



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 K Bradley – Chair
Cllr S Clarke
Cllr C Green
Cllr K Holmes
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	£361.35	Salary Tax Month 12
	Mrs T Ryall-Harvey	£53.78	£4.35	£58.13	Clerk's Expenses
	HMRC PAYE	£51.40	£0.00	£51.40	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

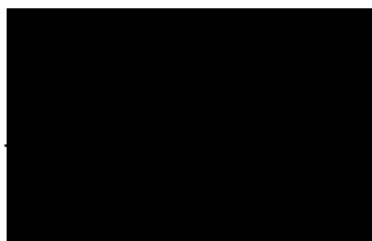
Boshaw Centre – A representative from the Boshaw Centre confirmed that following the last Parish Council meeting, the Boshaw Centre had undertaken a core sample survey and it had been confirmed that there was no evidence of RACC in the building which was good news. The representative confirmed that they 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:



The meeting closed at 19.46
Dated: 7.5.24
Mrs T Ryall-Harvey 05/03/2024