



ANNUAL MEETING OF THE DUNHAM HILL & HAPSFORD PARISH COUNCIL

Wednesday 10th May 2023, at 7.30pm, at Dunham Hill Village Hall.

MINUTES

Present: Cllr K Bradley – Chair
Cllr C Green

Cllr R Johnson
Cllr K Holmes

Clerk: Mrs T Ryall-Harvey

Members of the public: 1

ELECTION OF CHAIR AND VICE-CHAIR FOR 2023-24

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

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

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

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr A Tribe, Cllr H Broadman and Cllr S Wallace sent her apologies as she may be late to the meeting due to family commitments.

PARISH COUNCIL VACANCIES – it was reported that there were three vacancies and co-options were sought to fill the vacancies.

It was confirmed that an advert around the local residents via WhatsApp, Facebook site to encourage residents to stand.

ACTION: put on agenda for next meeting.

DECLARATION OF INTERESTS – No declarations of interest were received.

PUBLIC PARTICIPATION –

The chair took the opportunity to report on recent concerns on the Renley site, following quantities of bricks that had arrived. This had been reported to the Planning Enforcement as concern was raised by Parish Councillors that work may start on site prior to the planning approval. **ACTION:** The Chair undertook to seek a meeting with Cllr H Deynem and the planning department to find out what next steps could be to ensure that this work did not start until planning permission was approved.

A resident left the meeting.

CORRESPONDENCE

Footpath on Chester Road – it was reported that a resident had raised concerns about the state of the footpath from Cheshire Park Homes along the A56. It was reported that the Clerk had corresponded with the resident to confirm that the Parish Council had won a Neighbourhood Pride Bid and CWaC had agreed to side out and clear the footpaths along the A56. The Clerk also reported that she had chased CWaC to confirm when this work would be undertaken and they had now confirmed back that due to bird nesting restrictions this would be scheduled to be undertaken in late Summer early Autumn.

It was also reported that the same resident has asked if the Parish Council would be prepared to purchase a litter bin to place on A56 by bus stop. It was reported that CWaC had assessed the area and it did not meet the criteria for a litter bin to be provided.

Trees on Chester Road - it was reported that two residents had contacted the Parish Council in respect to concerns they had regarding the trees that were on CWaC land that they felt carried a risk and required maintenance. **ACTION:** The Clerk has asked for the resident to send over specific location for the trees that they had concern about and also pictures.

Cheshire West and Chester have confirmed:-

CWaC 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 council's plan is to build a database of all tree assets over time which will be reviewed on a 2-5 year cycle depending on the location.

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.

Sewage Moor Lane - Hapsford - A resident reported on the recent developments regarding the Sewage problem on Moor Lane. Cheshire West and Chester Council have also reported that one location has been identified for cross connection with further investigation upstream required. It was expected that this further investigation would take place the week commencing 27 March. CWaC now have contacted UU and have asked for a meeting to discuss their findings to date.

Sheriff of Chester - The investiture of the roles will take place at the Town Hall on the evening of the 19th of May – 8 tickets available if anyone would like to attend.

ACCEPTANCE OF MINUTES

RESOLVED 23/004 - that the Chair signs, as a true and correct record the circulated minutes of the Parish Council meeting held on 7th March 2023.

GENERAL POWER OF COMPETENCE

RESOLVED 23/005 – That the council hereby confirms it meets the eligibility criteria for adoption of the 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 and as such adopts the General Power of Competence.

PLANNING

The Planning Register dated 24-04-2023 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 – Amendments to the Planning Application for the Erection of a stable block – it was agreed that an objection should be submitted to this application for the following reasons:-

- The development is in the green belt on agricultural land and no special reasons have been given for the development.
- It needs an additional access onto the A56 close to the existing entrance for Renley and is on a slight bend in the road, why can access not be provided via Renley's entrance?
- It is a large building close to the road when there is a lot of land where it could be built with less visual impact and ribbon development impact.
- There is an injunction on the field the terms of which we have not been made aware of, does the injunction have an impact on the decision?
- The application says that there are no hedges being removed for the development. This is incorrect as the hedge was removed, a wall built and gate pillars erected in its place just before the application.

- There is concern that the building will be used for purposes other than stabling horses or given the substantial nature of the building that an application will be made in the future for change of use.
- It will have an impact on the open nature of the countryside in its proposed location.

It was noted that the following planning applications had been decided since the last meeting:-

22/02288/CAT – Woodbank, Village Road, Dunham on the Hill, Frodsham WA6 0NN – Fell 2 x sycamores (T1 & T2). Lop and pollard 3x Sycamores (T3, T4, T5) this application had been decided.

22/02289/CAT – Bankfield, Village Road, Dunham on the Hill, Frodsham WA6 0NN – Sycamore (T1) and Leylandi (T2) – lop and pollard this application had been decided.

22/02287/FUL – Pinfold Barn, Cash Lane, Hapsford Chester WA6 0JY – Modify existing site levels including excavation works to create a storage area with green roof over with external steps to access upper garden level – it was noted that this application had been approved.

22/02578/S73 – George Whittaker and Sons, Hapsford Composting site, Shotwick, Frodsham Road, Hapsford, Chester – Variation of condition 2 of planning permission no 12/02552/S73 to extend the composting operation for a further 10 years until 16th July 2032 – it was noted that this application had been approved.

22/02579/S73 – George Whittaker and Sons, Hapsford Composting site, Shotwick, Frodsham Road, Hapsford, Chester – Variation of condition 2 of planning permission no 12/02551/S73 to extend the composting operation for a further 10 years until 16th July 2032 – it was noted that this application had been approved.

22/03418/DIS – Sewage Treatment Works, Moor Lane, Hapsford, Chester – Application to discharge condition 4 (Habitat Management Plan) of planning permission 21/04988/FUL – it was noted that this application had been approved.

22/04105/NMA – Jessamine Farm, Moor Lane, Hapsford, Chester 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 – it was noted that this application had been approved.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Bradley thanked Cllr Green for all of the work that she had undertaken on arranging, organizing the distribution and collection of the surveys and populating the results into the online response form to allow the Cheshire Community Action team to pull the results together.

Cllr Green circulated the results of the Housing Needs survey. She proposed a joint meeting between the Muir Group, Archway Homes and the Parish Council following the survey results to discuss next steps. Cllr Green proposed to meet with Cheshire Community Action to see how the Wheatsheaf site could be used to protected from further decay or developed to benefit the residents.

The written report of the recent Neighbourhood Development Meeting that took place on 3rd April which was circulated prior to the meeting.

It was agreed that Working Group Meeting would take place on Tuesday 6th June, 3rd October, 5th December, 6th February 2024, 2nd April 2024 at 7.00pm.

AUDIT 2022-23

The Clerk provided the meeting with information with regards to the finances for 2022-23.

Summary Pack – the Parish Council received the end of year financial summary pack and **RESOLVED 23/006** – that the Council note the significant variances as circulate.

Certificate of Exemption – **RESOLVED 23/007** – That the Council wish to certify themselves as exempt from a limited assurance review.

Internal Audit Report – The council noted the report dated 17th April 2023 from the Internal Auditor Governance Statement **RESOLVED 23/008** – That the Council agree all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2022-23.

Accounting Statement **RESOLVED 23/009** – That the Council agree the accounting statement of the AGAR 2022-23.

Notice of Public Rights – **RESOLVED 23/010** – that the Council accept the signing of the Notice of Public Rights

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 24-04-2023.

Bank Reconciliation

RESOLVED 23/011 – the council approved the bank reconciliation as circulated against the year-to-date cashbook and signed the reconciliation and bank statements.

Payroll Provider

RESOLVED 23/012 - to accept Shires Accountants as the Payroll Provider for 2023-24.

It was noted that there payrates had increased for 2023-24 as follows:-

Service	2022/23	2023/24
Cost per employee per month Dunham Hill and Hapsford	£8.50 plus VAT	£9.25 plus VAT
Backpay calculations/adjustments (per employee)		£15.00 plus VAT
Pension re-enrolment (required every 3 years)	£30.00 plus VAT	£55.00 plus VAT
Year-end payroll submission and P60's (P35)	£25.00 plus VAT	£30.00 plus VAT
Set-up of new employees	£5.00 plus VAT	£6.00 plus VAT

Direct Debits

RESOLVED 23/013 – to continue with the annual direct debit payments that is in place for ICO (Data Protection Office).

Payments made in between meetings

RESOLVED 23/014 – to accept that the Clerk is authorised to make payments in between meetings for the following categories and inline with the budget:-

Salary & HMRC Payments, Expenses, Training, Payroll Services, Internal Audit, Printing of Newsletter, Bulb Planting and plants for Planters, Insurance, Subscriptions including Website, Rooms hire and Maintenance of Assets.

Internal Audit Report

The comments of the Internal Auditor for 2022-23 were noted and responses had been provided back to the Internal Auditor for her information.

Income & Expenditure

RESOLVED 23/015- to accept the income and expenditure as reported to the meeting:-

<u>To Whom Paid</u>	<u>Comments</u>	
<u>INCOME</u>		
£7,537	Precept	
£100	Ward Members Contribution towards Coronation Event	
£1,144.58	VAT Rebate for 2022/23	
<u>EXPENDITURE</u>		<u>Amount</u>
Clerk's Salary	Tax Point 1	£271.72
HMRC	PAYE Month 1	£67.80
Clerk's Salary	Tax Point 2	£302.92
HMRC	PAYE Month 2	£36.60
Clerk's Expenses	Expenses for April & May	£168.25
DH Village Hall	Hire of Hall	£192.00
S A Jones	Transfer of contribution for Coronation Event Contribution	£100.00

Gallaghers Insurance	Annual Parish Council Insurance Payment	£404.88
Sue Irlam	Internal Audit	£50.00

THE COMMUNITY

Community Space – Talbot Road – no further update.

Community Tidy Up – the recent litter picking event was seen to be a success with some new residents attending that were welcomed and the Chair thanked those residents who attended for their support. It was suggested that the next Community Litter Picking Event should be planned for October 2023.

Village Green Development – Dunham on the Hill – Cllr Holmes reported that he had met with Scottish Power regarding the installation of the un-metered electric supply. Cllr Holmes confirmed that following the meeting with Scottish Power, he is seeking quotes to source a metal box which would need installing before 2nd June.

Cllr Wallace joined the meeting.

Village Green Development -Hapsford – Cllr Wallace confirmed that an Easter Egg Hunt was organized in Hapsford that was successful, with families and children alike enjoying the event.

Cllr Wallace reported that she needed to seek measurements and pictures of the area to enable her to seek quotes for re-surfacing work.

Hapsford Village Signs – Cllr Wallace reported that she had sought quotes to install Village Signs on the entrance to Hapsford and they were:-

1. Glasdon - £474.15 each per sign – suggest to get 2 x signs for Dunham on the Hill and 2 x signs for Hapsford.

ACTION: It was agreed to seek two extra quotes, a design and then look to seek a Street Furniture License.

Hapsford Drains – Updated earlier in the meeting.

Hapsford Pond – The Clerk confirmed that these were privately owned.

PARISH COUNCIL MATTERS

Roles and Responsibilities

RESOLVED 23/016 that the Parish Councillor's undertook to take on the lead responsibilities as set out below for the period 2023-24:-

Asset Register Lead – Cllr K Holmes

Planning Lead – Cllr K Holmes & Cllr H Boardman

Newsletter Lead – Cllr Wallace

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

Website/Accessibility Regulations Lead – Cllr R Johnson

Policy Review Lead – Cllr C Green

Safeguarding Lead – Cllr C Green

Footpaths Lead – Cllr A Tribe

Speed Awareness Lead – Cllr K Holmes

Boshaw Centre – Cllr A Tribe & Cllr C Green

Bank Signatories: Cllr K Holmes, Cllr K Bradley, Cllr Johnson, Cllr H Broadman

On-line Banking: Cllr K Holmes, Cllr R Johnson, Cllr H Broadman

ACTION: Remove Esther Gibson from the bank signatory.

Policies

It was **RESOLVED 23/017** to accept all policies as listed on the Policy Schedule and review again in May 2024.

DATES FOR MEETINGS FOR 2023-24- it was **RESOLVED 23/018** that the dates for the meetings for 2023-24 be set as below:-

Tuesday 4th July, 2023
Tuesday 5th September, 2023
Tuesday 7th November, 2023

Tuesday 2nd January, 2024
Tuesday 5th March, 2024
Tuesday 7th May, 2024

EXTERNAL BODIES

Boshaw Centre – No further update provided to the meeting.

ACTION: Chase with Hugo.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 4th July 2023 at 7.30pm at Dunham Hill Village Hall.

Ask the PCSO to attend the next meeting.

The meeting closed at 21.05

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

Mrs T Ryall-Harvey 10/05/2023