

Wybunbury Parish Council

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2nd September 2024

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, 9th September 2024 at 7.30pm 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.

Members are reminded of their individual responsibilities in declaring interests. If an interest is declared, then to reduce the possibility of uncertainty, the Chair will ask the Member to not take part in any discussions or voting relating to that particular item, and s/he must not remain in the room, unless the Parish Council has agreed to grant a dispensation, to enable the Member to remain in the room. If an interest (either directly or indirectly) is not declared, Members are reminded of the details contained within the Councillor Code of Conduct.

3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 12th August 2024 to be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). (Minutes circulated)

4. PUBLIC FORUM

To enable Members of the Public the opportunity to raise any matters of interest with the Parish Council. Members of the Parish Council can raise questions on behalf of Members of the Public but must supply contact details of the person they are representing, so that the Parish Council can reply direct to the resident.

5. RED LION PUBLIC HOUSE, WYBUNBURY

The Chair to report.

6. FINANCE AND BUDGET 2024-2025

To consider a report of the Parish Clerk and Responsible Financial Officer. (Report circulated).
Members to note that the balance available in the bank at **31st August 2024 is £84,318.21.**

7. BOROUGH COUNCILLOR'S REPORT

To receive the monthly update report from Councillor Clowes on matters relating to the Parish.

8. SALLY CLARKE'S LANE PROJECT

Members of the Sally Clarkes Lane Working Group to report.

9. PARISH COUNCIL GOVERNANCE

(i) Wybunbury Parish Council Standing Orders (amended)

(ii) Retention of Documents Policy

Members to consider and approve the above documents. (Documents circulated)

10. ASSET REGISTER

Members to note that the 2024-2025 Asset Register will be considered at the next meeting of the Parish Council.

11. RISK ASSESSMENT

To approve the 2024-2025 Risk Assessment (Document circulated).

12. CHESHIRE POLICE REPORT

Councillor Howcroft to report on updates from Cheshire Police relating to Parish incidents.

13. PLANNING MATTERS

Councillor Clark to update on the latest planning matters.

14. HIGHWAYS REPORT

To receive a monthly update report from Councillor Thomas.

15. PARISH COUNCILLOR REPORTS

To consider reports from Members of the Parish Council.

16. PLANTERS

The Chair to report.

17. INTERNAL CONTROLS COMMITTEE

To note that the next meeting of the Internal Controls Committee will be held on Monday, 14th October 2024 at 6.30 pm at Wybunbury Village Hall. The main purpose of the meeting will be to consider the 2025-2026 Budget and the 2024-2025 Action Plan (arising out of the 2023-2024 Audits).

18. DATE OF NEXT MEETING

To note that the next meeting of the Parish Council will be held on Monday, 14th October 2024 at 7.30 pm at Wybunbury Village Hall.

19. 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.

20. EXEMPT BUSINESS

The Parish Council is asked to resolve that Members of the press and public be excluded from the meeting for the following items of business, as they contain exempt information under Section 100A(4) of the Local Government Act 1972 on the basis that they relate to negotiations regarding the Village Hall Lease and the Access Licence.

21. VILLAGE HALL LEASE

Councillor Buckingham and the Clerk to report.

22. ACCESS LICENCE

In accordance with the conditions of the Access Licence for 49, Main Road, Wybunbury, the Parish Council to consider its renewal.