Minutes of the Annual Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 18th May 2026

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

Attendance

Chairman:	Cllr A Jacobs
Councillors:	Cllr J Hillman, Cllr B Astbury, Cllr M Aspaturian, Cllr R Carter (until item 18), Cllr M Docker, Cllr S Ford, Cllr I Lurcock, Cllr C Sirigou
Apologies:	Cllr J Dickinson, Cllr J Gibbs, Cllr Y Orungbemi
Clerk:	Mr Wayne Salisbury **Other:** None
Not in attendance:	None **Public:** 21 (all left the meeting after item 7)

Meeting started at 7:34 pm.

1. **Election of Chair**
   RESOLVED: that Cllr Andrea Jacobs will serve as Chair of the Parish Council for the ensuing year of 2026-27.

   The declaration of acceptance of office was signed by the Chair in the presence of the proper officer.

2. **Election of Vice Chair**
   RESOLVED: that Cllr Jo Hillman will serve as Vice Chair of the Parish Council for the ensuing year of 2026-27.

   The declaration of acceptance of office was signed by the Vice Chair in the presence of the proper officer.

3. **To receive apologies for absence**
   Apologies were received from Cllr J Dickinson, Cllr J Gibbs, and Cllr Y Orungbemi.

4. **Declarations of Interest**
   a) No pecuniary interests were declared by members.

   b) Cllr Sirigou declared an interest in item 18 – Hall Hire Request.

   c) No dispensations were requested by members or granted prior to the meeting.

5. **Minutes of the previous meeting**
   RESOLVED: that the minutes of the meeting held on 20th April 2026 be approved as a correct record and signed by the Chair.

6. Public Participation

21 members of the public were in attendance. No requests to speak during this item were received prior to the meeting. The Chair allowed 4 members of the public to address the Council during the allocated time of 15 minutes.

Points raised in respect of 24/1146N included:

- The site has remained in a poor state, with the access road overrun and visibility lines compromised.
- The application has been refused twice by Cheshire East Council on multiple grounds covering highway safety, ecology and visibility splays.
- Parking around the Community Hall is already at capacity at school drop-off and collection times, with vehicles parking on pavements and across driveways.
- Vehicle movements onto a blind bend would create significant safety risks for pedestrians, particularly children walking to school.
- No adequate provision for refuse storage or off-street parking on the proposed plot.
- Loss of greenery and ecological concerns regarding the immediate locality.
- The plot size does not meet the minimum requirements for the proposed dwelling.
- A comprehensive supporting letter had been submitted that afternoon by an adjoining neighbour.

Points raised in respect of 25/2977/OUT included:

- Concerns over emergency services access in the context of cumulative development in the area.
- The appeal documentation, comprising approximately 25 documents with the principal statement of case running to 71 pages, had only been uploaded on the day of the meeting.
- A call for a combined cumulative traffic assessment across the multiple proposed developments in the area, including Maylands Park Phases 1 and 2, Nightingale and London Road.

The Chair clarified that the appeal route for 24/1146N is to the Secretary of State Planning Inspectorate, and that Cheshire East has previously asked the Maylands Park applicant to undertake a cumulative traffic assessment covering Maylands Park Phases 1 and 2, Nightingale and London Road.

Cllr Hillman encouraged all members of the public to submit individual objections to the Planning Inspectorate as this can have a greater impact.

Motion without Notice

RESOLVED: to change the order of business so that the planning item is considered next.

7. Planning

a) To consider the following planning applications.

Reference	24/1146N
Type of Application	Appeal
Location	STAPELEY COMMUNITY HALL Pear Tree Field, Stapeley, Nantwich, Cheshire East, CW5 7GZ
Proposal	Proposed detached one bedroom bungalow
Deadline for Comments	2nd June 2026
Cheshire East | pa.cheshireeast.gov.uk | Application | 129345	

RESOLVED: to submit the following comment to the Planning Inspectorate.

- *Stapeley & District Parish Council objects to the appeal of this planning application and urges the Planning Inspectorate to refuse it. The Council makes the following points.*

1. Highway safety and the adequacy of the proposed access

The site faces a road that already operates beyond a safe practical capacity at peak periods, particularly at school (Pear Tree Primary School) drop-off and collection times. The proposed access would emerge onto the road in close proximity to a blind bend and immediately adjacent to the entrance and exit of the Community Hall car park, which generates regular vehicle movements throughout the day and into the evening.

The proposed plot does not provide sufficient turning area within its curtilage to allow a vehicle to enter, turn and leave. In practical terms, a resident vehicle would be required to reverse either onto, or off, the carriageway at a point where forward visibility is restricted and where opposing vehicles are routinely encountered, including vehicles serving the Community Hall and parents collecting and dropping off children. Pear Tree Field, where the site is located measures, 454 metres in length and currently has 9 entrance/exit junctions as well as numerous properties with off-street parking accessible from the highway. A further entrance/exit would present serious safety concerns.

2. Parking pressure and pedestrian safety
At school drop-off and collection times, cars routinely park along both sides of the carriageway, on pavements, and across private driveways. The Community Hall car park is regularly full at these times. Pedestrian movements at these times include unaccompanied children and parents with younger children walking to and from the school, including a significant number of children who attend the school from outside the immediate catchment area and who are necessarily driven to and dropped off at the school.
The proposed dwelling would, in addition to the access referred to at section 1 above, generate further parked vehicles in an area in which on-street and on-pavement parking is already widespread. While the application provides off-street parking for one vehicle, parking demand from a one-bedroom dwelling will not in practice be confined to that single space.
The risk to pedestrians, and particularly to children walking unaccompanied to school, is of great concern.

3. Ecology and loss of greenery
The Council adopts and supports the ecological objections set out in Cheshire East Council's refusal, including in respect of impact on trees on or adjacent to the site. The appeal site forms part of a wider green margin valued by local residents, the loss of which would be both immediate and irreversible.

4. Plot size
The Council notes the evidence that the plot does not meet minimum dimensional standards for a dwelling of the type proposed when account is taken of access, turning, parking, refuse storage, amenity space and separation from neighbouring boundaries. The Council does not consider that the constraints of the site can be overcome by the proposed development without producing a substandard dwelling.

5. Construction phase impact
The Council draws the Inspector's attention to the practical difficulties that the construction phase would impose on a constrained site located on a busy road, adjacent to a Community Hall in active community use, and within metres of pedestrian routes to a primary school. The site offers no realistic provision for contractor parking, plant turning or materials storage within the curtilage. The Council considers that construction phase impacts on highway safety and on the operation of the Community Hall have not been adequately addressed.

6. National Grid Guidance
The Council relies on National Grid guidance, including GS4, on the proximity of habitable residential development to operational electricity substations. The Council does not consider that compliance has been demonstrated in respect of this.

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

Reference	25/2977/OUT
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
Deadline for Comments	18th June 2026
Cheshire East | pa.cheshireeast.gov.uk | Application | 401534	

RESOLVED: to defer consideration of this item until the meeting due to be held on Monday 15th June 2026.

Cllr Hillman requested that an item be brought to the June meeting relating to the Council's approach to dealing with planning applications.

8. Cheshire East Borough Councillors' Report

No Borough Councillors were in attendance.

Cllr Priest reported that they were continuing to oppose indiscriminate development, as outlined at the previous meeting, and were also continuing to pursue the issue of the Victorian Orchard with relevant Cheshire East officers. A response was expected shortly, and Cllr Priest would provide further updates as matters progressed.

9. Committees 2026-27

a) To consider membership of the Parish Council Staffing Committee. (4 Seats)

Cllr Gibbs had indicated before the meeting that they wished to continue on this committee.

RESOLVED: that membership of the Parish Council Staffing Committee is Cllr Jacobs, Cllr Hillman, Cllr Gibbs, Cllr Ford.

b) To consider membership of the Parish Council Complaints Committee. (4 Seats)

Cllr Gibbs and Cllr Orungbemi had indicated before the meeting that they wished to continue on this committee.

RESOLVED: that membership of the Parish Council Complaints Committee is Cllr Aspaturian, Cllr Gibbs, Cllr Orungbemi.

It was agreed that one seat would be considered for further membership at the June meeting.

10. Working Groups 2026-27

a) To consider membership of the Parish Council Conservation Area Working Group. (6 Seats)

Cllr Gibbs and Cllr Orungbemi had indicated before the meeting that they wished to continue in this group.

RESOLVED: that membership of the Conservation Area Working Group is Cllr Jacobs, Cllr Ford, Cllr Gibbs, Cllr Lurcock, Cllr Orungbemi.

It was agreed that one seat would be considered for further membership at the June meeting.

b) To consider membership of the Parish Council Victorian Orchard Working Group. (5 Seats)

Cllr Gibbs had indicated before the meeting that they wished to continue in this group.

RESOLVED: that membership of the Victorian Orchard Working Group is Cllr Jacobs, Cllr Hillman, Cllr Ford, Cllr Carter, Cllr Gibbs.

c) To consider membership of the Parish Council Road Safety and Speed Watch Working Group. (4 Seats)

RESOLVED: that membership of the Road Safety and Speed Watch working group is Cllr Aspaturian, Cllr Astbury, Cllr Lurcock, Cllr Sirigou.

It was agreed that the terms of reference for this working group will be considered at the June meeting with a view to increasing membership to 5. Cllr Hillman expressed interest in being appointed to the working group following the terms of reference amendment.

d) To consider membership of the Parish Council Community Infrastructure Levy (CIL) Working Group. (6 Seats)

RESOLVED: that membership of the Community Infrastructure Levy (CIL) Working Group is Cllr Jacobs, Cllr Hillman, Cllr Carter, Cllr Sirigou, Cllr Orungbemi.

It was agreed that one seat would be considered for further membership at the June meeting.

It was suggested that a Neighbourhood Plan working group will need to be formed. The Clerk confirmed that they would look to bring this to the June agenda.

11. Support Services

a) **RESOLVED**: that the ongoing appointment of JDH Business Services for internal audit services is approved.
b) **RESOLVED**: that the ongoing appointment of Shires Accountants for payroll services is approved.

12. Council Meeting Dates

To consider the dates of full council meetings for the 2026-27 Council year.

RESOLVED: that the schedule of full council meeting dates for the 2026-27 Council year be approved as presented.

- June 2026, Monday 15th June 2026
- July 2026, Monday 20th July 2026
- August 2026, no meeting
- September 2026, Monday 21st September 2026
- October 2026, Monday 19th October 2026
- November 2026, Monday 16th November 2026
- December 2026, Monday 14th December 2026
- January 2027, Monday 18th January 2027
- February 2027, Monday 15th February 2027
- March 2027, Monday 15th March 2027
- April 2027, Monday 19th April 2027
- May 2027, Monday 17th May 2027, Annual Meeting and first meeting of the 2027-28 year.

13. External Bodies

Council received a report from the trustees of Batherton and Stapeley Charities. (Wybunbury United Charities)

Cllr Docker, in his capacity as trustee, further updated members that following the recent Annual General Meeting, additional funding of £200 had been allocated to each of the two local schools, contributing to school hardship funds used to support pupils with the cost of trips, uniforms and similar items.

14. Insurance

Members reviewed the quote received for the renewal of the Council's insurance policy.
The Chair advised members that this was the first year out of a 3 year long-term arrangement and that the Clerk had recommended to members that the quote received from the incumbent insurer be accepted as it had increased by only 1.5% compared with last year.

It was further noted that, due to the reasonable increase in the renewal cost and the time required to undertake a full quotation exercise, members had previously supported the practical approach of considering the Gallagher renewal this year.

RESOLVED: to renew the Council's insurance policy with Gallagher Insurance at a cost of £536.72.

15. Authorisation of payments

RESOLVED: that the schedule of payments for the 18th May 2026 correctly states the invoices presented and that **£2,017.80** is approved to be paid; **£1,345.85** has been paid as per the annual approved payments list and **£54.00** has been paid to avoid late payment. (as detailed on page 237)

16. 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.

- Registration with the Information Commissioner's Office (ICO) has been completed and CCTV signage installed in the relevant locations within the Community Hall, in line with the policy adopted at the April meeting.
- Remedial works following the Electrical Installation Condition Report (EICR) have been completed and a clean certificate has been reissued. Certificates for the electrical installation and the boiler are available in the plant room.
- An annual internal review of the fire risk assessment carried out by Rhino Safety in 2025 is in progress and will be shared with members within the coming month.
- Internal audit preparation is in progress, with submission to the internal auditor planned by the end of the week. The audit report is anticipated for the June meeting, alongside the Annual Governance and Accountability Return (AGAR).
- 4 casual bookings of the Community Hall, totalling 16 hours, have been taken since the last meeting. There has been no change to the regular bookings.
- Community Hall income and expenditure for the period 1st April 2026 to 18th May 2026 stood at £2,393 income against £2,535 expenditure, a deficit of £142.

b) To consider correspondence entered into the meeting.

Members considered correspondence received from a resident regarding ongoing concerns associated with the Maylands Park development.

The resident raised concerns about HGVs and commercial vehicles using and parking on the access road near occupied properties, including repeated incidents of drivers urinating in the road, which had been witnessed from nearby homes. The resident also reported concerns about vehicle speeds and poor driving, including an incident on 21st March 2026 where a tipper truck was alleged to have driven through a red light at the pedestrian crossing on Peter DeStapeleigh Way.

The resident advised that concerns had previously been raised with Cheshire East Council and local ward councillors, but that they did not feel the issues had been satisfactorily addressed. A further incident involving a concrete mixer driver was reported on 6th May 2026.

RESOLVED: that the Clerk write to David Wilson Homes and Anwyl Homes raising the concerns reported, requesting that contractor conduct be reviewed and asking each developer to confirm whether they are signed up to the Considerate Constructors Scheme, on the basis that, if they are, the reported conduct may constitute a breach of the Scheme.

The Clerk will reply to the resident recommending direct engagement with the developers and the police and advising them of action resolved by the Council.

17. CIL Working Group (Community Infrastructure Levy)

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

- Muller Property has confirmed that there is no current timing for the release of the playing field at Maylands Park Phase 1, as this is tied within the Section 106 Agreement to the care home.
- A response is still awaited from Cheshire East regarding the request for land ownership and transfer. The original request had been submitted as a formal complaint.
- Correspondence with Vistry Homes has now been routed via their Liverpool and Cheshire West office, which deals with former Bovis Homes developments. A response is awaited.
- The residents' questionnaire has been drafted by the working group and a Google Form version, accessible via QR code, has been tested by members. The working group will meet in the coming fortnight to finalise the questionnaire, agree distribution arrangements and confirm the launch date.
- Distribution will be supported by printed A5 flyers, with hard-copy questionnaires available at three drop-off and collection points: the Co-op, Stapeley Broad Lane School and the Globe.

- The working group aims to launch the questionnaire in late June, with the closing date and printing arrangements to be confirmed to members at the June meeting. Quotes for distribution will be sought by the Clerk.

Cllr Sirigou left the meeting at 9:02pm.

18. Hall Hire Request, Community Fundraiser Event

To consider a request for hire at a reduced rate for a community fundraising event.

Members initially considered the broader question of a standing reduced rate for charity hires. Views included that any such concession should be limited to one-off hires by registered charities and made transparent through published rates.
Cllr Hillman raised that they preferred a case-by-case approach when considering any reduced rates.

It was agreed to defer consideration of the broader question of charitable rates and that it would be brought for consideration at a future meeting.

Members considered the specific request received for a reduced hire rate for Stapeley Community Hall for a proposed Greek Social Fundraiser in June 2026. The event was described as a small, family-friendly community gathering to raise funds towards the illustration and production of Bernie & The Tree of Belonging, supporting wider community and family wellbeing initiatives through HappyNEST Collective CIC.

Cllr Carter left the meeting at 9:13pm.

The Chair noted that the applicant is a Community Interest Company rather than a registered charity. Members expressed concerns regarding the commercial nature of the proposed activity and the production and sale of the book.

Motion without Notice

RESOLVED: to adjourn the meeting so that further information could be clarified.

The meeting was adjourned at 9:16pm.

The Chair reconvened the meeting at 9:18pm.

Members agreed that the proposed activity includes commercial elements and does not justify a reduced hire rate. Members further noted that granting a reduction in this case would create a precedent and a risk for the Council and for the applicant.

RESOLVED: that the request for a reduced hire rate for the proposed Greek Social Fundraiser be refused, and that the standard hall hire rate of £15 per hour applies to the booking should the applicant wish to proceed.

Cllr Sirigou rejoined the meeting at 9:20pm.

19. **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

20. **Clerk Additional Hours**
RESOLVED: to pay the Clerk an additional 6.50 hours for hours worked in excess of his contract between 20th April and 17th May 2026.

Meeting concluded at 9:21 pm.

Chairman……. Date……

Schedule of Payments – as resolved in item 15.

Stapeley & District Parish Council
Schedule of Payments
18th May 2026

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	19/05/2026	Waterplus	Community Hall Water Supply (13/04/26 to 12/05/26)	43.91		BT - Unity	LGA 1972 S 133	Yes
2	19/05/2026	Scribe (Starboard Systems Ltd)	Accounts Software Renewal 2026-2027	446.40		BT - Unity	LGA 1972 S 111	Yes
3	19/05/2026	Shires Accountants	Payroll Services April to October 2026	97.20		BT - Unity	LGA 1972 S 111	Yes
4	19/05/2026	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - March 2026	496.57		BT - Unity	LGA 1972 S 133	Yes
5	19/05/2026	Davies & Johnson	Community Hall - Electrical Repairs following EICR	367.00		BT - Unity	LGA 1972 S 133	Yes
6	19/05/2026	Gallagher	Insurance Renewal 2026-27	536.72		BT - Unity	LGA 1972 S 111	Yes
7	19/05/2026	Wayne Salisbury - Clerk	20i - Domain Registration Renewal 26-27	30.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**2017.80**				

Payments made as per the annual approved payments list

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
8	27/04/2026	W Salisbury - Clerk	Salary - April 26 (Inc 10.50 hours add auth April 2026)	646.46		BT - Unity	LGA 1972 S 112	Yes
9	27/04/2026	HMRC	PAYE Contributions - Month 1	220.03		BT - Unity	LGA 1972 S 112	Yes
10	14/05/2026	Octopus Energy	Community Hall - Electric & Gas (27/03/26 to 30/04/26)	263.26		DD - Unity	LGA 1972 S 133	Yes
11	07/05/2026	Valda Energy	Streetlighting Energy (26/03/25 to 25/04/26)	144.70		DD - Unity	Highways ACT 1980 s301	Yes
12	01/05/2026	Greenzone	Community Hall - Waste Collection (02/04/26 to 30/04/26)	71.40		DD - Unity	LGA 1972 S 133	Yes
			Total	**1345.85**				

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	13/05/2026	ICO	ICO Registration Fees 26-27	47.00		BT - Unity	LGA 1972 S 111	Yes
	30/04/2026	Unity Trust Bank	Service Charge	7.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**54.00**				

Invoices checked and verified at the meeting held on 18th May 2026

Cllr I Lurcock - 18/05/26

Cllr - Proposer - Sign & Date

Cllr B Astbury - 18/05/26

Cllr - Seconder - Sign & Date

Receipts - April 2026		
Date	**Amount**	**Details**
01/04/2026	£14,000.00	Cheshire East - Precept
14/04/2026	£75.00	Community Hall - Occasional Hire
15/04/2026	£45.00	Community Hall - Occasional Hire
17/04/2026	£120.00	Community Hall - Regular Hire
20/04/2026	£60.00	Community Hall - Regular Hire
21/04/2026	-£45.00	Community Hall - Occasional Hire Refund
22/04/2026	£125,533.71	Cheshire East - CIL
27/04/2026	£240.00	Community Hall - Regular Hire
27/04/2026	£120.00	Community Hall - Regular Hire
27/04/2026	£187.50	Community Hall - Regular Hire
29/04/2026	£45.00	Community Hall - Occasional Hire
30/04/2026	£1,581.92	HMRC - VAT Reclaim
	£141,963.13	