

Wybunbury Parish Council

10th February 2025

Commenced: 7.30 pm

Terminated: 8.40 pm

Present: Councillor Ellison-Jones (Chair)
Councillors Buckingham, Clark, Howcroft and Thomas

Councillor Clowes – Cheshire East Councillor

1. APOLOGIES FOR ABSENCE

Apologies for absence were received for Councillors Guilliard, Lightfoot and Pike.

2. RESIGNATION OF COUNCILLOR

Members were notified of the resignation of Paul Cheshire, following the last meeting of the Parish Council. The Clerk reported that she would now make the necessary arrangements for the vacancy to be advertised.

RESOLVED

That the report be noted.

3. DECLARATIONS OF INTEREST

Councillor Clark declared her interest in matters relating to Sally Clarke's Lane as she was a neighbour of land owned by the Parish Council. She remained in the room during the discussions, but did not participate in the debate or any voting.

Further information is detailed in Minute 8(iii).

4. MINUTES

The Minutes of the proceedings of the Ordinary Meeting of the Parish Council held on 13th January 2025, were approved as a correct record and signed by the Chair.

5. PUBLIC FORUM

There were no Members of the Public in attendance.

6. BOROUGH COUNCILLOR'S REPORT

Councillor Clowes reported on the following matters relating to the Parish:-

- An Enforcement Notice had been submitted over the construction of an engineered track across a field on Wybunbury Lane. Previous attempts for the same work had been curtailed.
- Work was ongoing with local farmers over the saturation of farm land. Councillor Clowes was also engaging with the Environment Agency, and the developers Anwyl and Persimmon. Dig Lane pumping station was insufficient and United Utilities were also investigating flooding concerns.
- There were problems with heavy goods vehicles travelling on Annions Lane. These issues were being investigated.
- Cheshire East Council, Cheshire West Council and Warrington Borough Council had been accepted by the Government for a devolution arrangement from May 2026.
- Councillor Clowes and PCSO Nick Jarvis would be holding a joint surgery on Saturday.

7. SALLY CLARKE'S LANE PROJECT

Councillor Clowes reported that one of the companies contacted by the Parish Council, to bring the original project forward, had suggested that if all the documentation was forwarded to him, then he

would take a look and put together what may (or may not) be a useful appraisal to progress the scheme, in a different manner. Councillor Clowes had therefore sent all the relevant topography, diagrams and documentation.

RESOLVED

- (i) That the report be noted.
- (ii) That the Clerk pursues the refund of the funds from FCC which had not yet been returned.

8. PLANNING MATTERS

Councillors Clark and Clowes reported on the following planning matters:-

- (i) **Application Reference Number:** 24/5070/HOUS
Location: 36 Howbeck Crescent, Wybunbury, Nantwich, Cheshire East, CW5 7NX
Proposal: Proposed single storey extension to rear together with internal alterations

RESOLVED

That the following comments be submitted to the Local Planning Authority:-

Wybunbury Parish Council submits the following comments in relation to this application and wishes the Planning Officer to consider the points raised:-

- A significant but acceptable single storey extension to the rear which faces due east.
 - There is also a significant elevated patio along the entire back of the extended property which will significantly erode the available amenity space.
 - We would ask officers on the site visit to ensure that the elevated patio does not create overlooking into the gardens of no.s 2 and 3, Glebe Close and does not impact on the minimal distance rules (especially with no.2 Glebe Close).
 - The new extension creates a far larger roof area with associated surface water run-off. There are no drainage details for the extension but as the garden slopes down towards Glebe Close, it is important to ensure that surface water drainage is adequate and avoids the water-logging of gardens on Glebe Close.
- (ii) **Application Reference Number:** 25/0023/HOUS
Location: 1 Burnet Close, Shavington, Crewe, Cheshire East, CW2 5TY
Proposal: Proposed conversion of existing detached garage to annexe for use by existing family member with disabilities.

RESOLVED

That the following comments be submitted to the Local Planning Authority:-

Wybunbury Parish Council objects to this application for the following reasons:-

- The garage is completely separate from the main dwelling (at the end of the garden and accessed from the adjacent street (Sundew Road).
- There is no clear indication of the garden fence between the garden and garage access is to be altered or removed.
- If the garden is extended onto the rear driveway, it is uncertain where cars related to the property will actually be able to safely park. (On-Road parking on both Sundew Road and around the junction with Burnett Close is severely constrained. So too Burnett Close lies adjacent to the PROW that runs through the estate in this location).
- There are no measurements for the garage or details of how it will be appropriately insulated and heated for accommodation use.

- There are no details regarding how power and drainage / mains water supply will be provided for the garage to service the kitchenette and bathroom.
- Based on external visuals, this seems a very cramped design for a person with disabilities (we don't know what these are but the design would not support wheelchair use or mobility equipment.) • There are no obvious sleeping facilities so a condition is needed to ensure that this is for daytime, day provision only and that the individual would sleep in the main dwelling at night.
- It is likely that the area accessed by stairs leading to the roof-space 'storage area' does not have sufficient head-room for living accommodation. It is important that it is conditioned that the roof space must not be used for living accommodation.
- Due to the physical separation from the main dwelling and lack of clarity on access, it raises concerns regarding the safety of an individual with additional needs spending long periods alone in what is still essentially 'the garage'.

- (iii) **Application Reference Number:** 25/0171/TCA
Application Type: Works to trees in Conservation Area
Proposal: T1 Pine, large lateral branch failed in recent storm, fell due to insufficient strength on remaining stem, T2 Pine, Fell due to Poor form , T3 Pine, Fell due to poor form, unacceptable lean and Hazard Beam in crown.

The Chair declared his interest in this item, as his spouse was the applicant. He did not leave the meeting, nor was he granted a special dispensation to remain.

Councillor Clark declared her interest in this item as the applicant was her sister.

RESOLVED

That the following comments be submitted to the Local Planning Authority:-

Wybunbury Parish Council makes the following comments on this planning application and asks the Planning Officer to consider the matters raised:-

- The Applicant has a conflict of interest as an employee of Cheshire East Council - this is not indicated on the application form
- STS Contractors are Staffordshire Tree Surgeons (ARB approved) so suitable for the works BUT No formal tree condition report or description of works to be undertaken or H&S / equipment strategy has been submitted.
- No replacement tree planting mitigation included.

9. FINANCE AND BUDGET 2024-2025

Consideration was given to a report of the Parish Clerk and Responsible Financial Officer. Members noted that the balance available in the bank at **31st January 2025 was £104,719.55.**

(i) Transactions

RESOLVED

That the following transactions be approved:-

PAYER/PAYEE	DETAILS	RECEIPTS	PAYMENTS
49 Main Road	Pro Rata Access Licence Fee	£173.00	
BT	Village Hall Wifi – monthly subscription		£31.63
Allied Westminster	Village Hall insurance		£768.61
Peter Thomas	Reimbursement for Clips		£19.99
Russ Bate	Invoice 17		£120.00
Peter Thomas	Reimbursment for adapter		£3.74
M Clough	Printer Ink Subscription		£5.98

(ii) **Payment of Invoices and Reimbursements**

RESOLVED

That the following payments be approved:-

PAYEE	DETAILS	£
Clerk	February Salary	£704.74
Cheshire Pension Scheme	Clerk Pension February	£213.65
HMRC	PAYE February 2024	£47.59
BT	Village Hall Wifi – monthly subscription	£31.63
Clerk	Monthly printer ink subscription for Parish Council	£5.98
Shires	Backpay Adjustments	£18.00

(iii) **Budget Expenditure to 31st January 2025**

RESOLVED

That the following Budget Heading Expenditure to 31st January 2025, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary/Pension	£9,499.78	£12,000.00	£2,500.22
Clerk Administration	£418.96	£420.00	£1.04
Member Expenses	£150.00	£150.00	£0.00
External Audit Fees	£910.50	£915.00	£4.50
Internal Audit Fees	£250.00	£250.00	£0.00
Village Hall Insurance	£768.61	£650.00	-£118.61
Parish Council Insurance	£1,274.52	£1,275.00	£0.48
CHALC and CCA Subscriptions	£585.89	£600.00	£14.11
Lengthsman	£1,188.75	£1,550.00	£361.25
Training	£150.00	£150.00	£0.00
Sally Clarkes Lane Maintenance	£0.00	£0.00	£0.00
Plants and Maintenance	£466.20	£1,000.00	£533.80
Wi-Fi for Village Hall	£362.47	£450.00	£87.53
Grasscutting	£0.00	£700.00	£700.00
Mobile SID Maintenance	£39.99	£5,900.00	£5,860.01
Village Maintenance	£23.73	£465.00	£441.27
Payroll Fees	£717.00	£925.00	£208.00
Poppies/Wreaths	£326.79	£330.00	£3.21
Neighbourhood plan	£0.00	£0.00	£0.00
Bunting	£1,080.00	£1,100.00	£20.00
Chair's Allowance	£250.00	£250.00	£0.00
Tower Lights	£3,180.00	£3,180.00	£0.00
Bus Shelter	£0.00	£0.00	£0.00
Sally Clarkes Lane Project	£0.00	£0.00	£0.00
Website	£288.00	£300.00	£12.00
EARMARKED Sally Clarkes Meadow	£3,140.83	£54,741.54	£51,600.71
Unity Trust Bank Service Charge	£59.40	£80.00	£20.60
	£25,131.42	£87,381.54	£62,250.12

(iv) Explanation of Variances

Members were advised that the Trustees of the Wybunbury Village Hall Fund had now paid the invoice for the reimbursement of the Village Hall Insurance, so the current deficit under that particular Budget Head, would be cleared.

RESOLVED

That the report be noted.

(v) Unity Trust Bank

Members noted that the application for a savings account was outstanding, pending the receipt of documentation from the Chair, which was being requested by the Unity Trust Bank.

RESOLVED

That the report be noted.

(vi) Unity Trust Bank – Bank Reconciliation as at 31st January 2025

RESOLVED

That the following Unity Trust Bank Reconciliation as at 31st January 2025 be approved:-

<u>Bank Reconciliation 31st January 2025</u>	
WYBUNBURY PARISH COUNCIL	
Financial year ending 31 March 2025	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st January 2025	£
Current Account Unity Trust Bank (20492216)	£104,719.55
Reserve Account Royal Bank of Scotland (12010211)	£0.00
Less: any unrepresented cheques	
Unity Trust Bank	£0.00
Royal Bank of Scotland	£0.00
Add: any unbanked cash	
Unity Trust Bank	£0.00
Royal Bank of Scotland	£0.00
Net bank balances as at 29th January 2025	£104,719.55
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
<u>CASH BOOK</u>	
Opening Balance	
Unity Trust Bank - 1st April 2024	£23,670.92
Royal Bank of Scotland - 1st April 2024	£36,888.86
Add: Receipts in the year	
Unity Trust Bank	£69,291.19

Royal Bank of Scotland	£0.00
Less: Payments in the year	
Unity Trust Bank	£25,131.42
Royal Bank of Scotland	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£104,719.55

(vii) Unity Trust Bank Statement – 31st January 2025

RESOLVED

That the Unity Trust Bank Statement as at 31st January 2025, as circulated with the report, be received.

10. CHESHIRE POLICE REPORT

Councillor Howcroft reported on updates from Cheshire Police relating to Parish incidents in January 2025, including:-

01/01/25. Highway Disruption: Wrinehill Road Wybunbury, vehicle stuck in flood.
15/01/25. Domestic Incident: Wybunbury.
16/01/25. Domestic Incident: Wybunbury.
21/01/25. Harassment: Tower View Close Wybunbury.
23/01/25. Suspicious Activity: Church Way Wybunbury.
27/01/25. Road Related offence: Wybunbury, reports of a driver under the influence of drugs.
27/01/25. Concern For Safety: Wybunbury.
28/01/25. Domestic Incident: Wybunbury.
29/01/25. Complaint Against Police, Wybunbury.
29/01/25. Fraud: Wybunbury, romance fraud.
30/01/25. RTC: Haymoor Green Road Wybunbury, HGV has taken down power cables.

RESOLVED

That the report be noted.

11. HIGHWAYS REPORT

Councillor Thomas reported that he had contacted the company providing the new Speed Indicator Devices, for further advice on a query relating to the data provided.

RESOLVED

That the report be noted.

12. PARISH COUNCILLOR REPORTS

RESOLVED

- (i) That the Chair requests from the Lengthsman, a Risk Assessment.**
- (ii) That the Clerk contacts CHALC regarding the Risk Assessment, for further advice.**
- (iii) That the Parish Council's Environmental and Planting Lead be considered at the next meeting.**
- (iv) That the Clerk books Councillor Clark onto the David Kaiserman Training on 3rd June 2025.**

13. DATE OF NEXT MEETING

The Parish Council noted that the next meeting would be held on Monday, 10th March 2025 at 7.30 pm at Wybunbury Village Hall.

14. URGENT ITEMS

To consider any other items which the Chair of Council Business (or other person presiding) is of the opinion shall be considered as a matter of urgency.

15. EXEMPT BUSINESS

The Parish Council resolved that Members of the press and public be excluded from the meeting for the following item of business, as it contained exempt information under Section 100A(4) of the Local Government Act 1972.

16. VILLAGE HALL INSURANCE

The Clerk reported on the following:-

- The invoice for the reimbursement of the Village Hall insurance had been sent to the Trustees of the Wybunbury Village Hall Fund and was paid in full.
- The Addendum was not agreed to be signed, but instead, the Clerk received a document from the Secretary of the Village Hall Committee, which conceded with all conditions contained within the Addendum.

Finally, the Clerk asked Members if they still wished to proceed with a Facilitated Discussion, now that their concerns regarding Village Hall matters had been addressed.

RESOLVED

- (i) **That the document from the Secretary of the Village Hall Committee, as appended to these Minutes, which mirrors the Addendum appended to the Minutes of the last meeting, confirming the agreement of both parties to the conditions contained in both the Addendum and this document, be approved.**
- (ii) **That the Facilitated Discussion be held in abeyance for the time being.**

Village Hall Fund

6th February 2024

Dear Mrs Clough

The Village Hall Committee has met to discuss the insurance situation and it has decided to break with 45 years of tradition and pay the buildings insurance in addition to all other aspects of cover. The Treasurer will transfer the funds to the Council this week. For insurance payments going forward, the Committee suggests that every year the Council pays the insurance on its building, then invoices the Committee.

The Management Committee does not think it necessary or appropriate to have an addendum to the Lease, as most of the items referred to in the proposed addendum are irrelevant. The peppercorn rent is as existing, so too the parts referring to improvements to the Hall and Buildings Insurance. Reference to the part referring to VAT is not necessary as the Parish Council has chosen not to assist the Committee in this matter. The situation regarding the broadband remains unchanged. The Access Licence to the adjoining property is not, and never has been, a matter dealt with by the Management Committee. It has always been issued by the Parish Council and all income has always accrued to the Parish Council. The Management Committee, as previously stated, is quite happy for the Parish Council to use the Hall for its official meetings (called by the Clerk) on 18 occasions per year provided that these are booked in advance with the Hall's booking secretary.

Hope this clarifies matters.

Regards

Martin Pike (Secretary)