

Wybunbury Parish Council

9th March 2026

Commenced: 7.30 pm Terminated: 8.50 pm

Present: Councillor Ellison-Jones (Chair)
Councillors Blackburn, Buckingham, Clark, Denby, Edwards, Guilliard,
Howcroft, Lightfoot and Masser

Councillor Clowes – Cheshire East Councillor

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Howcroft and Lightfoot.

2. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 9th February 2026 were approved as a correct record and signed by the Chair.

3. DECLARATIONS OF INTEREST

Councillor Clark declared her interest in matters relating to Sally Clarke's Lane as she was a neighbour to the land owned by the Parish Council. Members granted Councillor Clark a dispensation to remain in the meeting during any deliberations. She did not take part in the voting or discussions of any matters relating to Sally Clarke's Lane.

Cllr Buckingham declared his interest in the Application for Financial Assistance from the Scouts. He did not participate in the discussions or voting on this Item.

The Chair stated that he wished to discuss the following Item next on the Agenda, to enable the applicants to leave the meeting, following its consideration.

4. APPLICATION FOR FINANCIAL ASSISTANCE

The Parish Council considered an application for financial assistance from Mrs Caroline Dugdale Group Lead Volunteer, on behalf of the 28th South West Cheshire (Wybunbury) Scouts, for 60 local children to attend the Cheshire Jamboree (Chamboree) held at Knutsford Tabley Showground where over 6000 young people from around the world would be attending. This was an amazing experience which was held just once every 4 years at the beginning of August.

Mrs Dugdale explained the fund raising activities taking place for this event, particularly as the Mess Tent required cleaning and reproofing at a cost of £275.00. Food and crockery were also required. She added that this was the only youth based activity in the Village, and the majority of attendees were from Wybunbury.

RESOLVED

That the sum of £500.00 be granted to the 28th South West Cheshire (Wybunbury) Scouts approved, towards the costs incurred for the Cheshire Jamboree (Chamboree).

5. PUBLIC FORUM

There were no members of the public in attendance.

6. BOROUGH COUNCILLOR'S REPORT

Councillor Clowes reported on the following matters:-

- Vegetation at Sally Clarke's Lane – pernicious weeds were starting to return and volunteers were asked to contribute to their clearance. Another weedkill exercise would be arranged at an appropriate time. The hedging looked good but needed some maintenance.
- An opportunity to apply for National Lottery Funding to enhance the future landscaping at Sally Clarke's Meadow.

- Neighbourhood Plan – a meeting had been held with Urban Imprint and the Neighbourhood Plan would be aligned to the new Neighbourhood Planning Policy Framework. Key issues would be the design code, housing and development; ecology and nature. Neighbourhood Plans had to consider housing needs and if no sites were identified for housing and development, then the Parish would be vulnerable to developers choosing their own sites.
- A Draft Rights of Way Improvement Plan Consultation would close on 24th May. Members were encouraged to participate in the Consultation.
- Call for Sites – this exercise would close on 31st March 2026
- Shavington Park – this housing estate was experiencing problems with bin collections, due to the ongoing highways works.

RESOLVED

That the report be noted.

7. SALLY CLARKES LANE PROJECT

This Item was considered under Minute 6.

8. NEIGHBOURHOOD PLAN

This Item was considered under Minute 6.

9. PLANNING MATTERS

- **New Planning Applications**

(i) There were no new planning applications to consider.

- **Comments submitted under the Standing Orders**

(ii) **Application Number:** 26/0372/HOUS

Location: 32 Stock Lane, Shavington, Crewe, Cheshire East, CW2 5ED

Proposal: Demolition of single storey extension and garage, construction of two storey side and rear extension.

Comments submitted by the Parish Council on 16th February 2026, attached for ratification.

RESOLVED

That the Clerk writes to the Planning Department, copying into the email Councillor Clowes, asking the Department to upload the Parish Council's comments.

10. FINANCE AND BUDGET 2025-2026

The Parish Council considered a report of the Parish Clerk and Responsible Financial Officer on the following matters:-

(i) Transactions

RESOLVED

That the following transactions be approved:-

PAYER/PAYEE	DETAILS	RECEIPTS	PAYMENTS
M Clough	January Salary		£727.75
Cheshire Pension Scheme	January Pension		£226.05
HMRC	January PAYE/NI		£126.43
Unity Trust Bank	Service Charge		£6.00
Sandbach Mowers	INVOICE: 11951		£119.88
BT	Monthly Fee		£34.70
Elancity LTD	Extended Warranty SO-UK06122		£477.60
M Clough	Printer ink subscription reimbursement		£6.98
Cheshire Pension	February Pension		£226.05
M Clough	February Salary		£727.75
HMRC	February PAYE/NI		£126.43

Unity Trust	Service Charge		£6.00
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**(ii) Payment of Future Invoices and Reimbursements
RESOLVED**

That the following payments be approved:-

PAYEE	DETAILS	£
Clerk	March Salary	*£727.75
Cheshire Pension Scheme	Clerk March Subscription	£226.05
HMRC	NI/PAYE March 2026	*£126.43
BT	Village Hall Wifi – monthly subscription	£34.70
Clerk	Monthly printer ink subscription for Parish Council	£6.98
Unity Trust Bank	March Service Charge	£6.00
HugoFox	March Monthly .GOV email charge	£20.99
R Bate	Lengthsman Fees	Approx. £120.00

*The Clerk reported that for March, the Payroll provider had notified her that she would not need to pay Income Tax.

(iii) Budget Expenditure to 28th February 2026

RESOLVED

That the following Budget Heading Expenditure to 28th February 2026, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary	£8,368.51	£9,875.00	£1,506.49
Employee Pension	£2,448.07	£2,682.00	£233.93
Employer National Insurance/Employee PAYE	£871.34	£1,046.00	£174.66
Clerk Administration	£274.79	£270.00	-£4.79
Room Hire	£0.00	£50.00	£50.00
Member Expenses	£0.00	£180.00	£180.00
External Audit Fees	£378.00	£570.00	£192.00
Internal Audit Fees	£262.50	£300.00	£37.50
Parish Council Insurance	£1,528.03	£1,529.00	£0.97
CHALC and CCA Subscriptions	£624.90	£625.00	£0.10
Lengthsman	£1,265.00	£1,750.00	£485.00
Training	£85.00	£150.00	£65.00
Sally Clarkes Lane Maintenance	£0.00	£3,000.00	£3,000.00
Plants and Maintenance	£1,389.77	£1,390.00	£0.23
Wi-Fi for Village Hall	£509.33	£500.00	-£9.33
Mobile SID Maintenance	£0.00	£150.00	£150.00
Payroll Fees	£469.80	£750.00	£280.20
Poppies/Wreaths	£179.80	£380.00	£200.20
Bunting	£291.74	£1,500.00	£1,208.26
Chairs Allowance	£200.00	£250.00	£50.00
Bus Shelter EARMARKED	£0.00	£5,000.00	£5,000.00
Sally Clarkes Lane Ongoing Project	£2,898.18	£5,000.00	£2,101.82
Website and Emails	£400.62	£471.00	£70.38
Sally Clarkes Meadow EARMARKED	£10,539.46	£80,000.00	£69,460.54
Unity Trust Bank Service Charge	£66.00	£100.00	£34.00
Contingency/Neighbourhood Plan	£1,547.76	£3,000.00	£1,452.24
Election Fees EARMARKED	£0.00	£531.50	£531.50

Wellness Grant EARMARKED	£500.00	£500.00	£0.00
Includes Earmarked Budgets	£35,098.60	£121,549.50	£86,450.90
Excludes Earmarked Budgets	£24,059.14	£35,518.00	£11,458.86

Reminder:

¹ £51,600 agreed in the 2025-2026 Budget
£80,000 in total including the 2024-2025 Carry Over

(iv) Explanation of Variances

RESOLVED

- (a) That a virement of £80.00 from the Poppies/Wreaths Budget, to the WiFi for the Village Hall, be approved.
- (b) That a virement of £15.00 from the Employee Salary Budget, to the Clerk's Administration Budget for the remaining HP subscriptions for this Financial Year, be approved.

(v) Unity Trust Bank - Bank Reconciliation as at 28th February 2026

RESOLVED

That the following Bank Reconciliation as at 28th February 2026, be approved:-

Bank Reconciliation 28th February 2026	
WYBUNBURY PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 28th February 2026	£
Current Account Unity Trust Bank (20492216)	£6,578.10
Reserve Account Unity Trust Bank (20524896)	£108,441.81
Less: any unrepresented cheques	
Unity Trust Bank Current	£0.00
Unity Trust Bank Savings	£0.00
Add: any unbanked cash	
Unity Trust Bank Current	£0.00
Unity Trust Bank Reserve	£0.00
Net bank balances as at 28th February 2026	£115,019.91
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
CASH BOOK	
Opening Balance	
Unity Trust Bank Current 20492216 - 1st April 2025	£25,509.03
Unity Trust Bank Reserve 20524896 - 1st April 2025	£75,174.66
Add: Receipts in the year	
Unity Trust Bank Current	£47,699.17
Unity Trust Bank Reserve	£1,735.65

Less: Payments in the year	
Unity Trust Bank Current	£35,098.60
Unity Trust Bank Reserve	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£115,019.91

(vi) Unity Trust Bank Statements

RESOLVED

That the following Bank Statements, as circulated with the Report, be received:-

- **Current Account Bank Statement (20492216) – 28th February 2026**
- **Instant Access Bank Statement (20524896) – 28th February 2026**

11. GOVERNANCE

The Clerk presented the Policy for approval, and agreed to retain timesheets as required in the Policy.

RESOLVED

That the Retention of Documents Policy, as circulated, be approved.

12. HIGHWAYS MATTERS

The Parish Council considered an update from Councillor Masser on the traffic statistics.

RESOLVED

That an Item on the previously purchased 20mph stickers be placed on next Agenda, for Councillor Clowes to formally report back on their legal status.

13. CHESHIRE POLICE REPORT

RESOLVED

That the updates be noted.

14. PARISH COUNCILLOR REPORTS

(i) Planter

The Parish Council considered a Notice of Motion and associated documents, from Councillor Edwards, initially for the purchase of one additional planter, but Members agreed to purchase two additional planters.

RESOLVED

- (a) That the removal of the two wooden planters on Gorsey Bank Crescent be approved;**
- (b) That the purchase of one new planter for Gorsey Bank Crescent, as detailed in the document circulated by Councillor Edwards, be approved;**
- (c) That the removal of the two wooden planters on Moorlands Drive, be approved;**
- (d) That the removal of the wooden planter, opposite the Red Lion/corner of the Graveyard, be approved;**
- (e) That the purchase of one planter to replace the planter opposite the Red Lion/corner of the Graveyard, as detailed in the document circulated by Councillor Edwards, be approved;**
- (f) That the purchase of sufficient soil/compost, be approved;**
- (g) That Councillor Ellison-Jones, to obtain a price for the removal of the planters, sleepers and slabs from the Lengthsman, and reports back to the next meeting.**

(ii) Plaque for Trees

Further to the last meeting of the Parish Council, the Members considered a quote received from R Heler, for the purchase and/or installation of a stone, onto which to position a plaque. The quote

received was £60.00 (plus VAT) if collected; £160.00 (plus VAT) delivered and installed. A plaque would cost extra and could be fitted by the contractor.

RESOLVED

- (a) That the purchase, delivery and installation of a stone, from R Heler, in the sum of £160.00 plus VAT, be approved;
- (b) That consideration of the purchase of a plaque, together with appropriate wording, be given at the next meeting;

(iii) **Community Speed Watch**

RESOLVED

- (a) That the purchase of hi-visibility vests and batteries for the speed gun to a maximum of £100.00, by Councillor Denby or Edwards, be approved.
- (b) That appropriate Signs for Community Speed Watch be investigated by Councillor Masser, and reported back to next meeting.
- (c) That the installation of the Community Speed Watch signs on the Speed Indicator Device pole or Welcome to Wybunbury sign, be approved.

15. DATE OF NEXT MEETING

The Parish Council noted that the next meeting of the Parish Council would be held on Monday, 13th April 2026 at 7.30 pm at Wybunbury Village Hall.

This would be preceded by the Internal Controls Committee which would be held at 6.45 pm.

16. URGENT ITEMS

RESOLVED

That consideration of the purchase of a female soldier, from the Chair's Allowance, be considered at the next meeting, in the sum of £200.00.

17. EXEMPT BUSINESS

Members resolved that the following item of business was exempt from the press and public as it contains information relating to contracts.

18. SALLY CLARKES MEADOW

The Parish Council considered four tenders that had been received by RAB (the Parish Council's approved Project Managing Company) for the Activity Schedule, and considered, in depth, each tender.

RESOLVED

That the awarding of the contract to WM Longreach, in the sum of £40,000.00 +VAT, be approved. (RAB to be asked to try to negotiate a reduction to the costs of pollarding)