



DUNHAM HILL and HAPSFORD MEETING OF THE PARISH COUNCIL

To the Members of Dunham Hill and Hapsford Parish Council: You are hereby summoned to attend the Parish Council Meeting on Tuesday 2nd January, 2024 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

27-12-2023

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.	APOLOGIES	And reason for absence.
2.	PARISH COUNCIL VACANCIES	To review and agree any applications for co-option following the election on 4 th May 2023.
3.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
4.	EXCLUSION OF PRESS AND PUBLIC	Council is asked to discuss excluding the Press and public for any item listed on the below Agenda. The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
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.
7.	ACCEPTANCE OF MINUTES	- To approve the minutes of the Parish Council meeting held on Tuesday 7th November, 2023. - To approve the working group notes of the meeting held on Tuesday 5th December, 2023
8.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - To note any planning applications received since the agenda has been distributed.
9.	NEIGHBOURHOOD PLANNING	- To receive an update on the Neighbourhood Plan and approve any tasks that require undertaking before the next meeting. - To approve the NHDP Grant Funding Changes. - To discuss and agree any actions following the Working Group Meeting with Brookhouse and the suggestions they made for policies to be included within the Neighbourhood Plan. - To discuss a possible way forward on the Wheatsheaf Site.
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 payment of the SLCC membership for Clerk for 2024

		4. To approve the submission of the Churchyard Grant Application. 5. To approve payments made since last meeting.
11.	THE COMMUNITY	1. Hapsford Village Signs – to receive an update on the quotes requested for Village signs in Hapsford. 2. Hapsford Drains – to receive a verbal update.
12.	PARISH COUNCIL MATTERS	1. Highways issues - To review the list of issues reported to CWaC and note any action taken. 2. Action Plan for 2024-25 – to agree. 3. Local Council Award Scheme – to agree to proceed with the LCAS application process following the Clerk’s Appraisal:- - To confirm by resolution that all documentation and information is in place for the Foundation Award - To confirm by resolution that the Council recognises its duties in relation to bio-diversity and crime and disorder, and that it has all the relevant documentation and information in place. 4. Training for 2024-25 – to agree any training requirements for the Clerk & Parish Councillors for 2024-25 5. To seek approval of the budget for 2024-25. 6. To agree the Precept for 2024-25. 7. Civility and Respect Project – to agree if the Parish Council wishes to pass a resolution to sign up to the Civility and Respect Pledge.
13.	EXTERNAL BODIES	- Boshaw Centre – to receive a verbal update. - Dunham Hill Village Hall – to receive a verbal update.
	DATE OF NEXT MEETING	To agree the date of the Parish Meeting following directly on by the Parish Council Meeting as Tuesday 5 th March 2024 at 7.00pm.



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 7th November 2023, at 7.30pm, at Dunham Hill Village Hall.

MINUTES

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

Cllr A Tribe
Cllr K Holmes
Cllr H Boardman

Clerk: Mrs T Ryall-Harvey

Members of the public: Debbie Netherton PCSO
Eva Williams (Upton PCSO)

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr S Clarke due to ill health, Cllr S Wallace due to family commitments and Cllr H Deynem due to work commitments.

PARISH COUNCIL VACANCIES – It was reported that there remained two vacancies available for co-options and no applications of interest had been received since the last meeting.

DECLARATION OF INTERESTS – No declarations of interest were received.

EXCLUSION OF PRESS AND PUBLIC – Proposed by Cllr Green and seconded by Cllr Bradley and unanimously **RESOLVED 23/034** that Item 12.2 Clerk Update, due to the sensitive nature of the business, be discussed with the exclusion of the press and public and be moved to the end of the meeting.

PUBLIC PARTICIPATION

The PCSO reported that a number of burglaries have taken place in local villages within the recent weeks, including a variety of house break-ins, a vehicle theft and a couple of horse boxes stolen.

Parking issues on A56 have been reported by the garage, the PCOS is monitoring this on a regular basis.

PCSO reported that she would be taking leave due to an operation she had planned.

The Parish Council wished her luck with this.

The PCSO's left the meeting.

CORRESPONDENCE

Cheshire Fire Authority - Plans for next four years – it was reported that the information from the Cheshire Fire Authority had been circulated and it was agreed to note and it was suggested that Councillor's may wish to respond individually.

Police Crime Commissioner Review January – September 2023 – it was reported that the most recent Review provided by the Police Crime Commissioner had been received and circulated for Parish Councillor's information.

Wild Garden on Low Hill – it was reported that a resident had emailed requesting if it would be possible to convert the CWaC land at the bottom of Low Hill to a wild garden. The Parish Council questioned about the area not being large enough to get the CWaC equipment onto the site.

ACTION: Explore lottery funding bid for wildflowers – AT.

ACTION: Check to see what the Parish Council insurance covers in relation to groundwork.

Fly-Tipping on Highway – it was reported that a resident had emailed with concerns following fly-tipping that he had reported to CWaC and no action had been taken. Cllr Holmes reported he had visited the

resident and spoke directly with him, he had also spoken with the landowner. It was agreed to note and monitor in the future.

Footpath from Dunham Hill Village to A56 Junction – it was reported that a resident had emailed thanking the Parish Council who had reported to CWaC the need for the footpaths to be cleared between Dunham Hill Village and the junction of the A56.

ACCEPTANCE OF MINUTES

RESOLVED 23/035 - that the Chair signs, as a true and correct record the circulated minutes of the Parish Council meeting held on Tuesday 5th September 2023.

PLANNING

The Planning Register dated 30-10-2023 was accepted and changes to the planning register from last meeting were noted.

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

- 23/02430/FUL – Land to the North/North-East of Hapsford Hall off Moor Lane/Cash Lane Hapsford – Change of use of land to outdoor Nursery/Forest School activities (within Use Class E- Day Nursery/Creche), with pedestrian only access via Hapsford Hall – approved.
- 23/00401/LDC - Land to the North/North-East of Hapsford Hall off Moor Lane/Cash Lane Hapsford – 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 – approved.

Helsby Vision Masterplan

It was reported that following a working group meeting with the BrookHouse Group on 3rd October, a further meeting had been agreed for Tuesday 5th December to meet with BrookHouse to explore if they were able to assist in the Neighbourhood Development Plan for Dunham Hill and Hapsford.

Wheatsheaf Proposed Development Update

It was reported that following the recent survey of residents the following results were received:-

Will you support our planning application for residential development of the site for affordable housing?			Do you support the proposal to site our new offices on the site?			Are you opposed to an additional 4 number 1 bedroom flats?			
ID									
TOTAL of 30 Responses were received and the results were as highlighted below:									
YES- 17			YES - 14			YES - 24			
NO - 6			NO - 15			NO - 6			
MAYBE - 7									

Cllr Green reported on additional information she had received from CWaC in relation to Rural Exception Sites and Bio-Diversity sites.

Clarification had been sought from Archway Homes and the response was circulated with the agenda papers and noted. Following this information and answering questions raised by the Parish Council. The question raised by Archway was put to the Parish Council Meeting – would the Parish Council support the amended plan submitted by Archway.

Cllr Green proposed that due to the plans not meeting the Parish Council's Housing Needs Survey, the responses to the residents' survey above and there being areas of concern in relation to the Parish Council's draft Neighbourhood Plan that should a planning application in its current form be submitted that the Parish Council could not at this time support the application.

Cllr Bradley seconded this motion and it was unanimously approved that the Parish Council would find it difficult to support the current design submitted by Archway.

ACTION: Respond to Archway Homes – CG/Clerk.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Green provided a written report on the Neighbourhood Plan development since the last meeting. This was noted at the meeting.

Actions were agreed with regards to the Assets/historic buildings list that pictures, OS references and information in relation to all of these assets/historic buildings were sought and it was agreed that Cllr Bradley and Cllr Johnson would obtain pictures and OS references.

It was agreed that all Councillors would look to pull together historic information and contact local residents for further information.

Cllr Green reported that there was approximately £4,000 of additional grant funding available to apply for. It was agreed that this would be reviewed following the next Neighbourhood Development Meeting to identify further funding needs.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 30-10-2023.

Bank Reconciliation

RESOLVED 23/036 – the council approved the bank reconciliation as circulated against the bank statements.

Budget Requirements for 2024-25

Parish Councillors were asked to consider any items/projects they wish to include for consideration for the next Parish Council budget should be submitted to the Clerk by the end of December latest.

Hapsford Christmas Tree – It was discussed and agreed to purchase a 12ft Christmas Tree at a cost £142 + VAT for Hapsford.

Income & Expenditure

RESOLVED 23/037- to accept the income and expenditure as reported to the meeting:-

Income received since the last meeting

Date	Payable to	Gross Amount	Comment
09/10/2023	Groundwork UK	£9,283.00	Grant towards the NP
27/10/2023	CWaC	£300.00	Grant from Ward Councillor towards the planting of daffodils and painting of the milestone

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
27/09/2023	Linux Internet Ltd	£47.88	£9.58	£57.46	12 months Cloud Hosting Plan
27/09/2023	CWaC	£181.00		£181.00	Fees & Charges for Parish Council Uncontested Election
09/10/2023	HMRC PAYE	£6.20		£6.20	HMRC Tax Month 6
25/10/2023	Mrs T Ryall-Harvey	£302.72		£302.72	Salary Tax Month 7
27/10/2023	HMRC PAYE	£36.80		£36.80	HMRC Tax Month 7
09/10/2023	Shires Accountants	£85.50	£17.10	£102.60	Payroll Services for 2nd Half of Year

Payments not yet made for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£302.92		£302.92	Salary Tax Month 8
Mrs T Ryall-Harvey	£153.13	£5.45	£158.58	Clerk's Expenses
SLCC Branch Conference	£35.00		£35.00	Branch Conference - 28th Sept
Walkers Nursery Chester	£116.26	£23.25	£139.51	Bluebells & Daffodils
Kevin Holmes	£472.12	£94.42	£566.54	Flame Retardant Meter Board & Christmas Lights
HMRC PAYE	£36.60		£36.60	HMRC Tax Month 8

THE COMMUNITY

Community Litter Picking Event – It was confirmed that the Community Litter Picking date had been advertised 11th November, Cllr Johnson to organise.

Village Green Development – Dunham on the Hill – It was confirmed that the trench had now been dug and cables installed to the tree and the lights had been purchased.

Volunteers were requested to help in the installation of the lights on the tree the weekend of 18th & 19th November.

It was announced that a joint venture between the Parish Council, Village Hall and Church had been organized for Sunday 3rd December to switch on the lights at 4.30pm. There would also be carol singing and refreshments provided.

Village Green Development -Hapsford – It was announced that Hapsford were also planning to switch on their Christmas lights on 3rd December.

Talbot Road – it was reported that Sanctuary's Housing has responded to say that they were prepared to gift the land to the Parish Council at the bottom of Talbot Road (where the garages used to be) subject to the Parish Council covering their own legal fees and an additional administrative fee of £500 payable upon completion.

The Parish Council considered this and Cllr Bradley recommended that the Parish Council could not afford to accept this offer due to the lack of funding for this. Cllr Tribe seconded this proposal and highlighted that it was disappointing for the residents however she was aware that there was a resident interested in purchasing some of the land. It was unanimously **RESOLVED 23/038** not to move forward with this project due to lack of funding.

ACTION: Cllr Bradley to respond to say that the PC are disappointed with the stance and ask if they would reconsider the costs.

Hapsford Village Signs – It was reported that the design had been forwarded to CWaC Highways for approval as to if a Street Furniture License was required.

Additional information that is required regarding the installation is evidence of a quote for whoever is installing them and their streetworks qualifications, together with the detail against the quote to confirm what traffic management will be put in place during the installations?

ACTION: Cllr Johnson to obtain a quote for the installation of the signs.

Hapsford Drains – The Clerk reported that CWaC were organizing an exploratory dig following recently undertaking a jetty cleanse and not being able to complete this due to a blockage. The dig will allow CWaC to investigate further and check for connections further upstream as currently there are no inspection chambers south of Rock Cottage.

PARISH COUNCIL MATTERS

Highways Issues - A list of the items reported to CWaC and those that had been actioned was circulated prior to the meeting for review.

EXTERNAL BODIES

Boshaw Centre – Cllr Green provided a verbal report following the recent Boshaw AGM, she felt the meeting was positive and had offered to be a link between the Boshaw Centre and the Parish Council in the future. Cllr Clarke provided a written report of the AGM which the Clerk read extracts from. The Parish Council welcomed this meeting and looked forward to developing a closer working relationship in the future.

Village Hall – Cllr Bradley reported that the Village Hall had recently held their AGM, and Cllr Johnson, Cllr Tribe and Cllr Boardman had joined the committee.

The Parish Council thanked Cllr Boardman for agreeing to represent the Parish Council on Sunday 12th November at the Remembrance Service. Unfortunately, the other Parish Councillor's all had previous commitments and/or were attending services in other areas.

The Parish Council congratulated the 'Knit and Knatter' group held at the Village Hall for the lovely Poppy display that had been put up outside the Village Hall.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 2nd January 2024 at 7.30pm at Dunham Hill Village Hall.

The press and public were asked to leave the meeting.

The clerk left the meeting.

CLERK – following the clerk's appraisal with Cllr Green the following recommendations were made:-

1. The Parish Council agree that once the LGA have confirmed that an agreement on the new pay scales for 2023-24 had been approved this should be paid and backdated from 1st April 2023. The recommendation is that backdating of pay for appraisal cycle 2022/23 at SCP23 should be paid for the period from 1st April 2023 to 31st August 2023.
2. In recognition of a successful appraisal cycle 2022/23, the recommendation is that Trudy is moved to SCP 28 effective 1st September 2023 (the start of the new appraisal cycle 2023/24) and pay backdated accordingly at SCP 28 from 1st September 2023 (on the new pay scales as referenced in recommendation. This will bring Trudy in-line with pay scales set at other parish councils for a clerking role.
3. Cllr Bradley to seek clarification of the banding used by NALC so as to clarify options for appraisal cycles from 2023/24 onwards.
4. It is recommended that another parish councillor observe the appraisal meeting for 2023/24 to build in succession planning for future appraisal cycles. It is felt that the appraiser should be changed periodically as a matter of good practice. Cllr Johnson offered to take on the role of observer and this was agreed at the meeting.

It was proposed by Cllr Green and seconded by Cllr Bradley and unanimously **RESOLVED 23/039** that the recommendations above be approved.

The meeting closed at 21.43

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

Mrs T Ryall-Harvey 07/11/2023



DUNHAM HILL & HAPSFORD PARISH COUNCIL WORKING GROUP MEETING

Tuesday 5th December 2023, at 7.30pm, at Dunham Hill Village Hall.

NOTES OF MEETING

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

Cllr A Tribe
Cllr S Clarke

Clerk: Mrs T Ryall-Harvey

Tom Whitehead – Town Planning Manager, Brookhouse
Garry Bubb – Architect, Brookhouse
Sophie Brown – Oneill Homer
Neil Homer – Oneil Homer

APOLOGIES FOR ABSENCE – Apologies were received from Kevin Holmes and Anneka Tribe confirmed she was running late.

Clarification was sought from the representatives of Brookhouse as to the Parish Council's timeframe for completing the Neighbourhood Plan. Cllr Green confirmed that she hoped it would be completed in January 2025.

Tom Whitehead declared that Brookhouse had an interest in the land next to the Honeywell site, due to previous discussions about the Masterplan and the possibility to obtain planning permission to develop this area, he believed that if the Parish Council was looking to assign an area for development, then the Neighbourhood Plan is the ideal place to steer the planning process in a positive way.

Brookhouse reported that Helsby Parish Council in agreeing to allow Brookhouse to develop their first site in Helsby had worked together to create the Sports Club which Brookhouse believe was a successful example of joint working for the benefit of the community.

Garry Bubb reported that his original vision had not changed and the idea of connecting the communities without using the car was an important and strong concept that will not be able to be delivered immediately through current funding streams but could be worked on over time and he believed strongly should be included within the Neighbourhood Plan. Garry Bubb challenged the Parish Council to be more ambitious in how the footways in the area could be improved.

Garry Bubb presented a vision for the Parish Council's review and consideration to create a greenway between the two watercourses from Hapsford to Dunham Hill incorporating the Hornsmill and Peckmill Brooks which both had strong historic story's in how the villages were originally created. Garry also mentioned that in the future the old railway may be converted to a cycleway. This was Garry's suggestion for the Parish Council to consider investigating the inclusion of a policy around this subject for inclusion in the Neighbourhood Plan.

It was reported that Sustrans were also looking to improve the connectivity in the future of this area.

Tom Whitehead reported that he felt that the current railway line acted as a natural barrier which could protect the village of Hapsford and ensure that it maintained its own integrity, in its own rights, as a hamlet/village. (Defensible boundary)

Cllr Tribe joined the meeting.

Representatives from Brookhouse Group left the meeting.

Representative from Oneil Homer joined the meeting.

Cllr Green reported that a letter to landowners of areas that had been identified as local Green Spaces has been distributed. It has been agreed to remove the area at the bottom of Talbot Road from the list as this area was not moving forward as a Green Space. Also, a map of the area around the Ponds in Hapsford needed to be sent to the landowner for clarification and confirmation.

Letters to properties identified as Heritage Properties had also been circulated and Cllr Green was working on responding to all residents' concerns.

ACTION: Pull together photos of all Heritage properties.

Neil Homer introduced Oneil Homer and the work that they undertake, drafting neighbourhood plans on behalf of local communities and testing information, converting ideas into planning policies, creating a formal draft that is ready for consultation. They work with the principal authority and include the comments that they provide within the documents to ensure that they comply with the principal authorities local plan.

Neil Homer confirmed that he had been working with Catherine Morgetroyd from CWaC and therefore did not anticipate any large amendments to the plan as it currently stands.

ACTION: Parish Council to look to see if they are able to produce the maps required for inclusion in the Neighbourhood Development Plan.

ACTION: it was suggested by Neil Homer and agreed by the Parish Council that the draft Neighbourhood Development Plan should be shared with Archway Homes for their comments.

Neil Homer highlighted within the draft policy that his team prepared they had included DHH4 which identifies Hapsford as an area of Special Character for the Parish Council to consider if this should remain in the plan or be taken out.

ACTION: The Parish Council agreed that for now they were happy for the DHH4 to remain in the plan to go to consultation and suggested undertaking a mail shot of residents to inform them of the benefits of identifying Hapsford as an area of Special Character and seeking their support.

Neil Homer advised that it was easier to take policies out of a draft Neighbourhood Plan following the consultation process than adding policies to the Neighbourhood Plan as that would require a further consultation process.

Neil Homer went on to advise the Parish Council on the benefits of a Design Code and provided an example of a recent Design Code his company had prepared for Cassington.

Neil Homer identified that he estimated it would take 7-8 Days of manpower to create a draft design code and within this Tree Species could be identified, native hedging could be identified as being a feature that the Design Code could encourage and protect; and it would provide more detail for consideration when planning permission was sought within different areas of the parish.

ACTION: It was suggested that Oneil Homer should work towards establishing a Design Code for the area when they visit on Wednesday 13th December and discuss it further at this meeting.

ACTION: It was agreed that Cllr Green would contact the Localities Team to advise that Oneil Homer would be undertaking work that was originally assigned to Cheshire Community Action and seek a variation to the grant.

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
	Tue 13 Dec 2022	22/04619/FUL	Renley Chester Road Dunham On The Hill Chester Cheshire WA6 0IQ	Erection of stable block and new driveway.	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) and/ or community uses (Use Class F), new pedestrian and cycle route, and associated highway, landscaping and engineering works	Not supported	Awaiting Decision

Dunham Hill & Hapsford Parish Council Planning Register 2023

	Received	No.	Location	Description	PC Observation	Result
1	Thu 04 May 2023	23/01467/FUL	5 Moor Court Moor Lane Hapsford Chester WA6 0LA	Single storey rear extension, glazed link to adjacent accommodation and balcony at first floor of ancillary accommodation.	Neutral	Approved
2.	Wed 17 May 2023	23/01611/AGR	Hob Lane Farm Hob Lane Dunham On The Hill Chester Cheshire West And Chester WA6 0LS	Erection of an Agricultural grain store	Not consulted on	Decided
3.	Mon 31 Jul 2023	23/02430/FUL	Land To The North/North-East of Hapsford Hall Off Moor Lane/Cash Lane Hapsford Cheshire	Change of Use of land to outdoor Nursery/ Forest School activities (within Use Class E - Day Nursery/ Creche), with pedestrian only access via Hapsford Hall.	Neutral	Approved
4.	Tue 24 Oct 2023	23/03369/FUL	Land To The South East of Stanlow Manufacturing Complex Thornton-le-Moor Ellesmere Port Cheshire	The installation of a new underground natural gas pipeline with ancillary above-ground infrastructure at either end of the pipeline, to supply Stanlow Manufacturing Complex		Awaiting Decision

Trudy Ryall-Harvey
Dated 19-12-2023

From: claire@dunhamhillandhaysford.co.uk
Sent: 18 December 2023 11:02
To: Keith Bradley - Chair; Richard Johnson; Clerk Dunhamhillpc
Subject: Fwd: Dunham NP - revised project timetable

Hello,

Please see below. A few things to raise with everyone at the January meeting.

I'll look into the finance information and check with locality about funds etc. and get back to you all.

Thanks,

Claire

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

Subject: Dunham NP - revised project timetable
Date:

Hello Claire

It was great to meet you on Wednesday and spend some time discussing the various facets of the project. We will put together a revised quote for you next week, incorporating the Design Code work and mapping. To help us do this, could you confirm how much of the Locality grant you have already applied for/secured? We are aware that the plan is to re-direct some funds from work that it was assumed you would need CCA to do to ourselves (with John's helpful blessing!), but it would be useful to understand how much grant there is left for you to apply for if needed.

Following on from this, our original/current project plan showed submission of the draft Plan to the Parish Council at their meeting on 2nd January to approve it for the Reg 14 consultation. With the remaining outstanding work on the Plan, plus the mapping and Design Code work now added, this is not now going to be possible. We discussed aiming to start the Reg 14 consultation in mid-February, which should be comfortably achievable, but in order to draw up an amended project plan to get there it would be helpful to clarify the important dates with you. I believe that the PC meet at the start of odd-numbered months, and the working group in even-numbered months? In which case, we have two options in order to get the Plan approved for Reg 14 by mid-Feb:

1. At the 2nd Jan meeting, the PC agree to delegate approval of the Plan to the working group, which could then be done at the February working group meeting, and the Reg 14 consultation can be started soon after.
2. The PC has an Extraordinary Meeting a week after the working group's February meeting, with the express purpose of considering the Plan for Reg 14 approval. The consultation would then need to start promptly after this.

Whichever of these routes you opt for, it would be very helpful to us if you could provide the relevant meeting dates, so that we can build the project plan around them.

On a couple of other points that were discussed on Wednesday:

- Neil has contacted Rachel Whelan at Archway to set up a meeting.
- We re-checked the particulars of the curtilage-listed barns in Hapsford that are for sale, and can confirm that there is an extant planning permission in place for conversion, partial demolition, and erection of a new dwelling: I think that my internet connection may not have loaded everything when I was checking during the meeting, and I prematurely assumed it had! There is therefore no need for a specific policy regarding enabling development for this site, but when we write the Design Code section about Hapsford we will ensure that the consented scheme (or something suitably similar should a new permission be required) is tacitly supported.

I trust that this is helpful, and hope that you've had a good last week of school.

Best,

Sophie Browne

BSc MSc, Licentiate Member of the RTPI

ONeill Homer

The Office

Merriscourt

Sarsden

Chipping Norton

Oxfordshire OX7 6QX

07834 56 36 99

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																	
People & Expenses																	
Clerk	Monthly	272	303	303	303	303	333	303	303	624	413	413	413	4,284	3,732	-552	
HMRC tax	Quarterly	68	37	37	37	37	37	43	37	117	20	20	20	471	240	-231	
Expenses	Monthly		99		68		41		88		50		100	445	400	-45	Clerk expenses
Training																	£150 for new members training/£200 for Clerk
Professional service																	
Insurance	Yearly		405											180	350	170	
Internal Audit	Yearly		50											405	430	25	
Payroll Provider	Monthly			67				103						50	50	0	
General Services														169	180	11	
Website & Broadband	Yearly																
Village Hall Room Hire	Yearly													114	147	33	
Newsletter	Quarterly													100	100	0	
Bulb Planting & Planters	* Quarterly									120				120	240	120	
Admin														140	426	286	Plants for the Planters (Spring &
Membership/Subscriptions	Yearly				22		20							79	190	111	
Data Protection fee	Yearly			35							37			35	35	0	
Elections	*						181							181	548	367	Election in 2023-24 - budget for contested
Projects																	
Defibrillator																	
Community cleanup	Bi-annual		66											0	336	336	Replacement Battery for DH - not required £336
Maintenance of Assets	*													66	180	114	Litter picking equipment
Ad Hoc Beneficial Items (\$137)	*		100				600							450	450	0	£armark £436 towards Maintenance of Assets
Neighbourhood Development Plan									622					1,491	198	-1,293	
Money spent from reserves										170				9,283	5,000	-4,283	
Inflation %	0%	0	0	0	0	0	0	0	0	0	0	0	0	170	850	680	
Contingency % of above	0.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL CASH OUT		340	1,060	441	429	940	662	448	1,239	1,031	672	491	10,491	18,245	14,123	-4,122	

RECEIPTS																	
Precept	7,170 2.0%	7,537												7,537	7,537	0	
Bank Interest			26											106	8	-98	
VAT recovery		1,145					35			45			309	1,454	50	-1,404	
Neighbourhood Development Plan Grant								9,283						9,283	5,000	-4,283	
CWAC contribution		100						300						400	0	-400	
Other														0	850	850	
TOTAL CASH IN		8,782	0	26	0	0	35	9,583	0	45	0	0	309	18,780	13,445	-5,335	
Transaction Cash flow		8,442	7,382	6,968	6,538	5,598	4,971	14,106	12,867	11,881	11,209	10,718	536				

EARMARKED FROM RESERVES																	
Earmarked for Hapsford Christmas Tree	222																
Sharebox and Wildflower Planting in H	575																
Maintenance of Assets in Dunham Hill	775																
CIL Money																	
Ring-Fenced for Speed Monitoring Dev	942																
Election	2,500																
General Reserves (upto 1 years Precept	6,579																
TOTAL RESERVES	11,593																

Cash in Bank	11,803.32	20,245	19,186	18,771	18,342	17,402	16,775	25,909	24,670	23,684	23,012	22,521	12,339				
End 2022-23		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				

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

STATEMENT DATE	Description	Power	Minute Page	EXPENDITURE excluding VAT						VAT	Receipts	Totals	Comments	Resolved	No.
				People & Expenses	Professional Services	General Services	Admin	Grants	Projects	£137					
12/04/2023	CW&C		109								7,537.00	7,537.00	Precept	23/015	1
13/04/2023	CW&C		109								100.00	100.00	Ward Members Contrib	23/015	2
14/04/2023	HMRC VTR		109								1,144.58	1,144.58	VAT Rebate for 2022/23	23/015	
25/04/2023	Mrs T Ryall-Harvey		109	-271.72								-271.72	Salary Tax Month 1	23/015	3
28/04/2023	HMRC PAYE		109	-67.80								-67.80	HMRC Tax Month 1	23/015	4
11/05/2023	Mrs S Irlam		109		-50.00							-50.00	Internal Audit Work	23/015	5
11/05/2023	Gallaghers Insurance		109		-404.88							-404.88	Annual Insurance Prem	23/015	6
11/05/2023	Mrs T Ryall-Harey		109				-98.85		-55.34		-14.06	-168.25	Clerk's Expenses	23/015	7
11/05/2023	Mr S A Jones		109						-100.00			-100.00	Coronation Contributio	23/015	8
25/05/2023	Mrs T Ryall-Harvey		109	-302.95								-302.95	Salary Tax Month 2	23/015	9
30/05/2023	HMRC PAYE		109	-36.60								-36.60	HMRC Tax Month 2	23/015	10
05/06/2023	Bank Interest		114								26.22	26.22	Bank Interest	23/025	11
09/06/2023	ICO Data Protection		114				-35.00					-35.00	Data Protection Subscr	23/025	12
19/06/2023	Shire Accountants		114		-55.50						-11.10	-66.60	1/2 Payroll Services	23/025	13
25/06/2023	Mrs T Ryall-Harvey		114	-302.92								-302.92	Salary Tax Month 3	23/025	14
29/06/2023	HMRC PAYE		114	-36.60								-36.60	HMRC Tax Month 3	23/025	15
05/07/2023	Mrs T Ryall-Harvey		114				-89.75					-89.75	Clerk's Expenses	23/025	16
25/07/2023	Mrs T Ryall-Harvey		114	-302.92								-302.92	Salary Tax Month 4	23/025	17
28/07/2023	HMRC PAYE		114	-36.60								-36.60	HMRC Tax Month 4	23/025	18
23/08/2023	Complete Security		120	-333.32					-499.93		-99.99	-599.92	Supply Cabinet & Acces	23/033	19
25/08/2023	Mrs T Ryall-Harvey		120	-302.92								-302.92	Salary Tax Month 5	23/033	20
25/08/2023	HMRC PAYE		120	-36.60								-36.60	HMRC Tax Month 5	23/033	21
04/09/2023	Bank Interest										34.76	34.76	Bank Interest		22
06/09/2023	Mrs T Ryall-Harvey		120				-64.22				-5.88	-70.11	Clerk's Expenses	23/033	23
13/09/2023	Cheshire Community Action		120				-20.00					-20.00	CCA Membership	23/033	24
25/09/2023	Mrs T Ryall-Harvey		120	-333.32								-333.32	Salary Tax Month 6	23/033	25
27/09/2023	Linux Internet Ltd		124			-47.88					-9.58	-57.46	12 Month Cloud Hostin	23/037	26
27/09/2023	CW&C		124				-181.00					-181.00	Fees& Charges for PCE	23/037	27
09/10/2023	Shire Accountants		124		-85.50						-17.10	-102.60	Payroll Services	23/037	28
09/10/2023	HMRC PAYE		120	-6.20								-6.20	HMRC Tax Month 6	23/033	29
20/10/2023	Groundwork UK		124								9,283.00	9,283.00	Neighbourhood Plan G	23/037	30
25/10/2023	Mrs T Ryall-Harvey		124	-302.72								-302.72	Salary Tax Month 7	23/037	31
27/10/2023	CW&C		124								300.00	300.00	Ward Councillors Contr	23/037	32
27/10/2023	HMRC PAYE		124	-36.80								-36.80	HMRC Tax Month 7	23/037	33
09/11/2023	Mrs T Ryall-Harvey		125				-153.13				-5.45	-158.58	Clerk's Expenses	23/037	34
09/11/2023	Mr K Holmes		125						-20.50		-4.10	-24.60	Flame Retardant Meter	23/037	35
09/11/2023	Mr K Holmes		125						-451.62		-90.32	-541.94	Christmas Lights for D/	23/037	36
09/11/2023	SLCC Cheshire Branch		125				-35.00					-35.00	Branch Conference Fee	23/037	37
09/11/2023	Walkers Nurseries		125			-116.26					-23.25	-139.51	Bluebells & Daffodils	23/037	38
24/11/2023	Mrs T Ryall-Harvey		125	-302.72								-302.72	Salary Tax Month 8	23/037	39
27/11/2023	HMRC PAYE		125	-36.80								-36.80	HMRC Tax Month 8	23/037	40
04/12/2023	Bank Interest										45.30	45.30	Bank Interest		
19/12/2023	Walkers Nurseries								-142.00		-28.40	-170.40	Christmas Tree for Hapsford		
19/12/2023	Mr P Johnson					-120.00						-120.00	Printing of Newsletter		
22/12/2023	Mrs T Ryall-Harvey			-623.74								-623.74	Salary Tax Month 9		
28/12/2023	HMRC PAYE			-117.00								-117.00	HMRC Tax Month 9		
												0.00			
												11,878.33			
TOTALS				-3,456.93	-595.88	-284.14	-676.95	0.00	-1,269.39	0.00	-309.23	18,470.86			

RECONCILIATION

Current Account	£10,627.47
Deposit Account	£13,054.18
TOTAL	£23,681.65
Less Uncleared Payments	

TOTAL **£23,681.65**

Ring-Fenced Money for Hapsford Christmas Trees	£51.60
Earmarked as CIL Money	£231.00
Earmarked for Neighbourhood Plan	£9,283.00
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 Hill	£775.00
Ring-Fenced for Speed Monitoring Device	£942.00
Ring-fenced money for Hapsford Sharebox and Will	£575.00

Remaining money to spend **£12,028.05**

Year to date balance	
Balance Brought Forward	
Balance	

	£11,878.33
	£11,803.32
	£23,681.65
	£0.00

Clerk: *J Ryall-Hawney*

19/12/2023

Dunham Hill and Hapsford Parish Council
Bank Reconciliation to Cashbook -
Presented to Meeting on Tuesday 2nd January 2024
 Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	£23,681.65
Barclays Online Account at 19-12-2023	
Current Account	£10,627.47
Deposit Account	£13,054.18
Less: Unpresented Payment	£1,031.14
TOTAL	£23,681.65
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** >



[Show recent transactions](#)

£11,658.61

Available balance

Last night's balance £11,658.61

DUNHAM HILL & HAPSFORD PARISH COUNCIL

 **Dunham Hill Deposit Acc** >



[Show recent transactions](#)

£13,054.18

Available balance

Last night's balance £13,054.18

Income received since the last meeting

Date	Payable to	Net Amount		Gross Amount	Comment
04/12/2023	Bank Interest	£45.30		£45.30	Bank Interest for 3rd Quarter

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19/12/2023	Walkers Nursery	£142.00	£28.40	£170.40	Christmas Tree for Hapsford
19/12/2023	Mr P Johnson	£120.00	£0.00	£120.00	Printing of Newsletter
28/12/2023	HMRC PAYE	£117.00	£0.00	£117.00	HMRC Tax Month 9
25/10/2023	Mrs T Ryall-Harvey	£623.74	£0.00	£623.74	Salary Tax Month 9

Payments not yet made for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£348.78	£0.00	£348.78	Salary Tax Month 9
	Mrs T Ryall-Harvey	£86.25		£86.25	Clerk's Expenses
	HMRC PAYE	£63.97	£0.00	£63.97	HMRC Tax Month 9



Dunham Hill and Hapsford Parish Council

Action Plan 2024-25

	Issue	Action	Lead	Resource Implications	Timescales
Crime & Community Safety					
1.	Speeding in the Parish	Monitor using SID	K Holmes	£907 provision for ancillaries & servicing	Regular and frequent monitoring
2.	Parking on pavements	Liaise with PCSO	Councillors	NIL	As and when required
3.	Fly Tipping	Report to CWaC	Cllr Bradley	NIL	As and when required

Events & Activities					
4.	Remembrance	Lamppost Poppies	Cllr Bradley /Johnson	£30 for Additional Lamp-post Poppies	October-November
		Lay Poppy Wreath at Remembrance Event	Parish Councillors	£25 for Poppy Wreath	
5.	Festive Season	Festive Wreaths	Cllr Bradley /Johnson	NIL	End of November – Beg January
		Purchase Christmas Tree for Hapsford	Clerk	£170	End of November
		Organise Lights Switch on event for:- Dunham Hill Village Hapsford Village	Cllrs Bradley/ Wallace		First weekend in December
6.	Community Cleanup Events	Maintain twice yearly cleanup events	Cllr Bradley	£180 Litter picking equip.	March & Oct
7.	Easter Egg Hunt	Organise kids Easter Egg Hunt in Hapsford	Cllr Wallace	NIL	March

Communication					
9.	Improve communication of Parish Council activities	3 x per year Parish Council Newsletter	Cllr Wallace	£80 printing cost per newsletter	Apr, Aug, Dec
		PC Website, WhatsApp, & Facebook	Clerk/Cllrs Johnson /Wallace	NIL	Monitor & Update Monthly

Environment					
10.	Wildflower Planting	Continue with Wildflower planting programme along A5117	Councillor	£375	Spring 2024



Dunham Hill and Hapsford Parish Council

Planning, Enforcement & Neighbourhood Plan

11.	Neighbourhood Plan	Complete Neighbourhood Plan	Lead – Cllr Green	Will seek grants wherever possible to fund this work.	May 2025
12.	Planning Applications	Review all planning applications against neighbourhood plan and circulate suggested response around Parish Council for approval.	Councillors /Clerk	NIL	As and when required.
13.	Enforcement Issues	Report all Enforcement Issues to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.

Highways

14.	Potholes and Highways/signs Damage	Report all potholes and highways/signs damage issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.
15.	Highways Weeding	Report all highways weeding issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.

Footpaths

16.	Footpath Accessibility	Report all footpath accessibility issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.
17.	Public Rights of Way & Bridleways	Monitor and report any overgrown PROW's	Councillors	NIL	As and when required.
18.	Maintenance /replacement of stiles	Report all stile damage issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.

Community Resources

19.	Grants	Develop Grant Giving Policy and roll out	Clerk	£500	December 2024
20.	Assets	Review all assets owned by PC and agree a maintenance schedule.	Councillors	£450	Annually



Dunham Hill and Hapsford Parish Council

Parish Council					
21.	Training	- Identify and schedule training for Clerk - Identify and schedule training for Parish Councillors	Clerk Parish Councillors	£175 £175	As and when required. As and when required.
22.	Parish Meeting	Organise Annual Parish Meeting to allow groups within the Parish to report activities that have been carried out to the Parish Council	Chairperson/ Clerk	NIL	March
23.	Local Council Award Scheme	Apply for Quality Award	Clerk	£130	April 2024

Training for Clerk 2024

			Costs split between PC's				
			Ashton Hayes & Horton-cum- Peel PC	Dunham Hill & Hapsford PC	Duddon & Burton PC	Hargrave & Huxley PC	Clotton Hoofield PC
<u>Webinar</u>	<u>Date</u>	<u>Cost</u>					
Subject Access Request Training	6th Feb	£ 60.00	✓	✓	✓	✓	✓
Charitable Trust Training	15th & 22nd Feb	£ 60.00	✓				
VAT: The Basic & Making VAT Digital	20th Feb	£ 30.00	✓	✓	✓	✓	✓
Climate Action for Smaller Councils	11th April	£ 30.00	✓	✓	✓	✓	✓
Common Land	6th March	£ 45.00	✓	✓	✓	✓	✓
Rights of Way	23rd April	£ 45.00	✓	✓	✓	✓	✓
<u>Qualifications</u>	<u>Dates</u>	<u>Cost</u>					
Carbon Literacy Qualification	22nd & 29th Feb	£ 120.00	✓	✓	✓	✓	✓
<u>Conference</u>							
SLCC Staff Conference	Sep-24	£ 40.00		✓			
<u>Themed Summit</u>							
- How to engage the Community	21st Feb	£ 60.00	✓	✓	✓	✓	✓
- Are you prepared for Net Zero	22nd May	£ 60.00	✓	✓	✓	✓	✓
- Planning	10th July	£ 60.00	✓	✓	✓	✓	✓
TOTAL Training Costs		£ 610.00	£ 162.00	£ 142.00	£ 102.00	£ 102.00	£ 102.00

£ -

Budget Element	Due Date	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Budget 2024-25	Out-turn 2023-24 Prediction	Budget 2023-24	Variance B v B	Commentary
EXPENDITURE																		
People																		
Salary & HMRC Tax	Monthly	413	413	413	413	413	413	413	434	434	434	434	434	5,061	4,282	3,972	-1,089	Costs include VAT
Professional service																		
Insurance	Yearly		430											430	405	430	0	
Internal Audit	Yearly		50											50	50	50	0	
Payroll Services	Quarterly	73						109						182	169	180	-2	
General Services																		
Website & Broadband	Yearly						90							90	57	147	57	Cloud Hosting 12 Month subscription - £60
Village Hall Room Hire	Yearly										200			200	200	100	-100	2 Year Domain Registration (09/24 - 09/26) - £30
Newsletter	Quarterly	80				80			80					240	240	240	0	
Bulb Planting & Planters	Yearly	*						140	300					440	140	426	-14	Plants for the Planters (Spring & Autumn) + Daffodil & Bluebell Bulbs
Admin & Expenses																		
Expenses	Bi-monthly	75	75	75	75	75	75	75	75	75			75	450	433	400	-50	Clerk expenses
Training	As required	50		50	50						50			200	129	350	150	£100 for New Members/ £100 for Clerk
Membership/Subscriptions	Yearly			22			20				137			179	79	190	11	£25 - Clerk's Direct
Data Protection fee	Yearly		35											35	35	35	0	£39 - SLCC Membership
Elections	4 Yearly	*												0	181	548	548	£50 - NAUC Membership & £50 - Application for LCA
Projects																		£20 - CCA Membership
Defibrillator		360			360									720	0	336	-384	No election for 2024-25
Community cleanup	Bi-annual	*	90					90						180	66	180	0	Replacement Battery for D/H & Hapsford
Maintenance of Assets	*												400	400	0	450	50	Litter picking equipment
Ad Hoc Beneficial Items (S137)	*													228	1,100	198	-30	£100 for New Members/ £100 for Clerk
Neighbourhood Development Plan							58			170				0	9,282	5,000	5,000	£58 on Poppy Wreath and Lamp-post Poppies
Money spent from reserves														0	0	850	850	£170 on Christmas Tree for Hapsford
TOTAL CASH OUT		1,051	983	523	485	568	990	827	734	759	821	434	909	9,085	16,848	14,123	5,038	Fund from Grant applications

RECEIPTS																		
Precept	7,537	10%	8,291											8,291	7,537	7,537	-754	
Bank Interest			35					35			36			106	65	8	8	
VAT recovery												150		150	150	50	0	
Neighbourhood Development Plan Grant														0	9,282	0	0	
CWAC contribution														500	506	0	0	
Other														0	0	850	0	
TOTAL CASH IN			8,291	0	535	0	0	35	0	0	36	0	150	9,047	17,540	7,228	-1,819	
Transaction Cash flow			7,240	6,257	6,269	5,785	5,217	4,227	3,435	2,701	1,941	1,156	721	-38				

EARMARKED FROM RESERVES																		
Earmarked for Hapsford Christmas Tree Fund	52																	
Earmarked for Tippee, Share Box and Wildflowers P	575																	
Earmarked for costs of Planter	300																	
Maintenance of Assets in Dunham Hill	1,225																	
Ring-Fenced for Speed Monitoring Device	907																	
Election	3,000																	
General Reserves (upto 1 years Precept)	7,302																	
TOTAL RESERVES	13,361																	

Cash in Bank	13,531		20,771	19,788	19,800	19,316	18,748	17,758	16,966	16,232	15,472	14,687	14,252	13,493				
End 2023-24			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				

CIVILITY AND RESPECT PROJECT



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER



JO COX CIVILITY COMMISSION

The Jo Cox Civility Commission was set up following the murder of British MP Jo Cox. Their aim is to find practical recommendations to address the problem of violence, abuse and intimidation of elected representatives. They recently put out a call for evidence and included local councils. The aim is to develop support, guidance, resources, best practice etc. The Commission has already engaged with over one hundred stakeholders and is very aware that local councils are also affected. A Local Government Association (LGA) survey of local councillors in 2022 found that 88% of them had experienced abuse and intimidation in fulfilling their roles. Their aim is to draft a set of recommendations which they plan to publish in January 2024. We advised them about the work done by the Civility and Respect Project and the aims for further improvement work that we would like to see included in their report.



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 8 | DECEMBER 2023

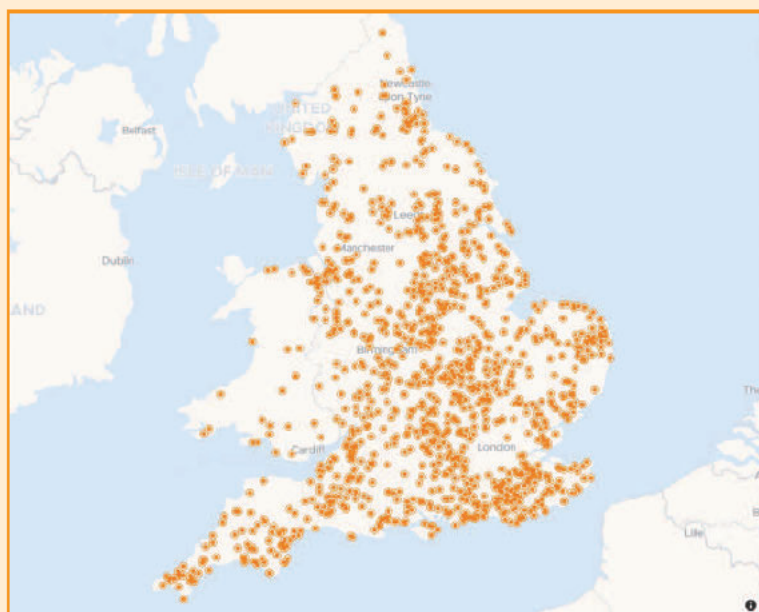


1414 LOCAL COUNCILS HAVE NOW SIGNED THE CIVILITY AND RESPECT PLEDGE

Towns and villages are demonstrably and immeasurably improved by what local council councillors, clerks and other employees do in their communities day in and day out.

The pledge is a public declaration that in what they do, town, parish and community councils are committed to civility and respect. It outlines what they do/will do as part of that commitment. Research has found that taking a voluntary pledge of this nature can impact (for the better) on behaviour and co-operation.

If your council has not yet signed-up to the pledge they can find out more about it at www.nalc.gov.uk/our-work/civility-and-respect-project.



Toxic behaviour, personal safety and stalking awareness

The Civility and Respect Project has led on setting up the following:

Worknest is running a webinar on 'Tackling Toxic Behaviour in local councils' on 15 January 2024, starting at 2.15pm. This webinar is open and free to anyone involved in a town or parish council as a councillor or as an employee. You can register for the webinar by going to <https://worknest.com/training/tackling-toxic-behaviours-in-town-and-parish-councils/?v=NALC>

If you can't make the above time/date please register anyway and you will receive a copy of the recording and accompanying resources.

The Suzy Lamplugh Trust are hosting two webinars. Both are open and free to anyone involved in a town or parish council as a councillor or an employee. They are limited to 50 attendees each.

Personal Safety - 25 January 2024, 2pm to 3:30pm

Register here: <https://events.teams.microsoft.com/event/878eeb84-824b-41ae-b6f5-b1da290a8e36@c4c81213-ca91-4529-8733-6d9b3e273f81>

Stalking Awareness - 15 February 2024, 2pm to 3:30pm

Register here:

<https://events.teams.microsoft.com/event/230ce801-b1ae-465c-b369-60857d771d77@c4c81213-ca91-4529-8733-6d9b3e273f81>

Survey of monitoring officers

Monitoring officers are responsible for dealing with Code of Conduct complaints about local councillors. The survey included a question about what they felt would make a difference.

The headline result from the survey was that 50% said that better trained councillors would make a difference. This was based on their experience of dealing with Code of Conduct complaints. NALC produces several guides for councillors as well as other resources, and training is normally available from county associations. The councils who have signed up to the the Civility and Respect Pledge have said that they will have a training programme in place for councillors. Ensuring councillors undertake training for their role should be relatively easy to implement and based on this survey has the potential to reduce Code of Conduct complaints and improve civility and respect.

However, the other 50% of the monitoring officers who responded felt sanctions were needed. NALC continues to promote the need for sanctions (which would require new legislation) as far as possible. All the local councils who have signed up to the pledge state as part of that process that they "support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate". However,

lobbying for sanctions is very challenging and not a quick fix. Has your council taken any action around lobbying for sanctions? If it has, the Civility and Respect Project Manager would be interested to hear about it. Has it, for example, decided to lobby its local MP?

Internal Audit Forum (IAF) proposals for change

Proposals for change were discussed at the Civility and Respect Intervention Workshop. Evidence from the Civility and Respect Project was that there was a close link between good governance and good civility and respect. Since the workshop, this has been discussed further at the Joint Panel on Accountability and Governance (JPAG). The proposals for change are now being explored in more detail with reports going back to JPAG.

Review of The Good Councillor's Guide

Deborah White, Avon Local Councils Association (recently retired), has been appointed to lead the review and rewrite of The Good Councillor's Guide. The target is to have the revised version ready for local elections in May 2024. Deborah is consulting with a range of stakeholders on an ongoing basis. If you have any suggestions for improving the guide please email Hazel.Broatch@nalc.gov.uk and she will forward them to Deborah.

Resilient governance in the Netherlands

A team from the Ministry of the Interior and Kingdom Relations (who are looking into civility and respect in the Netherlands) visited NALC and attended the Society of Local Council Clerks (SLCC) National Conference in October 2023. They advised that aggression and intimidation against local politicians are increasing, and so is online hate and intimidation. The team from the Netherlands were very interested to learn more about the Civility and Respect Pledge and the resources that had been produced by the Civility and Respect Project. They explained that they too were actively increasing awareness, preparedness and signaling, and they had put out a call for civility and respect. They had identified that unacceptable behaviour was impacting on the attractiveness of political office and that their clerks were needing to feel that they could speak out and know that they would get support.



Please visit our dedicated civility and respect pages for lots more information and support

[SLCC | Civility and Respect Project](#) and [NALC | Civility and Respect Project](#)



IN COLLABORATION WITH SLCC, NALC, QVW, COUNTY ASSOCIATIONS

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	