



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

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

MINUTES

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

Cllr A Tribe
Cllr S Wallace
Cllr H Deynem (Ward Councillor)

Clerk: Mrs T Ryall-Harvey

Members of the public: 2

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr R Johnson and Cllr H Boardman due to previous commitments.

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

DECLARATION OF INTERESTS – No declarations of interest were received.

EXCLUSION OF PRESS AND PUBLIC – The Council agreed that there was nothing that required the exclusion of the press and public to be discussed at this meeting.

PUBLIC PARTICIPATION

Nothing raised.

CORRESPONDENCE

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

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

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

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

Cllr Deynem joined the meeting.

ACCEPTANCE OF MINUTES

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

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

PLANNING

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

Cllr A Tribe joined the meeting.

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

- 23/03369/FUL – Land to the South East of Stanlow Manufacturing Complex, Thornton-le-Moor, Ellesmere Port, Cheshire – The installation of a new underground natural gas pipeline, with ancillary above-ground infrastructure at either end of the pipeline, to supply Stanlow Manufacturing Complex – it was agreed that the Parish Council would try to make contact with local landowners that it might affect and seek their comments before submitting a response.

NEIGHBOURHOOD DEVELOPMENT PLAN

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

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

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

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

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

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

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

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

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

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

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

contact resident

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

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

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

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

ACCOUNTS

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

Bank Reconciliation

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

SLCC Membership for 2024

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

Churchyard Grant

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

Income & Expenditure

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

Income received since the last meeting

Date	Payable to	Net Amount		Gross Amount	Comment
04/12/2023	Bank Interest	£45.30		£45.30	Bank Interest

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19-12-2023	Walkers Nursery	£142.00	£28.40	£170.40	Christmas Tree for Hapsford
19-12-2023	Mr P Johnson	£120.00	£0.00	£120.00	Printing of Newsletter
28-12-2023	HMRC PAYE	£117.00		£117.00	HMRC Tax Month 9
25-12-2023	Mrs T Ryall-Harvey	£623.74		£623.74	Salary Tax Month 9

Payments not yet made for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£361.35	£0.00	£348.78	Salary Tax Month 10
	Mrs T Ryall-Harvey	£86.25	£0.00	£86.25	Clerk's Expenses
	HMRC PAYE	£51.40	£0.00	£63.97	HMRC Tax Month 10

THE COMMUNITY

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

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

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

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

PARISH COUNCIL MATTERS

Highways Issues - A list of the items reported to CWaC and those that had been actioned was circulated prior to the meeting for review and noted at the meeting.

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

Local Council Award Scheme

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

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

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

Training for 2024-25

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

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

Budget for 2024-25

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

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

Precept for 2024-25

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

Civility and Respect

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

- Dunham Hill and Hapsford Parish Council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Dunham Hill and Hapsford Parish Council has put in place a training programme for councillors and staff
- Dunham Hill and Hapsford Parish Council has signed up to Code of Conduct for councillors
- Dunham Hill and Hapsford Parish Council has good governance arrangements in place including, staff contracts.
- Dunham Hill and Hapsford Parish Council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Dunham Hill and Hapsford Parish Council will commit to calling out bullying and harassment when it happens.
- Dunham Hill and Hapsford Parish Council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
- Dunham Hill and Hapsford Parish Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

EXTERNAL BODIES

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

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

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

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

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

DATE OF NEXT MEETING

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

Signed:.....



The meeting closed at 20.28
Dated: 5.3.24.
Mrs T Ryall-Harvey 02/01/2024