

Wybunbury Parish Council

8th September 2025

Commenced: 7.30 pm

Terminated: 8.50 pm

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

Councillor Clowes – Cheshire East Councillor

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Edwards and Guilliard.

2. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 11th August 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. BOROUGH COUNCILLOR'S REPORT

The Parish Council received a monthly update report from Councillor Clowes on matters relating to the Parish, including:-

- Graveyard Maintenance
- Neighbourhood Plan matters
- Wybunbury Exercise Classes
- Site visit to Bridge Street

RESOLVED

That the report be noted.

6. SALLY CLARKES LANE PROJECT

- (i) The Minutes of the Meeting of the Sally Clarkes Lane Working Group held on 27th August 2025 were received.

RESOLVED

That the quote for the vegetation removal in the sum of £490.00 plus VAT and the hire of a skip if necessary, in the sum of £280.00 plus VAT from Baldwins Plant Hire Limited, be approved.

- (ii) Members considered a request (Notice of Motion) from Councillors Denby and Howcroft for the erection of bollards on the disabled parking bays at Sally Clarkes Meadow. A quote was also discussed from Crewe and Nantwich Timber.

RESOLVED

- (a) **That further consideration of the request for the bollards be deferred to the next meeting, when alternative prices of bollards will be discussed.**

(b) That the purchase of the padstone, as detailed in the quote, in the sum of £10.00, be approved.

- (iii) Councillor Denby sought approval of a quote from RAB for the Detailed Design and Bespoke Flood Risk Activity Permit, Application Assistance.

Councillor Clowes added that there may be an additional fee for a further water vole survey.

RESOLVED

That the quote as detailed below, from RAB, be approved:-

Stage 1 work for a fixed fee of £3,462 +VAT

Stage 2 for a fixed fee of £2,790 +VAT

The commissioning of a Preliminary Ecological Appraisal for a fee of £900 +VAT

Total fixed fee of £6,850 +VAT

7. WYBUNBURY BRIDGE ACCESS

Further to Minute 8 of the last meeting, the Clerk reported that a response had not yet been received from Emerald Power.

Members agreed that access would not be granted until a reply was received and a risk assessment provided.

RESOLVED

- (i) That the Clerk again contacts Emerald Power asking for a reply and also a copy of their Risk Assessment.
- (ii) That Councillor Buckingham contacts Scottish Power Wayleaves Officer, on this matter.

8. PLANNING MATTERS

Councillors Clark and Clowes reported on the following:-

- **Planning Applications Considered under the Standing Orders (details circulated):-**
 - (i) **Application Number: 25/2656/HOUS**
Location: 37 Dig Lane, Wybunbury, Nantwich, Cheshire East, CW5 7EZ
Proposal: Demolition of existing garage and erection of a single-storey side extension with No.2 roof lights.
 - (ii) **Application Number: 25/3138/CLPUD**
Location: The Old Vicarage Wrinehill Road, Wybunbury, Nantwich, Cheshire East, CW5 7NU
Proposal: Certificate of lawful development for proposed erection of two detached car ports.
 - (iii) **Application Number: 25/2756/HOUS**
Location: 128 Stock Lane, Wybunbury, Nantwich, Cheshire East, CW5 7HE
Proposal: Erection of side and rear extensions, erection of front porch, installation of dormer windows, alterations to landscaping, and erection of new roof structure with installation of first floor living space.
- **New Planning Application**
 - (iv) **Application Number: 25/3148/HOUS**
Location: Chestnut Lodge, 48a Main Road, Wybunbury, Nantwich, Cheshire East, CW5 7LY
Proposal: Increase in roof pitch height, formation of first floor extension to form additional living space, erection of two storey front extensions, erection of front porch, installation of

rear dormer window, installation of three Juliet balconies, and alterations to external finishes and associated alterations to landscaping.

RESOLVED

That Councillor Clowes drafts a response for approval by the Parish Council.

9. 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
Cheshire East Council	Parish Compact	£1,150.00	
BT	Monthly fee		£34.70
Elancity	SID Extended Warranty		£387.31
Stuart Howcroft	Gas Bottle reimbursement for celebrations		£79.25
M Clough	August Salary		£841.95
HMRC	August PAYE/NI		£101.92
Cheshire Pension	August Pension		£248.17
Clerk	Monthly printer ink subscription		£6.98
Unity Trust Bank	August Service Charge		£6.00

(ii) Payment of Invoices and Reimbursements

RESOLVED

That the following payments be approved:

PAYEE	DETAILS	£
Clerk	September Salary	£764.70
Cheshire Pension Scheme	Clerk September Subscription	£220.55
HMRC	NI/PAYE September 2025	£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	Approx. £120.00

(iii) Budget Expenditure to 31st August 2025

RESOLVED

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

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary	£3,823.51	£10,500.00	£6,676.49
Employee Pension	£1,102.77	£2,332.00	£1,229.23
Employer National Insurance/Employee PAYE	£335.88	£771.00	£435.12
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	£480.00	£1,750.00	£1,270.00
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	£170.43	£500.00	£329.57
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
Sally Clarkes Meadow EARMARKED	£5,073.60	£51,600.71	£46,527.11
Unity Trust Bank Service Charge	£30.00	£100.00	£70.00
Contingency/Neighbourhood Plan	£734.16	£3,000.00	£2,265.84
Election Fees EARMARKED	£0.00	£531.50	£531.50
	£18,586.61	£35,518.00	£16,931.39

(iv) Explanation of Variances

The Clerk reported that there were no variances to report or virements to request.

(v) Unity Trust Bank - Bank Reconciliation as at 31st August 2025

RESOLVED

That the following Bank Reconciliation as at 31st August 2025, be approved:-

Bank Reconciliation 31st August 2025	
WYBUNBURY PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st August 2025	£
Current Account Unity Trust Bank (20492216)	£4,792.52
Reserve Account Unity Trust Bank (20524896)	£101,737.97
Less: any unpresented cheques	
Unity Trust Bank Current	
Unity Trust Bank Savings	£6.98
	£0.00
Add: any unbanked cash	
Unity Trust Bank Current	£0.00
Unity Trust Bank Reserve	£0.00
Net bank balances as at 31st August 2025	£106,523.51
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	£23,863.12
Unity Trust Bank Reserve	£563.31
Less: Payments in the year	
Unity Trust Bank Current	£18,586.61
Unity Trust Bank Reserve	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£106,523.51

(vi) **Unity Trust Bank Statements**

- **Current Account Bank Statement (20492216) – 31st August 2025**
- **Instant Access Bank Statement (20524896) – 31st August 2025**

10. ASSET REGISTER

RESOLVED

That Councillor Howcroft be the Lead Councillor for the Asset Register and associated inspections.

11. HIGHWAYS MATTERS

Councillor Masser produced updated statistics for Members' consideration. The top speed reported was 85mph on 12th August 2025, on Bridge Street.

RESOLVED

That the report be noted.

12. PROPOSED BUS SHELTER

Councillor Clark requested consideration of a quote for the purchase and installation of a bus shelter to be potentially located at the far end of Gorsey Bank Crescent.

RESOLVED

That Councillor Clark to make further enquiries on this project and report back to the Parish Council.

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

Storage of Gas Bottle

Councillor Buckingham sought approval for the purchase of a safe storage container for the 2 gas bottles. Councillor Howcroft however, agreed to continue to store the bottles at his property.

RESOLVED

That the report be noted.

15. DATE OF NEXT MEETINGS

- (i) Members noted that the next meeting of the **Internal Controls Committee** would be held on Monday, 13th October 2025 at 6.45 pm at Wybunbury Village Hall.
- (ii) Members noted that the next meeting of the **Parish Council** would be held on Monday, 13th October 2025 at 13th October 2025 at 7.30 pm at Wybunbury Village Hall.

16. URGENT ITEMS

The Chair was of the opinion that the following items should be considered as a matter of urgency.

17. BUNTING

The Chair reported that he had received representations from residents to keep the bunting in-situ.

RESOLVED

That this matter be deferred to the next meeting.

18. COUNCILLOR VACANCY

RESOLVED

That this item be placed on the next Agenda.