Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 16th February 2026

Attendance	
Chairman:	Cllr J Hillman
Councillors:	Cllr S Ford, Cllr J Dickinson, Cllr M Docker, Cllr I Lurcock, Cllr Y Orungbemi, Cllr C Sirigou
Clerk:	Mr Wayne Salisbury
Other:	None
Apologies:	Cllr A Jacobs, Cllr M Aspaturian, Cllr B Astbury, Cllr R Carter, Cllr J Gibbs
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 A Jacobs, Cllr M Aspaturian, Cllr B Astbury, Cllr R Carter, and Cllr J Gibbs.

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 19th January 2026 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 submitted by a resident who was not in attendance asking whether anyone could set up an audio live stream of the traffic noise on London Road, Stapeley. Members discussed the request and agreed that, while individuals may have the technical capability, this type of activity does not fall within the purview or remit of the Parish Council. Any formal noise or speed surveys would need to be undertaken by Cheshire East Council, either through Highways or Environmental Health. It was noted that the Cheshire East ward members may be able to assist, and their contact details could be provided to the resident.

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**
The Clerk advised members that following the January meeting where the quote was accepted for the replacement fire door at the community hall that a further invoice had been received of £137.06 following measurements of the door being taken by the supplier. Members were advised that this additional charge was included in the invoices to be approved to be paid.

RESOLVED: The schedule of payments for the 16th February 2026 correctly states the invoices presented and that **£854.49** is approved to be paid; **£1374.44** has been paid as per the annual approved payments list and **£2842.54** has been paid to avoid late payment. (as detailed on page 180)

7. **Clerk's Report**
a) The Clerk summarised their written report, highlighting the following.

Actions Since Last Meeting
- Preparation for the February meeting and supporting documentation
- Ongoing liaison and booking management for the Community Hall
- Attendance at the Road Safety Working Group meeting on 27th January

Upcoming Primary Actions
- Preparation for the March Council meeting
- Completion of Q3 VAT reclaim
- Year-end preparation and internal audit actions

Talbot Way
- Resident correspondence issued regarding the seating area
- Litter bin researched and ordered
- Grounds contractor engaged and agreed works completed
- Full update to be provided under the relevant agenda item

Community Hall
- Website updated to include a video walkthrough to support hirers and reduce follow up queries
- Fire extinguishers serviced for the year
- Booking request declined due to previous breach of hire agreement
- Enquiry received for a potential new regular Friday evening booking
- Community Hall Financial Position - Year to date net deficit of £5,946

Resident Communications
- Two resident enquiries received and responded to, relating to visa advice and Talbot Way works

Planning
- **25/4404/HOUS, Battery Farm, Broad Lane**
  Demolition of existing rear section and construction of a two storey rear extension, approved with conditions on 11th February 2026
- **24/4242/FUL, Land off Peter De Stapleigh Way**
  Residential development, approved with conditions on 4th February 2026
- **25/4040/HOUS, 13 Buttonbush Drive**
  Single storey extension, approved with conditions on 30th January 2026

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b) To consider correspondence entered into the meeting.

Correspondence was received from a resident regarding the ongoing works at the Talbot Way pond area, raising concern about the present appearance of the site following vegetation clearance and requesting further detail on the long-term plans.

The Clerk had already responded to the resident to explain that the works form part of an agreed ecological and landscape scheme intended to deliver a long term improvement, that early stages can appear stark before planting establishes, and that the intention is to restore the land to a managed and usable community space.

Members noted the correspondence and were sympathetic to the resident's concerns. It was confirmed that the project does not materially change the site but restores it to its previous function.

The Clerk will write further to the resident to confirm that the correspondence was raised and to relay members' comments.

It was also noted that the new fencing does not currently include hedgehog access and that cut outs will need to be added.

It was also noted by members that the area may benefit from a formal opening and that this can be discussed further at the April meeting.

8. Planning

No planning applications were received following the publication of the agenda.

9. Talbot Way Issues Update

Members received an update on actions agreed at the January meeting following concerns about littering and suspected drug use. The update included.

- Vegetation reduction works have been completed by the Council contractor to improve visibility of the seating area
- Letters were delivered to 29 surrounding properties, and a range of feedback was received from 4 residents, largely indicating limited antisocial behaviour but ongoing concerns about litter, dog fouling and parking
- An initial litter pick was undertaken, during which drug related litter was found
- A litter bin has been ordered, the Clerk advised that it should be in place this week. It was noted that the bin can be emptied by members on a rotation, with full bags able to be left next to any litter bin on the Cheshire East emptying schedule
- Signage has not yet been installed.

Members discussed the style of signage for the entrances. It was agreed that a positive and welcoming sign was preferred, identifying the space as a community area, encouraging enjoyment of the space and inviting users to care for it. It was agreed that the signage will be installed following a monitoring period once the litter bin is in place.

Cllr Docker raised the possibility of installing a dog waste bag dispenser. The Clerk shared experience that such dispensers rarely change the behaviour of those who allow fouling and mainly provide bags to owners who would otherwise bring their own.

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10. Speed Indicator Devices

Members reviewed the quotes received for the purchase of Speed Indicator Devices. The Clerk raised that Cllr Docker had sought the quotes which was much appreciated.

Cllr Ford asked for a steer on the different units which had been quoted for and the difference between them. The Clerk shared experience of the different units and advised that the lowest price unit has the same functionality of the higher priced units. An example data report which the Elan City devices produce was shown to members.

Members noted that the preferred supplier is based in France (but with a UK base) and that even though the other suppliers are based in the UK the increased price does not warrant opting for them.

RESOLVED: to purchase 2 x Elan City Evolis Vision solar radar speed signs at £4679.98.

It was agreed by members that the devices would be purchased now so that they were ready to be installed onto existing poles once the go ahead from Cheshire East was received.

The Clerk advised members that this purchase will now fall into the 2025-2026 financial year and that the budget line was duplicated in the 2026-2027 budget on the basis that it would not have been already used. This purchase will deplete the budget available across the 2 financial years.

11. Email Communications Policy

Cllr Ford asked what the purpose of a group email address was and why members of a working group could not continue to use their individual council email addresses. The Chair advised that this was mainly for when a working group is dealing with members of the public or 3rd parties and to ensure continuity and consistency of communications.

RESOLVED: To adopt the updated Email Communications Policy with the added 'Working Group and Committee Email Addresses' section. (as detailed on page 181 - 183)

12. Council Risk Assessment

RESOLVED: to approve the Council risk assessment document.

13. Council Information Leaflet 2026

a) To consider the content of the Council Information Leaflet and its publication.

Members reviewed the prepared information leaflet and considered its content.

Cllr Docker raised if the road safety working group email address could be included. The Clerk added that it may be best not to at this point as it may encourage residents to attempt to sign up to speed watch by email rather than completing the online form.

Cllr Ford raised that the pie chart shows that 56% of the budgeted expenditure is across 2 categories and quired if that would attract some attention.

Cllr Lurcock raised that the term precept may not be understood by some residents. Cllr Sigirou asked if the information leaflet will be available online. The clerk advised that it would be and that further explanations of the different terms would be made available.

RESOLVED: to approve the content in the council information leaflet and its publication.

b) To consider quotes for the printing and distribution of the Council Information Leaflet.

RESOLVED: to approve a total cost of £421.49 for the printing and distribution of the council information leaflet. (Hello Print £111.99 / The Leaflet Team £309.50)

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14. **Member & Employee Name Badges**
RESOLVED: to approve the design and the cost of £106.86 (Staff Badges Direct) for member and employee name badges.

Cllr Orungbemi raised the need for a potential policy to ensure that a former member surrenders their badge once they are no longer a councillor.

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.

Part 2

16. **Clerk Additional Hours**
RESOLVED: to pay the clerk an additional 8.50 hours for hours worked in excess of his contract between 19th January 2026 and 15th February 2026.

Meeting concluded at 9:06pm.

Chairman…… Date……

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Schedule of Payments – as resolved in item 6.

Stapeley & District Parish Council
Schedule of Payments
16th February 2026

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	17/02/2026	Waterplus	Community Hall Water Supply (13/12/25 to 12/01/26)	41.14		BT - Unity	LGA 1972 S 133	Yes
2	17/02/2026	Staffordshire Fire Doors Ltd	Community Hall - Replacement Fire Door - Quote Ammendment	137.06		BT - Unity	LGA 1972 S 133	Yes
3	17/02/2026	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - January 2026	496.57		BT - Unity	LGA 1972 S 133	Yes
4	17/02/2026	Morgan Fire Protection Ltd	Community Hall - Fire Extinguisher Service	144.72		BT - Unity	LGA 1972 S 133	Yes
5	17/02/2026	CHALC	Member Training - Cllr Docker (Intro to AI)	40.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**859.49**				

Payments made as per the annual approved payments list								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
6	27/01/2026	W Salisbury - Clerk	Salary - Jan 26 (Inc 5.00 hours add auth Jan 2026)	581.93		BT - Unity	LGA 1972 S 112	Yes
7	27/01/2026	HMRC	PAYE Contributions - Month 10	192.18		BT - Unity	LGA 1972 S 112	Yes
8	16/02/2026	Octopus Energy	Community Hall - Electric & Gas (01/01/26 to 31/01/26)	315.54		DD - Unity	LGA 1972 S 133	Yes
9	06/02/2026	Valda Energy	Streetlighting Energy (26/11/25 to 25/01/26)	215.48		DD - Unity	Highways ACT 1980 s301	Yes
10	02/02/2026	Greenzone	Community Hall - Waste Collection (11/12/25 to 25/12/25)	69.31		DD - Unity	LGA 1972 S 133	Yes
			Total	**1374.44**				

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
11	27/01/2026	Staffordshire Fire Doors Ltd	Community Hall - Replacement Fire Door	2836.54		BT - Unity	LGA 1972 S 133	Yes
	31/01/2026	Unity Trust Bank	Service Charge	6.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**2842.54**				

Invoices checked and verified at the meeting held on 16th February 2026

Cllr J Dickenson 16/02/26

Cllr - Proposer - Sign & Date

Cllr I Lurcock 16/02/26

Cllr - Seconder - Sign & Date

Receipts - January 2026		
Date	**Amount**	**Details**
06/01/2026	£172.50	Community Hall - Regular Hire
06/01/2026	£90.00	Community Hall - Regular Hire
07/01/2026	£180.00	Community Hall - Occasional Hire
07/01/2026	£60.00	Community Hall - Regular Hire
09/01/2026	£240.00	Community Hall - Regular Hire
09/01/2026	£120.00	Community Hall - Regular Hire
09/01/2026	£90.00	Community Hall - Regular Hire
12/01/2026	£180.00	Community Hall - Regular Hire
12/01/2026	£240.00	Community Hall - Regular Hire
12/01/2026	£180.00	Community Hall - Regular Hire
12/01/2026	£240.00	Community Hall - Regular Hire
12/01/2026	£150.00	Community Hall - Regular Hire
15/01/2026	£60.00	Community Hall - Occasional Hire
19/01/2026	£90.00	Community Hall - Regular Hire
26/01/2026	£60.00	Community Hall - Occasional Hire
	£2,152.50	

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Email Communications & Acceptable Use Policy

1. Policy Statement

Stapeley & District Parish Council encourages the use of email which supports the aims and objectives of the Council. It is essential that when emailing as a Council member or employee (user) the content complies with current legislation and relevant Council policies and procedures and does not create unnecessary business risk for the Council.

The Council's email facility is made available to users for Council business purposes.

2. Risk Management

The Council recognises that there are risks associated with the use of email and the extensive damage that can be caused by offensive, libellous or defamatory emails.

The Council therefore recognises that there are risks associated with the use of email and the extensive damage that can be caused by:

- Sending or forwarding emails, including an attachment, with any libellous, defamatory, offensive, racist, or obscene remarks.
- Unlawfully forwarding confidential information.
- Unlawfully forwarding or copying messages without permission.
- Sending or forwarding an attachment that contains a virus.

This policy aims to ensure the appropriate access to, and use of the Council's email facility to help mitigate the following risks:

- Harm to individuals
- Damage to the Council's reputation
- Potential legal action and/or fines against the Council or individual(s)
- Inappropriate use of council resources

3. Scope

This policy applies to all employees and members including all elected and co-opted councillors and the Clerk to the Council who have access to the Council's email facility.

Serious breaches of this policy by any Councillor or employee may be dealt with as appropriate. The Council may take disciplinary action. Any breaches of data or data protection may be reported to the Information Commissioner Office (ICO).

4. Email Account

a) All official Council email accounts are hosted on the stapeleyparishcouncil.gov.uk domain.
b) The official email account which represents the council is clerk@stapeleyparishcouncil.gov.uk
c) All members of the council will be issued with an email address which adheres to the format of firstname.lastname@stapeleyparishcouncil.gov.uk Email display names should only appear as Cllr First name Last name.
d) Council email addresses are considered public and can be published on the Council website and within noticeboards.
e) Personal emails and member work emails are not permitted to be used for Council business and all Council email communications should be made via official Council email accounts.
f) Access to email is permitted via webmail. Email clients can be used on devices which are used exclusively by the employee or councillor. If a shared device is being used, then webmail should be used and signed out after each session.
g) Only the employee or Councillor is permitted to view emails sent via official council email.
h) Consideration should be given to if any email should be forwarded outside of the Council as this may share data and information which is privileged information and not intended for a wider audience. Confidential business should not be shared outside of the Council.

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i) Access to Council email addresses is permitted during a councillor's term of office or during an employee's tenure of employment. On cessation to ensure that privileged information is not available, email access will be revoked.
j) Council email accounts should be kept 'tidy' with good inbox management with received emails deleted and filed as appropriate. Items contained within the sent items should not be deleted.

5. Working Group and Committee Email Addresses

The Council may create dedicated email addresses for use by formally constituted working groups and committees.

These addresses will be general shared mailboxes rather than individual accounts. Access will be granted to all appointed members of the relevant working group or committee so that communications can be managed collectively. This arrangement supports continuity, transparency and efficient handling of correspondence relating to the work of the group.

Where appropriate, these shared addresses may be used as public facing contact points. This allows residents, organisations and stakeholders to communicate directly with the relevant working group or committee and supports the effective delivery of Council business.

All communications sent from or received into these shared mailboxes remain subject to this Email Communications and Acceptable Use Policy and all associated legal and data protection requirements.

All emails sent from a group email address must clearly identify and be signed by the individual author.

6. Email Third Party Instructions

Any official orders or instructions, agreeing to terms, or entering contractual commitments with third parties should come from the Clerk. Councillors would only be permitted to send such emails to third parties with specific prior authorisation from the Clerk.

7. Email Security

a) Email passwords should be kept secure and not shared with other users.
b) All email users should be aware of potential email scams, including phishing attempts. Emails may appear to come from a trusted source but if in doubt of the validity of the email the sender should be confirmed by checking the sending email address and not relying on the sending display name.
c) Any emails received asking for something out of the ordinary or out of character of the sender should be treated with caution and checks completed before any further engagement.
d) Any email received which the user believes is not genuine should be notified to the Clerk.

8. Legal Requirements

The following rules are required by law and are to be strictly adhered to:

a) It is strictly prohibited to send or forward emails containing libellous, defamatory, offensive, racist, or obscene remarks. If an email of this nature is received, promptly notify the Clerk.
b) Do not send unsolicited email messages whereby you would be invading someone's privacy.
c) When sending the same email to multiple external third parties, the email should either be composed as a separate email, or the BCC function should be used. This will ensure that the third-party email addresses are not shared with other recipients.
d) Do not forge or attempt to forge email messages.
e) Do not send email messages using another person's email account.
f) Do not send a copy of a message or attachment belonging to another user without permission of the originator.
g) Do not disguise or attempt to disguise your identity when sending email.

9. Freedom of Information / Right of Access

Email messages may be disclosed under the Data Protection Act 1998, the Freedom of Information Act 2000, or in legal proceedings in the same way as paper documents. Deletion from a user's inbox or archives does not mean that an email cannot be recovered; email messages should be treated as potentially retrievable, either from the main server or using specialist software. Users should take care with the content of email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of

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contract. Users should assume that email messages may be read by others and not include anything that would offend or embarrass any reader, or themselves if it found its way into the public domain.

a) In the case of a Freedom of Information / Right of access request made in writing to the clerk pertaining to email communications the clerk will access the relevant Council email accounts to identify the required information. Councillors will be informed of the request prior to information being retrieved.

10. Data Protection

Personal data is subject to the Data Protection Act 2018 which is the UK's implementation of the General Data Protection Regulation (GDPR). Under the terms of the Act, personal data includes any information about a living identifiable individual, including their name, address, phone number, email address and any other information about the individual. If such information is included in an email or an attachment to an email, a user is deemed to be "processing" personal data and must abide by the law. A user must not collect such information without the individual knowing what the user proposes to do with such information. Such information may not be disclosed or amended except in accordance with the purpose for which the information was collected. The user must ensure the information is accurate and up to date. In addition, the individual has the right to inspect what is held about him or her on the email system or held in separate archives of emails. The individual can demand correction of inaccurate information, can request blocking or erasure of damaging information, and can sue for damage caused by inaccurate information.
The law also imposes rules on storing of personal data. Such data should be kept only for as long as it is needed for the purpose for which it was collected. If a user maintains their own stores of emails, they should ensure that such stores are not maintained for longer than is necessary for the purpose for which they were collected. Emails should be held in such a way that they can be easily identified, reviewed and when necessary, destroyed.

a) A practical application of the above points would be if an email was received by a member of the public and the content of the email needed to be shared within the Council. Personal information should be redacted, or permission should be confirmed with the sender that personal information can be shared with the content of the communication.

b) Communications from businesses and other formal organisations (as sent from an official email address) are received on the basis of information intended for Council internal sharing and can be forwarded internally as appropriate.

11. Email User's Responsibility

It is each user's responsibility to:

a) Take time to read and understand this policy before using the Council's email facility.
b) Use the Council's email facility strictly in accordance with this policy.
c) Use the Council's email facility responsibly and in a way that will not harm the Council's reputation.
d) Take care to ensure that emails are sent only to those who should receive them. Re-read emails before sending, check for correct addressing (particularly where they include personal or sensitive information), and clarity, and to ensure that the content will not embarrass or subject the Council to legal proceedings or a fine.
e) Send messages containing statements which are likely to create liability (whether criminal or civil, and whether for you or the Council).
f) Ensure that personal opinion is not represented as that of the Council.
g) Send commercial or advertising material, chain letters, or junk mail (otherwise known as spam) of any kind.
h) Not subscribe to mailing lists for personal purposes using your Council email address.
i) Recognise that the Council's email facility is provided for Council use and that it is to be used within the scope of being an elected or co-opted Councillor or an employee of the Council.
j) Report any misuse of the Council's email facility.
k) Ensure that the use of email is consistent with the Council's Code of Conduct.

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