

Wybunbury Parish Council

9th June 2025

Commenced: 7.30 pm

Terminated: 8.35 pm

Present: Councillor Ellison-Jones (in the Chair)
Councillors Buckingham, Clark, Denby, Edwards and Howcroft

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Guilliard and Lightfoot.

2. PARISH COUNCILLOR CO-OPTION

The Parish Council received a brief presentation from Mr Richard Masser, on his expression of interest to join the Parish Council.

RESOLVED

That Mr Richard Masser be co-opted onto the Parish Council.

3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 12th May 2025 were approved as a correct record and signed by the Chair.

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

5. PUBLIC FORUM

There were no members of the public in attendance.

6. NOTICE BOARD REQUESTS

The Parish Council considered a request from a business to advertise on the Parish Council Notice Board.

RESOLVED

That the Parish Council's Notice Boards be used by the Parish Council and Charities only.

7. BOROUGH COUNCILLOR'S REPORT

Councillor Clowes was not in attendance at this meeting.

8. SALLY CLARKES LANE PROJECT

Councillor Denby presented an update on the project. She added that a first draft report was awaited from RAB and that they had made contact with the Environment Agency.

RESOLVED

That the report be noted.

9. FINANCE AND BUDGET 2025-2026

Members 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
Crewe and Nantwich Timber	Fencing		£5,073.60
BT	Monthly fee		£34.70
Stuart Howcroft	Gas Bottle reimbursement for celebrations		£42.24
Stephen Buckingham	Reimbursement for bunting installation refreshments		£30.00
A J Gallaghers	Annual insurance renewal		£1,528.03
Smartwheelie	Wheelie bin stickers		£120.00
M Clough	Printer ink subscription reimbursement		£5.98
	Access Licence 2025-2026	£300.00	
M Clough	May Salary		£745.34
HMRC	May PAYE/HMRC		£58.54
Cheshire Pension	May Pension		£213.65
Unity Trust Bank	Monthly fee		£6.00

(ii) Payment of Invoices and Reimbursements

RESOLVED

That the following payments be approved:-

PAYEE	DETAILS	£
Clerk	June Salary	£745.34
Cheshire Pension Scheme	Clerk Pension June	£213.65
HMRC	NI/PAYE June 2025	£58.54
BT	Village Hall Wifi – monthly subscription	£34.70
Clerk	Monthly printer ink subscription for Parish Council	£6.98
Unity Trust Bank	June Service Charge	£6.00
R Bate	Lengthsman Fees	Approx. £120.00
Stuart Howcroft	Plants	£70.95

(iii) Budget Expenditure to 31st May 2025

RESOLVED

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

Budget Head	Total	BUDGET ALLOCATED	£ DIFFERENCE
Employee Salary	£1,490.88	£10,500.00	£9,009.12
Employee Pension	£427.30	£2,332.00	£1,904.70
Employer National Insurance/Employee PAYE	£116.88	£771.00	£654.12
Clerk Administration	£11.96	£320.00	£308.04
Room Hire	£0.00	£50.00	£50.00
Member Expenses	£0.00	£270.00	£270.00
External Audit Fees	£0.00	£1,000.00	£1,000.00
Internal Audit Fees	£262.50	£300.00	£37.50
Parish Council Insurance	£1,528.03	£1,500.00	-£28.03
CHALC and CCA Subscriptions	£549.90	£650.00	£100.10
Lengthsman	£120.00	£1,750.00	£1,630.00
Training	£25.00	£150.00	£125.00
Sally Clarkes Lane Maintenance	£0.00	£3,000.00	£3,000.00
Plants and Maintenance	£0.00	£1,000.00	£1,000.00

Wi-Fi for Village Hall	£66.33	£500.00	£433.67
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	£138.18	£5,000.00	£4,861.82
Website	£0.00	£325.00	£325.00
Sally Clarkes Meadow EARMARKED	£5,073.60	£51,600.71	£46,527.11
Unity Trust Bank Service Charge	£12.00	£100.00	£88.00
Contingency	£267.60	£3,000.00	£2,732.40
Election Fees EARMARKED	£0.00	£531.50	£531.50
	£10,600.30	£35,518.00	£24,917.70

(iv) Explanation of Variances

The Parish Council insurance was £28.03 more expensive than budgeted, therefore the Clerk sought authorisation to transfer the sum of £28.03 from the Subscriptions Budget to the Parish Council insurance Budget.

RESOLVED

That the transfer the sum of £28.03 from the Subscriptions Budget to the Parish Council Insurance Budget, be approved.

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

RESOLVED

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

Bank Reconciliation 31st May 2025	
WYBUNBURY PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st May 2025	£
Current Account Unity Trust Bank (20492216)	£11,621.85
Reserve Account Unity Trust Bank (20524896)	£101,174.66
Less: any unpresented cheques	
Unity Trust Bank Current	
Unity Trust Bank Savings	£126.96
	£0.00
Add: any unbanked cash	
Unity Trust Bank Current	£0.00
Unity Trust Bank Reserve	£0.00
Net bank balances as at 31st May 2025	£112,669.55
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	£0.00
Less: Payments in the year	
Unity Trust Bank Current	£10,727.26
Unity Trust Bank Reserve	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£112,669.55

(vi) Unity Trust Bank Statements

RESOLVED

- (a) That the Unity Trust Bank Statements, detailed below, and circulated with the Report, be received.
- Current Account Bank Statement (20492216) – 31st May 2025
 - Instant Access Bank Statement (20524896) – 31st May 2025
- (b) That arrangements be made again, for the Chair to be a signatory on the bank statement.
- (c) That approval be given to any other Members of the Parish Council who wish to become signatories. Additional Members to contact the Clerk who will arrange.

10. CHESHIRE POLICE REPORT

Councillor Howcroft reported on the next Police Cluster Meeting that would take place on 17th July 2025 at 7.00 pm.

RESOLVED

That the report be noted.

11. PLANNING MATTERS

Councillor Clark reported on the following planning matters:-

- New Planning Applications
- (i) **Application Number:** 25/2024/PIP
Proposal: Permission in Principle for the construction of up to six new dwellings.
Location: Land Off Bridge Street, Wybunbury, Cheshire East

RESOLVED

That the Clerk, in consultation with Councillors Clark and Clowes, submits the comments of the Parish Council, under the provisions of the Standing Orders.

- (ii) **Application Reference Number:** 25/1861/PRIOR-3Q
Proposal: Prior Approval for proposed change of use for existing barn located on a parcel of land accessed via a driveway from Wybunbury Lane. The barn will be sensitively converted to provide a single 3 bedroom dwelling with accommodation over two floors.
Location: Land Off Wybunbury Lane, Formerly Nut Tree Farm Stapeley Nantwich, CW5 7HH

Members considered that this application site came with a complex history of material planning relevance, the following comments and objection should be submitted.

RESOLVED

That the following comments be submitted to Cheshire East Council Planning Authority:-

- It is argued that this site lies outside the Wybunbury (and Stapeley) settlement boundaries.
- The site is very isolated and may only be reached by a recently constructed, very long, hardcore track that is currently unsuitable for residential traffic (and no planning permission is currently sought to construct an appropriate access road for residential purposes).
- This is not a structure of architectural importance or historic interest and as such is contrary to the NPPF and CEC Design Code which both of which do NOT support the construction of, or conversion of existing buildings to create isolated dwellings in open countryside.
- This is also contrary to the Wybunbury Combined Parishes Neighbourhood Plan policies (Housing & Design)
- What has been an occasional field gateway has been refashioned into a widened gated access into an agricultural field, that accesses Wybunbury Lane (with a 40mph speed limit).
- No mention has been made of the “bungalow Office” building which shares the same proposed access and parking area. The use of this building and access to “office traffic” must also be considered.
- Whilst the use of this adjacent dwelling is for office purposes, we would ask that if approval is given, that this “bungalow office” must not be permitted residential accommodation status.

In conclusion, (whilst the conversion of agricultural buildings to residential accommodation is permitted under certain conditions), the isolated location of this proposed dwelling in open countryside, outside any settlement boundaries and lacking any distinctive architectural significance means that this application does not comply with current national or local planning policies and should be **REFUSED**.

12. HIGHWAYS MATTERS

RESOLVED

That Councillor Masser be appointed as the Lead of Highways matters, to include the maintenance of the Speed Indicator Devices.

13. PARISH COUNCILLOR REPORTS

Members raised the following matters:-

(i) Playing Field Access

Councillor Ellison-Jones raised concerns over the condition of the road accessing the playing field.

RESOLVED

That the Clerk contacts Cheshire East Council to report the condition of the access lane to the car park at Wybunbury Playing Field.

(ii) Resident Matters

Members discussed the general upkeep of the Village, particularly relating to the maintenance of grass verges.

RESOLVED

That Chair and Deputy to hold Surgeries at the Village Hall.

**(iii) Planters
RESOLVED**

That Councillor Howcroft presents suggestions for the purchase of replacement planters for 2026-2027

14. DATE OF NEXT MEETING

Members noted that the next meeting of the Parish Council would be held on Monday, 14th July 2025 at 7.30 pm at Wybunbury Village Hall.

15. URGENT ITEMS

The Chair allowed the following updates to be reported, under the legislative provisions of Urgent Business.

16. FALLEN TREES IN THE BROOK

Councillor Edwards reported that the Environment Agency had advised that the responsibility for removing the fallen trees was the landowner.

RESOLVED

That the report be noted.

17. UNITED CHARITIES AGM

Councillor Denby reported that she had attended this meeting. The Parish Council could make proposals to the Charities for assistance to any families in the Parish who were suffering hardship.

RESOLVED

That the report be noted.

18. EXEMPT BUSINESS

The Parish Council resolved that Members of the press and public be excluded from the meeting for the following item of business, as they contain exempt information under Section 100A(4) of the Local Government Act 1972.

19. ACCESS LICENCE

The Parish Clerk and Responsible Financial Officer advised that the fee for the Access Licence had now been paid.

Complaints had been received from the users of the Village Hall as the resident was obstructing the disabled parking space by parking his car on the car park. This was a breach of a term within the Licence.

RESOLVED

That the Licensee be notified in writing that unless he removes his car from the Village Hall Car Park, his Access Licence will be revoked, as he is breaching the Terms of the Licence.

20. QUOTES FOR VEGETATION REMOVAL AT SALLY CLARKES LANE

The Parish Council noted that the approved company had withdrawn its quote, and Members considered an alternative quote from ANSA for the vegetation removal at Sally Clarkes Lane.

RESOLVED

That a quote in the sum of £1,744.62 (plus VAT) for three treatments, be approved and Councillor Denby to arrange the work, in consultation with the Clerk.