

Wybunbury Parish Council

10th August 2026

Commenced: 7.30 pm

Terminated: 8.35 pm

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

1. APOLOGIES FOR ABSENCE

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

2. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 13th July 2026 were approved as a correct record and signed by the Chair.

In response to the Chair's query regarding the admission of Urgent Business, the Clerk advised that only matters which satisfied the statutory provisions for urgency, could be considered for legitimate decision making.

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:-

- PROW Wybunbury FP6: Felled Trees adjacent to the path and future improvements.
- Shavington Park – ongoing issues with Argyl.

RESOLVED

That the report be noted.

6. SALLY CLARKES LANE PROJECT

Councillor Denby reported that delays in obtaining the FRAP would result in the re-scheduling of work by Longreach, who now had other work booked for the summer.

Mr George Sawyer was the Environmental Agency Officer assigned to the FRAP and Mr Hammond (RAB) had been liaising with him and was addressing some additional technical questions that the Environment Agency had raised informally, in relation to the works.

Mr McGettrick (WMPlanthire) whose company would be doing the work had identified issues with availability of materials, scheduling and rising costs, if the Environment Agency didn't respond soon.

RESOLVED

That the report be noted.

7. NEIGHBOURHOOD PLAN REVIEW

On behalf of the Neighbourhood Plan Steering Group, Councillor Clowes reported on the following:-

- CEC first Local Plan Consultation - no obvious additional sites had been added to the call for sites. The consultation would end on 1st September and the Parish Council was required to form a view on those sites in the Wybunbury Parish.
- The Steering Group had focused on assessing all the sites based on advice provided by Urban Imprint to ensure compliance with the NPPF and the emerging Local Plan. There was a requirement to include some development in line with CEC's own projected housing need numbers for the Wybunbury Combined Parish Neighbourhood Plan area.
- In relation to the 5-Year Housing Need Survey, Cheshire Community Action had been contacted to provide a continuity of process between this and previous surveys.
- It was proposed to possibly amalgamate the first consultation regarding the housing sites with the 5-year housing needs survey.

RESOLVED

That the Parish Council, submits to Councillor Clowes, via the Clerk, the following information:-

- Sites which might be suitable to support the 5 year housing supply (in line with earlier neighbourhood discussions/budget decisions);**
- The identification and evaluation of Local Green Spaces in the Wybunbury Parish which will then be categorised according to the template provided.**

8. PLANNING MATTERS

Members considered the following planning application:-

- **Planning Application considered under the provisions of the Standing Orders**

Application Number: 26/2673/HOUS

Proposal: Two storey side extension.

Location: 5 Southfields Close, Wybunbury, Nantwich, Cheshire East, CW5 7SE

Comments submitted on 27th July 2026, were circulated.

RESOLVED

That the comments submitted on 27th July 2026 for Planning Application 26/2673/HOUS, be ratified.

9. 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		£45.24
Russ Bate	Invoice 2		£60.00
Russ Bate	Invoice 3		£60.00
Guinness Homes	Donation for Planters	£500.00	
Wybunbury Tower Trust	Donation for preparatory Strimming Work for groundworks		£250.00
HugoFox	Emails INV-30178		£20.99
M Clough	HP Reimbursement for July		£6.98
HMRC	PAYE/NI for July		£243.63
M Clough	July Salary		£610.55
Cheshire Pensions	July Pension		£217.68
Unity Trust Bank	Monthly Fee		£7.00

(ii) Payment of Future Invoices and Reimbursements

RESOLVED

That the following payments be approved:-

PAYEE	DETAILS	£
Clerk	August Salary	£610.55
Cheshire Pension Scheme	Clerk August Subscription	£217.68
HMRC	NI/PAYE August 2026	£243.63
BT	Village Hall Wifi – monthly subscription	Approx £39.00
Clerk	Monthly printer ink subscription for Parish Council	£6.98
Unity Trust Bank	August Service Charge	£7.00
HugoFox	August Monthly .GOV email charge	£20.99
R Bate	Lengthsman Fees	Approx. £120.00
R Bate	Remove old planters, fit new, and soil	£60.00

(iii) Budget Expenditure to 31st July 2026

The Chair questioned the overspent National Insurance/PAYE Budget Head, and the Clerk explained that the calculations had been provided by the contracted Accountant and were detailed in associated documents.

RESOLVED

That the following Budget Heading Expenditure to 31st July 2026, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Employee Salary (Net)	£2,485.80	£10,800.00	£8,314.20
Pension Contributions	£870.72	£2,800.00	£1,929.28
National Insurance/PAYE	£930.92	£900.00	-£30.92
Clerk Administration	£44.35	£200.00	£155.65
Room Hire	£0.00	£50.00	£50.00
External Audit Fees	£0.00	£1,000.00	£1,000.00
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	£480.00	£1,750.00	£1,270.00
Training	£0.00	£150.00	£150.00
Plants and Maintenance	£582.07	£1,500.00	£917.93
Wi-Fi for Village Hall	£179.64	£650.00	£470.36
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	£227.82	£300.00	£72.18
Unity Trust Bank Service Charge	£28.00	£100.00	£72.00
Contingency/Neighbourhood Plan	£140.64	£650.00	£509.36
Neighbourhood Plan	£1,016.68	£3,500.00	£2,483.32
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	£22,356.62	£116,667.50	£94,310.88
Excludes Earmarked Budgets	£9,928.27	£29,175.00	£19,246.73

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 01/08/2026 = £79,461.00

(iv) Explanation of Variances

In relation to the overspend to the Budget Head of NI/PAYE, the Clerk advised that this would likely be offset against the Employee Salary (Net) Budget Head.

The Clerk reported that the initial application for the Bank Card had been refused. She was continuing to pursue this, and the forms would be resubmitted.

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

RESOLVED

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

<u>Bank Reconciliation 31st July 2026</u>		
WYBUNBURY PARISH COUNCIL		
Financial year ending 31 March 2027		
Prepared by: Muna Clough, Parish Clerk & RFO		
Balance per bank statements as at 31st July 2026		£
Current Account Unity Trust Bank (20492216)		£5,802.26
Reserve Account Unity Trust Bank (20524896)		£109,531.02
RESERVES £12,000.00		
Less: any unpresented cheques		
Unity Trust Bank Current		£0.00
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 July 2026		£115,333.28
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 2026		£3,394.90
Unity Trust Bank Reserve 20524896 - 1st April 2026		£109,001.10

Add: Receipts in the year		
Unity Trust Bank Current		£25,804.46
Unity Trust Bank Reserve		£529.92
Less: Payments in the year		
Unity Trust Bank Current (includes return of CIL monies @ £1,040.48)		£23,397.10
Unity Trust Bank Reserve		£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above		£115,333.28

(vi) Unity Trust Bank Statements (Transactions)

The Clerk reported that at the time of Agenda despatch (due to annual leave) the July bank statements were not available however, formal transaction statements were available, and these were submitted with the report.

RESOLVED

That the following formal transaction statements, be approved:-

- **Current Account (20492216) to 31st July 2026**
- **Instant Access (20524896) to 31st July 2026**

10. CHESHIRE POLICE REPORT

Councillor Howcroft reported that he had attended the most recent Cluster Meeting. Concerns had been raised mainly regarding youths on electric bikes.

RESOLVED

That the report be noted.

11. PARISH COUNCILLOR REPORTS

The Parish Council considered a report from Councillor Edwards for the purchase of another 3 self watering planters and soil.

RESOLVED

That the purchase of 3 self watering planters, fittings and soil, in the sum of £1,667.40 (as detailed in the report submitted) be approved.

12. DATE OF NEXT MEETING

The Parish Council noted that the next meeting of the Parish Council would be held on Monday, 14th September 2026 at 7.30 pm at Wybunbury Village Hall.

13. URGENT ITEMS

The Chair raised the following matters, under Urgent Business.

14. EMAILS

The Chair reported that he would no longer be using his .GOV email address, as he felt that it was insecure and being used for fake emails. He advised that he would revert to his former OUTLOOK.com email address for all Parish Council business.

15. CONTENTS OF PARISH COUNCIL FILING CABINET

The Chair reported that the contents of the Parish Council's filing cabinet had not yet been inspected, and that he would do this before the next meeting. He requested that this item be added to the next Agenda, where he would discuss the contents with the Parish Councillors.