

Wybunbury Parish Council

14th July 2025

Commenced: 7.30 pm

Terminated: 8.55 pm

Present: Councillor Ellison-Jones (Chair)
Councillors Buckingham (part), Clark, Edwards, Guilliard, Howcroft (part) and Masser

Councillor Clowes – Cheshire East Councillor

1 Member of the Public was in attendance from 8.00pm

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Denby and Lightfoot.

RESOLVED

That a request from Councillor Lightfoot, for a three month extension to his Parish Council term due to ill health, be approved.

2. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 9th June 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. She did not take part in the voting or discussions of any matters relating to Sally Clarke's Lane. The Parish Council granted Councillor Clark an ongoing dispensation to enable her to remain in the meeting during consideration of the item.

The Chair expressed an interest in any matters relating to the Playing Field Car Park, as he was a direct neighbour of the land.

4. PUBLIC FORUM

There were no Members of the Public in attendance at this juncture of the meeting.

The Chair moved the order of the items on the Agenda, at this stage of the meeting.

5. SALLY CLARKES LANE PROJECT

(i) Councillor Clowes reported on a meeting with Councillor Howcroft and RAB. The RAB representative had met with the Environment Agency Biodiversity Officer who had raised a number of queries, including:-

- The justification for rock mattresses without a better evidence base for disturbing the bank. Whilst the Parish Council could proceed with the original proposal, there would likely be significant delays with some compromises.
- The Environment Agency was however, open to a 'greener' solution.
- RAB therefore suggested reprofiling the bank and installing coir matting (without the additional mesh) so it was shallower which would prevent undercutting, collapse and subsequent bank retreat.
- After the reprofiled bank, RAB suggested a berm (flat land after the first slope) which could be used by the Parish Council for the informal amphitheatre/classroom or anything else. Whilst this area would flood periodically, it would remain dry for the majority of the time.

- RAB suggested partially vegetating the berm for the additional stabilisation/biodiversity gain.
- The implementation of fascine/faggots (live willow branches) which were driven into the channel bed and bank with stakes and grow roots into the bank both stabilising the bank and absorb power of the water were also proposed.

Councillor Clowes added that she had raised concerns to RAB about reprofiling given the uncertainty regarding what was beneath the banks, i.e. highway drains, other services and infrastructure, as well as concerns for access for maintenance of the faggots/fascine if fencing was to be there.

Councillor Clowes concluded that RAB had confirmed that the cost of the reprofiling would be no more than the original quote, and might possibly be less.

RESOLVED

That the proposal be approved and the Clerk to notify RAB.

- (ii) Councillor Clowes reported that the first root treatment had taken place. Whilst it didn't appear to be very effective at the moment, she had notified ANSA and they had agreed to examine progress in a month.

RESOLVED

That the report be noted.

6. BOROUGH COUNCILLOR'S REPORT

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

- The planning application on Bridge Street had been "Called in".
- The planning application for Orchard Barn was not in Wybunbury Parish or Wybunbury Ward.
- The Wybunbury playing field site been made safe on 26/06/25 following the collapse of a tree on the boundary.
- The Government had withdrawn Locality Funding for Neighbourhood Plans, but it was clear that the Parish Council needed to update its Neighbourhood Plan. Cheshire East Council had been inundated with speculative planning applications, and it was suggested that at least two Councillors from Wybunbury Parish Council be approved as representatives to sit on a joint Steering Group with Doddington and District, Hough and Chorlton and Hatherton and Walgherton Parish Councils, to consider updating the Neighbourhood Plan. Councillor Clowes recommended that the Parish Council considers its financial position in relation to funding a review of its Neighbourhood Plan as soon as possible.

RESOLVED

- (i) **That a Review of the Parish Council's Finances, to enable a Review of the Neighbourhood Plan, be considered at the next meeting;**
- (ii) **That at least two Members of the Parish Council be appointed to serve on a Neighbourhood Plan Steering Group to represent Wybunbury Parish Council, at a future meeting.**

7. PLANNING MATTERS

Councillor Clark reported on the following planning applications:-

- New Planning Applications

The following planning application was considered under the Standing Orders (details circulated):-

- (i) **Application Number:** 25/1952/HOUS
Location: 36 Howbeck Crescent, Wybunbury, Nantwich, Cheshire East, CW5 7NX
Proposal: Proposed single storey extension to rear together with internal alterations (re-submission of 24/5070/HOUS)
- An objection was submitted in relation to the following application, as per the decision of the last meeting of the Parish Council (details circulated).
- (ii) **Application Number:** 25/2024/PIP
Proposal: Permission in Principle for the construction of up to six new dwellings.
Location: Land Off Bridge Street, Wybunbury, Cheshire East,

8. BUS SHELTER

Councillor Ellison-Jones asked Members to consider the viability of this project during this Financial Year.

RESOLVED

That Councillors Clark and Edwards to look into the viability of this Project and report back to the Parish Council.

9. 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
M Clough	Reimbursement for Stamps		£6.96
R Bate	Invoice 35		£60.00
R Bate	Invoice 43		£60.00
BT	Monthly fee		£34.70
CHALC	Training for Councillor Clark		£35.00
M Clough	Printer ink subscription reimbursement		£6.98
Stuart Howcroft	Reimbursement for plants		£70.95
HugoFox	New website		£226.80
CHALC	Chairmanship Training Councillor Buckingham		£25.00
Cheshire Community Action	Annual Subscription		£50.00
HugoFox	Annual Subscription - Bronze		£143.86
M Clough	June Salary		£745.34
Cheshire Pension	June Pension		£213.65
HMRC	June PAYE/NI		£58.54
Unity Trust Bank	Interest	£563.31	
Unity Trust Bank	Monthly fee		£6.00

(ii) Payment of Invoices and Reimbursements

RESOLVED

That the following payments be approved:-

PAYEE	DETAILS	£
Clerk	July Salary	£745.34
Cheshire Pension Scheme	Clerk Pension July	£213.65
HMRC	NI/PAYE July 2025	£58.54
BT	Village Hall Wifi – monthly subscription	£34.70
Clerk	Monthly printer ink subscription for Parish Council	£6.98
Unity Trust Bank	July Service Charge	£6.00
R Bate	Lengthsman Fees	Approx. £120.00
Clerk	Petrol Reimbursement for Notices:- 2 nd December 2024 – 21.6 miles 6 th January 2025 – 21.6 miles 3 rd February 2025 – 21.6 miles 3 rd March 2025 – 21.6 miles 20 th March 2025 – 21.6 miles (Election Notices) 7 th April 2025 – 21.6 miles 5 th May 2025 – 21.6 miles Total = 151.2 miles @ 0.45p per mile	£68.04

(iii) Budget Expenditure to 30th June 2025

RESOLVED

That the following Budget Heading Expenditure to 30th June 2025, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary	£2,236.22	£10,500.00	£8,263.78
Employee Pension	£640.95	£2,332.00	£1,691.05
Employer National Insurance/Employee PAYE	£175.42	£771.00	£595.58
Clerk Administration	£25.90	£320.00	£294.10
Room Hire	£0.00	£50.00	£50.00
Member Expenses	£0.00	£270.00	£270.00
External Audit Fees	£0.00	£1,000.00	£1,000.00
Internal Audit Fees	£262.50	£300.00	£37.50
Parish Council Insurance	£1,528.03	£1,528.03	£0.00
CHALC and CCA Subscriptions	£624.90	£621.97	-£2.93
Lengthsman	£240.00	£1,750.00	£1,510.00
Training	£60.00	£150.00	£90.00
Sally Clarkes Lane Maintenance	£0.00	£3,000.00	£3,000.00
Plants and Maintenance	£70.95	£1,000.00	£929.05
Wi-Fi for Village Hall	£101.03	£500.00	£398.97
Mobile SID Maintenance	£0.00	£150.00	£150.00
Payroll Fees	£218.40	£750.00	£531.60
Poppies/Wreaths	£0.00	£350.00	£350.00
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	£138.18	£5,000.00	£4,861.82
Website	£370.66	£325.00	-£45.66
Sally Clarkes Meadow EARMARKED	£5,073.60	£51,600.71	£46,527.11
Unity Trust Bank Service Charge	£18.00	£100.00	£82.00
Contingency	£267.60	£3,000.00	£2,732.40

Election Fees EARMARKED	£0.00	£531.50	£531.50
	£12,344.08	£35,518.00	£23,173.92

(iv) **Explanation of Variances**
RESOLVED

- (a) That the transfer of £46.00 from the Clerk's Administration Budget to the Website Budget, to balance the overspend in the Website Budget Head, be approved.
- (b) That the transfer of £3.00 the Clerk's Administration Budget to the CHALC and CCA Subscriptions Budget, be approved.

(v) **Unity Trust Bank - Bank Reconciliation as at 30th June 2025**
RESOLVED

That the following Bank Reconciliation as at 30th June 2025, be approved:-

Bank Reconciliation 30th June 2025	
WYBUNBURY PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 30th June 2025	£
Current Account Unity Trust Bank (20492216)	£9,878.07
Reserve Account Unity Trust Bank (20524896)	£101,737.97
Less: any unpresented cheques	
Unity Trust Bank Current	
Unity Trust Bank Savings	£0.00
	£0.00
Add: any unbanked cash	
Unity Trust Bank Current	£0.00
Unity Trust Bank Reserve	£0.00
Net bank balances as at 30th June 2025	£111,616.04
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
<u>CASH BOOK</u>	
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	£22,713.12
Unity Trust Bank Reserve	£563.31
Less: Payments in the year	
Unity Trust Bank Current	£12,344.08
Unity Trust Bank Reserve	£0.00

Closing balance per cash book [receipts and payments book] must equal net bank balances above	£111,616.04
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(vi) Unity Trust Bank Statements

RESOLVED

That the following Unity Trust Bank Statements be approved:-

- **Current Account Bank Statement (20492216) – 30th June 2025**
- **Instant Access Bank Statement (20524896) – 30th June 2025**

10. PUBLIC FORUM

At this juncture, the Chair revisited the Public Forum item and allowed a resident to speak about parking matters.

11. CHESHIRE POLICE REPORT

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

The Parish Council discussed speeding concerns through the village that had been recorded on the Speed Indicator Device. Members were particularly concerned to note speeds of up to 116 miles per hour had been recorded.

The Chair requested that Councillor Masser be given access to the Parish Council's website, to enable him to upload Traffic Data, when approved by the Parish Council.

RESOLVED

- (i) That the Clerk investigates the possibility of obtaining login details for Councillor Masser, to enable him to update the website, with Traffic Reports, when approved by the Parish Council;**
- (ii) That the Clerk forwards to Cheshire Police, the Traffic Report;**
- (iii) That the Clerk contacts the Police and Crime Commissioner to enquire about funding for speed reduction initiatives for the village;**
- (iv) That the Chair discusses the concerns of the Parish Council with PCSO Jarvis.**

12. PARISH COUNCILLOR REPORTS

The Parish Council considered the following reports from Members of the Parish Council:-

- (i) Remembrance in the Village in November**
The Chair and Deputy Chair sought the opinions of the Parish Council, in relation to purchases for Remembrance.

RESOLVED

- (a) That the Chair approaches the Church to enquire whether they would like a 'Tommy statue' to be installed**
- (b) That the purchase of 12 poppies, by the Chair, be approved;**
- (c) That the purchase of 2 wreaths (one for the Doddington Memorial and one for Wybunbury), by the Chair, be approved;**
- (ii) External Areas of Wybunbury Village Hall**
Councillor Ellison-Jones reported on a complaint received from a resident in relation to the spread of weeds from Village Hall land.

RESOLVED

That Councillor Howcroft to attempt to spray the weeds with a herbicide, this weekend.

(iii) Village Planters and Plants

Councillor Buckingham raised his concerns over a recent procedure used to purchase bulbs for the planters, for the Parish Council. The Clerk confirmed that the Financial Regulations had been fully adhered in this matter. Councillor Edwards reported that she had been seeking prices for the replacement of the existing planters.

RESOLVED

That Councillor Edwards presents a report to the Parish Council on options for Planters, together with associated costs, to the next meeting of the Parish Council.

(iv) Employment Committee

The Chair and Deputy Chair sought the decision of the Parish Council for an Employment Committee to consider all employment matters, the Membership of which would be three Councillors.

RESOLVED

That all employment matters, be considered annually, by the Parish Council, on the anniversary of the employment of the Parish Council's employee.

(v) Agenda Administration

The Chair asked that the deadline dates for Agenda Items be made available to all Parish Councillors, to enable them to add matters to the Agenda.

RESOLVED

That the report be noted and the dates shared with the Parish Councillors.

(vi) IT Matters

The Chair and Deputy Chair sought the appointment of a Lead Councillor to provide support and advice to all Members of the Parish Council, on any IT issues.

RESOLVED

- (a) That Councillor Masser be appointed as the Lead Councillor, to provide support and advice to all Members of the Parish Council, on any IT issues;**
- (b) That a report of the Chair be considered at the next meeting, seeking the approval of the Parish Council, for amendments (to be detailed) to the website.**

13. DATE OF NEXT MEETING

The Parish Council noted that the next meeting of the Parish Council would be held on Monday, 11th August 2025 at 7.30 pm at Wybunbury Village Hall.

14. URGENT ITEMS

The Chair considered the following item of business as a matter of urgency, due to health and safety matters.

15. REMOVAL OF BUNTING

RESOLVED

That consideration be given to this matter at a future meeting.

16. EXEMPT BUSINESS

The Parish Council resolved that Members of the press and public be excluded from the meeting for the following items of business, as they contain exempt information under Section 100A(4) of the Local Government Act 1972.

17. ACCESS LICENCE

This matter had been addressed under Item 10.

18. VILLAGE HALL CAR PARK

The Chair and Deputy Chair reported that their parking concerns on the Village Hall Car Park had now been resolved.

On hearing that the number of Trustees of the Village Hall Fund had now reduced, the Chair requested that consideration be given at the next meeting, on ways that the Parish Council could offer support, to the existing Trustees.

RESOLVED

That at the next meeting of the Parish Council, consideration be given to a report by the Chair proposing ways in which the Parish Council can support the Village Hall.