Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 19th October 2026

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

Attendance

Chairman:	Cllr A Jacobs
Councillors:	Cllr J Hillman, Cllr R Carter, Cllr J Dickinson, Cllr M Docker, Cllr S Ford, Cllr Y Orungbemi, Cllr M Whalley
Apologies:	Cllr M Aspaturian, Cllr J Gibbs, Cllr I Lurcock, Cllr C Sirigou
Clerk:	Mr Wayne Salisbury **Other:** None
Not in attendance:	None
Public:	6

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Meeting started at 7:30 pm.

1. **To receive apologies for absence**
   Apologies were received from Cllr M Aspaturian, Cllr J Gibbs, Cllr I Lurcock and Cllr C Sirigou.

2. **Declarations of Interest**
   a) No pecuniary interests were declared by members.
   b) Cllr Ford declared an other interest in item 9b, planning application 26/3316/VOC, The Round House, 81 to 83 London Road. The Chair noted that this did not preclude Cllr Ford from speaking on the item.
   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 21st September 2026 be approved as a correct record and signed by the Chair.

4. **Public Participation**
   Two members of the public had registered to speak.

   A resident raised concerns regarding planning application 26/3478/FUL, the conversion of 110 London Road from a house (C3) into a children's home (C2), and the following points were made.
   - The parking shown on the plans is on a shared driveway. Parking there would block access for the other users of the driveway, and gates could not be installed to make the site secure without stopping the shared access.

- A second driveway shown on the plans had previously been refused planning permission (19/2542N) as it was considered dangerous, being on a bend on a busy 40mph main road with poor visibility. The resident stated that the kerb had since been dropped without planning permission.
- The resident considered the property to be in poor condition and possibly not habitable, raising concerns about the roof and the structural soundness of the building, including an extension built as two storeys for which retrospective permission had been granted for a single storey.
- Additional visits, such as school taxis and school attendance officers, would have nowhere to pull in safely on the main road.
- There are no streetlights and no footpath on that side of the road, and any lighting or CCTV needed to secure the property would affect neighbouring properties.
- The resident had asked the planning officer to carry out a site visit. In response to a question from the Chair, the resident confirmed that Cllr Smith had raised the points with the planning officer, but considered the responses received to be generic.
- The resident stressed that the concern was not with children's homes in principle, but that this was not a safe or appropriate location.

Cllr Dickinson asked why the property was being proposed as a children's home.
Cllr Hillman noted that an applicant does not need to own a property to submit a planning application.

A second resident, who had recently moved to the parish, raised the following points.
- There is no public transport provision to the Maylands Park estate. The nearest bus stop is a 26-minute walk and is not wheelchair accessible, and the area is not served by the on-demand service for disabled people. This affects residents with disabilities, older residents and children travelling to school and work.
- The estate is not served by the Go-Too on-demand service.
- The Stagecoach contract is due for renewal in March 2027, and the resident asked the Council to help lobby Cheshire East Council to seek extended bus provision into the estate.
- The resident asked about the plans for the land set aside for allotments on the estate and requested a bin at the new Maylands Park play area.

The Chair responded with the following points.
- Bus provision is the responsibility of Cheshire East Council, although the Council can add its voice.
- The allotment land has been designated, and the Council has asked Muller if it could be part of the arrangements for managing the allotments. The Council currently pays a subsidy to Nantwich Town Council for allotment provision which is available to Stapeley residents.
- A sum for public transport provision is held within the S106 monies for the Maylands Park Phase 1a/1b development, and the resident may wish to ask CEC how this is being spent.
- Cheshire East Council's transport planning document sets out how public transport is prioritised.

Cllr Dickinson asked if the on-demand service could be asked to extend its range, possibly for disabled residents or those with specific travel requirements. The Chair added that the two on-demand services had recently been merged.

Cllr Hillman advised that there were plans to extend the on-demand service area, and that Cheshire East Council funds much of its bus provision through contributions from developers. Cllr Hillman suggested that the resident make a representation on the plan, rather than waiting for the renewal of the Stagecoach contract.

Cllr Docker advised that the Go-Too service had been extended this year to cover the whole of Cheshire East, and that it had been combined with the Flexi-Link service for people with mobility issues.

Motion without Notice

RESOLVED: that the order of business be changed so that item 9, Planning, be considered following Public Participation.

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5. Planning

a) To consider the following planning applications.

Reference	26/3478/FUL	Deadline for Comments	19th October 2026
Type of Application	Full Planning		
Location	110 London Road, Stapeley, Nantwich, Cheshire East, CW5 7JL		
Proposal	Conversion of house (C3) into children's home (C2).		
Cheshire East | pa.cheshireeast.gov.uk | Application | 406792			

RESOLVED: to submit the following objection to Cheshire East Council.

Stapeley & District Parish Council objects to this application on the following grounds.

- Access to the site is via a shared driveway, which provides a right of way at all times to the property and farmland behind, and this results in inadequate parking provision.
- The site is on a busy main road, on a bend, with poor street lighting and no pavement on that side of the road, making pedestrian access unsafe.
- There is no safe turning space on the site and insufficient space for vehicles to manoeuvre safely onto the main road.
- The Parish Council questions if the building, in its current state or as proposed, is of a suitable construction for use as a secure facility.
- The Parish Council questions if the site itself can be made secure to suit the proposed use.
- Should the application be approved, the Parish Council would expect the facility to be operated by a provider with a good Ofsted inspection history.

Reference	26/3532/FUL	Deadline for Comments	27th October 2026
Type of Application	Full Planning		
Location	Crewe Vagrants Rugby Union Football Club, Crewe Vagrants Sports Club, Newcastle Road, Blakelow, Nantwich, Cheshire East, CW5 7EP		
Proposal	Formation of stand including balcony area(s), and internal seating area(s)/bar		
Cheshire East | pa.cheshireeast.gov.uk | Application | 406897			

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

Stapeley & District Parish Council wishes to make the following observation regarding this planning application.

- The application contains insufficient detail to allow the proposal to be properly assessed. No dimensions are provided, and there is very little information on the construction, materials and appearance of the stand. The Parish Council would expect a clearer illustration of the proposal.

Reference	26/3619/VOC	Deadline for Comments	28th October 2026
Type of Application	Variation of Condition		
Location	Land off Peter de Stapleigh Way, Stapeley, Nantwich, Cheshire East		
Proposal	Discharge of conditions 4 and 8 on approval 24/4228/OUT: Outline planning permission with landscaping reserved for the erection of a care development (use class C2); entrance sign structure; public open space; green infrastructure; landscaping; access and associated infrastructure.		
Cheshire East | pa.cheshireeast.gov.uk | Application | 406922			

Cllr Docker left the meeting prior to the following decision being resolved.

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

Stapeley & District Parish Council wishes to make the following observation regarding this planning application.

- The Parish Council is unclear as to the overall drainage provision for the site and its impact on the open space. The adjoining land intended as public open space already contains significant drainage provision, and the

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Parish Council would not wish any additional drainage provision to reduce the space to which the public will have access.

Cllr Docker rejoined the meeting.

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

Reference	26/3316/VOC	Deadline for Comments	4th November 2026
Type of Application	Variation of Condition		
Location	The Round House, 81 - 83 London Road, Stapeley, Nantwich, Cheshire East, CW5 7JN		
Proposal	Variation of condition 2 on approval 25/5013/HOUS - Proposed single storey pitched roof extension to rear of existing indoor swimming pool to provide additional leisure facilities.		
Cheshire East | pa.cheshireeast.gov.uk | Application | 406980			

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

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

6. Cheshire East Borough Councillors' Report

No Cheshire East Borough Councillors were in attendance, and no report was received.

Cllr Dickinson asked for an update on the Victorian Orchard and the Brambles. The Chair advised that Cllr Priest had been due to meet with Cheshire East Council in September and that no update had been received.

7. Authorisation of payments

RESOLVED: that the schedule of payments for the 19th October 2026 correctly states the invoices presented and that **£323.15** is approved to be paid; **£1,349.58** has been paid as per the annual approved payments list and **£117.88** has been paid to avoid late payment. (as detailed on page 282)

8. Chair's Report

The Chair provided a report on the following matters.

Attendance and preparation

The Chair expressed concern at the level of attendance by councillors at recent meetings and at a lack of preparation by some members. The Chair reminded members that the agenda summons members to attend and whilst there would be circumstances where councillors found themselves unable to attend these should be few.

The Chair stated that a reason should be given to the Clerk when apologies are sent.

Members are expected to contribute actively to meetings and working groups. Members were asked to check their Parish Council emails at least twice a week, to complete and acknowledge tasks requested by the Clerk

It was the expectation that all members had read the meeting papers in advance, making notes of any comments they intend to raise.

Traffic assessment report

Following the September meeting, the traffic assessment report has been sent to the following.

- All members of the Strategic Planning Board and Cheshire East councillors, the Chief Planning Officer and the legal team at Cheshire East Council, and the Cheshire East councillor with responsibility for highways and traffic.
- The case officer for the London Road development, who has acknowledged receipt and placed the report on file. The report will be considered as part of any reserved matters decision for the site.
- The Planning Inspectorate for the Nightingale appeal. Written representations had closed in mid-June, and the report was submitted under exceptional circumstances, as the information was not available when

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representations closed. Within 10 days, the Council was notified that the appeal will now be heard at an informal hearing, at which the Council will have an opportunity to speak, and there may be a site visit.

Cllr Hillman asked when the Council has the opportunity to speak at the appeal, if it could be accompanied by the consultant who produced the traffic assessment. The Chair confirmed that the Council would take any opportunity to speak and be accompanied by its experts.
Cllr Docker asked about the implications of the informal hearing and if it affected the Strategic Planning Board. The Chair explained that the Strategic Planning Board had refused the application and the developer had appealed to the Planning Inspectorate, which can either uphold or overturn the decision. The Planning Inspectorate can hear appeals in several ways, with in person hearing being one of them.

ChALC Annual Meeting
The Chair and Cllr Hillman attended the ChALC Annual Meeting on Thursday 15th October 2026, and the following points were noted.

- The Chairman of NALC referred to the Civility and Respect Pledge. The Clerk advised that the Council has not yet signed the pledge and that some work is needed before it can do so.
- NALC is challenging at government level for the ability to hold remote meetings.
- The new Minister for Local Government has explicit responsibility for parish councils.
- NALC has commissioned research from the University of Birmingham on what a parish council looks like in the 21st century, which is available on the NALC website.
- NALC has developed NORA, an artificial intelligence tool for searching the NALC website. Cllr Hillman noted that users need to sign in.
- ChALC has produced a new video to encourage people to become parish councillors.
- There was discussion at the meeting about the increase of around 30% in NALC fees and the extent to which ChALC had challenged it.
- Four motions were considered, one relating to potholes and three relating to planning, being the enforcement of retrospective planning applications, the advance submission of visual aids to planning boards, and the Council's motion on planning process timescales and what can be spoken about at planning meetings. All three planning motions were passed, and ChALC will consider them together.

Cllr Hillman added that ChALC will issue a wide survey on planning to capture the issues to be considered, and that members should look out for it.

9. Clerk's Report
The following points were shared with members in addition to the written report shared ahead of the meeting.

- A further CIL payment of £107,588.36 has been received from Cheshire East Council. Cheshire East's CIL Officer has confirmed that the costs of the road survey and traffic assessment, totalling £6,200.00, are eligible CIL expenditure, and these will be allocated against CIL. The Council's CIL balance now stands at £364,118.03.
- Nantwich Town Council had followed civic protocol and notified the Council in advance that the Mayor of Nantwich would be attending an event at RSPCA Stapeley. The Clerk noted that the number of events in the parish to which Nantwich Town Council is invited suggests that the Council may need to raise its profile, possibly through information leaflets after the May 2027 elections.
    - The Chair suggested that signage at the entry points to the parish could show that people are entering Stapeley. The Clerk advised that the permissions process for boundary signage is lengthy and could take two years or more. Cllr Dickinson suggested a sign on London Road for those leaving Nantwich, and Cllr Hillman noted that boundary signage had been discussed by the Council around ten years ago.
- The Clerk will be on annual leave from Wednesday 21st October, returning on Monday 2nd November 2026. Hall booking information has been shared with the hall contacts, and the Chair and Vice Chair have means of contacting the Clerk should an emergency arise.
- The following updates relating to the community hall were given.
    - The guttering on the side of the Community Hall is sagging and needs replacing. A quotation of £185.00 was received from JD Services, and the Clerk has instructed the contractor to proceed under delegated authority.
    - Since the last meeting (21st September 2026), 6 casual bookings had been made for the Community Hall, totalling 22 hours. No new regular bookings had been received.

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    - The Community Hall net position as of 18th October 2026 was reported as £2,091.00, with income of £9,105.00 and expenditure of £7,014.00.
- Communications had been received from residents regarding allotments and public transport, and regarding a planning application, which had resulted in the residents attending the meeting.

- The following planning decisions were reported.
    - 26/1799/PIP, Elliott's Wood, Batherton Lane: Permission in principle for one detached self-build dwelling refused on 14th October 2026.
    - 26/2419/FUL, Five Oaks, Second Dig Lane: Change of use from ancillary living accommodation to short term holiday lets approved with conditions on 8th October 2026.
    - 26/2755/HOUS, 114 London Road: Demolition of attached garage, side and rear extensions, raising of roof and creation of first floor accommodation approved with conditions on 23rd September 2026.

10. CIL Working Group (Community Infrastructure Levy)

a) To consider the identified priorities and agree the initial projects or areas on which CIL funding should be focused.

The Chair presented the report of the CIL Working Group meeting held on 14th October 2026, which set out proposed actions for the five priority areas identified in the CIL resident survey, and the following points were noted.

- Traffic congestion is largely covered by the work of the Road Safety Working Group, including the additional proposed Speed Indicator Device locations, the costs of which may be allocated to CIL.
- An update on the pond would be given under item 11. Following a long period of correspondence, a response had been received from Vistry identifying the land title for the Victorian Orchard. The land identified is more than the Council would wish to take on, and any proposal would be brought back to Council. The Clerk has confirmed that CIL can be used for the orchard. It is proposed that three quotes be obtained, including one from the person who carried out the original survey, to update the survey of the condition of the trees while the legal process continues.
    - Cllr Hillman advised that she had contacted the original surveyor and was awaiting a response.
- While legal progress is awaited on the central recreation area, it is proposed to obtain quotes or estimates for returning the area to a flat green area in the first instance, before deciding on its future use.
- Deadman's Lane was a Section 106 commitment for David Wilson Homes, but this is unlikely to be delivered as Cheshire East Council no longer holds the documentation. It is proposed to obtain quotes for a feasibility study on making Deadman's Lane a year-round accessible walking route.
- A crossing is included as part of the Maylands Park development, and further crossings could slow traffic and compound the junction capacity issues identified in the traffic assessment report, so no further action on school route crossings is proposed.
- Path clearance is the responsibility of the developer or homeowner and, as maintenance, cannot be funded from CIL. The Council will write to Cheshire East Council to clarify responsibility for various areas.
- Health provision is the responsibility of the NHS Integrated Care Board, although partnering arrangements may be possible, and floor space has been identified on Maylands Park Phase 2 which may be suitable. A person with relevant expertise will be invited to the next CIL Working Group meeting.

In response to a question from Cllr Whalley, the Chair confirmed that the central recreation area is the area known colloquially as the 'Bramble Patch', which was designated as a village green under the original Section 106 agreement.

Cllr Ford asked if the area included the land which residents have for a number of years asked to purchase. The Chair advised that the area under discussion is the bramble patch with the paths leading from it, it was noted that Vistry had developed at least three parcels including this one on the estate.

Cllr Docker asked why a school route was being sought, as a footpath within Maylands Park is planned to come out by Wren's Nest. Cllr Hillman clarified that this reflected the survey responses.

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Cllr Docker expressed concern that the division of Maylands Park between Muller Homes and Anwyl Homes could result in fragmented provision, similar to the current position. The Chair advised that members be aware of the enforcement of Section 106 obligations.

RESOLVED: that the CIL Working Group proceeds with the proposed actions set out in its report to the October 2026 meeting.

b) To receive any further update from the CIL Working Group and to consider any required decisions.
No further update was received.

11. Conservation Area Working Group

a) To consider terms of reference for the Conservation Area Working Group.
In response to a question from Cllr Hillman, the Clerk advised that no terms of reference were on record for the working group. The Clerk had asked working group members twice for any existing documents and, having received none, had drafted terms of reference to reflect the existing function of the group.

RESOLVED: that the terms of reference for the Conservation Area Working Group be approved. (as detailed on page 283)

b) To consider further membership to the Conservation Area Working Group.
The Chair noted that the terms of reference allow for an additional member, to make provision for Cllr Whalley to join the group.

RESOLVED: that Cllr M Whalley is appointed to the membership of the Conservation Area Working Group.

c) To receive an update from the conservation working group and to consider any required decisions.
Cllr Ford provided an update from the working group meeting held on 12th October 2026, and the following points were noted.

- Stage 1, the restoration of the site, including the viewing platform, the boundary and making the site safe, is complete.
- The working group recommends restricted access to the site for health and safety reasons and to prevent antisocial behaviour, through a booking procedure similar to that for the Community Hall. This would include a key safe, rules and regulations for access and signage. CCTV is not recommended at this stage.
- Stage 2 would involve planting in and around the pond, the development of meadow areas and a small area of trees with logs for children to sit on, in line with the original design. Cllr Ford supported using the existing contractor.
- The pond is expected to be sustainable without a further water supply, but this would be addressed if needed.
- Ongoing maintenance, mainly hedge cutting, grass cutting and pruning, could be carried out by the existing grounds maintenance contractor or the contractor who has developed the site. As the site is a wildlife area, this is not expected to be onerous.
- Litter bins and benches are not recommended, as they could encourage antisocial behaviour.
- Access to the viewing platform is to be investigated (disability ramp), and signage is proposed at the site entrance.
- The working group considers it important that local primary schools are involved in developing the area, particularly any signage.

The Chair added that much of Stage 2, particularly the planting of marginals, could not be done until the spring because of the time of year. The Clerk had advised that Stage 2 can be carried out as an extension to the existing contract if members wish to use the current contractor.

The Chair has contacted United Utilities regarding the United Utilities manhole on the site, which may be usable for a water supply in the future.

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Cllr Docker asked about provision for overflow and runoff. The Chair advised that water would drain away into the ground as before, and Cllr Hillman noted there is a drain on the site.

Cllr Whalley noted that the hedgehog access points had recently been cut in the perimeter fence, which the Chair confirmed had been done by the contractor. Cllr Whalley asked who, other than school groups, would use the site, how it could become an integrated community resource, and how it would be promoted.

The Chair advised that, as Stage 2 is likely to be in March, promotion would follow later, and that a range of groups could use the site, such as scouts, brownies and rainbows, and schools. As access will be through a booking system, those booking would take responsibility for their visit, and the site would not operate as a public park.

Cllr Docker suggested promoting how residents' money had been spent, holding a formal opening and holding supervised open days for the community. The Chair advised that this was four to five months away but could be taken into account by the working group.

Cllr Hillman supported keeping the site closed with a booking system, noting that the purpose of the restoration was to create an ecological site where wildlife can thrive, and that suitable community groups could use it.

In response to a question from Cllr Hillman, the Chair and Cllr Ford confirmed that Stage 2 is not a redesign, and that the planting and locations set out in the original design will be used.

RESOLVED: that the ongoing actions, as reported by the Conservation Area Working Group, be approved.

12. Neighbourhood Plan Review Steering Group

The Chair noted that Cllr A Jacobs, Cllr J Hillman and Cllr C Sirigou had been appointed at the September meeting, with further places held back for members not present.

In response to a question from Cllr Dickinson on how often the steering group would meet, the Chair advised that, as the review is a renewal rather than a new plan, it should be less onerous. The Clerk advised that, based on experience at another council, the group would hold a formal meeting quarterly, as set out in the terms of reference, with informal meetings in between. Cllr Dickinson will consider joining the group.

RESOLVED: that Cllr S Ford be appointed to the Neighbourhood Plan Review Steering Group, and that further membership be considered at a future meeting.

13. Budget Review

The Chair noted that the Council is 50% of the way through the year and that the one line showing as significantly over budget, at 3,100%, is the Parish Miscellaneous line, as it currently holds the road traffic surveys, which will be allocated against CIL.

Cllr Hillman noted that some payments are annual, so some lines show 100% or 0% at the half year point, and that running costs should sit at around 50%. The Clerk advised that the full year forecast will be shown from next month.

RESOLVED: that the budget review report for quarter 2 of 2026-27 be approved.

14. Bank Reconciliation

The bank reconciliation as of 30th September 2026 was deferred to the November meeting, as only one member had completed the reconciliation.

15. Accounting Audit

Cllr Whalley reported that no issues had been found, and that the Clerk had provided clarification on some points of process and dates.

RESOLVED: that the accounting audit for the 2nd quarter of the 2026-27 Council year as completed by Cllr Whalley is accepted.

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16. **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: that members of the public and press be excluded from the remainder of the meeting.

Part 2

17. **Clerk Additional Hours**
RESOLVED: to pay the Clerk an additional 8.00 hours for hours worked in excess of his contract between 21st September and 18th October 2026.

Meeting concluded at 9:11 pm.

Chairman……. Date……

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Schedule of Payments – as resolved in item 7.

Stapeley & District Parish Council
Schedule of Payments
19th October 2026

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	20/10/2026	ChALC	Member Training - Cllr Whalley	25.00		BT - Unity	LGA 1972 S 111	Yes
2	20/10/2026	Waterplus	Community Hall Water Supply (13/09/26 to 12/10/26)	38.94		BT - Unity	LGA 1972 S 133	Yes
3	20/10/2026	Shire Accountants	Payroll Processing Oct 26 to April 27	144.60		BT - Unity	LGA 1972 S 111	Yes
4	20/10/2026	Wayne Salisbury - Clerk	Homeworking Expenses (01/07/26 to 30/09/26)	78.00		BT - Unity	LGA 1972 S 133	Yes
5	20/10/2026	Wayne Salisbury - Clerk	Staff Badges Direct - Member Name Badge	12.06	**114.61**	BT - Unity	LGA 1972 S 111	Yes
6	20/10/2026	Wayne Salisbury - Clerk	Mileage Share - SLCC Conference	24.55		BT - Unity	LGA 1972 S 133	Yes
			Total	**323.15**				

Payments made as per the annual approved payments list

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
7	25/09/2026	W Salisbury - Clerk	Salary - September 26 (inc 7.50 hours add auth Sep 2026 & Adjustment)	720.02		BT - Unity	LGA 1972 S 112	Yes
8	25/09/2026	HMRC	PAYE Contributions - Month 6	252.45		BT - Unity	LGA 1972 S 112	Yes
9	19/10/2026	Octopus Energy	Community Hall - Electric & Gas (01/09/26 to 30/09/26)	117.71		DD - Unity	LGA 1972 S 133	Yes
10	06/10/2026	Valda Energy	Streetlighting Energy (26/08/25 to 25/09/26)	152.30		DD - Unity	Highways ACT 1980 s301	Yes
11	01/10/2026	Greenzone	Community Hall - Waste Collection (01/10/26 to 29/10/26)	107.10		DD - Unity	LGA 1972 S 133	Yes
			Total	**1349.58**				

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
12	23/09/2026	SLCC	Clerk SLCC Membership Fee 26-27	56.88		BT - Unity	LGA 1972 S 111	Yes
13	23/09/2026	SLCC Enterprises Ltd	Clerk Conference Delegation Fee	54.00		BT - Unity	LGA 1972 S 111	Yes
	30/09/2026	Unity Trust Bank	Service Charge (No invoice, detailed on bank statement)	7.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**117.88**				

Invoices checked and verified at the meeting held on 19th October 2026

Cllr M Docker 19/10/26

Cllr - Proposer - Sign & Date

Cllr Y Orungbemi 19/10/26

Cllr - Seconder - Sign & Date

Receipts - September 2026		
Date	**Amount**	**Details**
01.09.2026	£150.00	Community Hall - Regular Hire
01.09.2026	£60.00	Community Hall - Occasional Hire
01.09.2026	£45.00	Community Hall - Occasional Hire
02.09.2026	£60.00	Community Hall - Occasional Hire
02.09.2026	£120.00	Community Hall - Regular Hire
02.09.2026	£45.00	Community Hall - Occasional Hire
03.09.2026	£14,000.00	Cheshire East Precept
07.09.2026	£7.50	Community Hall - Occasional Hire
07.09.2026	£52.50	Community Hall - Occasional Hire
07.09.2026	£180.00	Community Hall - Occasional Hire
07.09.2026	£90.00	Community Hall - Regular Hire
07.09.2026	£2,938.10	HMRC VAT Reclaim
08.09.2026	£30.00	Community Hall - Occasional Hire
15.09.2026	£45.00	Community Hall - Occasional Hire
16.09.2026	£150.00	Community Hall - Regular Hire
18.09.2026	£180.00	Community Hall - Regular Hire
18.09.2026	£150.00	Community Hall - Regular Hire
18.09.2026	£60.00	Community Hall - Occasional Hire
21.09.2026	£45.00	Community Hall - Occasional Hire
21.09.2026	£45.00	Community Hall - Occasional Hire
25.09.2026	£52.50	Community Hall - Occasional Hire
28.09.2026	£195.00	Community Hall - Regular Hire
28.09.2026	£60.00	Community Hall - Occasional Hire
29.09.2026	£82.50	Community Hall - Occasional Hire
30.09.2026	£1,543.52	Unity Trust Bank Interest
30.09.2026	£60.00	Community Hall - Occasional Hire
30.09.2026	£90.00	Community Hall - Regular Hire
30.09.2026	£45.00	Community Hall - Occasional Hire
30.09.2026	£90.00	Community Hall - Regular Hire
	£20,671.62	

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Conservation Area Working Group Terms of Reference – as resolved in item 11a.

Terms of Reference for the Conservation Area Working Group

Definitions

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

Council:	Stapeley & District Parish Council
Working Group:	The Conservation Area Working Group of the Council.
Member:	An elected or co-opted member of the Stapeley & District Parish Council.
Working Group Member:	A Member appointed to the Working Group by the Council.

1. **General**
   a) These Terms of Reference define the responsibilities of the Conservation Area Working Group.
   b) The Working Group is a non-decision-making body and may only make recommendations to the Council.
   c) The Working Group has no power to authorise expenditure. Any proposed expenditure must be approved by the Council.
   d) The Working Group will meet informally on an ad hoc basis as required.
   e) These Terms of Reference are in accordance with the Council's Standing Orders.

2. **Duties & Scope of Delegated Responsibilities**
   The Working Group shall undertake the following duties on behalf of the Council:
   a) To support the protection, maintenance and enhancement of the Council's Conservation Area, with particular attention to the Talbot Way Pond area.
   b) To identify issues affecting the condition, character and appearance of the Conservation Area and recommend appropriate improvements.
   c) To identify, investigate and develop proposals for improvements, maintenance and environmental projects within the Conservation Area.
   d) To obtain information and quotations for proposed works and make recommendations to the Council for consideration and approval.
   e) To liaise with Cheshire East Council, relevant organisations, contractors and other interested parties on matters relating to the Conservation Area.
   f) To consider community feedback and suggestions relating to the Conservation Area.
   g) To monitor the condition of the Conservation Area and progress of Council-approved projects, reporting relevant matters to the Council.
   h) To report to the Council on the Working Group's activities, progress and recommendations.

3. **Powers**
   a) The Working Group shall have no other powers except those set out above.
   b) The Working Group may undertake preliminary investigations and obtain quotations but shall not commission works, authorise expenditure or commit the Council to any course of action without appropriate approval.

4. **Membership and Quorum**
   a) The Working Group shall consist of a minimum of 3 and a maximum of 7 Members of the Council.
   b) As this is a Working Group and not a Committee, there is no requirement to appoint a formal Chair. Members may agree a Working Group Lead to assist with coordination.
   c) Due to the informal nature of the Working Group, there is no minimum quorum requirement.
   d) The Working Group may invite members of the public or individuals with relevant knowledge or expertise to attend informal meetings in an advisory capacity. Such individuals shall not be considered Working Group Members.
   e) The Clerk may attend meetings in an advisory and supporting capacity.

5. **Review**
   a) These Terms of Reference shall be reviewed annually by the Council, or sooner if required.

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