

Wybunbury Parish Council

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4th May 2026

To the Members of Wybunbury Parish Council

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING** of the **Wybunbury Parish Council** to be held on **Monday, 11th May 2026 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. APPOINTMENT OF CHAIR

To appoint the Chair of Wybunbury Parish Council business for the 2026-2027 Municipal Year.

2. APPOINTMENT OF DEPUTY CHAIR

To appoint the Deputy Chair of Wybunbury Parish Council business for the 2026-2027 Municipal Year.

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members of the Parish Council

4. 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. If an interest (either directly or indirectly) is not declared, Members are reminded of the details contained within the Councillor Code of conduct.

5. 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.

6. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 13th April 2026 to be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). (Minutes circulated)

7. INTERNAL CONTROLS COMMITTEE – 13th APRIL 2026

To receive the Minutes of the Meeting of the Internal Controls Committee held on 13th April 2026 and to consider any recommendations contained therein. (Minutes circulated).

8. ACTION PLAN 2026-2027

To consider and approve the Action Plan recently recommended by the Internal Controls Committee. (Action Plan circulated)

9. GOVERNANCE 2026-2027

To approve the following Governance Documents:-

- (i) Standing Orders 2026-2027
- (ii) Financial Regulations 2026-2027
- (iii) Councillor Code of Conduct 2026-2027
- (iv) Councillor Officer Protocol 2026-2027
- (v) Publication Scheme 2026-2027
- (vi) GDPR Policy 2026-2027
- (vii) IT Policy 2026-2027
- (viii) Complaints Procedure 2026-2027
- (ix) Retention of Documents Policy 2026-2027
- (x) Risk Assessment 2026-2027
- (xi) Asset Register 2026-2027
- (xii) Terms of Reference Internal Controls Committee
- (xiii) Terms of Reference Sally Clarke's Lane Working Group

10. APPOINTMENT TO COMMITTEES/OUTSIDE BODIES/RESPONSIBILITIES

To consider the appointment of Councillors to the following internal and external Committees/Groups and to consider individual Member responsibilities (some groups may no longer be in existence):-

Wybunbury Village Hall Committee
Sally Clarke's Lane Working Group – 3 Members
Internal Controls Committee – 4 Members
Tower Trust Committee
Cemetery Maintenance Group
Shavington Triangle Representative
Wybunbury PC Estate Trustee
United Charities Committee
Planning responsibility
Planting and Environment responsibility
Highways responsibility
Events responsibility
Police Liaison

11. BOROUGH COUNCILLOR'S REPORT

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

12. SALLY CLARKES LANE PROJECT

To consider any updates on this project, and agree the next steps.

13. NEIGHBOURHOOD PLAN

To consider any update from the Neighbourhood Plan Steering Group and to agree the next steps.

14. FINANCE AND BUDGET 2026-2027

To consider a report of the Parish Clerk and Responsible Financial Officer. (Report circulated).

15. CIL MONIES

- (i) To note the Annual Report, as attached, that has been returned to the Borough Council;
- (ii) To note that the sum of £1,408.03 has been received for the following developments:-

25/1861/PRIOR-3Q	Land Off Wybunbury Lane, Formerly Nut Tree Farm Stapeley Nantwich, CW5 7HH	Wybunbury PC (NP Wybunbury Combined)	£367.55
20/2696N	The Farthings, London Road, Bridgemere, CW5 7PZ	Wybunbury PC (NP Wybunbury Combined)	£1,040.48

16. PLANNING MATTERS

Councillors Clark and Clowes to report on the following:-

- **New Planning Applications for Consideration**
- (i) **APPEAL UNDER SECTION 78**
Application Number: 25/1319/FUL
Location: ORCHARD BARN, 274 Newcastle Road, Blakelow, Nantwich, Cheshire East, CW5 7ET
Proposal: Change of Use from existing garage (with bedroom in loft space) to separate dwelling and single storey extension to provide living, kitchen and bedroom space to ground floor
Appeal comments deadline: 28th May 2026
- **Comments submitted under the provisions of the Standing Orders**
- (ii) **Application Reference Number:** 26/1304/PIP
Location: Land Off Bridge Street, Wybunbury, Cheshire East
Proposal: Permission in Principle for construction of up to six new dwellings.
Comments submitted attached.

17. CHESHIRE POLICE REPORT

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

18. HIGHWAYS REPORT

- (i) To receive a monthly update report from Councillor Masser and to consider any actions arising from the report;
- (ii) Community Speed Watch Signs – example circulated.

19. PARISH COUNCILLOR REPORTS

To consider the following reports from Members of the Parish Council:-

- (i) **Plaque for Trees-** The Chair to propose an appropriate plaque with suitable wording.
- (ii) **Speed Indicator Devices – Dig Lane and Stock Lane -** Councillor Massey to advise and update.
- (iii) **Bedding Plants for Planters -** To consider a proposal from Councillor Edwards (attached).

20. DATES OF MEETINGS

To note that the meetings of the Parish Council for the 2026-2027 Municipal Year are as follows (all meetings to be held at 7.30 pm at Wybunbury Village Hall):-

8th June 2026

13th July 2026

10th August 2026

14th September 2026

12th October 2026

9th November 2026

14th December 2026

11th January 2027

8th February 2027

8th March 2027

12th April 2027

10th May 2027 – Annual Parish Meeting to be held at 7.00 pm
Annual Meeting of the Parish Council to be held at 7.30 pm

21. 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.