

# Wybunbury Parish Council

Email: [wybunbury.parish.council@outlook.com](mailto:wybunbury.parish.council@outlook.com)  
Website: [www.wybunburypc.co.uk](http://www.wybunburypc.co.uk)

3<sup>rd</sup> May 2024

## To the Members of Wybunbury Parish Council

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING** of the **Wybunbury Parish Council** to be held on **Monday, 13<sup>th</sup> May 2024 at 7.30pm 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. APPOINTMENT OF CHAIR

To appoint the Chair of Wybunbury Parish Council business for the 2024-2025 Municipal Year.

### 2. APPOINTMENT OF DEPUTY CHAIR

To appoint the Deputy Chair of Wybunbury Parish Council business for the 2024-2025 Municipal Year.

### 3. APOLOGIES FOR ABSENCE

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

### 4. DECLARATIONS OF INTEREST

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

Members are reminded of their individual responsibilities in declaring interests. If an interest is declared, then to reduce the possibility of uncertainty, the Chair will ask the Member to not take part in any discussions or voting relating to that particular item. If an interest (either directly or indirectly) is not declared, Members are reminded of the details contained within the Councillor Code of conduct.

### 5. PUBLIC FORUM

To enable Members of the Public the opportunity to raise any matters of interest with the Parish Council.

### 6. CHESHIRE POLICE REPORT

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

### 7. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 8<sup>th</sup> April 2024 to be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). (Minutes circulated)

### 8. INTERNAL CONTROLS COMMITTEE

To receive the Minutes of the Meeting of the Internal Controls Committee and to approve the recommendations contained therein. (Minutes circulated).

## **9. EXTRAORDINARY MEETING OF THE PARISH COUNCIL**

The Minutes of the proceedings of the Extraordinary Meeting of the Parish Council held on 3<sup>rd</sup> May 2024 to be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). (Minutes circulated)

## **10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS 2023-2024**

To consider and approve the following:-

- (i) Section 1 - Annual Governance Statement 2023-2024. Copy circulated
- (ii) Section 2 – Accounting Statements 2023/24. Copy circulated

To receive the following:-

- (iii) Annual Internal Audit Report 2023-2024. Copy circulated
- (iv) Detailed Internal Audit Report 2023-2024. Copy circulated
- (v) Additional Internal Audit Statement 2023-2024. Copy circulated
- (vi) Action Plan 2024-2025. Copy circulated

## **11. APPOINTMENT TO COMMITTEES/OUTSIDE BODIES/RESPONSIBILITIES**

To consider the appointment of Councillors to the following internal and external Committees/Groups and to consider individual Member responsibilities (some groups may no longer be in existence):-

Wybunbury Village Hall Committee  
Sally Clarke's Lane Working Group  
Internal Controls Committee – 4 Members  
Tower Trust Committee  
Cemetery Maintenance Group  
Shavington Triangle Allotments  
Wybunbury PC Estate Trustee  
United Charities Committee  
Planning responsibility  
Planting responsibility  
Environmental responsibility  
Highways responsibility  
Events responsibility  
Police Liaison

## **12. ANNUAL INSURANCE RENEWAL**

To consider and approve the quote received for the Parish Council Insurance renewal by AJG – Existing Insurer. Renewal Premium £1,274.52. Renewal quote circulated.

## **13. WYBUNBURY VILLAGE HALL RENT REVIEW**

Councillor Clark to report. Members of the Public will also be invited to participate in the discussions.

## **14. FINANCE AND BUDGET 2024-2025**

To consider a report of the Parish Clerk and Responsible Financial Officer. (Report circulated).

## **15. NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY**

To note notification has been received of a payment in the sum of £19,943.79, to be spent by 30<sup>th</sup> April 2029. (Document circulated)

## **16. SALLY CLARKE'S LANE PROJECT**

To receive the monthly update report from the Sally Clarke's Lane Working Group.  
Report of Councillor Clowes circulated.

**17. PLANNING MATTERS**

Councillor Clark to update on the following:-

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

**18. HIGHWAYS REPORT**

To receive a monthly update report from Councillor Thomas.

**19. PARISH COUNCILLOR REPORTS**

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

- (i) Kiln Lane Garages – Councillor Guilliard to report
- (ii) Cemetery Gates – Councillor Howcroft to update.

**20. BOROUGH COUNCILLOR'S REPORT**

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

**21. DATE OF NEXT MEETING**

To note that the next meeting of the Parish Council will be held on Monday, 10th June 2024 at 7.30 pm at Wybunbury Village Hall.

**22. 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.