



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 groundswork.

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

2.1.24

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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.

2.1.24

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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

2.1.24

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.

2-1-24

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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.

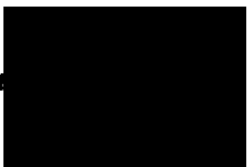
The press and public were asked to leave the meeting.

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.

Signed: 

Dated: 2.1.24

Mrs T Ryall-Harvey 07/11/2023

The meeting closed at 21.43