Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 17th November 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, Cllr R Carter, Cllr S Ford, Cllr C Sirigou
Clerk:	Mr Wayne Salisbury
Other:	None
Apologies:	None
Not in attendance:	None
Public:	None

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Meeting started at 7:30 pm.

1. **To receive apologies for absence**
   No apologies were received.

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**
   RESOLVED: that the minutes of the meeting held on 20th October 2025 be approved as a correct record and signed by the Chair.

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 17th November 2025 correctly states the invoices presented and that **£49.79** is approved to be paid; **£1432.37** has been paid as per the annual approved payments list and **£1885.92** has been paid to avoid late payment. (as detailed on page 145)

7. Chair's Report

The Chair shared with members that they recently met with Crewe & Nantwich MP Connor Naismith ahead of the MP's drop in surgery at the community hall on the 1st November. The Chair discussed with Mr Naismith the Parish Council's concerns of the number of planning applications which are being submitted across the parish and that the overall impact on infrastructure and traffic is not being considered. The Chair reported that the MP is aware and in agreement although it does not fall within their remit.

The MP advised that they and 2 other Cheshire East MP's are concerned of the lack of a local plan for Cheshire East and visibility of any progress.

The MP informed that they were due to have a meeting with Cheshire East Planning on the 3rd November. The Chair raised that they have contacted Connor for an update and await a reply.

The Chair advised members that Mr Naismith shared that he has sent a letter to the housing minister regarding the housing targets set for the county by the government noting that improvements to infrastructure are required before any major housing projects should take place..

The Chair also shared with the MP the lack of engagement from the Cheshire East ward members, Mr Naismith added that he will talk to them.

Cllr Astbury shared that they also spoke to the MP at the drop in surgery and discussed planning issues with him and how central government are pushing housing targets.

Cllr Aspaturian raised that the MP's social media content very much toes the government line.

Cllr Dickinson queried if the MP acknowledged the need to upgrade roads and infrastructure. The Chair noted that this was included in the note to the housing minister.

8. Clerk's Report

The Clerk summarised their written report, highlighting the following.

- Primary Actions Since Last Meeting:
  - Prepared 2026–2027 budget documents for November meeting.
  - Liaised with contractors and produced supporting documents for the Talbot Way Pond project.
  - Prepared IT & Social Media policies for November meeting.
  - Managed ongoing bookings and liaison for the Community Hall.

- Upcoming Actions:
  - Continued work on the 2026–27 budget.
  - Preparation for December Council meeting.
  - Further liaison with Talbot Way contractors.

- Talbot Way Update:
  - Marshall Landscapes scheduled for 19th & 20th November; possible instruction to replace additional fencing.

- Community Hall Update:
  - Boiler repaired (22nd October); curtains fitted (4th November).
  - Occasional hire remains busy; queries for music event in December/January.
  - Restricted hire dates set for 19th December–4th January.
  - No new regular bookings; existing bookings extended into 2026.
  - Community Hall Financials (as of 10/11/25): Income: £9,990.00 (Regular Hire: £8,096.00; Occasional Hire: £1,894.00) Expenditure: £13,002.00 Net Position: -£3,013.00

- Planning Decisions:
  - 25/2144/HOUS, 126 London Road, Stapeley: Approved with conditions (20-10-25).

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9. Planning

a) To consider the following planning applications.

Reference	25/4040/HOUS
Type of Application	Householder
Location	13 Buttonbush Drive, Stapeley, Nantwich, Cheshire East, CW5 7SJ
Proposal	Proposed Single Storey Extension to the Rear Elevation of the Property.
Deadline for Comments	25th November 2025
Cheshire East | pa.cheshireeast.gov.uk | Application | 402613	

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

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

b) To consider any planning applications which have been received since the publication of this agenda.
No further applications were received.

10. Road Safety Working Group

a) To receive an update on activity (including speed watch) from the road safety working group.
Cllr Aspaturian advised members that they had recently shared a report detailing the work of the group.
Cllr Docker shared that the working group met on the 27th October where they discussed different possibilities. It was also noted that neighbouring Willaston is working on speed watch activity and that some of the same resources could be used.
Cllr Docker advised that at the recent Police cluster meeting, he discussed speed watch with PCSO Jarvis. The PCSO shared that 9 volunteers were trained approximately 1 year ago. This training will need to be updated and PCSO Jarvis will put the previously trained volunteers in touch with the Council.

Cllr Aspaturian raised that using the Council website and community Facebook pages will be the best way to engage with potential speed watch volunteers.

Cllr Docker shared that there are 2 rural parishes that may be able to help the group in the future, that speed watch activity now needs to be completed in groups of 3 and that it is estimated that 20 volunteers will be needed.
Cllr Docker has retrieved all the speed watch equipment and that the previous coordinator is happy to remain as a volunteer.
Cllr Docker updated that Speed Indicator Devices (SIDS) are currently in set locations and that a contract was previously made with the supplier (TWM) to periodically change the location to already approved SID poles. Cllr Docker shared that the working group will draft a specification and proposal for consideration at a future meeting and check that the permits remain valid for these locations.

RESOLVED: to promote speed watch activity and to seek volunteers via the Council website with links to the local social media group sites.

b) To consider an amendment to the terms of reference of the Road Safety Working Group.
RESOLVED: to amend the current terms of reference to include the following;

- The working group can invite subject matter advisors to working group meetings in an advisory capacity to share knowledge and expertise.
- References to PCSO changed to Police.
- To specify that speed watch volunteers following training must sign the Police volunteer agreement.

(as detailed on page 146)

It was noted that the January agenda will include an item for a further update from the Road Safety Working Group.

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11. IT Policy

RESOLVED: To adopt the presented Information Technology (IT) Policy following amendments to section 5.

- Removal of the word 'normally'.
- Change the wording of 'indefinitely' to ' no longer required' (as detailed on page 147-148).

12. Social Media Policy

RESOLVED: To adopt the presented Social Media Policy following amendments to section 3.

- Add slanderous to the list of breaches.

(as detailed on page 149-151)

13. Unmetered Energy Supply Contract (Street Lighting)

The Chair shared information with members regarding our supplier entering administration and the lack of other suppliers in the UMS sector. It was noted that even though the new tariff received was higher than the previous supplier it was still less than our former contract with Scottish Power.

RESOLVED: To establish a contract with Valda Energy for the supply of UMS energy for a period of 36 months.

14. Talbot Way Pond Area

Cllr Ford shared with members that the Talbot Way Pond Working group had met and reviewed the quotes received relating to the refurbishment of and reinstatement of the Talbot Way Pond Area.

The working group shared their recommendation for which quote to accept from the 3 received and stated that the key factors were

- the level of due diligence demonstrated by the supplier;
- the level of detail given in the quote;
- the suppliers level of demonstrable experience on similar projects;
- the detail given on the construction;
- the longevity of the materials detailed for the viewing platform;
- the type of pond liner and a stated 20 year guarantee to ensure longevity.

Cllr Hillman enquired of the locations of the companies which have quoted and if they align to the procurement policy.

Cllr Dickinson stated that even though the recommended quote is higher they feel that it will last longer.

RESOLVED: to accept the quote from Barrett Landscapes for £22,270.00 for the refurbishment and reinstatement of the Talbot Way Pond Area as detailed in their received proposal.

The Clerk advised members that the fence replacement at the Talbot Way pond area was due to start this week and that it had become apparent that the original quoted amount of fencing may not be sufficient and requested that Council allows for an additional amount.

RESOLVED: to approve a further £1500.00 in addition to the previously quoted amount to allow for further fencing along the boundary to be replaced.

15. Budget Setting Process

a) To review the expenditure and income forecast for 2025-26.

The Chair reviewed the prepared forecast with members, explaining the budget lines which have anticipated expenditure before the end of the financial year. It was noted that the Clerk is going to attempt to bring the fire door replacement and Community Hall Wi-Fi installation to completion in this current year and amounts have been forecast against their respective budget lines.

The Chair noted that due to the amount of CIL funds received in the current year that the formation of a CIL working group may be required.

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b) To consider any proposals from members for expenditure to be considered in preparation of the 2026-2027 draft budget.

The Clerk advised members that any expenditure proposals can be sent by email within the next 2 weeks, these will then be included in the draft budget which will be reviewed and considered at the December meeting.

Cllr Hillman noted that any expenditure from the CIL would need to take account of the content of the neighbourhood plan.

16. **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

17. **Clerk Additional Hours**
RESOLVED: to pay the clerk an additional 5.25 hours for hours worked more than contract between 20th October 2025 and 16th November 2025.

Meeting concluded at 8:57 pm.

Chairman…… Date……

Schedule of Payments – as resolved in item 6.

Stapeley & District Parish Council
Schedule of Payments
17th November 2025

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	19/11/2025	Waterplus	Community Hall Water Supply (13/09/25 to 12/10/25)	49.79		BT - Unity	LGA 1972 S 133	Yes
			Total	**49.79**				

Payments made as per the annual approved payments list								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
2	27/10/2025	W Salisbury - Clerk	Salary - October 25 (Inc 10.5 hours add auth Oct 2025)	646.46		BT - Unity	LGA 1972 S 112	Yes
3	27/10/2025	HMRC	PAYE Contributions - Month 7	220.03		BT - Unity	LGA 1972 S 112	Yes
4	05/11/2025	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - October 2025	496.57		BT - Unity	LGA 1972 S 133	Yes
5	03/11/2025	Greenzone	Community Hall - Waste Collection (2nd to 30th Oct)	69.31		DD - Unity	LGA 1972 S 133	Yes
			Total	**1432.37**				

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
6	27/10/2025	Heatshield	Community Hall - Boiler Repair	407.92		BT - Unity	LGA 1972 S 133	Yes
7	05/11/2025	Clough's of Nantwich	Community Hall - Curtains (50% Payment)	1472.00		BT - Unity	LGA 1972 S 133	Yes
	31/10/2025	Unity Trust Bank	Service Charge	6.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**1885.92**				

Invoices checked and verified at the meeting held on 17th November 2025

Cllr I Lurcock 17/11/25

Cllr - Proposer - Sign & Date

Cllr Y Orungbemi 17/11/25

Cllr - Seconder - Sign & Date

Receipts - October 2025		
Date	**Amount**	**Details**
02/10/2025	£60.00	Community Hall - Occasional Hire
02/10/2025	£120.00	Community Hall - Regular Hire
02/10/2025	£45.00	Community Hall - Occasional Hire
02/10/2025	£60.00	Community Hall - Regular Hire
03/10/2025	£240.00	Community Hall - Regular Hire
03/10/2025	£187.50	Community Hall - Regular Hire
03/10/2025	£255.00	Community Hall - Regular Hire
08/10/2025	£90.00	Community Hall - Occasional Hire
08/10/2025	-£100.00	Community Hall - Regular Hire Deposit Return
09/10/2025	£45.00	Community Hall - Occasional Hire
22/10/2025	£89,666.94	Cheshire East - CIL Payment
22/10/2025	£955.21	HMRC - VAT Reclaim Q2
29/10/2025	£71.25	Community Hall - Occasional Hire
	£91,695.90	

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Amendment to the terms of reference of the Road Safety Working Group – as resolved in item 10B.

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

a) These Terms of Reference define the Council's specific responsibilities delegated to the Road Safety and Speed Watch Working Group.
b) The Working Group is a non-decision-making body and may only make recommendations to the Council.
c) 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.
d) The working group will meet informally on an ad hoc basis as required.
e) The working group can invite subject matter advisors to working group meetings in an advisory capacity to share knowledge and expertise.
f) 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 Police.
f) To ensure that all individuals participating in Speed Watch activities have received appropriate training from the Police before deployment.
g) To report to the Council on activities, progress, and any recommendations for Council approval.

3. Powers

a) 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 Police and must sign the Police volunteer agreement before any activities commence.
d)

5. Membership and Quorum

a) The Working Group shall consist of a minimum of 3 and a maximum of 5 Members of the Council.
b) As this is a Working Group and not a Committee, there is no requirement to appoint a formal Chair.
c) 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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Adoption of IT Policy – as resolved in item 11.

Information Technology (IT) Policy

1. Introduction

Stapeley & District Parish Council recognises the importance of secure and effective use of information technology (IT) in supporting its work, operations, and communications. This policy sets out how IT resources are to be used, managed, and safeguarded to ensure compliance with statutory responsibilities, including Assertion 10 of the Annual Governance and Accountability Return (AGAR) as referenced in the 2025–26 SAAP guidance.

This policy complements the Council's adopted Email Communications Policy and adopted Social Media Policy, which must be complied with at all times.

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2. Scope

This policy applies to:

- The Clerk (the Council's only employee provided with IT equipment),
- All councillors, who operate on a Bring Your Own Device (BYOD) basis,
- Any contractors, volunteers, or third parties who are given access to council information.

It covers the use of laptops, mobile phones, networks, cloud storage, and personal devices where these are used for council business.

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3. Equipment and Software

- The Clerk is issued with a Council-owned laptop and mobile phone, both backed up using secure cloud-based services (OneDrive).
- Councillors are not issued with IT equipment and are responsible for ensuring their own devices meet the requirements of this policy.
- Installation of unauthorised software on Council-owned devices is prohibited.
- All software must be kept updated with security patches applied promptly.

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4. Passwords and Access Control

- Passwords must be at least 10 characters long and contain a mix of upper and lower case letters, numbers, and symbol or formed of 3 words plus 1 symbol and 1 number.
- Passwords must never be shared.
- Devices used for council business must be protected with a login password, PIN, or biometric security.
- Where councillors share a personal device with family members, they must ensure that council information is stored in a way that is inaccessible to others.

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5. Data Storage and Handling

- Official Council documents should be stored in the Council's cloud-based systems or on the Clerk's council-issued laptop.
- Councillors may download shared documents for reference but should delete them once they are no longer required.
- Highly sensitive information will only be shared as view-only through secure cloud storage or provided in paper format at meetings.

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- Documents containing personal data must not be stored on personal devices when no longer required.

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6. Use of Devices and Internet

- IT resources are to be used for official Council purposes. Limited personal use by the Clerk on Council-owned devices is permitted provided it does not interfere with duties.
- BYOD councillors must use their devices responsibly and ensure anti-virus software and operating systems are up to date.
- Council business must not be conducted through insecure platforms or messaging services.
- WhatsApp groups may be used for informal sharing of information only and must not be used for decision-making.
- The Council's adopted Email Communications Policy and Social Media Policy apply at all times when councillors or staff are acting in a council capacity.

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7. Security and Backups

- The Clerk's devices are automatically backed up to OneDrive.
- Councillors must take reasonable steps to safeguard any temporary copies of documents saved on personal devices, including using secure deletion when no longer required.
- Lost or stolen devices used for Council business must be reported immediately to the Clerk and steps taken to revoke access to council accounts where applicable.

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8. Confidentiality and Data Protection

- Users must comply with data protection legislation, including GDPR, in handling personal information.
- Personal data should only be collected, used, and stored where necessary and must be protected from unauthorised access.
- Data must not be disclosed to third parties without proper authority.

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9. Misuse and Breach of Policy

Examples of misuse include, but are not limited to:

- Using Council devices or information for personal gain,
- Attempting to bypass or disable security measures,
- Sharing confidential data inappropriately,
- Allowing non-council members to access restricted information.

Breaches of this policy may result in disciplinary action for staff and referral to the Monitoring Officer for councillors.

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10. Training and Awareness

- The Clerk will keep informed of best practice in IT security.
- Where appropriate, councillors will be provided with guidance on secure handling of documents and safe online practices.

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11. Policy Review

This policy will be reviewed annually to ensure it remains relevant and compliant with legislation.

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Adoption of Social Media Policy – as resolved in item 12.

Social Media Policy

1. Policy Statement

This policy is intended to help councillors and council staff make appropriate decisions about the use of social media. Social media is a collective term used to describe methods of publishing on the internet through channels such as Facebook, Instagram, Threads, X (formerly Twitter), and TikTok.
This policy outlines the standards the Council requires councillors and staff to observe when using social media, the circumstances in which the Council will monitor the use of social media, and the action to be taken in respect of breaches of this policy.
This policy supplements, and should be read in conjunction with, all other policies and procedures adopted by the Council such as the Member's Code of Conduct.
The use of social media does not replace existing forms of communication; it should be seen as a complementary form of communication that can engage more effectively with certain sectors of the community.
This policy and the use of social media may be amended or withdrawn at any time.

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2. Who is Covered by this Policy

This policy covers all individuals working at all levels within the Council, including all elected and co-opted councillors and the Clerk.

The Clerk is the nominated person to moderate and administrate the Council's official social media output, (when such platform is in use, see point 5A). The Clerk will be responsible for posting and monitoring content and ensuring that it complies with this policy.

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3. Scope of the Policy

All members and staff are expected to always comply with this policy to protect the reputation, privacy, confidentiality, and interests of the Council, its services, employees, partners, and community.

Serious breaches of this policy by councillors or staff may be dealt with under the Code of Conduct or relevant procedures. Breaches may include unlawful, libellous, slanderous, harassing, defamatory, abusive, threatening, obscene, discriminatory, or offensive content.

The standards of behaviour required by the Code of Conduct apply to online activity in the same way as to other written or verbal communication.

Members should bear in mind that inappropriate conduct online can still attract adverse publicity. Remarks easily withdrawn in person may be permanently published online. Communications on the internet are public and permanent.

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4. Responsibility for Implementation

The Council has overall responsibility for the effective operation of this policy.
The Clerk is responsible for monitoring and reviewing the policy and making recommendations for changes to minimise risks.

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All councillors and employees should read and understand this policy. Breaches should be reported to the Clerk or Chair.

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5. Social Media Uses

The Council acknowledges the use of social media for:

- Posting notices, dates, and details of meetings
- Advertising events and activities organised by the Parish Council
- Sharing Council news and decisions
- Promoting good news stories relevant to the community
- Linking to appropriate websites and resources
- Advertising vacancies
- Sharing information from partners (e.g. Police, Cheshire East, Community Hall)
- Sharing information from community groups for public benefit
- Responding to enquiries and providing factual information

Where possible, content should mirror information on the Council's website for consistency.

5A. Current Position

The Council does not currently operate any official social media pages or accounts. Should the Council decide in future to establish official social media platforms, these will be managed in accordance with the standards, responsibilities, and procedures set out within this policy. All provisions contained herein will apply in full from the date any such platforms are created.

6. Social Media Standards – Official Council Platforms

When participating in official Council social media platforms, the Clerk must:

- Ensure posts are published only via official Council accounts, not personal accounts
- Use professional, factual, and consistent tone
- Spell-check and grammar-check all posts
- Use photographs or graphics where appropriate to aid engagement
- Seek permission before publishing photographs or videos that identify individuals in private or sensitive settings. Where photographs are taken at public events, these may be freely published by the Council. For any images of children, parental consent must always be obtained before use.
- Never post information that breaches legislation, copyright, or confidentiality
- Ensure official responses are concise, factual, and respectful
- Avoid escalating disputes, instead correct misrepresentations calmly and factually
- Remove any defamatory or inappropriate comments promptly

Comments on posts may be enabled or disabled depending on the nature of the post and the likelihood of inappropriate or unhelpful responses. The Council will always encourage members of the public to direct communications to the Council via formal channels (such as email or written correspondence) rather than relying on responses to social media posts.

The Council does not permit residents to post directly on its social media feeds, to ensure content remains relevant and manageable.

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7. Councillor Interaction with Council Social Media (When in use)

- On occasions where councillors or staff choose to post in the comments section of Council posts from their personal accounts, they must clearly identify themselves by name and role.
- Councillors may share Council posts to their own pages.
- If approached via other forums, councillors should redirect enquiries to the official Parish Council page.

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8. Councillor Social Media Standards – Personal Use

When using personal or councillor-specific social media accounts:

- Personal opinions must not be presented as those of the Council.
- Council information should be shared from the official page to ensure accuracy.
- Councillors should not act on behalf of the Council through personal accounts.
- Avoid statements that may embarrass the Council or damage its reputation.
- Respect confidentiality and privacy at all times.
- Avoid inflammatory remarks, personal attacks, or discriminatory language.

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9. Councillor Run Social Media Profiles

When Councillors create and manage their own social media pages to promote their work as a councillor.

The following requirements apply:

1. **Profile Format** – Councillor pages on Facebook must be set up as "Pages" that allow the public to like and follow, not as personal profiles requiring friend requests.
2. **Disclaimer Requirement** – The "About" or "Impressum" section of any councillor run profile must include the following disclaimer text:

"This page is managed by [Name], Councillor for Stapeley & District Parish Council. Views are personal and not those of the Council. Official statements appear only on Council channels or website."

3. **Consistency** – Where councillors wish to share Council-related information, they should share or repost from the official Stapeley & District Parish Council page to ensure accuracy.
4. **Standards** – Councillors remain bound by the Code of Conduct in all online activity. Content must not be defamatory, discriminatory, or misleading.
5. **Representation of Work** – Councillors must not promote work completed in an individual capacity as being the work of the Council. Any personal initiatives, activities, or achievements should be clearly distinguished from the official work of Stapeley & District Parish Council.

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10. Monitoring and Enforcement

- Misuse of social media may constitute a breach of the Code of Conduct and be referred to the Monitoring Officer.
- In serious cases, misuse could amount to a criminal offence.
- Breaches may also be investigated under the Council's complaints or grievance procedures.

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11. Review of Policy

This policy will be reviewed as required, and at least every 2 years, or sooner if issues arise.

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