Email: clerk@stapeleyparishcouncil.gov.uk

Website: www.stapeleyparishcouncil.gov.uk

Tel: 07449 457136

10th February 2026

To: **Members of Stapeley & District Parish Council**

Dear Councillor
You are summoned to attend the **Ordinary Meeting** of **Stapeley & District Parish Council,** which will be held on **Monday 16th February 2026** at **7:30pm** at **Stapeley Community Hall, Pear Tree Field, Stapeley, CW5 7GW.**

Yours sincerely,

Wayne Salisbury
Clerk and Responsible Financial Officer

Agenda

1. **To receive apologies for absence**
   To receive any apologies for absence. Apologies for absence should be notified to the Clerk as soon as possible prior to the meeting.

2. **Declarations of Interest and Dispensation Considerations**
   a) To receive declarations of any Disclosable Pecuniary Interests relating to items on the agenda and their nature.
   b) To receive declarations of any Other Interests relating to items on the agenda, and their nature.
   c) To note any dispensations granted prior to the meeting as per standing order 13.

3. **Minutes of the previous meeting**
   To approve as a correct record the minutes of the meeting of the Council held on Monday 19th January 2026 and discuss any matters arising which are not specific items on this agenda.

4. **Public Participation.**
   - A period not exceeding 15 minutes for members of the public to ask questions and submit comments.
   - Please submit your questions or comments to the Clerk by emailing the address above before 9 am on the day of the meeting to ensure inclusion.

5. **Cheshire East Borough Councillor's report**
   To receive a report on any matters of interest relating to the parish. Following the report, members will be allowed to direct any questions to the Councillor.

6. **Authorisation of payments**
   To consider the approval of payments for February 2026 (payment schedule to follow from the Clerk).

7. **Clerk's Report**
   a) To receive a report from the Clerk.
   b) To consider correspondence entered into the meeting.

8. **Planning**
   To consider any planning applications received since the publication of this agenda.

9. **Talbot Way Issues Update**
   To receive an update on issues at the Talbot Way seating area and to consider any further required actions.

10. **Speed Indicator Devices**
    To consider the quotes received for the purchase of Speed Indicator Devices.

11. **Email Communications Policy**
    To consider an amendment to the adopted Email Communications Policy.

12. **Council Risk Assessment**
    To review and approve the Council risk assessment document.

13. **Council Information Leaflet 2026**
    a) To consider the content of the Council Information Leaflet and its publication.
    b) To consider quotes for the printing and distribution of the Council Information Leaflet.

14. **Member & Employee Name Badges**
    To consider the design and purchase of member and employee name badges.

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.

Part 2

16. **Clerk Additional Hours**
    To consider the payment of any additional hours worked by the Clerk