

# Wybunbury Parish Council

10<sup>th</sup> November 2025

Commenced: 7.30 pm

Terminated: 8.50 pm

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

Councillor Clowes – Cheshire East Councillor

There was one member of the public in attendance

## 1. MINUTE SILENCE

The Parish Councillors observed a minute's silence to pay their respects for Remembrance Day.

## 2. APOLOGIES FOR ABSENCE

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

## 3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 13<sup>th</sup> October 2025 were approved as a correct record and signed by the Chair.

## 4. MINUTES – INTERNAL CONTROLS COMMITTEE

The Minutes of the Meeting of the Internal Controls Committee held on 13<sup>th</sup> October 2025, were received.

## 5. 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.

## 6. PUBLIC FORUM

There were no matters raised in the Public Forum.

## 7. BOROUGH COUNCILLOR'S REPORT

Councillor Clowes reported that she had received complaints from two residents regarding the bunting, who had requested that it be removed.

## 8. NEIGHBOURHOOD PLAN

The Parish Council considered a report from the Neighbourhood Plan Steering Group and Councillor Clowes reported on quotes received from various Planning Consultants, to review the existing Neighbourhood Plan.

Councillor Clowes added that at the next Environment and Communities Committee (Cheshire East Council) there would be another call for sites throughout the Borough, for development land. Although numerous sites had already been identified in Wybunbury, it was likely that even more sites would be submitted.

## RESOLVED

That the quote from Urban Imprint, in the sum of £2,980.00 for the first 5 stages of work to review the existing Neighbourhood Plan, as detailed in their comprehensive quotation, be approved, the cost of which would be shared between the Wybunbury Combined Parish Councils in accordance with each Taxbase.

## 9. SALLY CLARKES LANE PROJECT

Councillor Denby reported that the collapsible bollards were now installed by the Chair and Councillor Masser, and digital padlocks had been secured to the bollards.

### RESOLVED

**That the report be noted.**

## 10. PLANNING MATTERS

Councillors Clark and Clowes reported on the following new applications (applications circulated) and the Parish Council agreed comments for submission.

(i) **Application Number:** 25/3819/FUL

**Location:** 31 Bridge Street, Wybunbury, Nantwich, Cheshire East, CW5 7NE

**Proposal:** We propose to change the use of our annex connected to our main house to use it for occasional/short holiday lets. (There would be no structural changes to this property whatsoever the building will remain the same as in the original plans.) This would mean a change of use from C3 (dwelling houses) to C1 (Hotels, boarding and guest houses) in addition to removing condition number 5 on the original permission granted, which states: The occupation of the annex shall be limited to a close relative or dependent of the occupier of the main dwelling. It shall not be sold or occupied as a separate dwelling at any time. Variation to the approved plans will require the submission of a new planning application. (5/08/2009)

### RESOLVED

**That this application be supported, subject to conditions.**

(ii) **Application Number:** 25/4137/CLPUD

**Location:** 56 Stock Lane, Wybunbury, Nantwich, Cheshire East, CW5 7EX

**Proposal:** Certificate of lawful development for proposed loft conversion and single storey rear extension.

### RESOLVED

**That this application be supported, subject to conditions.**

## 11. FINANCE AND BUDGET 2025-2026

Members 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
Russell Ellison-Jones	Wreath Reimbursement		£78.60
Russell Ellison-Jones	Poppies Reimbursement		£95.00
BT	Monthly fee		£34.70
Russell Ellison-Jones	Refund of amended invoice 75	£6.00	
Russell Ellison-Jones	Statue Reimbursement		£200.00
Amberol	Planters		£1,118.40
Start Traffic LTD	Posts		£341.90
Russ Bate	Invoice 5		£60.00
Russ Bate	Invoice 80		£60.00
Russell Ellison-Jones	Postage Reimbursement invoice 75		£6.20

Debbie Denby	Reimbursement for Padlocks		£45.56
HMRC	VAT Refund	£1,852.49	
HugoFox	Emails		£2.99
M Clough	Printer ink subscription reimbursement		£6.98
M Clough	October Salary		£764.70
HMRC	October PAYE/NI		£67.17
Cheshire Pension	October Pension		£220.55
Unity Trust Bank	Monthly fee		£6.00
Shires Accountants	Payroll Services		£21.00

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

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

<b>PAYEE</b>	<b>DETAILS</b>	<b>£</b>
Clerk	November Salary	£779.95
Cheshire Pension Scheme	Clerk November Subscription	£226.05
HMRC	NI/PAYE November 2025	£74.23
BT	Village Hall Wifi – monthly subscription	£34.70
Clerk	Monthly printer ink subscription for Parish Council	£6.98
Unity Trust Bank	November Service Charge	£6.00
HugoFox	Monthly .GOV email charge	£2.99
R Bate	Lengthsman Fees	Approx. £120.00

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

- (a) That the Budget Heading Expenditure, detailed below, to 31<sup>st</sup> October 2025, be approved;**  
**(b) That the Chair be authorised to purchase a second female soldier for the Parish, in the sum of £200.00, from his Chair's Allowance.**

<b>Budget Head</b>	<b>Total</b>	<b>Budget Allocated</b>	<b>£ Difference</b>
Employee Salary	£5,352.91	£10,500.00	£5,147.09
Employee Pension	£1,543.87	£2,332.00	£788.13
Employer National Insurance/Employee PAYE	£470.22	£771.00	£300.78
Clerk Administration	£121.86	£270.00	£148.14
Room Hire	£0.00	£50.00	£50.00
Member Expenses	£0.00	£270.00	£270.00
External Audit Fees	£378.00	£1,000.00	£622.00
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	£720.00	£1,750.00	£1,030.00
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	£1,000.00	-£189.35
Wi-Fi for Village Hall	£340.53	£500.00	£159.47
Mobile SID Maintenance	£0.00	£150.00	£150.00
Payroll Fees	£448.80	£750.00	£301.20

Poppies/Wreaths	£379.80	£350.00	-£29.80
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	£373.65	£371.00	-£2.65
Sally Clarkes Meadow EARMARKED	£6,385.06	£80,000.00	£73,614.94
Unity Trust Bank Service Charge	£42.00	£100.00	£58.00
Contingency/Neighbourhood Plan	£734.16	£3,000.00	£2,265.84
Election Fees EARMARKED	£0.00	£531.50	£531.50
Wellness Grant EARMARKED	£0.00	£500.00	£500.00
	<b>£24,170.56</b>	<b>£35,518.00</b>	<b>£11,347.44</b>

**Members were reminded that:-**

£51,600 was agreed in the 2025-2026 Budget

£80,000 was the total including the 2024-2025 Carry Over

**(iv) Explanation of Variances**

**RESOLVED**

**That the following virements from the External Audit Budget Head, be approved:-**

- (i) £300.00 to Plants and Maintenance Budget Head
- (ii) £30.00 to Poppies/Wreaths Budget Head
- (iii) £100.00 to Website Budget Head, to be called Website & Emails.

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

**RESOLVED**

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

<b>Bank Reconciliation 31st October 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 October 2025	£
Current Account Unity Trust Bank (20492216)	£17,337.56
Reserve Account Unity Trust Bank (20524896)	£107,847.47
Less: any unpresented cheques	
Unity Trust Bank Current	£27.98
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 September 2025</b>	<b>£125,157.05</b>
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>	

<b>CASH BOOK</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	£24,191.56
Unity Trust Bank Reserve	£0.00
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£125,157.05</b>

**(vi) Unity Trust Bank Statements**

**RESOLVED**

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

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

**12. DRAFT BUDGET AND PRECEPT 2026-2027**

The Clerk presented a Budget and Precept Report for 2026-2027.

Members thoroughly deliberated the additional costs associated with the Neighbourhood Plan Review, and agreed that this was a necessary new Budget Head to ensure statutory protections against opportunistic, unplanned and/or unsustainable planning development. Furthermore, the 25% Community Infrastructure Levy previously received by the Parish Communities as a result of having a “made” Neighbourhood Plan, had significantly benefitted Wybunbury.

**RESOLVED**

- That the 2026-2027 Budget, as Appended to these Minutes, be approved;
- That a Precept for 2026-2027, based on the Appended Budget, in the sum of £44,206.50, be approved;
- That the appointment of the existing Lengthsman (R Bate) be approved for 2026-2027;
- That the appointment of the existing payroll provider (Shires Accountants) be approved for 2026-2027;
- That the appointment of the existing Internal Auditor (Davenport Accountants) be approved for 2025-2026.

**13. GOVERNANCE**

**RESOLVED**

That the IT Policy, as circulated with the Agenda, be approved.

**14. HIGHWAYS MATTERS**

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

**RESOLVED**

That the Chair to send peak traffic speeds to PCSO Nick Jarvis.

At this juncture, the Chair changed the order of items under discussion.

**15. CHESHIRE POLICE REPORT**

The Chair reported that the recent Police Cluster Meeting had been attended by Councillor Masser and himself, and a brief report was given to the Parish Council.

**RESOLVED**

**That the report be noted.**

**16. BUNTING**

The Clerk reported that she had recently received complaints regarding the condition and safety of the bunting and sought a decision from the Parish Council on whether it should be removed.

The Chair reported that the bunting had been inspected, he had been advised that it was safe and it was not attached to any public utility posts.

**RESOLVED**

**That the bunting should remain in-situ until further notice.**

**17. PARISH COUNCILLOR REPORTS**

**(i) Purchase of Compost and Plants for the Planters**

The Parish Council considered a Notice of Motion from Councillor Edwards requesting the purchase of compost and plants for the new planters, in the sum of £197.86.

**RESOLVED**

**That the purchase of compost and plants in the sum of £197.86, be approved.**

**18. DATE OF NEXT MEETINGS**

The Members noted that the next meeting of the Parish Council would be held on Monday, 8th December 2025 at **7.00 pm** at Wybunbury Village Hall.

**19. URGENT ITEMS**

There were no items that the Chair was of the opinion should be considered as a matter of urgency.

**Wybunbury Parish Council  
Budget  
2026-2027**

<b>Budget Head</b>	<b>Budget 2026-2027</b>
Employee Salary (Net)	£10,800.00
Pension Contributions	£2,800.00
National Insurance/PAYE	£900.00
Clerk Administration	£200.00
Room Hire	£50.00
External Audit Fees	£1,000.00
Internal Audit Fees	£300.00
Parish Council Insurance	£1,700.00
CHALC and CCA Subscriptions	£650.00
Lengthsman	£1,750.00
Training	£150.00
Plants and Maintenance	£1,500.00
Wi-Fi for Village Hall	£650.00
Payroll Fees	£675.00
Poppies/Wreaths	£250.00
Bunting	£1,000.00
Chairs Allowance	£250.00
Bus Shelter EARMARKED	£7,500.00
Website	£300.00
Sally Clarkes Meadow EARMARKED	£7,000.00
Unity Trust Bank Service Charge	£100.00
Contingency/Neighbourhood Plan	£650.00
Neighbourhood Plan	£3,500.00
Election Fees EARMARKED	£531.50
<b>TOTAL</b>	<b>£44,206.50</b>