DUNHAM HILL and HAPSFORD
ANNUAL MEETING OF THE PARISH COUNCIL

To the Members of Dunham Hill and Hapsford Parish Council: You are hereby summoned to attend the Annual Parish Council Meeting on Wednesday 10th May 2023 to be held in Dunham Hill Village Hall, which will begin at 7.30pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey.* Clerk
05-05-2023
Clerk.dunhamhillpc@gmail.com
07784 486 767

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

AGENDA

1.	ELECTION OF CHAIR AND VICE-CHAIR FOR 2023-24	
2.	APOLOGIES	And reason for absence.
3.	PARISH COUNCIL VACANCIES	To review and agree any applications for co-option following the election on 4th May 2023.
4.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
5.	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) *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.* *N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA 1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119*
6.	CORRESPONDENCE	To receive any correspondence since the last meeting and to agree any action required.
7.	ACCEPTANCE OF MINUTES	To approve the minutes of the Parish Council meeting held on Tuesday 7th March 2023
8.	GENERAL POWER OF COMPETENCE	To consider adoption of Statutory instrument 965, "Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, issued under the localism act introduced a "General Power of Competence" (GPoC). To allow "Eligible council" powers to undertake an activity or incur expenditure without the need to have to identify specific powers
9.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.
10.	NEIGHBOURHOOD DEVELOPMENT PLAN	- To receive an update to the Neighbourhood Development Plan and agree date for next Working Group Meeting.
11.	AUDIT 2022-23	- Summary of 2022-23 - To agree the Certificate of Exemption for External Audit for 2022-23 - To review the Internal Audit Report for 2022-23 - To discuss and approve the Governance Statement for 2022-23 - To approve the Accounting Statement for 2022-23 - To Approve the Notice of Public Rights and Publication of Annual Governance and Accountability Return
12.	ACCOUNTS	1) To accept the Cash Book and Outturn v Budget Reports. 2) To approve the Bank Reconciliation against Cashbook YTD. 3) To approve the Payroll Provider for 2023-24 4) To approve payments made by direct Debit for 2023-24

		5) To approve payments made in between meetings. 6) To review the Internal Audit Report and note & agree any recommendations. 7) To approve payments made since last meeting.
13.	THE COMMUNITY	1) Community Space – Talbot Road – to receive an update 2) Community Litter Picking Event – to receive an update following the last event. 3) Village Green Development – to receive an update. 4) Hapsford Village Green – to receive an update. 5) Hapsford Pond – to discuss the opportunity to tidy up pond area for the benefit of the residents. 6) Hapsford Village Signs – to discuss the opportunity to install Hapsford Village signs on the entrance to the village and seek costings for this. 7) Hapsford Drains – to receive a verbal update.
14.	PARISH COUNCIL MATTERS	1. To review and agree the roles and responsibilities for the Parish Councillors for 2023-24. 2. To review all policies and identify any requiring updating. 3. To agree the dates for the Parish Council Meeting for next 12 months.
15.	EXTERNAL BODIES	- Boshaw Centre – to receive an update.
16.	DATE OF NEXT MEETING	To agree the date for the next meeting to be Tuesday 4th July, 2023 at 7.30pm

clerk.dunhamhillpc@gmail.com

From: clerk.dunhamhillpc@gmail.com
Sent: 23 March 2023 13:47
To: [redacted]
Subject: RE: [redacted] Flooding/ Sewage Moor Lane Hapsford

Hi [redacted],

I had a meeting with Stuart today, and raised this, he tells me he has already replied directly to you with an update.

Regards

Trudy

From: [redacted]>
Sent: Thursday, March 23, 2023 11:30 AM
To: Hapsford And Dunham Parish Council <clerk.dunhamhillpc@gmail.com>
Subject: Fwd: [redacted] Flooding/ Sewage Moor Lane Hapsford

Hi Trudy
Just sent Stuart this email, perhaps you could telephone him as well?

Kind regards
[redacted]

Sent from Outlook for iOS

From: [redacted]>
Sent: Thursday, March 23, 2023 11:24:24 AM
To: Stuart BATEMAN [redacted]>
Subject: Fwd: [redacted] Flooding/ Sewage Moor Lane Hapsford

Hi Stuart

I have just received a telephone call from Diane Mason United Utilities. She again confirmed that UU know of a private property whose sewer pipe is connected to a surface water gully. She tells me she has recently informed you by email and included her mobile number so that you can liase directly with her. Can you give her a ring as she tells me she is now keen to resolve this problem?

Best regards
[redacted]

Sent from Outlook for iOS

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clerk.dunhamhillpc@gmail.com

From: Keith Bradley - Chair <chair@dunhamhillandhapsford.co.uk>
Sent: 05 April 2023 17:13
To: clerk.dunhamhillpc@gmail.com
Cc: [redacted]
Subject: Trees at the Park Homes on Chester Road

Trudy,

I met up with [redacted] and [redacted] on Saturday after the litter pick and they raised issues about over hanging trees near there properties as well as the front of the Park Homes.
I wonder if we can get someone from CWAC to investigate the trees, especially the ones on the property of the Council and advise us on the others within the Community. I do know Councils are supposed to carry out Risk Assessments on a regular basis and I wonder if we can seek advice on this issue for our residents.

[redacted], can you apologise to [redacted] in not emailing her.

Keith Bradley
Chair of Dunham Hill and Hapsford Parish Council

clerk.dunhamhillpc@gmail.com

From: MCCONNELL, Ryan < [redacted]
Sent: 06 April 2023 08:05
To: clerk.dunhamhillpc@gmail.com
Subject: RE: Tree's overhanging

Hello Trudy,

I'm doing ok thank you, I have been off on long term sick leave following a leg injury but I'm on the mend. I hope you are ok.
We don't have a policy on tree inspections. We began undertaking highway tree inspections in sept 2020, this was concentrated on inspecting trees beside the highway (predominantly A roads) to begin with together with some public open spaces, we have since undertook inspections of trees along most B roads.

The councils plan is to build a data base of all tree assets over time which will be reviewed on a 2-5 year cycle depending on the location.

General tree enquiries are responded to on a reactive basis and we try to update our database with additional council owned trees when we can.

In terms of maintenance, this would depend on what is required, we do undertake schemes of re- pollarding on approx. 7-9 year cycles and will raise other works as required or when we are made aware of it.

The hope is that in the future all of the council trees will be recorded on the database which includes a map and image so we can manage the council tree stock in a more efficient way but this is, as you can imagine, a lengthy task.

Kind Regards

Ryan McConnell FdSc Arb, MArborA, Cert Arb

Tree Officer
Cheshire West and Chester Council

Member Number. PR5077

To report a new service request, please use one of the following methods:

- Via Cheshire West and Chester reporting app
- Via the website

clerk.dunhamhillpc@gmail.com

From: [redacted]
Sent: 29 March 2023 22:08
To: Trudy Ryall-Harvey
Cc: DEYNEM Hugo Councillor
Subject: Footpath Chester Road ?????

Dear Trudy As you will observe from the photos sent This is the state of the footpath we residents of Cheshire Park Homes have to cope with every time we traverse the footpath?????? towards the Wooden Bus Shelter
From stones that are thrown up on to the footpath by passing traffic, overgrown vegetation, grass weeds etc etc advancing on to the footpath MOSS growing un-abated (which could cause an accident) MUD making it difficult to negotiate
The footpath that is outside the DUNHAM HILL SERVICE STATION is littered by stones & pot-holes?????

Believe me this is not a pleasant experience we residents have to tolerate

This Footpath is never regularly maintained, As I my self has had to clear the vegetation & brush the Footpath in the past
As I am 83 years of age I am getting too old to have to do the CWCC work

In this day & age it is scandalous that as a COUNCIL TAX PAYER..I have had to maintain the CWCC Footpaths myself.

YET the CWCC have the audacity to increase my Council/Tax this year unilaterally I may add !!!!!!

This is not the first time I have had to complain regarding the said Footpath Yet my criticism has been ignored & disregarded
My protests are well documented Thank You B.Wilton-King

With all due respect it would appear to me that the CWCC & the DUNHAM HILL PARISH COUNCIL think that residents of Cheshire Park Homes do not have a sense of being
Thank You [redacted]

MEETING OF THE
DUNHAM HILL & HAPSFORD PARISH COUNCIL

Tuesday 7th March 2023, at 7.00pm, at Dunham Hill Village Hall.

MINUTES

Present:	Cllr K Bradley – Chair	Cllr H Broadman
	Cllr C Green	Cllr S Wallace
	Cllr K Holmes	Cllr R Johnson
Clerk:	Mrs T Ryall-Harvey	Members of the public: 0

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr A Tribe, Cllr E Gibson and Cllr H Deynem.

DECLARATION OF INTERESTS – No declarations of interest were received.

PUBLIC PARTICIPATION – Nothing raised.

CORRESPONDENCE

Cheshire West and Chester Playing Pitch Strategy Consultation – it was reported that this consultation had been received and it was noted that the closing date for any comments was 12th March 2023.

Election Briefing (for May 2023) - it was noted that CWaC Democratic Services were running a Briefing for Candidates interested in standing as a Parish Councillor on Monday 6th March at Wyvern House, Winsford and Wednesday 8th March at The Racecourse, Chester.

Cheshire West and Chester Standardising School Year Consultation - it was reported that this consultation had been received and it was noted that the closing date for any comments was 3rd May 2023.

Kingsley and Gowy Police Update – it was reported that the February issue of the 'Keep in Touch' had been received and circulated around the Parish Council.

Cheshire West and Chester Council – Draft Local Validation Checklist - it was reported that CWAC were undertaking a consultation to assess and help determine comments on planning applications. Comments could be made online for this consultation until 22nd March 2023.

A resident sought clarification regarding being included on the Village WhatsApp Group once a resident had left the area. It was agreed that a message should be posted on the group to say that if the group admin were made aware that a member had moved away that they would be removed off the group unless they specifically asked to remain.
ACTION: Cllr Johnson undertook to tidy up WhatsApp Group membership.

ACCEPTANCE OF MINUTES
RESOLVED 22/058 - that the Chair signs, as a true and correct record the circulated minutes of the Parish Council meeting held on 3rd January 2023.

PLANNING
The Planning Register dated 27-02-2023 was accepted and changes to the planning register from last meeting were noted.

The following planning applications had been received since the last meeting:-
22/04619/FUL – Renley, Chester Road, Dunham on the Hill, Chester WA6 0JQ – Erection of a stable block – it was agreed that an objection should be submitted to this application.
22/04645/FUL – 4 Moor Court, Moor Lane, Hapsford WA6 0LA – Erection of Car Port – it was agreed that there were no objections to this application.
22/04674/OUT – Land at Mere's Edge, Chester Road, Helsby – Outline application (with all matters reserved) for the development of upto 100 dwellings (use Class C3), up to 30 bedspaces (Use Class C2), up to 1,000 sqm of commercial, business and service floorspace (Use Class E) and/or commercial uses (Use Class F), new pedestrian and cycle route, and associated highway, landscaping and engineering works – it was agreed that comments of concern as circulated prior to the meeting be submitted to the council following this consultation.
23/00436/CAT – Pear Tree Farm, Village Road, Dunham on the Hill, Frodsham WA6 0LX – Removal of Birch Tree – No objections

It was noted that the following planning applications had been decided since the last meeting:-
22/0977/FUL – Beechcroft, Chester Road, Dunham on the hill, Chester WA6 0JG – Two storey side extension – this application had been approved.
22/04505/CAT – 6 Croft Cottage, Church Lane, Dunham on the Hill, Chester, WA6 0LZ – Plumb (t1) – prune back to suitable growth points back to boundary line. Leylandii (t2) – section fell to ground level. Mixed species consisting of Hazel and Hawthorn (g1) – Prune back to suitable growth points back to boundary – this application had been decided.

Meres Edge Masterplan Update - Nothing to update.

NEIGHBOURHOOD DEVELOPMENT PLAN
Cllr Green provided a written report of the recent Neighbourhood Development Meeting that took place on 7th February which was circulated prior to the meeting.

It was also reported that a meeting between the Parish Council, Cheshire Community Action and Muir Housing had been held to discuss the possibility of commissioning a joint housing needs survey. It had been agreed that this work would benefit both the neighbourhood plan and Muir Housing due to it being a pre-requisite of planning permission for any development on the Wheatsheaf Site. Therefore, Muir Housing have agreed to fund Cheshire Community Action to prepare a survey, with the Parish Council paying for the printed and undertaking responsibility for the circulation and collection of the surveys.

Cllr Green requested that all surveys be circulated this weekend, and properties be revisited next weekend to collect completed surveys or assist anyone who had any questions in relation to the survey.

Cllr Green reported on initial work undertaken by the Wildlife Trust in preparing the bio-diversity study.

Wildlife Trust – it was RESOLVED 22/059 to provide advanced payment for the bio-diversity study to be carried out by the Wildlife Trust to the value of £1,952.

Cheshire Community Action – it was RESOLVED 22/060 to provide payment in advance for the Developing policy theses and collation and Neighbourhood Plan Survey, analysis and report work that Cheshire Community Action had agreed to undertake to the value of £2,810 to include the cost of the printing of the Housing Needs Assessment Survey.
ACTION: Cllr Green to invite John Heselwood to attend the next meeting.
Cllr Green to find out if John would prefer to meet face to face or virtually.

Clerk to find out if the meeting room with virtual facilities at the Helsby Community Sports Club could be utilized.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 23-02-2023.

Bank Reconciliation

RESOLVED 22/061 – the council approved the bank reconciliation as circulated against the year-to-date cashbook and signed the reconciliation and bank statements.

Income & Expenditure

RESOLVED 22/062- to accept the income and expenditure as reported to the meeting:-

To Whom Paid	Comments	
INCOME		
£500.00	Ward Members Grant contribution towards the installation of Electric on Dunham Hill Village Green	
EXPENDITURE		Amount
Clerk's Salary	Tax Point 11	£318.12
HMRC	PAYE Month 11	£21.40
Clerk's Salary	Tax Point 12	£318.12
HMRC	PAYE Month 12	£21.40
Clerk’s Expenses	Expenses for Feb & March	£102.63
DH Village Hall	Hire of Hall	£192.00
Twigtwisters	Willow Weaving Workshop in Hapsford	£975.00
Cheshire Wildlife Trust	Pre-payment of Bio-diversity Study	£1,952.00
Cheshire Community Action	Developing policy theses and collation and Neighbourhood Plan Survey, analysis and report work	£2,810.00
SP Energy Network	Installation of unmetered electricity on the green in Dunham on the Hill	£2,633.75

RESOLVED 22/063 The purchase of 5 Litter picking hoops were approved at a cost of £8.99 each.

THE COMMUNITY

Community Space – Talbot Road – no further update. Cllr Bradley chased with Sanctuary Housing.

Community Tidy Up – it was reported that the next Community Litter Picking Event was reschedule on 1st April 2023.

Village Green Development – Dunham on the Hill – revised quote including excavation of the green to install the box, SP Energy Network £2,194.79 excluding VAT

Ducting and box £562.00

RESOLVED 22/064 for the clerk to sign the documentation and make payment for this project to proceed.

Village Green Development -Hapsford – The clerk reported that the living willow tippee workshop had been run on 11th February, it was very well attended by the local residents and looks fabulous.

Surface of Village Green is currently flagstones, it was suggested that a rubberized surface with hopscotch and snakes and ladders would improve the area and make it more useable by families with young children.

ACTION: Cllr Wallace to obtain three quotes and bring to a future meeting for discussion.

Hapsford Village Signs – It was suggested that to improve the entrance to Hapsford Village that ‘village signs’ stating you are entering Hapsford and please drive with care could be put on both entrances to the village.

ACTION: Cllr Wallace undertook to seek three quotes for installing two new village signs.

It was confirmed that a Street Furniture Licence would need to be obtained if this project was to proceed.

Defib Training – it was reported that Defib Training had been booked for Tuesday 21st March at 6.00pm in the Village Hall.

Hapsford Drains – It was reported that CWaC had undertaken the dye testing since the last meeting and the Council had been informed that a connection between the surface water drain and sewage system had been identified. The Officer from CWaC had also seen for himself the sewage in the surface water drain. They are not looking to undertake further investigations at the top of Hapsford village.

A resident has spoken with Diane Mason who is the United Utilities manager responsible for the pumping station at the bottom of Moor Lane about the dangerous state of the flooded, muddy access to the pumping station and that the flooding which occurs containing sewage. She has advised the resident that there is a connection between the surface water system and the surface water system coming from a private residence.

Following this the resident has stepped up his complaint to United Utilities, Langley Mere, and has been contacted by their Escalation team who confirmed the connection between the sewage and surface water systems.

A whole pile of hard core has been dumped on the access road to the pumping station which has much improved the road.

Hapsford Pond – ACTION: Clerk to seek confirmation of ownership of the Pond at the back of Hapsford.

PARISH COUNCIL MATTERS
Risk Assessment
RESOLVED 22/065 The Parish Councillor's approved the Risk Assessment as submitted to the meeting for 2023.

Asset Register
RESOLVED 22/066 The Parish Councillor's reviewed the circulated Asset Register and approved it for 2023 subject to the inclusion of the new bench outside the Boshaw Centre at a cost of £1,200.

Internal Auditor
RESOLVED 22/067 to instruct Mrs Sue Irlam to undertake the Internal Auditor for 2022-23.

EXTERNAL BODIES
Boshaw Centre – No further update provided to the meeting.

DATE OF NEXT MEETING
The Annual Meeting of the Parish Council would be held on Wednesday 10th May 2023 at 7.30pm at Dunham Hill Village Hall.

The meeting closed at 20:29

Signed:... Dated:...
Mrs T Ryall-Harvey 07/03/2023

General Power of Competence

Background

Parish councils are legal entities established by statute and as such have powers and duties also enshrined in statutes. Until the localism Act of 2011 parish councils were only permitted to do those things where they had the powers spelt out in statute. Most of the powers conferred by statute are specific, such as the power to provide allotments or burial grounds.

In addition to specific powers there is also a wider power under section 137 of the Local Government Act, to permit expenditure, up to certain limits, for purposes not otherwise authorised, provided it is to the benefit of the area or part of it, or all or some, of the inhabitants. S137 is a power of last resort and where other powers exist they should be used

Typically the expenditure on grants usually falls within S137. Since S137 has to be to the benefit of the whole of the parish or part of it, grant aid an individual is not permitted.

It follows from the above that Parish council activities are subject to legal challenge for stepping outside the powers or in excess of the limitations

Recent Legislation – Localism Act 2011

Statutory instrument 965, "Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, issued under the localism act introduced a "General Power of Competence" (GPoC). The intention being to allow "Eligible council" powers to undertake an activity or incur expenditure without the need to have to identify specific powers.

"The Government's intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers".

Eligible councils have "the power to do anything that individuals generally may do" as long as they do not break other laws. **It is intended to be the power of first, not last, resort**. The eligible council has to ask itself if an individual is allowed to do it. If the answer is "yes", then a parish council is normally permitted to act in the same way.

Use of a GPoC is not restricted to the boundary of the parish it may be used anywhere

The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. Neither is a GPoC relevant where an individual cannot act eg issuing a precept relies on specific powers conferred elsewhere.

GPoC is a power, and does not replace "Duties" imposed on councils, such as those concerned with Governance and Finance.

Typically GPoC has been used to run community shops, establish a company to provide services, Grant aid an individual.

Since it is the power of first resort it is incompatible with S137 LGA 1972 and if the parish adopts a GPoC S137 will no longer be used

Eligibility

There are 3 conditions which have to be met for a parish to adopt a GPoC

a. It must pass a resolution that it meets all the criteria and adopts a GPoC. The resolution can be passed at **any time** at an ordinary meeting of the council
b. At the time of passing the resolution at least two thirds of the council are there by virtue of being declared elected
c. At the time of passing the resolution , the parish clerk must hold a recognised professional qualification:-

   - The Certificate in Local Council Administration (CiLCA);

Once the resolution has been passed the parish council has the freedom to Act with the same powers as individual persons (except where prohibited by law). The GPoC stays in existence until the next “relevant” meeting where the GPoC lapses unless a repeat resolution is passed and all three criteria are still met. The next “relevant” meeting is the annual meeting following the four yearly elections.

Recommendation

Parish are recommended to pass the following resolution

“The Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence.

If adopted, the GPoC will remain in place until the annual meeting to be held in 2023 immediately after Parish council elections are concluded. If then, again approved, it will remain in force until the annual meeting immediately following the next elections for the parish council

Dunham Hill & Hapsford Parish Council Planning Register 2023

	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 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	Decided
	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	Decided
	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	Approved
	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	No Objections	Approved
	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	No Objections	Approved
	Wed 07 Sep 2022	22/03418/DIS	Sewage Treatment Works Moor Lane Hapsford Chester	Application to discharge condition 4 (Habitat Management Plan) of planning permission 21/04988/FUL	Not consulted on	Approved
	Wed 02 Nov 2022	22/04105/NMA	Jessamine Farm Moor Lane Hapsford Chester Cheshire WA6 0JY	Non-material amendment to planning permission 19/03212/FUL to substitute roof material from TATA steel standing seam metal to TATA Mica steel anthracite corrugated metal.	Not consulted on	Approved
	Tue 13 Dec 2022	22/04619/FUL	Renley Chester Road Dunham On The Hill Chester Cheshire WA6 0JQ	Erection of stable block	Objected	Awaiting Decision
	Fri 16 Dec 2022	22/04645/FUL	4 Moor Court Moor Lane Hapsford Chester WA6 0LA	Erection of Car Port	No objections	Awaiting Decision
	Tue 20 Dec 2022	22/04674/OUT	Land At Mere's Edge Chester Road Helsby Frodsham	Outline application (with all matters reserved) for the development of up to 100 dwellings (Use Class C3), up to 30 bedspaces (Use Class C2), up to 1,000 sqm of commercial, business and service floorspace (Use Class E)	Not supported	Awaiting Decision

				and/ or community uses (Use Class F), new pedestrian and cycle route, and associated highway, landscaping and engineering works		
	Wed 08 Feb 2023	23/00401/LDC	Land To The North/North-East of Hapsford Hall Off Moor Lane/Cash Lane Hapsford Cheshire	Temporary use for up to 28 days per calendar year for outdoor nursery/creche activities (within Use Class E) together with provision of a portaloo and yurt(s) as temporary moveable structures.	Not consulted on	Awaiting Decision
	Fri 10 Feb 2023	23/00436/CAT	Pear Tree Farm Village Road Dunham On The Hill Frodsham WA6 0LX	Removal of Birch tree	No objections	

Trudy Ryall-Harvey
Dated 24/04/2023

clerk.dunhamhillpc@gmail.com

From: claire@dunhamhillandhapsford.co.uk
Sent: 05 April 2023 11:56
To: Claire; Clerk Dunhamhillpc
Subject: NHP update

Hello all,

An update on the NHP following our meeting with John on Monday. The main things from the meeting are:
1. HNS returns are positive with over 70 households responding. John will share an early draft with myself and Muir housing as it was jointly commissioned and I will then forward to the group accordingly. Early indications are that there is limited identified need for housing in the parish but there were a number of helpful comments about the Wheatsheaf site itself.
2. The larger parish survey that will inform further work will be ready for May/June and John will need some information from each person/priority area so he can formulate questions to ask residents to gather their opinions and any information they may have that can help.
3. The larger survey will identify responses by postcode.
4. John will send across the larger NHP survey that he generated for Handbridge to show us the kind of questions that could be included in ours.

For the larger survey, please can people send across the following
information:
1. a map showing the footpaths and cycle ways - Ray, you have done this already, are you able to scan it in and send it across, if not, please drop one at mine (Ariel View, Village Road) and I will scan it in.
2. a list of community assets/building that we want to identify and protect within the NHP 3. a list of green spaces that we wish to identify and protect. It was suggested that Catherine M at CWaC may have a list so it would be worth contacting her.

There is technical support available for areas such as landscape/development design which we could use for work on sustainable drainage, infrastructure/connectivity, renewable energy. Applications for these will open in the new financial year. We are registered so should receive notification of when they are open for applications.

Lucy Hughes, John's colleague, will be able to help with writing/reviewing policy areas once we have gathered the results of the survey and any other additional evidence such as photos of community events at community facilities, the biodiversity report from Cheshire Wildlife, photos of people using footpaths etc. in the area and anything else that evidences what we want to say for each priority area within the NHP.

John is now on holiday for the remainder of the Easter break and Trudy is also on leave next week. If anyone has any questions, let me know and I will do my best to answer them but I am also away over the Easter weekend and next week is my birthday so you may not get a quick reply.

Thank you everyone for your work so far. We will continue to get together every alternate month with the next opportunity being Tuesday 6th June - Trudy will you book the village hall, please?

Wishing you all a lovely long Easter weekend.
Kind regards,
Claire

Dunham Hill and Hapsford Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2022 - 31st March 2023
Email: clerk.dunhamhillpc@gmail.com
Mobile: 07784 486 767

Information included:

Bank Reconciliation (below)

Significant variances explanation

Year End Accounts

Asset Register

Risk Assessment

Chairman for Year 2022-23
Keith Bradley
Email: chair@dunhamhillandhapsford.co.uk
Contact Number: 07985 290 658

CASH BOOK

Balance brought forward	£13,998
PLUS: Receipts	£15,394
LESS: Payments	-£17,589
	£11,803

BANK

Barclays Current Account	£42
Barclays Deposit Account	£11,761
LESS: unpaid cheques	£0
	£11,803

S137 Limit for 2022-23	£4,675
Total Spend for year	£62

Parish Council Minutes are available at https://www.dunhamhillandhapsford.co.uk/parish-council/minute

Explanation of variances – pro forma

Name of smaller authority: **Dunham Hill and Hapsford Parish Council**

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the

	2021-22 £	2022-23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	11,308	13,998				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	7,005	7,170	165	2 36%	NO		
3 Total Other Receipts	1,977	8,224	6,247	316%	YES		In 2022-23 we received the following additional money:- £1,818 from CWaC Members Budget (£718 - towards Jubilee Event, £500 Electric Supply to Dunham on the Hill & £600 for Festive Wreathmaking workshop. £30.40 in bank interest £1,550 - Marshes Community Grant towards work to be undertaken in Hapsford £4,826 - Neighbourhood Development Plant Grant In 2021-22 we received the following additional money:- £1.17 in bank interest £100 donation towards planting wildflower from Oldfield Trust £700 from CWaC Ward Members Grant (£500 towards planting Wildflowers, £200 towards planting daffodils) £1,176 from VAT Rebate
4 Staff Costs	3,513	4,037	524	14 91%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0 00%	NO		
6 All Other Payments	2,779	13,532	10,753	386.94%	YES		Professional Services for 2021-22 = £589.64 Professional Services for 2022-23 = £700.62 General Services for 2021-22 = £309.23 General Services for 2022-23 = £192.00 Administration for 2021-22 = £782.78 Administration for 2022-23 = £1,065.80 Grants and Projects for 2021-22 = £872.83 Grants and Projects for 2022-23 = £10,366.47 VAT for 2021-22 = £225.00 VAT for 2022-23 = £1,144.58
7 Balances Carried Forward	13,998	11,823				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	13,998	11,823				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus O her Long Term Investments ar	35,392	37,042	1,650	4.66%	NO		
10 Total Borrowings	0	0	0	0 00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

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 Yea	22/015	1
01/04/2022	Autela Payroll	1	79				-42.00				-8.40		-50.40	Payroll Services for Q4 2	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	1	88		-25.50						-5.10		-30.60	Payroll Services Q1	22/039	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	11	88				-80.00						-80.00	Printing of Newsletter	22/039	23
25/08/2022	Mrs T Ryall-Harvey	1	88	-294.23									-294.23	Clerk's Salary Tax Point	22/039	24
30/08/2022	CWaC		88									600.00	600.00	CWaC Ward Councillors	22/039	26
30/08/2022	HMRC PAYE	1	88	-15.60									-15.60	PAYE Month 5	22/039	25
05/09/2022	Bank Interest		93									4.29	4.29	Bank Interest Paid	22/048	27
13/09/2022	Mrs T Ryall-Harvey	1	88				-174.50				-3.30		-177.80	Clerk's Expenses	22/039	28
13/09/2022	Cheshire Community A	8	88		-20.00								-20.00	Membership for 2022-2	22/039	29
23/09/2022	Mrs T Ryall-Harvey	1	88	-294.23									-294.23	Clerk's Salary Tax Point	22/039	30
30/09/2022	HMRC PAYE	1	88	-15.60									-15.60	PAYE Month 6	22/039	31
03/10/2022	Claire Fletcher	10	93						-797.00				-797.00	Wreath Making Materia	22/048	32
03/10/2022	Visual Sales & Services	4	93		-71.86						-14.38		-86.24	Website	22/048	33
10/10/2022	PQR Limited	1	93		-25.50						-5.10		-30.60	Payroll Services	22/048	34
10/10/2022	Mrs T Ryall-Harvey	9	93							-47.25			-47.25	Poppy Wreath & Lamp-	22/048	35
10/10/2022	Boston Seeds Ltd	10	93						-372.00		-74.40		-446.40	Wildflower Seed	22/048	36
14/10/2022	Groundwork UK		93									4,826.00	4,826.00	Neighbourhood Plan Gr	22/048	37
25/10/2022	Mrs T Ryall-Harvey	1	93	-307.07									-307.07	Clerk's Salary Tax Point	22/048	38
30/10/2022	HMRC PAYE	1	93	-18.80									-18.80	PAYE Month 7	22/048	39
09/11/2022	Mrs T Ryall-Harvey	1	93				-92.81				-2.47		-95.28	Clerk's Expenses	22/048	40
09/11/2022	PQR Limited	1	93		-51.00						-10.20		-61.20	Payroll Services for Q3	22/048	41
09/11/2022	Mr K Holmes	9	93						-36.05		-7.21		-43.26	Battery for SID Machine	22/048	42
09/11/2022	Traffic Technology	9	93						-175.00		-35.00		-210.00	Repair Inspection for SI	22/048	43
25/11/2022	Mrs T Ryall-Harvey	1	93	-300.65									-300.65	Clerk's Salary Tax Point	22/048	44
30/11/2022	Walkers Nurseries	10	100						-156.00		-31.20		-187.20	Daffodil Bulbs	22/056	45

30/11/2022	Mrs T Ryall-Harvey	10	100						-268.00		-53.60		-321.60	Defib Pads	22/056	46
31/11/2022	HMRC PAYE	1	93	-17.20									-17.20	PAYE Month 8	22/048	47
05/12/2022	Marshes Community Benefit		100									1,550.00	1,550.00	Marshes Community Be	22/056	48
05/12/2022	Interest Paid		100									7.77	7.77	Bank Interest Paid	22/056	49
23/12/2022	Mrs T Ryall-Harvey	1	100	-409.08									-409.08	Clerk's Salary Month 9	22/056	50
30/12/2022	HMRC PAYE	1	100	-44.20									-44.20	PAYE Month 9	22/056	51
09/01/2023	Mrs T Ryall-Harvey	1	100				-118.93			-15.23			-134.16	Clerk's Expenses	22/056	52
09/01/2023	Walkers Nurseries	10	100						-140.63		-28.13		-168.76	Christmas Tree for Haps	22/056	53
25/01/2023	Mrs T Ryall-Harvey	1	100	-318.12									-318.12	Clerk's Salary Month 10	22/056	54
30/01/2023	CWaC		104									500.00	500.00	Ward Members Budget Grant		56
30/01/2023	Twigtwister	10	104						-975.00				-975.00	Willow Weaving Works	22/062	57
30/01/2023	HMRC PAYE	1	100	-21.40									-21.40	PAYE Month 10	22/056	55
15/02/2023	DH Village Hall	5	104			-192.00							-192.00	Village Hall Hire	22/062	58
25/02/2023	Mrs T Ryall-Harvey	1	104	-318.12									-318.12	Clerk's Salary Month 11	22/062	59
28/02/2023	HMRC PAYE	1	104	-21.40									-21.40	PAYE Month 11	22/062	60
06/03/2023	Bank Interest											17.31	17.31	Bank Interest Paid		
08/03/2023	Mrs T Ryall-Harvey	1	104				-99.69				-2.94		-102.63	Clerk's Expenses	22/062	61
08/03/2023	SP Manweb PLC	10	104						-2,194.79		-438.97		-2,633.76	Unmetered Electrical Su	22/062	62
13/03/2023	Cheshire Wildlife Trust	12	104						-1,952.00		-390.40		-2,342.40	Bio-diversity Survey	22/062	63
13/03/2023	Cheshire Community A	12	104						-2,810.00				-2,810.00	Neighbourhood Develo	22/062	64
25/03/2023	Mrs T Ryall-Harvey	1	104	-318.12									-318.12	Clerk's Salary Month 12	22/062	65
30/03/2023	HMRC PAYE	1	104	-21.40									-21.40	PAYE Month 12	22/062	66
													0.00			
													-2,174.38			
TOTALS				**-4,036.82**	**-700.62**	**-192.00**	**-1,065.80**	**-120.00**	**-10,246.47**	**-62.48**	**-1,144.58**	**15,394.40**				

RECONCILIATION				
Current Account	£62.42		**Year to date balance**	-£2,174.38
Deposit Account	£11,760.90		**Balance Brought Forward**	£13,997.70
TOTAL	**£11,823.32**		**Balance**	£11,823.32
Less Uncleared Payments				
				£0.00
TOTAL	**£11,823.32**			
Ring-Fenced Money for Hapsford Christmas Trees	£221.87	S137 Limit for 2022		£4,674.60
Earmarked as CIL Money	£231.00			
Ring Fenced for Emergencies (upto one years Prece	£6,609.57			
Ring-fenced - Election Costs	£2,500.00			
Reserved for Maintenance of Assets in Dunham Hil	£774.50			
Ring-Fenced for Speed Monitoring Device	£907.38			
Ring-Fences for Wildflowers, Tippee and Sharing Bo	£575.00			
Ring-Fenced for Neighbourhood Development plan	£4.00			
Remaining money to spend	**£0.00**			

Clerk: *T Ryall-Harvey*
23/03/2023

Dunham Hill and Hapsford Parish Council Asset Register 2023

Items	**Replacement Value**
5 x wooden/metal, glass fronted notice boards	£2,500
Notice board outside Boshaw	
Notice board at Hapsford	
Notice board at Hapsford (Wooden)	
Notice board at Village Hall	
Notice board on side of Dunham Arms (Poor condition)	
8 x outside seat/ bench	£2,400
Seat at Low Hill triangle	
Seat outside Boshaw	
Seat at Rake Lane	
2 x Seats on Village Green	
3 x benches Hapsford plus two tables	
5 x Village signs/planters	£5,000
Planter at Low Hill triangle	
Planter outside Boshaw	
Planter at Rake Lane (Talbot Road)	
Planter in Hapsford	
2 x Defibrillator	£3,000
2 x Salt/Grit Spreaders	£450.00
2 x Telephone Boxes	£4,000
Telephone box opposite Boshaw	
Telephone box at Hapsford	
4 x Brick built bus shelters	£16,000
Brick bus shelter A56 near Dunham Arms	
Brick bus shelter A56 outside Wheatsheaf	
Brick bus shelter A56 opposite Wheatsheaf	
Brick bus shelter A5117 Westbound at Hapsford	
1 x Wooden bus shelter A56 near Low Hill	£500
1 x Laptop	£406
SID Machine plus chain and padlock – Location	£2,786
Total value to replace	£37,042

DUNHAM HILL AND HAPSFORD PARISH COUNCIL
RISK ASSESSMENT POLICY

Background and Aims

The Government's Modernising Agenda provides such processes as Quality Councils and creating new leadership structures. In addition the local council audit seeks to address issues by placing emphasis on local councils strengthening their own corporate governance arrangements, improving their stewardship of public funds and providing assurance to taxpayers.

The Risk Assessment Policy is the method by which Dunham Hill and Hapsford Parish Council will carry out its obligation of risk assessment of any structures or other property or equipment which may cause injury to a danger to the general public, Council staff and Members.

Risk Management is also about financial management, internal controls and adequacy of insurance cover in order that the Parish Council may achieve its objectives to deliver high quality public service. Failure to manage risks effectively can be expensive in terms of litigation and reputation and the ability to achieve desired targets.

Table One
Areas where there may be scope to use insurance to help manage risk

RISK IDENTIFICATION	**COUNCIL'S RESPONSE**
Insurance cover for risk is the most common approach to certain types of inherent risks:	
The protection of physical assets owned by the council – buildings, furniture, equipment, etc (loss or damage)	Insurance Policy– reviewed annually
The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability)	Insurance Policy Section 1 – reviewed annually
The risk of consequential loss of income or the need to provide essential services following critical damage, loss of non-performance by a third party (consequential loss)	Insurance Policy Section 2 – reviewed annually
Loss of cash through theft or dishonesty (fidelity guarantee)	Insurance Policy Section 1– reviewed annually
Legal Liability as a consequence of asset ownership (public liability)	Insurance Policy Section 1 – reviewed annually.
Officials Indemnity to include Councillors	Insurance Policy Section 2 – reviewed annually

Libel and Slander Legal Expenses	Insurance Policy Section 2 – reviewed annually Insurance Policy Section 3 – reviewed annually.
INTERNAL CONTROLS	**COUNCIL'S RESPONSE**
The council's internal controls include: Up to date register of assets and investments. Regular inspection and maintenance arrangements for physical assets. Annual review of risk and the adequacy of cover. Ensuring the robustness of insurance providers	 Provided To take place annually. Internal Auditor – Annually. Internal Auditor – Annually.
INTERNAL AUDIT ASSURANCE	**COUNCIL'S RESPONSE**
The internal Audit procedure includes: Review of internal controls in place and their documentation. Review of management arrangements including insurance cover. Testing of specific internal controls and reporting findings to management.	 Annually. Annually. Annually.
Table Two Areas where there may be scope to work with others to help manage risk.	
RISK IDENTIFICATION	**COUNCIL'S RESPONSE**
The limited nature of internal resources means that the council may wish to provide services from specialist external bodies: Maintenance for vulnerable buildings, amenities or equipment. The provision of services being carried out under agency/partnership agreements with principal authorities. Banking arrangements, including borrowing or lending. Ad hoc provision of amenities/facilities for events to local community groups. Markets management.	 Na Na Na Na Na

Vehicle or equipment hire or lease.	Na
Professional services (planning, architects, accountancy, design, etc)	Na
INTERNAL CONTROLS	**COUNCIL'S RESPONSE**
Internal Control's include:	
Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment.	Adopted.
Regular reporting on performance by suppliers, providers, contractors.	Na
Annual review of contracts.	Na
Clear statement of management responsibility for each service.	Na
Regular scrutiny of performance against targets.	Na
Adoption of and adherence to codes of practice for procurement and investment.	Adopted
Arrangements to detect and deter fraud and/or corruption.	In place.
Regular bank reconciliation's, independently reviewed	Internal Auditor – Annually.
Table Three Areas where there may be a need to self-manage risk	
RISK IDENTIFICATION	**COUNCIL'S RESPONSE**
There are a number of activities that create business risk but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable:	
Keeping proper financial records in accordance with statutory requirements.	In place
Ensuring all business activities are within legal powers applicable to local councils.	In place
Complying with restrictions on borrowing.	In place
Ensuring that all requirements are met under employment law and Inland Revenue regulations.	Evidence provided by Clerk

Ensuring all requirements are met under Customs and Excise regulations (especially VAT).	VAT claimed annually
Ensuring the adequacy of the annual precept within sound budgeting arrangements.	In place
Monitoring of performance against agreed standards under partnership agreements.	Na
Ensuring the proper funds granted to local community bodies under specific powers or under section 137.	In place
Proper, timely and accurate reporting of council business in the minutes.	In place
Responding to electors wishing to exercise their rights of inspection.	In place
Meeting the laid down timetables when responding to consultation invitations.	In place
Meeting re requirements for Quality parish status or other accreditation.	Not under consideration at moment. To be reviewed at interval.
Proper document control	In place
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	In Place
Compliance with Freedom Of Information Act	In place – new policy document being produced for approval.
Clerk's Salary Reviewed	Annual review
INTERNAL CONTROLS	**COUNCIL'S RESPONSE**
The Council's internal controls include:	
Regular scrutiny of financial records and proper arrangements for the approval of expenditure.	In place.
Recording in the minutes the precise powers under which expenditure is being approved.	In place.
Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation.	In place.

Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.	In place
Regular budget monitoring statements.	Annual review.
Developing systems of performance measurement	Na
Procedures for dealing with and monitoring grants or loans made or received.	Na
Minutes properly numbered and paginated with a master copy kept in safekeeping.	In place
Documented procedures to deal with enquiries from the public.	Standing Orders
Documented procedures to deal with responses to consultation requests.	Standing Orders
Monitoring arrangements by the council regarding Quality Council status.	Not adopted – may be reviewed
Documented procedures for document receipt, circulation, response, handling and filing.	Standing Orders
Procedures in place for recording and monitoring members' interests and gifts and hospitality received.	In place
Adoption of codes of conduct for members and employees.	In place
INTERNAL AUDIT ASSURANCE	**COUNCIL'S RESPONSE**
Internal audit testing includes:	
Review of internal controls in place and their documentation.	Internal Auditor
Review of minutes to ensure legal powers in place, recorded and correctly applied.	Internal Auditor
Testing of income and expenditure from minutes to cashbook, from bank statement to cashbook, from minutes to statements etc.	Internal Auditor
Review and testing of arrangements to prevent and detect fraud and corruption.	Internal Auditor
Testing of disclosures	Internal Auditor
Testing of specific internal controls and reporting of findings.	Internal Auditor

Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

DUNHAM HILL AND HAPSFORD PARISH COUNCIL

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23:	£15,394
Total annual gross expenditure for the authority 2022/23:	£17,589

There are certain circumstances in which an authority will be **unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.
Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
SIGNATURE REQUIRED	DD/MM/YYYY		DD/MM/YYYY
Signed by Chairman	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	DD/MM/YYYY	MINUTE REFERENCE	

Generic email address of Authority	Telephone number
clerk.dunhamhillpc@gmail.com	07784 486 767

*Published web address

https://www.dunhamhillandhapsford.co.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

DUNHAM HILL AND HAPSFORD PARISH COUNCIL

https://www.dunhamhillandhapsford.co.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 17/04/2023

Name of person who carried out the internal audit: MS SUSAN MARIAN IRLAM

Signature of person who carried out the internal audit: [signature]

Date: 17/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

DUNHAM HILL AND HAPSFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed Yes	No		*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.				*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.*

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Information required by the Transparency Code *(not part of the Annual Governance Statement)*	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.		

https://www.dunhamhillandhapsford.co.uk

Section 2 – Accounting Statements 2022/23 for

DUNHAM HILL AND HAPSFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	11,308	13,998	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	7,005	7,170	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1,977	8,224	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	3,513	4,037	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	2,779	13,552	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	13,998	11,803	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	13,998	11,803	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	35,392	37,042	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)				*The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Smaller authority name: **Dunham on the Hill and Hapsford Parish Council**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement 2nd June 2023	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. **Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:**	
(b) Mrs T Ryall-Harvey (Clerk) clerk.dunhamhillpc@gmail.com 07784 486 767	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) __**Monday 5 June 2023** ________________________	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below
and ending on (d) ___**Friday 14 July 2023** _________________________	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is: **PKF Littlejohn LLP (Ref: SBA Team)** **15 Westferry Circus** **Canary Wharf** **London E14 4HD** (sba@pkf-l.com)	
5. This announcement is made by (e) Mrs T Ryall-Harvey Clerk & RFO	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Dunham Hill & Hapsford Parish Council OUTTURN 2023-24 02/05/2023

Budget Element	Due Date		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Outturn 2022-23	Budget 2023-24	Variance O v B	Commentary
EXPENDITURE																		**Costs include VAT**
People & Expenses																		
Clerk	Monthly		272	311	311	311	311	311	311	311	311	311	311	311	3,693	3,732	39	
HMRC tax	Quarterly		68	20	20	20	20	20	20	20	20	20	20	20	288	240	-48	
Expenses	Monthly			50	75		50		75		50			100	400	400	0	Clerk expenses
Training				150		50		50				50		50	350	350	0	£150 for new members training/£200 for Clerk
Professional service																		
Insurance	Yearly			430											430	430	0	
Internal Audit	Yearly			50											50	50	0	
Payroll Provider	Monthly				72			36			36			36	180	180	0	
General Services																		
Website & Broadband	Yearly			57				90							147	147	0	
Village Hall Room Hire	Yearly											100			100	100	0	
Newsletter	Quarterly			80			80				80				240	240	0	
Bulb Planting & Planters		*						300	126						426	426	0	Plants for the Planters (Spring &
Admin																		
Membership/Subscriptions	Yearly				190										190	190	0	
Data Protection fee	Yearly				35										35	35	0	
Elections		*		548											548	548	1	Election in 2023-24 - budget for contested
Projects																		
Defribrillator					336										336	336	0	Replacement Battery for DH
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)		*						27.5						170	198	198	1	
Neighbourhood Development Plan				500		1,000		1000		500		1,000		1,000	5,000	5,000	0	
Money spent from reserves				250							600				850	850	0	
Inflation %		0%	0	0	0	0	0	0	0	0	0	0	0	0	0		0	
Contingency % of above		0.5%	0	8	2	2	2	4	3	2	2	2	2	5	35	41	6	
TOTAL CASH OUT			**340**	**2,453**	**1,221**	**1,383**	**463**	**1,839**	**535**	**833**	**1,099**	**1,483**	**333**	**2,142**	**14,124**	**14,123**	**-1**	

			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Outturn 2022-23	Budget 2023-24	Variance O v B	
RECEIPTS																		
Precept	7,170	2.0%	7,537												7,537	7,537	0	
Bank Interest					4						4				8	8	0	
VAT recovery			1,145											50	1,195	50	-1,145	
Neighbourhood Development Plan Grant				5,000											5,000	5,000	0	
CWAC contribution			100												100	0	-100	
Other				250							600				850	850	0	
TOTAL CASH IN			**8,782**	**5,250**	**4**	**0**	**0**	**0**	**0**	**0**	**604**	**0**	**0**	**50**	**14,690**	**13,445**	**-1,245**	
Transaction Cash flow			8,442	11,239	10,022	8,639	8,175	6,337	5,802	4,969	4,474	2,991	2,658	565				

EARMARKED FROM RESERVES	
Earmarked for Hapsford Christmas Tre	222
Sharebox and Wildflower Planting in H	575
Maintanence of Assets in Dunham Hill	775
CIL Money	231
Ring-Fenced for Speed Monitoring Dev	942
Election	2,500
General Reserves (upto 1 years Precep	6,579
TOTAL RESERVES	**11,824**

		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Cash in Bank	11803.32	20,245	23,042	21,825	20,442	19,979	18,140	17,605	16,773	16,277	14,794	14,461	12,369
	End 2022-23												

DUNHAM HILL AND HAPSFORD PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2023-24

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												
12/04/2023	CW&C											7,537.00	7,537.00	Precept		
13/04/2023	CW&C											100.00	100.00	Ward Members Contribution towards C		
14/04/2023	HMRC VTR											1,144.58	1,144.58	VAT Rebate for 2022/23		
25/04/2023	Mrs T Ryall-Harvey			-271.72									-271.72	Salary Tax Month 1		
28/04/2023	HMRC PAYE			-67.80									-67.80	HMRC Tax Month 1		
													0.00			
													0.00			
													0.00			
													0.00			
													0.00			
													0.00			
													0.00			
													0.00			
													0.00			
													0.00			
													0.00			
													8,442.06			
TOTALS				**-339.52**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**8,781.58**				

RECONCILIATION

Current Account	£7,297.48	**Year to date balance**	£8,442.06
Deposit Account	£12,947.90	**Balance Brought Forward**	£11,803.32
TOTAL	**£20,245.38**	**Balance**	£20,245.38
Less Uncleared Payments			
			£0.00
TOTAL	**£20,245.38**		
Ring-Fenced Money for Hapsford Christmas Trees	£222.00	S137 Limit for 2023-24	£5,262.90
Earmarked as CIL Money	£231.00		
Ring Fenced for Emergencies (upto one years Prece	£6,579.00		
Ring-fenced - Election Costs	£2,500.00		
Reserved for Maintenance of Assets in Dunham Hil	£775.00		
Ring-Fenced for Speed Monitoring Device	£942.00		
Ring-fenced money for Hapsford Sharebox and Wil	£575.00		
Remaining money to spend	**£8,421.38**		

Clerk: *T Ryall-Harvey*
02/05/2023

Dunham Hill and Hapsford Parish Council
Bank Reconciliation to Cashbook -
Presented to Meeting on Wednesday 10th May
Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	**£20,245.38**
Barclays Online Account at 02/05/2023	
Current Account	£7,297.48
Deposit Account	£12,947.90
Less: Unpresented Payment	£15.60
TOTAL	**£20,229.78**
Less: Payments on Cashbook not yet made	£0.00
Plus: Deposits on Cashbook not yet Credited	£0.00
Reconciliation	**YES**

DUNHAM HILL & HAPSFORD PARISH COUNCIL
Dunham Hill & Hapsford PC >
20-20-46 60329495
Show recent transactions

£7,297.48
Available balance
Last night's balance £7,297.48

DUNHAM HILL & HAPSFORD PARISH COUNCIL
Dunham Hill Deposit Acc >
20-20-46 53458202
Show recent transactions

£12,947.90
Available balance
Last night's balance £12,947.90

DUNHAM HILL & HAPSFORD PARISH COUNCIL

Items for Approval to pay between meetings throughout the year

Item	Frequency
Salary	Monthly
HMRC	Quarterly
Expenses	Monthly
Training	Monthly
Payroll Services	Annually
Internal Audit	Annually
Newsletter	Quarterly
Bulb Planting & Planters	Quarterly
Insurance	Annually
Website Subscriptions	Annually
Printing of Newsletter	Quarterly
Subscriptions	Annually
Village Hall/Room Hire	Quarterly
Maintenance of Asets	Quarterly

76 Oaklea Avenue, Hoole, Chester CH2 3RE
Contact: 07784 486 767
Email: clerk.dunhamhillpc@gmail.com

trudy.ryallharvey@gmail.com

From: trudy.ryallharvey@gmail.com
Sent: 26 April 2023 13:42
To: 'Sue Irlam'
Subject: RE: Dunham Hill and Hapsford Parish Council

Hi Sue,

In answer to your questions:-

- On the hard copy invoices there is an unnumbered sheet between invoices 15 and 16; the unnumbered sheet is dated 25 May 2022 and is in the sum of £120.00, to what does this relate please? *– this is a duplicate payment of invoice 15 due to the system being a double signatory system and the second signatory did not appove the payment in time.*
- Line 28 on the spread sheet shows VAT in the sum of £3.30; the actual amount is £4.52, therefore the VAT figure is short by £1.22. The cash book will need to be amended to reflect this error. – *ok will try to avoid errors in future, as long as I have not over claimed we should be ok.*
- Line 37 on the spread sheet shows income of £4826 income as a grant; the hard copy numbered 37 does not show an amount, suggest including a copy of the grant offer letter showing this amount – *OK noted your recommendation*
- Line 38 on the spread sheet shows an amount of £307.07 as being paid in respect of the Clerk's salary; the hard copy numbered 38 shows an amount of £300.65 being paid, this a variance of £6.42. The total for the 'People and Expenses' column and the 'Totals' column will need to be reduced respectively by £6.42 to reflect the variance. The year to date balance would also need to be amended as would the balance – *The over payment is not an error, the Clerk was paid in September £294.23 prior to an amended payslip being issued – therefore in October the £300.65 salary was paid together with the amended additional amount from September of £6.42 (the amended payslip was behind the October Pay Slip).*
- Invoice 46 is showing 1 x payment of £160.80; line 46 on the spread sheet is showing a total of £321.60 ie 2 x payments of £160.80. – *Stapled behind the invoice 46 was a further invoice for £160.80*
- Line 67 shows no detail, hard copy invoice numbered 67 is included; I note this is due for payment on 3 April 2023, so assume that this

would be paid from the 2023 - 2024 financial year. – *this was paid in March and I will add a number to the cashbook.*
- Good practice of periodic bank audits undertaken.

Please confirm you are happy with my comment, if you require me to scan over any invoices so that you can double check I would be happy to do so.

Regards

Trudy

DUNHAM HILL & HAPSFORD PARISH COUNCIL

ROLES AND RESPONSIBILITIES – to review and agree the roles and responsibilities of Parish Councillors for period 2023-24:

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

Gowy 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

DUNHAM HILL & HAPSFORD
PARISH COUNCIL

Policy Summary Sheet

Description	Adopted	Last Reviewed	Next Review
Absence Policy	May 2019	May 2022	May 2023
Bullying and Harassment Policy	May 2019	May 2022	May 2023
Child Protection Policy	July 2022	July 2022	May 2023
Complaints Policy	March 2020	May 2022	May 2023
Data Retention Policy	June 2022	June 2022	May 2023
Disciplinary Policy	Jan 2020	May 2022	May 2023
Equal Opportunities Policy	May 2019	May 2022	May 2023
Grievance Policy	Jan 2020	May 2022	May 2023
Health and Safety Policy	July 2022	July 2022	May 2023
Privacy Policy	January 2020	May 2022	May 2023
Reserves Policy	March 2020	May 2022	May 2023
Risk Assessment Policy	May 2019	May 2023	March 2024
Scheme of Delegation Policy	July 2022	July 2022	May 2023
Training and Development Policy	July 2022	July 2022	May 2023
Zero Tolerance Policy	January 2020	May 2022	May 2023
Accessibility Policy	August 2020	May 2022	May 2022

Contact: 07805 698 388
Email: clerk.dunhamhillpc@gmail.com

DUNHAM HILL & HAPSFORD
PARISH COUNCIL

Procedures Summary Sheet

Code of Conduct	May 2022	May 2022	May 2023
Financial Regulations	May 2019	May 2022	May 2023
Publication Scheme	November 2021	May 2022	May 2023
Planning Protocol	September 2020	May 2022	May 2023
Standing Orders	May 2019	May 2022	May 2023

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DUNHAM HILL & HAPSFORD
PARISH COUNCIL

Parish Council Meetings 2023-24

Wednesday 10th May 2023 – Annual Meeting

Tuesday 4th July, 2023

Tuesday 5th September, 2023

Tuesday 7th November, 2023

Tuesday 2nd January, 2024

Tuesday 5th March, 2024

Tuesday 7th May, 2024

Extraordinary meetings are called as required and will be advertised on the Notice Board and website.

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