

DUNHAM HILL and HAPS福德 PARISH COUNCIL MEETING

To the Members of Dunham Hill and Hapsford Parish Council: You are hereby summoned to attend the Parish Council Meeting on Tuesday 6th September 2022 to be held in Dunham Hill Village Hall, which will begin at 7.30pm, for the transaction of the business set out below.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

Signed *Trudy Ryall-Harvey*
Clerk
27/08/2022
Clerk.dunhamhillpc@gmail.com
07784 486 767

AGENDA

1.	PARISH COUNCIL VACANCIES	To review any applications received since the last meeting.
2.	APOLOGIES	And reason for absence.
3.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
4.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. (max of 3 mins per person without prior agreement with Chair, and for a total of 15 minutes) <i>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Dunham Hill and Hapsford. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</i> <i>N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</i>
5.	CORRESPONDENCE	To receive any correspondence since the last meeting and to agree any action required. - Church Lane Traffic – to agree actions - SAAA 2022 – Opt-out Communication from External Auditor – to agree actions
6.	ACCEPTANCE OF MINUTES	To approve the minutes of the Parish Council meeting held on Tuesday 5 th July 2022.
7.	ITEMS FOR DISCUSSION	1) To receive an update on the SID machine
8.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - To receive an update on the Mere's Edge Plan. - To receive an update on the Unauthorised Encampment Issues within the Area
9.	NEIGHBOURHOOD DEVELOPMENT PLAN	- To receive an update to the Neighbourhood Development Plan - To agree to pay the Community Action Plan Membership for 2022-23 - To review and agree the submission of the Neighbourhood Development Grant Proposal
10.	ACCOUNTS	1) To accept the Cash Book and Outturn v Budget Reports. 2) To approve the Bank Reconciliation against Cashbook YTD. 3) Clerk's Training – to approve the attendance of the clerk at the following training events:- - SLCC Branch Conference at a cost of £30 - SLCC Local Council Clerk Finance Summit at a cost of £54 - CHALC General Power of Competence Training at a cost of £25 Costs to be split between PC's – cost to DH&H PC = £21.80

		4) To approve Payments made since last meeting.
11.	THE COMMUNITY	1) Community Space – Talbot Road – to receive an update 2) Christmas Wreaths Project for Talbot Road – to receive an update. 3) Community Litter Picking Event – to agree dates. 4) Village Green Development – to receive an update. 5) Hapsford Village Green – to receive an update. 6) Hapsford Drains – to receive a verbal update. 7) Footpaths – to receive a verbal update.
12.	EXTERNAL BODIES	- CWaC's Neighbourhood Pride Scheme – to review and agree actions. - Protos Energy Recovery Facility – to agree representative at meeting - Sandstone Meeting – to receive the minutes of the recent meeting and agree any actions.
13.	PARISH COUNCIL MATTERS	Boshaw Centre – to note representative from Parish Council OLB – to agree if a page should be added to the website in preparation.
14.	CLERK	To discuss and agree any actions following the Clerk's Appraisal.
	DATE OF NEXT MEETING	Tuesday 1 st November 2022 at 7.30pm

From: Kevin Holmes DH&H PC <Kevin@dunhamhillandhaphsford.co.uk>
Sent: 31 July 2022 18:13
To: Keith Bradley; Claire; Trudy Dunhamhillpc; Esther Gibson; Heather Boardman; Richard Johnston; Luke Wales; Su Willett
Subject: Church Lane Traffic

Andy Jones called me. He has been working in Church Lane and while there on Thursday and Friday a van and two cars went down the lane the wrong way. One on Thursday and two on Friday. Given the problems in trying to get out onto the A56 safely he suggested we should be asking for "No Entry" to be written onto the road to try and deter people.

He recently had a near miss at the Barrow Lane/Low Hill/Village Road junction when someone drove out of Barrow Lane and into the village without stopping when Andy was driving from Village Road into Low Hill. I think that was about a year ago that I put in a report about the poor state/lack of the road junction road markings and had a reply that they were indeed poor and they would be remarked.

On the subject of traffic and speeding through the village.

I have had a look for how to get a road (Village Road) made access only. I cannot find anything and there appears to be a reluctance to consider them due to lack of enforcement, difficulty enforcing and the lack of compliance by a large number of people who consider all roads are there for their use and if they want to drive along it, it is their right to do so.

The main alternative is traffic calming measures but most of these involve engineering work (£££££) and the most popular - speed humps and similar, are generally disliked by residents due to noise. Also money is normally allocated to the areas with higher accident rates and I do not think we have very many accidents in the village. Changing the road surface by the green to something like cobbles or resin to make the area more a=of a shared space would be good but again ££££££

20mph limits are hard to get and normally involve schools, high pedestrian usage and often - more traffic calming measures, to make it difficult to exceed 20mph, so we would be unlikely to get it. I don't think David's ducks qualify as a reason. Again enforcement is difficult and the police do not appear to like doing it.

We already have two of the normal traffic calming measures: parked cars and SID. However the consensus is that the idiots will be idiots whatever we do.

Despite the above I think we should talk to CWAC about access only for the village especially as there are good alternative routes that are probably quicker for most people. I suspect that we will be told that we do not have a high enough traffic volume and insufficient accidents, but if we don't ask.....

Kevin

From: admin@saaa.co.uk
Sent: 23 August 2022 12:48
To: Clerk.dunhamhillpc@gmail.com
Subject: SAAA 2022 Opt-out Communication
Attachments: PNG image.dat

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Dunham Hill And Hapsford Parish Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

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Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

To view this and other communications on our website please visit <https://saaa.co.uk/guidance.html>

Regards,
admin@saaa.co.uk



www.saaa.co.uk • SAAA Ltd, 77 Mansell Street, London E1 8AN

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MEETING OF THE DUNHAM HILL & HAPSFORD PARISH COUNCIL

Tuesday 5th July 2022, at 7.30pm, at Dunham Hill Village Hall.

MINUTES

Present: Cllr K Bradley – Chair
Cllr C Green
Cllr R Johnson
Cllr Gibson
Cllr S Willett
Cllr H Deynem (Ward Councillor).

Clerk: Mrs T Ryall-Harvey
Members of the public: 0

PARISH COUNCIL VACANCIES –following the application from Mrs Heather Boardman to become a Parish Councillor it was **RESOLVED 22/019** proposed by Cllr Bradley and seconded by Cllr Johnson that this application be accepted.

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr Wales due to work commitments and Cllr K Holmes due to family ill health.

DECLARATION OF INTERESTS – No declarations of interest were received.

PUBLIC PARTICIPATION – Nothing raised.

CORRESPONDENCE

Rural Crime Survey – following correspondence from John Dwyer, Police and Crime Commissioner who reported the launch of a Rural Crime Survey it was agreed to encourage residents to respond to this and it had been included in the recent newsletter.

ACCEPTANCE OF MINUTES

RESOLVED 22/020 - that the Chair signs, as a true and correct record the circulated minutes of the Parish Council meeting held on 3rd May 2022.

ITEMS FOR DISCUSSION

SID Machine Update – it was **RESOLVED 22/021** that the cost of £125 be paid for the inspection report on the SID. It was confirmed that Cllr Holmes had undertaken to negotiate with regards to the warranty as the SID machine was one month outside of the 24 month guarantee and due to covid lockdown the machine had not been used for several months.

Recent PCSO involvement within the area -

It was reported that Car Parking at the bottom of Village Road remained an issue in Dunham Hill. Cllr Gibson reported that since the last meeting when concerns had been raised with regards to youths causing property damage in Hapsford, this now seemed to have settled down and no further issues were reported.

PLANNING

The Planning Register dated 25/06/2022 was accepted and changes to the planning register from last meeting were noted.

The following planning applications had been received since the last meeting:-

22/02288/CAT – Woodbank Village Road, Dunham on the Hill, Frodsham – Fell 2 x Sycamores, Lop and Pollard 3 x Sycamores

22/02289/CAT – Bankfield, Village Road, Dunham on the Hill – Sycamore and Leylandi – Lop and Pollard

Cllr Willett and Cllr Green declared an interest in the planning applications due to being neighbouring properties and undertook not to discuss or vote on either applications. Cllr Gibson and Cllr Boardman undertook to review these applications and report back to the Clerk.

The following planning applications had been decided since the last meeting:-

21/04527/FUL – 5 Hob Lane, Dunham on the Hill – Erection of single storey rear extension – approved.

Meres Edge Update

Cllr Gibson raised concerns about the footpath development linking with the Honeywell Site and the Meres Edge, she felt the recent meeting with the Brookhouse Group to be positive but raised concern that she felt open communication should be had with the developers for the Honeywell Site.

ACTION: Liaise with Cllr Holmes to seek clarification and raise our concerns with the Helsby Group regarding possible footpath through Honeywell site.

ACTION: Email Honeywell to seek confirmation on footpath development

Cllr Green commented that she believed the meeting with Brookhouse Group to be of benefit however due to the sites they were discussing currently being either in Greenbelt or Brown Field (Industrial usage) she felt further communication with Catherine Morgetroyd, Principal Planning Officer from CWaC was needed to seek clarification and guidance relating to this prior to including in the Neighbourhood Plan.

Neighbourhood Development Plan

Cllr Green reported that a meeting had been agreed for Tuesday 26th July at 7.00pm for the next Working Group Meeting to look further into developing the Neighbourhood Development vision and objectives.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 22-06-2022.

Bank Reconciliation

RESOLVED 22/022 – the council approved the bank reconciliation as circulated against the year-to-date cashbook and sign the reconciliation and bank statements.

Subscription to Local Councils Update – it was **RESOLVED 22/023** that the Parish Council would financially contribute toward 's the Clerk's subscription to the Local Council's Update a total of £20 (Total cost of subscription was £100 split between five Parish Councils).

Purchase of Poppy Wreath – it was **RESOLVED 22/024** to purchase a wreath and 7 lamp-post poppies from Royal British Legion for Remembrance Sunday in November at a cost of £43.50

Daffodil Bulbs – it was **RESOLVED 22/025** to the purchase of 5 bags of daffodils at a total cost of £187.20 from Walkers Nurseries.

Income & Expenditure

RESOLVED 22/026 - to accept the income and expenditure as reported to the meeting:-

<u>To Whom Paid</u>	<u>Comments</u>	<u>Amount</u>
INCOME		
Bank Interest		£1.03
CWaC	Members Budget Grant	£718.00

EXPENDITURE		
Clerk's Salary	Tax Point 3	£247.83
HMRC	PAYE Month 3	£62.00
Clerk's Salary	Tax Point 4	£294.23
HMRC	PAYE Month 4	£15.60
Clerk's Expenses	Expenses	£127.99
Mike Critchlow	Jubilee Event Keyrings	£370.00
Dunham Hill Village Hall	Contribution towards Jubilee Event	£120.00

THE COMMUNITY

Wildflower Planting Project It was reported that an area for planting for 2023 had been discussed with Parish Councillors and submitted to CWaC for consideration. It was **RESOLVED 22/027** to purchase 1 x kilo of wildflower seeds at a cost of £195.00 to cover 300msq area.

Community Space – Talbot Road

Cllr Bradley reported following a recent meeting with Sanctuary Group and residents of Talbot Road. It was confirmed that the Parish Council have been offered the land at the bottom of Talbot Road at a peppercorn rent for ten years – United Utilities need to have access to the area. Suggestion from the Residents of Talbot Road were being sought and it was thought this would include a seating area and with raised beds (clearing the trees, check the fence is suitable). Residents have been asked to come up with a design and provide this to the housing department.

The Clerk also reported upon a recent meeting she had held with Claire Fletcher to discuss a possible Arts Project to run in October for residents (pre-dominantly targeting residents and families from Talbot Road) to create Christmas Wreaths to decorate lampposts of Talbot Road and if funding permits other areas within the Parish. The associated costs for running this activity were estimated to be between £1,000 and £1,500 for running the workshop and creating upto 20 Christmas Wreaths.

It was **RESOLVED 22/028** to support the Clerk's application to Cheshire Community Foundation for a grant of approximately £1,400.

Subject to the Grant not being successful it was agreed to seek funding through a Ward Members Budget Grant Application of £500 and the Parish Council would support by providing further funding.

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.

ACTION: Send Cllr Deynem contact details of who visited from CWaC to advise on the Streetscene.

Village Green Development -Hapsford – Cllr Gibson reported that there was no update with regards to developing the village green. It was suggested that a project to include the following items should be costed and then funding sought:-

- Living Willow Teepee - Twigtwisters
- Bring and Share Book Shed
- Planting

ACTION: Apply for Grant funding for this.

Hapsford Drains - Cllr Gibson reported upon a recent visit from CWaC and jetting work that had been carried out in the drains on Moor Lane in Hapsford. Unfortunately, due to the ditches not being maintained further along the drain any jetting work was limited and would not fully resolve the problem. CWaC had undertaken to contact the landowner, Mr Morgan, to see if the ditches could be restored.

Footpaths – No update

ROLES AND RESPONSIBILITIES – it was agreed that the following Councillors would undertake the lead roles as listed

Asset Register Lead – Cllr K Holmes
Planning Lead – Cllr K Holmes & Cllr H Boardman
Newsletter Lead – Cllr E Gibson
Community Clean-up/Bulb Planting Lead – Cllr K Bradley
Green Space Lead – Cllr C Green
Dog Fouling Lead – Cllr R Johnson
Gowry Landfill Liaison Group – Cllr K Holmes & Cllr S Willett
Website/Accessibility Regulations Lead – Cllr R Johnson
Policy Review Lead – Cllr C Green
Safeguarding Lead – Cllr C Green
Footpaths Lead – Cllr E Gibson
Speed Awareness Lead – Cllr S Willett
Bank Signatories: Cllr K Holmes, Cllr K Bradley, Cllr Johnson, Cllr Gibson
On-line Banking: Cllr K Holmes, Cllr R Johnson, Cllr E Gibson

Policies

It was **RESOLVED 22/029** to accept and adopt the following policies and Scheme of Delegation:-

Data Retention Policy
Scheme of Delegation
Health & Safety Policy
Training and Development Policy
Child Protection Policy.

Archiving – it was **RESOLVED 22/030** to approve the archiving of minutes of Parish Council Meetings from 1978 to 2020 be passed to the Cheshire Records Officer for official storage.

GENERAL UPDATES

Boshaw Centre – Cllr Deynem reported that following receiving contact from a number of residents about the running of the Boshaw Centre, and a review by CWaC being held prior to Covid lockdown with the Boshaw Committee, to date, Cllr Deynem was not aware of any actions agreed being undertaken. Therefore, a meeting has been arranged for Monday 11th July with a member of the committee and Cllr Deynem is hoping that following this site meeting, a line of communication could be established. Cllr Deynem also reported that he would be willing to sit on the committee if required.

Parking at the Church – Cllr Deynem reported that following the mediation meeting he believed that the area suggested for parking CWaC may consider to be inappropriate due to the amount of services & utilities near this site. He was seeking confirmation from CWaC and possibly a proposed alternative site to be proposed by them.

Wheatsheaf – Following recent comments from residents with regards to the Wheatsheaf Site, the Chairman requested an update be sought. The Clerk reported that following speaking to Greene King they had confirmed that currently they were seeking planning advice on the site with a view to obtaining planning permission and selling the site for re-development. It was also reported that residents from Talbot Road had asked if a Pelican Crossing could be obtained for crossing from in front of the Wheatsheaf to Village Road. The clerk had raised this with CWaC Highways and

they had reported that Initial observations are this location would not meet criteria due to a lack of consistent levels of high footfall.

DATE OF NEXT MEETING

The next meeting would be held on Tuesday 6th September 2022 at 7.30pm at Dunham Hill Village Hall.

The meeting closed at 20.37

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

Mrs T Ryall-Harvey 05/07/2022

Dunham Hill & Hapsford Parish Council Planning Register 2022

	Received	No.	Location	Description	PC Observation	Result
	11 Sept 2020	20/02301/FUL	Hobgoblin Farm Hob Lane Dunham On The Hill Chester Cheshire WA6 0LW	Slurry lagoon - retrospective	No-objections	Awaiting Decision
	Thu 27 May 2021	21/02288/S73	Land Adjacent Dunham Hill Village Hall Village Road Dunham On The Hill Frodsham	New 3 bedroom bungalow with associated materials, landscaping and access (variation of condition 2 on planning permission 19/00614/S73)	Support	Awaiting Decision
	Mon 13 Dec 2021	21/04944/FUL	Thyme House 6 Moor Court Moor Lane Hapsford Chester WA6 0LA	Revised location of garage (retrospective) and extension to garage to form self contained annexe	No objections	Approved
	Wed 26 Jan 2022	22/00290/CAT	Fairhaven Village Road Dunham On The Hill Frodsham WA6 0LU	Sycamore - 25% reduction as it has gotten too big for its location and proximity to the house	No Objection	Decided
	Mon 21 Mar 2022	22/01091/LDC	The Dales Low Hill Dunham On The Hill Chester Cheshire WA6 0NS	Erection of garage	Not consulted on	Awaiting decision
	Wed 16 Mar 2022	22/01030/FUL	5 Moor Court Moor Lane Hapsford Chester WA6 0LA	Extension to existing garage	No Objection	Awaiting decision
1.	Mon 20 Jun 2022	22/02288/CAT	Woodbank Village Road Dunham On The Hill Frodsham WA6 0NN	Fell 2x Sycamores (T1 and T2). Lop and pollard 3x Sycamores (T3, T4, T5).	Objection	
2.	Mon 20 Jun 2022	22/02289/CAT	Bankfield Village Road Dunham On The Hill Frodsham WA6 0NN	Sycamore (T1) and Leylandi (T2) - Lop and pollard.	No objections but sought clarification on the height of final pollard and lop	
3.	Mon 20 Jun 2022	22/02287/FUL	Pinfold Barn Cash Lane Hapsford Chester WA6 0JY	Modifying existing site levels including excavation works to create a storage area with green roof over with external steps to access upper garden level. (Part retrospective)	No Objections	
4.	Fri 08 Jul 2022	22/02578/S73	George Whittaker and Sons, Hapsford Composting Site, Shotwick, Frodsham Road, Hapsford, Chester, Cheshire	Variation of condition 2 of planning permission no. 12/02552/S73 to extend the composting operations for a further 10 years until 16th July 2032		
5.	Fri 08 Jul 2022	22/02579/S73	George Whittaker and Sons, Hapsford Composting Site, Shotwick, Frodsham Road, Hapsford, Chester, Cheshire	Variation of condition 2 of planning permission no. 12/02551/S73 to extend the composting operations for a further 10 years until 16th July 2032		

Trudy Ryall-Harvey
Dated 26/08/2022

From: claire@dunhamhillandhapsford.co.uk
Sent: 12 August 2022 10:56
To: Clerk Dunhamhillpc; Esther Gibson; Richard Johnson; Keith Bradley - Chair; Kevin Holmes DH&H PC; Luke; Su Willett; Heather
Subject: Support for NHP from Cheshire Community Action
Attachments: Dunham H&H NPS Quote 11.08.22.pdf; PC Membership Form 2022.docx

Hello,

Please see attached and below with regards support from Cheshire Community Action for our NHP. You will notice in the bottom email that some parish councils analyse their own survey so we could remove that option and save some money if we feel that it is possible to analyse our own more in-depth survey.

This money should be covered by the grant, once we've applied for it. There will be more costs in the next financial year when we will apply for more funds.

John also suggests joining the CCA (costs £20 for the year) and this will enable us to receive a 10% reduction on the quote.

Let me know your thoughts and can it also be tabled at the next meeting so the decision is officially included in the minutes.

Thanks,

Claire

----- Original Message -----

Subject:RE: Dates for August - early September

Date:2022-08-11 18:37

From:John Heselwood <john.heselwood@cheshireaction.org.uk>

To:"claire@dunhamhillandhapsford.co.uk" <claire@dunhamhillandhapsford.co.uk>

Hi Claire,

Please find attached quote for four days general support with policy development and 3 days to analyse the NP survey results and produce a report. As mentioned, I've not included printing and postage for a survey as its probably best distributed and collected locally given the numbers (to keep costs down) but we could host it online for you if that would be useful in addition to the printed survey. This would provide an easy platform to input paper survey responses and help speed up the analysis.

I note that the PC isn't a member of CCA. For £20 for the year this knocks 10% off the quote and any future work we might do for you. The PC can also engage with our governance and benefit from other

Budget Element	Due Date	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Outturn 2022-23	2022-23 Budget	Variance O v B	Commentary
EXPENDITURE																	Costs include VAT
<u>People & Expenses</u>																	
Clerk	Monthly	248	298	248	294	294	248	248	248	248	248	248	248	3,118	2,940	-178	
HMRC tax	Quarterly	62	74		78	16		180			180			589	720	131	
Expenses	Monthly		125		128		50		50		50		100	503	400	-103	Clerk expenses
Training			111				200				50			361	500	139	
<u>Professional service</u>																	
Insurance	Yearly		426											426	350	-76	
Internal Audit	Yearly		51											51	50	-1	
Payroll Provider	Monthly	67	36		31								120	254	274	20	
<u>General Services</u>																	
Website & Broadband	Yearly						85					57		142	142	0	
Village Hall Room Hire	Yearly										100			100	100	0	
Newsletter	Quarterly	70				80				70				220	210	-10	
Bulb Planting & Planters	*						300	100						400	400	0	Plants for the Planters (Spring &
<u>Admin</u>																	
Membership/Subscriptions	Yearly													0	190	190	
Data Protection fee	Yearly			35										35	35	0	
Admin	*												0	0	0	0	
Elections	*													0	0	0	no election in 2021-22
<u>Grants</u>																	
General	Yearly			120									0	120	0	-120	Grant for Jubilee Games
<u>Projects</u>																	
Defibrillator										60				60	60	0	
Community cleanup	Bi-annual						180							180	180	0	Litter picking equipment
Maintenance of Assets	*												450	450	450	0	Earmark £436 towards Maintenance of Assets
Ad Hoc Beneficial items (S137)	*						22						178	570	200	-370	
Money spent from reserves			370											0	0	0	
Inflation %	0%	0	0	0	0	0	0	0	0	0	0	0	0	0		0	
Contingency % of above	0.5%	0	0	0	0	0	4	3	1	2	3	1	5	19	36	17	
TOTAL CASH OUT		447	1,491	403	530	390	1,089	531	299	380	631	306	1,101	7,598	7,237	-361	

RECEIPTS																	
Precept	7,025	2.0%	7,170											7,170	7,170	1,154	
Bank Interest				1						4				5	8	8	
VAT recovery													50	50	50	0	
CWAC contribution			718											718	0	0	
Other														0	0	0	Training income
TOTAL CASH IN			7,170	718	1	0	0	0	0	4	0	0	50	7,943	7,228	1,162	

Transaction Cash flow	6,723	5,950	5,549	5,018	4,628	3,539	3,008	2,709	2,333	1,702	1,396	345	
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EARMARKED FROM RESERVES																	
Ring-Fenced for Dunham Hill Christmas	1,000																
Earmarked for Hapsford Christmas Tree	363									126							
Maintenance of Benches at Hapsford	0																
Maintenance of Assets in Dunham Hill	775																
CIL Money	231																
Ring-Fenced for Speed Monitoring Device	1,117																
Wildflower Planting	343																
Election	3,000																
Ward Councillor money donated and received	264																
General Reserves (upto 1 years Precept)	7,170																
TOTAL RESERVES	14,262																

Cash in Bank	13997.7	20,721	19,948	19,546	19,016	18,626	17,537	17,006	16,707	16,331	15,700	15,394	14,343
End 2020-21		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

DUNHAM HILL AND HAPSFORD PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2022-23

STATEMENT DATE	Description	Power	Minute Page	People & Expenses	Professional Services	General Services	Admin	Grants	Projects	S137	VAT	Receipts	Totals	Comments	Resolved	No.
				EXPENDITURE excluding VAT												
01/04/2022	Autela Payroll	1	79				-14.00				-2.80		-16.80	Payroll Services for Year	22/015	1
01/04/2022	Autela Payroll	1	79				-42.00				-8.40		-50.40	Payroll Services for Q4	22/015	2
08/04/2021	St Lukes S Paro ch		79									7,170.00	7,170.00	Precept for 2022-23	22/015	3
20/04/2022	Paul Johnson	6	79				-70.00						-70.00	Printing of Newsletter	22/015	4
25/04/2022	Mrs T Ryall-Harvey	1	79	-248.03									-248.03	Clerk's Salary Tax Point	22/015	5
28/04/2022	HMRC PAYE	1	79	-61.80									-61.80	PAYE Month 1	22/015	6
06/05/2022	PQR Limited	1	79		-30.00						-6.00		-36.00	Payroll Provider	22/015	7
12/05/2022	Mrs T Ryall-Harvey	1	79				-217.29				-18.58		-235.87	Clerk's Expenses	22/015	8
12/05/2022	Phil Sanders	1	79		-51.00								-51.00	Internal Audit 21/22	22/015	9
12/05/2022	AJGIBL GBP Client NST	2	79		-425.76								-425.76	Insurance for 22/23	22/015	10
20/05/2022	Mike Critchlow	10	83						-370.00				-370.00	Jubilee Event - Keyring	22/026	11
24/05/2022	CWaC		82									718.00	718.00	CWaC Ward Councillors	22/026	12
25/05/2022	Mrs T Ryall-Harvey	1	79	-297.71									-297.71	Clerk's Salary Tax Point	22/015	13
27/05/2022	HMRC PAYE	1	79	-74.40									-74.40	PAYE Month 2	22/015	14
06/06/2022	Bank Interest		82									1.03	1.03	Bank Interest Paid	22/026	
08/06/2022	Dunham Hill Village Ha	10	83					-120.00					-120.00	Jubilee Event Grant	22/026	15
11/06/2022	ICO	8	79				-35.00						-35.00	Data Protection Renew	22/015	16
25/06/2022	Mrs T Ryall-Harvey	1	83	-247.83									-247.83	Clerk's Salary Tax Point	22/026	17
01/07/2022	HMRC PAYE	1	83	-62.00									-62.00	PAYE Month 3	22/026	18
06/07/2022	Mrs T Ryall-Harvey	1	83				-121.58				-6.40		-127.99	Clerk's Expenses	22/026	19
06/07/2022	PQR Limited				-25.50						-5.10		-30.60	Payroll Services Q1		20
25/07/2022	Mrs T Ryall-Harvey	1	83	-294.23									-294.23	Clerk's Salary Tax Point	22/026	21
29/07/2022	HMRC PAYE	1	83	-15.60									-15.60	PAYE Month 4	22/026	22
17/08/2022	Paul Johnson						-80.00						-80.00	Printing of Newsletter		23
25/08/2022	Mrs T Ryall-Harvey			-294.23									-294.23	Clerk's Salary Tax Point 5		24
30/08/2022	HMRC PAYE			-15.60									-15.60	PAYE Month 5		25
													0.00			
													0.00			
													0.00			
													0.00			
													4,628.18			
TOTALS				-1,611.43	-532.26	0.00	-579.87	-120.00	-370.00	0.00	-47.28	7,889.03				

RECONCILIATION

Current Account	£4,694.35	Year to date balance	£4,628.18
Deposit Account	£13,931.53	Balance Brought Forward	£13,997.70
TOTAL	£18,625.88	Balance	£18,625.88
Less Uncleared Payments			£0.00

TOTAL **£18,625.88**

Ring-Fenced Money for Hapsford Christmas Trees	£362.50	S137 Limit for 2022	£4,674.60
Earmarked as CIL Money	£231.00		
Ring Fenced for Emergencies (upto one years Prece	£7,170.00		
Ring-fenced - Election Costs	£3,000.00		
Reserved for Maintenance of Assets in Dunham Hil	£774.50		
Ring-Fenced for Speed Monitoring Device	£1,117.38		
Ring-Fenced for Dunham Hill Christmas Tree Fund	£1,000.00		
Ring-Fenced for Wildflower Planting	£343.00		
Ring-Fenced from Ward Councillor	£264.23		

Remaining money to spend **£4,627.50**

Clerk: *T Ryall-Harvey*
26/08/2022

From: DEYNEM, Hugo (Councillor) <Hugo.Deynem@cheshirewestandchester.gov.uk>
Sent: 08 August 2022 17:41
To: alowry1841; clerk@ashtonhayespc.co.uk; Ian Walton; Parish Clerk; parish.clerk@kingsleyparishcouncil.org.uk; Trudy Ryall-Harvey
Subject: Neighbourhood Pride Scheme

Dear All

Please see the attached below which outlines a new fund for environmental improvements across the Borough. Please circulate to your Chairs and members and feel free to circulate to other relevant groups in your communities.

If you need anymore information or have any schemes you would like to put forwards please let me know.

Neighbourhood Pride Scheme has been introduced specifically for Members to propose small to medium community driven environmental improvement projects within wards across the whole borough. The projects will generate, create and support civic pride, community engagement and the wellbeing of local communities. Funding will be equitably distributed across all seventy individual Members. The funding is available for each individual Member to propose projects to support the delivery of ward plans focusing on local priorities and physical improvements. The budget for 2022/23 is £6400 per Member. In addition, £50k will be utilised by StreetCare to target the removal of graffiti throughout the borough.

Timeline:

- | | |
|-------------------------------------|---|
| 8 August 2022 – 30 September 2022 - | Neighbourhood Pride Scheme commences, proposals for projects to be submitted, ensuring projects link to local priorities contained within ward plans and are deliverable by 12 March 2023 |
| 8 August 2022 – 30 October 2022 - | Proposed projects will be reviewed/ agreed (projects will be reviewed throughout this period) |
| August 2022 – 12 March 2023 - | Approved projects will be delivered |
| 23 December 2022 - | All funding must be committed/allocated to an agreed project |
| 12 March 2023 - | All projects to be delivered and completed |

B. How Members can request projects

Step 1

Pre application check, does the project meet the following basic criteria:

- Does your project link to local priorities in the ward plans?
- Have you liaised with the relevant Your Streets Team or Communities Team?
- If there is more than one Member for the ward you represent, have you:
 - Considered if you want to combine the funding available with elected ward Members for the ward you represent?

- Liaised with other Ward Members regarding the proposed project (if you are not looking to combine the funding available)
- Have you carried out any pre-engagement with residents or where appropriate town and parish councils regarding proposed potential projects?
- Have you considered future maintenance costs?

Step 1b

- Does your project already receive other funding from Cheshire West and Chester Council?

If yes, then your proposal could be requesting duplicate funding from the Council, which may not be accepted, officers will look into any proposals that have duplicate funding and inform the ward members.

Step 2

State amount applying for, up to a maximum of £6400 per Member.

Step 3

Complete the proposal form in full and submit it to the Your Streets Team by email (YourStreets@cheshirewestandchester.gov.uk). Your Streets Team can provide guidance on completing the proposal form.

Fully completed proposal forms should be submitted by 30 September 2022.

All funding must be committed by 23 December 2022

Step 4

The Your Streets Team will acknowledge receipt of your proposal form.

Step 5

Officers representing Environmental Services, Communities, Highways and Property services will continually review requests received, with colleagues from the relevant Communities Team.

Cabinet Member for Finance and Legal, and Deputy Leader of the Council and Cabinet Member – Environment, Highways & Strategic Transport will be kept informed of projects taking place.

Cabinet will be updated accordingly.

Step 6

You should receive notification of a decision within 21 days of our receipt of your proposal.

Step 7

If your proposal is successful delivery of the project can commence.

All projects must be delivered by 12 March 2023

C. Projects that will be considered

Members will need to work with relevant Communities Teams and the Your Streets Team, to ensure local priorities for ward plans are prioritised for public realm improvements.

This scheme is the opportunity for Members to work with residents, friends of groups, volunteers, key stakeholders, Housing Associations/Providers, Town and Parish Councils.

What projects can be requested:

- ✓ Environmental improvements to the local area
- ✓ Impact days
- ✓ Addressing grot spot areas - community clean ups
- ✓ Landscaping improvements
- ✓ Enhancements to assets – such as fencing, benches, noticeboards, painting – of assets such as changing rooms
- ✓ Additional wildflower planting
- ✓ Tree works
- ✓ Hedge laying
- ✓ Habitat creation
- ✓ Improvements to play areas
- ✓ Signage improvements
- ✓ Road safety improvements
- ✓ Alleyway improvements
- ✓ Public Right of Way cutbacks
- ✓ Pathway clearances/restoration
- ✓ Materials and equipment for a local project
- ✓ Additionality to current service provision, e.g. additional sweeping.

This is not an exhaustive list, other requests will be considered in line with Council policies

When proposing a scheme future maintenance and how this will be funded must be considered. Some schemes may not be feasible depending on associated future maintenance costs.

What we cannot fund:

- An individual
- Any costs incurred when putting together an application
- Loans or interest payments
- Anything party political, including supporting political organisations or used for political communications
- Anything solely for religious purposes
- Lobbying against council policy
- Anything that will bring the council into disrepute
- Anything contrary to the council's financial regulations or council policies
- Anything illegal
- Anything that does not directly a wide community benefit. This includes trips for individuals
- Anything which is met by a Schools Pupil Premium Strategy
- Applications from organisations who have previously failed to adhere to the Members Budget guidance and/or monitoring guidelines
- Anything related to the production, supply or purchase of PPE
- Feasibility Studies

Any proposed schemes that are not in line with Council Policies

From: clerk.dunhamhillpc@gmail.com
Sent: 08 August 2022 09:18
To: claire@dunhamhillandhapsford.co.uk; esther; Keith Bradley - Chair; kevin;
luke@dunhamhillandhapsford.co.uk; Richard; su@dunhamhillandhapsford.co.uk
Subject: FW: Protos Energy Recovery Facility - Local Liaison Committee

Further to the enquiry for representatives to the Protos Energy Local Liaison Committee, Protos have now confirmed that they are hoping to hold a meeting on 13th September from 5pm to 7pm.

Can you please advise who is available to attend this meeting and represent the Parish Council?

From: Keith Bradley - Chair <chair@dunhamhillandhaphsford.co.uk>
Sent: 26 August 2022 08:33
To: clerk.dunhamhillpc@gmail.com
Subject: FW: Sandstone Group Meeting Minutes additions

Subject: Fwd: Sandstone Group Meeting Minutes additions

Dear All
Please find below the combined notes from the meeting
regards
Ian Dossett

Notes from Sandstone Ward Meeting of 8/8/22

Previous Actions;

- Speed Cameras and PCC; No action is being seen or progress made as far as we are aware.
- Parish Profiles; Ashton, Dunham and Manley received, chase up others.
- Highways; James Orme highways meeting summarised. Main points were around inadequate financing and the fact that numbers of complaints are the key driver for PC and local issues.

Agenda matters;

- Traveller Sites/Planning Applications; Agreed to add a line to the draft CEO letter prepared by HD, to include the Excel list of traveller sites around the area prepared by Ian Walton and subsequently updated with feedback at the meeting. . Also this to include a flow chart of the usual steps these applicants take. **Action:** HD to amend and circulate **Action:** each PC to submit this to the CEO of CWaC
- Websites and software:

Discussion was had - the thoughts and info from the meeting:

Dunham - Full website - organised/built and supported by local resident. Also input from another Councillor.

Alvanley - Simple basic website

Manley - Full website - organised by Jonathon Roberts local resident

Kingsley - Mid-size website but lots on

Ashton - Quite a lot on - organised by Paul Varey deputy chair of PC, with clerk having input rights

Mouldsworth - Still not 100% clear what Mouldsworth PC should do - ours is too basic/creaky.

Looks like no-one is paying for a fully pre-made website

Action: Martin Garnett to investigate if website grants are available

Weed control and drain cleaning:
Discussion had.

Ashton (after flooding issues) want drain and gully cleaning in December after leaves fall off rather than earlier.

Action: All need to know schedules i.e. when during year for weeds and drains? Ask clerks to ascertain from CWaC

- Gigaloch fibre broadband:

Now digging across Mouldsworth and Manley.

Anthony Jones local expert.

Apparently Gigaloch get a government grant per household and business connected, this pays their way until after first free year.