community Hall - Occasional Hire |
| 26/09/2025 | £180.00 | Community Hall - Regular Hire |
| 29/09/2025 | £45.00 | Community Hall - Occasional Hire |
| 30/09/2020 | £45.00 | Community Hall - Occasional Hire |
| 30/09/2020 | £618.54 | Unity Trust Bank Interest |
| | | |
| | **£12,755.41** | |

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## Budget Review Quarter 2 – as resolved in item 9.

| | Budget 2025 - 2026 | | | Actual - Q1 1st April - 30th June 2025 | | Actual - Q2 1st July - 30th Sep 2025 | | Total | Variance | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Cost Centre | Payments | Receipts | Payments | Receipts | Payments | Receipts | | | Not |
| | **Parish Expenditure** | | | | | | | | | |
| 2 | Grants/Donations | £1,000.00 | | | | £300.00 | | £300.00 | £700.00 | |
| 19 | Miscellaneous | £200.00 | | | | | | | £200.00 | |
| 20 | Speed Watch | £600.00 | | | | | | | £600.00 | |
| 21 | Street Lighting | £2,000.00 | | | | £1,066.36 | | £1,066.36 | £933.64 | |
| 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 | | | | £2,340.00 | £17,660.00 | Grc |
| 67 | Community First Aid Awareness | £100.00 | | | | | | | £100.00 | |
| 68 | Allotments Subsidy | £1,200.00 | | £1,264.11 | | | | £1,264.11 | -£64.11 | Nan |
| 69 | Grounds Maintenance (Other) | £3,000.00 | | | | £490.00 | | £490.00 | £2,510.00 | |
| 70 | Civic Expenditure | £1,500.00 | | | | | | | £1,500.00 | |
| | | | | | | | | | | |
| | **Total** | **£42,100.00** | | **£3,604.11** | | **£1,856.36** | | **£5,460.47** | **£36,639.53** | |
| | | | | | | | | | | |
| | **Administration** | | | | | | | | | |
| 44 | Payroll Service | £250.00 | | £93.60 | | | | £93.60 | £156.40 | |
| 45 | Newsletter | £500.00 | | | | | | £0.00 | £500.00 | |
| 46 | Clerk Expenses | £500.00 | | £102.00 | | £210.84 | | £312.84 | £187.16 | Hor |
| 47 | Stationery | £300.00 | | £9.80 | | | | £9.80 | £290.20 | |
| 48 | Audit Fees | £1,000.00 | | £584.40 | | £252.00 | | £836.40 | £163.60 | Inte |
| 49 | Insurance | £1,000.00 | | £528.70 | | | | £528.70 | £471.30 | |
| 50 | Subscriptions | £1,500.00 | | £1,315.11 | | £18.00 | | £1,333.11 | £166.89 | Uni |
| 51 | Miscellaneous | £1,500.00 | | £25.00 | | | | £25.00 | £1,475.00 | Ch/ |
| 52 | Website | £1,000.00 | | £88.20 | | £30.00 | | £118.20 | £881.80 | |
| 53 | Printing | £200.00 | | £25.49 | | £28.99 | | £54.48 | £145.52 | |
| 54 | Scribe Software | £1,000.00 | | | | £915.84 | | £915.84 | £84.16 | |
| | | | | | | | | | | |
| | **Total** | **£8,750.00** | | **£2,772.30** | | **£1,455.67** | | **£4,227.97** | **£4,522.03** | |
| | | | | | | | | | | |
| | **Employee Payroll** | | | | | | | | | |
| 55 | Clerk's Salary | £9,000.00 | | £1,678.07 | | £1,876.36 | | £3,554.43 | £5,445.57 | |
| 56 | Tax/NI | £3,000.00 | | £546.37 | | £634.83 | | £1,181.20 | £1,818.80 | |
| 57 | Pension | £1,000.00 | | | | | | | | |
| | | | | | | | | | | |
| | **Total** | **£13,000.00** | | **£2,224.44** | | **£2,511.19** | | **£4,735.63** | **£8,264.37** | |
| | | | | | | | | | | |
| | **Community Hall** | | | | | | | | | |
| 58 | Community Hall Expenditure | £2,500.00 | | £62.76 | | £83.95 | | £146.71 | £2,353.29 | |
| 59 | Cleaning | £6,500.00 | | £2,001.46 | | £1,489.71 | | £3,491.17 | £3,008.83 | |
| 60 | G-Zone | £1,200.00 | | £242.59 | | £242.59 | | £485.18 | £714.82 | |
| 61 | Water | £1,400.00 | | -£499.18 | | £199.57 | | -£299.61 | £1,699.61 | £58 |
| 62 | Wifi | £2,000.00 | | | | | | £0.00 | £2,000.00 | |
| 63 | Building Maintenance | £5,000.00 | | | | £4,835.30 | | £4,835.30 | £164.70 | |
| 64 | Planters for Comm Hall | £150.00 | | £109.91 | | | | £109.91 | £40.09 | |
| 65 | Grounds Maintenance | £2,500.00 | | £398.00 | | | | £398.00 | £2,102.00 | |
| 66 | Octopus - Gas & Electricity | £3,500.00 | | £1,878.83 | | £243.53 | | £2,122.36 | £1,377.64 | |
| | | | | | | | | | | |
| | **Total** | **£24,750.00** | | **£4,194.37** | | **£7,094.65** | | **£11,289.02** | **£13,460.98** | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | **Community Hall Income** | | | | | | | | | |
| 39 | Parish Income | | £12,000.00 | | £3,566.25 | | £3,923.50 | £7,489.75 | £4,510.25 | |
| | | | | | | | | | | |
| | **Parish Income** | | | | | | | | | |
| 1 | Precept | | £20,000.00 | | £10,000.00 | | £10,000.00 | £20,000.00 | £0.00 | Full |
| 3 | Interest | | £1,250.00 | | £524.83 | | £618.54 | £1,143.37 | £106.63 | |
| 4 | VAT Reclaim | | £6,000.00 | | £819.64 | | £1,016.87 | £1,836.51 | £4,163.49 | Q4 |
| 5 | Other Income | | | | £53,800.16 | | | £53,800.16 | -£53,800.16 | CIL |
| | | | | | | | | | | |
| | Total | **£88,600.00** | **£39,250.00** | **£12,795.22** | **£68,710.88** | **£12,917.87** | **£15,558.91** | | | |
| | | **Payments** | **Receipts** | **Payments** | **Receipts** | **Payments** | **Receipts** | **Payments** | **Receipts** | |
| | **GRAND TOTAL** | **£88,600.00** | **£39,250.00** | **£12,795.22** | **£68,710.88** | **£12,917.87** | **£15,558.91** | **£25,713.09** | **£84,269.79** | |
| | | | | | | | | **Totals** | | |
| | **Appropriation from Reserves** | **£49,350.00** | | | | | | | | |

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**Budget Review Summary – End of Q2 2025-26**

As of the end of Quarter 2, the Council's finances show a stable position overall, with variances explained by timing of spend and the receipt of significant unbudgeted income.

**Income**

- The full precept of £20,000 has been received.
- Interest income is £1,143, slightly below the £1,250 annual budget.
- VAT reclaim stands at £1,837, around 31% of the £6,000 budget, with further claims to follow.
- A substantial Community Infrastructure Levy (CIL) payment of £53,800 has been received, which was not budgeted for, creating a large positive variance in income.
- Community Hall income is £7,490 against a £12,000 target (62% at mid-year).

**Expenditure**

**Parish Expenditure**: £5,460 has been spent against a £42,100 budget (13%), with key areas including £2,340 on conservation pond investigations and £1,066 on streetlighting. The allotments subsidy is slightly overspent (£1,264 against £1,200).

**Administration**: £4,228 has been spent against £8,750 budget (48%). Major spends include audit fees, insurance, subscriptions, and payroll services.

**Employee Payroll**: £4,736 spent against £13,000 budget (36%), in line with expectations.

**Community Hall**: £11,289 has been spent against £24,750 budget (46%). Largest spends are on building maintenance (£4,835), cleaning (£3,491), and utilities (£2,122 for gas/electric). A water bill credit (-£300) has also been recorded.

**Overall Position**

- At Q2, total expenditure stands at £25,713 against an annual budget of £88,600 (29%).
- Total receipts, including precept, VAT, interest, and CIL, are £84,270 compared with £88,600 budgeted (95%).
- The large CIL income has significantly strengthened the Council's financial position, although this was unbudgeted.
- A £49,350 appropriation from reserves is included in the budget, but due to the strong income position, the actual call on reserves may be reduced.

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**Bank Reconciliation 30th September 2025 – as resolved in item 10.**

13 October 2025 (2025-2026)

## Stapeley and District Parish Council

Prepared by: W Salisbury Clerk / RFO Date: 13th Oct 2025

*Name and Role (Clerk/RFO etc)*

Approved by: W Salisbury Clerk / RFO Date: 13th Oct 2025

*Name and Role (RFO/Chair of Finance etc)*

| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 30/09/2025** | | | |
| | Cash in Hand 01/04/2025 | | | 66,923.28 |
| | **ADD** | | | |
| | Receipts 01/04/2025 - 30/09/2025 | | | 84,269.79 |
| | | | | 151,193.07 |
| | **SUBTRACT** | | | |
| | Payments 01/04/2025 - 30/09/2025 | | | 25,713.09 |
| **A** | **Cash in Hand 30/09/2025** (per Cash Book) | | | **125,479.98** |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 30/09/2025 | 0.00 | |
| | RBS Current Account | 30/09/2025 | 0.00 | |
| | RBS Gold Deposit Account | 30/09/2025 | 0.00 | |
| | Unity Trust Current 0033 | 30/09/2025 | 16,175.27 | |
| | Unity Trust Instant Access 0046 | 30/09/2025 | 109,684.39 | |
| | | | | **125,859.66** |
| | Less unpresented payments | | | 349.68 |
| | | | | 125,509.98 |
| | Plus unpresented receipts | | | -30.00 |
| **B** | **Adjusted Bank Balance** | | | **125,479.98** |
| | **A = B Checks out OK** | | | |

**Accounting Audit Quarter 2 – as resolved in item 11.**

Completed by Cllr Y Orungbemi

| VOUCHER PAYMENT NO | DATE OF ENTRY | SUPPLIER/ RECIPIENT | £ AMOUNT | DATE CASHED /PAID | INVOICE UPLOADED AND CORRECT | ENTRY APPEARS ON THE SCHEDULE OF PAYMENTS |
|---|---|---|---|---|---|---|
| 44 | 10/7/25 | Octopus energy | 243.53 | 15/7/25 | Yes | Yes 21/7/25 |
| 47 | 20/7/25 | Amazon | 41.95 | 22/7/25 | Yes | Yes 21/7/25 |
| 49 | 20/7/25 | Clerk | 78 | 22/7/25 | Yes | Yes 21/7/25 |
| 57 | 31/7/25 | David and Johnson | 34.80 | 31/7/25 | Yes | Yes 15/9/25 |
| 59 | 18/8/25 | Greenzone | 69.31 | 1/9/25 | Yes | Yes 15/9/25 |
| 61 | 18/8/25 | Waterplus | 41.14 | 16/9/25 | Yes | Yes 15/9/25 |
| 65 | 20/8/25 | Clerk | 566.51 | 27/8/25 | Yes | Yes 15/9/25 |
| 66 | 20/8/25 | HMRC | 185.51 | 27/8/25 | Yes | Yes 15/9/25 |
| 70 | 2/9/25 | Greenzone | 103.97 | 1/10/25 | Yes | Yes 20/10/25 |
| 74 | 15/9/25 | HP ink | 28.99 | 16/9/25 | Yes | Yes 15/9/25 |
| 78 | 16/9/25 | SLCC Conference | 87.84 | 16/9/25 | Yes | Yes 20/10/25 |
| 79 | 26/9/25 | Clough's of Nantwich | 1472 | 26/9/25 | Quote for 2944 attached | Yes 20/10/25 |

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