Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 21st September 2026

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

Attendance

Chairman:	Cllr A Jacobs
Councillors:	Cllr J Hillman, Cllr S Ford, Cllr Y Orungbemi, Cllr C Sirigou, Cllr M Whalley
Apologies:	Cllr M Aspaturian, Cllr R Carter, Cllr J Dickinson, Cllr M Docker, Cllr J Gibbs, Cllr I Lurcock
Clerk:	Mr Wayne Salisbury **Other:** None
Not in attendance:	None
Public:	0

Meeting started at 7:30 pm.

1. **To receive apologies for absence**
   Apologies were received from Cllr M Aspaturian, Cllr R Carter, Cllr J Dickinson, Cllr M Docker, Cllr J Gibbs and Cllr I Lurcock.

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 20th July 2026 be approved as a correct record and signed by the Chair.

4. **Public Participation**
   A member of the public had registered to ask a question but was not in attendance. The resident had submitted a photographic Public Rights of Way report to Cheshire East Council covering routes in Stapeley and adjoining Nantwich, and asked that the Parish Council note the report, ask Cheshire East Council for the reference numbers, inspection findings and proposed timescales for addressing the reported defects, and monitor the outstanding issues through the Parish Council's actions log.

   The Chair shared a proposed response, and the following points were noted.
   - The matters raised are for Cheshire East Council's Public Rights of Way team. Issues can be reported by email or online form, using the references from the Cheshire East interactive map or what3words, rather than GPS coordinates.
   - The Public Rights of Way team does not provide a guaranteed response time and prioritises issues based on safety and legal obligations. Cheshire East has already started action on one of the issues reported.
   - The issues appear to have been reported to Cheshire East on 28th July 2026, and Cheshire East should be given a reasonable period in which to respond. If no response is received, the matter can be raised through the Cheshire East Council complaints procedure. Only two part-time officers run the whole Public Rights of Way team
   - The Parish Council does not add the actions of individual residents to its actions log and has no basis to request information on matters between a private individual and Cheshire East Council.

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- Four of the points raised relate to Nantwich rather than Stapeley footpaths.
- Responsibility for maintaining stiles and vegetation generally lies with the landowner. Where Cheshire East does not carry out the work, it will ask the landowner to do so.

Cllr Hillman asked whether the Council could make a general enquiry to Cheshire East regarding the issues raised. The Chair advised that the majority of the issues are the responsibility of the landowner.

Cllr Sirigou referred to the Mid Cheshire Footpath Society, and it was noted that parish councils can become members of the society.

Cllr Hillman suggested that the response refer to the seasonal restrictions on hedge cutting.

It was agreed that the Clerk will respond to the resident with the points above, ask if they have also reported the issues to the ward councillors and provide their contact details, and ask him to keep the Council updated on any response received from Cheshire East.

The Chair will clarify the responsibility for stiles and way markers.

5. Cheshire East Borough Councillors' Report

Both Cllr Priest and Cllr Smith had sent their apologies.

The Chair shared that Cllr Priest is continuing to follow up the Victorian Orchard, with no progress to report.

6. Clerk's Report

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

- The external audit for 2025-26 has been concluded and signed off. The Notice of Conclusion of Audit will be published on the notice board and website, and the external auditor's fee is included in the schedule of payments.
    - The Chair thanked the Clerk for achieving what was probably the first nearly clean audit report in years, and a considerable improvement on previous years.
- Following the formal opening of the new Maylands Park play area by the Mayor of Nantwich, the Clerk had contacted Nantwich Town Council and David Wilson Homes, as the Parish Council had not been notified or invited. Nantwich Town Council confirmed that its usual civic protocol had not been followed and apologised, and David Wilson Homes confirmed that its PR company had contacted the wrong council and apologised. Both organisations confirmed that measures have been put in place to prevent a recurrence.
    - Cllr Hillman expressed concern at the suggestion in the response received that the error may have been due to the proximity of the location, as the play area is within Stapeley and opposite the Stapeley schools.
- The following updates relating to the community hall were given;
    - Two faulty soap dispensers in the Community Hall toilets have been replaced, and the cost is included in the Clerk's reimbursement on the schedule of payments.
    - The fire alarm and emergency lighting inspection and service was carried out on 8th September 2026. Quotes are awaited for some identified works, which will be brought to the October meeting. In response to a question from the Chair, the Clerk confirmed that the fire extinguisher service takes place in January.
    - Since the last meeting (20th July 2026), 16 casual bookings had been made for the Community Hall, totalling 63 hours.
    - An enquiry for regular Monday and Wednesday evening dance sessions could not be accommodated, as Wednesdays are fully booked and only some Mondays are available. The enquirer was referred to Broad Lane Methodist Chapel.
    - Discussions are ongoing with a potential hirer for a dance and drama class on Thursday afternoons, potentially from 3:30pm to 5:30pm.
    - Two new regular bookings started in September, a Tuesday morning baby and toddler class and a twice monthly Sunday afternoon social group.
    - The Community Hall net position as of 21st September 2026 was reported as £779.00, with income of £7,500.00 and expenditure of £6,721.00.

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- Correspondence had been received from residents regarding trees on Clonner's Field, for which the resident was advised that the land is the responsibility of Vistry, and regarding parking on Pear Tree Field. The parking concern related mainly to vehicles parked fully on the pavement. Hirers have previously been reminded to park considerately when using the hall.
- One planning decision was reported, as problems with the Cheshire East planning portal prevented further decisions being retrieved:
    - 26/2295/HOUS, 152 London Road: Single storey rear extension to the main dwelling approved with conditions on 21st July 2026.

b) To receive correspondence entered into the meeting.

Correspondence from residents of Talbot Way regarding the future access, use and management of the Talbot Way Pond Area was received. The Chair advised that the matters raised had previously been discussed by the Talbot Way Pond Working Group without a firm decision being reached and proposed that the correspondence be referred to the working group for consideration. It was raised that this would be agreed under item 13b.

7. Planning

a) To note comments submitted by Clerk since the last meeting.

Reference	26/2755/HOUS	Deadline for Comments	28th August 2026
Type of Application	Householder		
Location	114 London Road, Stapeley, Nantwich, Cheshire East, CW5 7JN		
Proposal	Demolition of attached garage. Side and rear extensions to bungalow. Raising of roof and general renovation inside and outside. Creation of first floor accommodation.		
Cheshire East | pa.cheshireeast.gov.uk | Application | 406188			

Reference	26/3079/HOUS	Deadline for Comments	18th September 2026
Type of Application	Householder		
Location	Construction of detached garage		
Proposal	73 London Road, Stapeley, Nantwich, Cheshire East, CW5 7JN		
Cheshire East | pa.cheshireeast.gov.uk | Application | 406385			

Members noted that, following consultation with all members, the majority view on both applications was to make no comment, and that the following comment had been submitted in respect of each application: Stapeley & District Parish Council has no comments to make on this application.

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

No further planning applications had been received.

8. Road Safety Working Group

Cllr Hillman provided an update on behalf of the working group, and the following points were noted.

- Cllr Aspaturian has been compiling the reports from the Speed Watch sessions, which are submitted to the police.
- All the proposed Speed Watch sites have now been approved. Cllr Hillman considered that the priority should be to get these sites up and running before adding any new sites.
- The training sets strict conditions on when Speed Watch can take place, including weather conditions.
- The working group will look for more volunteers and will hold a catch-up meeting, and further training may be arranged.

The Clerk advised that an update from Cheshire East Highways on the use of the existing poles for the Speed Indicator Devices had still not been received following the retirement of the previous contact, and that this would be chased so that the two devices can be put into use as soon as possible.

In response to a question from Cllr Hillman, the Clerk advised that the warranty on the devices is two years. Cllr Hillman noted that the longer the devices remain unused, the more of the warranty is lost.

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9. Traffic Survey

The Chair presented the traffic assessment report commissioned by the Council and had circulated a summary of the worst-case results at the four junctions assessed. The scenarios modelled were DS1 (Maylands Park Phase 1a/b and London Road), DS2 (DS1 plus the Nightingale development), DS3 (DS1 plus Maylands Park Phase 2), DS4 (all of Maylands Park, Nightingale and London Road combined), and DS4 with the addition of the Seddon's development.

The Chair's circulated summary noted that:

- The Newcastle Road and Elwood Way junction (J4) is already over capacity, at 96% against a threshold of 90%, and is the dominant constraint under all scenarios. It rises to 105%, with 86 vehicles queuing, under DS4 with the Seddon's development. By DS3, queues exceed the length of Elwood Way, effectively blocking the Peter de Stapleigh Way, London Road and Elwood Way junction (J3).
- The J3 junction is over capacity under DS3 and DS4, and the Peter de Stapleigh Way and Audlem Road junction (J1) reaches practical capacity under DS3 and DS4. The Peter de Stapleigh Way and Pear Tree junction (J2) operates satisfactorily under all scenarios.
- The planned traffic signal upgrades may improve traffic flow but cannot overcome the physical capacity issues, particularly on Broad Lane and Newcastle Road.
- The Chair considered that these results satisfy the NPPF definition of severe residual impact and network failure, which would constitute reasonable grounds to refuse development on highways grounds.

The Chair considered that the report's recommendations (pages 58 to 59), which largely relate to challenging future developments, were too passive, and that the Council should be on the front foot in using the report. The Chair set out options for discussion, including a meeting with the senior planner and traffic officer with the consultant in attendance, addressing the Strategic Planning Board, approaching individual councillors including the ward councillors, asking to attend a full council meeting, and issuing a press release.

Cllr Hillman advised that Cllr Gibbs, as a transport planner, had reviewed the draft report and was impressed, with the report exceeding his expectations, and that the consultant had double checked a small number of findings that had been challenged. Cllr Hillman supported seeking a meeting with officers, asked that the consultant be asked if she would charge to attend which the Clerk confirmed he would enquire, and suggested that a Cheshire East council meeting at which planning is discussed would be a better forum than the Strategic Planning Board.

Cllr Ford agreed with the suggestions and asked if there may be a legal option, in relation to the duty of Cheshire East Highways.

Cllr Whalley asked if there was scope to capture the experiences and frustrations of residents affected, as a qualitative addition to the quantitative data. Cllr Hillman advised that decision makers can only take account of facts, and the Chair added that this was why the Council had commissioned the survey, as previous use of video and photographs had not been effective.

Cllr Orungbemi stressed the importance of meeting with decision makers, rather than officers who would only report back.

Cllr Hillman asked if the report should be sent to those determining planning appeals and if the planning inspectorate should also be copied in, given that public money had been spent on the report.

The Chair noted that traffic was the top issue raised in the CIL survey, and that free text comments from the survey could be extracted, with the consent of respondents, to provide a qualitative assessment. Engagement with the press, including national press, was considered as a possible later stage.

Cllr Ford expressed concern that the Council had made no progress to date through its current approach.

RESOLVED: that the Council takes the following actions in relation to the traffic assessment report.

a) Seek a meeting with the senior planner and traffic officer at Cheshire East Council.
b) Seek to address a Cheshire East Council meeting at which planning is discussed.
c) Seek legal advice on the options available to the Council.

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d) Seek the involvement of Connor Naismith MP.
e) Submit the report to the Planning Inspectorate for consideration at appeals.
f) Extract the free text comments from the CIL survey, with the consent of respondents.

10. CIL Working Group (Community Infrastructure Levy)

a) To receive feedback on the recently completed CIL resident survey.

The Chair reported that 146 responses had been received to the CIL resident survey. While lower in number than hoped, the responses provided a good spread of ages, length of residence and areas of the parish. The working group had discussed how any future survey could be marketed.

Members were asked to consider the top five priorities identified in the survey, being reducing traffic congestion at peak times, the availability and accessibility of health services, the creation of circular footpaths, a new central recreation area, and working with landowners to improve wildlife corridors. The working group will develop proposed actions for each area, which may include actions other than infrastructure, such as the traffic survey, and will bring these to the October meeting. 72 respondents had indicated they were happy to be contacted, and it is planned to invite them to a meeting at the Community Hall in November to seek their views.

Cllr Ford referred to the Victorian Orchard and the Cronkinson Farm Estate ponds, pond management on the estate being the most selected option in the wildlife and open spaces section of the survey and proposed that the Council proceeds with work rather than waiting for the question of ownership to be resolved.

The Chair advised that Vistry had previously invited the Council to start work on the orchard, which the Council had not taken up at the time because of potential legal issues. Cheshire East ward member Cllr Priest had met with the planners, who had referred the matter to their legal team, and an update is awaited. The Chair has written to the Vistry office now responsible for the land, has not yet received a response, and will chase.

b) To receive any further update from the CIL Working Group and to consider any required decisions.

Members agreed that the working group proceeds with the next steps set out in section 5 of the CIL Spending Starting Points paper, being to request Cheshire East Council's current Infrastructure Funding Statement to check for overlapping commitments, consider the need for independent legal advice on CIL projects where eligibility is unclear, explore what can be done under the top five priorities, and organise a community feedback meeting.

The working group will finalise a plan for the October meeting, and members were asked to send any ideas to the working group.

11. Stapeley Parish Action Group Funds

The Chair explained that the Stapeley Parish Action Group (SPAG) had undertaken activities such as producing the Walk Stapeley leaflets and litter picking and had not been active for three to four years.

Cllr Hillman added that SPAG had been set up separately from the Council and had sought the funding for the play park.

NatWest has asked for the SPAG account to be closed as it is no longer in use, and the members of SPAG are happy to transfer the remaining funds of approximately £2,378.35 to the Council. The Chair advised that the funds had been obtained from various sources over time, including approximately £1,300 originally from the Parish Council, £80 from Community Action, £300 from Cheshire East, £192 from Baker Wynne Wilson for the Walk Stapeley leaflets, £103 from public fundraising and £414 from Community Spaces.

The Chair proposed that, as the projects previously supported by SPAG are similar to those the Council will support through CIL, the funds be earmarked for similar community projects alongside CIL.

The Clerk advised that SPAG would need to formally agree the transfer.

RESOLVED: that the Council accepts the transfer of the remaining funds held by the Stapeley Parish Action Group, and that the funds be earmarked for community projects alongside CIL.

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12. Community Hall Hire

Members considered a request from a regular hirer on Tuesday mornings, to increase the permitted capacity for its sessions from 50 to 65 persons. The Chair noted that the operational capacity applied is 50, although the Regular Users Hire Agreement permits up to 60.

The Clerk had confirmed that the lease does not set a limit and had completed an evacuation calculation which met current guidance.

The Chair noted that the main concern was additional parking on Pear Tree Field, following the recent correspondence from a resident.

Cllr Hillman asked if the fire risk assessment set a capacity figure, as a previous fire survey had capped the numbers. The Clerk advised that the fire risk assessment, completed by Rhino last year and reviewed by the Clerk this year, does not specify a number, and that the calculated evacuation time of 37 seconds is well within the two-and-a-half-minute guideline.

The Clerk suggested that the hirer be permitted up to 60 persons, which remains within the existing hire agreement.

Cllr Whalley raised that the 9:15am start time coincides with school traffic. Cllr Ford asked if attendees could be made aware of parking to be avoided.

The Clerk will ask the hirer how many attendees walk to the sessions and will provide information on paid parking nearby.

RESOLVED: that the specific hirer is permitted a maximum capacity of 60 persons for its sessions, to be confirmed in writing as an addendum to its hire agreement, on the condition that attendees park considerately on Pear Tree Field and the surrounding roads, and that the arrangement may be reviewed if complaints regarding parking are received.

13. Talbot Way Pond Area

a) To receive an update on the works completed at the Talbot Way Pond Area.

The Chair reported that the construction works by the contractor are complete, and members viewed photographs of the site. The next phases include planting, an information board and the other elements of the design not included in the current contract.

Cllr Hillman queried the contractor's advice on hedgehog access. The Clerk advised that the contractor had identified four other points of entry, but that the continuous stretch of mesh fencing does not allow access. Cllr Hillman will identify the locations where hedgehog access is required and provide photographs to the Clerk.

b) To consider arrangements relating to management, access and use of the Talbot Way Pond Area.

The Chair advised that the Talbot Way Pond Working Group had not been able to meet in the time available. It was agreed that the arrangements for the management, access and use of the area, including the correspondence received under item 6b, would be referred to the working group, who will discuss them further, including access, a top up water supply and planting, and then bring points back to Council at the October meeting.

Cllr Whalley asked about engagement with schools and the use of the area for education and expressed an interest in joining the working group. As the working group is at its maximum membership, its terms of reference will be brought back to the October meeting to consider increasing the membership.

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14. Neighbourhood Plan Review Steering Group

a) To consider terms of reference and the formation of a Neighbourhood Plan Review Steering Group

The Chair explained that the current Neighbourhood Plan remains in date but is repeatedly challenged because of its age, and that councils have been encouraged to update their plans to feed into the Cheshire East Local Plan, which is under development. The review is a renewal rather than a new plan, which is a simpler process and allows more of the work to be done in-house. £5,000 is included in the budget for external advice this year, with a similar provision expected next year. The Clerk had prepared terms of reference, which were circulated ahead of the meeting.

RESOLVED: that the terms of reference for the Neighbourhood Plan Review Steering Group be approved. (as detailed on page 270-272)

b) To consider membership of a Neighbourhood Plan Review Steering Group

The Chair noted that, as fewer members were present, three members would be appointed so that the group can be quorate, allowing members not present the opportunity to join at the October meeting.

RESOLVED: that Cllr A Jacobs, Cllr J Hillman and Cllr C Sirigou be appointed to the Neighbourhood Plan Review Steering Group, and that the appointment of further members be considered at the October meeting.

15. External Audit

The Chair noted the positive outcome of the external audit, with only one matter raised, compared with previous years.

Cllr Hillman noted that the result reflected the preparation work undertaken.

RESOLVED: that the report and conclusion notice from the external auditor for 2025-26 be received and approved.

16. Authorisation of payments

Cllr Hillman abstained from the vote, as the schedule includes a reimbursement to her for items purchased for the planters. Cllr Hillman explained that the compost had been purchased on a three for two offer and that she had only claimed for the compost used and so had claimed less than the value of the receipt.

The Chair noted that the main payment was the final payment for the Talbot Way Pond Area works, with the remaining payments being routine.

RESOLVED: that the schedule of payments for the 21st September 2026 correctly states the invoices presented and that **£20,775.45** is approved to be paid; **£2,546.61** has been paid as per the annual approved payments list and **£5,474.00** has been paid to avoid late payment. (as detailed on page 269)

17. 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.

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Part 2

18. Clerk Additional Hours

RESOLVED: to pay the Clerk an additional 7.50 hours for hours worked in excess of his contract between 20th July and 20th September 2026.

19. Pay Scales - Local Government Services Pay Agreement 2026

Members noted the revised SCP 23 hourly rate of £18.44 for the Clerk, effective from 1st April 2026, and the gross back payment of £122.47 in respect of hours worked between April and August 2026, applied in accordance with the Clerk's contract.

20. Clerks SLCC Membership

Cllr Hillman asked if apportioning the cost between the three councils by precept was fair, rather than by the size of each council.

The Clerk advised that apportionment by precept is the standard method.

In response to a question from Cllr Orungbemi the Clerk explained that the SLCC is the professional body for clerks, whereas ChALC represents the Council.

RESOLVED: that the Council supports the continued membership of the Clerk to the Society of Local Council Clerks, with the Council's contribution of £56.88 apportioned by precept.

21. SLCC National Conference

Cllr Hillman suggested that the Council should earmark a training budget for the Clerk.

The Clerk advised that new budget lines for training and SLCC expenses will be included in the 2027-28 budget.

RESOLVED: that the Clerk attends the SLCC National Conference for one day on 13th October 2026, with the Council's share of the delegate fee and mileage estimated at £78.41.

Meeting concluded at 8:57 pm.

Chairman……. Date……

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Schedule of Payments – as resolved in item 16.

Stapeley & District Parish Council
Schedule of Payments
21st September 2026

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	22/09/2026	Cllr J Hillman	Crewe Road Nurseries - Plants for community hall displays	88.94		BT - Unity	LGA 1972 S 133	Yes
2	22/09/2026	Waterplus	Community Hall Water Supply (13/07/26 to 12/08/26)	39.92	79.84	BT - Unity	LGA 1972 S 133	Yes
3	22/09/2026	Waterplus	Community Hall Water Supply (13/08/26 to 12/09/26)	39.92		BT - Unity	LGA 1972 S 133	Yes
4	22/09/2026	Morgan Fire Protection Ltd	Community Hall - Fire Alarm Inspection & Service	254.40	404.40	BT - Unity	LGA 1972 S 133	Yes
5	22/09/2026	Morgan Fire Protection Ltd	Community Hall - Emergency Lighting Inspection & Service	150.00		BT - Unity	LGA 1972 S 133	Yes
6	22/09/2026	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - August 2026	531.42		BT - Unity	LGA 1972 S 133	Yes
7	22/09/2026	Wayne Salisbury - Clerk	Unico - Stapeley Communith Hall Cleaning Equipment	63.77	157.73	BT - Unity	LGA 1972 S 133	Yes
8	22/09/2026	Wayne Salisbury - Clerk	Amazon - Community Hall Cleaning Consumables	24.99		BT - Unity	LGA 1972 S 133	Yes
9	22/09/2026	Wayne Salisbury - Clerk	Amazon - Community Hall Cleaning Consumables	39.98		BT - Unity	LGA 1972 S 133	Yes
10	22/09/2026	Wayne Salisbury - Clerk	HP Instant Ink - Ink Subscription	28.99		BT - Unity	LGA 1972 S 111	Yes
11	22/09/2026	PKF Littlejohn LLP	External Audit 2025-26 Fee	504.00		BT - Unity	LGA 1972 S 111	Yes
12	22/09/2026	Scribe	Booking Software Renewal 2026-27	501.12		BT - Unity	LGA 1972 S 133	Yes
13	22/09/2026	P Barrett Landscapes	Talbot Way Pond Area Refurb	20508.00		BT - Unity	Open Spaces Act 1906 S 9-10	Yes
			Total	**22775.45**				

Payments made as per the annual approved payments list

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
14	27/07/2026	W Salisbury - Clerk	Salary - July 26 (Inc 7.50 hours add auth July 2026)	603.31		BT - Unity	LGA 1972 S 112	Yes
15	27/07/2026	HMRC	PAYE Contributions - Month 4	201.60		BT - Unity	LGA 1972 S 112	Yes
16	25/08/2026	W Salisbury - Clerk	Salary - August 26	496.43		BT - Unity	LGA 1972 S 112	Yes
17	25/08/2026	HMRC	PAYE Contributions - Month 5	154.51		BT - Unity	LGA 1972 S 112	Yes
18	14/08/2026	Octopus Energy	Community Hall - Electric & Gas (01/07/26 to 31/07/26)	93.72		DD - Unity	LGA 1972 S 133	Yes
19	15/09/2026	Octopus Energy	Community Hall - Electric & Gas (01/08/26 to 31/08/26)	87.30		DD - Unity	LGA 1972 S 133	Yes
20	05/08/2026	Valda Energy	Streetlighting Energy (26/06/25 to 25/07/26)	103.93		DD - Unity	Highways ACT 1980 s301	Yes
21	07/09/2026	Valda Energy	Streetlighting Energy (26/07/25 to 25/08/26)	127.76		DD - Unity	Highways ACT 1980 s301	Yes
22	25/08/2026	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - July 2026	531.42		BT - Unity	LGA 1972 S 133	Yes
23	03/08/2026	Greenzone	Community Hall - Waste Collection (11/07/26 to 31/07/26)	73.60		DD - Unity	LGA 1972 S 133	Yes
24	01/09/2026	Greenzone	Community Hall - Waste Collection (03/09/26 to 30/09/26)	73.03		DD - Unity	LGA 1972 S 133	Yes
			Total	**2546.61**				

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
25	25/08/2026	Jofs Mowing	Grounds Maintenance - Community Hall / Talbot Way Seating Area (April to August)	720.00		BT - Unity	Open Spaces Act 1906 S 9-10	Yes
26	25/08/2026	ATTP Transport Planning	Traffic Survey (as resolved at June meeting)	4740.00		BT - Unity	LGA 1972 S 111	Yes
	31/07/2026	Unity Trust Bank	Service Charge (No invoice, detailed on bank statement)	7.00		BT - Unity	LGA 1972 S 111	Yes
	31/08/2026	Unity Trust Bank	Service Charge (No invoice, detailed on bank statement)	7.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**5474.00**				

Invoices checked and verified at the meeting held on 21st September 2026

Cllr Yetunde Orungbemi 21/09/26

Cllr - Proposer - Sign & Date

Cllr Mark Whalley 21/09/26

Cllr - Seconder - Sign & Date

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Neighbourhood Plan Review Steering Group Terms of Reference – as resolved in item 14a.

Terms of Reference for the Neighbourhood Plan Review Steering Group

Definitions

In this document the following terms have the meanings assigned to them below: -

Council:	Stapeley & District Parish Council
Steering Group:	Neighbourhood Plan Review Steering Group of the Council.
Member:	An elected or co-opted member of the Stapeley & District Parish Council.
Steering Group Member:	Any person appointed to the Steering Group in accordance with the section headed "Membership and Quorum.
The Plan:	The Stapeley and Batherton Neighbourhood Plan made in 2018, and any reviewed or replacement plan prepared under these Terms of Reference.
Neighbourhood Area:	The designated neighbourhood area for the Plan, comprising the parishes of Stapeley and Batherton, which together form the administrative area of the Council.

1. General

a) Stapeley & District Parish Council is to undertake a full review of the made Stapeley and Batherton Neighbourhood Plan (2018) and to prepare a new Neighbourhood Plan to replace it. The reviewed Plan will cover the Neighbourhood Area, comprising the parishes of Stapeley and Batherton.
b) The Council retains full responsibility for the Plan as the qualifying body, and in preparing the Plan will have regard to the views of the community and may draw on skills and expertise from outside the Council where appropriate.
c) A Neighbourhood Plan Review Steering Group will lead the review through to successful completion.
d) The Steering Group will operate as a committee of Stapeley & District Parish Council.
e) These Terms of Reference are in accordance with the Council's Standing Orders.

2. Purpose

The main purpose of the Steering Group is to oversee the review of the made Neighbourhood Plan and the preparation of a replacement Plan, so that it progresses to independent examination, a successful community referendum if required, and adoption. In particular, the Steering Group will:

a) Review the made Stapeley and Batherton Neighbourhood Plan (2018) and identify the policies and evidence that require updating, having regard to changed circumstances, the approaching end of the plan period, and the current development plan for the area.
b) Engage the local community, identifying ways of involving the whole community and gathering the views and opinions of as many groups and organisations as possible, so that the reviewed Plan is representative of the ambitions of the parishes of Stapeley and Batherton.
c) Liaise with, and direct the work of, consultants and specialists engaged to further the Plan as appropriate.
d) Consider the options and develop policies to inform the future development and use of land in the Neighbourhood Area.
e) Be aware of the development areas identified in the Cheshire East Local Plan, including establishing further development areas if they are required.

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f) Ensure the reviewed Plan is supported by effective ongoing programmes of communication and consultation with the community, Cheshire East Council, businesses, adjoining parishes, developers, and other key parties.
g) Identify and pursue sources of funding, including grant funding where available.
h) Liaise with statutory and other relevant authorities and organisations to ensure the Plan is as comprehensive and inclusive as possible.
i) Determine the types of consultation and information gathering to be used.
j) Be responsible for the analysis arising from consultations and the production and distribution of the resulting reports.
k) Report back regularly to the Council on progress, significant issues, and budgetary implications.
l) Present key documents and the draft reviewed Plan for consultation with the Council, residents, Cheshire East Council, businesses, and the independent examiner, and assist in the arrangements for the referendum.
m) Agree, subject to resolution by the Council, a final submission version of the reviewed Neighbourhood Plan.

3. Meetings

a) The Steering Group will elect a Chairman and Vice-Chairman from its membership at its first formal meeting in the municipal year.
b) In the absence of the Chairman and Vice-Chairman, the Steering Group will elect a chairman from the members present, for that meeting only.
c) The Steering Group will meet as required, with a minimum of once per quarter.
d) Convened meetings of the Steering Group will be called with the statutory three clear days' notice and conducted in accordance with the Council's Standing Orders.
e) The Steering Group may also meet informally to discuss and progress its work. Informal meetings are for discussion only, and no decision or recommendation of the Steering Group may be made at an informal meeting. Any decision or recommendation of the Steering Group must be taken at a properly convened meeting, called with notice and an agenda and with a quorum present.
f) Decisions taken at a convened meeting will be by consensus where possible. Where a vote is required, each Steering Group Member will have one vote, a simple majority will be required to support any motion, and the Chairman will have a casting vote.

4. Decision Making

a) The Steering Group has full delegated authority from the Council to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. The Steering Group will report to the Council on the progress of its work. The Council will approve the Submission Draft Neighbourhood Plan before publication for consultation and independent examination.
b) The plan-making process remains the responsibility of the Council as the qualifying body. All publications, consultation, and community engagement exercises will be undertaken by or on behalf of the Council via the Steering Group, with appropriate recognition of the Council's position given in all communications associated with the project.

5. Finance

a) Funding, including grants, will be applied for and held by the Council, which will ring-fence the funds for Neighbourhood Plan review work.
b) The Council will allocate a Neighbourhood Plan cost centre within its budget with a resolved amount.
c) All financial decisions and any proposed expenditure will be presented to the full Council for consideration and formal resolution before any commitment or expenditure is made. The Steering Group may make recommendations to the Council, but it has no delegated authority to commit the Council to financial expenditure.

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6. Sub Working Groups

a) The Steering Group may establish sub working groups for dealing with specific issues, made up of Steering Group Members and volunteers from the community, to aid it in any Neighbourhood Plan related work.

b) Each sub working group will have a lead person from the Steering Group.

7. Membership & Quorum

a) The Steering Group will be comprised of serving members of Stapeley & District Parish Council only, appointed by full Council. The Steering Group will consist of a minimum of 3 and a maximum of 6 members.

b) Any convened meeting shall be quorate with the presence of half of the membership, and in any event no fewer than 3 members.

c) The Steering Group may co-opt additional support to carry out specific tasks as required. Co-opted advisers are not Steering Group Members and have no vote.

d) Membership is voluntary.

e) All Steering Group Members must declare any personal interest that may be perceived as relevant to the decisions or recommendations made by the Steering Group. This may include membership of an organisation, ownership of or interest in land or a business, or any other matter likely to be relevant to the work undertaken.

f) A person will cease to be a Steering Group Member on notification to the Chairman in writing of their wish to resign, or on ceasing to be a member of the Council.

g) The Chairman and Vice-Chairman of the Council are ex-officio members of all committees, which entitles them to attend meetings and participate in the work of the Steering Group but does not confer voting rights unless they are appointed members of the Steering Group.

8. Administrative Support

a) The Clerk to Stapeley & District Parish Council will provide support as appropriate.

b) If the Clerk is not available to attend a meeting, a Steering Group Member will be required to take minutes.

9. Conduct

a) It is expected that all Steering Group Members abide by the principles and practice of the Council's Code of Conduct, including in relation to conflicts of interest, particularly regarding development.

b) Whilst Members as individuals remain accountable to the Council, the Steering Group is accountable to the wider community for ensuring that the reviewed Plan reflects their collective expectations.

10. Changes to the Terms of Reference

a) These Terms of Reference may be amended with the support of at least two-thirds of the current membership at a convened meeting of the Steering Group, and with the approval of the full Council.

b) These Terms of Reference shall be reviewed annually by the Council, or sooner if required due to changes in legislation or Council governance arrangements.

11. Dissolution

a) The Steering Group will be dissolved once its objectives have been attained, or when at least two-thirds of its members and the Council consider that its services are no longer required.

b) The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by grant funders and in the best interests of the Council.

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