**Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 15th June 2026**

*www.stapeleyparishcouncil.gov.uk / clerk@stapeleyparishcouncil.gov.uk*

**Attendance**

| | | |
|---|---|---|
| **Chairman:** | Cllr A Jacobs | |
| **Councillors:** | Cllr J Hillman, Cllr M Aspaturian, Cllr J Dickinson, Cllr M Docker, Cllr J Gibbs, Cllr I Lurcock | |
| | **Apologies:** Cllr R Carter, Cllr S Ford, Cllr Y Orungbemi, Cllr C Sirigou | |
| **Clerk:** | Mr Wayne Salisbury | **Other:** None |
| **Not in attendance:** | None | **Public:** 1 |

**Meeting started at 7:30 pm.**

1. **To receive apologies for absence**
   Apologies were received from Cllr R Carter, Cllr S Ford, Cllr Y Orungbemi, 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 18th May 2026 be approved as a correct record and signed by the Chair.

4. **Public Participation**
   One member of the public was in attendance. No requests to speak during this item were received prior to the meeting, and no member of the public addressed the Council.

5. **Cheshire East Borough Councillors' Report**
   No Borough Councillors were in attendance. Apologies were received.

6. **Committees 2026-27**
   **To consider membership of the Parish Council Complaints Committee. (1 remaining seat)**

   **RESOLVED**: that Cllr J Dickinson is appointed to the membership of the Parish Council Complaints Committee.

7. **Working Groups 2026-27**
   **a) To consider membership of the Parish Council Conservation Area Working Group. (1 remaining seat)**

   **RESOLVED**: that Cllr J Dickinson is appointed to the membership of the Conservation Area Working Group.

   **b) To consider membership of the Parish Council Community Infrastructure Levy (CIL) Working Group. (1 remaining seat)**

   **RESOLVED**: that Cllr J Dickinson is appointed to the membership of the Community Infrastructure Levy (CIL) Working Group.

   **c) To consider an update to the Parish Council Road Safety and Speed Watch Working Group Terms of Reference.**

   **RESOLVED**: that the Terms of Reference for the Road Safety and Speed Watch Working Group be amended to increase the membership to six.

**d) To consider membership of the Parish Council Road Safety and Speed Watch Working Group.**

It was noted that Cllr Sirigou had stepped back from the working group, and that Cllr Hillman had expressed an interest in joining following the amendment to the Terms of Reference.

**RESOLVED**: that Cllr J Hillman is appointed to the membership of the Road Safety and Speed Watch working group.

It was agreed that a further member will be considered for this working group at the July meeting.

**8. Authorisation of payments**

**RESOLVED**: that the schedule of payments for the 15th June 2026 correctly states the invoices presented and that **£1,378.49** is approved to be paid; **£1,107.45** has been paid as per the annual approved payments list and **£25.00** has been paid to avoid late payment. (as detailed on page 247)

**9. Clerk's Report**

**a) To receive a report from the Clerk.**

The following points were shared with members in addition to the written report shared ahead of the meeting.

- The internal audit for 2025-26 had been concluded and the Internal Audit Report would be presented to Council. The report provided a positive overall conclusion, confirming that the Council's system of internal controls and governance arrangements were in place, fit for purpose and effective. The external audit submission would now be prepared for approval and submission before the 1st July deadline.
- The Council's two new Speed Indicator Devices had been purchased and the Council was keen to bring them into use. Cheshire East Highways had been contacted regarding the existing SID pole locations in Stapeley, with confirmation requested as to if the poles had the necessary permissions and were suitable for SID use. A further response from Cheshire East Highways was still awaited.
- Works to the Talbot Way Pond area were continuing. Additional soil had been required to support the house-side boundary before the next stage of works could proceed. The soil had been sourced from other jobs, avoiding an additional charge to the Council, although this had contributed to the extended timescale. The viewing platform was being fabricated and would then be sent for galvanising. The liner and decked area were expected to be installed towards the end of June, with completion anticipated within approximately the next month.
- The Community Hall Fire Risk Assessment had been reviewed and updated.
- Since the last meeting, five casual bookings had been made for the Community Hall, totalling 18 hours. Further enquiries had also been received for potential new regular bookings. The Community Hall net position as at 15th June 2026 was reported as £192.
- A resident had contacted the Council regarding the bin on Talbot Way overflowing. A response had been sent confirming that the matter would be dealt with, and members had been advised.
- Following the resignation of a member following the May meeting and the vacancy not being called to an election, the Council is now able to co-opt. An item to consider co-option will be added to the July agenda.
- Three planning decisions had been received since the last meeting.
    - Application 26/1278/HOUS, relating to 12 Burgess Close, Stapeley, Nantwich, for an extension with link to a hydro fitness pool, bar and internal alterations, was approved with conditions on 4th June 2026.
    - Application 26/0835/NMA, relating to land off Peter De Stapleigh Way, Stapeley, for a non-material amendment to approval 24/4242/FUL for a residential development, was approved with conditions on 7th June 2026.
    - Application 26/1046/ADV, relating to land off Peter Destapleigh Way, Nantwich, for advertisement consent for sales signage and flags, was approved with conditions on 21st May 2026.

Members further discussed the litter bin on Talbot Way, and it was agreed to establish a fortnightly rota for emptying the bin. Cllr Hillman agreed to coordinate the rota and the Clerk to supply additional bags.

**10. Planning**

**a) To consider a response to the following appeal to the Secretary of State.**

| | | | |
|---|---|---|---|
| Reference | 25/2977/OUT 6009169 | Deadline | 18th June 2026 |
| Type of Application | Appeal | | |
| Location | Land Off Broad Lane, Nantwich, CW5 7QL | | |
| Proposal | Outline planning application for the demolition of number 6 Broad Lane and a residential development comprising up to 75no. dwellings together with parking, open space, landscaping, drainage and associated works. All matters reserved except for means of access | | |
| Cheshire East \| pa.cheshireeast.gov.uk \| Application \| 401534 | | | |

**RESOLVED:** to submit the following response to the Planning Inspectorate in respect of appeal 25/2977/OUT, and to publish it on the Council's website.

*Notwithstanding the refusal decision by Cheshire East Council, which we support, the Council brings the following points to the planning inspectorate's attention.*

*The key arguments for dismissing this appeal relate to that of a previous appeals inspector who deemed that this road was unsafe and without capacity for a development in 2015 for 104 homes. This still stands. This development did not take place and was replaced by a smaller one known as Halfpenny Close.*

*This was incorrectly referred to by the Planning Officer at a meeting of the Strategic Planning Board on 25th March 2026 at which this development was considered where the officer confused the comments on the original application for 104 houses as relating to the Halfpenny Close development.*

*This road has already suffered the addition of the homes off Halfpenny Close and so is now more dangerous and has even less capacity than when the appeals planning inspector originally made her comments.*

*In response to the evidence given in 2.8, there are significant differences. This development is on the other side of Stapeley and would not touch the Audlem Road / Broad Lane (which functions as a residential street – that has already had an increase of traffic since this was stated) and whilst it will greatly impact the roads, it is not deemed to be as dangerous as this proposal.*

*Statement 2.10 states "The agreed extension date of the 26 March remains intact and importantly; no interested party would have been prejudiced by a decision at that Committee". This is immaterial as the consultation closing date had already been published.*

*2.12 – the reason for the demands for the cumulative traffic assessment was to ascertain the safety of the roads. The safety of the roads is absolutely a material consideration for the postponement of any decision.*

*3.20 – We fail to understand why a decision could be made that a traffic assessment is not needed for ALL developments under 80 homes. This does not take into consideration any other developments that have already taken place in the area which may be numerous, or which may have impacted an already dangerous and 'at capacity' road such as this one; as determined by an appeals planning inspector before the construction of Halfpenny Close which exits onto the same road.*

*4.7 has misunderstood the point of the policy H1 from the Stapeley and Batherton Neighbourhood Plan in that the policy seeks to only allow infill and brownfield sites, and only where they have been exhausted, will it look to then recommend development within or adjacent to the settlement boundary. The fact that the Neighbourhood Plan is more than 5 years old does not discount this as a legal planning document to be upheld.*

*4.8 of our Neighbourhood Plan requires that such developments should have provided a full traffic assessment, and a full Travel Plan in accordance with policy T1. We know that any development along that road will have a significant impact, based on the previous planning appeal inspector's comments for a development impacting the same road. This road is already in a worse situation now that the Halfpenny Close development has been built (43 houses).*

*4.9 states that "Policy T2 (Pedestrian and Cycle Routes), also seeks to create and support walkable and cyclable neighbourhoods (T2a) and routes to services such as the town centre and schools (T2b). Policy T4 (Bus Stops) seeks bus stops provided as part of a development to be of an appropriate design, and "all weather" providing real time information where appropriate." It is clear that there are no linkable cycleways in the area, the footpath that the developers propose to link to is only passable in good weather and indeed runs through a water-logged field. There is a substandard footpath only on the opposite side to the primary school along Broad Lane onto which the proposed development would exit.*

*4.16, 4.17 and 4.18 - Despite the statement made about statistics saying that there is a shortfall in housing numbers, we are aware that properties that are not selling in our area, some which have been on the market for years. Indeed, the new development off Peter de Stapleigh Way (which meets Broad Lane at a controlled junction) that is currently underway is not selling at anywhere near the rates first*

*anticipated. The five-year land supply and housing supply should NOT undermine the safety of the people who live along this road, nor those who use it to walk to school, or the farmers who rely on this road for their livelihood.*

*5.17 This traffic impact statement is based on 2030 levels without the inclusion of significant developments that are already underway and the only high school in this area is directly adjacent to those traffic lights, so the cited increases of 2.9% and 2.6% are wildly underestimated. Similarly, we know that statistically we have more cars per head in this area (as shown by the Office for National Statistics) and that the average number of journeys per day can be double in this area.*

*5.24 – it is the impact of the developments that are currently underway and have already been granted full planning permission that we seek to understand with a cumulative traffic assessment as it is from this that the base readings should then be taken, for all future development. This has not yet been done, nor is this traffic statement based on these new certain levels.*

*5.40 – as stated earlier, the fact that the traffic assessment is based on an historical picture of the roads, and not a true representation of the current traffic situation (or immediate future traffic situation once all current developments are completed) is a case for a new and cumulative traffic assessment. We are not simply stating that this must be done because other developments are pending, we are stating that this is a vital requirement because of all of the developments that are currently underway for this to then be used as a benchmark for any future and pending developments. We cannot ignore what is under development/granted but not yet completed. We are extremely concerned about local traffic levels, from two points of view, highway and pedestrian safety and congestion.*

*5.45 – as stated earlier, this footpath is over waterlogged fields and is only passable without wellington boots for around 3 months every year. This is not a sustainable footpath.*

*5.47 – there are no cyclable routes from this development and no link up with any cycle-routes. The 'walkable' routes are largely waterlogged, or along inadequate, below required width and unsafe pavements. These cannot be considered in compliance with policy T2 of the Stapeley and Batherton Neighbourhood Plan. It is also baffling how unused bus stops are being considered as 'in service' in this appeal The Council Officers erroneously cited at the Strategic Planning Board on 26th March 2026 that considered this application that the previous appeal planning inspector's comments weren't relevant here as they related to the Halfpenny Close development which has already been finalised. The comments were for another development on the adjacent field to this application/appeal and are therefore wholly relevant. The appellant maintains the assertion that the planning officers had no objections, but we would challenge that this to be the case when they were acting under misguided and erroneous information. To be clear, this development would not constitute a Sustainable Development and therefore should not be considered in that light and is indeed subject to all of the due diligence detailed above.*

*7.11 and 7.12 – to be clear, the fact that the Stapeley and Batherton Neighbourhood Plan does not allocate sites is neither here nor there. There is no legal or statutory requirement for a Neighbourhood Plan to include the allocation of sites. We have demonstrated a housing supply, indeed whilst our plan may be 8 years old, that does not make it any less relevant, nor give developers the right to ignore our policies as it is still – legally speaking – a valid planning document. As there has been major, consistent development throughout the entirety of the 8 years that the plan has been in existence, one can demonstrate that we have delivered over and above our allocation of homes as the Local Plan itself detailed that we had delivered our housing supply.*

*7.14 – This is simply not the case and the impact on the highways would be significant for all of the reasons stated above. There is also limited access to the site by any means other than vehicular access as the pavements are sub-standard, the footpath is largely flooded and muddy and there are no cycle routes.*

*7.17 – bullet point 3 – the 'benefit' of providing green spaces when an agricultural field is being sacrificed for the development does not bear scrutiny.*

*7.18 – This statement is incorrect. The only reason that ponds exist in this area is due to local flooding and the water table being overwhelmed.*

*7.22 – The application mentioned here (David Wilson Homes) is on a road that has a footpath on one side that is of adequate width and which is directly opposite a cycle path and is much closer to the main bypass than this proposed development. The traffic impact of the David Wilson Homes development is likely to be significantly less than this application from which all traffic will have to pass at least one school, more likely two.*

*Appendix 1 – We are disappointed to see that the transcript of the objectors' statements – including that of Stapeley and District Parish Council – and our answers to members' questions, has been left out of the appeals transcript as this was a 'relevant section' of the Strategic Planning Board meeting and is materially relevant to this appeal.*

*We are not unsupportive of development, we are unsupportive of developments that will harm our area, and this is one such example. The proposed site is greenfield and is used to grow crops, one of the few left in our Parish thanks to continued building and this resource should be protected. The dangers that this application and appeal pose to Audlem Road/Broad Lane and the surrounding area are staggering as identified by Councillors, local residents and a fully qualified appeals planning inspector in 2016. We live in the Parish and represent the people who live, walk, work in, and care for this area and we are trying to ask that the proper assessments are undertaken rather than a decision being made from afar.*

*It is our opinion that the policy conflicts and the adverse impacts on the locality identified would 'significantly and demonstrably' outweigh the benefits of the proposal for both our local highway network, the impact on local residents and road users, and our ecological and arable landscape.*

**b) To consider the following planning applications.**

| | | | |
|---|---|---|---|
| Reference | 26/1799/PIP | Deadline | 16th June 2026 |
| Type of Application | Permission in Principle | | |
| Location | Elliott's Wood Batherton Lane, Batherton, Nantwich, CW5 7QH | | |
| Proposal | Permission in principle for one detached self-build dwelling | | |
| Cheshire East \| pa.cheshireeast.gov.uk \| Application \| 405062 | | | |

**RESOLVED**: to submit the following response to Cheshire East Council.

*Stapeley & District Parish Council objects to this application and makes the following points.*

1. *There is insufficient information within the application to assess the scale or nature of the structure proposed. It is not possible to determine whether the dwelling would be modest or substantial, and the application should not be supported on the basis of such limited detail.*
2. *The site lies within a designated Nature Improvement Area. The introduction of built development would serve only to reduce its environmental value.*
3. *The site is open countryside, and the proposal is contrary to Policy PG6. Approval would further extend the built boundary of Nantwich and would open the way to further applications on surrounding land. The Council notes that the application itself relies on this extension of the boundary as part of its justification.*
4. *A single dwelling would make no meaningful contribution to the five-year housing supply, and the Council does not accept this as a justification for approval.*
5. *The Council has concerns regarding the safety of the proposed access, which is taken from a single-track drive.*
6. *The Council considers that approval would set a precedent for development of the adjoining land between Batherton Lane and the Nightingale site, which has previously been brought forward for development.*

| | | | |
|---|---|---|---|
| Reference | 26/1795/RLO | Deadline | 24th June 2026 |
| Type of Application | Release from Legal Obligations | | |
| Location | Land Off Peter Destapleigh Way, Nantwich | | |
| Proposal | Deed of variation to S106 agreement relating to application 24/4242/FUL - Erection of a residential development (use class C3); public open space; green infrastructure; landscaping; access and associated infrastructure | | |
| Cheshire East \| pa.cheshireeast.gov.uk \| Application \| 405124 | | | |

**RESOLVED**: to submit the following general observation to Cheshire East Council.

*Stapeley & District Parish Council requests that Cheshire East Council ensure that no future owners or renters are disadvantaged by the S106 amendments and to ensure that affordable housing remains affordable.*

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

No further applications were received.

**11. Planning Matters**

The Chair shared a proposal which had been put forward by Cllr Hillman which asked members to consider the following.

- To write to Cheshire East Council requesting that its officers present only accurate and factually correct information to Members on which to base their planning decisions.
- To write to Cheshire East Council asking whether the Council may attend and speak throughout the Strategic Planning Board meetings as a local expert, alongside the planning officers, so as to have the opportunity to correct information put forward by officers; and

- To pass a resolution allowing Council representatives to respond to last-minute planning documents, provided that any such representation is either factual or falls within the scope of an agreed objection.

The proposal further suggested that standing meetings be arranged to fall on the Monday before each Cheshire East Strategic Planning Board meeting to discuss the Council's response.

Members discussed the proposed points and discussed concerns that agendas and supporting documents for the Strategic Planning Board are typically published seven days before the meeting, which does not provide the Council sufficient notice to convene a meeting to discuss and resolve any statement which is presented at the Strategic Planning Board meeting.

Cllr Gibbs cautioned that the first proposal, concerning the accuracy of information presented by officers, was too critical, and the Chair considered it potentially libellous; it was agreed that this point should not be pursued.

Members noted that a right of response at the Board would require a change to the planning process itself, which would carry greater weight if pursued collectively through CHALC than by the Council acting alone.

The Clerk advised that the most effective route would be to submit a motion to CHALC to be considered at its annual meeting, and that a change to the Council's Standing Orders could be considered at the July meeting to enable representations to be prepared without the need to convene an additional meeting on each occasion, with the option of calling an additional meeting retained for any significant matter.

**RESOLVED:** (i) that a motion be submitted to CHALC for consideration at its annual meeting, asking CHALC to take up with the local authorities a review of the planning process and the part that parish and town councils play within it, with the wording to be drafted by the Clerk.

(ii) that a change to Standing Orders be considered at the July meeting to enable the Clerk to take soundings from members and produce a collation of comments for use in Strategic Planning Board representations, with the option of calling an additional meeting when a significant matter arises.

The Clerk noted that the July agenda will have an item to allow for comments to be resolved for potential inclusion at the next meeting of the Strategic Planning Board which is due to take place on the 22nd July.

**12. Traffic Survey**

Members considered quotes received for traffic count and queue surveys at four junctions, together with an associated Transport Assessment.

Cllr Hillman, who had sourced the quotes confirmed that a second company responded that they were unable to help and that a third company approached did not respond to the request to quote.

The Chair added that the background to this item is the Council's concern, discussed at the April meeting, regarding the cumulative traffic impact of existing and proposed residential developments within and around the Parish, and the associated traffic and highways concerns arising from recent and current planning matters. The four signal-controlled junctions identified are:

- Peter DeStapeleigh Way / Audlem Road
- Peter DeStapeleigh Way / Pear Tree Road
- Peter DeStapeleigh Way / London Road / Ellwood Way
- Newcastle Road / Ellwood Way

Two separate elements were quoted for, traffic count and queue surveys to gather the required data, and a Transport Assessment to assess baseline and future year traffic flow scenarios using that data. It was noted that both elements are required if the Council wishes to obtain both the survey evidence and the professional assessment of traffic impact.

Members noted that there is no specific budget line for this expenditure, that it is not expected to qualify as CIL expenditure (which the Clerk will confirm with the CIL officer), and that a virement from another budget line may be required if the Council resolves to proceed.

Members discussed the value and limitations of commissioning the Council's own survey.
Cllr Gibbs explained the Transport Assessment process, including that the scope is agreed with the highways officer and the submitted assessment is scrutinised in detail, and that, while a survey commissioned by the Council would not replace a developer's Transport Assessment, it would provide the Council with its own evidence base to support its comments.

Following a vote, the proposal was carried by four votes to three.

**RESOLVED**: that the Council proceed with the commissioning of the traffic count and queue surveys from Road Data Services Ltd at £2,250 plus VAT, and the Transport Assessment from AT Transport Planning Ltd at £3,950 plus VAT, together with the estimated signal data cost of approximately £400 plus VAT, giving an indicative combined cost of approximately £6,600 plus VAT.

The Clerk advised that they will confirm if this expenditure can be allocated to the CIL fund and, if not, would identify funding by virement from another budget line.

**13. CIL Working Group (Community Infrastructure Levy)**

**a) To receive an update from the CIL Working Group and to consider any required decisions.**

The Chair provided an update on behalf of the working group:

- Cheshire East Borough ward member Cllr John Priest has secured a meeting with planning to discuss matters. The working group met the previous week and submitted a number of questions for the Borough Councillor to consider.
- The Chair has contacted Muller Homes regarding the open space handover timeline.
- Correspondence has been sent to the relevant Vistry office dealing with the former legacy contract. A response is awaited.
- All three venues have agreed to host post boxes to receive the completed questionnaires.
- The finalised flyer and questionnaire, which take account of the comments made by members last month, are included in the pack. The questionnaire carries a QR code linking to the online form. In line with the Council's accessibility policy, hard copies will be available at the three post box locations, and residents may also request a hard copy from the Clerk.
- The consultation is planned to open on 22nd June 2026 and to run until the 2nd August 2026, with the last collection from the Broad Lane School location by 16th July. The working group will meet the following week, and again in September ahead of the September meeting, to review the responses received.
- Cllr Docker reminded members of the importance of complete distribution, noting that a previous newsletter had not been received at one address on Broad Lane. The Clerk advised that they will emphasise this with the distribution team.
- Cllr Dickinson sought confirmation that a poster carrying the QR code and information about the consultation would be displayed, so that residents who had not received a leaflet could still take part. The Clerk confirmed that this would be displayed on the noticeboard.

**b) To consider quotes for the printing and distribution of CIL survey flyers.**

Members considered the quotes for the print run and for distribution by the leaflet team, together with the postage options. In order to meet the planned launch date, members supported the faster delivery option.

**RESOLVED:** to approve the quote for printing of the CIL survey flyer from Hello Print at a cost of £95.98 with distribution from The Leaflet Team at a cost of £319.00.

**14. CIL Fund Earmarked Reserve**

The Clerk reported that an earmarked reserve for CIL funds was formed in April so that those funds are not held within general funds. Since that resolution, a further £125,533.71 of CIL receipts has been received.

**RESOLVED**: that the additional £125,533.71 of CIL receipts be transferred into the CIL Fund earmarked reserve.

**15. Internal Audit Report 2025-26**

The Chair provided members with a summary of the internal audit report and the supporting document prepared by the Clerk. The Chair raised the following points from the internal audit report.

- Use of personal email addresses for Council correspondence was raised as a significant issue. Members were reminded that Council email addresses must be used for all official Council correspondence. This results in a "No" response to Assertion 10 of the Annual Governance and Accountability Return, which requires a published explanation.
- Fidelity guarantee cover, the corrected figure is above the projected balance identified by the internal auditor.
- A misunderstanding relating to box 11 of the Annual Governance and Accountability Return has been corrected by the Clerk.
- The invoice for the Community Hall curtains was found to be a quote rather than a VAT invoice. The VAT invoice has since been supplied.

Members recorded their thanks to the Clerk for the significant improvement in the Council's audit position.

**RESOLVED:** that the internal audit report for 2025-26 and the feedback reported by the internal auditor be received and approved.

**16. Annual Governance and Accountability Return**

Members considered the Annual Governance and Accountability Return (AGAR) for 2025-26. In Section 1, the Annual Governance Statement, all assertions are answered "Yes" with the exception of Assertion 10, which is answered "No".

The Clerk advised members that a published explanation is required for that response, which centres on the use of personal email addresses.

The Chair shared with members that Section 2 details the figures approved at the previous meeting.

**RESOLVED**: that Sections 1 and 2 of the Annual Governance Accountability Return 2025-26 are approved.

The documents were signed by the Chair and the Clerk. (as detailed on pages 248-249)

**17. Notice of Public Rights**

Members noted the dates set for the notice of public rights. The period for the exercise of public rights commences on 18th June 2026 and closes on 29th July 2026.

**18. 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.**

**RESOLVED**: to exclude members of the public to allow Council to proceed into closed session.

**Part 2**

**19. Clerk Additional Hours**

**RESOLVED**: to pay the Clerk an additional 9.75 hours for hours worked in excess of his contract between 18th May and 14th June 2026.

**Meeting concluded at 9:04 pm.**

Chairman……. Date……

**Schedule of Payments – as resolved in item 8.**

## Stapeley & District Parish Council
## Schedule of Payments
## 15th June 2026

| | Date of Debit or Cheque Raised | Recipient | Purpose | £ | £ | Payment Method | Power of expenditure | Scribe |
|---|---|---|---|---|---|---|---|---|
| 1 | 16/06/2026 | Waterplus | Community Hall Water Supply (13/05/26 to 12/06/26) | 26.69 | | BT - Unity | LGA 1972 S 133 | Yes |
| 2 | 16/06/2026 | JDH Business Services Ltd | Internal Audit 2025-26 Fee | 644.40 | | BT - Unity | LGA 1972 S 111 | Yes |
| 3 | 16/06/2026 | Shires Accountants | Payroll Services - Pension Regulator Submission | 72.00 | | BT - Unity | LGA 1972 S 111 | Yes |
| 4 | 16/06/2026 | Vorwerg Ltd (Bright & Beautiful) | Cleaning - Stapeley Community Hall - May 2026 | 531.42 | | BT - Unity | LGA 1972 S 133 | Yes |
| 5 | 16/06/2026 | Heatshield | Community Hall Boiler Service | 90.00 | | BT - Unity | LGA 1972 S 133 | Yes |
| 6 | 16/06/2026 | Wayne Salisbury - Clerk | Amazon - Community Hall Switch Keys | 9.99 | 13.98 | BT - Unity | LGA 1972 S 133 | Yes |
| 7 | 16/06/2026 | Wayne Salisbury - Clerk | Amazon - Community Hall Fire Key | 3.99 | | BT - Unity | LGA 1972 S 133 | Yes |
| | | | **Total** | **1378.49** | | | | |

**Payments made as per the annual approved payments list**

| | Date of Debit or Cheque Raised | Recipient | Purpose | £ | £ | Payment Method | Power of expenditure | Scribe |
|---|---|---|---|---|---|---|---|---|
| 8 | 27/05/2026 | W Salisbury - Clerk | Salary - May 26 (Inc 6.50 hours add auth May 2026) | 589.06 | | BT - Unity | LGA 1972 S 112 | Yes |
| 9 | 27/05/2026 | HMRC | PAYE Contributions - Month 2 | 195.32 | | BT - Unity | LGA 1972 S 112 | Yes |
| 10 | 15/06/2026 | Octopus Energy | Community Hall - Electric & Gas (01/05/26 to 31/05/26) | 133.86 | | DD - Unity | LGA 1972 S 133 | Yes |
| 11 | 05/06/2026 | Valda Energy | Streetlighting Energy (26/04/25 to 25/05/26) | 117.81 | | DD - Unity | Highways ACT 1980 s301 | Yes |
| 12 | 01/06/2026 | Greenzone | Community Hall - Waste Collection (11/06/26 to 30/06/26) | 71.40 | | DD - Unity | LGA 1972 S 133 | Yes |
| | | | **Total** | **1107.45** | | | | |

**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 | 18/05/2026 | British Telecom | Community Hall Wifi - Cancellation Charge | 18.00 | | DD - Unity | LGA 1972 S 133 | Yes |
| | 31/05/2026 | Unity Trust Bank | Service Charge | 7.00 | | BT - Unity | LGA 1972 S 111 | Yes |
| | | | **Total** | **25.00** | | | | |

Invoices checked and verified at the meeting held on 15th June 2026

Cllr J Gibbs 15/06/26

**Cllr - Proposer - Sign & Date**

Cllr J Dickinson 15/06/26

**Cllr - Seconder - Sign & Date**

| **Receipts - May 2026** | | |
|---|---|---|
| **Date** | **Amount** | **Details** |
| 05/05/2026 | £120.00 | Community Hall - Regular Hire |
| 05/05/2026 | £120.00 | Community Hall - Regular Hire |
| 05/05/2026 | £90.00 | Community Hall - Regular Hire |
| 05/05/2026 | £120.00 | Community Hall - Regular Hire |
| 05/05/2026 | £285.00 | Community Hall - Regular Hire |
| 05/05/2026 | £45.00 | Community Hall - Regular Hire |
| 12/05/2026 | £45.00 | Community Hall - Occasional Hire |
| 14/05/2026 | £60.00 | Community Hall - Occasional Hire |
| 15/05/2026 | £15.00 | Community Hall - Occasional Hire |
| 15/05/2026 | £135.00 | Community Hall - Occasional Hire |
| 20/05/2026 | £60.00 | Community Hall - Regular Hire |
| 29/05/2026 | £45.00 | Community Hall - Occasional Hire |
| | | |
| | **£1,140.00** | |

**Section 1 Annual Governance Statement 2025-26 – as resolved in item 16.**

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Stapeley & District Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

| | Agreed | | 'Yes' means that this authority: |
|---|---|---|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✔ | | *prepared its accounting statements in accordance with the Accounts and Audit Regulations.* |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✔ | | *made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.* |
| 3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✔ | | *has only done what it has the legal power to do and has complied with Proper Practices in doing so.* |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✔ | | *during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.* |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✔ | | *considered and documented the financial and other risks it faces and dealt with them properly.* |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✔ | | *arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.* |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✔ | | *responded to matters brought to its attention by internal and external audit.* |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✔ | | *disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.* |
| **9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.** | Yes | No | N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.* |
| | | | ✔ |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. | | ✔ | *has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.* |

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

15/06/2026

and recorded as minute reference:

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Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

https://stapeleyparishcouncil.gov.uk/

**Section 2 Accounting Statements 2025-26 – as resolved in item 16.**

## Section 2 – Accounting Statements 2025/26 for

Stapeley & District Parish Council

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2025 £ | 31 March 2026 £ | *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.* |
| 1. Balances brought forward | 83,219 | 66,923 | *Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.* |
| 2. (+) Precept or Rates and Levies | 12,143 | 20,000 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| 3. (+) Total other receipts | 18,448 | 164,155 | *Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.* |
| 4. (-) Staff costs | 8,824 | 9,580 | *Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.* |
| 5. (-) Loan interest/capital repayments | 0 | 0 | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).* |
| 6. (-) All other payments | 38,063 | 52,265 | *Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).* |
| 7. (=) Balances carried forward | 66,923 | 189,233 | *Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).* |
| 8. Total value of cash and short term investments | 66,923 | 189,233 | *The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.*** |
| 9. Total fixed assets plus long term investments and assets | 35,440 | 49,286 | *The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.* |
| 10. Total borrowings | 0 | 0 | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

| For Local Councils Only | Yes | No | |
|---|---|---|---|
| 11 Do the figures in the accounting statements above exclude any trust transactions? | ✔ | | *For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.* |

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

Date 09/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

15/06/2026

as recorded in minute reference:

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Signed by Chair of the meeting where the Accounting Statements were approved