

Wybunbury Parish Council

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4th December 2023

To the Members of Wybunbury Parish Council

Dear Councillor

You are hereby summoned to attend the **ORDINARY MEETING** of the **Wybunbury Parish Council** to be held on **Monday, 11th December 2023 at 7.30 pm at Wybunbury Village Hall**, when the undermentioned business is to be transacted.

Yours faithfully

M Clough

Mrs M Clough
Parish Clerk and Responsible Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members of the Parish Council

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members of the Parish Council

3. PUBLIC FORUM

To enable members of the public the opportunity to raise any matters of interest with the Parish Council.

4. CHESHIRE POLICE REPORT

Members to note the following updates from Cheshire Police relating to Parish incidents in November 2023:-

- 1/11. Fraud: Stock Lane, phone fraud.
- 1/11. Domestic.
- 14/11. Highway Disruption: Stock Lane, loose horses on the road.
- 15/11. RTC: Stock Lane, two vans, no injuries.
- 16/11. Burglary Dwelling: Haymoor Green Road, shed break motorbikes taken.
- 17/11. Highway Disruption: Wrinehill Road, tree down.
- 21/11. Burglary Dwelling: Dig Lane, false call all in order.
- 30/11. Burglary Dwelling: Stock Lane, sheds broken into.

5. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 13th November 2023 to be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). Minutes attached.

6. COMMUNITY INFRASTRUCTURE LEVY

Members to note that a sum of £19,943.79 has been paid to the Parish Council on 17 November 2023. This sum relates to planning application No 21/4136N: Location Land South of, Newcastle Road & Stock Lane, Shavington Proposal Hybrid planning application. Members will need to consider and discuss community projects on which to spend this funding, and be mindful that the funding is time limited and subject to reports being submitted to Cheshire East Council on the progress of projects.

7. ANNUAL LICENCE FOR ACCESS TO THE REAR OF 49, MAIN ROAD, WYBUNBURY VIA THE VILLAGE HALL CAR PARK

Further to Minute 9 of the last Meeting, to note that the Clerk has now re-drafted the Annual Licence as agreed and requests appropriate signatures for the document. (Licence circulated)

8. FINANCIAL REGULATIONS

Further to Minute 11 of the last Meeting, to consider and approve the Financial Regulations for the Parish Council, previously circulated.

9. FINANCE AND BUDGET 2023-2024

(i) To receive the following Budget Head Expenditure 2023-2024 at the 30th November 2023:-

Budget Head	Total	BUDGET ALLOCATED	DIFFERENCE
Clerk's Salary	£5,549.22	£10,000.00	55.49%
General Admin	£1,150.21	£200.00	575.11%
Member Expenses	£90.00	£240.00	37.50%
External Audit	£0.00	£250.00	0.00%
Internal Audit	£250.00	£400.00	62.50%
Insurance Parish Council	£1,174.01	£600.00	195.67%
Insurance Village Hall	£0.00	£850.00	0.00%
Subscriptions	£489.51	£400.00	122.38%
Lengthsman	£1,061.25	£1,200.00	88.44%
Training	£0.00	£500.00	0.00%
Sally Clarke's Lane Maintenance	£800.00	£2,000.00	40.00%
Planter Bedding Plants	£691.20	£5,000.00	13.82%
Christmas Decorations/Tree	£0.00	£250.00	0.00%
Village Hall	£0.00	£1,000.00	0.00%
Wi-Fi	£236.16	£400.00	66.77%
Grass cutting	£240.00	£1,500.00	16.00%
Additional SID	£5,315.98	£1,500.00	354.40%
Village Maintenance	£1,738.97	£2,000.00	86.95%
Shires Accountancy	£160.20	£200.00	80.10%
Poppy Wreaths	£40.00	£70.00	57.14%
Neighbourhood Plan	£0.00	£1,000.00	0.00%
Laptop for Clerk	£319.00	£250.00	127.60%
King's Coronation	£58.00	£1,250.00	4.64%
Chair's Allowance	£250.00	£250.00	100.00%
Unity Bank	£500.00	£0.00	
	£20,113.71	£31,310.00	

(ii) To receive the following Bank Reconciliation as at 30th November 2023:

Bank Reconciliation 30th November 2023	
WYBUNBURY PARISH COUNCIL	
Financial year ending 31 March 2024	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 27th October 2023	£
Current Account (12010211)	£46,595.04
Reserve Account	£0.00
Less: any unpresented cheques	£3,189.30
Add: any unbanked cash	
Net bank balances as at 30th November 2023	£43,405.74
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
<u>CASH BOOK</u>	
Opening Balance	£24,380.86
Add: Receipts in the year	£39,271.79
Less: Payments in the year	£20,246.91
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£43,405.74

(iii) To approve the following payments (please note that additional payments requests may be submitted for approval at the meeting):-

Cheque Reference	Budget Head	Description	Amount	Reference if Previously Approved
2089	Unity Bank	Transfer to new Bank	£500.00	131123 – 12iv
2090	Clerk's Salary	Clerk M Clough	To be advised	
2091	Clerk's Salary	PAYE	To be advised	
2092	Clerk's Salary	Cheshire Pension Fund	To be advised	

10. VAT

To note that to date, the Clerk has submitted reimbursement requests to HMRC as follows:-

1st April 2023 to 30th November 2023 – £1554.30

Financial Year 2022-2023 - £473.14

11. BUDGET 2024-2025

Further to Minute 14 of the last meeting, to consider Parish Projects and the Budget requirements for 2024-2025.

12. PRECEPT 2024-2025

Further to Minute 15 of the last meeting, to consider the Parish Council Precept for 2024-2025, based on the budget expenditure discussed by Councillors Buckingham, Clark, Lightfoot and Pike (Minute 14 - 131123)

13. BANKING ARRANGEMENTS

- (i) To note that the banking arrangements at the Unity Trust Bank have now been established. Members to agree a sum of money to transfer from the Royal Bank of Scotland to the Unity Trust Bank.
- (ii) To consider the retention of the existing Royal Bank of Scotland Account for use for Community Infrastructure Levy projects and to authorise the Clerk to be the contact for the Bank Statements, and a signatory on the account.

14. SALLY CLARKE'S LANE PROJECT

To receive the monthly update report from the Sally Clarke's Lane Sub-Committee;

15. PLANNING MATTERS

Councillor Clark to update on the following:-

- New Planning Applications
- Ongoing Planning Applications
- Decided Planning Applications

16. HIGHWAYS GROUP REPORT

To receive a monthly update report from Councillor Thomas.

17. PARISH COUNCILLOR REPORTS

To consider the following updates from Members of the Parish Council:-

(i) Lighting on the Tower

Councillor Howcroft to report on proposals to replace the sodium lighting on the Tower;

(ii) Planters

Councillor Guilliard to report on Parish planters and future proposals/plans;

(iii) Party in the Park – Summer 2024

Councillor Guilliard to report on proposals for the Summer 2024 event;

(iv) Condition of Car Park at Playing Fields

Councillor Ellison-Jones to report on concerns over the condition of the car park;

(v) Parish Council "Vision Statement of Aims and Objectives"

Councillor Clark to propose establishing a Wybunbury Parish Council Vision Statement to ensure the Parish Council provides its Parishioners value for money.

18. BOROUGH COUNCILLOR'S REPORT

To receive the monthly update report from Councillor Clowes on matters relating to the Parish.

19. DATE OF NEXT MEETING

To note that the next meeting of the Parish Council will be held on Monday, 8th January 2024 at 7.30 pm at Wybunbury Village Hall.

20. 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.