



DUNHAM HILL and HAPSFORD ANNUAL 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 7th May, 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

01/05/2024

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.	ELECTION OF CHAIR AND VICE-CHAIR FOR 2024-25	
2.	APOLOGIES	And reason for absence.
3.	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.
4.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
5.	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.
6.	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) 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. 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
7.	CORRESPONDENCE	- To note the Protos Energy Recovery Facility Local Liaison Meeting report received from Cllr Holmes. - To receive any correspondence since the last meeting and to agree any action required.
8.	ACCEPTANCE OF MINUTES	- To approve the minutes of the Parish Meeting held on 5th March 2024. - To approve the minutes of the Parish Council Meeting held on 5th March' 24.
9.	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.
10.	NEIGHBOURHOOD PLANNING	- To receive an update on the Neighbourhood Plan and approve any tasks that require undertaking before the next meeting.
11.	AUDIT 2023-24	- Summary of 2023-24 - To review the Internal Audit Report for 2023-24. - To discuss and approve the Governance Statement for 2023-24. - To approve the Accounting Statement for 2023-24. - To approve the Notice of Public Rights and Publication of Annual Governance and Accountability Return.
12.	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 Payroll Provider for 2024-25. 4. To approve payments made in between meeting for 2024-25. 5. To approve the payment of the Insurance for 2024-25.

		6. To review the Internal Audit Report and note & agree any recommendations. 7. To approve the payments made by Direct Debit for 2024-25. 8. To approve payments made since last meeting.
13.	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. 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.
14.	PARISH COUNCIL MATTERS	1. To review and agree the roles and responsibilities for the Parish Councillors for 2024-25. 2. To review all policies and identify any requiring updating. 3. To approve the amended Privacy Policy. 4. To agree the dates for the Parish Council Meeting for the next 12 months. 5. To review Asset and agree any work that needs undertaking in 2024. 6. Speeding – to note that the speeding on Chester Road has increased and agree any action that the Parish Council wish to take. 7. LCAS – to receive a verbal update on the Parish Council’s application.
	DATE OF NEXT MEETING	To agree the date for the next meeting.

From: Kevin Holmes DH&H PC <Kevin@dunhamhillandhapsford.co.uk>
Sent: 23 April 2024 21:40
To: anneka@dunhamhillandhapsford.co.uk; Keith Bradley - Chair; Claire; Trudy Dunhamhillpc; Heather Boardman; Richard Johnston; sally@dunhamhillandhapsford.co.uk; stuart@dunhamhillandhapsford.co.uk
Subject: Protos Energy Recovery facility Local LiasonMeeting

I attended the liaison meeting today at the Protus facility on the recovery park.

I was very impressed that eight of the senior management team were in attendance and with their pride in the project and what they are achieving.

The main points I learnt from the meeting are:

- 20-25% of the input is produced as bottom ash which is recycled as building blocks. It will be taken by lorry to a processing facility probably in Widnes. The lorries are in the overall movement numbers in the planning permission.
- About a third of the plant is dedicated to the processing of the exhaust gas to ensure that that it is clean and any pollutants are well below the maximum allowed by the environment agency. Monitoring is continuous and results will be available from CWAC they are normally available a month later.
- The burning and generation process is designed to make use of every combustible element to produce as much electricity as is feasible.
- The two boilers have been installed and tested late last year. The turbine has also been installed.
- CO2 capture is planned for a later stage when the capture facilities and pipeline are available. The plant to capture CO2 from the energy recovery plant will be located an adjacent site 9E currently planned for 2027.
- Due to the poor weather over the winter they have had to replan and expect to be completed in mid 2025.
- The delays to construction have also delayed the planned start to recruitment of staff to run and maintain the plant. There will be a requirement for 45-50 people to run and maintain the plant. The automation means that at night the plant can be run by three or four people. They are planning to restart the recruitment process starting with the management and team leaders shortly.
- Concern was raised by Ince about the state of the narrow railway bridge just before the roundabout on the main approach road for HGVs given the increasing number of lorries. Large deep potholes have been filled in today. Are there any plans for a new access road to the resource park especially if more companies move in. A new access will be a CWAC and Peel responsibility but it has been discussed for the last 23 years.
- Original planning permission was granted number of years ago and since then the Ince neighbourhood plan has been produced (5 years in making and approved Sept last year) as well as changes to environmental constraints. While the project is trying to meet a lot of the changes the implication was that not every change can be accommodated.
- In addition to the bottom ash there will be another smaller amount of ash recovered from the exhaust gas. This is collected and tested as there is a risk it may be occasionally classified as hazardous. This is the same sort of hazardous as cement is and can be fixed on site before being sent for processing.

- The plant has been designed with the prospect of a combined heat power facility with the excess heat being fed into a local heat distribution system but this has a number of dependancies which are currently in the future.

There will be the opportunity for site visits in the future and they are prepared to come and present to interested groups.

The main outcome for me today is that this plant is as far removed from the old style incinerator with its poisonous unmonitored output as a coal powered steam locomotive is from a hydrogen powered car.

Next meeting will be in September.

Kevin



DUNHAM HILL & HAPSFORD PARISH MEETING

Tuesday 5th March 2024, at 7.00pm in the Dunham Hill Village Hall.

MINUTES

Present: Cllr H Boardman
Cllr K Bradley – Chair
Cllr S Clarke
Cllr C Green

Cllr K Holmes
Cllr R Johnson

Clerk: Mrs T Ryall-Harvey

Members of the public: 1

The Chair opened the meeting by welcoming everyone in attendance, it was explained that the Parish Meeting is not a Parish Council Meeting.

The purpose of the Parish Meeting is to allow residents of the parish to report or raise any issues they wished and for local community groups to be given the opportunity to provide reports on what they have achieved in the last 12 months and what they hope to accomplish in the next 12 months.

The Chair provided a written Annual Report of the Parish Council's activities for the Parish Meeting's information.

A resident highlighted on the annual report that the Parish Council had prepared was missing information about the SID machine that it owns and regularly uses.

The resident reported that he would like to see Talbot Road and Dunham Hill village joined to working more closely together and the only way he believed that this would be possible would be to have a pedestrian crossing to link the two sites together.

The resident highlighted that he had read the CWaC Local Plan and could not find any evidence that the site at the Wheatsheaf should not be solely an affordable housing site; he felt that the site should include some market housing.

The Chair thanking all in attendance and closed the meeting.
A copy of the Annual Report can be found on the Parish Council's website.

Meeting closed at: 7.17pm
Mrs T Ryall-Harvey 05-03-2024



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 5th March 2024, started immediately after the Parish Meeting,
in the Dunham Hill Village Hall.

MINUTES

Present: Cllr H Boardman Cllr C Green
Cllr K Bradley – Chair Cllr K Holmes
Cllr S Clarke Cllr R Johnson

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

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr S Wallace due to family commitments and Cllr H Deynem (Ward Councillor) 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. It was also reported that Cllr A Tribe had offered her resignation due to a conflict with her work. The Notice of Vacancy has been advertised.

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

A resident asked for an update on the ‘garage area’ on Talbot Road. The Chair confirmed that due to Sanctuary asking the Parish Council to pay the legal expenses the Parish Council believed that with a fee involved it would be difficult to ask the Residents and the Council to pick up the cost these costs and therefore this project was not being taken any further at this time.

A resident asked for an update on the Wheatsheaf site and the Chair confirmed that Archway had now pulled out their interest in the site.

A resident joined the meeting.

A resident asked for clarification as to who owned the Village Hall, it was confirmed that this was owned by the village and run by a committee.

A resident reported that the Bungalow down Low Hill has installed stones and wooden posts in the grass verge and two entrances on to village road with a tarmac drive on a field which they believed the resident did not have planning permission for or change of use. The Chair confirmed that he believes that change of use had been sought.

ACTION: Report stones and posts on verge.

A resident highlighted that the garage on the main road which was selling cars was causing, they believed, serious road safety issues as people who were visiting to view cars were parking on the main road. The Parish Council confirmed that they had previously reported this to CWaC and they believed that two spaces had now been created on the site to allow for customer parking.

ACTION: The Parish Council agreed to monitor this.

CORRESPONDENCE

Community Orchard Funding – it was reported that Cheshire West and Chester Council (CWaC) has been working with a number of Town and Parish Council and community groups to create a new community orchard across the borough. Funding was available to cover the costs of purchasing apple trees etc and the Chair sought ideas of if there was anywhere in the parish that we could undertake a similar project.

ACTION: Forward information Boshaw Centre.

ACCEPTANCE OF MINUTES

RESOLVED 23/056 - that the Chair signs, as a true and correct record the circulated minutes of the Parish Council meeting held on Tuesday 2nd January 2024.

PLANNING

The Planning Register dated 27-02-2024 was accepted and changes to the planning register from last meeting were noted.

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

- 23/01023/FUL – 1 Gethsemane Caravan Park, Chester Road, Dunham on the Hill – Change of use from open pasture to stable block and associated hard standing and fencing - the Parish Council **objected** to this planning consultation.
- 23/03973/FUL – 46 Talbot Road, Dunham on the Hill, Chester WA6 0JW – Demolition of existing conservatory and erection of single storey rear extensions – the Parish Council **supported** this planning consultation.
- 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. – the Parish Council had not submitted their response to this application as yet.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Green confirmed that Helsby Parish Council and Brookhouse had been approached since the last meeting with the purpose of arranging a joint meeting, but no dates had yet been put forward for this.

Cllr Green reported that the Section 14 Consultation process had started with all residents being posted a letter together with the Statutory Consultees, neighbouring Parish Councils and landowners. Open forum sessions were scheduled to take place on Saturday 9th March in St Luke's Church Hall alongside the regular book sale; Wednesday 3rd April from 6.30pm to 8.30pm and Saturday 13th April from 10.00am to 12.00pm (noon) in the village hall located in Dunham on the Hill. The consultation closes on Monday 22nd April at 5.00pm.

It was reported that since the last meeting additional grant funding towards the production of the Neighbourhood Plan had been applied for and received to a value of £3,891 against a total required amount payable to O'Neil Homer of £4,046 to see the Neighbourhood Plan Project through to completion in the summer. It was therefore unanimously **RESOLVED 23/057** that the Parish Council would pay the remaining balance of £155 towards this project. It was also confirmed that the end of grant notification which needs to be submitted by end of March had been received and once the invoices had been paid a response to this could be submitted.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 27/02/2024.

Bank Reconciliation

RESOLVED 23/058 – the council approved the bank reconciliation as circulated against the bank statements.

Income & Expenditure

RESOLVED 23/059 - 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
15-01-2024	Cheshire West and Chester	£390.33		£390.33	Ward Members contribution towards festive lighting in DH
	Cheshire West and Chester	£323.99		£323.99	Ward Members contribution towards wildflower seed for Hapsford
09-02-2024	HMRC VTR	£2,176.63		£2,176.63	VAT Rebate for 2023-24
16-02-2024	Groundwork UK	£3,891.00		£3,891.00	Neighbourhood Plan Grant

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
08-01-2024	NALC	£50.00	£10.00	£60.00	Local Council Award Scheme Registration
24-01-2024	RCOH Ltd	£2,023.00	£404.60	£2,427.60	Neighbourhood Planning Development Consultation Fees
24-01-2024	RCOH Ltd	£4,046.00	£809.20	£4,855.20	Neighbourhood Planning Development Consultation Fees
24-01-2024	RCOH Ltd	£3,150.00	£630.00	£3,780.00	Neighbourhood Planning Development Consultation Fees
23-02-2024	Mrs T Ryall-Harvey	£361.35		£361.35	Tax month 11
23-02-2024	HMRC PAYE	£51.40		£51.40	HMRC Tax Month 11
15-02-2024	Shires Accountancy	£15.00	£3.00	£18.00	Calculation of Back-pay
15-02-2024	Mrs T Ryall-Harvey	£371.31	£74.25	£445.56	Clerk's Expenses

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 12
	Mrs T Ryall-Harvey	£53.78	£4.35	£58.13	Clerk's Expenses
	HMRC PAYE	£51.40	£0.00	£63.97	HMRC Tax Month 12

THE COMMUNITY

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

Hapsford Drains – No further action since the last meeting.

Community Litterpicking Event - it was reported that the next Community Litter Picking Event was scheduled to take place on 13 April 2024.

Asset of Community Value – **ACTION:** Clerk to explore registering the Boshaw Centre and Dunham Hill Village Hall as a Community Value Asset.

PARISH COUNCIL MATTERS

Risk Assessment

RESOLVED 23/060 The Parish Councillor's approved the Risk Assessment as submitted to the meeting for 2024.

Asset Register

RESOLVED 23/061 The Parish Councillor's reviewed the circulated Asset Register and approved it for 2024. It was agreed that all assets should be assessed and a report should be brought back to a future meeting on any maintenance requirements.

ACTION: Cllr Bradley and Cllr Johnson to review Assets and report back any maintenance required.

Training and Development Policy

RESOLVED 23/062 that the Parish Council unanimously approved the revised Training and Development Policy.

Internal Auditor

RESOLVED 23/063 to instruct Mr Phil Sanders to undertake the Internal Auditor for 2023-24.

EXTERNAL BODIES

Boshaw Centre – A representative from the Boshaw Centre confirmed that following the last Parish Council meeting, the Boshaw Centre had undertaken a core sample survey and it had been confirmed that there was no evidence of RACC in the building which was good news. The representative confirmed that they had a new items coming up which they had advertised in the Newsletter and were looking for volunteers to assist in the sowing of wildflowers to create a wildflower meadow. It was suggested that the Parish Council's grit spreader could potentially assist with this and it was agreed to loan this to the Boshaw Centre.

ACTION: loan Boshaw Centre the gritter to assist in the spreading of the wildflower seed.

Village Hall – It was reported that the village hall had a number of items planned over the next few months and these would be advertised in the newsletter for all residents information.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 7th May 2024 at 7.30pm at Dunham Hill Village Hall.

Signed:..... Dated:.....
The meeting closed at 19.46
Mrs T Ryall-Harvey 05/03/2024

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 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
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	Awaiting Decision
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	Approved
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.		Awaiting Decision

Dunham Hill & Hapsford Parish Council Planning Register 2024

	Received	No.	Location	Description	PC Observation	Result
1.	Fri 12 Apr 2024	24/01049/CAT	Gable Cottage Low Hill Dunham On The Hill Chester WA6 0NW	Birch 1 - remove. Birch 2 - remove		Awaiting Decision

From: claire@dunhamhillandhaphsford.co.uk
Sent: 28 April 2024 12:22
To: clerk.dunhamhillpc@gmail.com; Keith Bradley - Chair
Subject: NHP update report for May meeting

Hello Trudy,

Please find below my update for the May meeting.

Neighbourhood Plan update - May 2024

The Reg 14 consultation for the NHP closed on 22nd April. A number of statutory consultees responded and these responses had been shared with the consultants supporting the parish council - O'Neill Homer. There is a meeting booked with ONH and the parish council for 8th May to discuss the responses from Regulation 14 Consultation. The parish council have the responsibility to collate responses from parties such as residents, local interest groups and the ward councillor with Cllr Green taking the lead on this. The agreed response will also be discussed on 8th May.

Two significant landowners, Greene King and Morgans didn't submit a response so the clerk has contacted them again to check if they intent to respond. Most statutory consultees who responded had minimal or no comments to make. A detailed response was received by CWaC and this has been shared with ONH.

following the meeting on 8th May, there will be an update as to the next stage in the process.

I am unlikely to be at the parish council meeting on 7th May.

Thanks,
Claire



Dunham Hill and Hapsford Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2023 - 31st March 2024

Email: clerk.dunhamhillpc@gmail.com

Mobile: 07784 486 767

Information included:

Bank Reconciliation (below)

Significant variances explanation

Year End Accounts

Asset Register

Risk Assessment

Chairman for Year 2023-24

Keith Bradley

Email: chair@dunhamhillandhapsford.co.uk

Contact Number: 07985 290 658

CASH BOOK

Balance brought forward	£11,803
PLUS: Receipts	£25,300
LESS: Payments	<u>-£24,417</u>
	£12,687

BANK

Barclays Current Account	£85
Barclays Deposit Account	£12,602
	<u>£12,687</u>

General Power of Competence: The Council adopted the General Power of Competence at their Annual Meeting on 10th May 2023, Resolution 23/005, page 107 of the Minute Book.

Parish Council Minutes are available at

<https://www.dunhamhillandhapsford.co.uk/parish-council/minutes/>

Explanation of variances – pro forma

Name of smaller authority: **Dunham Hill and Hapsford Parish Council**
County area (local councils and parish meetings only): **Cheshire West and Chester**
Insert figures from Section 2 of the AGAR in all Blue highlighted boxes
Next, please provide full explanations, including numerical values, for the following that will be flagged in the
mean have where relevant.

	2022-23 £	2023-24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	13,998	11,803				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	7,170	7,537	367	5.12%	NO		
3 Total Other Receipts	8,224	17,763	9,539	116%	YES		Increase of £9,539 due to the following:- Decrease in payment received: - £708 - Cheshire West and Chester Council Contribution - £1,550 - Other Income TOTAL - £2,258 Increases in payments received: + £128 - Barclays Bank Interest + £3,321 - VAT Rebate + £8,348 - Neighbourhood Plan Development Grant TOTAL + £11,797
4 Staff Costs	4,037	4,695	658	16.31%	YES		Increase of £658 due to staffing costs increase
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	13,552	19,721	6,169	45.52%	YES		Increase of £6,169 due to the following:- Decrease in payment made: - £99.32 - Professional Services - £203.97 - Administration - £120 - Grants - £62.48 - S137 items TOTAL - £485 Increases in payments made: + £104 - General Services + £6,550.38 - Projects TOTAL + £6,654
7 Balances Carried Forward	11,803	12,688				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	11,803	12,687				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments at	37,042	38,030	988	2.67%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT

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	361	4,130	3,732	-398	
HMRC tax	Quarterly	68	37	37	37	37	37	43	37	117	51	51	51	565	240	-325	
Expenses	Monthly		99		68	41			88		49	5	58	407	400	-7	Clerk expenses
Training																	£150 for new members training/£200 for Clerk
Professional service							29		51		77			157	350	193	
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													0	100	100	
Newsletter	Quarterly									120				120	240	120	
Bulb Planting & Planters	*								140					140	426	286	Plants for the Planters (Spring &
Admin																	
Membership/Subscriptions	Yearly			35	22	20					97			139	190	51	
Data Protection fee	Yearly													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)	*													0	450	450	£486 towards Maintenance of Assets
Neighbourhood Development Plan			100			600			622		364			1,685	198	-1,487	
Money spent from reserves										170				15,918	5,000	-10,918	
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	0	0	41	41	
TOTAL CASH OUT		340	1,060	441	429	940	662	448	1,239	1,031	11,621	876	5,325	24,413	14,123	-10,290	

RECEIPTS																	
Precept	7,170 2.0%	7,537								45			47	7,537	7,537	0	
Bank Interest			26		35									154	8	-146	
VAT recovery		1,145									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			324	1,114	0	-1,114	
Other														0	850	850	
TOTAL CASH IN		8,782	0	26	0	0	35	9,583	0	45	390	6,068	371	25,300	13,445	-11,855	
Transaction Cash flow		8,442	7,382	6,968	6,538	5,598	4,971	14,106	12,867	11,881	650	5,842	888				

EARMARKED FROM RESERVES																	
Earmarked for Hapsford Christmas Tree	222									-170							
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	12,691				
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	S137					
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 Contribution	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						-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				-64.23				-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 PC E	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 Gr	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	-36.80							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	-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		133								45.30	45.30	Bank Interest	23/047	41
19/12/2023	Walkers Nurseries		133						-142.00		-28.40	-170.40	Christmas Tree for Hap	23/047	42
19/12/2023	Mr P Johnson		133			-120.00						-120.00	Printing of Newsletter	23/047	43
22/12/2023	Mrs T Ryall-Harvey		133	-623.74								-623.74	Salary Tax Month 9	23/047	44
28/12/2023	HMRC PAYE		133	-117.00								-117.00	HMRC Tax Month 9	23/047	45

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)	£987.50
Total value to replace	£38,030

Approved: March 2024

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

Adopted: May 2019
 Reviewed: March 2020
 Reviewed: March 2021
 Reviewed: March 2022
 Reviewed: May 2023
 Reviewed: March 2024
 Next Review date: March 2025

Annual Internal Audit Report 2023/24

Dunham Hill & Hapsford Parish Council

<https://www.dunhamhillandhapsford.co.uk/>

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

09/04/2024

Name of person who carried out the internal audit

PHILIP SANDERS AUDITOR

Signature of person who carried out the internal audit

Date

9/4/24

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Dunham Hill & Hapsford Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.dunhamhillandhapsford.co.uk/> PUBLISHED WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

Dunham Hill & Hapsford Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	13,998	11,803	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	7,170	7,537	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	8,224	17,763	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,037	4,695	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	13,552	19,721	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	11,803	12,687	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	11,803	12,687	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	37,042	38,030	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Dunham Hill & Hapsford Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Smaller authority name: **Dunham Hill & Hapsford Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement 31st May 2024(a) 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to: (b) Mrs T Ryall-Harvey – Clerk & RFO 76 Oaklea Avenue, Hoole, Chester CH2 3RE 07784 486 767 clerk.dunhamhillpc@gmail.com commencing on (c) Monday 3 June 2024 and ending on (d) Friday 12 July 2024 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com) 5. This announcement is made by (e) Mrs T Ryall-Harvey (RFO)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Budget Element	Due Date	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Outturn 2024-25	Budget 2024-25	Variance O v B
EXPENDITURE																
People																
Clerk & HMRC Tax	Monthly	413	413	413	413	413	413	413	434	434	434	434	434	5,061	5,061	0
Professional service																
Insurance	Yearly		430											430	430	0
Internal Audit	Yearly	57												57	50	-7
External Audit	Yearly													0	0	
Payroll Provider	Monthly	70						109						179	182	3
General Services																
Website & Broadband	Yearly					90								90	90	0
Village Hall Room Hire	Yearly										200			200	200	0
Newsletter	Quarterly					80			80				80	240	240	0
Bulb Planting & Planters	*							140	300					440	440	0
Admin																
Expenses	Monthly	75	75	75	75	75	75	75	75	75			75	450	450	0
Training														200	200	0
Membership/Subscriptions	Yearly	50			50		50				50			179	179	0
Data Protection fee	Yearly		35								137			35	35	0
Elections	*													0	0	0
Projects																
Defibrillator							360						360	720	720	0
Community cleanup	Bi-annual		90					90						180	180	0
Maintenance of Assets	*												400	400	400	0
Ad Hoc Beneficial Items (S137)	*									170				228	228	0
Neighbourhood Development Plan						58								0	0	0
Money spent from reserves														0	0	0
TOTAL CASH OUT		540	1,058	523	485	568	991	827	734	759	821	434	1,349	9,089	9,085	-4

RECEIPTS																
Precept		8,291												8,291	8,291	0
Bank Interest			35					35			36			106	106	0
VAT recovery		877										150		1,027	150	-877
Neighbourhood Development Plan Grant														0	0	0
CWAC contribution					500									500	500	0
Other														0	0	0
TOTAL CASH IN		9,168	0	35	500	0	0	35	0	0	36	0	150	9,924	9,047	-877
Transaction Cash Flow		8,628	7,570	7,082	7,097	6,529	5,538	4,746	4,012	3,253	2,468	2,034	835			

EARMARKED FROM RESERVES																
Earmarked for Hapsford Christmas Tree	52															
Sharebox and Wildflower Planting in H	575															
Earmarked costs for Planter	300															
Earmarked for Milestone Refurbishme	160															
Maintenance of Assets in Dunham Hill	1,225															
Ring-Fenced for Speed Monitoring Dev	907															
Election	3,000															
General Reserves (upto 1 years Precep	7,302															
TOTAL RESERVES	13,521															

Cash in Bank	12686.83	21,315	20,257	19,769	19,784	19,216	18,225	17,433	16,699	15,940	15,155	14,721	13,522			
End 2023-24		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			

DUNHAM HILL AND HAPSFORD PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2024-25

[illegible]

RECONCILIATION

Current Account	£7,751.05	Year to date balance	£8,628.21
Deposit Account	£13,563.99	Balance Brought Forward	£12,686.83
TOTAL	£21,315.04	Balance	£21,315.04
Less Uncleared Payments			£0.00

TOTAL

Ring-Fenced Money for Hapsford Christmas Trees
Sharebox and Wildflower Planting in Hapsford
Earmarked costs for Planter
Maintenance of Assets in Dunham Hill
Ring-Fenced for Speed Monitoring Device
Election
General Reserves (upto 1 years Precept)
Remaining money to spend

Clerk: *J Ryall-Harvey*

23/04/2024

Dunham Hill and Hapsford Parish Council
Bank Reconciliation to Cashbook -
Presented to Meeting on Tuesday 7th May 2024
Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	£21,315.04
Barclays Online Account at 24/04/2024	
Current Account	£8,163.80
Deposit Account	£13,563.99
Less: Unpresented Payment	-£412.75
TOTAL	£21,315.04
Reconciliation	YES



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill & Hapsford PC >

[Show recent transactions](#)

£8,163.80
Available balance
Last night's balance £9,253.39



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill Deposit Acc >

[Show recent transactions](#)

£13,563.99
Available balance
Last night's balance £12,601.60

Please find below the payroll services charges for 2024-25 – are you happy for us to proceed with these?

Service	2023/24	2024/25
Cost per employee per month Dunham Hill & Hapsford	£9.25 plus VAT	£9.75 plus VAT
Backpay calculations/adjustments (per employee)	£15.00 plus VAT	£17.50 plus VAT
Pension re-enrolment (required every 3 years)	£55.00 plus VAT	£55.00 plus VAT
Year-end payroll submission and P60's (P35)	£30.00 plus VAT	£32.50 plus VAT
Set-up of new employees	£6.00 plus VAT	£6.50 plus VAT

Items for Approval to pay between meetings throughout the year

Item	Frequency
Salary	Monthly
HMRC	Quarterly
Expenses	Monthly
Training	Monthly
Payroll Services	Annually
Internal Audit	Annually
Newsletter	Quarterly
Bulb Planting & Planters	Quarterly
Insurance	Annually
Website Subscriptions	Annually
Printing of Newsletter	Quarterly
Subscriptions	Annually
Village Hall/Room Hire	Quarterly
Maintenance of Asets	Quarterly

To Approve Payments made between meetings

From: Phil Sanders [REDACTED]
Sent: 09 April 2024 09:50
To: clerk.dunhamhillpc@gmail.com
Subject: INTERNAL AUDIT 23/24

Hello Trudy.

Audit is now complete. Presentation and storage of the Records was very good - thank you.

Just a few housekeeping issues to note:-

1. A couple of VAT reclaims were not made in respect of a car Parking Fee and a NALC Invoice.
2. Please add RBL's VAT Registration Number to their letter advising Wreath Costs.
3. Please amend PC Minutes as follows - p109 Clerks May Salary should read £302.95; p120 Clerks Expenses should read £70.11. A handwritten amendment, initialled by the Chairman, will be fine.
4. Please amend the Bank Reconciliation Sheet by £1 as indicated.
5. Please amend the AGAR on Page 5 as indicated.
6. Please amend the Explanation of Variances Sheet as indicated.
7. I note that you have added the Decorative Lights to the Asset Register. However, I'm not sure how you have calculated their value at £822.93. Please review, noting that AGAR p5 may also need amending. I recommend that the date the PC approves the updated Register, 5/3/24, is added to the Document.
8. Likewise with the Risk Assessment Document, I recommend adding the approval date to the Document.
9. Please review the PC's Web Site to ensure that all relevant Documents can be accessed.
10. Please consider setting up e-mail addresses linked to the Web Site. E.g. clerk@dunhamhillandhaysford.co.uk (The Chairman appears to have this in place already). This offers more security than e-mails via gmail and hotmail. It also looks more professional.

I hope the above is of help.

Thank you.

PHIL SANDERS
Internal Auditor



DUNHAM HILL & HAPSFORD PARISH COUNCIL

ROLES AND RESPONSIBILITIES – to review and agree the roles and responsibilities of Parish Councillors for period 2024-25:

Asset Register Lead – Cllr K Holmes

Planning Lead – Cllr K Holmes & Cllr H Boardman

Newsletter Lead – Cllr S Wallace

Community Clean-up/Bulb Planting Lead – Cllr K Bradley

Green Space Lead – Cllr C Green

Dog Fouling Lead – Cllr R Johnson

Gowy Landfill Liaison Group – Cllr K Holmes

Website/Accessibility Regulations Lead – Cllr R Johnson

Policy Review Lead – Cllr C Green

Safeguarding Lead – Cllr C Green

Footpaths Lead – ??

Speed Awareness Lead – Cllr K Holmes

Boshaw Centre Representatives – Cllr C Clarke & Cllr C Green

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

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



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Policy Summary Sheet

Description	Adopted	Last Reviewed	Next Review
Absence Policy	May 2019	May 2024	May 2025
Bullying and Harassment Policy	May 2019	May 2024	May 2025
Child Protection Policy	July 2022	May 2024	May 2025
Complaints Policy	March 2020	May 2024	May 2025
Data Retention Policy	June 2022	May 2024	May 2025
Disciplinary Policy	Jan 2020	May 2024	May 2025
Equal Opportunities Policy	May 2019	May 2024	May 2025
Grievance Policy	Jan 2020	May 2024	May 2025
Health and Safety Policy	July 2022	May 2024	May 2025
Privacy Policy	January 2020 Amended April 2024	May 2024	May 2025
Reserves Policy	March 2020	May 2024	May 2025
Risk Assessment Policy	May 2019	May 2024	May 2025
Scheme of Delegation Policy	July 2022	May 2024	May 2025
Training and Development Policy	July 2022 Amended March 2024	May 2024	May 2025
Zero Tolerance Policy	January 2020	May 2024	May 2025
Accessibility Policy	August 2020	May 2024	May 2025



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Procedures Summary Sheet

Code of Conduct	May 2022	May 2024	May 2025
Financial Regulations	May 2019	May 2024	May 2025
Publication Scheme	November 2021	May 2024	May 2025
Planning Protocol	September 2020	May 2024	May 2025
Standing Orders	May 2019	May 2024	May 2025

DUNHAM HILL AND HAPSFORD PARISH COUNCIL

Privacy Policy

Dunham Hill & Hapsford Parish Council is an elected body representing the Parish residents. It accounts to Cheshire West and Chester Council by whom it is regulated. This privacy policy sets out how Dunham Hill and Hapsford Parish Council uses and protects any information that you may give or Dunham Hill and Hapsford Parish Council may obtain when you use this website.

Amendments to this policy.

Dunham Hill and Hapsford Parish Council may change this privacy policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes that are made. Please note that change in policy – in particular a change to permissible use of personal data – cannot not be retrospective. If you submit personal information on the basis set out here. Dunham Hill and Hapsford Parish Council cannot legitimately use that information on a different basis simply by changing the terms of the policy.

If you have any questions about this privacy policy please write to us by email on the Contact Page.

Dunham Hill and Hapsford Parish Councils Privacy Policy is set out in the following sections:-

1. Types of information collected on this website
2. Using your personal information
3. Security of your personal information
4. Disclosure of your personal information
5. Your rights to review personal information
6. Use of cookies
7. Links to other websites.

1. Types of information collected on this website.

The following kinds of information may be collected on this site in order to better understand your needs and to provide you with a better service.

- a. Information about your computer, your visits and your use of this website. This may include your computer's IP address, its geographical location, your browser type and version, your computer operating system, the referral source, the length of visit, the number of page views and your navigation of the website.
- b. Any other information that you specifically choose to send to Dunham Hill and Hapsford I Parish Council.

2. Using your personal information

Personal information submitted to Dunham Hill and Hapsford Parish Council on this website will be used for the purposes specified in this privacy policy or in relevant parts of the

website. If Dunham Hill and Hapsford Parish Council should require personal information from you that could identify you as an individual Dunham Hill and Hapsford Parish Council will do so openly and Dunham Hill and Hapsford Parish Council will never pass your personal information to any third parties for the purpose of direct marketing without your express agreement and consent or under the terms set out below under 'Disclosure of your personal information'.

Dunham Hill and Hapsford Parish Council may use the personal information held about you in order to:

- a. Administer this website.
- b. Personalise your browsing experience on this website.
- c. Enable your use of the services available on this website.
- d. Deal with enquiries and complaints made by you and about you relating to this website.

If you submit personal information expressly for publication on this website, Dunham Hill and Hapsford Parish Council reserves the right to publish and otherwise use that information in accordance with the license granted Dunham Hill and Hapsford Parish Council.

Dunham Hill and Hapsford Parish Council will provide means for you to inform us at any time you no longer require email or marketing communications.

3. Security of your personal information

Dunham Hill and Hapsford Parish Council will store any personal information you provide on secure servers and will take all reasonable technical and organisational precautions to prevent any loss, misuse, disclosure or alteration of your personal information. Please note, however, that Dunham Hill and Hapsford Parish Council cannot guarantee the security of data sent over the internet and that you are solely responsible for keeping your password and user details confidential.

4. Disclosure of your personal information

As provided in this privacy policy Dunham Hill and Hapsford Parish Council will not knowingly disclose any information held about you to a third party EXCEPT in the following circumstances:

- a. Where required to do so by law.
- b. In connection with any legal proceedings or prospective legal proceedings.
- c. In order to establish, exercise or defend Dunham Hill and Hapsford Parish Council's legal rights.
- d. At the request of a purchaser, or prospective purchaser, of any business or asset which Dunham Hill and Hapsford Parish Council is offering for sale.
- e. To any person or organisation Dunham Hill and Hapsford Parish Council may reasonably believe may apply to a court or other authority for disclosure of that personal information where, in Dunham Hill and Hapsford Parish Council's reasonable opinion, such court or authority would be reasonably likely to order its disclosure.

5. Your rights to review personal information

Under the General Data Protection Regulation (GDPR) 2018, you may request details of personal information Dunham Hill and Hapsford Parish Council holds about you. Dunham Hill and Hapsford Parish Council will provide you with any personal information held about you subject to:

- a. The provision of reliable evidence of your identity.
- b. The payment of a fee to cover administration costs.

Please note that Dunham Hill and Hapsford Parish Council may withhold your personal information, if necessary, to the extent permitted by law.

If you believe that any information Dunham Hill and Hapsford Parish Council holds about you is incorrect or incomplete, please contact us as soon as possible.

6. Use of cookies

Certain areas of this website may use 'cookies'. These cookies are small text files that are stored on your computer when you visit this website. Most major websites use cookies. Cookies help Dunham Hill and Hapsford Parish Council to track your use of the site, help you to resume where you left off, remember your registration logins, preferences and other customization functions and can be used to help show content that better matches your interests.

Cookies cannot be used to reveal your identity or any personal identifying information.

By using this website you are agreeing to this policy and you consent to our use of cookies in accordance with the terms of this policy. If you wish to use this site but do not wish to accept cookies used by Dunham Hill and Hapsford Parish Council you can do so by adjusting your browser settings. Independent advice on managing cookies in your browser can be found at www.allaboutcookies.org/ Please note that if you try to use this website without accepting cookies that some parts of this website may not function correctly. If you accept Dunham Hill and Hapsford Parish Council cookies, your experience of this website will be much improved and your choices and preferences can be saved for when you visit the site again.

This website may use 'session' cookies, 'persistent' cookies and 'third-party' cookies including 'Google cookies'.

a. Session cookies

Session cookies enable Dunham Hill and Hapsford Parish Council to track your use of this website as you navigate the pages. Session cookies are automatically deleted from your computer when you close your browser.

b. Persistent cookies

Persistent cookies enable Dunham Hill and Hapsford Parish Council to recognise you when you make a return visit and may be used to register any preferences set on previous visits. Persistent cookies will remain stored on your computer until they are deleted or until they reach a specified expiry date.

c. Third-party cookies

Merchant suppliers and affiliate companies that feature on this website may add their own cookies when you click on their links to visit their website. We will alert you when this is about to happen. Please note that Dunham Hill and Hapsford Parish Council's privacy policy

will not apply when you leave their website. Other companies will have their own privacy policies on the use of cookies and, if you have any concerns, you should check the privacy policy of the relevant website.

d. Google cookies

Dunham Hill and Hapsford Parish Council may use Google Analytics to analyse the use of this website, Google Analytics generated statistical and other information through cookies stored on your computer when you use this website. The information generated is used to create reports on website use and it stored by Google. Google's privacy policy is available at www.google.com/privacypolicy.html

You can view, delete or add interest categories associated with your browser using Google's Ads Preference Manager, available here at www.google.com/ads/preferences/. Please note this opt-out mechanism itself uses a cookie so, if you clear the cookies from your browser, your opt-out will not be maintained and you will have to reset your Google opt-out cookie. To ensure your opt-out is maintained you can use the Google browser plug-in available here at www.google.com/ads/preferences/plugin.

7. Links to other websites.

This website may contain links to other websites. Please note that Dunham Hill and Hapsford Parish Council has no control over other websites and Dunham Hill and Hapsford Parish Council cannot be held responsible for the protection and privacy of any information which you provide whilst visiting such sites. Third-party websites will not be governed by this privacy policy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Website terms & conditions

Please note these Terms and Conditions ("**Terms**"), last updated October 2019.

Welcome to our Website

This is the official Website of Dunham Hill and Hapsford Parish Council (PC) ("**we**" or "**us**" or "**our**"). By accessing this Website you shall be deemed to have fully accepted these Terms.

1 Who are we?

Dunham Hill and Hapsford PC is the elected body representing the Parish residents. It accounts to Chester West and Cheshire Parish Council by whom it is regulated.

2 Will these terms or the Website change?

We may change these Terms by changing this page at any time. We may change our Website at any time.

3 What happens to my content?

Your personal information is covered under our [Privacy Notice](#) and [Cookie Policy](#). Please take a moment to read these documents.

4 Can I copy parts of the Website for my records?

You may only copy or store the Website to access the information or any services we provide. You may produce print-outs of the Website for your own personal and non-commercial use. Unless otherwise stated, we (or any information providers accessed via the website) own the copyright, trademarks and other intellectual property rights in the Website.

5 Can I link to and from the Website?

You may link to our Website, as long as you do not replicate the home page of the Website. Also, you must not:

- (a) remove, distort or otherwise alter the size or appearance of any images or logos;
- (b) create a frame or any other browser or border environment around the Website;
- (c) in any way imply that we are endorsing any offerings other than our own;

Adopted: 2nd January 2020

Reviewed: 4th May 2021

Reviewed: 3rd May 2022

Reviewed: 10th May 2023

Amended: April 2024

Next Review Date: May 2025



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Parish Council Meetings 2024-25

Tuesday 7th May 2024 – Annual Meeting

Tuesday 2nd July, 2024

Tuesday 3rd September, 2024

Tuesday 5th November, 2024

Tuesday 7th January, 2025

Tuesday 4th March, 2025

Tuesday 6th May, 2025