Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 20th April 2026

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

DRAFT

Meeting started at 7:30 pm.

1. **To receive apologies for absence**
   Apologies were received from Cllr M Aspaturian, Cllr R Carter, and Cllr C Sirigou.

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 16th March 2026 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**
   Cllr John Priest was in attendance and provided a report to members which included the following points.
   - His position remains one of opposition to the cluster of major housing applications affecting the parish, on the grounds that they are unsupported by adequate infrastructure, medical facilities and educational provision, and present a significant ecological challenge. He reported that the Strategic Planning Board had deferred two applications against officers' advice, with traffic concerns cited as the primary reason, and that this outcome was welcomed.
   - Concern expressed that planning officers appeared to be assessing each application in isolation rather than cumulatively, and that developers were not presenting joined-up solutions to the combined infrastructure pressures their proposals would create. Across the various applications, approximately 1,000 homes are proposed, which could generate in the region of 1,500 additional vehicles on already-congested roads.
   - The case for a relief road or southerly bypass was outlined as the only sustainable long-term solution to the area's traffic problems. A ring road scheme drawn up approximately 20 years ago was never completed beyond the northern A51 section, which terminates at Cheerbrook roundabout. Comparable schemes in Cheshire East were referenced.

   Cllr Dickinson asked whose responsibility it was to instigate and fund a relief road and if pressure could be applied.

Cllr Priest advised that it would be a number of agencies, Cheshire East, Central Government, Department of Transport. Cllr Priest confirmed that he is trying to get this onto the Connor Naismith MP's agenda so that he can discuss further with ministers.

The Chair raised concern that any bypass scheme of this scale could take 10 to 15 years to deliver and that developers were unlikely to wait. Cllr Priest acknowledged this.

Cllr Astbury noted that traffic problems are substantially compounded by the concentration of schools in the area and that further housing development would only increase school run pressure.

The Chair confirmed that comprehensive objections had been submitted by the Parish Council to all 4 current applications, London Road, Nightingale, Seddon's and Muller. These objections address infrastructure, traffic, ecology and broader planning grounds. The Nightingale application has attracted a King's Counsel opinion on the traffic survey.

Members were also advised that three schemes in Cheshire East had recently been overturned on planning appeal.

Cllr Priest confirmed he would review the agenda for the next Strategic Planning Board meeting, due to be published on Wednesday 22nd April, to identify which applications are listed.

Cllr Hillman raised the procedural difficulty the council faces, because the strategic planning board agenda is published 7 days before the meeting, there is insufficient time to convene an emergency meeting to agree a position on last-minute items.

Cllr Hillman shared that they are pleased to see that the borough councillors are objecting to applications and that it would be great to co-ordinate on the grounds that are being objected on. Cllr Hillman also suggested that Cheshire East should have a body of evidence which is used to rebut applications whilst there is not an active local plan in place.

Cllr Docker raised that he attended the last meeting of the strategic planning board and was frustrated that all applications were not considered in the round and that other proposals were disregarded on the basis that they may not progress. Cllr Docker also commented that this area has no housing shortage and no employment opportunities.

The Chair raised with Cllr Priest the long standing issue of the transfer of two Section 106 land parcels and that these should have been transferred to Cheshire East for a nominal sum on completion of the estate, some 23 years ago. The council holds CIL funds it wishes to use to build facilities for young people on this land, but cannot proceed until the transfer is completed.

The landowner, Vistry, is willing and has provided all documentation requested by Cheshire East. Despite correspondence with the Chief Executive, Planning Enforcement, and the Complaints Department, over the past 3 ½ years, no progress has been made. A formal complaint submitted by the Chair has received no response by the promised date of 14th April 2026.

Cllr Priest offered to assist, noting that Richard Taylor was likely the relevant planning officer on the estate. He asked to be copied on the most recent correspondence. The Chair agreed to forward this.

Cllr Priest also reported the following:

- Section 106 funding outstanding for approximately 12 years has been partially resolved. Repairs and resurfacing have been completed at Nantwich Lake car park, and Shrewbridge Road car park.
- Station improvements have been completed, including cobble relaying, repainting, new barriers at the front, and work with Network Rail on the level crossing.
- The Nantwich Youth Arts Festival is planned for the first weekend of July. Events will include music, drama and art workshops, a Baroque ensemble concert at St Mary's Church on the Saturday evening, and a cinema evening in the park. Further information will follow from Nantwich Town Council shortly.

DRAFT

6. Authorisation of Payments

RESOLVED: The schedule of payments for the 20th April 2026 correctly states the invoices presented and that **£4,067.72** is approved to be paid; **£1,353.55** has been paid as per the annual approved payments list and **£172.00** has been paid to avoid late payment. (as detailed on page 219)

7. Clerk's Report

The Clerk summarised their written report, highlighting the following.

- Work since the last meeting had included preparation for the April meeting and supporting documents, ongoing liaison and booking management for the Community Hall, submission of the Q3 VAT reclaim, and annual leave taken on the weeks of 31st March and 6th April.
- Upcoming priority work was noted as preparation for the May Annual Meeting, the Q4 VAT reclaim, internal audit preparation and submission, and AGAR and external audit work.
- Members were advised that the internal audit is a substantial piece of work regardless of the size of the council or the Clerk's contracted hours, with the initial submission aimed for 22nd May. It was expected that the internal audit report and AGAR documents would be brought to the June meeting for approval.
- The report noted a number of Community Hall matters, including the security alarm being serviced, fire door replacement, boiler repair, facilitation of a BT survey, and completion of the EICR. Essential remedial electrical works had been identified and quoted at £367, which the Clerk will approve under delegation.
- Hall usage remained positive, with 11 occasional hire bookings in place between April and December, mainly for private parties. The new regular booking from the birth doula is due to start in May.
- As at 31st March 2026, the Community Hall income was reported as £14,460 against expenditure of £20,125, giving a net position of -£5,666 for 2025-26.
- One resident communication had been received regarding a grant application, and further information on the grants process had been provided in response.
- The report also noted that planning application 24/4223/FUL, land off Peter De Stapleigh Way, had been approved with conditions on 10th April 2026.

8. Planning

a) To consider the following planning applications.

Reference	26/1278/HOUS
Type of Application	Householder
Location	12 Burgess Close, Stapeley, Nantwich, Cheshire East, CW5 7GB
Proposal	Extension with Link to Hydro Fitness Pool, Bar, and Internal Alterations
Deadline for Comments	3rd May 2026
Cheshire East | pa.cheshireeast.gov.uk | Application | 404546	

RESOLVED: to submit the following comment to Cheshire East planning authority.

- Stapeley & District Parish Council supports this application.

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

Reference	26/1046/ADV
Type of Application	Advertisement Consent
Location	Land Off Peter Destapleigh Way, Nantwich
Proposal	Advertisement consent Sales signage and flags.
Deadline for Comments	10th May 2026
Cheshire East | pa.cheshireeast.gov.uk | Application | 404640	

RESOLVED: to submit the following comment to Cheshire East planning authority.

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

DRAFT

9. CIL Working Group (Community Infrastructure Levy)

a) **RESOLVED**: to accept the amendment to the CIL Working Group Terms of Reference which increases maximum membership to 6 members.
b) **RESOLVED**: that Cllr Orungbemi is appointed to the membership of the CIL Working Group.
c) To receive an update on expenditure proposals and to consider any required decisions relating to consultation approach.

Members received an update from the CIL Working Group on the proposed consultation materials and approach. The Chair introduced the draft flyer, questionnaire and supporting documents, explaining that the flyer was intended to raise awareness of the consultation, outline the scale of funding available, and encourage residents to respond either online, by paper return to ballot boxes, or by attending a launch meeting. It was noted that the funding figure on the flyer should be amended from approximately £180,000 to approximately £140,000.

The Chair explained that ballot boxes had been arranged at Stapeley Broad Lane School, the Globe and the Co-op, and that Cllr Hillman will set up the online survey. It was agreed that the consultation should launch in June and run to mid-July, allowing a six week response period.

Members commented positively on the draft documents but raised a number of amendments. These included correcting the email address and website details, adding the Parish Council logo if possible, updating the out of date reference to Clinical Commissioning Groups, changing "bus shelter improvement" to "bus shelter provision", and resolving a number of formatting issues within the questionnaire. Members also discussed if references to Stapeley and Batherton in the demographic section remained appropriate, and it was noted that these could still assist in understanding the geographical spread of responses.

Cllr Gibbs asked how the working group intended to process the results. Cllr Hillman explained that the responses would be reviewed to identify the main priorities, after which feasibility work could be considered.

The Chair added that the consultation would help guide the Council, but that members would still need to determine which proposals were the most appropriate and realistic use of CIL funding.

Members also discussed distribution arrangements, noting that the flyer should be delivered to residents. The need for printed copies of the questionnaire was also noted, together with the possible use of a QR code linking to the online survey.

RESOLVED: that the presented consultation documents are approved.

A brief update was also received on related CIL matters. The Chair reported that they had contacted Cheshire East Council, Muller, and Vistry but had not yet received responses.
The Clerk advised that he had also sought clarification from the CIL officer regarding the anticipated Nantwich Town Council error payment and any further CIL payments due.

10. Community Hall Maintenance

The Chair shared details following a survey completed by BT relating to the installation of a fixed telephone line to enable an internet connection at the community hall. The Chair noted that the infrastructure runs to a point near the hall but is not connected to a BT box, and the quote received to complete the connection is £6,738, significantly above the budget provision.

The alternative of a Starlink system was discussed. Members expressed reservations about reliance on a system operated outside the UK and EU, and noted that there is currently no active demand from hall users for Wi-Fi.

Members considered it worthwhile for the Clerk to attempt to negotiate the BT connection down before reaching a final decision.

RESOLVED: that the clerk is delegated to liaise with BT and to establish if the works required can be completed for up to £3,000.00

DRAFT

11. Community Hall Cleaning Contract

The Chair provided members with information relating to the price increase from the incumbent cleaning contractor effective from 1st May 2026.
Members considered a proposed price increase of 7% and the Chair noted that this increase reflects rises in the national minimum wage and employer national insurance contributions. It was further noted that the contractor has been reliable and responsive throughout their contract.

Cllr Hillman raised that we should accept the increase, as other suppliers are also currently working through the impact of increased employment costs, which may make comparison quotes unreliable at present.

The Chair noted that when the contract was originally arranged, few contractors were willing to take it on given the limited hours.

RESOLVED: to continue with the services of Bright & Beautiful (Vorwerg Ltd) for Community hall cleaning at the increased rate of £531.41 including VAT per month.

12. Publication Scheme

The Chair presented the Council's Publication Scheme which had been prepared by the Clerk.

Cllr Orungbemi queried the origin of the scheme and the Clerk confirmed that the document is based on ICO model guidance, adapted to the council's specific needs, and that adoption is now a requirement that will be checked during the internal audit.

Members noted that the scheme sets out how the council makes information available to the public.

Cllr Hillman raised if charges apply for information requests.

The Clerk confirmed that charges are permissible for the actual cost of printing where information is provided in paper form, and that requests requiring an excessive amount of officer time may be refused.

Members agreed to add a clause explicitly reserving the council's right to charge for Clerk time on particularly onerous requests.

RESOLVED: to adopt the Council's publication scheme with the agreed addition detailed. (as detailed on page 220-222)

13. CCTV Policy

Members considered the presented CCTV Policy.

The Chair noted that the council is currently non-compliant in the absence of a policy, signage and ICO registration.

Cllr Hillman asked about the coverage of the cameras and what they view. The Clerk confirmed that the primary content of each camera is clearly within the community hall compound and that anything else in view is clearly secondary and allowable to be in view.

It was also discussed that footage is retained for 30 days on a rolling overwrite basis, and that footage would only be reviewed in response to specific requests of recorded incidents.

Cllr Gibbs left the meeting at 8:55pm.

The Clerk confirmed he does not hold a surveillance licence to view live video and that footage is used for evidential purposes only.

RESOLVED: to adopt the Council's CCTV Policy. (as detailed on page 223-226)

The Clerk will proceed with ICO registration and installation of required signage.

DRAFT

Cllr Gibbs rejoined the meeting at 8:58pm.

14. Road Traffic Survey

Cllr Hillman had sought and received 3 road traffic survey quotes which were presented to members at the meeting.

The Chair outlined the quotes and the variations in cost, including the potential addition of a Cheshire East Highways licence fee to some options. It was noted that the surveys appeared to offer vehicle counts and, in some cases, queueing data.

Cllr Hillman explained that her main concern was not simply the number of vehicles using the roads, but understanding what would happen at the junctions when additional housing was built. Cllr Hillman raised that the intention was to establish a baseline position so that the Council could compare it against future traffic evidence submitted by developers. It was also noted that similar survey data had been used successfully in connection with the Neighbourhood Plan.

The Chair commented that it appeared the survey companies would provide count data only, rather than any professional assessment of what the figures meant.

Cllr Ford asked if we need this information and if the companies who have quoted have any kudos with Cheshire East highways.

Cllr Orungbemi asked what type of report would be provided.

Cllr Gibs advised that this was the type of work such survey companies normally undertook and that, if the Council wished to interpret the data and draw conclusions from it, that would likely require a qualified transport consultant. He explained that a consultant would ordinarily commission the survey data and then use it to prepare a more complete transport assessment.

Cllr Hillman asked if the Council needed someone to analyse the data, or whether the baseline information alone would be sufficient.

Cllr Ford asked Cllr Gibbs for his professional opinion.

Cllr Gibbs reiterated that the data would still need specialist interpretation if the Council wanted to rely on it in a more technical way. Cllr Gibbs added that there would be wider cost implications if a consultant also needed to be appointed, and that this could make the exercise considerably more expensive. Cllr Gibbs advised that he could make further enquiries and obtain suitable contacts for that type of work.

RESOLVED: to not proceed with any of the presented quotes at this time and that Cllr Gibbs will make further enquiries relating to suitable traffic assessment consultants.

15. Bank Reconciliation

RESOLVED: that the bank reconciliation summary is an accurate reflection of payments and receipts against the bank balances as of 31st March 2026. (as detailed on page 227)

16. Accounting Audit

RESOLVED: That the accounting audit for the 4th quarter of the 2025-26 Council year as completed by Cllr Lurcock is accepted. (as detailed on page 227)

DRAFT

17. Budget Review

The Chair presented the budget information for the 4th quarter and full year 2025-26. The following variances were highlighted:

- Line 34 (Orchard): the full budget provision of £5,000 remains unspent, due to the ongoing delay in the Section 106 land transfer from Cheshire East.
- Line 42 (Pond): progress was slow early in the year but works are now advancing. Sand has been delivered to infill the pond and further progress is expected.
- Line 63 (Building maintenance): an overspend against budget, reflecting the volume of improvements to the Community Hall during 2025-26, including the fire door, painting, curtains, flooring and partition wall.
- Hall hire income: £14,800 received against a budget of £12,000, a positive variance of £2,800.

Cllr Docker suggested that the annual parish meeting would be an appropriate occasion to communicate these achievements publicly. The Chair indicated she would discuss with the Clerk whether to call an annual parish meeting. The Chair raised that a number of these items had already featured in the council newsletter.

RESOLVED: that expenditure and income against the budget for the 4th quarter of the 2025-26 Council year is approved.

18. Budget Position

Members reviewed the final budget position for the conclusion of the 2025-2026 Council year.

The Chair explained that although the Council's overall cash position remained healthy, the General Fund would not be sufficient on its own to meet the full appropriation required for the 2026-27 budget, and that eligible expenditure would therefore need to be allocated to CIL.

Cllr Hillman questioned how this position had arisen given that the budget and precept had previously been set. The Clerk clarified that the draft budget papers had always indicated that some CIL appropriation would be necessary to balance the position and that the decision to precept at the level agreed would mean more CIL allocation is necessary.

Cllr Ford commented that he had supported a lower precept for 2026-27 because of the level of reserves previously held, but that, now the reserves position had reduced, he would support an increase in future years.

The Chair expressed concern that, without increases in the precept in future years, the Council would continue to erode its cash position. It was noted that the Clerk will prepare a 3 year budget forecast for when the 27-28 budget is being considered to assist members.

Cllr Docker asked what the restrictions on the use of CIL are. The Chair confirmed that CIL could only be used for compliant items, but that there were a number of suitable expenditure lines within both the 25-26 and 26-27 budgets, including works such as the pond and fire door, which could potentially be designated against CIL.

The Clerk informed members that a decision could be made at the June meeting to agree on what expenditure is allocated as funded by CIL.

Cllr Gibbs asked whether CIL expenditure could be allocated before the consultation had been completed, and the Chair confirmed that it could.

RESOLVED: that the final budget position for the 2025-26 Council year is approved. (as detailed on page 228)

DRAFT

19. 2026-27 Reserves

RESOLVED: that the following earmarked reserve is formed for 2026-27.

- CIL Fund £146,367.71

21. 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

22. Clerk Additional Hours

RESOLVED: to pay the Clerk an additional 10.50 hours for hours worked in excess of his contract between 16th March 2026 and 19th April 2026.

Meeting concluded at 9:23pm.

Chairman…… Date……

DRAFT

Schedule of Payments – as resolved in item 6.

Stapeley & District Parish Council
Schedule of Payments
20th April 2026

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	21/04/2026	Waterplus	Community Hall Water Supply (13/02/26 to 12/03/26)	42.56		BT - Unity	LGA 1972 S 133	Yes
2	21/04/2026	Nantwich Town Council	Allotment Subsidy 26-27	1304.56		BT - Unity	Allotments Act 1908 S26	Yes
3	21/04/2026	Jofs Mowing	Grounds Maintenance - Community Hall / Open Spaces Fed - April 2026	395.00		BT - Unity	Open Spaces 1906 S9-10	Yes
4	21/04/2026	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - March 2026	496.57		BT - Unity	LGA 1972 S 133	Yes
5	21/04/2026	Heatshield Ltd	Community Hall - Boiler Repair	187.15		BT - Unity	LGA 1972 S 133	Yes
6	21/04/2026	Davies & Johnson	Community Hall - EICR / PAT Testing and electrical repairs	188.70		BT - Unity	LGA 1972 S 133	Yes
7	21/04/2026	ChALC	County Associal Annual Affiliation Fee	1243.20		BT - Unity	LGA 1972 S 111	Yes
8	21/04/2026	Wayne Salisbury - Clerk	Homeworking Expenses (01/01/26 to 31/03/26)	78.00	209.98	BT - Unity	LGA 1972 S 111	Yes
9	21/04/2026	Wayne Salisbury - Clerk	HP Instant Ink - Ink Subscription	28.99		BT - Unity	LGA 1972 S 111	Yes
10	21/04/2026	Wayne Salisbury - Clerk	Microsoft - 365 Subscription 26-27	84.99		BT - Unity	LGA 1972 S 111	Yes
10A	21/04/2026	Wayne Salisbury - Clerk	Smarty - Mobile Phone Plan (February to April)	18.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**4067.72**				

Payments made as per the annual approved payments list

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
11	27/03/2026	W Salisbury - Clerk	Salary - March 26 (Inc 10.50 hours add auth March 2026)	646.26		BT - Unity	LGA 1972 S 112	Yes
12	24/03/2026	HMRC	PAYE Contributions - Month 12	220.23		BT - Unity	LGA 1972 S 112	Yes
13	09/04/2026	Octopus Energy	Community Hall - Electric & Gas (05/03/26 to 26/03/26)	225.23		DD - Unity	LGA 1972 S 133	Yes
14	07/04/2026	Valda Energy	Streetlighting Energy (26/02/25 to 25/03/26)	154.73		DD - Unity	Highways ACT 1980 s301	Yes
15	01/04/2026	Greenzone	Community Hall - Waste Collection (02/04/26 to 30/04/26)	107.10		DD - Unity	LGA 1972 S 133	Yes
			Total	**1353.55**				

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
16	31/03/2026	Safe Security Limited	Community Hall - Fire door sensor maintenance	60.00		BT - Unity	LGA 1972 S 133	Yes
17	24/03/2026	ChALC	Member Training - Cllr Carter Planning sessions x 3	105.00		BT - Unity	LGA 1972 S 111	Yes
	31/03/2026	Unity Trust Bank	Service Charge	7.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**172.00**				

Invoices checked and verified at the meeting held on 20th April 2026

Cllr J Dickinson 20/04/26

Cllr - Proposer - Sign & Date

Cllr J Gibbs 20/04/26

Cllr - Seconder - Sign & Date

Receipts - March 2026		
Date	**Amount**	**Details**
03/03/2026	£120.00	Community Hall - Regular Hire
03/03/2026	£45.00	Community Hall - Occasional Hire
04/03/2026	£167.50	Community Hall - Occasional Hire
04/03/2026	£45.00	Community Hall - Occasional Hire
04/03/2026	£120.00	Community Hall - Regular Hire
04/03/2026	£30.00	Community Hall - Regular Hire
04/03/2026	£120.00	Community Hall - Regular Hire
05/03/2026	£45.00	Community Hall - Occasional Hire
09/03/2026	£180.00	Community Hall - Regular Hire
09/03/2026	£120.00	Community Hall - Regular Hire
09/03/2026	£240.00	Community Hall - Regular Hire
17/03/2026	-£100.00	Community Hall - Occasional Hire - Deposit Refund
23/03/2026	£150.00	Community Hall - Regular Hire
27/03/2026	£97.50	Community Hall - Occasional Hire
30/03/2026	£60.00	Community Hall - Occasional Hire
31/03/2026	£30.00	Community Hall - Occasional Hire
31/03/2026	£1,012.75	Unity Trust Bank - Interest
31/03/2026	£45.00	Community Hall - Occasional Hire
	£2,527.75	

DRAFT

Publication Scheme – as resolved in item 12.

Publication Scheme

Stapeley & District Parish Council has adopted the Information Commissioner's Office Model Publication Scheme for local authorities.

This publication scheme sets out the information that the Council makes available routinely, how that information can be accessed, and whether any charge applies.

The purpose of the scheme is to ensure that information about the Council's work, decision making, finance and services is made available proactively wherever possible, without the need for a specific Freedom of Information request.

The Council will, wherever practicable, publish information on its website:
www.stapeleyparishcouncil.gov.uk

Where information is not already available on the website, and it can appropriately be published there, the Council will arrange for this to be done.

Information will be made available unless there is a lawful reason not to do so, for example where the information contains personal data, is confidential, or is otherwise exempt from disclosure.

Contact details
Clerk to Stapeley & District Parish Council
Email: **clerk@stapeleyparishcouncil.gov.uk**
Telephone: **07449 457136**

Requests to inspect hard copy information should be made through the Clerk and arranged by appointment.

How information will be made available
Information covered by this scheme will normally be available by one or more of the following methods:

- on the Council's website
- by email request to the Clerk
- by hard copy, on request
- by inspection at a mutually agreed appointment

Charges
Much of the information published under this scheme will be available free of charge on the Council's website. Where hard copies are requested, the following charges may apply:

- Black and white photocopying, **15p per sheet**
- Colour photocopying, **20p per sheet**
- Postage, **actual cost**

No charge will be made for simply viewing information by appointment, unless extensive copying or postage is required.

The Council reserves the right to charge for Clerk time where a request is considered particularly onerous, time-consuming, or requires significant administrative work, with any such charge confirmed in advance.

Guide to Information

Class 1, Who we are and what we do
Organisational information, structures, locations and contacts. Current information only.
This may include:

- Councillors and membership of the Council
- Committee and working group membership, where applicable
- Contact details for the Clerk
- Councillor information via the website member pages
- Council responsibilities and areas of activity
- Location of meetings

DRAFT

- Staffing structure

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Class 2, What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, procurement, contracts and audit. Current and previous financial year as a minimum.
This may include:

- Approved annual budget
- Precept information
- Annual governance and accountability return and associated documents
- Accounting statements
- Bank reconciliation summary where published
- Asset register
- Financial regulations
- Standing Orders
- Payments, receipts and expenditure information published as part of transparency arrangements
- List of current contracts and value of contracts, where applicable and appropriate for publication

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Class 3, What our priorities are and how we are doing
Strategies, plans, audits, inspections, reviews and reports.
This may include:

- Annual report, where produced
- Action plans and project information
- Governance reviews
- Internal audit reports
- External audit reports and notices
- Risk management documents

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Class 4, How we make decisions
Decision making processes and records of decisions. Current and previous council year as a minimum.
This may include:

- Timetable of meetings
- Agendas and Minutes of meetings
- Reports and supporting papers considered at meetings, where appropriate for publication
- Responses to consultation exercises
- Responses to planning applications
- Delegated decisions, where recorded and published

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Class 5, Our policies and procedures
Current written policies, protocols and procedures for delivering services and responsibilities.
This may include:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints procedure
- Freedom of Information and data handling procedures
- Health and safety policy
- Employment policies, where applicable
- Equality related policies, where adopted
- Records management and retention arrangements
- Information security arrangements

DRAFT

- Publication scheme
- Schedule of charges
- Terms of reference for committees and working groups, where applicable
- Delegation arrangements

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Class 6, Lists and registers
Currently maintained lists and registers only.
This may include:

- Asset register
- Register of members' interests
- Register of gifts and hospitality, if maintained
- Disclosure log, if maintained
- Any other public register the Council is required to keep

Some information in this class may only be available for inspection, or may be available through another body where legislation requires this.

How available: Website where published, or inspection/request through the Clerk
Charge: Usually free online, copying charges may apply

Class 7, The services we offer
Information about the services the Council provides.
This may include information relating to:

- Community hall
- Public open spaces
- Street lighting
- Public seating
- Community grants
- Parish events and commemorative activities
- Newsletters, notices and public information issued by the Council

Where the Council charges for a service, hire or activity, details of applicable fees will be made available where relevant.

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Additional publication commitment
In addition to the classes above, Stapeley & District Parish Council will seek to publish information proactively where this supports openness, transparency and public understanding of the Council's work.

For a council with turnover above £25,000, following the broader transparency expectations in the Local Government Transparency Code 2015 is identified as best practice in the Practitioners' Guide 2025.

Exemptions and limitations
Information will not be published where:

- it is exempt under the Freedom of Information Act 2000
- it contains personal data and disclosure would breach data protection law
- it is confidential or legally privileged
- it relates to a matter properly considered in private session
- another legal restriction prevents disclosure

Review
This publication scheme will be reviewed by the Council as and when required, and updated as necessary to ensure that published information remains accurate, accessible and relevant.

DRAFT

CCTV Policy

1. Introduction

This policy is to control the management, operation, use and confidentiality of the fixed CCTV cameras in use at Stapeley Community Hall. The site is managed by Stapeley & District Parish Council.

For the purposes of this policy, Stapeley Community Hall is defined as the Community Hall compound only, specifically the external car park and perimeter pathways within that compound.

This policy has been prepared having regard to the UK General Data Protection Regulation, the Data Protection Act 2018 and associated guidance relating to the use of CCTV systems. This policy will be subject to periodic review by the Council to ensure that it continues to reflect the public interest and that the system meets legislative and governance requirements at all times.

This policy is intended to ensure that the Council's CCTV arrangements are conducted on a clear and lawful basis. Members have previously referred to a CCTV policy, however there is no formal record of an adopted policy. In addition, required signage has not yet been put in place and the Council is not yet registered with the Information Commissioner's Office in relation to this processing activity. This policy addresses those issues and supports the lawful operation of the system going forward.

---

2. Statement of Purpose

The purpose of the CCTV system is to provide a safer and more secure environment for those who use, visit or work at Stapeley Community Hall, and to assist in the protection of Council property and assets.

The system will not be used to invade the privacy of any individual, except where carried out in accordance with the law and for the purposes set out in this policy.

The scheme will be used for the following purposes:

a) to reduce the fear of crime by persons using the facilities at Stapeley Community Hall, so they can enter and leave the site with greater confidence.
b) to reduce the vandalism of property and to prevent, deter and detect crime and disorder.
c) to protect the Council's buildings, equipment and other physical assets located within the Community Hall compound.
d) to support the safety of staff, councillors, hirers, contractors and members of the public attending or using the site.
e) to assist the police, the Council and other law enforcement agencies with the identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public disorder or other reported incidents.
f) to assist the emergency services in carrying out their lawful duties where relevant recorded footage may assist following a reported incident.

3. Changes to the Purpose or Policy

The CCTV Policy may be discussed at meetings of the Council. However, any major change that would have a significant impact on either the purpose of this policy or the operation of the CCTV scheme will take place only after discussion and resolution at a full Council meeting.

---

4. Responsibilities of the Owner of the Scheme

Stapeley & District Parish Council retains overall responsibility for the scheme.

Stapeley & District Parish Council is responsible for ensuring that the CCTV equipment is appropriately maintained and remains functional and compliant with this policy.

The Council is responsible for ensuring that appropriate signage is erected and maintained at the Community Hall site so that members of the public are aware that CCTV is in operation.

The Council is responsible for ensuring that it is properly registered with the Information Commissioner's Office in respect of CCTV processing. Registration is to be put in place in April 2026 to coincide with the adoption and implementation of this policy.

All CCTV equipment should be subject to inspection, maintenance and servicing as required to ensure that it remains fit for purpose.

---

5. Management of the System

Stapeley & District Parish Council will be the data controller for the CCTV system and will be registered with the Information Commissioner's Office.

The Data Controller is:
Stapeley & District Parish Council
Email: clerk@stapeleyparishcouncil.gov.uk
Telephone: 07449 457136
Address: Stapeley Community Hall, Pear Tree Field, Stapeley, CW5 7GW

The Clerk to the Council, as the responsible person, will manage the day-to-day operation of the system, including data access, compliance monitoring and the handling of any access requests or requests for disclosure.

Breaches of this policy will be investigated by the Clerk to the Council and reported to the Council as appropriate.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant digital evidence must be capable of being retained and disclosed in an appropriate format where lawfully required. This policy must be read and understood by all persons involved in the administration of the scheme and a copy of the policy will be made available on the Council's website.

---

6. Control and Operation of Cameras

The following points must be understood and strictly observed by the responsible person.

a) The CCTV system in use at Stapeley Community Hall consists of fixed external cameras only.
b) The cameras are in place to capture footage relating to the external car park and perimeter pathways within the Community Hall compound.
c) The system is not monitored on a live basis. Imagery is not routinely viewed in real time.
d) Recorded footage will only be accessed and reviewed for evidential purposes following the report of an incident or where there is another lawful and proper reason to do so.
e) Access to recorded footage will be restricted to the Clerk to the Council only.
f) The Clerk must act with integrity and must not abuse the equipment or any access privileges connected with the system.
g) The CCTV system must only be used for the purposes set out in this policy and must not be used for general monitoring without cause.

DRAFT

h) The responsible person should periodically check that the system is operating correctly and, where possible, that the date and time shown on the system are accurate. Any such checks, faults, repairs, access requests and disclosures should be recorded in the CCTV log.
i) If no incident, crime, criminal activity or other report requiring evidential review takes place, footage will not routinely be viewed.
j) The Council will ensure that appropriate signage is installed at the site to make clear that CCTV is in operation, that Stapeley & District Parish Council is the operator of the system, and how further information may be obtained.

---

7. Storage and Retention of Images

a) Digital records should be stored securely and in accordance with data protection requirements. Access must be limited to the minimum number of persons necessary, which under this policy is the Clerk only.
b) Recorded footage will be retained only for as long as the system permits and only for as long as is reasonably necessary. Routine footage that is not required for evidential purposes should be automatically overwritten or deleted in accordance with the system's storage capacity and settings.
c) Where footage is required in connection with a reported incident, investigation, insurance matter, subject access request or other lawful purpose, the relevant footage may be retained for longer where necessary and in accordance with the law.
d) Images will not normally be supplied to the media, except where disclosure is lawful and appropriate, including where advised by the police and deemed to be in the public interest.
e) As records may be required as evidence at court, any person handling a digital record may be required to make a statement to a police officer and sign an exhibit label or provide equivalent evidential continuity. Any footage handed to a police officer should be appropriately logged, including the date of disclosure, a description sufficient to identify the footage, the officer's name and details, and any crime reference number where available.
f) Any event that requires the checking, extraction, disclosure or retention of recorded data should be detailed in the CCTV log, including crime numbers where appropriate, and the Council will be informed at the next available opportunity where necessary.

---

8. Access Log and Requests

Data access will be strictly controlled and logged.

Any access to recorded data, whether for viewing, copying, retention or disclosure, must be authorised by the Clerk and entered into the CCTV access log.

The access log should record, as a minimum:

- the date and time of the request,
- the name of the person making or receiving the request,
- the reason for the request,
- the incident or allegation to which the request relates,
- whether footage was viewed,
- whether footage was extracted or disclosed,
- to whom any disclosure was made, and
- the date of deletion or confirmation that the footage was not retained.

No public access will be allowed to the footage except for lawful, proper and sufficient reason and in accordance with relevant data protection rights and exemptions.

The police are permitted access to footage where they have reason to believe that such access is necessary to investigate, detect or prevent crime, subject to the appropriate request process.

DRAFT

9. Subject Access Requests

Any request by an individual member of the public for access to their own personal data captured by the CCTV system must be made in writing to the Clerk to the Council.

Any such request will be considered in accordance with the applicable data protection legislation. The Council may need to consider the rights and privacy of other individuals before any footage is disclosed and may need to redact or otherwise limit disclosure where appropriate.

10. Faults, Maintenance and System Integrity

Any damage to equipment or system malfunction discovered by the Clerk or reported to the Council should be recorded and addressed as soon as reasonably practicable.

Where a repair or maintenance action has been completed, this should also be recorded in the CCTV log, including the date and nature of the action taken.

11. Accountability

The Council will keep the operation of the CCTV system under review to ensure ongoing compliance with this policy and relevant legislation.

Copies of this CCTV Policy will be available in accordance with the Freedom of Information Act 2000, subject to any lawful exemptions relating to security or personal data.

Any written concerns or complaints regarding the use of the system will be considered by the Council in line with the Council's complaints procedure and relevant legal requirements.

This policy should be read alongside any related Council policies concerning data protection, privacy and records management.

12. Review of Policy

This CCTV Policy will be reviewed periodically to ensure ongoing compliance with legal requirements and good governance practice.

DRAFT

Bank Reconciliation 31st March 2026 – as resolved in item 15.

	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		66,923.28
	ADD		
	Receipts 01/04/2025 - 31/03/2026		184,154.83
			251,078.11
	SUBTRACT		
	Payments 01/04/2025 - 31/03/2026		61,845.55
A	**Cash in Hand 31/03/2026** (per Cash Book)		**189,232.56**
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	0.00	
	Unity Trust Instant Access 0046 31/03/2026	181,535.89	
	Unity Trust Current 0033 31/03/2026	7,958.50	
	RBS Gold Deposit Account 31/03/2026	0.00	
	RBS Current Account 31/03/2026	0.00	
			189,494.39
	Less unpresented payments		261.83
			189,232.56
	Plus unpresented receipts		
B	**Adjusted Bank Balance**		**189,232.56**
	A = B Checks out OK		

Accounting Audit Q4 – as resolved in item 16.
Completed by Cllr Lurcock

VOUCHER / PAYMENT NO	DATE OF ENTRY	SUPPLIER / RECIPIENT	£ AMOUNT	DATE CASHED / PAID	INVOICE UPLOADED AND CORRECT	ENTRY APPEARS ON THE SCHEDULE OF PAYMENTS
115	06/01/26	Octopus Energy	£302.08	14/01/26	Yes	Yes 19/01/26
118	07/01/26	Scouts	£25.00	12/01/26	Yes	Yes 19/01/26
122	19/01/26	Jof's Mowing	£530.00	20/01/26	Yes	Yes 19/01/26
129	26/01/26	Staffordshire Fire Doors Ltd	£2836.54	27/01/26	Yes	Yes 16/02/26
134	09/02/26	Bright and Beautiful Vorwerg Ltd	£496.57	18/02/26	Yes	Yes 16/02/26
137	16/02/26	Water Plus	£41.14	18/02/26	Yes	Yes 16/02/26
139	26/02/26	The Leaflet Team	£309.00	26/02/26	Yes	Yes 16/03/26
141	26/02/26	Staff Badges Direct	£106.86	17/03/26	Yes	Yes 16/03/26
144	09/03/26	Glasdon	£291.17	17/03/26	Yes	Yes 16/03/26
145	09/03/26	Elan City Ltd	£5615.98	09/03/26	Yes	Yes 16/03/26
151	16/03/26	P Barrett Landscapes	£6216.00	17/03/26	Yes	Yes 16/03/26
158	30/03/26	Safe Secure Ltd	£60.00	31/03/26	Yes	Yes 20/04/26

Budget Position 2025-26 – as resolved in item 18.

Actual Cash on Hand – 1st April 2025	**£66,923.28**
Budget set for 2025 - 26 (1st April 2025 – 31st March 2026)	
Payments	£88,600.00
Receipts	£39,250.00
Budgeted appropriation from reserves	£49,350.00

2025 – 26 Full Year Actual (VAT Inclusive)	
Payments	£61,845.55
Receipts	£184,154.83
Actual appropriation from reserves	£0.00
Actual Cash on Hand – 1st April 2026	**£189,232.56***

*CIL Fund £146,367.71 / General Fund £42,864.85

Budget set for 2026 - 27 (1st April 2026 – 31st March 2027)	
Payments	£90,248.15
Receipts	£41,000.00
Budgeted appropriation from reserves	£49,248.15
Forecast Cash on Hand – 1st April 2027	**£143,684.79**

DRAFT