

DUNHAM HILL and HAPSFORD 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 3rd January 2023 to be held in Dunham Hill Village Hall, which will begin at 7.00pm, 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

23/12/2022

Clerk.dunhamhillpc@gmail.com

07784 486 767

AGENDA

1.	APOLOGIES	And reason for absence.
2.	ARCHWAY HOMES	Representative of Archway Homes to discuss proposal for Wheatsheaf Site.
3.	CWaC	Claire Wyn-Jones, LFA & Stuart Bateman, Principal Engineer - Highways to provide an update on the issues in Hapsford.
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) <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 (LGA 1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</i>
6.	CORRESPONDENCE	To receive any correspondence since the last meeting and to agree any action required. - Notification of External Auditor Appointment - Marshes Community Benefit Fund – Grant Agreement
7.	ACCEPTANCE OF MINUTES	To approve the minutes of the Parish Council meeting held on Tuesday 1 st November 2022.
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
9.	NEIGHBOURHOOD DEVELOPMENT PLAN	- To receive an update to the Neighbourhood Development Plan
10.	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 National Salary Awards Pay Scale increase, backdated to 1st April 2022. 4) To seek approval of the budget for 2022-23. 5) To agree the Precept for 2022-23 6) To approve the payment of the SLCC membership for 2022-23 7) To approve the submission of the Churchyard Grant Application 8) To approve payments made since last meeting.
11.	THE COMMUNITY	1) Community Space – Talbot Road – to receive an update 2) Community Litter Picking Event – to receive an update. 3) Village Green Development – to receive an update.

		4) Hapsford Village Green – to receive an update. 5) Hapsford Drains – to receive a verbal update.
12.	EXTERNAL BODIES	- CWaC's Neighbourhood Pride Scheme – to receive an update. - Sandstone Meeting – to receive an update. - Boshaw Centre – to receive an update.
	DATE OF NEXT MEETING	Tuesday 7 th March 2023 at 7.30pm

From: admin@saaa.co.uk
Sent: 01 December 2022 11:13
To: Clerk.dunhamhillpc@gmail.com
Subject: Notification of external auditor appointment

Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27

Dunham Hill And Hapsford Parish Council, Cheshire,

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

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022.

Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards.

The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: www.saaa.co.uk.

The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

All authorities require an external auditor appointment 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 a named auditor must be in place to deal with questions or objections from local electors about the accounts.

Annual Governance and Accountability Return (AGAR)

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with any applicable Transparency Code.

Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge.

Advice and assistance are available from the various sector membership organisations:

National Association of Local Councils and County Associations - www.nalc.gov.uk

Society of Local Council Clerks - www.slcc.co.uk

Association of Drainage Authorities - www.ada.org.uk

Yours faithfully,

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27

SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021.

Responsibilities under the new contracts will relate to accounts for the financial year beginning on **1 April 2022**. The details of your specific appointment by contract (County) area are listed below.

Your Authority's Audit Appointment for 2022-23 to 2026-2027

Your appointed auditor will be **PKF Littlejohn LLP**.

Their contact details are:

PKF Littlejohn LLP,
SBA Team,
15 Westferry Circus,
Canary Wharf,
London E14 4HD
Email: sba@pkf-l.com
Tel.: 020 7516 2200

All auditor appointments are listed by contract (County) area and all the Auditor contact details are listed on our website on the Audit Appointments page.

Scales of Fees 2022-23 to 2026-27

The following fees have been determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27.

Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their AGAR fully and accurately within the required timescales and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table1 - Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
0 - 25,000	0 (if a Certificate of Exemption is submitted)
0 - 25,000	210 (if a LAR review is required)
25,001 - 50,000	210
50,001 - 100,000	315
100,001 - 200,000	420
200,001 - 300,000	630
300,001 - 400,000	840
400,001 - 500,000	1,050
500,001 - 750,000	1,365
750,001 - 1,000,000	1,680
1,000,001 - 2,000,000	2,100
2,000,001 - 3,000,000	2,520
3,000,001 - 4,000,000	2,940
4,000,001 - 5,000,000	3,360
5,000,001 - 6,500,000	3,780

Note: An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable is £210.

Reminder letters

Where the auditor is required to send a reminder to any authority that has failed to submit either an AGAR or Certificate of Exemption to the external auditor by the statutory submission deadline will be charged £40 + VAT for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged in other circumstances, for example where auditors are required to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 - Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

SAAA – Smaller Authorities' Audit Appointments Limited

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

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MEETING OF THE DUNHAM HILL & HAPSFORD PARISH COUNCIL

Tuesday 1st November 2022, at 7.30pm, at Dunham Hill Village Hall.

MINUTES

Present: Cllr K Bradley – Chair
Cllr C Green
Cllr R Johnson
Cllr C Green

Cllr E Gibson
Cllr S Willett
Cllr K Holmes
Cllr A Tribe

Clerk: Mrs T Ryall-Harvey

Members of the public: 0

PARISH COUNCIL VACANCIES –following the application from Mrs A Tribe to become a Parish Councillor it was **RESOLVED 22/044** proposed by Cllr Gibson and seconded by Cllr Bradley that this application be accepted.

ACTION: Add Cllr A Tribe to Parish Council Whatsapp Group and setup councillor specific email address.

It was also reported that following the absence of Cllr Wales for over six months and the Chair had emailed to seek clarification of his wishes to remain on the Parish Council with no response it was therefore **RESOLVED 22/045** to remove Cllr Wales from the Parish Council.

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr H Broadman.

Cllr Green joined the meeting.

DECLARATION OF INTERESTS – No declarations of interest were received.

PUBLIC PARTICIPATION – Nothing raised.

CORRESPONDENCE

The Local Liaison Committee meeting for Protos ERF was reported to be taking place on Tuesday 8 November from 5pm to 7pm – Cllr Bradley confirmed his attendance at this meeting.

A resident had raised the poor condition of the Bus Shelter near the Cheshire Park Homes site – it was confirmed that this area would be included within the next Community Clean-up event.

Remembrance Sunday – the email was received from a resident and was noted, and Parish Councillors noted that councillors may regularly attend Remembrance events in other areas than at St Lukes and as the Parish Council regularly sent a representative to St Luke's Church this does not in any way undermine their civic duty and as Parish Councillors their commitment to attend is voluntary.

ACTION: Remembrance Soldier get a quote.

Royal British Legion provide a commemorative soldier status at a cost of £175

It was reported and noted that the CHALC - Code of Conduct Training would be taking place on - 8th November and 22nd November.

It was reported that CWaC were undertaking an Online Connection Event on 20th December looking at May 2023 Elections and the Elections Act 2022 it was confirmed that the Clerk would attend.

ACCEPTANCE OF MINUTES

RESOLVED 22/046 - that the Chair signs, as a true and correct record the circulated minutes of the Parish Council meeting held on 5th September 2022.

ITEMS FOR DISCUSSION

SID Machine Update – Cllr Holmes confirmed that the SID machine had now been repaired and returned from the supplier. It was also noted that a replacement battery had been purchased at a cost of £43.26 including Vat and delivery.

Defib Machines – following recent reports of both the defib machine in Hapsford and Dunham on the Hill not being rescue ready, Cllr Holmes reported that the defib machine in Hapsford was not found to be out of action and the cabinet that encloses the defib had been tampered with and the defib in Dunham on the Hill was waiting on a replacement battery to arrive under warranty.

Cllr Gibson reported that she would look into spraying the telephone box to get rid of the graffiti and get a quote for a Defibrillator Sign to go at the top of the Telephone Box to highlight where the Defibrillator was located.

ACTION: Order Pads for Hapsford Defib Machine due them them running out in January 2023.

PLANNING

The Planning Register dated 20/10/2022 was accepted and changes to the planning register from last meeting were noted.

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

22/02977/FUL – Beechcroft, Chester Road, Dunham on the Hill, Chester WA6 0JG – Two Storey Side Extension – the Parish Council undertook to submit a response in support of this application.

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

22/00774/FUL – Bank House Farm, Morley Lane, Dunham on the Hill WA6 0NZ – Part single and two storey rear extension – approved.

22/01091/LDC – The Dales, Low Hill, Dunham on the Hill, WA6 0NS – Erection of garage – approved.

Meres Edge Update - No further update and no future meeting planned at this stage.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Green reported following a recent Neighbourhood Development Meeting that took place on 4th October that information that was being worked on was discussed and areas that required help were identified. It was also reported that the grant application that had been submitted for the Biodiversity study and support required from Cheshire Community Action and had now been received of £4,826.00.

Cllr Green reported that she had scheduled a meeting with John Haselwood from Community Action Group to look at next steps.

It was also reported that the next Neighbourhood Development meeting was taking place on Tuesday 6th December at 7.30pm.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 20-10-2022.

Bank Reconciliation

RESOLVED 22/047 – the council approved the bank reconciliation as circulated against the year-to-date cashbook and sign the reconciliation and bank statements.

Budget Requirement for 2022-23

Cllr Tribe to look into putting on an Easter Trail.

It was suggested that renovation work or a replacement Bus Shelter on Chester Road by the Cheshire Park Homes may be required in the near future – look at cost options.

Hapsford Christmas Tree – It was **RESOLVED 22/048** to purchase a 12ft Christmas tree at a cost of £140.63, net of vat.

It was also agreed that in future sponsorship from local business in the area should be sought to help fund the Christmas Tree once funding runs out or funding for a fake tree could also be looked at depending on what the residents of Hapsford preferred.

Income & Expenditure

RESOLVED 22/048 - to accept the income and expenditure as reported to the meeting:-

<u>To Whom Paid</u>	<u>Comments</u>	<u>Amount</u>
<u>INCOME</u>		
Groundworks	Neighbourhood Plan Grant	£4,826.00
Interest Paid	September	£4.29

<u>EXPENDITURE</u>		
Clerk's Salary	Tax Point 7	£300.65
HMRC	PAYE Month 7	£18.80
Clerk's Salary	Tax Point 8	£300.65
HMRC	PAYE Month 8	£17.20
Clerk's Expenses	Expenses for October	£95.28
Claire Fletcher	Wreath Making Materials	£797.00
Visual Sales and Services	Website Domain Renewal	£86.24
PQR Limited	Payroll Services	£30.60
Mrs T Ryall-Harvey	Poppy Wreath and Lamp-post Poppies	£47.25
Boston Seeds	Wildflower Seeds	£446.40
Traffic Technology	Repair to SID Machine	£210.00
Mr K Holmes	Purchase of replacement battery for SID Machine	£43.26
Shires Accountants (PQR Ltd)	Payroll for October 2022- March 2023	£61.20

THE COMMUNITY

Community Space – Talbot Road

It was reported that Sanctuary Housing had offered the Parish Council the opportunity to take the area at the bottom of Talbot Road on a long-term lease for a peppercorn rent for the benefit of the Community. Cllr Bradley reported that the Parish Council was waiting on a response from Sanctuary regarding the terms and conditions of this long-term lease.

ACTION: Cllr Bradley to chase Sanctuary about the terms and conditions and also about the possibility of the Talbot Road community working as a co-operative to take the lease on themselves.

Christmas Wreath Project – Cllr Bradley thanked to those who attended the Wreath Making Project and looked forward to seeing them up around that area.

Community Tidy Up – it was reported that the next Community Litter Picking Event would take place on 12th November at 10.00am – 12noon meet at village hall in Dunham on the Hill, by the Telephone Box in Hapsford and Talbot Road , priority for cleaning were the bus shelters, signs and phone boxes where the defib machines were together with general litter picking.

ACTION: Advertise on Dunham Hill, Talbot Road and Hapsford Whatsapp Group
Move date of Village Hall booking.

Village Green Development – Dunham on the Hill

It was confirmed that Cllr Holmes had received information back from SP Energy Network in relation to supplying electricity to an area in Dunham on the Hill for a Christmas Tree as follows;-

Option 1

Connection Charge The cost will be £1,341.88 (exc. VAT)
VAT will be charged at £268.37
The total cost will be £1,610.25 (inc. VAT)

SP Energy Network will do the work to connect into a box provided by Parish Council mounted somewhere close to the electricity pole. The exact position of this to be determined and it may be possible to increase the distance, they have quoted for three metres, to the box. The box would need to be weatherproof and lockable. This would need to be purchased and installed by ourselves.

OPTION 2

Non-contestable Works and Contestable Works and associated terms and conditions.
Connection Charge The cost will be £378.64 (exc. VAT)
VAT will be charged at £75.72
The total cost will be £454.36 (inc. VAT)

SP Energy Network only do the connection to their network and we get a third party contractor to do the rest.

We would need to do any installation after the box to the tree and the lights.

Pricing does not include excavation in rock, they need to go down 450mm. A questions as to how deep is the earth on the green was asked?

Also a suitable plastic waterproof box would cost between £300 and £500. It could be brick built if the Parish Council could get that done cheaper. Worth noting that the Parish Council would still need to get a cable installed to the tree ad a suitable termination point on/adjacent to the tree.

Recommendation was to go with option 1 subject to finding additional funding for this. Cllr Holmes to speak with Gowy Landfill Site to see if they would be willing to support this?

Village Green Development -Hapsford – The clerk reported that the grant application had been submitted and a response was hoping to be received by end of November.

Hapsford Drains - It was reported that CWaC Cheshire West and Chester Council have confirmed that they are awaiting comments from LLFA. As soon as receive the views of the LLFA on potential alternative discharge points for the drain then CWaC can make arrangements further works.

Sun Leisure it was reported that the survey CWaC were looking to undertake had been delayed due to members of staff being off sick. CWaC were looking to undertake the survey within next two weeks.

Footpaths – the application information had now been received from CWaC to register unregistered footpaths. It was agreed to review again in New Year.

EXTERNAL BODIES

CWaC's Neighbourhood Pride Scheme – It was confirmed that a bid to clear weeds and side back the footpath along the A56 from junction of B5132 to Wheatsheaf Pub had been submitted and it was **RESOLVED 22/049** that the Parish Council would contribute upto £462.86 towards this project should the application be successful, and the additional funding be required.

Protos Energy Recovery Facility – this was discussed earlier in the meeting.

Sandstone Meeting – it was reported that Cllr Bradley was waiting for next meeting date to be agreed. It was reported that a Travelers event was believed as being planned to take place in the next few weeks – report this to Hugo Deynem.

Boshaw Centre – No further update – ask Hugo Deynem to chase again.

Wildflowers – CWaC have now turf cut and reseeded the wildflower area at top of Talbot Road. CWaC have been out and stripped more verge on the A5117 near Hapsford

ACTION: It was agreed that Cllr Gibson would arrange the sowing of the seeds.

ACTION: Clerk to request CWaC to provide additional wildflower signs.

DATE OF NEXT MEETING

The next meeting would be held on Tuesday 3rd January 2023 at 7.30pm at Dunham Hill Village Hall.

The meeting closed at 21.02

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

Mrs T Ryall-Harvey 01/11/2022

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
	Fri 25 Feb 2022	22/00774/FUL	Bank House Farm Morley Lane Dunham On The Hill Chester Cheshire WA6 0NZ	Part single and two storey rear extension	No Objection	Approved
	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	Approved
	Wed 16 Mar 2022	22/01030/FUL	5 Moor Court Moor Lane Hapsford Chester WA6 0LA	Extension to existing garage	No Objection	Approved
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	No Objections	
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	No Objections	
6	Fri 05 Aug 2022	22/02977/FUL	Beechcroft Chester Road Dunham On The Hill Chester Cheshire WA6 0JG	Two storey side extension	Support	

7.	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	
8.	Wed 02 Nov 2022	22/04105/NM A	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	
9.	Mon 05 Dec 2022	22/04505/CAT	6 Croft Cottage Church Lane Dunham On The Hill Chester Cheshire 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 line.		

Studdy Ryall-Stawey
Dated 19/12/2022

From: TW
Sent: 22 December 2022 09:56
To: Keith Bradley - Chair; clerk.dunhamhillpc@gmail.com; 'Kevin Holmes DH&H PC'
Cc: 'DEYNEM, Hugo (Councillor)'
Subject: RE: Helsby Vision Masterplan
Attachments: 22130_DAS_02_High Res.pdf

Good morning Keith,

As promised, I write with an update on the proposals for the allocated site adjacent to the former Honeywell works. The team have managed to get the application finalised in time, and as such it has been submitted this week. I don't expect the LPA will register it until in to the new year, so I wanted to share the attached document with you ahead of your parish council meeting on the 3rd.

By way of an overview, you will recall that this site is allocated for employment development in the local plan. We submitted an application in the spring of 2021 to provide a bridge access to the site via the new housing being built by Laurus Homes, but that application ran in to difficulties when the highway authority objected to employment traffic (HGVs, etc) running through a housing site. Given the site is allocated for development, the LPA instead agreed that it should be for residential use. As such, this latest application responds to that position.

You'll note that section 4 of the document (page 20) refers to the proposals for a linear park, and sets out how this site can contribute to that vision. Ben is engaged with the other landowners to promote that vision.

Please let me know if you have any queries in the meantime, otherwise we'll look forward to discussing the proposals with you in due course .

Best wishes for the Christmas break.

With kind regards,

T

Dunham on the Hill and Hapsford NP – UPDATE 6th Dec 2022

Main points from meeting with John from CCA was shared as per previous notes. CWaC Local Plan is currently being reviewed and this could take up to 24 months. We are to continue to work on our NHP and cross-reference it with the current one. John will keep the group posted as and when appropriate.

Continue to look at other NHP for ideas of the kind of evidence needed for each policy area. Some ideas had been copied into our own draft plan. We may choose to keep the evidence out of the main plan to make the plan a more concise document and easier to read. The evidence gathered would then form a separate document for interested parties to read.

The issue of allocating space for allotments was raised. Which policy area does it best sit within?

ACTIONS:

- Claire to send an update of progress so far to John so that he can begin to formulate questions for our main survey. It is intended that the survey will begin in January/February.
- Claire to liaise with John about a housing needs survey for the plan and potential impact of an earlier decision about affordable housing in Helsby on whether affordable housing is an option within our plan
- Decide a date for a community event to keep residents updated and also share the main survey to encourage further engagement and good response.

Each policy area was reviewed with notes and actions as follows.

POLICY: Local Green Space (Esther)

ACTIONS:

- Identify spaces within the plan area that we would like to be designated as local green spaces
- Use guidance from NHP website (<https://neighbourhoodplanning.org/toolkits-and-guidance/making-local-green-space-designations-neighbourhood-plan/>) or <https://consult.cheshirewestandchester.gov.uk/file/4229861> or from CWaC to check they can be designated as such
- Ask Roshnee at CWaC to put together a plan with our chosen spaces marked
- Collect evidence of them fitting with the criteria, e.g., testimonials from people who use them, photos of people using the spaces etc.

POLICY: Wildlife and Biodiversity (Morgan)

Contact has been made with Cheshire Wildlife Trust. Email detailing their timeline and plan of action was shared verbally. It was noted that we needed to factor in 7-8 months for completion of the report.

ACTIONS:

- Begin to gather information from local residents about areas in the parish that are known for attracting wildlife of any kind – animals, insects, plants etc.
- Habitats of interest with photos and/or dates of sightings
- Recent planning applications within the parish which could have ecological surveys associated with them
- Discuss possibility of payment in advance to comply with grant application timescales for monies already secured

POLICY: Footpaths and cycleways (Ray)

Ray shared an update verbally and in writing. Work has been started on mapping out the footpaths / cycleways that need improvement. He was meeting with Richard Ankers from CWaC in the new year to discuss the footpaths etc. and with, amongst other issues, a view to assessing possibilities for linking paths into circular walks and within potential new developments.

ACTIONS:

- Claire to chase Catherine M for a response to unanswered emails from Ray
- It may be possible to access funding from developers as and when these take place to fund footpath/cycleway development

POLICY: Housing (Claire)

Claire provided an update to the group about options regarding a housing needs survey and its uses with regards any large- and small-scale developments within the parish. It was agreed to explore the option for paid-for technical support with a design code for development in the parish. This can be accessed from the same organisation as the initial grant.

ACTIONS

- Claire to liaise with John about the housing needs survey
- Claire to liaise with John about including questions about housing in the main parish survey
- Research the support that can be accessed through the technical support package (an additional source of funding support to the NHP grant)

POLICY: Sustainable urban drainage / flood mitigation (Kevin)

Kevin share information and maps about flood maps, impact of sea level rises and rainwater flooding. There was also reference to SuDS (Sustainable Urban Drainage System) principals which are already in place. It was discussed that it would be helpful to explain and reference this within this policy area in the NHP as a reminder for future development of any kind within the parish boundary.

ACTIONS

- Draft information about SuDS for this policy area for the plan
- Begin to locate/source photos of rainwater flooding etc. as illustrative evidence for the plan
- Liaise with CWaC planners on what type of evidence needs to be collated for this i.e. could this come into the design code work to support sustainable urban drainage?

POLICY: Heritage assets

ACTIONS

- Claire to ask Sue Guest if she would be willing to help out with this area of the plan
- Review the conservation appraisal for the parish and include heritage aspects within the brief for design / character study.

POLICY: Sustainable transport

ACTIONS

- Keep on hold until large-scale developments within the parish become a more realistic possibility

POLICY: Protecting Community Facilities / Assets (Heather)

ACTIONS

Note: Village Hall and Boshaw Centre are fairly straight forward in terms of protecting them in policy – this can be firmed up with the next survey you do.

- Continue to gather information from those linked to the facilities
- Gather evidence (testimonials, photos etc.) of people using the facilities

- John will liaise with a colleague about social enterprise help for some of the facilities
- John will liaise with a colleague about the best place for the potential space on talbot Road to be included in the NHP

POLICY: Communication infrastructure (Richard)

It was decided to acknowledge the improvements in broadband infrastructure and move the focus to mobile phone coverage.

ACTIONS

- Richard to continue to liaise with mobile providers about their current coverage and any plans they have to improve this

POLICY: Renewable Energy Generation (Keith)

Information from an email from CWaC was shared about this policy at a local level within the authority. It was agreed that a meeting with CWaC would be helpful.

Note: The area has and is likely to continue attracting interest in renewable energy generation which could include solar panels and biomass installations.

ACTIONS

- Claire/Keith to invite CWaC to the next meeting (or a mutually convenient time and date) to discuss this area further
- Continue to liaise with those developers already in place about their developments

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
People & Expenses														3,589	2,940	-649	
Clerk	Monthly	248	298	248	294	294	297	301	301	409	300	300	300	400	720	320	
HMRC tax	Quarterly	62	74		78	16	16	19	17	44	25	25	25	546	400	-146	Clerk expenses
Expenses	Monthly		125		128		48		95		50		100	291	500	209	
Training			111				130				50						
Professional service																	
Insurance	Yearly		426											426	350	-76	
Internal Audit	Yearly		51											51	50	-1	
Payroll Provider	Monthly	67	36		31			31		61				226	274	48	
General Services																	
Website & Broadband	Yearly							86				57		143	142	-1	
Village Hall Room Hire	Yearly										100			100	100	0	
Newsletter	Quarterly	70					80				70			220	210	-10	
Bulb Planting & Planters								446						446	400	-46	Plants for the Planters (Spring & Autumn) + Daffodil Bulbs
Admin.																	
Membership/Subscriptions	Yearly							20						20	190	170	CCA Membership
Data Protection fee	Yearly					35								35	35	0	
Admin													0	0	0	0	
Elections													0	0	0	0	no election in 2021-22
Grants																	
General	Yearly				120								0	120	0	-120	Grant for Jubilee Games
Projects																	
Defibrillator								322						322	60	-262	
Community cleanup	Bi-annual								43					0	180	180	Litter picking equipment
Maintenance of Assets	*							43					450	493	450	-43	Earmark £436 towards Maintenance of Assets
Ad Hoc Beneficial Items (S137)	*		370				844		397				178	1,392	200	-1,192	
Money spent from reserves													397		0	-397	
Inflation %	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	9	0	
Contingency % of above	0.5%	0	0	0	0	0	0	0	0	0	3	1	5	9	36	27	
TOTAL CASH OUT		447	1,491	403	530	390	541	1,696	1,236	453	598	383	1,058	9,227	7,237	-1,990	
RECEIPTS																	
Precept			7,170											7,170	7,170	1,154	
Bank interest	7,025 20%			1						8				9	8	8	
VAT recovery													50	50	50	0	
CWAC contribution			718				600							1,318	0	0	
Other								4,826		1,550				6,376	0	0	E4,826 - Neighbourhood Development Plan Grant £1,550 - Marshes Community Benefit Fund
TOTAL CASH IN		7,170	718	1	0	600	0	4,826	0	1,558	0	0	50	14,923	7,228	1,162	
Transaction Cash flow		6,723	5,950	5,549	5,018	5,228	4,687	7,817	6,580	7,685	7,087	6,704	5,696				
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																
CL Money	231																
Ring-Fenced for Speed Monitoring Dev	1,117																
Wildflower Planting	343																
Election	3,000																
Ward Councillor money donated and r	264																
General Reserves (upto 1 years Precep	7,170																
TOTAL RESERVES		14,262															
Cash in Bank	13997.7	20,721	19,948	19,546	19,016	19,226	18,685	21,815	20,578	21,683	21,085	20,702	19,694				
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	EXPENDITURE excluding VAT						Receipts	Totals	Comments	Resolved	No.
				People & Expenses	Professional Services	General Services	Admin	Grants	Projects	\$137				
01/04/2022	Autelia Payroll	1	79				-14.00				-16.80	Payroll Services for Yea	22/015	1
01/04/2022	Autelia Payroll	1	79				-42.00				-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						-36.00	Payroll Provider	22/015	7
12/05/2022	Mrs T Ryall-Harvey	1	79				-217.29				-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	AUGIBL 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 Councillor	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				-127.99	Clerk's Expenses	22/026	19
06/07/2022	PQR Limited	1	88		-25.50						-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 Councillor	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				-177.80	Clerk's Expenses	22/039	28
13/09/2022	Cheshire Community A	8	88		-20.00						-20.00	Membership for 2022-	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 Mater	22/048	32
03/10/2022	Visual Sales & Services	4	93		-71.86						-86.24	Website	22/048	33
10/10/2022	PQR Limited	1	93		-25.50						-30.60	Payroll Services	22/048	34
10/10/2022	Mrs T Ryall-Harvey	1	93						-47.25		-47.25	Poppy Wreath & Lamp	22/048	35
10/10/2022	Boston Seeds Ltd	10	93						-372.00		-446.40	Wildflower Seed	22/048	36
14/10/2022	Groundwork UK		93							4,826.00	4,826.00	Neighbourhood Plan G	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				-95.28	Clerk's Expenses	22/048	40
09/11/2022	PQR Limited	1	93		-51.00						-61.20	Payroll Services for Q3	22/048	41
09/11/2022	Mm K Holmes	9	93								-43.26	Battery for SID Maching	22/048	42
09/11/2022	Traffic Technology	9	93						-175.00		-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	
30/11/2022	Walkers Nurseries	10							-156.00		-187.20	Daftodil Bulbs		
30/11/2022	Mrs T Ryall-Harvey								-268.00		-321.60	Defib Pads		
31/11/2022	HMRC PAYE	1	93	-17.20							-17.20	PAYE Month 8	22/048	
05/12/2022	Marshes Community Benefit Fund									1,550.00	1,550.00	Marshes Community Benefit Fund		
05/12/2022	Interest Paid									7.77	7.77	Bank Interest Paid		
23/12/2022	Mrs T Ryall-Harvey			-409.08							-409.08	Clerk's Salary Month 9		
31/12/2022	HMRC PAYE			-44.20							-44.20	PAYE Month 9		
											0.00			
											7,685.58			
TOTALS				-3,018.26	-700.62	0.00	-847.18	-120.00	-2,221.30	0.00	-284.14	14,877.09		

RECONCILIATION

Current Account	£7,739.69	Year to date balance	£7,685.58
Deposit Account	£13,943.59	Balance Brought Forward	£13,997.70
TOTAL	£21,683.28	Balance	£21,683.28
Less Uncleared Payments			£0.00
TOTAL	£21,683.28		
Ring-Fenced Money for Hapsford Christmas Trees	£362.50	5137 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 Hill	£774.50		
Ring-Fenced for Speed Monitoring Device	£907.38		
Ring-Fenced for Dunham Hill Christmas Tree Fund	£1,000.00		
Ring-Fenced for Wildflower Planting	-£29.00		
Ring-Fenced from Ward Councillor	£75.80		
Ring-Fences for Wildflowers, Tippee and Sharing Bt	£1,550.00		
Ring-Fenced for Neighbourhood Development plan	£4,826.00		
Remaining money to spend	£8,266.90		

Clerk: *J Ryall-Kenny*

19/12/2022

Dunham Hill and Hapsford Parish Council
 Bank Reconciliation to Cashbook - 19-12-2022
 Presented to Meeting on 3rd January 2023
 Prepared by Trudy Ryall-Harvey

Balance show on Cashbook	£21,683.28
Barclays Online Account at 19-12-2022	
Current Account	£8,192.97
Deposit Account	£13,943.59
Less: Unpresented Payment	£453.28
TOTAL	£21,683.28
Less: Payments on Cashbook not yet made	£453.28
Plus: Deposits on Cashbook not yet Credited	£0.00
Reconciliation	YES

[Dunham Hill & Hapsford PC](#)



> Show recent transactions

£8,192.97

Available balance ⓘ

(£8,192.97 last night's balance) ⓘ

[Dunham Hill Deposit Acc](#)



> Show recent transactions

£13,943.59

Available balance ⓘ

(£13,943.59 last night's balance) ⓘ

Dunham Hill & Hapsford Parish Council

BUDGET 2023-24

Budget Element		Due Date	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Proposed Budget 2023-24	2022-23 Budget	Variance B v B	Commentary	
EXPENDITURE																			
People & Expenses																			Costs include VAT
Clerk	Monthly	311	311	311	311	311	311	311	311	311	311	311	311	311	3,732	2,940	-792		
HMRC tax	Quarterly	20	20	20	20	20	20	20	20	20	20	20	20	20	240	720	480	Clerk expenses	
Expenses	Bi-monthly	50	50	75	75	50	50	75	75	50	50	50	50	100	400	400	0		
Training	As required	50	150			50	50	50						350	500	150	£150 for New Members/ £200 for Clerk		
Professional service																			
Insurance	Yearly		430												430	350	-80		
Internal Audit	Yearly		50												50	50	0		
Aurelia payroll	Quarterly		36		36			36						36	180	274	94		
General Services																			
Website & Broadband	Yearly	57						90							147	142	-5		
Village Hall Room Hire	Yearly											100			100	100	0		
Newsletter	Quarterly	80					80				80				240	210	-30	Plants for the Planters (Spring & Autumn) + Daffodil Bulbs	
Bulb Planting & Planters	Yearly	*						300	126						426	400	-26		
Admin																			
Membership/Subscriptions	Yearly		190												190	190	0		
Data Protection fee	Yearly														35	35	0		
Elections	4 Yearly	*		548	35										548	0	-548	Election in 2023-24 - money to be taken	
Grants																			
General	Yearly	*													0	0	0		
Projects																			
Defibrillator			336												336	60	-276	Replacement Battery for D/H	
Community cleanup	Bi-annual	*	180												180	180	0	Litter picking equipment	
Maintenance of Assets	*	*													450	450	0	Earmark £450 towards Maintenance of Assets	
Ad Hoc Beneficial Items (S137)	*	*						28							198	200	3		
Neighbourhood Development Plan			500			1,000		1,000		500		1,000		1,000	5,000	0	-5,000		
Money spent from reserves			250								600				850	0	-850		
Inflation %		0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Contingency % of above		0.5%	7	8	2	2	2	4	3	2	2	2	2	5	41	36	-5		
TOTAL CASH OUT			1,317	2,266	479	1,383	463	1,839	535	833	1,099	1,483	333	2,092	14,122	7,237	-6,885		
RECEIPTS																			
Precept		7,170 5.0%	7,529												7,529	7,170	-359		
Bank interest					4						4				8	8	0		
VAT recovery															50	50	0		
Neighbourhood Development Plan Grant															5,000	0	-5,000		
CWAC contribution															0	0	0		
Other			250								600				850	0	0		
TOTAL CASH IN			7,529	5,250	4	0	0	0	0	0	604	0	0	50	13,437	7,228	-6,209		
Transaction Cash flow			6,212	9,196	8,721	7,338	6,874	5,036	4,501	3,668	3,173	1,689	1,357	-686					
EARMARKED FROM RESERVES																			
Ring-Fenced for Dunham Hill Christmas Tree		1,000																	
Earmarked for Hapsford Christmas Tree Fund		194									170								
Earmarked for Tippee, Share Box and Wildflowers F		1,550																	
Maintenance of Assets in Dunham Hill		775																	
CIL Money		231																	
Ring-Fenced for Speed Monitoring Device		907																	
Wildflower Planting		0																	
Ring Fenced for Wildflowers, Sharing Box		850																	
Election		3,000																	
Upto 1 years Precept		5,662																	
TOTAL RESERVES			14,168																

Cash In Bank	14,168	20,380	23,364	22,889	21,506	21,042	19,204	18,669	17,836	17,341	15,857	15,525	13,482
End 2022-23		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar