

Wybunbury Parish Council

14th April 2025

Commenced: 7.30 pm

Terminated: 9.05 pm

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

PCSO Jarvis (Part)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lightfoot

Councillors Ellison-Jones and Guilliard submitted their apologies for absence for the Annual General Meeting to be held on 12th May 2025.

2. DECLARATIONS OF INTEREST

Councillor Clark declared her interest in matters relating to Sally Clarke's Lane as she was a neighbour of the land owned by the Parish Council. A dispensation was granted to Councillor Clark to remain in the meeting.

3. CHESHIRE POLICE REPORT

The Chair agreed to take this item at this stage of the meeting, to enable PCSO Jarvis to leave the meeting after his presentation. PCSO Jarvis presented an update to Members on activities in the Parish.

In relation to the Sally Clarkes Lane project, PCSO Jarvis agreed that he would be able to enforce parking restrictions at areas that the Parish Council wished to designate for Disabled Parking. These areas would require adequate signage. Councillor Clowes referred to suitable signage at the Swan and agreed to speak to the landlord for further information.

RESOLVED

That Councillor Howcroft to erect laminated 'No Parking' signs.

That the availability of a budget of £100.00 be approved for the purchase of two Disabled Person parking signs.

At this juncture, PCSO Jarvis retired from the meeting and the Chair thanked him for his attendance.

4. MINUTES

The Minutes of the proceedings of the Ordinary Meeting of the Parish Council held on 10th March 2025, were approved as a correct record and signed by the Chair.

5. PUBLIC FORUM

There were no members of the public in attendance.

6. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS 2024-2025

The Parish Council noted that it was fully compliant in all elements of the formal Internal Audit for 2024-2025.

RESOLVED

- (i) **That the following documents be approved and signed by the Chair and Clerk:-**
- **Section 1 - Annual Governance Statement 2024-2025.**

- **Section 2 – Accounting Statements 2024-2025.**

(ii) **That the following documents be received:-**

- **Annual Internal Audit Report 2024-2025.**
- **Detailed Internal Audit Report 2024-2025.**
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7. BOROUGH COUNCILLOR'S REPORT

The Parish Council received a monthly update report from Councillor Clowes on matters relating to the Parish including:-

- Planning concerns on Stock Lane and Howbeck Crescent;
- Speeding traffic on Church Way – concerns regarding speeding traffic and a suggestion to purchase roundels on bins which would be visible once a week when the bins were emptied.
- Shavington Triangle allotments were all taken.
- A consultation was taking place on a Lane Rental Scheme. All Members were encouraged to participate.

RESOLVED

That the purchase of Roundels for Bins on Church Way be placed on the next Agenda, for consideration.

8. SALLY CLARKE'S LANE PROJECT

The Parish Council resolved that dispensation be given to Councillor Clark to remain in the meeting during consideration of this item. Councillor Clark did not participate in the discussions or voting thereon.

The Members approved the next stage of the Project, which involved the consideration of a recommendation of the Sally Clarkes Lane Working Group, to authorise RAB Consultants to obtain three quotes for consideration by the Parish Council, for the supply and fit of reinforced coir mats with rock rolls, to stabilise the river bank. Other options were also considered, but the Parish Council felt that this project was the most cost effective. It was anticipated that the maximum cost of this project was £54,500.00 which was well within budget.

Additional works to be completed included:-

- An Ecological survey – this would cost in the region of £700.00 for a site visit by an Ecological officer, who would decide if a full survey was required, which could cost up to £3,000.00;
- Protection design – RAB would arrange quotes and the FRAP application would be submitted by RAB. This would cost in the region of £5,000.00;
- A Flood Risk Activity Permit would cost between £200.00 - £1,500.00;
- Contract Management and Site Supervision by RAB would cost £5,000.00;
- Targeted devegetation works on the site would have to be carried out by a qualified/licensed contractor due to pernicious weeds next to a water course. This would be likely to require 3-4 treatments over the year;
- Skip hire;
- Groundworks for the rest of the site, ie. Fencing;

To enable Members to have a thorough understanding of the works required for this project, the Clerk asked for all paperwork to be available 10 days before the next meeting.

RESOLVED

That Option 1, the use of reinforced coir mats with rock rolls, be approved in principle, subject to submission by RAB Consultants, to the Parish Council of three compliant quotations and all works as required to comply with the legislation.

9. PLANNING MATTERS

Councillors Clark and Clowes updated Members on the latest planning matters as follows:-

- **New Planning Application**
- (i) **Application Number:** 25/0720/HOUS
Location: 8 Dig Lane, Wybunbury, Nantwich, Cheshire East, CW5 7EZ
Proposal: Single storey rear extension
- **Appeal under Consideration**
- (ii) **Application Number:** 24/3572N
Proposal: Various internal works, new single storey extension to front/side and new higher fencing/brickwork posts to side.
Location: Olive Tree House Church Way, Wybunbury, Nantwich, Cheshire East, CW5 7SB
Appeal Start Date: 18 March 2025
Appeal Ref: APP/R0660/D/25/3361333

RESOLVED

That the following comment be submitted to Cheshire East Council, in relation to Application Number: 24/3572N:-

The Parish Council has no concern regarding the alterations to the dwelling house, however with regard to the boundary treatment, it is felt that its height is excessive and not in keeping with the street scene.

10. FINANCE AND BUDGET 2025-2026

The Clerk reported that the balance available in the bank accounts at 31st March 2025 was Current Account - £25,509.03 and Reserve Account - £75,174.66.

The Parish Council then considered a report of the Parish Clerk and Responsible Financial Officer on the following:-

(i) Transactions

RESOLVED

That the transactions detailed below, be approved:-

PAYER/PAYEE	DETAILS	RECEIPTS	PAYMENTS
M Clough	Printer Ink Subscription		£5.98
R Bate	Invoice 18		£120.00
R Bate	Invoice 20		£120.00
BT	Village Hall Wifi		£31.63
David Webster Groundworks	New pole installation for SID		£708.00
Elancity	New SID		£5,014.78
M Clough	March Salary		£704.74
HMRC	March PAYE		£47.59
Cheshire Pension Fund	March Pension		£213.65
Unity Trust Bank	March Service Charge		£6.00
Unity Trust Bank	Interest	£174.66	

(ii) Payment of Invoices and Reimbursements

RESOLVED

That the following payments be approved:-

PAYEE	DETAILS	£
Clerk	April Salary	£745.54
Cheshire Pension Scheme	Clerk Pension April	£213.65
HMRC	NI/PAYE April 2025	£58.34
BT	Village Hall Wifi – monthly subscription	£31.63
Clerk	Monthly printer ink subscription for Parish Council	£5.98
Unity Trust Bank	April Service Charge	£6.00
Davenport Accountants	Internal Audit	£262.50
CHALC	Annual Membership Fee	£549.90
Russ Bate	Litter pick Invoices 25	£60.00
Russ Bate	Litter pick Invoice 27	£60.00
Clerk	6 x Second Class Stamps	£5.22

(iii) Budget Expenditure to 31st March 2025

RESOLVED

That the Budget Heading Expenditure to 31st March 2025, as detailed below, be approved:-

Budget Head	Total Expenditure	Budget Allocated
Employee Salary/Pension	£11,431.74	£12,000.00
Clerk Administration	£430.92	£450.00
Member Expenses	£150.00	£150.00
External Audit Fees	£910.50	£915.00
Internal Audit Fees	£250.00	£250.00
Village Hall Insurance	£0.00	£620.00
Parish Council Insurance	£1,274.52	£1,275.00
CHALC and CCA Subscriptions	£585.89	£600.00
Lengthsman	£1,548.75	£1,550.00
Training	£150.00	£150.00
Sally Clarkes Lane Maintenance	£0.00	£0.00
Plants and Maintenance	£466.20	£1,000.00
Wi-Fi for Village Hall	£445.72	£450.00
Grasscutting	£0.00	£700.00
Mobile SID Maintenance	£5,762.77	£5,900.00
Village Maintenance	£23.73	£465.00
Payroll Fees	£735.00	£925.00
Poppies/Wreaths	£326.79	£330.00
Neighbourhood plan	£0.00	£0.00
Bunting	£1,080.00	£1,100.00
Chair's Allowance	£250.00	£250.00
Tower Lights	£3,180.00	£3,180.00
Bus Shelter	£0.00	£0.00
Sally Clarkes Lane Project	£0.00	£0.00
Website	£288.00	£300.00
EARMARKED Sally Clarkes Meadow	£0.00	£54,741.54
Unity Trust Bank Service Charge	£71.40	£80.00
	£29,361.93	£32,640.00

(iv) Explanation of Variances

There were no variances to report at the meeting, however, the Clerk recommended ringfencing funds to a General Reserve, and towards the Sally Clarkes Lane Project.

RESOLVED

- (i) That the ringfencing of £20,000.00 for General Reserves, be approved;**
- (ii) That the ringfencing of £80,000.00 for the Sally Clarkes Lane Project, be approved;**
- (iii) That delegated authority for the Clerk to make transfers between the bank accounts, to maximise interest, be approved.**

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

RESOLVED

That the Bank Reconciliation at 31st March 2025, detailed below, be approved:-

<u>Bank Reconciliation 31st March 2025</u>		
WYBUNBURY PARISH COUNCIL		
Financial year ending 31 March 2025		
Prepared by: Muna Clough, Parish Clerk & RFO		
Balance per bank statements as at 31st March 2025		£
Current Account Unity Trust Bank (20492216)		£25,509.03
Reserve Account Royal Bank of Scotland (12010211)		£0.00
Unity Trust Savings - (20524896)		£75,174.66
Less: any unrepresented cheques		
Unity Trust Bank		£0.00
Royal Bank of Scotland		£0.00
Add: any unbanked cash		
Unity Trust Bank		£0.00
Royal Bank of Scotland		£0.00
Net bank balances as at 31st March 2025		£100,683.69
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 - 1st April 2024		£23,670.92
Royal Bank of Scotland - 1st April 2024		£36,888.86
Unity Trust Savings - 1st April 2025		£0.00
Add: Receipts in the year		
Unity Trust Bank - Current		£73,220.62
Royal Bank of Scotland		£0.00
Unity Trust Bank - Savings - 26th February 2025	£75,000.00	£174.66
Less: Payments in the year		

Unity Trust Bank - Current		£33,271.37
Royal Bank of Scotland		£0.00
Unity Trust - Savings		
Closing balance per cash book [receipts and payments book] must equal net bank balances above		£100,683.69

(vi) Unity Trust Bank Statements

RESOLVED

That the following bank statements, submitted with the report, dated 31st March, be received:-

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

11. LENGTHSMAN

The Chair reported that he had spoken to the Lengthsman about his route, and Members agreed that they were happy with the routes currently followed.

In relation to a Risk Assessment, the Chair added that this would be available in the near future as the Lengthsman had sought guidance from himself and the Deputy Chair on this matter.

RESOLVED

That the report be noted.

12. NEW .GOV WEBSITE AND .GOV EMAIL ADDRESS

RESOLVED

- (i) That the purchase of a new website, from HugoFox, with a .GOV domain be approved;**
- (ii) That the purchase of .GOV email addresses be considered at a future meeting.**

13. HIGHWAYS REPORT

Councillor Thomas presented his monthly highways report and reported that the new SIDS were working correctly.

RESOLVED

That the report be noted.

14. PARISH COUNCILLOR REPORTS

Councillor Clark had sourced bunting at £21.95 per length.

RESOLVED

- (i) That the Clerk orders 10 x lengths of bunting at £21.95 per length for delivery to Councillor Clark's address;**
- (ii) That the Chair is authorised to speak to Mr Russ Bate (Lengthsman) to obtain a price for installing the bunting**

15. MID-CESHIRE FOOTPATH SOCIETY

RESOLVED

That this subscription, in the sum of £8.00, be approved.

16. DATE OF NEXT MEETINGS

Members noted the following date for the next meetings:-

Annual Parish Meeting – Monday, 12th May 2025 at 7.00 pm

Annual Meeting of the Parish Council – Monday, 12th May 2025 at 7.30 pm

17. URGENT ITEMS

The Chair reported that there were no items requiring consideration as a matter of urgency.