Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 15th September 2025

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

2. **Declarations of Interest**
   a) No pecuniary interests were declared by members.
   b) No other interests were declared by members.
   c) No dispensations were requested by members or granted prior to the meeting.

3. **Minutes of the previous meeting**
   a) RESOLVED: that the minutes of the meeting held on 21st July 2025 be approved as a correct record and signed by the Chair.
   b) RESOLVED: that the minutes of the meeting held on 31st July 2025 be approved as a correct record and signed by the Chair.
   c) RESOLVED: that the minutes of the meeting held on 21st August 2025 be approved as a correct record and signed by the Chair.
   d) RESOLVED: that the minutes of the meeting held on 8th September 2025 be approved as a correct record with the amendment detailed below and signed by the Chair.

   Page 118 – Section 12, the minute 'The impact on residents along Broad Lane, including those opposite the site, is significant and unacceptable'. Amended to The impact on residents along Broad Lane, including those **adjacent to** the site, is significant and unacceptable.

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

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 15th September 2025 correctly states the invoices presented and that **£1356.63** is approved to be paid; **£3212.85** has been paid as per the annual approved payments list and **£4165.30** has been paid to avoid late payment. (as detailed on page 131)

7. Clerk's Report

The Clerk summarised their written report, highlighting the following.

- VAT reclaim Q1 submitted (£1,016.87)
- Budget preparation for 2026-27 underway
- Health and Safety noticeboard installed with monthly checklist in use
- Assertion 10 IT Policy work ongoing
- Agendas and supporting documents prepared for four meetings
- Ongoing liaison with Talbot Way contractors and Community Hall hirers
- Clerk to take annual leave 17th–26th September
- UMS account billing corrected and payment made Dec 2024–Jun 2025, regular billing to follow

Community Hall

- Decorating completed, men's bathroom wall added at no extra cost
- Health and Safety noticeboard and checklist in place
- Occasional hires ongoing, £100 refundable deposit for higher-risk evening parties
- New regular booking: Baby Yoga (Thursdays, Sept–Nov)
- Catch the Fire Church and Emma Boland French Classes ended, freeing capacity
- Enquiry received for yoga classes on Tues/Thurs evenings, no availability
- Police surgeries not booked in past month, query raised on appropriateness of visiting regular hirers
- Financial position: income £7,383, expenditure £8,907, net -£1,524

Resident Communications

- Email received re: signage on Elwood Way, Clerk referred to Cheshire East Council

Planning Decisions

- 23 Waterlily Grove: garage conversion, approved with conditions (18th Aug)
- Crewe Vagrants Sports Club: retrospective padel courts, approved (14th Aug)
- Broad Lane: EIA screening opinion, EIA not required (31st Jul)

8. External Audit

The Chair shared with members the external audit report and noted that the brief comment made is a significant improvement compared with last year's report, adding that this was due to the Clerk's work over the last year.

RESOLVED: to accept the report and conclusion notice from the external auditor.

9. Planning

a) To consider the following planning applications.

Reference	25/3164/FUL
Type of Application	Full Planning
Location	Stapeley Lodge Farm First Dig Lane, Stapeley, Nantwich, Cheshire East, CW5 7JT
Proposal	Conversion and change of use of an existing agricultural building to one residential dwelling house
Deadline for Comments	7th October 2025
Cheshire East | pa.cheshireeast.gov.uk | Application | 401681.	

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

Stapeley and District Parish Council would like to note that the application form and design and access statement detail the dwelling as having 3 bedrooms, although the proposed floor plan shows 4 bedrooms.

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

No further applications were received.

10. Community Infrastructure Levy (CIL)

The Chair shared with members the information prepared prior to the meeting which shows that a CIL payment of £53,800.16 was recently received by the Parish Council and that a further equal payment is due before April 2026.

Members were provided with the Cheshire East CIL Charging schedule document and further information on what CIL funds can be used on. The Chair added that the Council will have to decide on the projects it will fund in 2026.

Cllr Hillman raised that CIL can be received at an elevated rate providing that it is spent on delivering projects in the Neighbour Plan. The Clerk confirmed that they had asked the CIL officer for more information on the Neighbour Plan rate but had not received a satisfactory answer.

The Clerk added that as part of the budget setting process which will take place in October and December members will be able to propose potential uses for the CIL funds.

11. Road Safety Working Group

Cllr Docker advised that there was nothing to update at this time and that an update would be brought to Council at the November meeting.

12. Community Hall Maintenance

RESOLVED: to accept the quote from Cloughs of Nantwich of £2944.00 (inc VAT) to replace the curtains in the Community Hall main hall and office.

13. Talbot Way Pond Area Fence Replacement

RESOLVED: to accept the quote from Marshalls Landscape of £2930.10 (inc VAT) to replace the boundary fence at Talbot Way Pond area.

14. Talbot Way Pond Area

Members reviewed the quotation specification which had been prepared by the Clerk prior to the meeting. No amendments were suggested and it was agreed that it was ready to be sent to suitable contractors.

The Clerk asked members if it should be placed on contract finder, members agreed that it will be dealt with initially on a closed tender basis and that the specification will be sent directly to contractors.

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 no members of the public were in attendance.

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Part 2

16. **Clerk Additional Hours**
    RESOLVED: to pay the clerk an additional 17.00 hours for hours worked more than contract between 21st July 2025 and 14th September 2025.

17. **Pay Scales - Local Government Services Pay Agreement 2025**
    The Council noted the update to the NALC pay scale (SCP 23) for the Clerk's employment and the back payment of hours worked with the revised pay scale applied (£87.68) (as per the clerk's contract).

18. **Clerk's SLCC Membership**
    RESOLVED: to approve (£300.00 on the basis of precept share) the continued membership of the clerk to the Society of Local Council Clerks.

19. **SLCC National Conference**
    RESOLVED: to approve the clerk attending the SLCC National Conference in October 2025 and the payment of associated costs. (£510.00 on the basis of precept share)

Meeting concluded at 8:44 pm.

Chairman…….. Date……

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Schedule of Payments – as resolved in item 6.

Stapeley & District Parish Council
Schedule of Payments
15th September 2025

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	16/09/2025	Scribe	Booking Software Annual Renewal	501.12		BT - Unity	LGA 1972 S 133	Yes
2	16/09/2025	PKF Littlejohn LLP	External Audit 2024-25 Fee	252.00		BT - Unity	LGA 1972 S 111	Yes
3	16/09/2025	Waterplus	Community Hall Water Supply (13/07/25 to 12/08/25)	41.14	77.95	DD - Unity	LGA 1972 S 133	Yes
4	16/09/2025	Waterplus	Community Hall Water Supply (13/08/25 to 12/09/25)	36.81		DD - Unity	LGA 1972 S 133	Yes
5	16/09/2025	Wayne Salisbury - Clerk	HP Instant Ink - Ink Subscription	28.99		BT - Unity	LGA 1972 S 111	Yes
6	16/09/2025	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - August 2025	496.57		BT - Unity	LGA 1972 S 133	Yes
			Total	**1356.63**				

Payments made as per the annual approved payments list

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
7	25/07/2025	W Salisbury - Clerk	Salary - July 25 (Inc 6.5 add auth July 2025)	570.77		BT - Unity	LGA 1972 S 112	Yes
8	22/07/2025	HMRC	PAYE Contributions - Month 3	188.73		BT - Unity	LGA 1972 S 112	Yes
9	27/08/2025	W Salisbury - Clerk	Salary - August 25 (Inc pay scale increase and back pay)	566.51		BT - Unity	LGA 1972 S 112	Yes
10	27/08/2025	HMRC	PAYE Contributions - Month 4	185.27		BT - Unity	LGA 1972 S 112	Yes
11	18/08/2025	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - July 2025	496.57		BT - Unity	LGA 1972 S 133	Yes
12	06/08/2025	Tomato Energy	UMS Streetlighting Energy 24th Dec 2024 to 30th June 2025	802.98		DD - Unity	Highways ACT 1980 s301	Yes
13	19/08/2025	Tomato Energy	UMS Streetlighting Energy 1st to 31st July 2025	131.70		DD - Unity	Highways ACT 1980 s301	Yes
14	10/09/2025	Tomato Energy	UMS Streetlighting Energy 1st to 31st August 2025	131.70		DD - Unity	Highways ACT 1980 s301	Yes
15	01/08/2025	Greenzone	Community Hall - Waste Collection (4th to 18th Sep)	69.31		DD - Unity	LGA 1972 S 133	Yes
16	01/09/2025	Greenzone	Community Hall - Waste Collection (4th to 18th Sep)	69.31		DD - Unity	LGA 1972 S 133	Yes
			Total	**3212.85**				

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
17	31/07/2025	Martyne Lewis Décor	Community Hall Decorating - Corridor	860.28		BT - Unity	LGA 1972 S 133	Yes
18	31/07/2025	Martyne Lewis Décor	Community Hall Decorating - Exterior	351.08	2512.50	BT - Unity	LGA 1972 S 133	Yes
19	31/07/2025	Martyne Lewis Décor	Community Hall Decorating - Main Hall	1301.14		BT - Unity	LGA 1972 S 133	Yes
20	18/08/2025	Morgan Fire Protection Ltd	Community Hall - Installation of required additional smoke detector	424.80		BT - Unity	LGA 1972 S 133	Yes
21	22/07/2025	Morgan Fire Protection Ltd	Community Hall - Fire Alarm Service	246.00		BT - Unity	LGA 1972 S 133	Yes
22	22/07/2025	Morgan Fire Protection Ltd	Community Hall - Emergency Lighting Service	145.20		BT - Unity	LGA 1972 S 133	Yes
23	18/08/2025	Jof's Mowing	Grounds Maintenance (May to July 2025)	490.00		BT - Unity	Open Spaces 1906 S 9-10	Yes
24	31/07/2025	Davies & Johnson	Community Hall - Repair to switch	34.80		BT - Unity	LGA 1972 S 133	Yes
25	31/07/2025	Broad Lane Coffee Club	Grant Awarded - Resoved at July meeting	300.00		BT - Unity	LGA 1972 S 137	Yes
	31/07/2025	Unity Trust Bank	Service Charge	6.00		BT - Unity	LGA 1972 S 111	Yes
	31/08/2025	Unity Trust Bank	Service Charge	6.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**4165.30**				

Invoices checked and verified at the meeting held on 15th September 2025

Cllr J Gibbs 15/09/25

Cllr - Proposer - Sign & Date

Cllr J Hillman 15/09/25

Cllr - Seconder - Sign & Date

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