

Wybunbury Parish Council

11th May 2026

Commenced: 7.30 pm

Terminated: 8.45 pm

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

Councillor Clowes – Cheshire East Councillor (part)

1. APPOINTMENT OF CHAIR

RESOLVED

That Councillor Ellison-Jones be appointed as Chair of Wybunbury Parish Council for the 2026-2027 Municipal Year.

2. APPOINTMENT OF DEPUTY CHAIR

RESOLVED

That Councillor Buckingham be appointed as Deputy Chair of Wybunbury Parish Council for the 2026-2027 Municipal Year.

3. APOLOGIES FOR ABSENCE

There were no apologies for absence from Members of the Parish Council.

4. 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.

5. PUBLIC FORUM

There were no Members of the Public in attendance.

6. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 13th April 2026 were approved as a correct record and signed by the Chair.

With regard to Minute 11, the Chair reported that his intended request was that the funding for the purchase of a female soldier be taken from the balance of funds available at 31st March 2026.

7. INTERNAL CONTROLS COMMITTEE – 13th APRIL 2026

The Minutes of the Meeting of the Internal Controls Committee held on 13th April 2026, were received.

8. BOROUGH COUNCILLOR'S REPORT

Councillor Clowes reported on the following matters relating to the Parish:-

- Works to Main Road, Wybunbury in August
- Shavington Park road adoption
- Huntersfield Estate
- Consultation for Supplementary Planning Policy
- 26/1303/PIP application and implications
- The structural soundness of a property in the Parish
- The possibility of installing kissing gates around a private field in Wybunbury
- Wybunbury Combined Parishes Neighbourhood Plan Review
 - Shavington Neighbourhood Plan

- Meeting with Cheshire Wildlife Trust, who had estimated a cost of £3,000.00 +VAT for the Ecology and Environmental report
 - Meeting with Natural England, whose report would cost approximately £2,730.00 +VAT
- Cheshire East Council was reverting to Cabinet governance from Wednesday.

RESOLVED

That the report be noted.

At this juncture Councillor Clowes withdrew from the meeting.

9. ACTION PLAN 2026-2027

RESOLVED

That the Action Plan for 2026-2027, as circulated, be approved.

10. GOVERNANCE 2026-2027

RESOLVED

That the following Governance documents, be approved:-

- (i) Standing Orders 2026-2027
- (ii) Financial Regulations 2026-2027
- (iii) Councillor Code of Conduct 2026-2027
- (iv) Councillor Officer Protocol 2026-2027
- (v) Publication Scheme 2026-2027
- (vi) GDPR Policy 2026-2027
- (vii) IT Policy 2026-2027
- (viii) Complaints Procedure 2026-2027
- (ix) Retention of Documents Policy 2026-2027
- (x) Risk Assessment 2026-2027
- (xi) Asset Register 2026-2027 (to be updated on a rolling programme)
- (xii) Terms of Reference Internal Controls Committee
- (xiii) Terms of Reference Sally Clarke's Lane Working Group

11. APPOINTMENT TO COMMITTEES/OUTSIDE BODIES/RESPONSIBILITIES

RESOLVED

That the following appointments and leadership roles, be approved:-

Wybunbury Village Hall Committee – Councillor Lightfoot
Sally Clarke's Lane Working Group – 3 Members Denby, Howcroft, Ellison-Jones
Internal Controls Committee – Councillors Buckingham, Ellison-Jones, Guilliard, Howcroft and Masser
Tower Trust Committee – Councillor Howcroft
Cemetery Maintenance Group – Councillors Clark, Edwards and Guilliard
Shavington Triangle Representative – Councillors Buckingham and Edwards
Wybunbury PC Estate Trustee/United Charities Committee – Councillor Denby
Planning responsibility – Councillor Clark
Planting and Environment responsibility – Councillors Edwards, Denby and Howcroft
Highways responsibility – Councillor Masser
Events responsibility – Councillor Blackburn
Police Liaison – Councillor Howcroft

At this juncture Councillor Clark withdrew from the meeting

12. SALLY CLARKES LANE PROJECT

Councillor Denby reported that approval of the Flood Risk Assessment Permit by the Environment Agency, was now awaited.

RESOLVED

That the report be noted.

13. NEIGHBOURHOOD PLAN

This matter was considered under Minute 8 above.

14. FINANCE AND BUDGET 2026-2027

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

(i) Transactions**RESOLVED**

(a) That the following transactions be approved:-

(b) That the Clerk enquires with Cheshire East Council, over the accuracy of the receipt of CIL monies in the sum of £1,048.48, as the development is in Doddington and District Parish and not Wybunbury Parish.

PAYER/PAYEE	DETAILS	RECEIPTS	PAYMENTS
Davenport Accountants	Internal Audit fees 2025-2026		£275.65
Cheshire East Council	Precept 1	£22,103.50	
BT	Village Hall Wifi		£34.70
RAB Consultants	FRAP Payment		£3,348.00
Hough and Chorlton Parish Council	Invoices 1 and 2 of Urban Imprint Consultant proportion		£606.73
M Clough	HP Subscription		£6.98
M Clough	Special Delivery mail		£9.45
RAB Consultants	Project Management Fee		£6,900.00
CHALC	Annual Subscription		£564.00
The Flag Shop	Bunting		£219.50
T W Heler	Commemorative Stone for Trees		£192.00
Cheshire East Council	CIL Monies	£1,408.03	
Cheshire Ecology	Ecological Appraisal		£1,308.26
HMRC VTR	XGV126000103858	£1,492.93	
Home Owner	Access Licence	£300.00	
HugoFox	Emails		£20.99
M Clough	April Salary		£654.15
HMRC VTR	April Contributions		£200.03
Cheshire Pensions	April Contributions		£217.68
Unity Trust Bank	Monthly Fee		£7.00

(ii) Payment of Future Invoices and Reimbursements**RESOLVED**

(a) That the payments listed below, be approved

(b) That the quote received from R Bate in the sum of £220.00, for the works to provide a base for a seat, on the path from the church to the playing field, be approved

PAYEE	DETAILS	£
Clerk	May Salary	Approx £654.15
Cheshire Pension Scheme	Clerk May Subscription	Approx £217.68
HMRC	NI/PAYE April 2026	Approx £200.03
BT	Village Hall Wifi – monthly subscription	£44.96

Clerk	Monthly printer ink subscription for Parish Council	£6.99
Unity Trust Bank	May Service Charge	£7.00
HugoFox	May Monthly .GOV email charge	£20.99
R Bate	Lengthsman Fees	Approx. £120.00
Gallagher Insurance	Annual Insurance Fee	£1,610.90
R Bate	Works to prepare a base for a seat on the path between the church and playing fields	£220.00

(iii) Budget Expenditure to 30th April 2026

RESOLVED

That the following Budget Heading Expenditure to 30th April 2026, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary (Net)	£654.15	£10,800.00	£10,145.85
Pension Contributions	£217.68	£2,800.00	£2,582.32
National Insurance/PAYE	£200.03	£900.00	£699.97
Clerk Administration	£16.43	£200.00	£183.57
Room Hire	£0.00	£50.00	£50.00
External Audit Fees	£0.00	£1,000.00	£1,000.00
Internal Audit Fees	£275.65	£300.00	£24.35
Parish Council Insurance	£0.00	£1,700.00	£1,700.00
CHALC and CCA Subscriptions	£564.00	£650.00	£86.00
Lengthsman	£0.00	£1,750.00	£1,750.00
Training	£0.00	£150.00	£150.00
Plants and Maintenance	£192.00	£1,500.00	£1,308.00
Wi-Fi for Village Hall	£34.70	£650.00	£615.30
Payroll Fees	£0.00	£675.00	£675.00
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	£20.99	£300.00	£279.01
Unity Trust Bank Service Charge	£7.00	£100.00	£93.00
Contingency/Neighbourhood Plan	£0.00	£650.00	£650.00
Neighbourhood Plan	£606.73	£3,500.00	£2,893.27
Election Fees EARMARKED	£0.00	£531.50	£531.50
Bus Shelter EARMARKED	£0.00	£7,500.00	£7,500.00
Sally Clarkes Meadow EARMARKED	£11,556.26	£76,461.00	£64,904.74
Includes Earmarked Budgets	£14,565.12	£113,667.50	£99,102.38
Excludes Earmarked Budgets	£3,008.86	£29,175.00	£26,166.14

Reminder: Sally Clarkes Meadow Funds

Balance available at the end of 2025-2026 = £69,460.54

£7,000 allocated in 2026-2027 Budget

Total = £76,461.00

(iv) Explanation of Variances

There were no variances to report at this meeting.

(v) Unity Trust Bank - Bank Reconciliation as at 30th April 2026

RESOLVED

That the following Bank Reconciliation as at 30th April 2026, be approved:-

<u>Bank Reconciliation 30th April 2026</u>	
WYBUNBURY PARISH COUNCIL	
Financial year ending 31 March 2027	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 30th April 2026	£
Current Account Unity Trust Bank (20492216)	£14,134.24
Reserve Account Unity Trust Bank (20524896)	£109,001.10
RESERVES £12,000.00	
Less: any unpresented cheques	
Unity Trust Bank Current	
Unity Trust Bank Savings	
Add: any unbanked cash	
Unity Trust Bank Current	
Unity Trust Bank Reserve	£0.00
Net bank balances as at 30th April 2026	£123,135.34
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
<u>CASH BOOK</u>	
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	£25,304.46
Unity Trust Bank Reserve	£0.00
Less: Payments in the year	
Unity Trust Bank Current	£14,565.12
Unity Trust Bank Reserve	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£123,135.34

(vi) **Unity Trust Bank Statements**

RESOLVED

That the following bank statements, as circulated with the report, be approved:-

- **Current Account Bank Statement (20492216) – 30th April 2026**
- **Instant Access Bank Statement (20524896) – 30th April 2026**

15. CIL MONIES

RESOLVED

- (i) That the Annual Report, as circulated, that had been returned to the Borough Council, be noted.
- (ii) That the receipt of the sum of £1,408.03, for the following developments, be noted:-

25/1861/PRIOR-3Q	Land Off Wybunbury Lane, Formerly Nut Tree Farm Stapeley Nantwich, CW5 7HH	Wybunbury PC (NP Wybunbury Combined)	£367.55
20/2696N	The Farthings, London Road, Bridgemere, CW5 7PZ	Wybunbury PC (NP Wybunbury Combined)	£1,040.48

- (iii) That the Clerk enquires with Cheshire East Council, over the accuracy of the receipt of CIL monies in the sum of £1,048.48, as the development relating to “The Farthings” is in Doddington and District Parish and not Wybunbury Parish.

16. PLANNING MATTERS

Councillors Clark and Clowes to report on the following:-

- **New Planning Applications for Consideration**
- (i) **APPEAL UNDER SECTION 78**
Application Number: 25/1319/FUL
Location: ORCHARD BARN, 274 Newcastle Road, Blakelow, Nantwich, Cheshire East, CW5 7ET
Proposal: Change of Use from existing garage (with bedroom in loft space) to separate dwelling and single storey extension to provide living, kitchen and bedroom space to ground floor
Appeal comments deadline: 28th May 2026

RESOLVED

Councillors Clowes and Clark be requested to circulate comments for approval under the provisions of the Standing Orders.

- **Comments submitted under the provisions of the Standing Orders**
- (ii) **Application Reference Number:** 26/1304/PIP
Location: Land Off Bridge Street, Wybunbury, Cheshire East
Proposal: Permission in Principle for construction of up to six new dwellings.

RESOLVED

That the comments submitted to the Borough Council, and circulated with the Agenda, be ratified.

17. CHESHIRE POLICE REPORT

Councillor Howcroft reported that there had been no updates from Cheshire Police relating to Parish incidents.

18. HIGHWAYS REPORT

The Parish Council considered the following matters:-

- (i) An update report from Councillor Masser on the speed statistics
- (ii) A request for Community Speed Watch Signs at a cost of £59.56 +VAT per sign

RESOLVED

That the purchase of six signs, with brackets, by Councillor Masser, be approved.

19. PARISH COUNCILLOR REPORTS

The Parish Council considered the following reports:-

- **Plaque for Trees** - The Chair reported that he was attempting to obtain a free plaque from memorial makers. He added that should any Parish Councillors wish to accompany him when the stone is installed, to let him know.
- **Speed Indicator Devices – Dig Lane and Stock Lane** - Councillor Massey reported on the likely cost of purchase of a speed indicator device. In the first instance, residents would be asked to form a Speed Watch Group, to obtain the evidence to support the need for a speed indicator device.
- **Bedding Plants for Planters** - Councillor Edwards submitted a report requesting the purchase of additional plants for the planters.

RESOLVED

- (i) That the Chair be authorised to liaise with memorial makers regarding the plaque for the stone and its wording.**
- (ii) That Councillor Lightfoot be authorised to liaise with the residents regarding arranging a Speed Watch Group for Dig Lane and Stock Lane.**
- (iii) That approval be given for the Speed Watch Group to borrow the Parish Council speed guns.**
- (iv) That Councillor Edwards be authorised to purchase bedding plants to a maximum of £750.00.**

20. DATES OF MEETINGS

The Parish Council noted that the meetings of the Parish Council for the 2026-2027 Municipal Year are as follows (all meetings to be held at 7.30 pm at Wybunbury Village Hall):-

8th June 2026

13th July 2026

10th August 2026

14th September 2026

12th October 2026

9th November 2026

14th December 2026

11th January 2027

8th February 2027

8th March 2027

12th April 2027

10th May 2027 –

Annual Parish Meeting to be held at 7.00 pm

Annual Meeting of the Parish Council to be held at 7.30 pm

21. 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.