

## Wybunbury Parish Council

12<sup>th</sup> January 2026

**Commenced:** 7.30 pm

**Terminated:** 8.10 pm

**Present:** Councillor Ellison-Jones (Chair)  
Councillors Blackburn, Buckingham, Clark, Edwards, Guilliard,  
Howcroft, Lightfoot and Masser

**Councillor Clowes – Cheshire East Councillor**

**There was one member of the public in attendance.**

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Denby.

### **2. MINUTES**

The Minutes of the proceedings of the Meeting of the Parish Council held on 8<sup>th</sup> December 2025 were approved as a correct record and signed by the Chair, subject to the removal of Councillor Lightfoot on the list of those present.

Councillor Lightfoot enquired about the proposer of the email that was sent to him over his recent absences, which he considered was unpleasant. The Clerk confirmed that the email had been agreed by the Parish Council.

### **3. 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. Members granted Councillor Clark a dispensation to remain in the meeting. She did not take part in the voting or discussions of any matters relating to Sally Clarkes Lane.

### **4. PUBLIC FORUM**

There were no matters raised by the member of public.

### **5. .GOV EMAILS**

Further to Minute 10(ii) of the last meeting, individual Members formally notified the Clerk if they wished to use .GOV email addresses.

### **RESOLVED**

**That arrangements be made for Councillors Blackburn, Clark, Edwards, Ellison-Jones, Guilliard and Masser to have .GOV email addresses.**

### **6. NEIGHBOURHOOD PLAN**

This matter was considered under Item 7.

### **7. BOROUGH COUNCILLOR'S REPORT**

Members received an update report from Councillor Clowes on the following matters relating to the Parish:-

- Neighbourhood Plan - A meeting would be held with the Planning Consultant as the Review was more complicated than anticipated.
- Communications over the black bin collection due to adverse weather had been ineffective and Councillor Clowes was discussing her concerns over this matter with the Borough Council.

### **RESOLVED**

**That the updates be noted.**

## **8. SALLY CLARKES LANE PROJECT**

Councillor Clowes reported that a significant amount of work had been completed by RAB, particularly relating to the contract for the suitable contractors, who could complete the work. Documents considered were:-

- (i) Design Philosophy
- (ii) General Specification
- (iii) Design Drawing 1
- (iv) Design Drawing 2
- (v) Design Drawing 3
- (vi) Design Drawing 4
- (vii) Design Drawing 5

Work was currently being completed on writing the Flood Risk Activity Permit, which would have to be approved by the Environment Agency.

### **RESOLVED**

**That the request to RAB to make the necessary arrangements to obtain bids from their four identified contractors, which will be considered by the Parish Council at a future meeting, be approved.**

## **9. PLANNING MATTERS**

Councillors Clark and Clowes reported on the following planning matters.

- **New Planning Application**

- (i) **Application Number:** 25/4725/HOUS

**Proposal:** Proposed alterations to convert the smallest bedroom to form home office and construct ground floor side extension to create new bedroom, compensating for the one repurposed.

**Location:** 34 Howbeck Crescent, Wybunbury, Nantwich, Cheshire East, CW5 7NX

### **RESOLVED**

- (a) **That the Parish Council objects to this planning application, due to over-development of the site.**
- (b) **That the full details of the objection, be submitted by the Clerk, to the Local Planning Authority.**

- **Comments submitted under the Standing Orders**

- (ii) **Application Number:** 25/4644/HOUS

**Proposal:** Two storey rear extension.

**Location:** 14 Elder Road, Shavington, Crewe, Cheshire East, CW2 5XS

### **RESOLVED**

**That the comments of the Parish Council submitted under the provisions of the Standing Orders, be ratified.**

At this juncture Councillor Clowes retired from the meeting.

## **10. FINANCE AND BUDGET 2025-2026**

The Parish Council 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
BT	Monthly fee		£34.70
HMRC	December PAYE/NI		£74.03
Amberol Limited	Compensation for delay in delivery	£175.56	
HugoFox	Emails		£2.99
Jane Edwards	Reimbursement for compost		£23
Jane Edwards	Reimbursement for plants		£23.94
RAB Consultants	Feasibility Study		£4,154.40
M Clough	December Salary		£780.15
Cheshire Pension Scheme	December Pension		£226.05
Unity Trust Bank	Service Charge		£6.00
	Interest	£594.34	

**(ii) Payment of Future Invoices and Reimbursements**

**RESOLVED**

**That the following payments be approved:-**

PAYEE	DETAILS	£
Clerk	January Salary	£727.75
Cheshire Pension Scheme	Clerk January Subscription	£226.05
HMRC	NI/PAYE January 2026	£126.43
BT	Village Hall Wifi – monthly subscription	£34.70
Clerk	Monthly printer ink subscription for Parish Council	£6.98
Unity Trust Bank	January Service Charge	£6.00
HugoFox	Monthly .GOV email charge	£2.99
R Bate	Lengthsman Fees	Approx. £120.00
Awaiting invoice	Lawn mower service	£120.00 + VAT
Urban Imprint	Total cost £1176.00	Awaiting invoice with proportionate cost

**(iii) Budget Expenditure to 31<sup>st</sup> December 2025**

**RESOLVED**

**That the following Budget Heading Expenditure to 31<sup>st</sup> December 2025, be approved:-**

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary	£6,913.01	£10,500.00	£3,586.99
Employee Pension	£1,995.97	£2,332.00	£336.03
Employer National Insurance/Employee PAYE	£618.48	£771.00	£152.52
Clerk Administration	£260.83	£270.00	£9.17
Room Hire	£0.00	£50.00	£50.00
Member Expenses	£0.00	£270.00	£270.00
External Audit Fees	£378.00	£570.00	£192.00
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	£840.00	£1,750.00	£910.00
Training	£85.00	£150.00	£65.00
Sally Clarkes Lane Maintenance	£0.00	£3,000.00	£3,000.00

Plants and Maintenance	£1,236.29	£1,300.00	£63.71
Wi-Fi for Village Hall	£439.93	£500.00	£60.07
Mobile SID Maintenance	£0.00	£150.00	£150.00
Payroll Fees	£469.80	£750.00	£280.20
Poppies/Wreaths	£179.80	£380.00	£200.20
Bunting	£291.74	£1,500.00	£1,208.26
Chairs Allowance	£200.00	£250.00	£50.00
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 and Emails	£379.63	£471.00	£91.37
Sally Clarkes Meadow EARMARKED	£10,539.46	£80,000.00	£69,460.54
Unity Trust Bank Service Charge	£54.00	£100.00	£46.00
Contingency/Neighbourhood Plan	£734.16	£3,000.00	£2,265.84
Election Fees EARMARKED	£0.00	£531.50	£531.50
Wellness Grant EARMARKED	£500.00	£500.00	£0.00
<b>Includes Earmarked Budgets</b>	<b>£31,429.71</b>	<b>£121,549.50</b>	<b>£90,119.79</b>
<b>Excludes Earmarked Budgets</b>	<b>£20,390.25</b>	<b>£35,518.00</b>	<b>£15,127.75</b>

**Reminder:**

<sup>1</sup> £51,600 agreed in the 2025-2026 Budget  
£80,000 in total including the 2024-2025 Carry Over

**(iv) Explanation of Variances**

The Clerk reported that there were no virements to request at this meeting.

**(v) Unity Trust Bank - Bank Reconciliation as at 31<sup>st</sup> December 2025**

**RESOLVED**

**That the following Bank Reconciliation as at 31<sup>st</sup> December 2025, be approved:-**

<b>Bank Reconciliation 31st December 2025</b>	
<b>WYBUNBURY PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2026</b>	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st December 2025	£
Current Account Unity Trust Bank (20492216)	£10,246.99
Reserve Account Unity Trust Bank (20524896)	£108,441.81
Less: any unrepresented cheques	
Unity Trust Bank Current	
Unity Trust Bank Savings	£0.00
Add: any unbanked cash	
Unity Trust Bank Current	£0.00
Unity Trust Bank Reserve	£0.00
<b>Net bank balances as at 31st December 2025</b>	<b>£118,688.80</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	
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	£47,699.17
Unity Trust Bank Reserve	£1,735.65
Less: Payments in the year	
Unity Trust Bank Current	£31,429.71
Unity Trust Bank Reserve	£0.00
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£118,688.80</b>

**(vi) Unity Trust Bank Statements**

**RESOLVED**

**That the following Bank Statements, as circulated with the Report, be received:-**

- **Current Account Bank Statement (20492216) – 31<sup>st</sup> December 2025**
- **Instant Access Bank Statement (20524896) – 31<sup>st</sup> December 2025**

**11. HIGHWAYS MATTERS**

The Parish Council considered an update from Councillor Masser on the traffic statistics.

**RESOLVED**

- (i) **That the Clerk reminds the PCSO of the Parish Council's recent request for a greater police presence in the village;**
- (ii) **That the availability of Speed Gun training be advertised to residents on the Parish Council's Notice Boards**
- (iii) **That the Clerk reminds the PCSO that the Parish Council's speed gun needs to be returned.**

**12. CHESHIRE POLICE REPORT**

Councillor Howcroft reported that no updates had been received from Cheshire Police relating to Parish incidents.

**RESOLVED**

**That the Chair asks PCSO Jarvis for the details of the next Cluster Meeting.**

**13. PARISH COUNCILLOR REPORTS**

**(i) Tree Preservation Orders**

Further to the response received from Cheshire East Council, the Parish Council considered a proposal from the Chair in relation to purchasing plaques for the trees.

**RESOLVED**

- (a) **That the Clerk looks at various plaques and presents them to the next meeting for consideration.**
- (b) **That Councillor Buckingham submits a report to the next meeting, regarding a proposal and costings to relocate the bench.**

**14. DATE OF NEXT MEETING**

Members noted that the next meeting of the Parish Council would be held on Monday, 9th February 2026 at 7.30 pm at Wybunbury Village Hall.

**15. URGENT ITEMS**

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

**16. BUNTING**

The Chair reported that the village bunting would be removed in the next few days.

**RESOLVED**

**That the removal of the bunting, be approved.**

**17. DEFIBRILLATOR**

Councillor Clark reported that she had been advised that the Parish Council's defibrillator would need to be replaced in the next 12 months as its current components would no longer be supported.

**RESOLVED**

**That if surplus funding is available at end of year, a sum of £2,000.00 to be earmarked for a replacement defibrillator, be approved.**