



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 5th March, 2024 to be held in Dunham Hill Village Hall, which will directly follow-on from the Parish Meeting scheduled to start at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk

27-02-2024

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 receive notification of any resignations and 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 2 nd January 2024.
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.
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 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. 3. Community Litterpicking Event – to agree a date for the future event. 4. Assets of Community Value – to review and agree any action required with registering the Boshaw Centre and The Village Hall as an Asset of Community Value.

12.	PARISH COUNCIL MATTERS	1. Risk Assessment – to review and approve the Risk Assessment for 2024. 2. Asset Register – to review and approve the Asset Register for 2024. 3. To approve the amended Training and Development Policy. 4. To agree and appoint an Internal Auditor for 2023-24.
13.	EXTERNAL BODIES	- Boshaw Centre – to receive a verbal update. - Dunham Hill Village Hall – to receive a verbal update.
	DATE OF NEXT MEETING	To note the date of the Annual Meeting of Tuesday 7th May at 7.30pm.



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 2nd January 2024, at 7.30pm, at Dunham Hill Village Hall.

MINUTES

Present: Cllr K Bradley – Chair
Cllr S Clarke
Cllr C Green
Cllr K Holmes
Cllr A Tribe
Cllr S Wallace
Cllr H Deynem (Ward Councillor)

Clerk: Mrs T Ryall-Harvey
Members of the public: 2

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr R Johnson and Cllr H Boardman due to previous 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 – The Council agreed that there was nothing that required the exclusion of the press and public to be discussed at this meeting.

PUBLIC PARTICIPATION

Nothing raised.

CORRESPONDENCE

Police Crime Commissioner – Safer Roads for all – it was reported that this information had been received and circulated around the Parish Council in between meetings and noted at the meeting.

Peel Cubico – an update had been received for the Frodsham Solar Farm and circulate around the Parish Council in between meetings and noted at the meeting.

Kingsley and Gowy Police Update – the latest newsletter from the PCSO had been received between meetings, circulated and noted at the meeting.

Flooding on Highway – was reported that the flooding on Chester Road had been reported to CWaC as an emergency in December it was noted that the junction still remained flooded and the Parish Council had raised this again with Highways as they were concerned about how dangerous the junction was believed that signage needed to be put up whilst the flooding remained in place.

Cllr Deynem joined the meeting.

ACCEPTANCE OF MINUTES

RESOLVED 23/040 - that the Chair signs, as a true and correct record the circulated minutes of the Parish Council meeting held on Tuesday 7th November 2023.

RESOLVED 23/041 – that the Chair signs, as a true and correct record the circulated notes of the working group meeting held on Tuesday 5th December 2023

PLANNING

The Planning Register dated 19-12-2023 was accepted and changes to the planning register from last meeting were noted.

Cllr A Tribe joined the meeting.

It was noted that the following planning application had been received since the last meeting:-

- 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 – it was agreed that the Parish Council would try to make contact with local landowners that it might affect and seek their comments before submitting a response.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Green provided a written update on the Neighbourhood Plan development since the last meeting.

Cllr Green reported that the Government had recently published a leveling up and regeneration plan amendments and undertook to circulate these around the Parish Councillor for their review.

ACTION: Circulate the leveling up and regeneration update to all Parish Councillors.

Cllr Green circulated a draft letter that she was proposing to distribute to all the Hapsford residents informing them about the proposed designation of Hapsford as an Area of Special Character within Dunham on the Hill and Hapsford and the implications for residents of this. It was agreed that this letter should be circulated to all residents of Dunham Hill and Hapsford Parish.

ACTION: Circulate letter about Hapsford being designated an area of special character to all residents.

It was also proposed by Cllr Green and seconded by Cllr Bradley and unanimously **RESOLVED 23/042** to delegate the approval of the Plan for Reg 14 to the Neighbourhood Plan Working Group in February to allow the consultation process to start in mid February.

ACTION: Email around some alternative dates for the Working Group Meeting.

A question was raised by Cllr Green as to if the Parish Council would support the proposed office provision on the Wheatsheaf site if it were to externally mirror the same building style as the surrounding houses and be made to look like a terrace of houses. This would also mean that in the future should the office space no-longer be required it could more easily be converted into house. It was felt that the mock terrace should be made to look like two or three bedroomed houses to not allow one bedded houses to replace the office facility in the future.

A resident raised a suggestion that Archway Homes if they were looking to move to the Dunham Hill area may be interested in utilizing the Boshaw Centre as a head office base as they had sufficient classroom areas that could be converted into office space and the hall that could be utilized as a meeting room when required.

It was therefore proposed by Cllr Holmes and seconded by Cllr Bradley and unanimously **RESOLVED 23/043** that the two above options be shared with Archway Homes for their consideration.

Local Heritage Assets and Community Assets – Parish Councillors highlighted that they had been struggling to find historical information on the Local Heritage assets and it was therefore suggested that Cllr Green contact Mr A Jones (resident) to see if he could share any of his knowledge.

ACTION: Cllr Green to contact resident

O'Neill Homer had provided an updated agreed scope of work as set out below:-

1. Policy drafting – producing formal planning policies and their supporting text with the project team sending us a) a list of proposed policy ideas intentions that it has evolved from its technical and community engagement work to date and b) a plan showing the land to which those policies are intended to apply (4 days)
2. REVISED – Draft NP document – reviewing the draft plan document(s), including evidence base, and making recommendations to correct errors and omissions; producing the Policies Map and Insets (3)
3. NEW – Design Guide/Code – to review the original Conservation area Appraisal for Dunham on the Hill and to supplement it with analysis of the remainder of the village and of the separate village of Hapsford; and to produce a design guide and code to implement (10.5)
4. Regulation 14 analysis – reviewing the comments made by the statutory bodies and land interests (owners and developers) on the draft plan document(s) and making recommendations to address those comments where considered necessary for the plan to meet the 'basic conditions', on the assumption that the project team analyses the comments made by local residents, business and groups (2)
5. Final NP document – reviewing the final plan document(s), including evidence base, and making recommendations to correct errors and omissions (1)
6. Basic Conditions Statement – producing the statement based on the final plan (2)
7. DELETED – Examination
8. Project meetings – attending three online meetings with the project team (1.5)

It was therefore estimated that the revised scope of work would be a total of £13,872 + VAT plus a meeting charge of £100 + VAT. It was therefore agreed that Cllr Green should request a variation to the current Neighbourhood Development Plan Grant funding to allow O'Neill Homer the ability to undertake some of the work that Cheshire Community Action originally quoted for and apply for the remaining grant funding needed by 26th January 2024 to cover the new scope of work that has since been agreed.

It was reported that following the Working Group Meeting with the BrookHouse Group the Parish Council agreed to consider the proposed additional policies that they had suggested. It was agreed to arrange a joint meeting with Helby Parish Council and Brook House Group to discuss matters further.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 19-12-2023.

Bank Reconciliation

RESOLVED 23/044 – the council approved the bank reconciliation as circulated against the bank statements.

SLCC Membership for 2024

It was **RESOLVED 23/045** to approve the payment of £38 towards the SLCC membership for the Clerk which is split between 5 other Parish Councils.

Churchyard Grant

It was **RESOLVED 23/046** to submit a Churchyard Grant Application on behalf of St Luke's Church, Dunham Hill for £995.00 to cover costs towards the churchyard maintenance.

RESOLVED 23/047 - to accept the income and expenditure as reported to the meeting:-

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

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		£117.00	HMRC Tax Month 9
25-12-2023	Mrs T Ryall-Harvey	£623.74		£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	£361.35	£0.00	£348.78	Salary Tax Month 10
	Mrs T Ryall-Harvey	£86.25	£0.00	£86.25	Clerk's Expenses
	HMRC PAYE	£51.40	£0.00	£63.97	HMRC Tax Month 10

THE COMMUNITY

Hapsford Village Signs – No further action since the last meeting.

Hapsford Drains – The Clerk reported that CWaC had undertaken the exploratory dig and found a connection to the surface water drain, they are now in discussion with the property owner to arrange for a foul water connection from the property to be established.

Cllr Wallace highlighted a ditch down the back of Moor Court that was overflowing and needed to be dug out. It was agreed that this was the landowners responsibility.

ACTION: Cllr Wallace agreed to contact Morgan's about this.

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 and noted at the meeting.

Action Plan for 2024-25 – It was **RESOLVED 23/048** to adopt the action plan for 2024-25 circulated prior to the meeting.

Local Council Award Scheme

The Clerk proposed the Parish Council move forward and apply for the Foundation Level of the Local Council Award Scheme at a cost of £50 to the Parish Council, this was seconded by Cllr Green and unanimously **RESOLVED 23/049**. It was therefore also **RESOLVED 23/050** that the Council confirms that it meets all the requirements in the LCAS document circulated prior to the meeting, and that all documentation and information is in place for the Foundation Award.

RESOLVED 23/051 that the Council confirms that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has all the relevant documentation and information in place to meet the criteria to apply for the Foundation level of the Local Council Award Scheme.

This included protecting and enhancing the environment; developing the Neighbourhood Plan and submitting planning responses, promoting tree planting in the area and the development of Wildflower patches in the area and a further area being developed.

Training for 2024-25

The Clerk's training requirements for the next six months was circulated, it was noted that the cost of this was split between 5 Parish Council's and it was therefore **RESOLVED 23/052** that the Parish Council pay the proposed £142.00.

Training needs for Parish Councillor's was sought and the Parish Councillor's undertook to provide the clerk with any training requirements they may have for 2024.

Budget for 2024-25

Following the draft budget being circulated prior to the meeting, the budget was reviewed and the Parish Council **RESOLVED 23/053** unanimously to accept the budget for 2024-25 of £9,085 as set out below:-

Budget Element	Budget 2024-25
EXPENDITURE	
People	
Salary & HMRC Tax	5,061
Professional service	
Insurance	430
Internal Audit	50
Payroll Services	182
General Services	
Website & Broadband	90
Village Hall Room Hire	200
Newsletter	240
Bulb Planting & Planters	440
Admin & Expenses	
Expenses	450
Training	200
Membership/Subscriptions	179
Data Protection fee	35
Elections	0
Projects	
Defibrillator	720
Community cleanup	180
Maintenance of Assets	400
Ad Hoc Beneficial items (S137)	228
Neighbourhood Development Plan	0
Money spent from reserves	0
TOTAL CASH OUT	9,085
RECEIPTS	
Precept	8,291
Bank Interest	106
VAT recovery	150
Neighbourhood Development Plan Grant	0
CWAC contribution	500
Other	0
TOTAL CASH IN	9,047

Precept for 2024-25

Precept for 2024-25 -the Parish Council **RESOLVED 23/054** unanimously to request a precept level of £8,291 which is 10% increase on the precept from 2023-24.

Civility and Respect

The Parish Council **RESOLVED 23/055** unanimously to sign up to the Civility and Respect pledge stating that they agreed to the following:-

- Dunham Hill and Hapsford Parish 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.
- Dunham Hill and Hapsford Parish Council has put in place a training programme for councillors and staff
- Dunham Hill and Hapsford Parish Council has signed up to Code of Conduct for councillors
- Dunham Hill and Hapsford Parish Council has good governance arrangements in place including, staff contracts.
- Dunham Hill and Hapsford Parish Council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Dunham Hill and Hapsford Parish Council will commit to calling out bullying and harassment when it happens.
- Dunham Hill and Hapsford Parish 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
- Dunham Hill and Hapsford Parish Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

EXTERNAL BODIES

Boshaw Centre – it was reported that following concerns about the structural soundness of the concrete used in the building of some school buildings recently reported by the Government, the Boshaw Centre was having to undertake appropriate measures as required by the Government, they have had a structural engineer in who is 95% certain that the building does not have RACC, however the Trustees have decided to commission a core sample survey of the building for complete piece of mind. All activities are currently on hold until this survey has been completed.

Cllr Deynem reported that there was still some Ward Members Budget available to apply for before 31st January 2024.

It was discussed that the Boshaw Centre was being highlighted in the Neighbourhood Plan as a Community Asset along with the Village Hall, however it was also suggested by Cllr Deynem that it may be worth considering looking to register it as a building with community value as this would provide an additional level of protection to the building and may allow for leveling up and community investment funding in the future to be sought from the national government.

ACTION: Clerk to provide further information on registering the Boshaw as a building with community value and include on the agenda for next meeting.

Village Hall – it was reported that the village hall had highlighted as needing replacement windows and this would be a considerable amount of funding they were seeking to replace them.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 5th March 2024 at 7.30pm at Dunham Hill Village Hall.

The meeting closed at 20.28

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

Mrs T Ryall-Harvey 02/01/2024

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 0JQ	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 Frodscham	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	Submitted comments & concerns	Awaiting Decision
5.	9 Jan 2024	23/01023/FUL	1 Gethsemane Caravan Park Chester Road Dunham On The Hill Chester WA6	Change of use from open pasture to stable block and associated hardstanding and fencing.	Objection	
6.	8th Jan 2024	23/03973/FUL	46 Talbot Road Dunham On The Hill Chester WA6 0JW	Demolition of existing conservatory and erection of single storey rear extension	Supported	
7.	26th Feb 2024	24/00261/FUL	Land At Protos (Ince Resource Recovery Park) Grinsome Road and Marsh Lane Ellesmere Port	Full planning permission for the construction and operation of a post combustion Carbon Dioxide (CO2) Capture Facility.		

Trudy Ryall-Harvey
Dated 27-02-2024

Budget Element	Due Date	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Outturn 2023-24	Budget 2023-24	Variance O v B	Commentary
EXPENDITURE																	
People & Expenses																	
Clerk	Monthly	272	303	303	303	303	333	303	303	624	361	361	413	4,182	3,732	-450	
HMRC tax	Quarterly	68	37	37	37	37		43	37	117	51	51	20	534	240	-294	
Expenses	Monthly		99		68	41			88		49	5	100	449	400	-49	Clerk expenses
Training									51			77	50	207	350	143	£150 for new members training/£200 for Clerk
Professional service																	
Insurance	Yearly		405											405	430	25	
Internal Audit	Yearly		50											50	50	0	
Payroll Provider	Monthly			67				103				18		187	180	-7	
General Services																	
Website & Broadband	Yearly						57							57	147	90	
Village Hall Room Hire	Yearly												100	100	100	0	
Newsletter	Quarterly									120				120	240	120	
Bulb Planting & Planters	*								140					140	426	286	Plants for the Planters (Spring &
Admin																	
Membership/Subscriptions	Yearly				22		20				97			139	190	51	
Data Protection fee	Yearly			35										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)	*												450	450	450	0	Earmark £486 towards Maintenance of Assets
Neighbourhood Development Plan			100				600		622			364	170	1,855	198	-1,657	
Money spent from reserves										170	11,063			11,063	5,000	-6,063	
Inflation %	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Contingency % of above	0.5%	0	0	0	0	0	0	0	0	0	0	0	5	5	41	36	
TOTAL CASH OUT		340	1,060	441	429	940	662	448	1,239	1,031	11,621	876	1,308	20,395	14,123	-6,272	

RECEIPTS																	
Precept	7,170 2.0%	7,537												7,537	7,537	0	
Bank Interest			26							45				106	8	-98	
VAT recovery		1,145					35					2,177		3,321	50	-3,271	
Neighbourhood Development Plan Grant								9,283				3,891		13,174	5,000	-8,174	
CWAC contribution		100						300			390			790	0	-790	
Other														0	850	850	
TOTAL CASH IN		8,782	0	26	0	0	35	9,583	0	45	390	6,068	0	24,929	13,445	-11,484	
Transaction Cash flow		8,442	7,382	6,968	6,538	5,598	4,971	14,106	12,867	11,881	650	5,842	4,533				

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 Precep	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	12,454	17,645	16,337				
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										Salary Tax Month 1	23/015	3
28/04/2023	HMRC PAYE		109	-67.80										HMRC Tax Month 1	23/015	4
11/05/2023	Mrs S Irlam		109		-50.00									Internal Audit Work	23/015	5
11/05/2023	Gallaghers Insurance		109		-404.88									Annual Insurance Prem	23/015	6
11/05/2023	Mrs T Ryall-Harey		109				-98.85		-55.34		-14.06			Clerk's Expenses	23/015	7
11/05/2023	Mr S A Jones		109						-100.00					Coronation Contribution	23/015	8
25/05/2023	Mrs T Ryall-Harvey		109	-302.95										Salary Tax Month 2	23/015	9
30/05/2023	HMRC PAYE		109	-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							Data Protection Subscr	23/025	12
19/06/2023	Shire Accountants		114		-55.50						-11.10			1/2 Payroll Services	23/025	13
25/06/2023	Mrs T Ryall-Harvey		114	-302.92										Salary Tax Month 3	23/025	14
29/06/2023	HMRC PAYE		114	-36.60										HMRC Tax Month 3	23/025	15
05/07/2023	Mrs T Ryall-Harvey		114				-89.75							Clerk's Expenses	23/025	16
25/07/2023	Mrs T Ryall-Harvey		114	-302.92										Salary Tax Month 4	23/025	17
28/07/2023	HMRC PAYE		114	-36.60										HMRC Tax Month 4	23/025	18
23/08/2023	Complete Security		120						-499.93		-99.99			Supply Cabinet & Acces	23/033	19
25/08/2023	Mrs T Ryall-Harvey		120	-302.92										Salary Tax Month 5	23/033	20
25/08/2023	HMRC PAYE		120	-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			Clerk's Expenses	23/033	23
13/09/2023	Cheshire Community Action		120				-20.00							CCA Membership	23/033	24
25/09/2023	Mrs T Ryall-Harvey		120	-333.32										Salary Tax Month 6	23/033	25
27/09/2023	Linux Internet Ltd		124			-47.88					-9.58			12 Month Cloud Hostin	23/037	26
27/09/2023	CW&C		124				-181.00							Fees& Charges for PC E	23/037	27
09/10/2023	Shire Accountants		124		-85.50						-17.10			Payroll Services	23/037	28
09/10/2023	HMRC PAYE		120	-6.20										HMRC Tax Month 6	23/033	29
20/10/2023	Groundwork UK		124									9,283.00	9,283.00	Neighbourhood Plan Gr	23/037	30
25/10/2023	Mrs T Ryall-Harvey		124	-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										HMRC Tax Month 7	23/037	33
09/11/2023	Mrs T Ryall-Harvey		125				-153.13				-5.45			Clerk's Expenses	23/037	34
09/11/2023	Mr K Holmes		125						-20.50		-4.10			Flame Retardant Meter	23/037	35
09/11/2023	Mr K Holmes		125						-451.62		-90.32			Christmas Lights for D/	23/037	36
09/11/2023	SLCC Cheshire Branch		125				-35.00							Branch Conference Fee	23/037	37
09/11/2023	Walkers Nurseries		125			-116.26					-23.25			Bluebells & Daffodils	23/037	38
24/11/2023	Mrs T Ryall-Harvey		125	-302.72										Salary Tax Month 8	23/037	39
27/11/2023	HMRC PAYE		125	-36.80										HMRC Tax Month 8	23/037	40
04/12/2023	Bank Interest		133									45.30	45.30	Bank Interest	23/047	41
19/12/2023	Walkers Nurseries		133						-142.00		-28.40			Christmas Tree for Hap	23/047	42
19/12/2023	Mr P Johnson		133		-120.00									Printing of Newsletter	23/047	43
22/12/2023	Mrs T Ryall-Harvey		133	-623.74										Salary Tax Month 9	23/047	44
28/12/2023	HMRC PAYE		133	-117.00										HMRC Tax Month 9	23/047	45
08/01/2024	Mrs T Ryall-Harvey		133				-86.25							Clerk's Expenses	23/047	46
08/01/2024	NALC						-50.00				-10.00			Local Council Award Scheme Regis	23/047	47
15/01/2024	Cheshire West and Chester Council											390.33	390.33	Ward members contribution towa		48
24/01/2024	RCOH Ltd								-2,023.00		-404.60			Neighbourhood Development Cor		49
24/01/2024	RCOH Ltd								-4,046.00		-809.20			Neighbourhood Development Cor		50
24/01/2024	RCOH Ltd								-3,150.00		-630.00			Neighbourhood Development Cor		51
25/01/2024	Mrs T Ryall-Harvey		133	-361.35										Salary Tax Month 10	23/047	52

[illegible]

RECONCILIATION

Current Account	£4,587.32	Year to date balance	£5,838.18
Deposit Account	£13,054.18	Balance Brought Forward	£11,803.32
TOTAL	£17,641.50	Balance	£17,641.50
Less Undeared Payments			

TOTAL

£17,641.50

Ring-Fenced Money for Hapsford Christmas Trees
Earmarked as CIL Money
Earmarked for Neighbourhood Plan
Ring Fenced for Emergencies (upto one years Precedence)
Ring-fenced - Election Costs
Reserved for Maintenance of Assets in Dunham Hill
Ring-Fenced for Speed Monitoring Device
Ring-fenced money for Hapsford Sharebox and Will

£51.60
£231.00
£9,283.00
£6,579.00
£2,500.00
£775.00
£942.00
£575.00

Remaining money to spend

£5,987.90

Clerk: *J Ryall-Harvey*
27/02/2024

Dunham Hill and Hapsford Parish Council
Bank Reconciliation to Cashbook -
Presented to Meeting on Tuesday 27th February 2024
Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	£17,641.50
Barclays Online Account at 27-02-2024	
Current Account	£4,638.72
Deposit Account	£13,054.18
Less: Payments on Cashbook not yet made	£51.40
TOTAL	£17,641.50
Reconciliation	YES

DUNHAM HILL & HAPSFORD PARISH COUNCIL Dunham Hill & Hapsford PC > Show recent transactions £4,638.72 Available balance Last night's balance £5,638.72
DUNHAM HILL & HAPSFORD PARISH COUNCIL Dunham Hill Deposit Acc > Show recent transactions £13,054.18 Available balance Last night's balance £12,054.18

Assets of community value

Many communities have local amenities and buildings that are of great importance to them and which contribute to the development of vibrant and active communities.

The Localism Act 2011 through the Community Right to Bid aims to encourage community-focused, locally led action by providing communities with an important tool to come together to save and take over assets which are significant for them. It gives communities the opportunity to identify assets of community value, have them listed and, when they are put up for sale, more time to raise finance and bid for them.

What is an asset of community value?

A building or other land is an asset of community value if its main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future. The Localism Act states that 'social interests' include cultural, recreational and sporting interests. There are some exemptions including residential property.

Who can nominate an asset of community value?

Eligible community organisations can nominate land and buildings for inclusion on the list

- parish councils
- neighbourhood forums (as defined in Neighbourhood Planning regulations)
- unconstituted community groups of at least 21 members
- not-for-private-profit organisations (e.g. charities).



Community organisations must also have a local connection, which means their activities are wholly or partly concerned with the area, or with a neighbouring authority's area.

What happens next?

The local authority will decide on a nomination within eight weeks. If the nominated asset meets the definition of an Asset of Community Value and the nomination process was undertaken correctly, the asset must be listed. The owner of the asset can request a review of the decision though the asset remains listed during the review period.

Once an asset has been listed nothing happens unless the owner decides to sell it. If an owner wants to sell property/land that is on the list, they must tell the local authority. If the nominating body or another eligible community group wants to develop a bid to buy the asset, they can then call for the local authority to trigger a moratorium period of up to six months, during which

time the owner cannot sell the asset. The owner does not have to sell to a community organisation and at the end of the moratorium period can sell to whoever they want and at whatever price they want.

Listed assets

The local authority must maintain and publish a list of both successful and unsuccessful nominated assets. Successful nominations remain listed for a maximum of five years unless sold during this time.

Assets of community value	XLSX	2.91MB	
---------------------------	------	--------	---

How to apply

Communities can identify land and buildings which contribute to their community's social well-being or social interest, including cultural, sporting or recreational interests and which can continue to do so in the future.

Where can I find out more?

Further information, advice and guidance on the Community Right to Bid is available from the [My Community Rights website](#).

If you would like to discuss the Community Right to Bid process in more detail or a prospective nomination prior to completion and submission of a nomination form.

- Email: acv@cheshirewestandchester.gov.uk

DUNHAM HILL AND HAPSFORD PARISH COUNCIL

RISK ASSESSMENT POLICY

Background and Aims

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

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

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

Table One

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

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

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

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

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

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

Dunham Hill and Hapsford Parish Council Asset Register 2024

Items	Replacement Value
5 x wooden/metal, glass fronted notice boards	£2,500
Notice board outside Boshaw	
Notice board at Hapsford	
Notice board at Hapsford (Wooden)	
Notice board at Village Hall	
Notice board on side of Dunham Arms (Poor condition)	
8 x outside seat/ bench	£2,400
Seat at Low Hill triangle	
Seat outside Boshaw	
Seat at Rake Lane	
2 x Seats on Village Green	
3 x benches Hapsford plus two tables	
5 x Village signs/planters	£5,000
Planter at Low Hill triangle	
Planter outside Boshaw	
Planter at Rake Lane (Talbot Road)	
Planter in Hapsford	
2 x Defibrillator	(Location: in Phone box on Village Road £3,000 (Location: in Phone box on Moor Lane, Hapsford)
2 x Salt/Grit Spreaders (Location: Village Hall & Sally Wallace)	£450.00
2 x Telephone Boxes	£4,000
Telephone box opposite Boshaw	
Telephone box at Hapsford	
4 x Brick built bus shelters	£16,000
Brick bus shelter A56 near Dunham Arms	
Brick bus shelter A56 outside Wheatsheaf	
Brick bus shelter A56 opposite Wheatsheaf	
Brick bus shelter A5117 Westbound at Hapsford	
1 x Wooden bus shelter A56 near Low Hill	£500
1 x Laptop	£406
SID Machine plus chain and padlock – Location	£2,786
Decorative Lighting (Dunham on the Hill)	£822.93
Total value to replace	£37,865

DUNHAM HILL and HAPSFORD PARISH COUNCIL MEETING

TRAINING AND DEVELOPMENT POLICY

Purpose and Scope

The purpose of this policy is to set out the Council's position on the provision of training and development opportunities for all people that carry out activities on its behalf, whether they be staff, Parish Councillors or volunteers. It is a non-contractual procedure which will be reviewed from time to time. It applies to all employees whether full or part time, temporary or fixed term.

Policy

The Dunham Hill and Hapsford Parish Council Training and Development Policy is to ensure that all employees have the appropriate levels of skills and knowledge to carry out their roles effectively and safely.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage employees to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for

the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement.

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Data Protection
- Freedom of Information

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Role specific

- Certificate in Local Council Administration (CiLCA)
- Microsoft Excel

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Role specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma

Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Chairman of the Council, setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Chairman of the Council will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

Records

Records of Training and development will be kept for each regular engaged employee as appropriate.

Date of policy: July 2022

Approving committee: Dunham Hill and Hapsford Parish Council

Date of council meeting: 5th July 2022

Policy effective from: 5th July 2022

Reviewed: January 2024

Date of next review: June 2025