

Wybunbury Parish Council

14th September 2026

Commenced: 7.30 pm

Terminated: 9.25 pm

Present: Councillor Buckingham (Deputy Chair in the Chair)
Councillors Blackburn, Clark, Denby, Edwards and Howcroft

Councillor Clowes – Cheshire East Councillor

There were two members of the public in attendance

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ellison-Jones, Guilliard, Lightfoot and Masser.

2. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 10th August 2026 were approved as a correct record and signed by the Chair of this Meeting.

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 during any deliberations. She did not take part in the voting or discussions of any matters relating to Sally Clarkes Lane.

4. PUBLIC FORUM

Residents referred to ongoing concerns over the regular flooding on Wrinehill Road. Councillor Clowes had been supporting them on this matter and explained the current situation. The first step was to request an urgent on-site meeting with Highways Officers, and Councillors Edwards, Clark, Blackburn and Howcroft wished to accompany Councillor Clowes to this meeting, if they were available.

RESOLVED

That the Clerk contacts Cheshire East Council and requests an urgent on-site meeting, with Councillor Clowes and Parish Councillors.

5. BOROUGH COUNCILLOR'S REPORT

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

- S106 obligation - removal on property on Stock Lane
- Heathcroft Stud, Haymoor Green Road - the outstanding planning application since 2024 would be determined in 2 weeks
- Play area - car park barrier; knee fence and entrance to the condition of the track. Some repairs and an inspection would take place. The fallen tree had not yet been removed and there was some concern over neighbouring trees
- Problems with waste collections, and assisted waste collection.

RESOLVED

That the report be noted.

6. SALLY CLARKES LANE PROJECT

Councillor Denby reported that there was no news from the Environment Agency and that RAB had sent a polite reminder.

Strimming and weeding would be undertaken by Councillors Clark, Clowes, Denby, Edwards and Howcroft.

RESOLVED

That the report be noted.

7. NEIGHBOURHOOD PLAN REVIEW

Councillor Clowes reported on the following updates:-

- Two surveys were being conducted – (i) Future Development Sites Survey and (ii) Housing Needs Survey.
- There would be an additional cost, but this would be negated by the hand delivering of the surveys.
- John Hezelwood from Cheshire Community Action had been employed to write the report from the Housing Needs Survey and the Steering group would assess the information received from the Future Development Sites Survey.
- The report from Cheshire Wildlife Trust had been received.

RESOLVED

That the report be noted.

8. PLANNING MATTERS

The Parish Council considered the following pre-planning consultation that had been sent by a planning consultant:-

- **Pre-Planning Consultation**

VodafoneThree Upgrade / Tower of St Chad's Church

RESOLVED

- (i) **That this proposal be supported.**
- (ii) **The Parish Council seeks assurance 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.**

9. 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

That the following transactions be approved:-

PAYER/PAYEE	DETAILS	RECEIPTS	PAYMENTS
BT	Village Hall Wifi		£39.53
Hough and Chorlton Parish Council	Neighbourhood Plan		£204.98
Russ Bate	Invoice 76		£60.00
HugoFox	Emails		£20.99
M Clough	August Salary		£610.55
HMRC	August PAYE/NI		£243.63
Cheshire Pensions	August Pension		£217.68
Unity Trust Bank	Monthly Fee		£7.00
Cheshire East Council	Precept - 2nd Instalment	£22,103.50	

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

RESOLVED

That the following payments be approved:-

PAYEE	DETAILS	£
Clerk	September Salary	£610.55
Cheshire Pension Scheme	Clerk September Subscription	£217.68
HMRC	NI/PAYE September 2026	£243.63
BT	Village Hall Wifi – monthly subscription	£39.53
Clerk	Monthly printer ink subscription for Parish Council (payment details recently transferred to the Parish Council's corporate bank card)	£6.98
Unity Trust Bank	September Service Charge	£7.00
HugoFox	September Monthly .GOV email charge	£20.99
R Bate	Lengthsman Fees	Approx. £120.00

(iii) Budget Expenditure to 31st August 2026

RESOLVED

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

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary (Net)	£3,096.35	£8,400.00	£5,303.65
Pension Contributions	£1,088.40	£2,800.00	£1,711.60
National Insurance/PAYE	£1,174.55	£3,300.00	£2,125.45
Clerk Administration	£44.35	£200.00	£155.65
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	£1,647.08	£1,700.00	£52.92
CHALC and CCA Subscriptions	£572.00	£650.00	£78.00
Lengthsman	£540.00	£1,750.00	£1,210.00
Training	£0.00	£150.00	£150.00
Plants and Maintenance	£582.07	£1,500.00	£917.93
Wi-Fi for Village Hall	£219.17	£650.00	£430.83
Payroll Fees	£227.40	£675.00	£447.60
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	£248.81	£300.00	£51.19
Unity Trust Bank Service Charge	£35.00	£100.00	£65.00
Contingency/Neighbourhood Plan	£140.64	£650.00	£509.36
Neighbourhood Plan	£1,221.66	£3,500.00	£2,278.34
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	£23,760.98	£116,667.50	£92,906.52
Excludes Earmarked Budgets	£11,332.63	£29,175.00	£17,842.37

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 01/09/2026 = £67,032.65

(iv) Explanation of Variances

The Parish Council noted that the Employee Salary (Net) Budget Head had been reduced by £2,400.00. The National Insurance/PAYE Budget Head had been increased by £2,400.00. These were contractual and statutory payments.

(v) Unity Trust Bank - Bank Reconciliation as at 6th September 2026

RESOLVED

That the following Bank Reconciliation as at 6th September 2026, be approved:-

<u>Bank Reconciliation 6th September 2026</u>		
WYBUNBURY PARISH COUNCIL		
Financial year ending 31 March 2027		
Prepared by: Muna Clough, Parish Clerk & RFO		
Balance per bank statements as at 31st August 2026		£
Current Account Unity Trust Bank (20492216)		£4,397.90
Reserve Account Unity Trust Bank (20524896)		£109,531.02
RESERVES £12,000.00		
Less: any unpresented cheques		
Unity Trust Bank Current		
Unity Trust Bank Savings		
Add: any unbanked cash		
Unity Trust Bank Current		£22,103.50
Unity Trust Bank Reserve		£0.00
Net bank balances as at 6th September 2026		£136,032.42
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		£47,907.96
Unity Trust Bank Reserve		£529.92
Less: Payments in the year		
Unity Trust Bank Current (includes return of CIL monies @ £1,040.48)		£24,801.46
Unity Trust Bank Reserve		£0.00

Closing balance per cash book [receipts and payments book] must equal net bank balances above		£136,032.42

(vi) Unity Trust Bank Statements

RESOLVED

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

- Current Account (20492216) - 31st July 2026
- Current Account (20492216) - 31st August 2026
- Instant Access (20524896) - 31st July 2026
- Instant Access (20524896) - 31st August 2026

10. 2026-27 NATIONAL SALARY AWARD

The Clerk reported that The National Joint Council for Local Government Services (NJC) had agreed the new pay scales for 2026-27 to be implemented from 1 April 2026 which would equate to a pay increase of 3.3%.

RESOLVED

That the report be noted.

11. CHESHIRE POLICE REPORT

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

RESOLVED

That the report be noted.

12. HIGHWAYS MATTERS

RESOLVED

That Councillor Masser's update report be noted.

13. PARISH COUNCILLOR REPORTS

The Parish Council considered the following Notice of Motions (circulated with the agenda):-

(i) Donation of Two Planters

RESOLVED

That the donation of the two planters located outside the Red Lion public house, to the proprietors of the public house, be approved.

(ii) Maintenance of Village Notice Boards

RESOLVED

That the responsibility of the cleaning and housekeeping of the Parish Council's notice boards, as detailed below, be approved:-

Councillor Clark – notice board at the Red Lion and Village Hall

Councillor Edwards – notice board at Valebrook Drive

Councillor Howcroft – notice board at Dig Lane

Councillor Clowes – notice board at Shavington Park Estate

(iii) Removal of Bunting and Plans for Next Year

RESOLVED

That Councillor Blackburn makes arrangements for the removal of the bunting as soon as possible.

(iv) Obstruction to Highway and Pavement

Members discussed concerns regarding vehicles associated with a car sales garage, being parked on the roadway, pavement and lay-by on Bridge Street, causing obstructions and difficulties for pedestrians and other road users.

Members agreed that a polite letter be sent to the proprietor of the car sales business advising that the parking of vehicles on the public highway and in the lay-by adjacent to the churchyard was not considered to be in accordance with Highways regulations. The business would be requested to avoid using the public highway and lay-by and instead ensure that appropriate parking was provided within the curtilage of its own premises. It was agreed that the Parish Council would prefer to resolve the matter informally and without the need to involve Cheshire East Council, as the Highway Authority and owner of the lay-by.

RESOLVED:

That a letter to the proprietor as detailed above, to be sent by the Clerk, be approved.

(v) Replacement Defibrillator

Members agreed that a replacement defibrillator should be purchased in the near future and agreed a £2,000.00 budget head for this expenditure. However, further details were required regarding the registration of the defibrillator on the national circuit, and the guardianship arrangements. Councillor Clark agreed to look into these matters and report back to the next meeting.

RESOLVED

- (i) That a new Budget Head allocation of £2,000.00 be approved;**
- (ii) That further consideration be deferred to the next meeting.**

14. DATE OF NEXT MEETINGS

The Parish Council noted that the next meetings would be held as follows at Wybunbury Village Hall:-

Internal Controls Committee – Monday, 12th October 2026 at 7.00pm
Wybunbury Parish Council – Monday, 12th October 2026 at 7.30 pm

RESOLVED

That to ensure a quorum, Councillor Edwards be appointed to sit on the Internal Controls Committee.

15. URGENT ITEMS

The Chair agreed that the following matters could be raised due to time constraints.

16. AGM – WYBUNBURY VILLAGE HALL FUND

Councillor Howcroft reported that the Village Hall Committee's Annual General Meeting had not yet been arranged. He advised that the Trustees were seeking support from volunteers, including Parish Councillors, as it was important to plan for the future sustainability and management of the Hall, which remained a busy and well-used community facility. Parish Councillors had been invited to attend the meeting when a date was agreed.

RESOLVED

- (i) That Councillors Clark, Denby, Edwards and Howcroft, be approved as the Parish Council representatives to attend meetings with the Trustees of the Wybunbury Village Hall Fund and to report back to the Parish Council;**
- (ii) That the Clerk conveys this message to the Trustees.**

17. APPRAISAL TRAINING

Councillor Buckingham reported that he had circulated an email to Parish Councillors earlier that evening seeking approval for the Chair, Councillor Ellison-Jones, to attend Appraisal Training the following morning, with the cost to be met by the Parish Council.

Members considered the request. As the training fee was £80.00 per attendee, it was agreed that only Councillor Denby should attend the training and that the associated cost of only her attendance, would be met by the Parish Council.

RESOLVED

That Councillor Denby's attendance at Appraisal Training with the associated cost to be met by the Parish Council, be approved.