Wybunbury Parish Council

9th November 2026

Commenced: **7.30 pm** **Terminated:** **9.15 pm**

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

Councillor Clowes – Cheshire East Councillor

1. APOLOGIES FOR ABSENCE
Apologies for absence were received from Councillor Masser.

2. APPOINTMENT OF DEPUTY CHAIR
RESOLVED
That Councillor Denby be appointed to the position of Deputy Chair of Wybunbury Parish Council for the remainder of the 2026-2027 Municipal Year.

3. CO-OPTION OF PARISH COUNCILLOR
The Parish Council considered an expression of interest for co-option by Mr David Woods.

RESOLVED
That Mr David Woods be appointed to the Parish Council for the remainder of the 2026-2027 Municipal Year.

4. MINUTES
The Minutes of the proceedings of the Meeting of the Parish Council held on 14th September 2026 and 12th October 2026 were approved as a correct record and signed by the Chair.

5. INTERNAL CONTROLS COMMITTEE – MINUTES
The Minutes of the proceedings of the Meeting of the Internal Controls Committee held on 12th October 2026, were received.

6. 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 Clarkes Lane.

7. PUBLIC FORUM
Residents referred to planning application 26/3630/FUL and asked for the Parish Council's support for their application.

8. BOROUGH COUNCILLOR'S REPORT
The Parish Council received the monthly update report from Councillor Clowes on the following matters:-

- **Application Number:** 26/3630/FUL Full Planning
  Site address: Field To The South Of Newcastle Road Newcastle Road , CW5 7ES
  Development Proposal: Erection of new build, bespoke, disability-accessible single story 4 bedroom dwelling with therapy space, associated parking, garage, and patio area. New vehicular access to be provide off Newcastle Road with boundary wall and gate.

  Councillors Clark and Lightfoot declared interests in this matter and did not participate in the voting on this matter.

RESOLVED
That the Parish Council raises no objections in principle, subject to a satisfactory flood and drainage strategy.

The Parish Council has observed that there were no objections from neighbours, understand the rationale for the application, and are aware of issues of flooding and drainage on the site.

- Stock Lane bungalow - correspondence made with the builder and progress being made.
- Stock Lane 106 Agreement – no progress to report.
- Shavington Park - ongoing issues, including road adoption.
- Wybunbury Playing Field – two fallen trees were removed by Cheshire East Council, other trees had been assessed as safe. The hedges were on the schedule for cutting later this season.
- Verge strengthening scheme outside new graveyard – This would take place during the 9th-11th November. This had taken 4 years to bring to completion and represented the last monies of the Ward Member Allowance monies (which were withdrawn in 2024/25.). The work intended to prevent further rut erosion caused by parking activity.
- Main Road to be closed for final iron works.
- Dog fouling on playing fields – Cheshire East Council officer had visited and replaced some of the more faded signage. The Parish Council was reminded that all Cheshire East Council Open Spaces were covered by a blanket Public Order Notice, meaning that any owner with a dog that was off a lead/where dog foul was not collected, was a punishable offence. This Order had been in effect for approximately 3 weeks.
- Wrinehill flooding – liaising with residents and Cheshire East Council.

9. SALLY CLARKES LANE PROJECT

Councillor Denby submitted a report on the increase to the Site Inspection Fee, due to overall price increases, as a result of delays to the work.

RESOLVED
That the payment of an additional £250.00 for the Site Inspection Fee increase, be approved.

10. NEIGHBOURHOOD PLAN REVIEW

Councillor Clowes reported that the 5-Year Housing Needs Survey and the Future Development Sites Survey were now complete.

Steering Group Officers would be meeting with Cheshire East Council Officers on Friday 13th November together with a representative from Urban Imprint to discuss what was now required to move to regulation 14 (Draft Plan for Consultation).

In anticipation of invoices being submitted before the end of this financial year, Councillor Clowes suggested that it might be prudent for the Parish Council to increase its Neighbourhood Plan Budget Head, by using £4,000.00 from its Reserves, to approve such invoices, and avoid delays.

RESOLVED
(i) That the virement of £4,000 from the Council's General Reserves to the Neighbourhood Plan budget heading be approved.
(ii) That delegated authority be granted for the approval and payment of any additional work reasonably required in connection with the Neighbourhood Plan, in order to avoid delays to its progression and implementation.

11. PLANNING MATTERS

Councillors Clark and Clowes reported on the following:-

- **New Planning Applications**

(i) **Application Number: 26/3902/LBC**
Site address: The Tower Of St Chad's Church Main Road, Wybunbury, Cheshire East, CW5 7NA
Proposal: Listed Building Consent for upgrade of telecommunications base station installation; replace 3no. antennas on existing steelwork and proposed 9no. RRU on new support pole fixed to existing steelwork at bell tower level; replace 2no. equipment cabinets with 1no. equipment cabinet within existing timber enclosure at ground level, proposed 0.3m dish on existing support pole at roof level, and associated ancillary development

RESOLVED
That the Parish Council raises no objections to this proposal providing assurances are given that following completion of the upgrade works, any recurrence of television reception interference attributable to the upgrade, will be rectified at no cost to affected residents.
(The Clerk to submit her correspondence with the Network provider to the Local Planning Authority to support this request)

- **Planning Applications considered under the provisions of the Standing Orders**

(ii) Application Number: 26/3658/HOUS
Location: YEW TREE FARM Wybunbury Lane, Wybunbury, Nantwich, Cheshire East, CW5 7HD
Proposal: Proposed replacement dormers and installation of conservation rooflights.

RESOLVED
That the comments of the Parish Council submitted on 20th October 2026, be ratified.

(iii) Application Number: 26/3839/PRIOR-1A
Location: WENTWORTH, 3 Dig Lane, Wybunbury, Nantwich, Cheshire East, CW5 7EZ
Proposal: Prior Approval for a rear single storey extension, extending 4.35m beyond the rear wall, maximum height of 3.20m and eaves height of 3.20m

RESOLVED
That the comments of the Parish Council submitted on 29th October 2026, be ratified.

12. FINANCE AND BUDGET 2026-2027
The Parish Council considered a report of the Parish Clerk and Responsible Financial Officer on the following:-

(i) Transactions
RESOLVED
That the following transactions be approved:-

PAYER/PAYEE	DETAILS	RECEIPTS	PAYMENTS
M Clough	August Reimbursement for HP Subscription		£6.98
BT	Village Hall Wifi		£39.53
Lloyds Bank	Credit card fee		£3.00
Amberol Limited	ORDER 0000026298 - Planters		£1,667.40
Eurogarden Imports	Bulbs		£114.00
Russ Bate	INVOICE 33		£60.00
Russ Bate	INVOICE 25		£60.00
J Edwards	Flags Reimbursement		£15.99
Cheshire Landscape	Soil for planters		£60.04
CHESHIRE EAST	Parish Compact	£1,150.00	
Shires Accountants	SHI-3843 - payroll adjustment fee		£21.00

Hough and Chorlton	Cheshire Wildlife Report Fee		£1,119.17
Shires Accountants	SHI-3912 - Payroll Fee		£240.00
HMRC VTR	VAT Refund XGV126000103858	£2,247.58	
J Edwards	2 x shrubs reimbursement		£19.98
J Edwards	Seed reimbursement		£9.99
HugoFox	Emails INV-32602		£20.99
HMRC	PAYE/NI for October		£315.09
Cheshire Pensions	Pension for October		£272.53
M Clough	October salary		£770.12
Unity Trust Bank	Service Charge		£7.00
Matthew Baldwin Limited	Removal of Bunting		£300.00

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

PAYEE	DETAILS	£
Clerk	November Salary	£610.55
Cheshire Pension Scheme	Clerk November Subscription	£217.68
HMRC	NI/PAYE November 2026	£243.63
BT	Village Hall Wifi – monthly subscription	£39.53
Unity Trust Bank	November Service Charge	£7.00
Lloyds Bank	November Service Charge for Corporate Bank Card	£3.00
HugoFox	November Monthly .GOV email charge	£20.99
R Bate	Lengthsman Fees	Approx. £120.00
Matthew Baldwin Limited	Removal of Bunting	£360.00

(iii) Budget Expenditure to 31st October 2026
RESOLVED
That the following Budget Heading Expenditure to 31st October 2026, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary (Net)	£4,477.02	£8,400.00	£3,922.98
Pension Contributions	£1,578.61	£2,800.00	£1,221.39
National Insurance/PAYE	£1,733.27	£3,300.00	£1,566.73
Clerk Administration	£51.33	£200.00	£148.67
Room Hire	£0.00	£50.00	£50.00
External Audit Fees	£252.00	£1,000.00	£748.00
Internal Audit Fees	£275.65	£300.00	£24.35
Parish Council Insurance	£1,647.08	£1,700.00	£52.92
CHALC and CCA Subscriptions	£572.00	£650.00	£78.00
Lengthsman	£970.00	£1,750.00	£780.00
Training	£0.00	£150.00	£150.00
Plants and Maintenance	£2,261.48	£2,250.00	-£11.48
Wi-Fi for Village Hall	£298.23	£650.00	£351.77
Payroll Fees	£488.40	£675.00	£186.60
Poppies/Wreaths	£0.00	£250.00	£250.00
Bunting	£219.50	£1,000.00	£780.50
Chairs Allowance	£0.00	£250.00	£250.00

Website/Emails	£290.79	£300.00	£9.21
Unity Trust Bank/Lloyds Bank Service Charge	£55.00	£100.00	£45.00
Contingency/Neighbourhood Plan	£348.63	£650.00	£301.37
Defibrillator EARMARKED	£0.00	£2,000.00	£2,000.00
Neighbourhood Plan EARMARKED	£1,119.17	£3,500.00	£2,380.83
Election Fees EARMARKED	£0.00	£531.50	£531.50
Bus Shelter EARMARKED	£0.00	£7,500.00	£7,500.00
Sally Clarkes Meadow EARMARKED	£12,428.35	£79,461.00	£67,032.65
Includes Earmarked Budgets	**£29,066.51**	**£119,417.50**	**£90,350.99**
Excludes Earmarked Budgets	**£15,518.99**	**£26,425.00**	**£10,906.01**

Sally Clarkes Meadow Earmarked Notes
Balance available at the end of 2025-2026 = £69,460.54
Additional £7,000 agreed in 2026-2027 Budget
Additional £3,000 agreed on 13/07/2026
Total Balance available for Project at 01/11/2026 = £67,032.65

(iv) Explanation of Variances
The Clerk reported that the Plants and Maintenance Budget was now overspent by £11.48, but this could be offset by the VAT reclaim.

(v) Unity Trust Bank - Bank Reconciliation as at 31st October 2026
RESOLVED
That the following Bank Reconciliation as at 31st October 2026, be approved:-

Bank Reconciliation 31st October 2026		
WYBUNBURY PARISH COUNCIL		
Financial year ending 31 March 2027		
Prepared by: Muna Clough, Parish Clerk & RFO		
Balance per bank statements as at 31st October 2026		£
Current Account Unity Trust Bank (20492216)		£23,621.79
Reserve Account Unity Trust Bank (20524896) **RESERVES £12,000.00**		£110,069.37
Less: any unpresented cheques		
Unity Trust Bank Current		
Unity Trust Bank Savings		
Add: any unbanked cash		
Unity Trust Bank Current		£0.00
Unity Trust Bank Reserve		£0.00
Net bank balances as at 31st October 2026		**£133,691.16**
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 2026		£3,394.90
Unity Trust Bank Reserve 20524896 - 1st April 2026		£109,001.10
Add: Receipts in the year		
Unity Trust Bank Current		£51,555.54
Unity Trust Bank Reserve		£1,068.27
Less: Payments in the year		
Unity Trust Bank Current (includes return of CIL monies @ £1,040.48)		£31,328.65
Unity Trust Bank Reserve		£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above		**£133,691.16**

(vi) Unity Trust Bank – Official Transaction Lists
RESOLVED
That the following transaction lists, as circulated with the report, be approved:-

- **Current Account (20492216) – 31st October 2026**
- **Instant Access (20524896) – 31st October 2026**

13. FORWARD PLANNING – DRAFT BUDGET 2027-2028
The Parish Council considered a report of the Parish Clerk and Responsible Financial Officer on the Budget proposals for 2027-2028.

RESOLVED
(i) That the Parish Council considers the Budget for 2027-2028 and makes any further recommendations for consideration at its next meeting, when the Taxbase will be available.
(ii) That the existing payroll provider (Shires Accountants) be continued for 2027-2028
(iii) That the existing Internal Auditor (Davenport Accountants) be continued for 2027-2028.
(iv) That the Chair contacts the Lengthsman to obtain a copy of his public liability insurance and a map of his route.

14. GOVERNANCE MATTERS
RESOLVED
That the Terms of Reference for the Personnel Committee, as circulated, be approved.

15. CHESHIRE POLICE REPORT
Councillor Howcroft reported on updates from Cheshire Police relating to Parish incidents.

RESOLVED
That the report be noted.

16. HIGHWAYS MATTERS
RESOLVED
That consideration of this item be deferred.

17. PARISH COUNCILLOR REPORTS
The Parish Council considered the following reports:-

(i) **Planters** –Councillor Edwards reported on a £600 credit from Amberol as a result of delivery delays, towards the next purchase. She added that new planters and bulbs were now in place.

RESOLVED
That the report be noted.

(ii) Wreathes – Councillor Ellison-Jones submitted a report for the reimbursement of two wreathes purchased, in the sum of £86.10.

RESOLVED
That the reimbursement in the sum of £86.10, be approved.

(iii) Purchase of Female Soldier – Councillor Ellison-Jones submitted a proposal for the purchase of a female soldier statue to be placed at the Lychgate, by the male soldier statue.

RESOLVED
That the purchase of a female soldier statue be approved.

(iii) Chair's Allowance – Councillor Ellison-Jones submitted a report requesting his 2026-2027 Chair's Allowance of £250.00. He added that he would purchase another female soldier statue to be placed outside the Church from his Allowance.

RESOLVED
(a) That the payment of the Chair's Allowance in the sum of £250.00 be approved.
(b) That the purchase of a female soldier statue for outside the Church, from the Chair's Allowance, be noted.

(iv) Wybunbury Village Hall Fund - Councillor Clark sought an appointment of Elected Members to the Wybunbury Village Hall Fund.
RESOLVED
(a) That consideration of the appointment of Parish Councillors to the Wybunbury Village Hall Fund be deferred to the next meeting.
(b) That Councillor Clerk to pass the names of residents who have expressed an interest in joining the Wybunbury Village Hall Fund, to Councillor Lightfoot.

(v) Dig Lane Plants – Councillor Edwards reported on a request from residents, and submitted a proposal to purchase plants for the planter on Dig Lane.

RESOLVED
That the purchase of bulbs and plants for the planter on Dig Lane in the sum of £50.00, be approved.

18. PARISH COUNCIL NOTICE BOARDS
The Parish Council considered a report of the Clerk and Responsible Financial Officer, in response to requests from local independent businesses to use its Notice Boards.

RESOLVED
That the Parish Council restricts the use of its Notice Boards to the Parish Council, the Borough Council, local School, local Church and organisations affiliated to the Charities Commission.

19. DATE OF NEXT MEETING
The Parish Council noted that the next meeting would be held on 14th December 2026 at 7.30 pm at Wybunbury Village Hall.

20. URGENT ITEMS
There were no items which the Chair of Council Business was of the opinion should be considered as a matter of urgency.