

WYBUNBURY PARISH COUNCIL

13th November 2023

Commenced: 7.30 pm

Terminated: 9.35 pm

**Present: Councillor Howcroft (Deputy Chair in the Chair)
Councillors Buckingham, Cheshire, Clark, Denby, Pike and Thomas**

Councillor Janet Clowes - Cheshire East Council Councillor

Also in attendance was one Member of the Public

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

- (i) Councillor Pike declared his interest in Item 9 Car Park Crossings Temporary Licence, as the Licensee. He contributed to the discussions but took no part in the voting thereon.
- (ii) Councillor Clark declared her interest in Item 19 Sally Clarke's Lane Project as she owned the adjoining land and any hedge cutting works involved both landowners.

3. PUBLIC FORUM

There were no matters raised by the Member of Public.

At this juncture, the Chair reported that he intended to record the meeting, if there were no objections. Councillor Clark also requested permission to record the meeting for Councillor Guilliard's information, due to her absence. There were no objections to these requests.

4. CHESHIRE POLICE REPORT

The police representative was not in attendance but had submitted the following report of incidents in the Parish:

5/10/2023 - Criminal Damage: Wrinehill Road, damage to 3 gates.

8/10/2023 - Violence: Gorsey Bank Crescent.

9/10/2023 - Road Related Incident: Main Road, report of dangerous driving.

15/10/2023 - Missing Person: Moorlands Drive, found safe and well.

20/10/2023 - Highway Disruption: Wrinehill Road, flood.

28/10/2023 - Anti-Social Behaviour: Marshfield Place, fireworks.

30/10/2023 - Hate Crime: Sundew Road.

RESOLVED

That the report be noted

5. BOROUGH COUNCILLOR'S REPORT

Councillor Clowes updated the Members on the following:-

- (i) The impact to the Parish from the loss of funding due to the government's decision to cancel the HS2 project but the possibility of exploring alternative funding avenues;
- (ii) United Utilities work on Main Road, Wybunbury and possible restrictions to access and on-street car parking. It was anticipated that the works would last approximately one week;
- (iii) Highways and planning enforcement matters;

- (iv) Grave yards (to be referred to as Cemeteries). A meeting would be held in the near future to discuss and consider the Spring schedule of works. In the meantime, ANSA had scheduled to work for two weeks before the end of November and focus on clearing the area in readiness for winter.
- (v) A Consultation on Green Spaces currently maintained by ANSA (not Cheshire East Highways) was taking place. This would have significant implications on the mowing of two green spaces within the Parish and Councillor Clowes urged Members to look carefully at the Consultation Document and respond by the deadline of 24th November 2023.
- (vi) Regarding HS2, safeguarded land was being sold back to landowners. Members were asked to forward to Councillor Clowes the details of any parishioners affected by this, as she would be meeting with the Community Officer, Elisabeth Davies, and encouraged landowners to be involved in the meeting. Councillor Clowes agreed to share the date of the meeting when agreed.

RESOLVED

That the report be noted.

6. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 9th October 2023 were approved as a correct record and signed by the Deputy Chair of the Parish Council (in the Chair's absence).

7. DISPOSAL OF LAPTOP

Further to Minute 3 of the last meeting, the Clerk reported that the old laptop was now working, and that she intended to retain it as a spare laptop for the Parish Council.

RESOLVED

That the report be noted.

8. VILLAGE HALL DEEDS AND DOCUMENT SECURITY

Further to Minute 15 of the last meeting, the Clerk reported that she had placed a large quantity of paper documents at Cheshire Records Office for safe keeping. A number of documents had been returned, and she would be purchasing a four drawer cabinet on behalf of the Parish Council, that would be kept at the Village Hall, to store these remaining documents.

RESOLVED

- (i) **That the report be noted;**
- (ii) **That Councillors Howcroft and Clark examine the Deeds and Lease, and pass to the Clerk to make arrangements to put onto the Parish Council website.**

9. CAR PARK CROSSINGS TEMPORARY LICENCE

Further to Minute 16 of the last meeting, discussions ensued regarding the Licence.

(Councillor Pike declared his interest in this matter. He participated in the discussions but did not contribute to the decision).

RESOLVED

- (i) **That the amended Licence, as appended to these Minutes, be considered by Members of the Parish Council;**
- (ii) **That approval of the amended Licence, as appended to these Minutes, be considered at the next meeting of the Parish Council.**

9. NOTICE BOARD ADVERTS

Further to Minute 13 of the last meeting, the Clerk reported that she had placed a leaflet in the Notice Boards directing all advertising requests to wybunbury.parish.council@gmail.com

RESOLVED

That the report be noted.

10. CLEANING OF NOTICE BOARDS

Members considered the cleaning of the Notice Boards by a local company called Purereach.

RESOLVED

That approval be given to the initial cleaning of the whole of the Notice Board (including the glass and structure) every six months by Purereach, at a cost of £20 per Notice Board.

11. FINANCIAL REGULATIONS

The Clerk explained the importance of the Parish Council having up to date Financial Regulations and circulated draft Financial Regulations for approval.

RESOLVED

That the Financial Regulations be reviewed and considered for approval at the next meeting of the Parish Council.

12. FINANCE AND BUDGET 2023-2024

- (i) The Clerk reported that at the 30th September 2023, there was a budget discrepancy of £42.50.
- (ii) Members considered the Budget Expenditure 2023-2024 at the 3rd November 2023 which was as follows:-

Budget Head	Total	BUDGET ALLOCATED	DIFFERENCE
Clerk's Salary	£5,395.87	£10,000.00	53.96%
General Admin	£996.02	£200.00	498.01%
Member Expenses	£90.00	£240.00	37.50%
External Audit	£0.00	£250.00	0.00%
Internal Audit	£250.00	£400.00	62.50%
Insurance Parish Council	£1,174.01	£600.00	195.67%
Insurance Village Hall	£0.00	£850.00	0.00%
Subscriptions	£489.51	£400.00	122.38%
Lengthsman	£755.00	£1,200.00	62.92%
Training	£0.00	£500.00	0.00%
Sally Clarke's Lane Maintenance	£360.00	£2,000.00	18.00%
Planter Bedding Plants	£343.15	£5,000.00	6.86%
Christmas Decorations/Tree	£0.00	£250.00	0.00%
Village Hall	£0.00	£1,000.00	0.00%
Wi-Fi	£227.70	£400.00	56.93%
Grass cutting	£240.00	£1,500.00	16.00%
Additional SID	£5,315.98	£1,500.00	354.40%
Village Maintenance	£1,738.97	£2,000.00	86.95%
Shires Accountancy	£160.20	£200.00	80.10%
Poppy Wreaths	£0.00	£70.00	0.00%
Neighbourhood Plan	£0.00	£1,000.00	0.00%
Laptop for Clerk	£319.00	£250.00	127.60%
King's Coronation	£58.00	£1,250.00	4.64%
Chair's Allowance	£250.00	£250.00	100.00%
	£18,163.41	£31,310.00	

- (iii) Members considered the following Bank Reconciliation at 3rd November 2023, which was as follows:-

Bank Reconciliation 3rd November 2023		
WYBUNBURY PARISH COUNCIL		
Financial year ending 31 March 2023		
Prepared by: Muna Clough, Parish Clerk & RFO		
Balance per bank statement at 30th September 2023	£	£
Current Account (12010211)		£47,464.80
Reserve Account		£0.00
Less: any unpresented cheques		£2,619.66
Add: any unbanked cash	None	
Net bank balances as at 3rd November 2023		£44,845.14
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows		
CASH BOOK		
Opening Balance		£23,896.26
Add: Receipts in the year		£39,152.29
Less: Payments in the year		£18,203.41
Closing balance per cash book [receipts and payments book] must equal net bank balances above		£44,845.14

- (iv) Members were asked to approved the following payments:-

Cheque Reference	Budget Head	Description	Amount	Reference if Previously Approved
2076	Clerk's Salary	Clerk M Clough	£589.47	
2077	Clerk's Salary	PAYE	£147.20	
2078	General Admin	Reimbursement Microsoft Office	£59.99	091023 (3)
2079	General Admin	Reimbursement Laptop	£319.00	091023 (3)
2080	Planter Bedding	Reimbursement compost	£194.40	091023 (16)
2081	ThenMedia	Website Hosting	£144.00	
2082	Poppy Wreaths	Royal British Legion	£40.00	
2083	Clerk's Salary	Shires Accounting	£124.20	
2084	Planter Bedding Plants	Reimbursement to T Lightfoot for bedding plants	£496.80	
2085	Lengthsman	Build and Fit Chimes Cottage Planter	£57.50	
2086	Lengthsman	Litter Pick	£50.00	
2087	Lengthsman	Litter Pick	£50.00	
2088	General Admin	Clerk Reimbursement for Viking Storage Cabinet	£183.54	

	Member Expenses	Councillor Thomas	£30.00	
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- (v) Councillor Howcroft asked Members to approve the Membership of the Parish Clerk and Responsible Financial Officer to the Cheshire Pension Fund, together with the Parish Council's contributions to this Membership.

RESOLVED

- (i) That the budget discrepancy of £42.50 be noted;
- (ii) That the Budget Expenditure detailed in 12(ii) above be received;
- (iii) That the Bank Reconciliation at 3rd November 2023, detailed in 12(iii) above be received;
- (iv) That the payments detailed in schedule 12(iv) above be approved;
- (v) That the Membership of the Parish Clerk and Responsible Financial Officer, Mrs Muna Clough, to the Cheshire Pension Fund, together with the Parish Council's contributions to this Membership be approved.

13. VAT

Councillor Buckingham reported on possible VAT reclaims in favour of the Parish Council.

RESOLVED

That the Clerk be authorised to maximise the VAT reimbursement to the Parish Council where feasible, within the prescribed legal timescales.

14. BUDGET 2024-2025

Members discussed the Budget for the next Financial Year.

RESOLVED

- (i) That Councillors Buckingham, Clark, Pike and Lightfoot to meet and discuss Parish projects for 2024-2025
- (ii) That the four Councillors named above, provide to the Clerk, costed budgets for their proposed Parish projects, by 27th November 2023.

15. PRECEPT 2024-2025

Members agreed that the Precept should be considered when full consideration of the Budget had been discussed at the next meeting.

RESOLVED

That the Precept be discussed and agreed at the next meeting of the Parish Council.

16. BANKING ARRANGEMENTS

The Clerk sought authorisation for a new bank account specifically for Parish Councils, which would enable the Parish Council to make electronic payments, rather than the present system of payment by cheque.

RESOLVED

- (i) That the Clerk be authorised to open a new bank account with the Unity Trust Bank on behalf of the Parish Council, for Parish Council banking;
- (ii) That if possible, Councillors Lightfoot, Howcroft, Buckingham and Denby be the named Councillors with responsibility for authorising payments;
- (iii) The Clerk to report back to the next meeting of the Parish Council with an update.

17. INTERNAL AUDITOR

The Clerk sought authorisation to engage the services of Davenport Accountants Limited as the Internal Auditor for the Parish Council for the 2023-2024 Financial Year. She added that she had found this Auditor to be particularly thorough, which was extremely helpful when making improvements to existing systems.

RESOLVED

- (i) That the appointment of Davenport Accountants Limited as the Internal Auditor for the 2023-2024 Financial Year be approved;
- (ii) That the fees payable in respect of the Internal Auditor in the sum of £250.00 + VAT be approved.

18. PKF LITTLEJOHN EXTERNAL AUDITOR

Members noted the Interim Notice from PKF Littlejohn External Auditor relating to the 2022-2023 External Audit and observed that the Clerk had put in place all actions requested by the External Auditor.

RESOLVED

That the Interim Notice from PKF Littlejohn External Auditor relating to the 2022-2023 External Audit, be received.

19. SALLY CLARKE'S LANE PROJECT

Councillor Clerk reported on the following:-

- (i) Due to the withdrawal of HS2 funds, the Sub-Committee would meet to discuss further options;
- (ii) Three quotes were received for the fencing works to Bridge Street/Sally Clarke's Lane;
- (iii) Councillor Clowes would be notified when hedge planting was taking place, as it was intended to make this a community event.

RESOLVED

- (i) That the quote from Crewe and Nantwich Timber in the sum of £1880.78 be approved;
- (ii) That Councillor Clark liaises with Crewe and Nantwich Timber in relation to arranging the work and copies the Clerk into all correspondence relating thereto.

20. REPLACEMENT OF DOG BINS

Discussions ensued regarding the possible replacement of existing dog bins with larger bins. Councillor Clowes agreed to look into this provision.

RESOLVED

That the report be noted.

21. PLANNING MATTERS

Councillor Clark reported that there were no updates to consider.

RESOLVED

That the report be noted.

22. HIGHWAYS GROUP REPORT

Members discussed the following matters:-

- (i) Residents on Wybunbury Road had expressed concern regarding speeding traffic. Councillor Clowes agreed to make enquiries to Cheshire East Council, into the possible introduction of a 20mph residential zone from the Boars Head to the end of the Village.
- (ii) Funding was not available from Cheshire East Council for HGV signage. Members agreed that they needed to consider possible alternative options.
- (iii) There were problems noted with the Speed Indicator Devices in the cold weather and damp air.

RESOLVED

That the report be noted.

23. VILLAGE HALL REPORT

RESOLVED

That the Clerk to look into the recent purchase of replacement doors at the Village Hall and report back to the Parish Council.

24. MEMBERS' REPORT

The following updates were reported:-

(i) Tower Spotlight

Councillor Howcroft would look into the cost of upgrading the spotlight and report back to a future meeting.

(ii) Confidentiality and Confidence

Councillor Ellison-Jones was not in attendance at the meeting so this matter was not discussed.

(iii) Abandoned Car on Wybunbury Playing Fields Car Park

Councillor Ellison-Jones was not in attendance at the meeting, but Members noted that Wybunbury Playing Fields Car Park was not the responsibility of the Parish Council.

(iv) Potholes on Wybunbury Playing Fields Driveway

Councillor Ellison-Jones was not in attendnace at the meeting, but Members noted that Wybunbury Playing Fields Driveway was not the responsibility of the Parish Council. Councillor Clowes however, agreed to examine the potholes and report any concerns to Green Spaces.

RESOLVED

That the report be noted.

25. DATE OF NEXT MEETING

Members noted that the next meeting of the Parish Council would be held on Monday, 11th December 2023 at 7.30 pm at Wybunbury Village Hall.

26. URGENT ITEMS

There were no items which the Chair was of the opinion required to be considered as a matter of urgency.

WYBUNBURY PARISH COUNCIL

ANNUAL LICENCE FOR ACCESS TO THE REAR OF 49, MAIN ROAD, WYBUNBURY VIA THE VILLAGE HALL CAR PARK

The duration of this licence is for 12 months commencing on 1st October 2023 to 30th September 2024. The renewal will be reviewed and discussed at the August or September meeting of the Parish Council prior to 30th September 2024, when consideration will be given to its reissue.

The fee is £162 per annum, payable in advance and subject to annual review using the Consumer Price Index.

There will be access for you and your visitors on the conditions that:

- a) No repairs to vehicles are carried out on the car park;
- b) The Parish Council is not liable for any damage sustained by your or your visitors' vehicles or personal injury;
- c) No vehicles are left on the Village Hall Car Park.

This licence is not transferable.

This licence will apply from the date of payment.

Any temporary closure of the car park will be notified unless closed through an emergency. If the duration of any such closure exceeds 14 days, the percentage of the annual fee will be refunded at the end of the 12 months period.

We hereby agree to the conditions of the licence as above:

Signed Mr M Pike, 49 Main Road

Signed Mrs M Pike, 49 Main Road

Signed Councillor Trevor Lightfoot
Chair, Wybunbury Parish Council

Signed Mrs M Clough
Clerk, Wybunbury Parish Council

Dated: