

DUNHAM HILL & HAPSFORD ANNUAL MEETING OF THE PARISH COUNCIL

Tuesday 3RD May 2022, at 7.30pm, at Dunham Hill Village Hall.

MINUTES

Present: Cllr K Bradley – Chair
Cllr C Green
Cllr K Holmes

Cllr R Johnson
Cllr H Deynem (Ward Councillor).

Clerk: Mrs T Ryall-Harvey

Members of the public: 1

ELECTION OF CHAIR AND VICE-CHAIR FOR 2022-23

RESOLVED 22/001 – that Keith Bradley be elected as Chair for 2022-23, proposed by Cllr Johnson, seconded by Cllr Green and unanimously agreed.

RESOLVED 22/002 – that Richard Johnson be elected as Vice-Chair for 2022-23, proposed by Cllr Bradley seconded by Cllr Green and unanimously agreed.

RESOLVED 22/003 – that Claire Green be elected as Vice-Chair for 2022-23, proposed by Cllr Holmes and seconded by Cllr Johnson and unanimously agreed.

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr Gibson and Cllr Wales due to ill health & Cllr Willett due to unforeseen commitment.

ABSENT: Cllr Wales

DECLARATION OF INTERESTS – No declarations of interest were received.

PUBLIC PARTICIPATION – Nothing raised.

CORRESPONDENCE

Correspondence was received from a resident following a large event (Ultra Marathon) that took place within the village and the parking of the attendees the resident felt to be hazardous. This was noted and raised with PCSO for investigation.

ACTION: It was requested that this be forwarded to the PCSO for actioning.

Correspondence was received from a resident of Hapsford following concerns he had raised and the Parish Council had supported to CWaC regarding a drain. The resident had confirmed he had received additional communication from CWaC to confirm they would be undertaking further investigations in April.

Correspondence was received following a Church book sale where it was reported that an Alsatian dog ran out onto a pavement along the A56 whilst a mother and child were walking past. This has been reported to the local police.

ACCEPTANCE OF MINUTES

RESOLVED 22/004 - that the Chair signs, as a correct record the circulated minutes of the Parish Council meeting held on 4th January 2022.

Cllr Deynem joined the meeting.

ITEMS FOR DISCUSSION

Mediation Meeting with St Luke's Church

Following the meeting that took place between St Luke's Church and the Parish Council it was reported that the proposed solution of Green Porus Pavers/Grass Protection Matting is being explored by the Church, for upto four cars to park subject to the appropriate permission being sought from CWaC was supported by the Parish Council. The Parish Council thanked Cllr Deynem for organizing the mediation. The Parish Council confirmed they would look to move the plants in the agreed area once the permission had been provided and confirmation the project was proceeding.

It was confirmed that since the meeting the proposal had been forwarded to CWaC Highways for review and approval.

Queens Jubilee Arrangements

Cllr Johnson attended the previous meeting, it was reported that there is an event being organized jointly between St Luke's Church, The Village Hall, Boshaw Center and the Village Hall.

ACTION: Cllr Johnson to review how many children are in the parish and confirm back to Cllr Deynem with view to the Parish Council obtaining either bookmarks or keyrings.

Gowy Landfill Meeting

Cllr Holmes reported following the last Gowy Landfill meeting that the site was proceeding with the scheduled closure on 2nd November. He confirmed that the recycling/composting will continue for another two years.

The landfill grounds would be capped following the closure on 2nd November and it was estimated that this process would take upto two years. Cllr Holmes confirmed that FCC Environment will remain responsible for maintaining the site for 20 years and public cannot utilize it facilities until the gases that are currently being emitted have reduced which could take between 10-15 years.

It was reported that the proposal to convert to a wildlife and woodland site with footpaths around the site would be planned for development in the future.

ACTION: ask PCSO if they can undertake speed awareness on A56.

ACTION: Cllr Bradley to contact the PCSO about being missed off recent newsletter.

PLANNING

- Councillor's noted the Planning Register dated 20/04/2022.

Planning Applications decided since last meeting

21/03925/FUL – Post House, Village Road, Dunham on the Hill – Two storey rear extension, garden wall and detached single storey garage – Approved by CWaC.

21/04988/FUL – Sewage Treatment Works, Moor Lane, Hapsford – Construction of 2no. dosing kiosks – Approved by CWaC

Planning Applications received since last meeting

22/01091/LDC – The Dales, Low Hill, Dunham on the Hill – Erection of garage – The Parish Council undertook to review and submit comments in between meetings.

22/01030/FUL – 5 Moor Court, Moor Lane, Hapsford – Extension to existing garage – Parish Council had no objection.

22/00803/FUL - 4 Moor Court Moor Lane Hapsford Chester WA6 0LA - Erection of single storey rear extension and formation of first floor balcony. Convert part garage to home office and upper loft to first floor bedroom – The Parish Council undertook to review and submit comments in between meetings.

22/01166/FUL - 1 Gethsemane Caravan Park Chester Road Dunham On The Hill Chester - Cheshire WA6 0JQ - Change of use from open pasture to one number gypsy caravan pitch with day/utility rooms and associated

porous paving and change of use from open pasture to stable block and associated hard-standing and fencing - The Parish Council undertook to review and submit comments in between meetings.

Meres Edge Update

Cllr Holmes reported that no further update has been received.

Tom Whitehead has been in touch with Onward in relation to the proposed linear path/cycleway.

Cllr Deynem suggested that the Parish Council request a report from Tom Whitehead in relation to any perceived errors in relation to the Honeywell planning application against the Local Plan and issues that may have been overlooked as this would be good evidence for the future.

ACTION: Cllr Holmes to liaise with Tom Whitehead.

Neighbourhood Development Plan

Cllr Green reported that the Neighbourhood Plan initial survey had been distributed around the Dunham on the Hill and Hapsford area and a launch meeting had been organized for Tuesday 10th May at 7.00pm.

Following a meeting with John Heselwood from Cheshire Community Action & Cllr Green an agenda had been drafted for the launch meeting.

AUDIT 2021-22

The Clerk provided the meeting with information with regards to the finances for 2021-22.

Summary Pack – the Parish Council received the end of year financial summary pack and **RESOLVED 22/005** – That the Council note the significant variances as circulate.

Certificate of Exemption – **RESOLVED 22/006** – That the Council wish to certify themselves as exempt from a limited assurance review.

Governance Statement **RESOLVED 22/007** – That the Council agree all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2021-22.

Accounting Statement **RESOLVED 22/008** – That the Council agree the accounting statement of the AGAR 2021-22.

Internal Audit Report – The council noted the report dated 12th April 2021 from the Internal Auditor

Notice of Public Rights – **RESOLVED 22/009** – that the Council accept the signing of the Notice of Public Rights

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 25-04-2022.

Bank Reconciliation

RESOLVED 22/010 – the council approved the bank reconciliation as circulated against the year to date cashbook.

Rates of Pay Application from 1st April 2021

RESOLVED 22/011 that the council accept the adopted National Salary Sward new rates of pay applicable from 1st April 2021 and pay the backpay owed to the Clerk.

Payroll Provider

RESOLVED 22/012 to move to Shires Payroll Services for 2022-23 at a quote of £10.20 per month following the review of the costs against the current provider 'Autela Payroll' being £16.80 per month.

Payments between meetings

To approve payments made between meetings

RESOLVED 22/013 – that payments listed below can be made throughout the year in between meetings using the above resolution as long as they are in-line with the budgets set.

Salary
HMRC
Expenses
Training
Payroll Services
Internal Audit Costs
Newsletter

Bulb Planting and Planters
Insurance
Website Expenses
Memberships & Subscriptions
Village Hall/Room Hire Costs
Maintenance of Assets

Review of Payments throughout the year

RESOLVED 22/014 - to approve the payments to be made via Internet Banking for 2022-23.

Internal Auditor

The comments of the Internal Auditor for 2021-22 were noted and agreed that the following actions be taken:-

- Add a VAT column onto Clerk's Expenses
- Add total Expenditure figure onto the C/C Sum of Expenditure Columns
- Ensure same Payee name on s/s & minutes
- Check 2020-21 figures on AGAR P6
- Check figures on Differences Sheet to figures on columns and explanations.

Income & Expenditure

RESOLVED 22/015 - to accept the income and expenditure as reported to the meeting:-

<u>To Whom Paid</u>	<u>Comments</u>	<u>Amount</u>
<u>INCOME</u>		
CWaC	Precept	£7,170.00
<u>EXPENDITURE</u>		
Autela Payroll	Payroll Services Q4	-£50.40
Autela Payroll	EOY Payroll Services	-£16.80
Clerk's Salary	Tax Point 1	-£248.03
HMRC	PAYE Month 1	-£61.80
Clerk's Salary	Tax Point 2	-£297.71
HMRC	PAYE Month 2	-£74.40
Clerk's Expenses	Expenses and Training	-£235.87
Mr Paul Johnson	Newsletter Printing	-£70.00
Mr P Sanders	Internal Auditor	-£51.00
Information Commissioners Office	Data Protection Subscription to be paid by Direct Debit for 2022-23	-£35.00
Shires Accountants	Pension Redecoration	-£36.00
Gallaghers Insurance	Annual Insurance Renewal	- £425.76

THE COMMUNITY

Wildflower Planting Project It was reported that all agreed areas had now been planted with Wildflowers and suggestions were sought for further areas from planting for 2022-23.

Proposed further extension on Church Road and Hapsford.

ACTION: submit Members Ward Grant application for Wildflower, Daffodils & Bluebells

ACTION: replacement of Blossom Tree in Hapsford – could this be done via Queens Jubilee.

Community Space – Talbot Road

Cllr Bradley reported that Sanctuary Group had confirmed they would be willing to allow the community to redevelop the area at a peppercorn rent and suggested liaising with their Community Investment team. It was reported that following this the Clerk had emailed the resident who initially requested the redevelopment of this site and was waiting for a response back.

ACTION: Cllr Bradley to ask residents if they are interested in the redevelopment of this area, when knocking on the door for the Neighbourhood Development survey.

ACTION: Cllr Holmes to seek access to the Talbot Road Whatsapp Group.

Village Green Development – Dunham on the Hill

It was confirmed that Jones Lighting of Warrington had been contacted to seek a quote, however it had been highlighted that the lamppost is not the property of CWaC and therefore permission needed to be sought from Scottish Power.

ACTION: Cllr Holmes to chase with Scottish Power if possible.

Village Green Development -Hapsford – bring to next meeting.

Community Litter Picking

It was reported that the Community Litter Pick had been attending well in Hapsford on Saturday 2nd April and the Chair thanked all those who attended and gave up their time.

ACTION: undertake a separate flier for Community Litter Picking in future and offer refreshments.

ACTION: Review again in September

Footpaths & Bridal Ways

Cllr Holmes reported that upon contact he had with Helsby regarding the track from Helsby under the railway to Hapsford and reported that they were not aware of a track.

ROLES AND RESPONSIBILITIES - Review at next meeting

POLICIES

It was **RESOLVED 22/016** to accept all policies as listed on the Policy Schedule and review again in May 2023.

It was **RESOLVED 22/017** to adopt the new Code of Conduct provided by CWaC.

DATES FOR MEETINGS FOR 2022-23 - it was **RESOLVED 22/018** that the dates for the meetings for 2022-23 be set as below:-

Tuesday 5th July, 2022
Tuesday 6th September, 2022
Tuesday 1st November, 2022

Tuesday 3rd January, 2023
Tuesday 7th March, 2023
Tuesday 2nd May, 2023

PARISH COUNCIL VACANCIES

It was reported that two residents from Hapsford had made contact with the clerk and were interested in considering becoming Parish Councillor, it was confirmed that there were still three vacancies on Dunham Hill and Hapsford Parish Council (as there are ten places in total on the Parish Council) and the Parish Council welcomed receiving indication of interest from residents for consideration.

DATE OF NEXT MEETING

The next meeting would be held on Tuesday 5rd July 2022 at 7.30pm at Dunham Hill Village Hall.

The meeting closed at 20.45

Signed:..... Dated:.....

Mrs T Ryall-Harvey 03/05/2022