Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 19th January 2026

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

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Meeting started at 7:30 pm.

1. **To receive apologies for absence**
   Apologies were received from Cllr J Dickinson

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 15th December 2025 be approved as a correct record and signed by the Chair.

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

   A question was received from a resident who was unable to attend the meeting, raising long-standing concerns regarding speeding traffic on London Road, and seeking clarity on leadership and action to achieve meaningful improvements.
   The question was noted. Members of the Road Safety Working Group advised that they are already in communication with the resident regarding these concerns.

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 19th January 2026 correctly states the invoices presented and that **£787.13** is approved to be paid; **£1835.11** has been paid as per the annual approved payments list and **£2061.00** has been paid to avoid late payment. (as detailed on page 169)

7. Clerk's Report

The Clerk summarised their written report, highlighting the following.

Primary actions since the last meeting

- The precept request for 2026-27 has been submitted to Cheshire East.
- Preparation for the January Council meeting was completed, including supporting documentation.
- Ongoing liaison and booking management for the Community Hall has continued.
- Christmas annual leave taken was reported as 22nd December, 8 hours, and 29th December, 7 hours.

Upcoming primary actions

- Completion of remaining actions before the year end, including Community Hall Wi-Fi and fire door replacement works.
- Preparation for the February Council meeting.
- Submission of the Quarter 3 VAT reclaim.
- End of year preparations, including internal audit actions and website edits.

Additional updates

- A new Road Safety and Community Speed Watch webpage has been launched, including an online volunteer registration form, following actions agreed at the November meeting.
- Community Hall bookings were quieter in January, with weekend bookings expected to resume fully from February. New regular booking enquiries include a potential karate class and a monthly women's wellness event, both currently being explored.
- Fire safety arrangements are under review. A move to annual fire alarm servicing is being considered, and alternative contractors may be sought if overdue fire extinguisher servicing is not completed promptly.
- The Community Hall financial position shows income of £11,790 against expenditure of £15,857, resulting in a net deficit of £4,068 for the year to date.
- One item of resident correspondence regarding meeting dates was received and responded to by directing the resident to the Council website.
- One planning decision was noted relating to Stapeley Lodge Farm, First Dig Lane, which was approved with conditions in December 2025.
- Members were advised of routine email communications circulated since the last meeting, including updates from sector bodies and Cheshire East.

8. Planning

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

Reference	25/4830/FUL	Type of Application	Full Planning
Location	Crewe Vagrants Sports Club Newcastle Road, Blakelow, Nantwich, Cheshire East, CW5 7EP		
Proposal	Construction of 1nr padel court with canopy over to the rear of the sports clubhouse.		
Deadline for Comments	4th February 2026	Cheshire East | pa.cheshireeast.gov.uk | Application | 403384	

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

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

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The following application is an appeal to the planning inspectorate.

Reference	25/1579/PIP	Type of Application	Full Planning
Location	Land To East Of Marylands, Stapeley,		
Proposal	Construction of two new residential dwellings		
Deadline for Comments	10th February 2026	Cheshire East | pa.cheshireeast.gov.uk | Application | 399999	

RESOLVED: to submit the following comment to the planning inspectorate.

Stapeley & District Parish Council objects to planning application 25/1579/PIP for the proposed construction of two residential dwellings on land to the east of Maylands. We would like to reiterate the concerns previously submitted, as these points remain relevant.

1. **Open Countryside and Settlement Boundary**
   The proposed development site is situated in open countryside and lies outside the defined settlement boundary. This is an area of open green space which is vital to the local ecosystem, providing important habitats for wildlife and contributing significantly to the environmental quality of Stapeley. The loss of this green space would have a detrimental and irreversible impact on local biodiversity and the natural landscape, which is highly valued by our community. The site lies within a designated nature improvement area, and we question how the introduction of two new dwellings can possibly be compatible with the objectives of this designation.

2. **Environmental and Ecological Concerns**
   We would need to understand how existing trees will be protected and habitats maintained within the parameters of this proposal. We have not seen adequate information regarding this. The development would also fragment open countryside, and we urge the planning authority to consider the long-term environmental consequences of allowing development in this location.

3. **Infill Policy**
   Planning policy states that development in open countryside should only be permitted where it constitutes infilling within an otherwise built-up frontage. This site does not meet that condition. There is no development to the east of the proposed site, and it is not connected to Maylands Park. The application itself acknowledges that it does not "strictly meet the criteria," but goes on to describe the scheme as a "logical infill to Maylands Park." In our view, this is not a valid justification and should not be accepted.

4. **Covenant Restricting Development**
   We are aware of a covenant restricting development to the north of the site. We request further details on the nature and relevance of this covenant.

5. **Highway Safety and Access Issues**
   The proposed development raises significant road safety concerns and access issues. The pavement along Broad Lane is narrow and unsuitable for increased pedestrian use. Broad Lane already experiences heavy traffic, and recent reports confirm that vehicle speeds routinely exceed the limit by an average of 8mph. When this route was previously considered as an alternative access for Maylands Park, the scheme included a roundabout, which presented a completely different scenario. We recommend that a thorough traffic and road safety assessment be carried out and that substantial improvements to local road infrastructure are considered before any development is permitted.

The Council also wished to raise the following additional points.

- Broad Lane School was previously granted planning permission to construct a car park on the basis that Broad Lane was regarded as a dangerous route for children. This historic decision underlines the long-standing and acknowledged highway safety issues associated with this road and reinforces the Council's

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concerns that any additional residential development, with associated pedestrian and vehicular movements, would exacerbate an already unsafe situation.

- The proposal does not comply with the Stapeley & District Neighbourhood Plan and conflicts directly with its housing and settlement boundary policies.

    - Policy H1.1 relates to infill development and permits only limited infilling in villages, or the infill of a small gap with one or two dwellings in an otherwise built-up frontage. Members considered that the application site does not represent a small gap within a built-up frontage. Instead, the proposal would extend the existing line of development into open countryside, which falls outside the scope and intent of infill as defined by the policy.

    - Policy H5 sets out that, subject to other policies, development should be focused on sites within or immediately adjacent to the Nantwich Settlement Boundary, with the aim of protecting the surrounding countryside. Members noted that this site lies outside the settlement boundary and within open countryside.

9. Budget Review

The Chair reviewed the budget information and highlighted specific budget lines which may see further spending before the end of the year.

Cllr Aspaturian queried if specific budget lines can overspend or if funds can be moved from other budget lines. The Chair clarified that was possible but that the auditor does look for good budget planning when they review our budget information.

RESOLVED: that expenditure and income against the budget for the 3rd quarter of the 2025-26 Council year is approved. (as detailed on page 170 - 171)

10. Bank Reconciliation

RESOLVED: that the bank reconciliation summary is an accurate reflection of payments and receipts against the bank balances as of 31st December 2025. (as detailed on page 172)

11. Accounting Audit

RESOLVED: That the accounting audit for the 3rd quarter of the 2025-26 Council year as completed by Cllr Gibbs is accepted. (as detailed on page 173)

12. Talbot Way Issues

The Chair presented the correspondence received from a resident regarding significant issues surrounding drug taking and littering at the seating area on Talbot Way. Members were reminded that the Parish Council owns and looks after this piece of land.

The Chair advised members that an option could be to remove the bench which is currently used improperly but did add that this could just move the issue and not resolve it.

Cllr Docker asked if the issue could be highlighted to residents by barricading the seating area and displaying notices so that it brings attention to the issue.

The Clerk advised that fencing off an asset from experience can cause further safety issues and that any barricades are often moved by any offenders. The Clerk also provided members with commentary on similar issues in a neighbouring parish and that seating was removed to assist in eliminating the issue which did prove successful. The Clerk also added that the seating in this location is most likely appealing due to its relatively secluded location and that the issue would most likely not move to a seat in a more overlooked spot.

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Cllr Hillman suggested that the surrounding foliage could be reduced as if the area was more overlooked then it would potentially 'police itself'.

Cllr Orungbemi raised that the smell of cannabis can be smelt around the estate and that it is an issue.

Cllr Sirigou added that this issue is generally individuals gathering at nighttime.

Cllr Carter suggested that the use of CCTV could assist especially if it was a monitored system.

The Clerk advised that the expenditure and complexities of introducing and using CCTV are immense and may not be proportionate for this issue and dealing with it in a timely manner.

Cllr Aspaturian queried if mobile cameras such as those used by the local authority to catch fly tippers could be used.

Cllr Docker asked if any recording can be made and passed to the Police.

Cllr Sirigou commented that it would be useful if other residents could be contacted so that we can learn about their experiences.

The Chair suggested that the addition of a litter bin and the area being regularly patrolled by a litter group would assist.

Cllr Docker added that we could pay for an initial clean up, so that we know the area is tidy which would then allow us to gauge the issue. Cllr Hillman added that they would be happy to tidy the area up.

Cllr Hillman suggested that when we contact other residents we could ask if they have any doorbell camera evidence which could be passed to the Police.

Cllr Carter added that if we do reduce any hedges, then this will need to be completed before March.

Cllr Gibbs raised that the adding of posters to the area to highlight that the Council is aware of the issues and is actively managing them and will report all incidents to the Police.

Cllr Docker offered to liaise with the Police Sergeant when needed.

Cllr Docker left the meeting at 8:26pm.

RESOLVED: that the Clerk will progress with the following actions to assist in addressing the discussed issues.

- Engage the grounds maintenance contractor to request that all vegetation is pruned and reduced in height and width.
- Explore options to install a litter bin.
- Investigate options to install lighting.
- Write to surrounding properties to gauge and identify further issues.
- Arrange for an initial litter pick and deep clean and regular follow up litter pick visits.
- Implement signage to advise that the area is being monitored.

Cllr Docker rejoined the meeting at 8:28pm.

13. Community Hall Maintenance

RESOLVED: to accept the quote for £2363.78 from Staffordshire Fire Doors for a replacement steel fire door set.

Seeking further quotes was waived and the resolution was made to progress with the one quote received for expediency so that the new fire door can be fitted as soon as possible. Members noted that the Clerk had previously sought quotes from 2 other contractors but without success.

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14. Community Infrastructure Levy (CIL) Working Group

a) **RESOLVED**: that the terms of reference for a CIL Working Group are adopted. (as detailed on page 174)
b) **RESOLVED**: that the CIL Working Group is formed and that Cllr Jacobs, Cllr Hillman, Cllr Carter and Cllr Sirigou are appointed members.

15. Community Infrastructure Levy (CIL) Incorrect Allocation

The Chair shared information with members that the Council received correspondence from the Cheshire East Section 106 Officer regarding an error in the allocation of a CIL payment.
It was reported that a sum of £21,520.07, had been paid to Nantwich Town Council in May 2024, which should have been issued to Stapeley Parish Council, as the chargeable development falls wholly within the parish of Stapeley. Cheshire East Council requested that the full amount be returned so it can be reallocated correctly, with a deadline of 30th January 2026.

The Clerk confirmed that Nantwich Town Council had since been in contact and had confirmed that they would return the full funds to Cheshire East Council by the deadline set.

It was agreed that the Clerk would request the following information from the S106 officer.

- What rate was this CIL payment paid at, as if Nantwich Town Council do not have a Neighbourhood Plan, then it would have been paid at the lower rate.
- Once these funds have been received by Stapeley & District Parish Council how long a period will be set for them to be used.
- Which development does this CIL payment relate to.

16. Road Safety Working Group

Cllr Docker updated members that since the last council meeting the working group had not met due to the Christmas and New Year period. The group had, however, started to investigate suppliers for Speed Indicator Devices (SIDS) and had found that there is 1 key supplier although they do not offer installation.

The Clerk advised that our engaged odd jobs contractor can install SIDS onto currently available poles.

Cllr Docker added that some new poles may be needed and that they have been struggling to get in touch with Cheshire East Highways.

Cllr Docker requested that if the Clerk would be able to attend the next working group meeting. The Clerk confirmed that this would be fine and that a mutually convenient date would be found.

The Chair queried the progress of speed watch training with the Police. Cllr Docker advised that they need to find out who will be able to provide the training going forward as the existing volunteers as well as new ones will need to receive the training before any speed watch activity can take place.

Cllr Docker thanked the Clerk for their help in adding road safety and speed watch information to the Parish Council website and for making the online form so that speed watch volunteers can register.

Cllr Aspaturian added that they had recently added a post to the community Facebook page to promote speed watch activity and to recruit volunteers.

Cllr Aspaturian also shared with members that he had researched relevant road safety documentation including the Cheshire East Speed management strategy and accident hot spot information.

The Chair reminded members of the working group to ensure that they are working cohesively and together and to ensure that tasks are not overlapped and duplicated.

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17. **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

18. **Clerk Additional Hours**
RESOLVED: to pay the clerk an additional 6.00 hours for hours worked in excess of his contract between 15th December 2025 and 18th January 2026.

Meeting concluded at 8:52pm.

Chairman…… Date……

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Schedule of Payments – as resolved in item 6.

Stapeley & District Parish Council
Schedule of Payments
19th January 2026

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	20/01/2026	Waterplus	Community Hall Water Supply (13/12/25 to 12/01/26)	41.14		BT - Unity	LGA 1972 S 133	Yes
2	20/01/2026	Jof's Mowing	Grounds Maintenance (September 2025)	530.00		BT - Unity	Open Spaces 1906 S 9-10	Yes
3	20/01/2026	Wayne Salisbury - Clerk	Homeworking Expenses (01/07/25 to 30/09/25)	78.00	215.99	BT - Unity	LGA 1972 S 111	Yes
4	20/01/2026	Wayne Salisbury - Clerk	HP Instant Ink - Ink Subscription	28.99		BT - Unity	LGA 1972 S 111	Yes
5	20/01/2026	Wayne Salisbury - Clerk	McAfee - Clerk Laptop Anti virus Protection	85.00		BT - Unity	LGA 1972 S 111	Yes
6	20/01/2026	Wayne Salisbury - Clerk	Smarty - Mobile Phone Plan (October to January)	24.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**787.13**				

Payments made as per the annual approved payments list								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
7	24/12/2025	W Salisbury - Clerk	Salary - Dec 25 (Inc 5.00 hours add auth Dec 2025)	567.88		BT - Unity	LGA 1972 S 112	Yes
8	24/12/2025	HMRC	PAYE Contributions - Month 9	185.70		BT - Unity	LGA 1972 S 112	Yes
9	14/01/2026	Octopus Energy	Community Hall - Electric & Gas (02/12/25 to 31/12/25)	302.38		DD - Unity	LGA 1972 S 133	Yes
10	22/12/2025	Valda Energy	Streetlighting Energy (26/11/25 to 26/12/25)	213.27		DD - Unity	Highways ACT 1980 s301	Yes
11	12/01/2025	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - December 2025	496.57		BT - Unity	LGA 1972 S 133	Yes
12	02/01/2026	Greenzone	Community Hall - Waste Collection (11/12/25 to 25/12/25)	69.31		DD - Unity	LGA 1972 S 133	Yes
			Total	**1835.11**				

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
13	24/12/2025	Marshalls Landscaping	Talbot Way Pond Area Fence Replacement	1860.00		BT - Unity	Open Spaces 1906 S 9-10	Yes
14	12/01/2025	Milldale Scouts	Community Hall Christmas Tree Disposal	25.00		BT - Unity	LGA 1972 S 133	Yes
15	24/12/2025	Backford Christmas Tree Farm	Community Hall Christmas Tree	170.00		BT - Unity	LGA 1972 S 145	Yes
	31/12/2025	Unity Trust Bank	Service Charge	6.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**2061.00**				

Invoices checked and verified at the meeting held on 19th January 2026

Cllr R Carter 19/01/26

Cllr - Proposer - Sign & Date

Cllr Y Orungbemi 19/01/26

Cllr - Seconder - Sign & Date

Receipts - December 2025		
Date	**Amount**	**Details**
11/12/2025	£75.00	Community Hall - Occasional Hire
11/12/2025	£45.00	Community Hall - Occasional Hire
22/12/2025	£180.00	Community Hall - Regular Hire
31/12/2025	£838.75	Unity Trust Bank - Interest
	£1,138.75	

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Budget Review 25-26 Quarter 3 – as resolved in item 9.

				Quarter 1			Quarter 2			Quarter 3				
	Budget 2025 - 2026			April	May	June	July	August	Sep	Oct	Nov	Dec	Total	Variance
	Cost Centre	**Payments**	**Receipts**											
	Parish Expenditure													
2	Grants/Donations	£1,000.00					£300.00						£300.00	£700.00
19	Miscellaneous	£200.00											£0.00	£200.00
20	Speed Watch	£600.00											£0.00	£600.00
21	Street Lighting	£2,000.00					£764.74	£125.42	£125.42	£121.38		£203.11	£1,340.07	£659.93
34	Victorian Orchard	£5,000.00											£0.00	£5,000.00
35	New benches	£1,000.00											£0.00	£1,000.00
36	Vehicle speed display units	£6,000.00											£0.00	£6,000.00
37	Litter Action Project	£500.00											£0.00	£500.00
42	Conservation Pond	£20,000.00			£1,950.00						£2,441.75	£1,550.00	£5,941.75	£14,058.25
67	Community First Aid Awareness	£100.00											£0.00	£100.00
68	Allotments Subsidy	£1,200.00		£1,264.11									£1,264.11	-£64.11
69	Grounds Maintenance (Other)	£3,000.00						£490.00					£490.00	£2,510.00
70	Civic Expenditure	£1,500.00											£0.00	£1,500.00
	Total	**£42,100.00**		**£1,264.11**	**£1,950.00**	**£0.00**	**£1,064.74**	**£615.42**	**£125.42**	**£121.38**	**£2,441.75**	**£1,753.11**	**£9,335.93**	**£32,764.07**
	Administration													
44	Payroll Service	£250.00		£78.00						£115.50			£193.50	£56.50
45	Newsletter	£500.00											£0.00	£500.00
46	Clerk Expenses	£500.00		£78.00		£24.00	£78.00		£121.50	£114.74			£416.24	£83.76
47	Stationery	£300.00			£8.17								£8.17	£291.83
48	Audit Fees	£1,000.00				£487.00			£210.00				£697.00	£303.00
49	Insurance	£1,000.00			£528.70								£528.70	£471.30
50	Subscriptions	£1,500.00		£1,288.94	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£1,336.94	£163.06
51	Miscellaneous	£1,500.00			£25.00					£25.00			£50.00	£1,450.00
52	Website	£1,000.00			£73.50		£25.00						£98.50	£901.50
53	Printing	£200.00		£21.24					£24.16				£45.40	£154.60
54	Scribe Software	£1,000.00					£345.60		£417.60				£763.20	£236.80
	Total	**£8,750.00**		**£1,466.18**	**£641.37**	**£517.00**	**£454.60**	**£6.00**	**£779.26**	**£261.24**	**£6.00**	**£6.00**	**£4,137.65**	**£4,612.35**
	Employee Payroll													
55	Clerk's Salary	£9,000.00		£480.98	£622.80	£574.29	£570.77	£566.51	£739.08	£646.46	£571.14	£567.88	£5,339.91	£3,660.09
56	Tax/NI	£3,000.00		£147.83	£209.81	£188.73	£188.73	£185.27	£260.83	£220.03	£187.57	£185.70	£1,774.50	£1,225.50
57	Pension	£1,000.00											£0.00	
	Total	**£13,000.00**		**£628.81**	**£832.61**	**£763.02**	**£759.50**	**£751.78**	**£999.91**	**£866.49**	**£758.71**	**£753.58**	**£7,114.41**	**£5,885.59**
	Community Hall													
58	Community Hall Expenditure	£2,500.00		£52.30			£76.96			£99.95		£691.38	£920.59	£1,579.41
59	Cleaning	£6,500.00		£840.27	£827.62		£413.81	£413.81	£413.81	£413.81	£413.81	£413.81	£4,150.75	£2,349.25
60	G-Zone	£1,200.00			£86.64	£115.52	£57.76	£57.76	£86.64	£57.76	£57.76	£57.76	£577.60	£622.40
61	Water	£1,400.00			-£544.65	£45.47	£121.62	£41.14	£36.81	£40.24	£49.79	£40.24	-£169.34	£1,569.34
62	Wifi	£2,000.00											£0.00	£2,000.00
63	Building Maintenance	£5,000.00					£2,873.30	£354.00	£1,226.67	£339.93	£1,226.67		£6,020.57	-£1,020.57
64	Planters for Comm Hall	£150.00			£91.59								£91.59	£58.41
65	Grounds Maintenance	£2,500.00			£398.00								£398.00	£2,102.00
66	Octopus - Gas & Electricity	£3,500.00		£1,205.24	£339.76	£257.49	£231.94			£89.65	£142.26	£242.72	£2,509.06	£990.94

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Budget Review 25-26 Quarter 3 – as resolved in item 9. (Cont.)

	Total	**£24,750.00**		**£2,097.81**	**£1,198.96**	**£418.48**	**£3,775.39**	**£866.71**	**£1,763.93**	**£1,041.34**	**£1,890.29**	**£1,445.91**	**£14,498.82**	**£10,251.18**
	Community Hall Income													
39	Parish Income		£12,000.00	£1,117.50	£1,533.75	£915.00	£1,366.50	£1,437.00	£1,120.00	£1,073.75	£832.50	£300.00	£9,696.00	£2,304.00
	Parish Income													
1	Precept		£20,000.00	£10,000.00					£10,000.00				£20,000.00	£0.00
3	Interest		£1,250.00		£9.17	£515.66			£618.54			£838.75	£1,982.12	-£732.12 Addit
4	VAT Reclaim		£6,000.00										£0.00	£6,000.00
5	Other Income				£53,800.16					£89,666.94			£143,467.10	-£143,467.10 CIL F
	TOTAL RECEIPTS			**£11,117.50**	**£55,343.08**	**£1,430.66**	**£1,366.50**	**£1,437.00**	**£11,738.54**	**£90,740.69**	**£832.50**	**£1,138.75**		**£175,145.22**
	FULL YEAR PAYMENTS			**£5,456.91**	**£4,622.94**	**£1,698.50**	**£6,054.23**	**£2,239.91**	**£3,668.52**	**£2,290.45**	**£5,096.75**	**£3,958.60**	**£35,086.81**	
		Payments	**Receipts**										**Payments**	**Receipts**
	GRAND TOTAL	**£88,600.00**	**£39,250.00**										**£53,513.19**	**£135,895.22**
													Totals	
	VAT PAID			**265.9**	**624.49**	**126.48**	**290.45**	**171.38**	**493.38**	**215.94**	**835.1**	**530.88**	**£3,554.00**	
4	**VAT RECLAIM**		**£6,000.00**			**£819.64**			**£1,016.87**	**£955.21**			**£2,791.72**	**£3,208.28**

Budgeted Appropriation from Reserves	**£49,350.00**

£38,640.81
£177,936.94

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Bank Reconciliation 31st Dec 2025 (Quarter 3) – as resolved in item 10.

9 January 2026 (2025-2026)

Stapeley and District Parish Council

Prepared by: W Salisbury - Clerk / RFO Date: 9th Jan 2026

Name and Role (Clerk/RFO etc)

Approved by: W Salisbury - Clerk / RFO Date: 9th Jan 2025

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/12/2025			
	Cash in Hand 01/04/2025			66,923.28
	ADD			
	Receipts 01/04/2025 - 31/12/2025			177,936.94
				244,860.22
	SUBTRACT			
	Payments 01/04/2025 - 31/12/2025			38,640.81
A	**Cash in Hand 31/12/2025** (per Cash Book)			**206,219.41**
	Cash in hand per Bank Statements			
	Petty Cash	31/12/2025	0.00	
	RBS Current Account	31/12/2025	0.00	
	RBS Gold Deposit Account	31/12/2025	0.00	
	Unity Trust Current 0033	31/12/2025	5,881.29	
	Unity Trust Instant Access 0046	31/12/2025	200,523.14	
				206,404.43
	Less unpresented payments			155.02
				206,249.41
	Plus unpresented receipts			-30.00
B	**Adjusted Bank Balance**			**206,219.41**
	A = B Checks out OK			

Accounting Audit (Quarter 3) – as resolved in item 11.

Completed by Cllr Gibbs.

VOUCHER / PAYMENT NO	DATE OF ENTRY	SUPPLIER / RECIPIENT	£ AMOUNT	DATE CASHED / PAID	INVOICE UPLOADED AND CORRECT	ENTRY APPEARS ON THE SCHEDULE OF PAYMENTS
81	01.10.25	Bright and Beautiful	£496.57	08.10.25	Yes	Yes 16.12.25
84	07.10.25	Tomato Energy	£127.45	07.10.25	Yes	Yes 07.10.25
88	20.10.25	Chalc	£25.00	21.10.25	Yes	Yes 21.10.25
92	24.10.25	Heatshield Ltd	£407.92	27.10.25	Yes	Yes 27.10.25
94	03.11.25	Greenzone	£69.31	01.12.25	Yes	Yes 03.11.25
95	04.11.25	Clough's of Nantwich	£1472.00	05.11.25	Yes	Yes 05.11.25
100	17.11.25	Water Plus	£49.79	20.11.25	Yes	Yes 19.11.25
102	19.11.25	HMRC	£187.57	27.11.25	Yes	Yes 27.11.25
105	03.12.25	Bright and Beautiful	£496.57	16.12.25	Yes	Yes 12.12.25
108	15.12.25	Octopus Energy	£254.85	16.12.25	Yes	Yes 15.12.25
110	15.12.25	Valda Energy	£213.27	22.12.25	Yes	Yes 22.12.25
113	24.12.25	Marshalls Landscaping	£1860.00	24.12.25	Yes	Yes 24.12.25

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17. Community Infrastructure Levy (CIL) Working Group Terms of Reference – as resolved in item 14.

Terms of Reference for the Community Infrastructure Levy (CIL) Working Group

Definitions

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

Council	Stapeley & District Parish Council
Working Group	The Community Infrastructure Levy (CIL) 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 Community Infrastructure Levy (CIL) Working Group of the Council.
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 allocation or expenditure of CIL funds shall be recommended by the Working Group and approved by full Council.
d) The working group will meet informally on an ad hoc basis, to discuss the receipt of CIL funds and the development of potential projects.
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 consider the appropriate use of Community Infrastructure Levy funds in accordance with the relevant regulations and guidance.
b) To identify and explore potential infrastructure and community projects that may be suitable for funding from CIL receipts.
c) To assess proposed projects against local need, community benefit, deliverability, and alignment with Council priorities.
d) To consider the balance between short term and long term infrastructure needs within the parish.
e) To develop and maintain recommendations to the Council on the prioritisation and allocation of CIL funds.
f) To take account of community feedback and engagement outcomes when forming recommendations, where available.
g) To monitor the progress of Council approved CIL funded projects and report relevant updates or issues to the Council.
h) To ensure that all recommendations made to the Council are compliant with CIL requirements.

3. Powers

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

4. 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.
d) The Clerk may attend meetings in an advisory and supporting capacity.

5. Review

a) These Terms of Reference shall be reviewed annually by the Council, or sooner if required due to changes in legislation or Council governance arrangements.

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