

Wybunbury Parish Council

13th April 2026

Commenced: 7.30 pm

Terminated: 8.40 pm

Present: Councillor Buckingham (Deputy Chair in the Chair)
Councillors Blackburn, Clark, Denby, Edwards, Guilliard, Howcroft,
Lightfoot and Masser

Councillor Clowes (part) – Cheshire East Councillor

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ellison-Jones.

2. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 9th March 2026 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 during any deliberations. She did not take part in the voting or discussions of any matters relating to Sally Clarkes Lane.

4. PUBLIC FORUM

There were no members of the public in attendance.

The Chair stated that he wished to discuss the following Items next on the Agenda, to enable Councillor Clowes to attend another meeting.

5. BOROUGH COUNCILLOR'S REPORT

Councillor Clowes reported on the following matters relating to the Parish:-

- A Planning enforcement notice had been requested for a property on Howbeck Crescent;
- An update was reported in relation to the Neighbourhood Plan Review;
- Listed building - The Cliff;
- An environmental inspection had been made at Sally Clarkes Meadow and no water voles were found to be present;
- There were no planning applications for Wybunbury;
- Councillor Clowes would ask a Road Safety Officer to make an inspection regarding road safety concerns on Dig Lane.

RESOLVED

That the report be noted.

6. SALLY CLARKES LANE PROJECT

Members were asked to ratify the approval of the circulated invoice to RAB, in the sum of £5,750.00 (+VAT) for the Project Management of the Scheme.

Councillor Denby added that RAB had successfully negotiated a contractor reduction for the pollarding of the trees in the sum of £2000.00. The FRAP was now submitted.

RESOLVED

That the payment of £5,750.00 (+VAT) to RAB Consultants, for the project management of the scheme, be approved.

7. NEIGHBOURHOOD PLAN

This item was considered under Minute 5.

8. PLANNING MATTERS

There were no planning matters to consider at this meeting.

9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS 2025-2026

The Parish Council noted that it was fully compliant in all elements of the formal Internal Audit for 2025-2026.

(i) AGAR Section 1 - Annual Governance Statement 2025-2026.

RESOLVED

That Section 1 of the Annual Governance Statement 2025-2026, as circulated, be approved.

(ii) AGAR Section 2 – Accounting Statements 2023-24.

RESOLVED That Section 2 of the AGAR, Accounting Statements 2025-2026, as circulated, be approved.

(iii) Annual Internal Audit Report 2025-2026.

RESOLVED

That the Annual Internal Audit Report 2025-2026, be received.

(iv) Detailed Internal Audit Report 2025-2026.

RESOLVED

That the detailed Internal Audit Report 2025-2026, be received.

10. FINANCE AND BUDGET 2026-2027

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
HugoFox	Emails		£20.99
BT	Monthly Fee		£34.70
M Clough	Printer ink subscription reimbursement		£6.98
R Bate	Invoice 36		£60.00
R Bate	Invoice 37		£65.00
R Bate	Invoice 39		£50.00
R Bate	Invoice 40		£60.00
28th SW Cheshire Scout Group	Donation towards Chamboree		£500.00
Debbie Denby	Reimbursement for Battery for Speed Gun		£33.21
Debbie Denby	Reimbursement for Hi-Viz Vests		£40.95
Debbie Denby	Reimbursement for Hi-Viz Vests		£17.55
Amberol	Two planters		£1,185.60
HugoFox	Emails		£20.99
M Clough	March Salary		£791.15
HMRC	March PAYE		£63.03
Cheshire Pensions	March Pension		£226.05

Unity Trust	Service Charge		£7.00
Unity Trust	Interest	£559.29	

(ii) Payment of Future Invoices and Reimbursements

RESOLVED

That the following payments be approved:-

PAYEE	DETAILS	£
Clerk	April Salary	£727.75
Cheshire Pension Scheme	Clerk April Subscription	£226.05
HMRC	NI/PAYE April 2026	£126.43
BT	Village Hall Wifi – monthly subscription	£34.70
Clerk	Monthly printer ink subscription for Parish Council	£6.99
Unity Trust Bank	April Service Charge	£7.00
HugoFox	April Monthly .GOV email charge	£20.99
R Bate	Lengthsman Fees	Approx. £120.00
CHALC	Affiliation Fees 2026-2027	£564.00

(iii) Budget Expenditure to 31st March 2026

RESOLVED

(a) That the following Budget Heading Expenditure to 31st March 2026, be approved;

(b) That for 2026-2027, a Reserve of £12,000.00, be approved.

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary	£9,159.66	£9,860.00	£700.34
Employee Pension	£2,674.12	£2,682.00	£7.88
Employer National Insurance/Employee PAYE	£934.37	£1,046.00	£111.63
Clerk Administration	£281.77	£285.00	£3.23
Room Hire	£0.00	£50.00	£50.00
Member Expenses	£0.00	£180.00	£180.00
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	£1,500.00	£1,750.00	£250.00
Training	£85.00	£150.00	£65.00
Sally Clarkes Lane Maintenance	£0.00	£3,000.00	£3,000.00
Plants and Maintenance	£1,389.77	£1,390.00	£0.23
Wi-Fi for Village Hall	£544.03	£580.00	£35.97
Mobile SID Maintenance	£0.00	£150.00	£150.00
Payroll Fees	£469.80	£750.00	£280.20
Poppies/Wreaths	£179.80	£300.00	£120.20
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	£442.60	£471.00	£28.40
Sally Clarkes Meadow EARMARKED	£10,539.46	£80,000.00	£69,460.54
Unity Trust Bank Service Charge	£73.00	£100.00	£27.00
Contingency/Neighbourhood Plan	£3,325.07	£3,000.00	-£325.07

Election Fees EARMARKED	£0.00	£531.50	£531.50
Wellness Grant EARMARKED	£500.00	£500.00	£0.00
Includes Earmarked Budgets	£38,281.80	£121,549.50	£83,267.70
Excludes Earmarked Budgets	£27,242.34	£35,518.00	£8,275.66

Reminder:

¹ £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 any variances would be taken from the underspent Budget Heads, and that a new budget commenced on 1st April 2026.

(v) Unity Trust Bank - Bank Reconciliation as at 31st March 2026

RESOLVED

That the following Bank Reconciliation as at 31st March 2026, be approved:-

Bank Reconciliation 31st March 2026	
WYBUNBURY PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st March 2026	£
Current Account Unity Trust Bank (20492216)	£3,394.90
Reserve Account Unity Trust Bank (20524896)	£109,001.10
Less: any unpresented 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
Net bank balances as at 31st March 2026	£112,396.00
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
CASH BOOK	
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	£2,294.94
Less: Payments in the year	
Unity Trust Bank Current	£38,281.80

Unity Trust Bank Reserve	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£112,396.00

(vi) Unity Trust Bank Statements

RESOLVED

That the following bank statements at the 31st March 2026, be received:-

- **Current Account Bank Statement (20492216) – 31st March 2026**
- **Instant Access Bank Statement (20524896) – 31st March 2026**

11. STATUE

Further to the last meeting (Minute 16 refers), the Parish Council considered the purchase of a female soldier, from the Chair's Allowance, in the sum of £200.00.

RESOLVED

That consideration of this matter, be deferred to the next meeting, so that the 2026-2027 Chair, can have the benefit of this Budget Head.

12. 20MPH SIGNS

RESOLVED

That Councillor Clowes be asked to add this matter to her Borough Councillor's Report, for discussion at the next meeting.

13. HIGHWAYS MATTERS

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

Thanks were extended to the speed watch volunteers, who were doing an excellent job.

RESOLVED

That the report be noted.

14. CHESHIRE POLICE REPORT

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

RESOLVED

That the report be noted.

15. PARISH COUNCILLOR REPORTS

(i) Plaque for Trees

RESOLVED

- (a) That Councillor Ellison-Jones be requested to propose a suitable plaque together with appropriate wording, for consideration at the next meeting.**
- (b) That Councillor Ellison-Jones be authorised to liaise with T. W. Heler to finalise arrangements for delivering and installing the stone at the appropriate location and securing the plaque.**

(ii) Speed Indicator Devices – Dig Lane and Stock Lane

Councillor Lightfoot requested a new project for the purchase and installation of Speed Indicator Devices for Dig Lane and Stock Lane.

RESOLVED

That the Clerk, to obtain a quote for a mobile Speed Indicator Device, from Elancity, and Councillor Masser to consider its suitability and report back to the next meeting.

(iii) Speed Gun

Members considered a request from Councillor Edwards for the purchase of another speed gun in the sum of £143.53.

RESOLVED

That the purchase of another speed gun in the sum of £143.53, by Councillor Edwards, be approved.

(iv) Plants for Planters

Members considered a request from Councillor Edwards for the purchase of two focal plants for the planters in the sum of £46.00.

RESOLVED

That the purchase of two focal plants for the planters in the sum of £46.00, by Councillor Edwards, be approved.

16. DATE OF NEXT MEETING

The Parish Council noted that the next meeting of the Parish Council would be held on Monday, 11th May 2026 at 7.30pm at Wybunbury Village Hall. This would be preceded by the Annual Parish Meeting, which would take place on 11th May 2026 at 7.00pm.

17. URGENT ITEMS

The Chair was of the opinion that the following item should be considered as a matter of urgency.

18. PURCHASE AND INSTALLATION OF BUNTING

RESOLVED

- (i) That the purchase of bunting, to a maximum of £750.00, by Councillor Clark, be approved;**
- (ii) That Councillor Blackburn be authorised to make arrangements for the safe installation and subsequent removal of the bunting, with removal to be completed by November 2026.**

19. EXEMPT BUSINESS

Members resolved that the following item of business was exempt from the press and public as it contained information relating to an individual.

20. ACCESS LICENCE

The Parish Council received an update from the Clerk, on the renewal of the Access Licence for the period 1st April 2026 - 31st March 2027, the payment of which was still outstanding.

RESOLVED

That the Clerk makes arrangements to send the documents to the resident, by Special Delivery.