

**NETHER ALDERLEY PARISH COUNCIL
ORDINARY MEETING
To be held at the Village Hall at 6.30pm, Tuesday 11th November 2025**

To members of Nether Alderley Parish Council

5th November 2025

You are hereby summoned to attend the Ordinary Meeting of Nether Alderley Parish Council to be held at 6.30pm on Tuesday 11th November at the Nether Alderley Village Hall. Members of the public and press are welcome to attend.

Gill Ayres

Clerk and Responsible Financial Officer to Nether Alderley Parish Council
clerk.napc@gmail.com 07717 244 537

AGENDA

1. WELCOME & ATTENDANCE

To welcome attendees, record attendance and introduce new Clerk.

2. APOLOGIES

To accept apologies for absence.

3. DECLARATIONS OF INTEREST

To receive Declarations of Interest, note amendments to Declaration of Interest forms, and consider any Applications for Dispensations.

4. MINUTES OF PREVIOUS MEETINGS

To approve the Minutes of the Parish Council Meeting held on 14th October 2025 (*See Appendix A attached*).

5. PUBLIC FORUM

To receive representations from members of the public. Each topic should last no longer than 10 minutes.

6. CASUAL VACANCY

To discuss recent resignation and agree process for recruiting new Councillor.

7. UPDATE FROM CEC COUNCILLOR

To receive update from CEC Councillor, Mr Anthony Harrison.

8. VILLAGE HALL

a) To consider parking arrangements and agree way forward

- b) To consider nature of caretaker / facilities manager role and approve recruitment or tender process
- c) To note progress on Scribe booking system and review bookings to date
- d) To receive report from Marketing Group

9. LENGTHSPERSON

To consider nature of Lengthsperson role and approve recruitment or tender process.

10. WEBSITE

To note progress and agree way forward for implementation of Aubergine website and new .gov.uk emails, including a clear timeline and responsibilities.

11. FINANCE

To approve schedule of receipts and payments *(See Appendix B - to follow)*

B1 Receipts of income

B2 Invoices for payment

B3 Direct Debits / Standing Orders

B4 Clerk's salary and expenses

To review the budget for 2025-2026 against spend and approve bank reconciliation to end Oct 2025 *(See Appendix C - to follow)*

12. NEIGHBOURHOOD PLAN

To note progress since Section 12 consultation ended on October 20th and agree responses to questions from Independent Examiner.

13. PLANNING APPLICATIONS *(see Appendix D attached)*

- a) To consider applications received for consultation and agree responses
- b) To note decisions on previous planning applications
- c) To consider any other planning matters.

14. POLICIES

To approve the following updated policies

- a) Health & safety *(See Appendix E attached)*

15. NOTICEBOARDS

To agree location and type of noticeboards for Village Hall.

16. BOUNDARY SIGNS

To receive report from outgoing Clerk on arrangements for the purchase and installation of 3 signs.

17. DEFIBRILLATOR

- a) To agree process for carrying out status checks, replacing pads and recording them on "The Circuit" (National Defibrillator Network)

b) To consider purchase of new machine for Alderley Park

18. CHRISTMAS TREE

To consider quotes received and agree way forward.

19. DEVOLUTION

To consider responses to Cheshire East survey on “Thinking Ahead”.

20. EXCLUSION OF PRESS AND PUBLIC

To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the meeting during discussion of the next item (part 2 of the meeting) by reason of the confidential nature of discussions on staffing matters.

21. CLERK / RFO CONTRACT

To agree the contract for the new Parish Clerk.

22. MATTERS OF INFORMATION & ITEMS FOR FUTURE AGENDA

Councillors may use this opportunity to report minor matters of information not included on this agenda and to raise items for future agendas (not for debate or decision making at this time).

23. DATE OF NEXT MEETING

To confirm date and time of next meeting as 6.30pm on 9th December at the Village Hall.

Nether Alderley Parish Council Meeting Tuesday 11th November 2025

Schedule of Receipts and Payments

B1. Receipt of Income - Month of October for November

Bank Interest

Current Account Interest Nil

Unity Trust Bank Nil Paid Quarterly

Reserve Account, end of October £0.45

Vat Claim Reclaim for September £671.56

Community Infrastructure Levy £286.39

Precept 2nd half £34,895.00

B2. Invoices for payment Now all on line by NatWest BankLine

On-line Payments	Provider	Total Cost	Net of VAT	Service Provided	VAT	Power
						
November Salary & Expenses	D. Naylor	£964.36	£949.22	Outgoing Clerks Salary and Expenses see A4 below for a detailed breakdown	£15.14	H
November Salary and Expenses	G. Ayres (Incoming Clerk from 20th October)	£To add Salary to be confirmed at November Council Meeting	£To add Salary to be confirmed at November Council Meeting	New Clerk's Salary and Expenses see B4 below for a detailed breakdown	£0.00	H
November HMRC	D. Naylor	£512.23	£512.23	Outgoing Clerk's Tax and NI.	£0.00	H
November HMRC	G. Ayres	£To add Salary to be confirmed at November Council Meeting	£To add Salary to be confirmed at November Council Meeting	Incoming Clerk's Tax and NI.	£0.00	H
Nov. Village. Hall Caretaker.	David Fairbotham	£219.00	£219.00	Village Hall Caretaking Oct Invoice	£0.00	H
Nov. PA System	Electromarket	£365.98 Refund Direct to Clerk DMN	£304.98	Village Hall PA System from Electromarket	£61.00	E

Nov. Village Hall Cleaning	Cleaning Maid Easy	£75.00	£75.00	Invoice 1104 October 27th Bank Line Payment	£0.00	H
Nov Village Hall Cleaning	Cleaning Maid Easy	£75.00	£75.00	Invoice 1125	£0.00	H
Nov. Boundary Signs	Signs of the Times	£2,462.45	£2,052.04	50% deposit on £4,924.91 incl. VAT plus delivery - the latter to be confirmed circa £128.	£410.41	H
Nov. Laptop	Currys	£599.00	£499.17 Refund - awaiting G GA's Bank Details	Laptop for New Clerk	£99.83	H
Nov. Laptop Extras	Currys	£201.97	£168.31 Refund - awaiting GA's Bank Details	Set up cost with 365 and Virus software	£33.66	H
Nov. Defib Parts	Safelincs Ltd	£320.40	£267.00 Refund direct to Clerk DMN	New Pads and Battery for Monks Heath Defib	£53.40	H
Nov. Stationery	Rymans	£10.98	£9.15 Refund direct to Clerk DMN	Lever Arch File and dividers	£1,83	H

Bank Transfer
(See attached
31st October
Bank
Reconciliation)

To keep within the £85,000 Financial Services Protection Guarantee Limit.
Total in NatWest Current and Reserve Accounts on 31st October 2025 =
£108,614.25 and £520.40 respectively = £109,134.65
Less £85,000 = £ 24,134.65 . However further payments totaling £6,500
will be drawn on the account when approved by this November Council
Meeting .**Therefore the Clerk will transfer £18,000 into the Unity Trust
Bank.**

B3. Direct Debits/Standing Orders for approval

Provider	Total Cost	Net of VAT	Service Provided	VAT	Power
EE Sim card	£11.50	£10.00	For the Caretakers Phone	£1.50	H
BT	£65.94	£54.95	November Broadband and Cloud Voice	£10.99	H
Scribe Accounts	£27.60	£23.00	Scribe Accounts Monthly (15 th November)	£4.60	H
Electricity Invoice Crown Gas & Power	£112.79	£107.42	5 th November Bill	£5.37 5%	H

Gas Invoice Crown Gas & Power	£354.02	£337.16	5 th November Bill	£16.86 5%	H
NatWest Bank Line	£20.00	£20.00	Bank Charges	£0.00	H
NatWest Bankline	£19.65	£19.65	Transaction Charges	£0.00	H

B4(a) Approval to forward to Payroll provider for inclusion in Payroll Report for Clerk's expenses/salary: Power H

D Naylor outgoing Clerk

Travel 103 Miles @ 45 pence per mile = **£46.35**

Phone Sim monthly £13.19 plus £2.64 VAT = **£15.83**

Caretaker Refurbished Phone = **£124.99** (No Vat)

Cleaning Maid Easy 9th October 2025 Payment = **£75.00** (No VAT)

1x2TB External Storage Drive £62.49 plus 12.50 VAT = **£74.99**

Total Expenses £322.02 + £15.14 = £337.16

Plus, Salary - Contracted 65 hours @ 16.08 per hour = £1,045.20 (Gross)

Total Gross including expenses = £1,367.22 plus £15.14 VAT = £1,382.36

Less £418.00 Tax = £949.22 plus £15.14 = **£964.36**

B4(b) Approval to forward to Payroll provider for inclusion in Payroll Report for Clerk's expenses/salary: Power H

G. Ayres New Clerk

Travel 23.60 Miles @ 45 per mile = £21.60

Parking charges at Glass House = £2.00

Plus, Salary

Total Gross including expenses = £* plus £* VAT = £*

Less £* Tax = £* plus £* VAT = £*

*** All be added when her salary is confirmed at the November Council meeting, when she has signed her contract of employment and her employees pay slip has been provided by NAPC's payroll provider Shires Accountants. This will be circulated to members for approval and payment which will be ratified retrospectively at the December Council meeting .**

Signed.....

Chairman of Meeting



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Clerk and Responsible
Financial Officer