

Wybunbury Parish Council

11th August 2025

Commenced: 7.30 pm

Terminated: 9.10 pm

Present: Councillor Ellison-Jones (Chair)
Councillors Denby, Edwards, Guilliard, Howcroft and Masser
Councillor Clowes – Cheshire East Councillor

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Buckingham, Clark and Lightfoot.

2. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 14th July 2025 were approved as a correct record and signed by the Chair.

In relation to Item 18, the Chair stated that he and the Deputy Chair could not recall the Chair agreeing to provide a report at this meeting.

3. DECLARATIONS OF INTEREST

There were no declarations of interest for consideration at this meeting.

4. PUBLIC FORUM

On behalf of a resident, Councillor Guilliard reported on the blockage of drains on Winehill Road. The Clerk agreed to report this matter to Cheshire East Council, on receipt of exact locations.

5. BOROUGH COUNCILLOR'S REPORT

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

(i) Well-Being Sessions for Older Adults at St. Chads Church

RESOLVED

(a) That to support well-being sessions for older adults at St. Chads Church, Wybunbury, the holding of grant monies in the sum of £500.00, from Cheshire East Council, by the Parish Council, be approved.

(b) That the Clerk is authorised to make payments to "Movement in Mind", on receipt of invoices, for the delivery of the well-being sessions, to a maximum of £500.00.

(ii) **Graveyard Maintenance** – a meeting had taken place and a report submitted to Cheshire East Council, in relation to the Maintenance Agreement. A response had not yet been received.

(iii) Neighbourhood Plan Steering Group

RESOLVED

That Councillors Clark, Guilliard and Howcroft be appointed to the Neighbourhood Plan Steering Group.

At this juncture, the Chair moved items on the Agenda.

6. PLANNING MATTERS

Councillor Clowes reported on the following:-

- **Planning Applications Considered under the Standing Orders (details circulated):-**
- (i) **Application Reference Number:** 25/2554/HOUS
Location: 90 Stock Lane, Wybunbury, Nantwich, Cheshire East, CW5 7EX
Proposal: Demolition of existing link to barn, erection of partial two storey and single storey side and rear extensions, erection of extension to front elevation, erection of new access driveway, external and internal alterations to barn and alterations to landscaping.
- (ii) **Application Reference Number:** 25/2555/FUL
Location: 90 Stock Lane, Wybunbury, Nantwich, Cheshire East, CW5 7EX
Proposal: Demolition of existing link together with proposed conversion of existing barn to a new dwelling.
- **New Planning Applications**
- (iii) **Application Number:** 25/2656/HOUS
Location: 37 Dig Lane, Wybunbury, Nantwich, Cheshire East, CW5 7EZ
Proposal: Demolition of existing garage and erection of a single-storey side extension with No.2 roof lights.

RESOLVED

That the Councillor Clowes compiles and circulates comments to the Parish Councillors, for approval and submission under the provision of the Standing Orders.

- (iv) **Number:** 25/2756/HOUS
Location: 128 Stock Lane, Wybunbury, Nantwich, Cheshire East, CW5 7HE
Proposal: Erection of side and rear extensions, erection of front porch, installation of dormer windows, alterations to landscaping, and erection of new roof structure with installation of first floor living space.

Councillor Clowes reported that the extension encroached behind the thatched cottage and extended the property by approximately 100%.

RESOLVED

That Councillor Clowes compiles and circulates comments to the Parish Councillors, for approval and submission under the provision of the Standing Orders.

- (v) **Bridge Street Application**
Councillor Clowes reported that this application had been deferred for a site visit.

7. SALLY CLARKES LANE PROJECT

The Parish Council considered the following:-

- (a) Feasibility Study produced by RAB Consultants;
- (b) Recommendations for approval by the Sally Clarkes Working Group;
- (c) The next stages of the Project.

RESOLVED

- (i) **That Councillor Denby speaks to RAB to confirm that they will identify contractors for the Parish Council.**
- (ii) **That the Clerk writes to Cheshire Police and asks them to enforce any unauthorised parking on the Disabled Parking Bay on Sally Clarkes Lane.**

8. WYBUNBURY BRIDGE ACCESS

The Parish Council considered a request from Emerald Power to change the transformer in Bridge Street next to Sally Clarkes Meadow fencing and asked for access via Sally Clarkes Meadow. Work would take place around October. They stated that they were also going to have to change the lay leg on the H-pole.

RESOLVED

- (i) That the Clerk be requested to respond to Emerald Power as follows:-

“Access to be approved, subject to the repair of any damage to site fencing, vegetation or hedgerow planting, and also subject to transfer of any site rental fees to Wybunbury Parish Council, who are the legal owners of this land.

The Parish Council notes there appears to be a structure to the east of the site, Sectionaliser 45, and would ask have you consulted Cheshire East Planning Officers (Heritage) as this would appear to be in the centre of a scheduled monument site”.

- (ii) That if the Parish Council's response is not agreed, then the Parish Council to re-consider this request at September meeting.

9. STANDING ORDERS 2025-2026

In light of the resolution to enable Members of the Parish Council to include items on the Agenda of the Parish Council and to meet the Procurement requirements, the Clerk asked for approval to update the Standing Orders in line with the model Standing Orders of NALC, on these matters.

Discussions ensued regarding the need for such a formal procedure.

RESOLVED

- (i) That consideration of this matter be deferred to the next meeting;
(ii) That on behalf of the Members, the Clerk seeks advice from CHALC on this matter.

10. EXTERNAL AUDIT 2024-2025

The Parish Council received the following reports that had been returned from the External Auditor and noted that there were no recommendations for improvement to current financial practices.

- (i) Section 1 Annual Governance Statement and Section 2 Accounting Statements;
(ii) External Auditor's Report and Certificate;
(iii) External Auditor's Closure Letter.

RESOLVED

That the reports be received.

11. FINANCE AND BUDGET 2025-2026

The Parish Council considered a report of the Parish Clerk and Responsible Financial Officer.

- (i) Transactions

RESOLVED

That the following transactions be approved:-

PAYER/PAYEE	DETAILS	RECEIPTS	PAYMENTS
BT	Monthly Fee		£34.70
R Bate	Invoice 46		£60.00
R Bate	Invoice 50		£60.00
R Bate	Invoice 55		£60.00
R Bate	Invoice 62		£60.00
M Clough	Printer ink subscription reimbursement		£6.98
PKF Littlejohn	External Audit Fees 2024-2025		£378.00
RAB	Feasibility Study		£2,760.00
CHALC	Training for Councillor Edwards		£25.00
HMRC	July PAYE/NI		£58.54
M Clough	July Salary		£745.34

M Clough	Travel Expenses		£68.04
Cheshire Pension	July Pension		£213.65
Unity Trust Bank	Monthly fee		£6.00
BT	Monthly Fee		£34.70

(ii) Payment of Invoices and Reimbursements

RESOLVED

That the following payments, be approved:-

* Members noted that the National Pay Award had been agreed which equates to 59p per hour.

PAYEE	DETAILS	£
Clerk	* August Salary	£841.95
Cheshire Pension Scheme	* Clerk August Subscription	£213.65
HMRC	* NI/PAYE August 2025	£58.54
BT	Village Hall Wifi – monthly subscription	£34.70
Clerk	Monthly printer ink subscription for Parish Council	£6.98
Unity Trust Bank	August Service Charge	£6.00
R Bate	Lengthsman Fees	Approx. £120.00

(iii) Budget Expenditure to 31st July 2025

RESOLVED

That the following Budget Heading Expenditure to 31st July 2025, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary	£2,981.56	£10,500.00	£7,518.44
Employee Pension	£854.60	£2,332.00	£1,477.40
Employer National Insurance/Employee PAYE	£233.96	£771.00	£537.04
Clerk Administration	£100.92	£270.00	£169.08
Room Hire	£0.00	£50.00	£50.00
Member Expenses	£0.00	£270.00	£270.00
External Audit Fees	£378.00	£1,000.00	£622.00
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	£480.00	£1,750.00	£1,270.00
Training	£85.00	£150.00	£65.00
Sally Clarkes Lane Maintenance	£0.00	£3,000.00	£3,000.00
Plants and Maintenance	£70.95	£1,000.00	£929.05
Wi-Fi for Village Hall	£135.73	£500.00	£364.27
Mobile SID Maintenance	£0.00	£150.00	£150.00
Payroll Fees	£218.40	£750.00	£531.60
Poppies/Wreaths	£0.00	£350.00	£350.00
Bunting	£291.74	£1,500.00	£1,208.26
Chairs Allowance	£0.00	£250.00	£250.00
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	£370.66	£371.00	£0.34
Sally Clarkes Meadow EARMARKED	£5,073.60	£51,600.71	£46,527.11

Unity Trust Bank Service Charge	£24.00	£100.00	£76.00
Contingency/Neighbourhood Plan	£267.60	£3,000.00	£2,732.40
Election Fees EARMARKED	£0.00	£531.50	£531.50
	£16,880.33	£35,518.00	£18,637.67

(iv) Explanation of Variances

Whilst there were no variances to report or virements to request, at the last meeting, the Clerk was asked to consider the finances for a review of the Neighbourhood Plan.

RESOLVED

That the Budget Head Contingency, be extended to include Neighbourhood Plan, as detailed in (iii) above.

(v) Unity Trust Bank - Bank Reconciliation as at 31st July 2025

RESOLVED

That the following Bank Reconciliation as at 31st July 2025, be approved:-

Bank Reconciliation 31st July 2025	
WYBUNBURY PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st July 2025	£
Current Account Unity Trust Bank (20492216)	£5,341.82
Reserve Account Unity Trust Bank (20524896)	£101,737.97
Less: any unpresented cheques	
Unity Trust Bank Current	
Unity Trust Bank Savings	£0.00
	£0.00
Add: any unbanked cash	
Unity Trust Bank Current	£0.00
Unity Trust Bank Reserve	£0.00
Net bank balances as at 31st July 2025	£107,079.79
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	£22,713.12
Unity Trust Bank Reserve	£563.31
Less: Payments in the year	
Unity Trust Bank Current	£16,880.33

Unity Trust Bank Reserve	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£107,079.79

(vi) UNITY TRUST BANK STATEMENTS

RESOLVED

That the bank statements, detailed below, be received:-

- **Current Account Bank Statement (20492216) – 31st July 2025**
- **Instant Access Bank Statement (20524896) – 31st July 2025**

12. LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025/2026

RESOLVED

That the 2025-2026 Local Government Services Pay Agreement, be noted.

13. HIGHWAYS MATTERS

The Parish Council considered the following Highways matters:

- Councillor Masser produced an update of statistics for Members' consideration;
- Further to Minute 11 of the last meeting, Members were advised that the Police and Crime Commissioner's SWAP fund was closed. The Office did not fund SIDs or policing equipment like cameras, CCTV. However, a road safety campaign, may be fundable and the Parish Council was asked to consider an overview of what it required, so that the Clerk could liaise with the Office, over its viability;
- Elancity Warranty Extension – Members were asked to consider approving the extension of the Warranty for the static SIDS.

RESOLVED

- That PCSO Nick Jarvis be asked to concentrate on speeding on Bridge Street.
- That the Clerk, in conjunction with advice received from Councillor Clowes, requests funding for the purchase of additional bin stickers for Main Road, Bridge Street and Wybunbury Road, from the Police and Crime Commissioner's Office.
- That the Warranty Extension, for the static SIDS, be approved, in the sum of £199.00.

14. CHESHIRE POLICE REPORT

RESOLVED

That the Cheshire Police Report be noted.

15. PARISH COUNCILLOR REPORTS

The Parish Council considered the following report from Councillor Edwards:-

Village Planters and Plants

Approval was sought for the purchase of Village Planters, the costs of which were detailed on the Agenda.

RESOLVED

That Councillor Edwards to produce a list prioritising the Planters that required replacement, together with any remedial works required, for consideration and approval at the next meeting.

16. DATE OF NEXT MEETING

The Parish Council noted that the next meeting of the Parish Council would be held on Monday, 8th September 2025 at 7.30 pm at Wybunbury Village Hall.

17. URGENT ITEMS

The Chair considered that the following items of business required consideration as a matter of urgency.

18. BUNTING

The Chair reported that the bunting required removal.

RESOLVED

That the Chair to obtain a price for removal of the bunting, for consideration at the next meeting.

19. PARKING ON THE GRASS OWNED BY GUINNESS CROSSING PUBLIC FOOTPATH

The Chair referred to vehicles parking on the grass verge on Gorsey Bank Crescent, that was owned by Guinness Housing Association.

The Clerk agreed to report this matter to the Housing Association.

RESOLVED

That the report be noted.

20. NATURAL ENGLAND – WYBUNBURY MOSS NATIONAL NATURE RESERVE GUIDED WALK

The Clerk had received a request from Natural England to place posters in the Village Notice Boards advertising a guided walk in September

RESOLVED

That this request be approved.

21. GAS BOTTLE

RESOLVED

That Councillor Howcroft be authorised to purchase a gas bottle for the lighting of the beacon on VE Day.