

Wybunbury Parish Council

9th February 2026

Commenced: 7.30 pm Terminated: 8.40 pm

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

Councillor Clowes – Cheshire East Councillor

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Denby, Guilliard and Lightfoot.

2. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 12th January 2026 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. Members granted Councillor Clark a dispensation to remain in the meeting. She did not take part in the voting or discussions of any matters relating to Sally Clarkes Lane.

4. PUBLIC FORUM

The Chair advised that comments had been received concerning Councillor behaviour at the previous meeting. Members were reminded of the expectation to maintain dignity and respect in their interactions.

5. BOROUGH COUNCILLOR'S REPORT

The Parish Council received an update report from Councillor Clowes on the following matters relating to the Parish:-

- Emptying of dog bin;
- The removal of a fallen tree on Footpath 7;
- The closure of Wybunbury Lane for tree cutting by Scottish Power;
- Cheshire East Council's budget position.

RESOLVED

That the report be noted;

6. SALLY CLARKES LANE PROJECT

Councillor Clowes reported on the following updates:-

- Substantial activity would be taking place on Sally Clarkes Meadow, and the impact of any works proposed by Scottish Power required careful consideration;
- Contact had been made with the appropriate officer at Cheshire East Council to discuss the release of funds for the play area;
- The Flood Risk Activity Permit was being prepared. When quotes were received, the chosen contractor would have to use methods approved by the Environment Agency.
- The third week spray would be completed following liaison with RAB.

RESOLVED

That Councillor Buckingham sends to Scottish Power, the details of activities taking place, on the site.

7. NEIGHBOURHOOD PLAN

Councillor Clowes reported that due to further updates from the government on the National Planning Policy Framework, previously completed work had to be reconsidered by Urban Imprint. The Steering Group was meeting with Urban Imprint to discuss this matter, on 16 February 2026, at Wybunbury Village Hall.

RESOLVED

That the Clerk contacts the Village Hall Committee, requesting that the room booking for the meeting on 16th February 2026, is free of charge, under the terms of the lease agreement.

8. PLANNING MATTERS

There were no planning matters for consideration.

9. FINANCE AND BUDGET 2025-2026

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
BT	Monthly fee		£34.70
Huws Gray	Grit Salt		£216.12
M Clough	Printer ink subscription reimbursement		£6.98
R Bate	Invoice 21		£60.00
R Bate	Invoice 27		£60.00
R Bate	Invoice 28		£60.00
R Bate	Invoice 32		£65.00
R Bate	Invoice 33		£60.00
R Bate	Invoice 34		£60.00
R Bate	Invoice 35		£60.00
Councillor Edwards	Compost Reimbursement		£153.48
HugoFox	Emails		£20.99

(ii) Payment of Future Invoices and Reimbursements

RESOLVED

That the following payments, be approved:-

PAYEE	DETAILS	£
Clerk	February Salary	£727.75
Cheshire Pension Scheme	Clerk February Subscription	£226.05
HMRC	NI/PAYE February 2026	£126.43
BT	Village Hall Wifi – monthly subscription	£34.70
Clerk	Monthly printer ink subscription for Parish Council	£6.98
Unity Trust Bank	February Service Charge	£6.00
HugoFox	February Monthly .GOV email charge	£20.99
R Bate	Lengthsman Fees	Approx. £120.00
Elancity	Three Year Extended Warranty – Year 2 Serial number: - N° S-00-418-401#23/06-0075 - N° S-00-418-401#23/06-0069	£ 477.60

(iii) Budget Expenditure to 31st January 2026

RESOLVED

That the following Budget Heading Expenditure to 31st January 2026, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary	£7,640.76	£10,500.00	£2,859.24
Employee Pension	£2,222.02	£2,332.00	£109.98
Employer National Insurance/Employee PAYE	£744.91	£771.00	£26.09
Clerk Administration	£267.81	£270.00	£2.19
Room Hire	£0.00	£50.00	£50.00
Member Expenses	£0.00	£270.00	£270.00
External Audit Fees	£378.00	£570.00	£192.00
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	£1,265.00	£1,750.00	£485.00
Training	£85.00	£150.00	£65.00
Sally Clarkes Lane Maintenance	£0.00	£3,000.00	£3,000.00
Plants and Maintenance	£1,389.77	£1,300.00	-£89.77
Wi-Fi for Village Hall	£474.63	£500.00	£25.37
Mobile SID Maintenance	£0.00	£150.00	£150.00
Payroll Fees	£469.80	£750.00	£280.20
Poppies/Wreaths	£179.80	£380.00	£200.20
Bunting	£291.74	£1,500.00	£1,208.26
Chairs Allowance	£200.00	£250.00	£50.00
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 and Emails	£400.62	£471.00	£70.38
Sally Clarkes Meadow EARMARKED	£10,539.46	£80,000.00	£69,460.54
Unity Trust Bank Service Charge	£60.00	£100.00	£40.00
Contingency/Neighbourhood Plan	£950.28	£3,000.00	£2,049.72
Election Fees EARMARKED	£0.00	£531.50	£531.50
Wellness Grant EARMARKED	£500.00	£500.00	£0.00
Includes Earmarked Budgets	£33,373.21	£121,549.50	£88,176.29
Excludes Earmarked Budgets	£22,333.75	£35,518.00	£13,184.25

Reminder:

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

(iv) Explanation of Variances

RESOLVED

That the following virements, be approved:-

- £90.00 from the Members Expenses Budget to the Plants and Maintenance Budget;
- £350.00 from the Salary Budget to the Employee Pension Budget;
- £275.00 from the Salary Budget to the Employer National Insurance/Employee PAYE Budget.

(v) Unity Trust Bank - Bank Reconciliation as at 31st January 2026

RESOLVED

That the following Bank Reconciliation as at 31st January 2026, be approved:-

Bank Reconciliation 31st January 2026	
WYBUNBURY PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st January 2026	£
Current Account Unity Trust Bank (20492216)	£8,303.49
Reserve Account Unity Trust Bank (20524896)	£108,441.81
Less: any unpresented cheques	
Unity Trust Bank Current	
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 31st January 2026	£116,745.30
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	£47,699.17
Unity Trust Bank Reserve	£1,735.65
Less: Payments in the year	
Unity Trust Bank Current	£33,373.21
Unity Trust Bank Reserve	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£116,745.30

(vi) **Bank Signatories**

The Parish Council noted that in accordance with advice received from the Monitoring Officer, the Clerk had added Councillor Edwards to the list of signatories on the bank accounts.

RESOLVED

That the report be noted.

(vii) Unity Trust Bank Statement

RESOLVED

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

- **Current Account Bank Statement (20492216) – 31st January 2026**
- **Instant Access Bank Statement (20524896) – 31st January 2026**

10. ASSET REGISTER

RESOLVED

That the Asset Register, as previously approved, be ratified.

11. HIGHWAYS MATTERS

The Parish Council considered a monthly update from Councillor Masser on the traffic statistics.

RESOLVED

That the report be noted.

12. CHESHIRE POLICE REPORT

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

RESOLVED

That the report be noted.

13. PARISH COUNCILLOR REPORTS

(i) Tree Preservation Orders

The Parish Council further considered a proposal from the Chair in relation to purchasing plaques for the trees. Councillor Clowes suggested a boulder with a plaque which could be provided by a local company.

RESOLVED

That the Clerk enquires about the cost of purchasing a boulder with a plaque from a local company (the details of which to be provided by Councillor Clowes), and reports back to the next meeting.

14. DATE OF NEXT MEETING

The Parish Council noted that the next meeting would be held on Monday, 9th March 2026 at 7.30 pm at Wybunbury Village Hall.

15. URGENT ITEMS

The Chair allowed Members to make the following reports under Urgent Items:-

- (i) The Chair extended thanks to Councillor Edwards for arranging the planters.
- (ii) Councillor Clark referred to the possibility of obtaining funding for another defibrillator. The Clerk agreed to make enquiries into this.
- (iii) The Chair would bring a proposal for replacement bunting to the next meeting, for consideration.
- (iv) Councillor Clowes agreed to present a training session on planning to the members of the Parish Council.

16. EXEMPT BUSINESS

The Parish Council resolved that the following item of business shall be exempt from the press and public as it contains information relating to an individual.

17. ACCESS LICENCE

The Parish Council considered the renewal of the Access Licence for the period 1st April 2026 - 31st March 2027.

RESOLVED

- (i) That the Access Licence for the period 1st April 2026 - 31st March 2027, be approved, in the sum of £300.00;**
- (ii) That the Licence Holder be reminded of his obligations regarding the ongoing obstruction of his car being parked on the car park, and if it continues, then the Access Licence will be withdrawn;**
- (iii) That acceptance of this Licence and its payment should be made by 31st March 2026;**
- (iv) That the Chair hand delivers the Licence and accompanying letter to the Licence Holder, to ensure safe delivery.**