Wybunbury Parish Council

13th October 2025

Commenced: **7.30 pm** **Terminated:** **9.20 pm**

Present: **Councillor Ellison-Jones (Chair)**
Councillors Buckingham (part), Clark, Denby, Edwards, Howcroft and Masser

Councillor Clowes – Cheshire East Councillor

1. APOLOGIES FOR ABSENCE
Apologies for absence were received from Councillor Guilliard and Lightfoot.

2. MINUTES
The Minutes of the proceedings of the Meeting of the Parish Council held on 8th September 2025 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. She did not take part in the voting or discussions of any matters relating to Sally Clarkes Lane.

4. PUBLIC FORUM
There were no members of the public in attendance.

5. NEIGHBOURHOOD PLAN
The Parish Council considered the following documents from the Neighbourhood Plan Steering Group:-

(i) Wybunbury Combined Parishes Neighbourhood Plan 2025, Revised Steering Group
(ii) Wybunbury Combined Parishes Neighbourhood Plan Steering Group Constitution
(iii) Existing Wybunbury Combined Parishes Boundary Map
(iv) Proposed Wybunbury Combined Parishes Boundary Map

The associated documents could be viewed at https://wybunburynp.co.uk

Councillor Clowes reported that the initial cost to this Parish Council to review the Neighbourhood Plan could be in the region of £7,000.

RESOLVED
That the documents be received.

6. BOROUGH COUNCILLOR'S REPORT
The Parish Council received the monthly update report from Councillor Clowes on matters relating to the Parish, including:

- Bridge Street planning appeal;
- Shavington Triangle road preparation;
- The Anwyl site play area.

RESOLVED
That the report be noted.

7. SALLY CLARKES LANE PROJECT

(i) Councillor Denby reported that the site had been cleared, and that some areas had been planted.

RESOLVED
That the report be noted.

(ii) The Parish Council considered a Notice of Motion by Councillor Denby for the purchase of four galvanised foldable bollards, plus fixings and padlocks as follows:-

- 4 galvanised foldable bollards (730mm x 60mm) - £62.20 plus VAT each
- 8 fixings - £2.10 plus VAT each
- 4 heavy duty padlocks (combination) - £13.99 each
- Masonry drill £3.38+VAT

RESOLVED
That the purchase of the items listed in 7(ii) above, be approved.

8. WYBUNBURY BRIDGE ACCESS

In the absence of Councillor Buckingham, this Item was deferred.

9. PLANNING MATTERS

(i) New Planning Applications

Councillors Clark and Clowes reported that there were no new applications for consideration.

(ii) Planning Application Considered under the Standing Orders (details circulated)

RESOLVED
That the comments submitted under the Standing Orders for the following application, be approved:-

Application Reference Number: 25/3044/HOUS
Address: 126 Stocks Lane
Proposal: Increase in roof height to form first floor living space, alterations to roof form, erection of dormer windows, erection of single storey front extension, erection of side extension for chimney and erection of two storey rear extension.

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	Printer ink subscription reimbursement		£6.98
EE	SIM Card		£100.70
Cheshire East Council	2nd Precept Instalment	£21,302.00	
BT	Monthly fee		£34.70
Conlons Builder	Wellness Grant	£500.00	
Russ Bate	Invoice 68		£60.00
Russ Bate	Invoice 76		£60.00
Baldwins Plant	Invoice 1836		£924.00
	Internal Transfer - £531.50		
	Internal Transfer - £5,000.00		

Unity Trust Bank	Interest – Savings Account £578.00		
M Clough	September Salary		£764.70
Cheshire Pension	September Pension		£220.55
HMRC	September PAYE/NI		£67.17
Unity Trust Bank	Monthly fee		£6.00
M Clough	Printer ink subscription reimbursement		£6.98
Shires	Payroll Fees October 2025-April 2026		£230.40

(ii) Payment of Future Invoices and Reimbursements
RESOLVED
That the following payments be approved:-

PAYEE	**DETAILS**	**£**
Clerk	October Salary	Approx. £764.70
Cheshire Pension Scheme	Clerk October Subscription	Approx. £220.55
HMRC	NI/PAYE October 2025	Approx. £59.97
BT	Village Hall Wifi – monthly subscription	£34.70
Clerk	Monthly printer ink subscription for Parish Council	£6.98
Unity Trust Bank	September Service Charge	£6.00
R Bate	Lengthsman Fees £60.00 x 2	£120.00
Microsoft	Microsoft 365 Subscription	£84.99

(iii) Budget Expenditure to 30th September 2025
RESOLVED
That the following Budget Heading Expenditure to 30th September 2025, be approved:-

Budget Head	**Total**	**Budget Allocated**	**£ Difference**
Employee Salary	£4,588.21	£10,500.00	£5,911.79
Employee Pension	£1,323.32	£2,332.00	£1,008.68
Employer National Insurance/Employee PAYE	£403.05	£771.00	£367.95
Clerk Administration	£107.90	£270.00	£162.10
Room Hire	£0.00	£50.00	£50.00
Member Expenses	£0.00	£270.00	£270.00
External Audit Fees	£378.00	£1,000.00	£622.00
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	£600.00	£1,750.00	£1,150.00
Training	£85.00	£150.00	£65.00
Sally Clarkes Lane Maintenance	£0.00	£3,000.00	£3,000.00
Plants and Maintenance	£70.95	£1,000.00	£929.05
Wi-Fi for Village Hall	£305.83	£500.00	£194.17
Mobile SID Maintenance	£0.00	£150.00	£150.00
Payroll Fees	£218.40	£750.00	£531.60
Poppies/Wreaths	£0.00	£350.00	£350.00
Bunting	£291.74	£1,500.00	£1,208.26
Chairs Allowance	£0.00	£250.00	£250.00
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	£370.66	£371.00	£0.34
[1]Sally Clarkes Meadow EARMARKED	£5,997.60	£80,000.00	£74,002.40
Unity Trust Bank Service Charge	£36.00	£100.00	£64.00
Contingency/Neighbourhood Plan	£734.16	£3,000.00	£2,265.84
Election Fees EARMARKED	£0.00	£531.50	£531.50
Wellness Grant EARMARKED	£0.00	£500.00	£500.00
	£20,824.43	***£35,518.00**	**£14,693.57**

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

* Excludes Earmarked Budget Heads

(iv) Explanation of Variances
The Clerk reported that there were are no variances to report or virements to request.

(v) Unity Trust Bank - Bank Reconciliation as at 30th September 2025
RESOLVED
That the following Bank Reconciliation as at 30th September 2025, be approved:-

Bank Reconciliation 30th September 2025	
WYBUNBURY PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 30th September 2025	£
Current Account Unity Trust Bank (20492216)	£18,818.22
Reserve Account Unity Trust Bank (20524896)	£107,847.47
Less: any unpresented cheques	
Unity Trust Bank Current	£237.38
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 30th September 2025	**£126,428.31**
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	£45,665.12
Unity Trust Bank Reserve	£1,141.31
Less: Payments in the year	
Unity Trust Bank Current	£21,061.81
Unity Trust Bank Reserve	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	**£126,428.31**

(vi) Unity Trust Bank Statements

RESOLVED

That the following Unity Trust Bank Statements, as circulated with the report, be received:-

- **Current Account Bank Statement (20492216) – 30th September 2025**
- **Instant Access Bank Statement (20524896) – 30th September 2025**

11. ASSET REGISTER

RESOLVED

(i) That the Asset Register, as appended to these Minutes, be approved.

(ii) That the Clerk contacts Councillor Lightfoot to obtain the key to the cabin.

12. HIGHWAYS MATTERS

Councillor Masser reported on the latest traffic statistics. He added that the top speed recorded on Bridge Street was 75mph.

RESOLVED

(i) That the Clerk adds Police and Crime Commissioner Projects to the next Agenda;

(ii) That the Clerk reports parking concerns on Main Road, and Bridge Street opposite the junction of Wrinehill Road and outside The Red Lion, to PCSO Nick Jarvis;

(iii) That Councillor Clowes to speak to the Highways Manager to enquire about the possibility of parking restriction lines on the highway.

13. CHESHIRE POLICE REPORT

Councillor Howcroft reported on updates from Cheshire Police relating to Parish incidents.

RESOLVED

That the report be noted.

14. PARISH COUNCILLOR REPORTS

(i) **Speed Awareness Bin Stickers** – in the absence of Councillor Buckingham, this item was deferred.

(ii) **Village Planters** – The Parish Council considered a Notice of Motion from Councillor Edwards for the purchase of two octagonal planters from Amberol to replace the planters in front of the bungalows on Main Road.

The planters cost £932.00 plus VAT. There was budget available of £929.00. The VAT could be reclaimed.

At this juncture, Councillor Buckingham arrived at the meeting.

RESOLVED

That the purchase of planters, in the sum of £932.00 plus VAT, as detailed in Minute 14(ii) above, be approved.

(iii) **Bunting** – The Chair reported that two residents had expressed an interest in paying for the replacement and installation of the bunting as a permanent feature.

RESOLVED
That the report be noted.

15. WYBUNBURY BRIDGE ACCESS
Further to Minute 7 of the last meeting, Councillor Buckingham advised the Members that as the Parish Council was the owners of the land the details in the wayleave would require amendment and payment should be made to the Parish Council, and not Cheshire East Council.

RESOLVED
That Councillor Buckingham be authorised to continue to liaise with the external organisations involved in this matter, on behalf of the Parish Council.

16. PARISH COUNCILLOR REPORTS
(i) **Speed Awareness Bin Stickers** – Councillor Buckingham proposed that each Councillor should be responsible for distributing stickers in their area of the village.

In response to a question regarding the legality of the stickers, Councillor Clowes agreed to speak to the Highways Department.

RESOLVED
That this matter be deferred to next meeting.

17. ANNUAL INCREMENTAL PAY AWARD
The Chair reported that he was moving consideration of this item to Exempt Business, as there were additional employment considerations [not included on the Agenda] that he wished to raise, as a Corporate employer.

18. DATE OF NEXT MEETINGS
Members noted that the next meeting of the Parish Council would be held on Monday, 10th November 2025 at 7.30 pm at Wybunbury Village Hall.

19. URGENT ITEMS
The Chair was of the opinion that the following item of business should be considered as a matter of urgency.

20. SOLDER IN CHURCH YARD
Councillor Ellison-Jones reported that he would be attending the Bridgemere Airmen's Service on the 26th October, to lay a wreath on behalf of the Parish Council. Councillor Clark reported that she would also attend to lay a wreath on behalf of the War Group.

RESOLVED
That the purchase of a soldier statue, in the sum of £200.00 (including delivery) by the Chair, be approved.

21. GRAVEYARD
Councillor Clowes updated the Parish Council on the graveyard.

RESOLVED
That the report be noted.

22. EXEMPT ITEM

As detailed in Minute 17 above, the following item was moved into the category of Exempt Business, by the Chair, as he wished to raise additional matters, as a Corporate employer.

23. ANNUAL INCREMENTAL PAY AWARD

Members considered the annual incremental performance related pay award to the Clerk, from Spinal Column Point 25 to Spinal Column Point 26 which equated to an additional 47p per hour.

RESOLVED

That the annual incremental performance related pay award to the Clerk, from Spinal Column Point 25 to Spinal Column Point 26, be approved. This decision was unanimous.

WYBUNBURY PARISH COUNCIL 2025-2026
ASSET REGISTER

ASSET	COST/VALUE
Wybunbury Village Hall	Rebuild cost £642,000
5 Notice Boards	£15,680.00
Defibrillator and cabinet	£1,400.00
10 Public seats and 2 benches	£1,980.00
Tower floodlights	£3,180.00
5 Planters and 11 beds	£200.00
Tower lych gate light	£40.00
4 SIDs	£17,000.00
Overhead projector and screen	£750.00
8 Grit bins	£1,140.00
Village signs	£7,400.00
Tree holder	£300.00
Christmas lights	£540.00
Bunting	£50.00
Storage container	£3,000.00
Gas Beacon	£1,350.00
CSW speed check device	£100.00
Laptop	£319.00
6 mixed Waste bins	£1,750.00
4 Dog waste bins	£1,400.00
Filing cabinet	£183.54
Sally Clarkes Lane Site	£1,800
Sally Clarkes Lane Sign	£156.00
Hewlett Packard Printer	£104.50
2 x Gas Bottles	£120.00

TOTAL ASSETS - £701,943

NOTES
Amendments in 2025-2026
Mobile SID removed - £2,000.00
Gas Bottles purchased - £120.00
Additional waste bin observed
Laminator removed - £20.00

Inspected by:-
Councillor Howcroft
Date: 03/10/2025