Wybunbury Parish Council

12th October 2026

Commenced: **7.30 pm** **Terminated:** **9.05 pm**

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

Councillor Clowes – Cheshire East Councillor

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Blackburn and Masser.

2. MINUTES

Councillor Buckingham reported that he disagreed with the decision recorded under Minute 17 (Appraisal Training), stating that he believed approval had been given for Councillor Ellison-Jones to attend the training. The Clerk advised that the Minutes correctly recorded the Parish Council's decision, which authorised only Councillor Denby to attend. Councillors Denby, Edwards and Howcroft agreed that the Minutes accurately reflected the decision made. The remaining Councillors did not vote on their accuracy.

The Chair declined to sign the Minutes as a correct record. The Deputy Chair indicated that he would sign the Minutes if the Clerk first read out the wording she intended to record in these Minutes. The Clerk declined.

RESOLVED
That consideration of the Minutes be deferred to the next meeting.

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.

5. BOROUGH COUNCILLOR'S REPORT

Councillor Clowes reported on the following matters relating to the Parish.

- Play area
- Hedges
- Dog fouling on Wybunbury Park Field and around Wybunbury Moss

In relation to dog fouling, Members agreed to consider refreshing the existing signage.

RESOLVED
That the report be noted.

6. SALLY CLARKES LANE PROJECT

Councillor Denby reported that the FRAP permit had now been granted and received, and that work would possibly commence in March/April 2027.

Councillor Howcroft reported that the work agreed to be carried out on the site at the last meeting of the Parish Council, had been completed.

RESOLVED
That the report be noted.

7. NEIGHBOURHOOD PLAN REVIEW

Councillor Clowes reported that the surveys had been hand delivered and thanked everyone involved.

The Cheshire Wildlife Trust report had now been received. Further works were still required from Urban Imprint which would incur additional costs.

RESOLVED

(i) That payment of the outstanding invoices from Cheshire Wildlife Trust and Cheshire Community Action be made by the Clerk, upon receipt.

(ii) That the further work required by Urban Imprint, together with the associated additional costs incurred, be approved, and that consideration be given to including an allocation within the next year's budget to meet such costs.

8. GOVERNANCE MATTERS

RESOLVED

That the following policies, circulated with the Agenda, be approved:-

(i) Disciplinary Policy 2026-2027

(ii) Grievance Policy 2026-2027

9. PLANNING MATTERS

Councillor Clowes reported on the following planning application:-

- **New Planning Application**

(i) **Application Reference Number:** 26/3438/NMA
Location: CAMELLIA HOUSE, 24 Dig Lane, Wybunbury, Nantwich, Cheshire East, CW5 7EZ
Proposal: Non-material amendment to approval 23/3615N: First floor extension to side over existing garage, single storey extension to front and changes to elevations
Applicant:
RESOLVED
That the planning application 26/3438/NMA, be noted and no comments be submitted.

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
BT	Village Hall Wifi		£39.53
Lloyds Bank	Credit card fee		£3.00
PKF Littlejohn	External Audit Fee		£252.00
HugoFox	Emails INV-32602		£20.99
Hiscox	Refund of Insurance Excess	£250.00	
Cheshire Pensions	September Pension		£217.68
HMRC	PAYE/NI for September		£243.63
M Clough	September Salary		£610.55
Russ Bate	Invoice 11		£60.00
Russ Bate	Invoice 15		£60.00

Russ Bate	Invoice 16		£70.00
Russ Bate	Invoice 17		£60.00
Russ Bate	Invoice 20		£60.00
Unity Trust Bank	Service Charge		£7.00
Unity Trust Bank	Interest	£538.35	

(ii) Payment of Future Invoices and Reimbursements
RESOLVED
That the following payments, be approved:-

PAYEE	DETAILS	£
Clerk	October Salary	£610.55
Cheshire Pension Scheme	Clerk October Subscription	£217.68
HMRC	NI/PAYE October 2026	£243.63
BT	Village Hall Wifi – monthly subscription	£39.53
Unity Trust Bank	October Service Charge	£7.00
Lloyds Bank	October Service Charge for Corporate Bank Card	£3.00
HugoFox	October Monthly .GOV email charge	£20.99
R Bate	Lengthsman Fees	Approx. £120.00

(iii) Budget Expenditure to 30th September 2026
RESOLVED
(a) That the following Budget Heading Expenditure to 30th September 2026, be approved.
(b) That the allocation of the donation from Guinness in the sum of £500.00 to the Plants and Maintenance Budget, be approved.
(c) That the allocation of the Refund of Insurance Excess in the sum of £250.00 to the Plants and Maintenance Budget, be approved.
(d) That the increase of the total allocation to the Plants and Maintenance Budget to £2,250.00, be approved.

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary (Net)	£3,706.90	£8,400.00	£4,693.10
Pension Contributions	£1,306.08	£2,800.00	£1,493.92
National Insurance/PAYE	£1,418.18	£3,300.00	£1,881.82
Clerk Administration	£44.35	£200.00	£155.65
Room Hire	£0.00	£50.00	£50.00
External Audit Fees	£252.00	£1,000.00	£748.00
Internal Audit Fees	£275.65	£300.00	£24.35
Parish Council Insurance	£1,647.08	£1,700.00	£52.92
CHALC and CCA Subscriptions	£572.00	£650.00	£78.00
Lengthsman	£850.00	£1,750.00	£900.00
Training	£0.00	£150.00	£150.00
Plants and Maintenance	£582.07	£2,000.00	£1,417.93
Wi-Fi for Village Hall	£258.70	£650.00	£391.30
Payroll Fees	£227.40	£675.00	£447.60
Poppies/Wreaths	£0.00	£250.00	£250.00
Bunting	£219.50	£1,000.00	£780.50
Chairs Allowance	£0.00	£250.00	£250.00
Website/Emails	£269.80	£300.00	£30.20
Unity Trust Bank/Lloyds Bank Service Charge	£45.00	£100.00	£55.00
Contingency/Neighbourhood Plan	£140.64	£650.00	£509.36

Defibrillator	£0.00	£2,000.00	£2,000.00
Neighbourhood Plan	£1,221.66	£3,500.00	£2,278.34
Election Fees EARMARKED	£0.00	£531.50	£531.50
Bus Shelter EARMARKED	£0.00	£7,500.00	£7,500.00
Sally Clarkes Meadow EARMARKED	£12,428.35	£79,461.00	£67,032.65
Includes Earmarked Budgets	**£25,465.36**	**£119,167.50**	**£93,702.14**
Excludes Earmarked Budgets	**£13,037.01**	**£31,675.00**	**£18,637.99**

Sally Clarkes Meadow Earmarked Notes
Balance available at the end of 2025-2026 = £69,460.54
Additional £7,000 agreed in 2026-2027 Budget
Additional £3,000 agreed on 13/07/2026
Total Balance available for Project at 01/10/2026 = £67,032.65

(iv) Explanation of Variances
There were no variances to report to this meeting but Members noted that the Total Budget had increased by £2,000.00 as a new Budget Head had been created for the Defibrillator.

(e) Unity Trust Bank - Bank Reconciliation as at 30th September 2026
RESOLVED
That the following Bank Reconciliation as at 30th September 2026, be approved:-

Bank Reconciliation 30th September 2026		
WYBUNBURY PARISH COUNCIL		
Financial year ending 31 March 2027		
Prepared by: Muna Clough, Parish Clerk & RFO		
Balance per bank statements as at 30th September 2026		£
Current Account Unity Trust Bank (20492216)		£25,047.02
Reserve Account Unity Trust Bank (20524896) **RESERVES £12,000.00**		£110,069.37
Less: any unpresented cheques		
Unity Trust Bank Current		
Unity Trust Bank Savings		
Add: any unbanked cash		
Unity Trust Bank Current		£0.00
Unity Trust Bank Reserve		£0.00
Net bank balances as at 30th September 2026		**£135,116.39**
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 2026		£3,394.90

Unity Trust Bank Reserve 20524896 - 1st April 2026		£109,001.10
Add: Receipts in the year		
Unity Trust Bank Current		£48,157.96
Unity Trust Bank Reserve		£1,068.27
Less: Payments in the year		
Unity Trust Bank Current (includes return of CIL monies @ £1,040.48)		£26,505.84
Unity Trust Bank Reserve		£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above		**£135,116.39**

(f) Unity Trust Bank Statements
RESOLVED
That the following bank statements, as circulated with the report, be approved

- **Current Account (20492216) – 30th September 2026**
- **Instant Access (20524896) – 30th September 2026**

11. CHESHIRE POLICE REPORT
Councillor Howcroft reported on updates from Cheshire Police relating to Parish incidents.

RESOLVED
That the report be noted.

12. HIGHWAYS MATTERS
RESOLVED
That consideration of this matter be deferred.

13. BUNTING
Further to the last meeting, Minute 13(iii) refers, the Parish Council noted that the bunting was still in-situ and had not been removed. Members considered whether a different contractor should be approached to remove the bunting.

RESOLVED
That Councillor Blackburn be asked to confirm whether the bunting can be removed by 8 November and, should this not be possible, arrangements be made for a contractor to undertake the work.

14. ALLOCATION OF MEMORIAL STONE AND PLAQUE
Further to Minute 15 of the meeting held on 13 April 2026, R Heler had advised that no contact had yet been made regarding arrangements for the delivery of the stone, and the fitting of the memorial plaque.
RESOLVED
That Councillor Ellison-Jones to consult with Parish Councillors on the wording of the plaque and to make arrangements with R Heler for the delivery and installation of the stone.

15. PARISH COUNCILLOR REPORTS
The Parish Council considered the following Parish Councillor reports:-

(i) **Graveyard Flags**
The Parish Council considered a Notice of Motion by Councillor Edwards proposing the purchase of marker flags to identify hidden gravestones in the churchyard.

RESOLVED
That the proposal as detailed in the report circulated, be approved.

(ii) **Lengthsman**
The Parish Council considered a Notice of Motion by Councillor Edwards seeking approval for the Parish Council's Lengthsman to undertake additional work associated with replacing the existing wooden planters.

RESOLVED
That the proposal as detailed in the report circulated, be approved.

(iii) **Purchase of Bulbs for Planters**
The Parish Council considered a Notice of Motion by Councillor Edwards seeking approval for the purchase of approximately 1000 dwarf narcissi bulbs for the planters.

RESOLVED
That the proposal as detailed in the report circulated, be approved.

(iv) **Defibrillator**
Further to Minute 13(v) of the last meeting, Councillor Clark reported that the Guardian of the defibrillator, as recorded on The Circuit was Mr Tony Peake, who also checked the defibrillator monthly. Mr Peake was happy to remain the Guardian, when a replacement defibrillator was purchased.

RESOLVED
That options for the provision of a suitable replacement defibrillator be considered at a future meeting.

16. APPRAISAL MATTERS
The Parish Council considered a Notice of Motion submitted by Councillor Denby seeking approval for:
(i) Appraisal Training for Councillors Denby, Edwards and Howcroft; and
(ii) The establishment of an Appraisal Panel/Personnel Committee, with Councillors Denby, Edwards and Howcroft appointed to its membership.

Concerns were raised that the Chair had already been booked onto Appraisal Training prior to the commencement of the previous meeting and that this had not been disclosed when approval was sought from the Parish Council. The request for the Chair to attend the training was refused by the Parish Council but despite that decision, the booking was continued and an attempt was sought to pass the associated expenditure, to the Parish Council. The Clerk therefore advised the Chair and Deputy Chair to consider whether by reason of potential bias or predetermination, they had interests to declare which would require their withdrawal from the discussion. Both Councillors however, confirmed that they did not consider that they had any interests to declare.

RESOLVED
(i) That Appraisal Training for Councillors Denby, Edwards and Howcroft, be approved.
(ii) That a Personnel Committee, with the appointment of Councillors Denby, Edwards and Howcroft to its Membership, be approved.

For the purpose of the Minutes, Councillors Denby, Edwards, Howcroft and Lightfoot voted in favour of the proposals. Councillors Clark, Ellison-Jones and Guilliard abstained from voting. Councillor Buckingham voted against the proposals.

At this juncture, Councillor Buckingham reported that he was resigning from the Parish Council with effect from the conclusion of this meeting. Members noted his resignation.

17. DATE OF NEXT MEETING

The Parish Council noted that the next meeting would be held on 9th November 2026 at 7.30 pm at Wybunbury Village Hall

18. URGENT ITEMS

The Chair raised the following matters.

19. VILLAGE HALL COMMITTEE

Members noted that the Village Hall Committee was seeking new volunteers to assist with the running of Wybunbury Village Hall and agreed to encourage local residents to become involved.

20. THANKS

The Chair extended his thanks to Councillor Buckingham for his work for the Parish Council during his tenure.