



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 The PCSO confirmed that the previous training for Speed Watch had been superseded approximately six months ago and anyone interested in undertaking the new training should get in touch.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 reclaims 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.

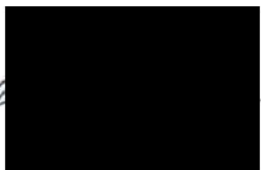
It was noted that the comments provided by NALC had suggested that the Risk Management Scheme needed updating. They also suggested that it would be better on the budget to use the two years' actual accounts rather than the previous year's budgets.

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: 2.7.24

Mrs T Ryall-Harvey 07/05/2024