

# Wybunbury Parish Council

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6<sup>th</sup> November 2023

## To the Members of Wybunbury Parish Council

Dear Councillor

You are hereby summoned to attend the **ORDINARY MEETING** of the **Wybunbury Parish Council** to be held on **Monday, 13<sup>th</sup> November 2023 at 7.30 pm at Wybunbury Village Hall**, when the undermentioned business is to be transacted.

Yours faithfully

*M Clough*

Mrs M Clough

Parish Clerk and Responsible Financial Officer

## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members of the Parish Council

### 2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members of the Parish Council

### 3. PUBLIC FORUM

To enable members of the public the opportunity to raise any issues of interest with the Parish Council.

### 4. CHESHIRE POLICE REPORT

To note the following updates from Cheshire Police relating to the Parish incidents in October:

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.

### 5. BOROUGH COUNCILLOR'S REPORT

To receive an update report from Councillor Clowes

### 6. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 9<sup>th</sup> October 2023 to be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). Minutes attached.

### 7. DISPOSAL OF LAPTOP

Further to Minute 3 of the last meeting, the Clerk requests permission of the Parish Council to securely dispose the former laptop.

## 8. VILLAGE HALL DEEDS AND DOCUMENT SECURITY

Further to Minute 15 of the last meeting, to note that the Clerk has placed a number of paper documents at Cheshire Archives for safe keeping.

## 9. CAR PARK CROSSINGS TEMPORARY LICENCE

Further to Minute 16 of the last meeting, to note that the Clerk has now re-drafted the Temporary Licence and requests appropriate signatures. (Licence circulated)

## 10. NOTICE BOARD ADVERTS

Further to Minute 13 of the last meeting, to note that the Clerk has now placed a leaflet in the Notice Boards directing all advertising requests to [wybunbury.parish.council@gmail.com](mailto:wybunbury.parish.council@gmail.com)

## 11. CLEANING OF NOTICE BOARDS

To approve the frequency of cleaning the Notice Boards by Purereach:

- (i) Every two months - £10 per Notice Board
- (ii) Every four months - £15 per Notice Board
- (iii) Every six months - £20 per Notice Board

## 12. FINANCIAL REGULATIONS

To approve the attached Financial Regulations for the Parish Council.

## 13. FINANCE AND BUDGET 2023-2024

- (i) To note that at the 30<sup>th</sup> September 2023, there was a budget discrepancy of £42.50.
- (ii) To note the following Budget Expenditure 2023-2024 at the 3rd November 2023:-

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	£340.00	£240.00	141.67%
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	£0.00	£250.00	0.00%
	<b>£18,163.41</b>	<b>£31,310.00</b>	

- (iii) To note the following Bank Reconciliation at 3rd November 2023:-

<b>Bank Reconciliation 2nd November 2023</b>		
<b>WYBUNBURY PARISH COUNCIL</b>		
<b>Financial year ending 31 March 2023</b>		
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	
<b>Net bank balances as at 3rd November 2023</b>		<b>£44,845.14</b>
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>		
<b><u>CASH BOOK</u></b>		
Opening Balance		£23,896.26
Add: Receipts in the year		£39,152.29
Less: Payments in the year		£18,203.41
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>		<b>£44,845.14</b>

- (iv) To approve the following payments (please note that additional payments requests may be submitted for approval at the meeting):-

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	

- (v) 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.

#### 14. VAT

Councillor Buckingham to report.

**15. BUDGET 2024-2025**

To consider Parish Projects for 2024-2025

**16. PRECEPT 2024-2025**

To consider the Parish Council Precept for 2024-2025

**17. BANKING ARRANGEMENTS**

- (i) To approve the use of Unity Trust Bank for the Parish Council banking;
- (ii) To agree two named Members of the Parish Council to authorise the banking payments.

**18. INTERNAL AUDITOR**

To approve the appointment of Davenport Accountants Limited as the Internal Auditor for the 2023-2024 Financial Year.

**19. PKF LITTLEJOHN EXTERNAL AUDITOR**

To receive the attached Interim Notice from PKF Littlejohn External Auditor relating to the 2022-2023 External Audit.

**20. SALLY CLARKE'S LANE PROJECT**

- (i) To receive an update report from the Sally Clarke's Sub-Committee;
- (ii) To consider three quotes received for the fencing works to Bridge Street/Sally Clarke's Lane (circulated to Members).

**21. REPLACEMENT OF DOG BINS**

The Chair to report on the possible replacement of existing dog bins with larger bins

**22. PLANNING MATTERS**

Councillor Clark to update on the following:-

- New Planning Applications
- Ongoing Planning Applications
- Decided Planning Applications

**23. HIGHWAYS GROUP REPORT**

To receive an update report from Councillor Thomas

**24. VILLAGE HALL REPORT**

To receive an update report from Councillor Lightfoot

**25. MEMBERS' REPORT**

To consider any updates from Members of the Parish Council including the following:-

**(i) Tower Spotlight**

Councillor Howcroft to report

**(ii) Confidentiality and Confidence**

Councillor Ellison-Jones to report

**(iii) Abandoned Car on Wybunbury Playing Fields Car Park**

Councillor Ellison-Jones to report

**(iv) Potholes on Wybunbury Playing Fields Driveway**

Councillor Ellison-Jones to report

**26. DATE OF NEXT MEETING**

To note that the next meeting of the Parish Council will be held on Monday, 11th December 2023 at 7.30 pm at Wybunbury Village Hall.

**27. URGENT ITEMS**

To consider any other items which the Chair of Council Business (or other person presiding) is of the opinion shall be considered as a matter of urgency.