



DUNHAM HILL and HAPSFORD MEETING OF THE PARISH COUNCIL

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

26/06/2024

Clerk.dunhamhillpc@gmail.com, 07784 486 767

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

AGENDA

1.	APOLOGIES	And reason for absence.
2.	PARISH COUNCIL VACANCIES	To agree any applications for co-option received since the last meeting following the election on 4 th May 2023.
3.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
4.	EXCLUSION OF PRESS AND PUBLIC	Council is asked to discuss excluding the Press and public for any item listed on the below Agenda. The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
5.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. (max of 3 mins per person without prior agreement with Chair, and for a total of 15 minutes) <i>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Dunham Hill and Hapsford. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</i> 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
6.	CORRESPONDENCE	- To review correspondence received from resident and agree any action required. - To note correspondence received from CWaC Planning Team regarding requesting extra time to comment on Planning Applications. - To receive any correspondence since the last meeting and to agree any action required.
7.	ACCEPTANCE OF MINUTES	- To approve the minutes of the Parish Meeting held on 7th May 2024.
8.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - To note any planning applications received since the agenda has been distributed. - To note the correspondence from Hugo Deynem about the upcoming planning decision relating to the Gethsemane Planning Application. - To receive a verbal update following the meeting regarding 23/03369/FUL - Land to the South East of Stanlow Manufacturing Complex.
9.	NEIGHBOURHOOD PLANNING	- To receive an update on the Neighbourhood Plan and approve any tasks that require undertaking before the next meeting.
10.	ACCOUNTS	1. To accept the Cash Book and Outturn v Budget Reports. 2. To approve the Bank Reconciliation against Cashbook YTD. 3. To approve to pay towards the Clerk's attendance at the SLCC Conference in September. 4. To approve the purchase of a Poppy Wreath and Lamp-post Poppies for Remembrance Sunday in November.

		5. To agree if the Parish Council wishes to purchase Daffodil bulbs for delivery in September 2024 - 25kg bag. 6. To approve payments made since last meeting.
11.	THE COMMUNITY	1. Hapsford Village Signs – to receive an update on the quotes requested for Village signs in Hapsford. 2. Hapsford Drains – to receive a verbal update. 3. Assets of Community Value – to agree if the Parish Council wishes to move forward with the registration of the Boshaw Centre as an Asset of Community Value and how they go about this. 4. Community Speed Watch Training – to receive an update.
12.	PARISH COUNCIL MATTERS	1. To review the amended Risk Assessment Scheme and agree it's adoption. 2. To agree if the Financial Regulations should be reviewed in line with new policy. 3. Assets – to receive a verbal report on the Parish Council's Assets and any maintenance requirements for 2024.
	DATE OF NEXT MEETING	Tuesday 3 rd September at 7.30pm.

From: [REDACTED]
Sent: 28 February 2024 11:45
To: clerk.dunhamhillpc@gmail.com
Subject: Neighbourhood Development Plan Feedback

Thank you for producing the neighbourhood plan.

I moved into [REDACTED] Moor Lane Hapsford in Feb 2023 and love living in the village.

However, I am absolutely disgusted at the volume of litter generally on the outskirts of the village and along the verges of the A5117.

I little pick verges from Sun Leisure to United Utilities most weeks, and the task is filthy (clothing, urine bottles, McDonald's, bottles and drug leftovers) and unrelenting. Most weeks 1-2 full bags and an email to CWAC street scene to request collection.

Whilst a litter / bins is a role covered by CWAC I would like to see this covered in our neighbourhood plan. The bins and litter signage in Hapsford are insufficient, and it would be remiss to build a great neighbourhood plan and not address the growing issue of litter, which will in turn affect lifestyle, heath and appearance not only for residents but biodiversity too.

I would be keen to understand / work with parish council to address this

Kind regards

[REDACTED]

[Sent from the all-new AOL app for iOS](#)

From: clerk.dunhamhillpc@gmail.com
Sent: 10 June 2024 09:30
To: claire@dunhamhillandhapsford.co.uk; Heather Broadman; Keith Bradley - Chair; kevin; Richard; sally Wallace; stuart@dunhamhillandhapsford.co.uk
Subject: FW: Requests for extra time to comment on Planning Applications - new arrangements

For your information, message from CWaC Planning Team....

As you know Cheshire West and Chester Council notifies Town and Parish Councils about relevant planning applications we receive, and by law we are required:

- a) to take into account any comments we receive within 21 days of notifying you; and
- b) not to determine the application before the end of that 21-day period.

Sometimes we receive requests from Parish and Town Councils for more time to reply, often because the notification has arrived at an inconvenient time between meetings.

You probably know that for several years the planning department here at Cheshire West has carried a backlog of planning applications, meaning that it has generally taken several months for any application to be determined. One consequence of this is that we have been able to grant most requests from interested parties, such as Parish and Town Councils, for extra time to comment without it impacting on the overall time taken to determine the application.

However, due to the hard work of Council officers, we are now reaching the end of the backlog of applications and someone submitting a householder application today may expect to receive a decision within 8 weeks. The Government has also signalled an intention to impose more rigorous targets for determining applications within specific time periods.

Regrettably, this means that in a majority of cases we will no longer be able to grant extended time periods for your council to comment on planning applications. We cannot control the timing of when the notification arrives – it depends on when the application is submitted. No doubt this will create some timing issues for you and your councils, and perhaps necessitate some delegation to committees or individual councillors. Hopefully you will find it helpful to have some advance notice of this change so that you can make arrangements to ensure that any comments you might want to make are sent within 21 days of us sending you the email notification. I am sorry for any inconvenience caused.

In summary, if you submit comments within the 21-day period you can be sure that a decision will not have been made and the comments will be taken into account in the decision-making process. If you submit comments after the 21-day period, we will still take them into account if we have not already determined the application; but after the 21-day period ends, we cannot promise that a decision will not already have been made. In case it is helpful, please note that you are not required to comment on all applications and we do not expect you to do so.

From: cheshirewest.gov.uk>
Sent: 20 June 2024 19:51
To: Hapsford And Dunham Parish Council
Subject: A56 Chester Road, Dunham on the Hill - Pedestrian crossing assessment (Provisional PV2)

Trudy,

Please see below the findings of our initial 1 hour assessment, to determine the provisional suitability of a pedestrian crossing at the above location.

1 hour assessment (0830 – 0930).

5 pedestrians were found to cross the road and 506 vehicles were found to be travelling the route.

The following criteria is applied when considering the suitability of a crossing:

If PV^2 is greater than 0.6×10^8 consider either a zebra crossing or signal controlled crossing.

If PV^2 is between 0.2×10^8 and 0.6×10^8 consider other measures such as carriageway narrowing, central refuges and traffic calming.

The calculated PV^2 was found to be 0.01×10^8 . I regret to inform Cllrs that the provisional score indicates that the introduction of a pedestrian crossing is not suitable, based on our criteria. Consequently, the location will not progress to a formal 12 hour study.

I appreciate that above may not be the outcome Cllrs were hoping for, but trust the information is of assistance.

Regards
Principal Engineer
Cheshire West and Chester Council

To report a new service request, please use one of the following methods:



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 7th May 2024, at 7.30pm in the Dunham Hill Village Hall.

MINUTES

Present: Cllr K Bradley – Chair
Cllr S Clarke
Cllr K Holmes

Cllr R Johnson
Cllr H Deynem
PCSO James Hannath

Clerk: Mrs T Ryall-Harvey

Members of the public: 1

ELECTION OF CHAIR AND VICE-CHAIR FOR 2024-25

RESOLVED 24/001 – that Keith Bradley be elected as Chair for 2024-25, proposed by Cllr R Johnson, seconded by Cllr K Holmes and unanimously agreed.

RESOLVED 24/002 – that Richard Johnson be elected as Vice-Chair for 2024-25, proposed by Cllr Bradley seconded by Cllr Holmes and unanimously agreed.

RESOLVED 24/003 – that Claire Green be elected as Vice-Chair for 2024-25, proposed by Cllr Bradley and seconded by Cllr Holmes and unanimously agreed.

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr C Green due to work commitments, Cllr S Wallace due to family commitments and Cllr H Boardman due to previous arrangements.

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

DECLARATION OF INTERESTS – Cllr Holmes declared an interest in planning application 24/01049/CAT and undertook to leave the meeting should the item be discussed.

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 if a resident could sit in their car by the SID machine and record the cars that exceed the speed limit and provide these to the PCSO for enforcement. The PCSO confirmed that this was not possible, the new regulations require three people and any one time to undertake speed monitoring. The PCSO confirmed that the previous training for Speed Watch had been superseded approximately six months ago and anyone interested in undertaking the new training should get in touch.

The resident, Mike Kenworthy, confirmed he would be interested in undertaking the Speed Watch Training.

The Parish Council raised concerns with the PCSO in particular in relation to speeding on A56 Chester Road and parking on the pavements at the bottom of Dunhill and on Talbot Road. The PCSO undertook to review these concerns and confirmed that the last recorded TruCam work undertaken by the Police Force was 3rd February 2023 when two activations were recorded. Prior to that 26th August 2022 when 9 activations were recorded.

The PCSO confirmed he would be happy to arrange Speed Watch Training for residents, as he had a number of other Parishes that were also interested in training, and he would come back when he had a suitable location and date.

The PCSO also reported that whilst he understood the frustrations of residents parking and blocking pavements, this was not always enforceable due to the number of cars owned by residents in comparison to historically.

Gethsemane Planning – Cllr H Deynem reported that following the planning application that had been submitted he had requested the Planning Department to hold back from any decision in relation to the application to move one caravan pitch and back fill the moved pitch with a Transit Pitch, until the outcome had been received in relation to the appeal at Manley. Cllr Deynem reported that this appeal had now been concluded in favour of the appellant even though it was in greenbelt land.

Cllr Deynem felt that it was likely that similar considerations will apply to Gethsemane and as such he felt strongly that the only way forward was to manage this via Conditions and push CWaC Planning Enforcement Team to ensure that any conditions put in place are upheld.

Cllr Holmes undertook to review all comments and circulate a response around the Parish Council prior to forwarding it to Cllr Deynem.

Boshaw Centre – ask Cllr Deynem to check when the Boshaw Centre’s AGM was due to take place.

CORRESPONDENCE

Protos Energy Recovery Facility Local Liaison Meeting – it was reported that Cllr Holmes had attended the last meeting which was on 23rd April on behalf of the Parish Council and had circulated notes of the meeting for the Parish Council’s information. These were noted. The next meeting will take place in September 2024.

An email from a resident at Hapsford was reported in regards flooding on Hapsford Lane, a broken Street Light & a dislodged kerbstone that the resident had reported via the Cheshire West and Chester (CWaC) app several times but not received any outcome.

The clerk reported that she had been liaising directly with the resident and CWaC on getting these items repaired/resolved.

PCSO left the meeting.

ACCEPTANCE OF MINUTES

RESOLVED 24/004 - that the Chair signs, as a true and correct record the circulated minutes of the Parish Meeting held on Tuesday 5th March 2024.

RESOLVED 24/005 – that the Chair signs, as a true and correct record the circulated minutes of the Parish Council meeting held on Tuesday 5th March 2024.

PLANNING

The Planning Register dated 24-04-2024 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:-

- 24/01049/CAT – Gables Cottage, Low Hill, Dunham on the Hill, Chester WA6 0NW – Birch 1 – remove, Birch 2 - remove - the Parish Council **supported** this planning consultation.

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

- 23/03973/FUL – 46 Talbot Road, Dunham on the Hill, Chester WA6 0JW – Demolition of existing conservatory and erection of single storey rear extension – **approved**.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Green submitted a written report to the meeting as follows - the Reg 14 consultation for the NHP closed on 22nd April. A number of statutory consultees had 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 intend 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.

AUDIT 2023-24

The Clerk provided the meeting with information with regards to the finances for 2023-24.

Summary Pack – the Parish Council received and noted the end of year financial summary pack that had been circulated.

Internal Audit Report – The council noted the report dated 9th April 2024 from the Internal Auditor.

Governance Statement **RESOLVED 24/006** – That the Council agree all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2023-24.

Accounting Statement **RESOLVED 24/007** – That the Council agree the accounting statement of the AGAR 2023-24.

Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return –

RESOLVED 24/008 – that the Council accept the notice period of 3rd June to 21st July for the Notice of Public Rights and agrees to it's signing and publishing.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 24/04/2024.

Bank Reconciliation

RESOLVED 24/09 – the council approved the bank reconciliation as circulated against the bank statements.

Payroll Provider

RESOLVED 24/010 - to accept Shires Accountants as the Payroll Provider for 2024-25.

It was noted that there payrates had increased for 2023-24 as follows:-

Service	2023/24	2024/25
Cost per employee per month Dunham Hill and 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

Payments made in between meetings

RESOLVED 24/011 – to accept that the Clerk is authorised to make payments in between meetings for the following categories and in-line with the budget:-

Salary & HMRC Payments, Expenses, Training, Payroll Services, Internal Audit, Printing of Newsletter, Bulb Planting and plants for Planters, Insurance, Subscriptions including Website, Rooms hire and Maintenance of Assets.

Insurance for 2024-25

RESOLVED 24/012 – to accept the Insurance Policy as per the three year long-term agreement in place until 31st May 2025 at a cost of £419.62.

Internal Audit Report

The comments from the Internal Auditor for 2023-24 were noted as listed below and responses from the Parish Council and Clerk were received and included:-

1. A couple of VAT reclaimers were not made in respect of a car Parking Fee and a NALC Invoice – ***Noted.***
2. Please add RBL's VAT Registration Number to their letter advising Wreath Costs - ***Noted***
3. Please amend PC Minutes as follows - p109 Clerks May Salary should read £302.95; p120 Clerks Expenses should read £70.11 – ***These were noted and amended on the minutes as requested.***
4. Please amend the Bank Reconciliation Sheet by £1 as indicated – ***This has been amended.***
5. Please amend the AGAR on Page 5 as indicated – ***This has been amended.***
6. Please amend the Explanation of Variances Sheet as indicated – ***This has been amended***
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 – ***Clerk has reviewed and revised as appropriate.***
8. Likewise with the Risk Assessment Document, I recommend adding the approval date to the Document – ***Clerk has amended.***
9. Please review the PC's Web Site to ensure that all relevant Documents can be accessed – ***Clerk has reviewed.***
10. Please consider setting up e-mail addresses linked to the Web Site. E.g. clerk@dunhamhillandhopsford.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 – ***Parish Council noted this suggestion.***

Direct Debits

RESOLVED 24/013 – to continue with the annual direct debit payments that is in place for ICO (Data Protection Office).

Income & Expenditure

RESOLVED 24/014 - to accept the income and expenditure as reported to the meeting:-

Income received since the last meeting

Date	Payable to	Gross Amount	Comment
18/04/2024	Cheshire West and Chester	£8,291.00	Annual Precept Payment
08/04/2024	HMRC VTR	£877.16	2nd VAT Rebate payment for 2023-24

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/04/2024	Mrs T Ryall-Harvey	£349.35		£349.35	Tax month 1
29/04/2024	HMRC PAYE	£63.40		£63.40	HMRC Tax Month 1
24/04/2024	Phil Sanders	£57.00		£57.00	Internal Audit
24/04/2024	PQR Limited	£58.50	£11.07	£70.20	Payroll Service Apr-Oct

Payments not yet made for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£349.35	£0.00	£349.35	Salary Tax Month 2
HMRC PAYE	£63.40	£0.00	£63.40	PAYE Payment for Month 2
Mrs T Ryall-Harvey	£79.70	£4.10	£83.80	Clerk's Expenses
Gallagher Insurance Brokers	£419.62	£0.00	£419.62	Insurance for 01/06/24 - 31/05/25

It was **RESOLVED 24/015** to purchase an additional cable for the Speed Indication Device at a cost of £140 and the money be taken from the ring-fenced money for the Speed Monitoring Device held in the Deposit Account.

THE COMMUNITY

Hapsford Village Signs – The Clerk reported that the quote she had received from CWaC for the installation of the Village Signs was £700 per sign. When speaking to CWaC she believed that this was the most cost effective way of installing the village signs but this was subject to CWaC approving the locations of the boundary signs.

ACTION: Cllr Johnson to explore further with the resident who is looking to donate the village signs.

Hapsford Drains – CWaC had confirmed that they were in continued dialogue with the residents from the property identified as discharging foul waste into the clean water drains and would be starting the formal process for disconnection in May 2024.

Asset of Community Value – It was reported that the Clerk had requested the following information from both the Village Hall and the Boshaw Centre but to date had not received the information back from either parties.

- An explanation of how and why the asset currently further the social wellbeing or social interests of the local community?
- location plan (ReQuestaPlan.)
- Title Deed
- Title Plans

Boshaw Centre and Dunham Hill Village Hall would need to provide the explanation of how and why the asset currently furthered the social wellbeing or social interests of the local community.

ACTION: Cllr Holmes to provide the title deeds for the Village Hall.

ACTION: Cllr Deynem undertook to forward the legislation in relation to registering a Asset of Community Value as he believed that it may not be relevant to either the Village Hall or the Boshaw Centre as there needed to be an identifiable 'risk' of loss of asset to the community.

Cllr Deynem left the meeting.

PARISH COUNCIL MATTERS

Roles and Responsibilities

RESOLVED 24/015 that the Parish Councillor's undertook to take on the lead responsibilities as set out below for the period 2024-25:-

Asset Register Lead – Cllr K Holmes

Planning Lead – Cllr K Holmes & Cllr H Boardman (however all councillors need to have an input)

Newsletter Lead – Cllr Wallace

Community Clean-up – Cllr S Clarke

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
Protos Energy Recovery Facility Local Liaison Group – Cllr K Holmes
Website/Accessibility Regulations Lead – Cllr R Johnson
Neighbourhood Plan Lead – Cllr C Green
Policy Review Lead – Cllr C Green
Safeguarding Lead – Cllr C Green
Footpaths Lead – Cllr S Clarke
Speed Awareness Lead – Cllr K Holmes
Boshaw Centre – Cllr S Clarke & Cllr C Green
Bank Signatories: Cllr K Holmes, Cllr K Bradley, Cllr Johnson
On-line Banking: Cllr K Holmes, Cllr R Johnson

Privacy Policy

RESOLVED 24/016 that the Parish Council unanimously approved the revised Privacy Policy.

Policies

It was **RESOLVED 24/017** to accept all other policies as listed on the Policy Schedule and review again in May 2025.

Dates for Meetings for 2024-25

It was **RESOLVED 24/018** that the dates for the meetings for 2024-25 be set as below:-

Tuesday 2nd July, 2024	Tuesday 7th January, 2025
Tuesday 3rd September, 2024	Tuesday 4th March, 2025
Tuesday 5th November, 2024	Tuesday 6th May, 2025

Assets - Carry over to next meeting, as Cllr Bradley and Cllr Johnson still to review any maintenance requirements.

Speeding – this item was covered earlier in the meeting.

Local Council Award Scheme

It was reported that the Parish Council had been awarded the Foundation Award from the National Association of Local Councils (NALC). This award confirms that the Parish Council demonstrates that it meets the requirements of operating lawfully and according to standard practices. This award is valid until April 2028.

ACTION: Clerk to add the LCAS logo to the Parish Council website, headed paper and footnote signature on emails.

It was noted that the comments provided by NALC had suggested that the Risk Management Scheme needed updating. They also suggested that it would be better on the budget to use the two years' actual accounts rather than the previous year's budgets.

ACTION: Clerk to make proposed amendments to future budget spreadsheet and draft a revised Risk Assessment Scheme and bring to a future meeting.

DATE OF NEXT MEETING

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

The meeting closed at 20.36

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

Mrs T Ryall-Harvey 07/05/2024

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
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	No objections	Notification Closed - Decided
2.	Wed 17 Jan 2024	24/00131/DIS	Land Adjacent To Gable Cottage Low Hill Dunham On The Hill Frodsham	Discharge of condition 3 (materials) of application 13/04772/FUL	Not consulted on	Approved
3.	19 June 2024	24/01685/106	Plot 8, Protos ERF Ince Resource Recovery Park Grinsome Road Ellesmere Port, Cheshire	S106A Application associated with the Protos ERF Unilateral Undertaking (ref. 18/01543/S73), signed on 24		

					April 2019, to remove Clause 5 associated to the delivery of the rail facility.		
4.	19 June 2024	24/01322/S73	Ince Resource Recovery Park Marsh Lane Ince	Removal of condition 17 (requirement to implement the first phase rail infrastructure prior to the occupation of plots within Protos Phase 2) of 14/02277/S73 (Variation of conditions 2, 3, 6, 9, 10, 12, 13, 16, 17, 19, 41 and 46 on planning permission APP/Z0645/A/07/205909 - Section 73 application for proposed development of Resource Recovery Park to include layout alterations) Additional Information received - Revised Planning Statement			

Trudy Ryall-Harvey
Dated 24-06-2024

From: DEYNEM, Hugo (Councillor) <Hugo.Deynem@cheshirewestandchester.gov.uk>
Sent: 21 June 2024 13:43
To: Trudy Ryall-Harvey; Keith Bradley - Chair
Subject: Gethsemane Conditions

Hi Keith

The officer is due to make a decision on this application and I thought I would give you an overview of the Conditions we have agreed to be included. Please see them appended below;

. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason - To comply with Section 91 of the Town and Country Planning Act 1990.

2. The development hereby permitted shall be carried out in accordance with the following approved plans:

Site location plan

Proposed site (Drawing No GCP010)

Reason - For the avoidance of doubt and in the interests of proper planning.

3. The occupation permanent pitch hereby permitted shall be carried on only by the following and their resident dependants: Cindy McDonagh, Anthony McDonagh (jnr), Martina Ward, James McDonagh and Mary Smith.

Reason: The development has been permitted in the Green Belt having regard to the personal circumstances of the applicants.

4. When the land ceases to be occupied by those named in condition 3 above the use hereby permitted shall cease and all caravans, structures, including transits, materials and equipment brought on to or erected on the land, and/or works undertaken to it in connection with the use, shall be removed and the land shall be restored to its condition before the development took place.

Reason: The development has been permitted in the Green Belt having regard to the personal circumstances of the applicants.

5. The occupation of any of the transit pitches by any same person, group of persons or family shall not be for a continuous period of more than 3 months. Once they have ceased occupation of a transit pitch that person, group of persons or family shall leave the site and shall not return for a period of at least 8 weeks.

Reason: The site is transit site and not for full time occupation.

6. The transit pitch hereby approved shall be limited to a maximum of 4 caravans at any time.

Reason: To ensure adequate amenity.

7. No commercial activities shall take place on the land, including the storage of materials.

Reason: Having regard to the visual amenity of the area and the amenities of surrounding residents.

8. No more than one commercial vehicle per pitch shall be kept on the land for use by the occupiers of the caravans hereby permitted, and it shall not exceed 3.5 tonnes in weight.

Reason: Having regard to the visual amenity of the area and the amenities of surrounding residents.

9. Within 28 days of the date of this decision the name and contact details of the person or persons responsible for managing the transit pitches shall be submitted to the Local Planning Authority in writing. Any change of the person or persons responsible for managing the transit pitches shall be notified to the Local Planning Authority within 14 days of that change taking place. The person or persons responsible for managing the transit pitches shall be normally resident on the site. If those responsible for managing the transit pitches are to be absent from the site for any temporary period exceeding 14 days the name and contact details of another person or other persons to be responsible for managing the transit pitches during that period shall be submitted to the Local Planning Authority in writing before the start of any such period.

Reason: To ensure adequate on site management of the pitches.

10. In the event of any failure to comply with condition no.9 above the use of the 4 transit pitches shall cease within 7 days of that failure and shall only be resumed when name and contact details of the person or persons responsible for managing the transit pitches have been submitted to the Local Planning Authority in writing.

Reason: To ensure adequate on site management of pitches.

11. The person or persons responsible for managing the 4 transit pitches shall maintain and keep up-to-date a register of all occupiers of the 4 transit pitches including their names and dates of occupation of any of the transit pitches and shall make that register available at all reasonable times for inspection by officers of the Local Planning Authority.

Reason: To ensure that the pitches remain available for use as transit pitches.

Kind regards

Cllr Hugo Deynem
Member for the Sandstone ward on
Cheshire West & Chester Borough Council &
Lord Mayor of The City of Chester 2015/16
Tel 07525 241433
www.twitter.com/CllrHDeynem

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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	5,060	5,061	1
Professional service																
Insurance	Yearly													420	430	10
Internal Audit	Yearly	57	420											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	67	75	75	75	75	75	75	75				75	442	450	8
Training		17			50		50				50			167	200	33
Membership/Subscriptions	Yearly				22		20				137			179	179	0
Data Protection fee	Yearly		35											35	35	0
Elections														0	0	0
Projects																
Defibrillator							360						360	720	720	0
Community cleanup	Bi-annual							90						90	180	90
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	916	448	560	493	1,066	752	809	684	896	434	1,349	8,947	9,085	138

RECEIPTS																
Precept		8,291												8,291	8,291	0
Bank Interest			49								36			120	106	-14
VAT recovery		877						35					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	49	500	0	0	35	0	0	36	0	150	9,938	9,047	-891
Transaction Cash flow		8,628	7,712	7,313	7,253	6,760	5,694	4,977	4,168	3,484	2,624	2,190	991			

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	20,399	20,000	19,940	19,447	18,381	17,664	16,855	16,171	15,311	14,877	13,678			
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

STATEMENT DATE	Description	Power	Minute Page	EXPENDITURE excluding VAT						VAT	Receipts	Totals	Comments	Resolved	
				People & Expenses	Professional Services	General Services	Admin	Grants	Projects	§137					
08/04/2024	HMRC VTR		145								877.16	877.16	VAT Rebate	24/014	1
18/04/2024	Cheshire West and Chester		145								8,291.00	8,291.00	Annual Precept	24/014	2
24/04/2024	Phil Sanders		146		-57.00							-57.00	Internal Audit for 2023-24	24/014	3
24/04/2024	PQR Limited		146		-58.50							-70.20	Payroll Service for Apr - Oct'24	24/014	4
25/04/2024	Mrs T Ryall-Harvey		145	-349.35								-349.35	Salary Tax Month 1	24/014	5
29/04/2024	HMRC PAYE		145	-63.40								-63.40	Tax Month 1	24/014	6
08/05/2024	Mrs T Ryall-Harvey		146				-79.70					-83.80	Clerk's Expenses	24/014	7
08/05/2024	Gallaghers Insurance Brokers		146		-419.62							-419.62	Annual Insurance	24/014	8
25/05/2024	Mrs T Ryall-Harvey		146	-349.35								-349.35	Salary Tax Month 2	24/014	9
29/05/2024	HMRC PAYE		146	-63.40								-63.40	Tax Month 2	24/014	10
03/06/2024	Interest Paid										48.85	48.85	Bank Interest		
11/06/2024	DDR ICO ZA761966						-35.00					-35.00	Data Protection Registration		
25/06/2024	Mrs T Ryall-Harvey			-349.35								-349.35	Salary Tax Month 3		
29/06/2024	HMRC PAYE			-63.40								-63.40	Tax Month 3		
												0.00			
												0.00			
												7,313.14			
TOTALS				-1,238.25	-535.12	0.00	-114.70	0.00	0.00	0.00	9,217.01				

RECONCILIATION

Current Account £6,387.13
Deposit Account £13,612.84
TOTAL £19,999.97
Less Undeclared Payments

TOTAL £19,999.97

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

Year to date balance
Balance Brought Forward
Balance

£7,313.14
£12,686.83
£19,999.97

£0.00

Clerk: *J Ryall-Harvey*

19/06/2024

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

Balance show on Cashbook	£19,999.97
Barclays Online Account at 19-06-2024	
Current Account	£6,799.88
Deposit Account	£13,612.84
Less: Unpresented Payment	-£412.75
TOTAL	£19,999.97
Reconciliation	YES



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill & Hapsford PC >



[Show recent transactions](#)

£6,799.88

Available balance

Last night's balance £6,799.88



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill Deposit Acc >



[Show recent transactions](#)

£13,612.84

Available balance

Last night's balance £13,612.84



DUNHAM HILL AND HAPSFORD PARISH COUNCIL

GENERAL RISK ASSESSMENT

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES/COMMENTS	RESULTS
PARISH COUNCIL ASSETS								
1.	Outside seating area - Hapsford	Vandalism Cost of Replacement	Injury to people Equipment	8	2	1	Insurance including Public Liability.	A
2.	Noticeboards:- - Outside the Boshaw Centre, Village Road. - Moor Lane, Hapsford - Outside the Green Space in Hapsford. - Outside of the Village Hall, Village Road, DH - On side of Dunham Arms (not currently utilised)	Vandalism Cost of Replacement	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
3.	Defibrillators:- - In Phone Box on Village Road - In Phone Box on Moor Lane, Hapsford	Vandalism Cost of Replacement Repair Cost	Residents who need to use facilities	10	1	4	Insurance including Public Liability Make contingency provision in Parish Councils reserves for replacement.	A
4.	Speed Indicator Device	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
5.	Telephone Boxes - Opposite Boshaw Centre, Village Road. - Moor Lane, Hapsford	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
6.	Bus Shelters:- - A56 near Dunham Arms - A56 Outside Wheatsheaf	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T

- A56 Opposite Wheatsheaf										
- A5117 Westbound at Hapsford										
- A56 near Low Hill										
7. Laptop	Cost of Replacement Repair Cost Accidental Damage	Clerk	2	2	4			Insurance including Public Liability Make contingency provision in Parish Councils reserves for replacement.	T	
8. Decorative Lighting	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4			Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	A	
PARISH COUNCIL GENERAL										
9. Failure to attract sufficient candidates for Member Vacancies or elections	Reduce representation of neighbourhoods. Lack of resource. Possible meeting inquorate	Members	1	1	2			Actively publicise Council. Seek candidates amongst friends and colleagues. Publicise elections & vacancies on noticeboards and PC Website.	A	
10. Failure to achieve quorum at meetings	Business not transacted. Decisions not made.	Members Clerk	1	1	2			Issue members agenda promptly and seek confirmation or quorum before meeting date.	T	
11. Lack of public consultation by Parish Council	Decisions not based on evidence People disenfranchised	Members	1	1	1			Ensure meetings are published on noticeboards and website. Include Public Participation on all Agendas Ensure seating available at meeting for public Publish Agenda and minutes on website.	T	
12. Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	Clerk	1	1	1			Clerk to advertise exercise of rights for inspection on website and noticeboard and respond to requests.	A	
13. Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal Risk	Members	2	1	2			Obtain and read 'Good Councillors Guide' for any new Parish Councillors. Avoid making commitments on behalf of the parish council. Attend relevant training course.	A	
14. Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	2	2	4			Clerk to publish minutes once approved by Parish Council on the Parish Council website.	A	

15.	Inaccurate, untimely, improper minutes.	Poor decisions in future. Poor evidence for decisions	Clerk	1	2	2	Clerk to check minutes with Councillors not more than 14 days after meeting. Minutes published <i>Unapproved</i> .	A
16.	Inadequate document control	Poor evidence Poor support to Members	Clerk	1	1	1	Clerk to establish filing system.	A
17.	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members	1	3	3	Members to review Standard and Code of Conduct.	A
18.	Incomplete/inaccurate register of Members' Interests	Lack of Transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review Standard and Code of Conduct	A
19.	Failure to complete/submit Annual AGAR return on time.	Poor Auditors Report Public Confidence suffers	Clerk	1	5	5	Clerk to maintain diary and report to Parish Council meeting in May – September process	A
20.	Loss of data on PC due to system failure	Interruption to effective administration Possible financial loss	Clerk	1	3	3	External hard-drive backup quarterly.	A
21.	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	3	3	6	Option 1: - Internal Councillors trained to undertake wide range of financial and administration tasks. Option 2: Seek a temporary clerk to cover role from surrounding Parish Councils	A
22.	Lack of professional advice	Poor decisions	Clerk	2	2	4	Maintain membership of CHALC & SLCC	A
23.	Failure to correctly identify local needs or wishes	Council does not represent the people. Resources not applied.	Members	1	3	3	Maintain close contact with local residents. Advertise Parish Meetings to obtain residents feedback.	A
24.	Financial	Misappropriation of Council Funds Financial Loss	Public Service	1	2	2	All banking arrangements and changes to banking services approved by the council and recorded in the minutes. Pay invoices by cheque/bank transfer. Two councillors to sign each cheque and cheque bank stub. Internet banking Clerk to set payment up and one councillor to authorise payment. Quarterly reconciliation of Parish Council Accounts to be brought to Parish Council meeting for Councillors review.	A

									Annual scrutiny of all Financial Records by Internal Auditor. If an External Audit it required then Auditor to be provided with Clerk and Chairman's contact details.	
25.	Income	Unable to fulfil responsibilities	Public Service	1	1	1	1	1	Ensure Parish Council understands and complies with current VAT legislation.	A
26.	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	1	2	2	2	Maintain insurance Playground inspection regime established.	A
27.	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	1	3	3	3	Maintain inspection regime. Maintain insurance. Liaise with PCSO/Police.	A
28.	Loss to third party	Possible litigation Costs/damages	Clerk	1	2	2	2	2	Review Health & Safety Ensure adequate insurance Check contractors' insurance	A
29.	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	4	4	Council to review annually or if circumstances change.	A
30.	Failure to calculate/submit precept on time	Inadequate resources to meet commitments. Costs of re-billing	Clerk	1	3	3	3	3	Clerk to respond to Cheshire West and Chester Council notices. Agenda item for member to consider and approve for January's meeting.	A
31.	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	4	4	Clerk and members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy.	A
32.	Failure to account for and recover VAT	Wasted Resources	Clerk	1	3	3	3	3	Clerk to review. Internal Auditor to check	A
33.	Failure to stay within agreed budgets	Inadequate control. Potential wasted resources	Members Clerk	1	2	2	2	2	Clerk to review Internal Auditor to Check Reserves Policy to mitigate short-term impact of loss.	A
34.	Holding excessive or inadequate reserves	Auditors report. Poor use of resources. Inability to meet commitments	Members	2	3	3	6	6	Clerk to review as part of budgeting. Reserves Policy to set percentage of precept. Council to review size of Reserves.	A

35.	Fraud by Clerk	Reputation Cost & Litigation	Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
36.	Fraud by Members	Reputation Cost & Litigation	Members Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
37.	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to attend appropriate training throughout the year.	A
38.	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to maintain training. Liaise with internal and external auditors as appropriate.	A
39.	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review annually. Internal auditor to review annually.	A
40.	Improper financial records	Potential for wasted resources. Councillors unable to make sound financial decisions at meetings.	Clerk	1	2	2	Parish Councillors to be provided with updated financial records at each parish council meeting. Internal auditor to review	A
41.	HRMC requirements not met	Costs Litigation	Clerk	1	2	2	Clerk to liaise as necessary. Parish Council to employ payroll company.	A
42.	Failure to comply with deadlines for accounts and returns.	Poor auditor's report Cost Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external auditor or in the absence of the Clerk the Chairman to make contact.	A
43	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A

Results Key – T = Trivial Risk, A = Adequately Controlled Risk, N = Not Adequately Controlled, U – Unable to decide (*more information required*)

RISK ASSESSMENT CARRIED OUT BY:

DATE:

SIGNATURE

RISK ASSESSMENT VALIDATED BY: MEMBERS OF DUNHAM HILL AND HAPSFORD PARISH COUNCIL DATE:



Dunham Hill and Hapsford Parish Council Financial Regulation 2024

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**

- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

2. Risk management and internal control

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform the Council of any salary implications before they consider their draft their budgets.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6. The draft budget and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be

delegated to a committee. The council has resolved to bank with Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to an authorised signatory.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. One councillor who is an authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and included within the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.

- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 – Financial Controls & Procurement and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.