

# Wybunbury Parish Council

8<sup>th</sup> December 2025

**Commenced:** 7.00 pm **Terminated:** 7.55 pm

**Present:** **Councillor Ellison-Jones (Chair)**  
**Councillors Clark, Denby, Edwards, Guilliard and Masser**

**Councillor Clowes – Cheshire East Councillor**

## 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Buckingham, Howcroft and Lightfoot.

### **RESOLVED**

**That, on behalf of the Parish Council, the Clerk writes to Councillor Lightfoot asking if he foresees the ability to return to the Parish Council in the New Year, due to his number of absences.**

## 2. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 10<sup>th</sup> November 2025 were approved as a correct record and signed by the Chair.

## 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 Clarke's Lane.

## 4. PARISH COUNCILLOR CO-OPTION

The Parish Council received a short presentation from Mr Graham Blackburn to support his expression of interest in joining the Parish Council.

### **RESOLVED**

**That Mr Blackburn be co-opted onto Wybunbury Parish Council. (For the purpose of Minutes, this decision was unanimous)**

## 5. PUBLIC FORUM

There were no members of the public in attendance.

At this juncture, the Chair changed the order of proceedings.

## 6. SALLY CLARKES LANE PROJECT

Councillor Denby reported that a Design Review Meeting was to be held on Thursday with RAB.

### **RESOLVED**

**That the report be noted.**

## 7. NEIGHBOURHOOD PLAN

Councillor Clowes reported that the modified Neighbourhood Plan boundary had been approved by Cheshire East Council. Councillor Clowes added that the contract had been confirmed with Urban Imprint, who were working on the first two phases of the contract, which would hopefully be returned to the Steering Group before Christmas.

### **RESOLVED**

**That the report be noted.**

## 8. BOROUGH COUNCILLOR'S REPORT

Councillor Clowes reported that the planning application for 126 Stocks Lane had been approved, and the design had been amended in light of the Parish Council's comments.

### RESOLVED

That the report be noted.

## 9. PLANNING MATTERS

Councillors Clark and Clowes reported that there were no new planning applications. Information was still awaited on the proposals for Bridge Street.

### RESOLVED

That the report be noted.

## 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 |
|--------------------------|---|----------|----------|
| Movement in Mind         | Payment of Grant                            |          | £500.00  |
| BT                       | Monthly fee                                 |          | £34.70   |
| Russ Bate                | Invoice 9                                   |          | £60.00   |
| Russ Bate                | Invoice 17                                  |          | £60.00   |
| M Clough                 | Microsoft 365 Reimbursement                 |          | £84.99   |
| Information Commissioner | Data Protection Fees. Registration ZC035377 |          | £47.00   |
| HugoFox                  | Emails                                      |          | £2.99    |
| M Clough                 | November Salary                             |          | £779.95  |
| Cheshire Pension Scheme  | November Pension                            |          | £226.05  |
| EE                       | SIM Card Final Payment                      |          | £30.00   |
| Unity Trust Bank         | Monthly fee                                 |          | £6.00    |
| HMRC                     | November PAYE/NI                            |          | £74.23   |
| M Clough                 | Printer ink subscription reimbursement      |          | £6.98    |

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

#### RESOLVED

(a) That the payments listed below, be approved;

(b) That the provision of .GOV emails for Councillors be considered at the next meeting.

| PAYEE                   | DETAILS   | £               |
|-------------------------|---|-----------------|
| Clerk                   | December Salary                                     | £780.15         |
| Cheshire Pension Scheme | Clerk December Subscription                         | £226.05         |
| HMRC                    | NI/PAYE December 2025                               | £74.03          |
| BT                      | Village Hall Wifi – monthly subscription            | £34.70          |
| Clerk                   | Monthly printer ink subscription for Parish Council | £6.98           |
| Unity Trust Bank        | December Service Charge                             | £6.00           |
| HugoFox                 | Monthly .GOV email charge                           | £2.99           |
| R Bate                  | Lengthsman Fees                                     | Approx. £120.00 |

**(iii) Budget Expenditure to 30<sup>th</sup> November 2025**

**RESOLVED**

**That the following Budget Heading Expenditure to 30<sup>th</sup> November 2025, be approved:-**

| <b>Budget Head</b>                          | <b>Total</b>      | <b>Budget Allocated</b> | <b>£ Difference</b> |
|---|-------------------|-------------------------|---------------------|
| Employee Salary                             | £6,132.86         | £10,500.00              | £4,367.14           |
| Employee Pension                            | £1,769.92         | £2,332.00               | £562.08             |
| Employer National Insurance/Employee PAYE   | £544.45           | £771.00                 | £226.55             |
| 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                      | £1,189.35         | £1,300.00               | £110.65             |
| Wi-Fi for Village Hall                      | £405.23           | £500.00                 | £94.77              |
| Mobile SID Maintenance                      | £0.00             | £150.00                 | £150.00             |
| Payroll Fees                                | £469.80           | £750.00                 | £280.20             |
| Poppies/Wreaths                             | £379.80           | £380.00                 | £0.20               |
| 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          | £2,898.18         | £5,000.00               | £2,101.82           |
| Website and Emails                          | £376.64           | £471.00                 | £94.36              |
| <sup>1</sup> Sally Clarkes Meadow EARMARKED | £6,385.06         | £80,000.00              | £73,614.94          |
| Unity Trust Bank Service Charge             | £48.00            | £100.00                 | £52.00              |
| 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>£26,104.45</b> | <b>*£35,518.00</b>      | <b>£9,413.55</b>    |

**Reminder:**

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

\* Excludes Earmarked Budget Heads

**(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 30<sup>th</sup> November 2025**

**RESOLVED**

**That the following Bank Reconciliation as at 30<sup>th</sup> November 2025, be approved:-**

|   |                    |
|---|--------------------|
| <b><u>Bank Reconciliation 30th November 2025</u></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 30th November 2025  | £                  |
| Current Account Unity Trust Bank (20492216)   | £15,477.90         |
| Reserve Account Unity Trust Bank (20524896)   | £107,847.47        |
| Less: any unpresented cheques   |                    |
| Unity Trust Bank Current  | £81.21             |
| 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 30th November 2025</b>   | <b>£123,244.16</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  | £47,523.61         |
| Unity Trust Bank Reserve  | £1,141.31          |
| Less: Payments in the year  |                    |
| Unity Trust Bank Current  | £26,104.45         |
| Unity Trust Bank Reserve  | £0.00              |
| <b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>        | <b>£123,244.16</b> |

**(vi) Unity Trust Bank Statements**

**RESOLVED**

**That the following bank statements, as circulated with the Report, be received:-**

- **Current Account Bank Statement (20492216) – 30<sup>th</sup> November 2025**
- **Instant Access Bank Statement (20524896) – 30<sup>th</sup> November 2025**

## **11. HIGHWAYS MATTERS**

The Parish Council considered an update from Councillor Masser on the traffic statistics. Concerns were raised over persistent speeding of up to 84mph on Bridge Street, in the early hours.

### **RESOLVED**

- (i) **That the Clerk writes to the police and requests a greater police presence in the village, in various locations, with additional speed gun checks;**
- (ii) **That the Clerk enquires with PCSO Jarvis about speed gun training, for all Parish Councillors.**

## **12. CHESHIRE POLICE REPORT**

In Councillor Howcroft's absence the Parish Council noted the updates received from Cheshire Police relating to Parish incidents.

### **RESOLVED**

**That the report be noted.**

## **13. PARISH COUNCILLOR REPORTS**

### **(i) Purchase of Bench and Tree – Councillor Guilliard**

Councillor Guilliard proposed the purchase of a bench and/or weeping willow tree to commemorate the significant impact on the residents, of a local gentleman who had recently passed away.

### **RESOLVED**

- (a) **That this proposal be agreed in principle, with an appropriate budget allocation;**
- (b) **That the finer details of the proposal are delegated to the Sally Clarkes Lane Working Group, when the site is ready.**

### **(ii) Planters and Bulbs**

Councillor Edwards provided a brief update on the planters and bulbs.

### **RESOLVED**

**That the update be noted.**

## **14. DATE OF NEXT MEETING**

The Parish Council noted that the next meeting would be held on Monday, 12th January 2026 at 7.30 pm at Wybunbury Village Hall.

## **15. URGENT ITEMS**

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

## **16. TREE PRESERVATION ORDER**

The Chair proposed that the Parish Council applies to Cheshire East Planning Authority, to protect with tree preservation orders, three oak trees, planted for the millennium, on the footpath between Main Road and Fields View Close.

### **RESOLVED**

**That the Clerk makes enquiries with Cheshire East Planning Authority, about this proposal.**