



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 3rd September, 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

27/08/2024

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 note and agree any actions required relating to the CWaC Housing Strategy Consultation. - To review and approve the notes of the meeting between the Parish Council and Hydrogen & Partners from 18th June 2024. - 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 Council Meeting held on 2nd July 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.
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 payments made since last meeting.
11.	THE COMMUNITY	1. Community Litter Picking Event – to agree a date for the next event. 2. Hapsford Village Signs – to receive an update on the quotes requested for Village signs in Hapsford. 3. Hapsford Drains – to receive a verbal update. 4. 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. 5. Community Speed Watch Training – to receive an update.

12.	PARISH COUNCIL MATTERS	1. Assets – to receive a verbal report on the Parish Council’s Assets and any maintenance requirements for 2024. 2. External Audit - To note the Completion of the Limited Assurance Review - To note the Auditor’s Report and Certificate for 2023-24 - To note the Notice of Conclusion of Audit 3. Clerk Update – To receive a report following the recent Staff Appraisal and agree any recommendations.
	DATE OF NEXT MEETING	Tuesday 5 th November at 7.30pm.

Parish Council Meeting - Dunham on the Hill and Hapsford Parish Council
18 June 2024 at 19.00 at Village Road, Dunham on the Hill

Attendees:

Parish council	EET Hydrogen and partners
Keith Bradley - Chair of the Parish Council Trudy Ryall-Harvey - Clerk to Parish Council Kevin Holmes Claire Green Stuart Clarke Richard Johnson	Richard Holden - EET Hydrogen Michelle Lewis - EET Fuels Clare Sadler - Dalcour Maclaren - Senior Surveyor Dave Hodgkinson - Dalcour Maclaren Technical Director

Introductory comments

- Company thanked Parish Council for opportunity to discuss the need for and benefits of the scheme.
- Not in opposition to pipeline project by the Parish Council. Responsibility is to raise awareness of specific concerns and opposition from some Hapsford residents and to seek clarity on these matters
- Introductory discussion covered:-
 - number of developments in this area,
 - potential impact on the community,
 - potential impact on visual amenity,
 - concern that this could encourage additional development.
 - construction/traffic movements.
 - timing of works, and
 - potential for dust and other impacts.

Point to note:

- Concerns was raised about a 'gas terminal'. Important to note that this application relates to an above ground installation. It does NOT relate to a gas terminal.

Routing

Company described:-

- The project area includes two existing gas pipelines, one larger than ours and another crossing the motorway,
- route was determined considering landowner permissions,
- need to connect with the larger pipeline (purple line),
- construction traffic and access, and
- environmental impact, including avoiding natural features like hedges and ponds, and
- the crossing point of the motorway is designed to be perpendicular for minimal pipe under the motorway.

Point to note:-

- Company confirmed route is not likely to change

Above ground installation

The discussion covered:-

- Impact on visual amenity,
- Impact on vegetation, including shrubbery,
- Access road – and need for replanting,
- Lighting – this will not be on 24/7, but only for access safety,
- Fencing - the fence will be 2.4m high, made of plastic-coated welded mesh.
- Size and look of building.

Points to note:-

- Company to confirm visual impact as land raised behind fence therefore installation may be visible.
- Opportunity for company to work with Parish Council to replant tree and flowers, and to deliver bio-diversity net gain,
- Company confirmed there would be no razor wiring on fencing.

Traffic Impact/Construction

The discussion covered:-

- Traffic impact - around 600 vehicle movements over a year, mainly during business hours,
- Efforts are being made to minimise this – including minimising road closures and environmental impact, including tree felling,
- Construction will mainly occur during summer months over a 12-month period,
- Transport appraisal has been done and accepted by Cheshire West's Highways Agency,
- Pipes will be delivered along the pipeline route to avoid public roads,
- The Above Ground Installation (AGI) and pipeline will be constructed simultaneously,
- The compound is temporary and included in the environment impact assessment,
- The number of contractors is yet to be determined, and
- Trenches will be opened and closed progressively during construction.

Points to note:-

- An Ecological and Archaeological clerk of works will ensure environmental protection.
- A named contact person will be provided for the Parish Council.
- Need to address litter will be noted and addressed.

Other Matters

Site

- Lighting will align with standard lamp post heights, and a larger scale plan will be provided.
- The location of CCTV is to be determined.

EET investment plans

- The pipeline was a separate application from the H2 production plant, which requires a dual feed.
- The refinery plans to decarbonise using H2 for combined heat and power plant and fired heaters. Natural gas will only be used as a backup.
- The project is in negotiation for government grant funding. The funding mechanism will be a revenue funding mechanism.
- Construction could start in summer 2025 if planning committee approval and Final Investment Decision (FID) align.

Community support

- The project could benefit the Hapsford community by securing jobs, greening the area, and boosting the hydrogen economy.
- Discussed opportunity for more direct grant support to affected community.
- The Parish Council desires open and honest communication and a contact at Stanlow available 24/7.

Points to note:-

- Company will provide a larger scale version of plan to Parish Council to better demonstrate plan for lighting.
- Company to consider opportunity to provide grants to local community alongside development.
- Company to ensure these communities are included in ongoing engagement activity.

ENDS

From: clerk.dunhamhillpc@gmail.com
Sent: 19 August 2024 09:10
To: claire@dunhamhillandhapsford.co.uk; 'Heather Broadman'; 'Keith Bradley - Chair'; 'kevin'; 'Noel'; 'Richard'; 'sally Wallace'; stuart@dunhamhillandhapsford.co.uk
Subject: FW: Cheshire West and Chester Housing Strategy consultation
Importance: High

FAO CWAC Parish Councils

Good afternoon

The Council is developing a new Housing Strategy that sets a vision for the Council and its partners as we work to improve housing for all residents across the borough. Following our engagement earlier in the year we would like to hear your views on our draft Strategy.

The Council's Housing Strategy consultation is now live! Please can I encourage you to visit the consultation (via the link below) and also share it as widely as possible with any residents, groups or networks you're involved in and encourage all to share their feedback on the proposed Strategy.

[Housing Strategy Consultation | Participate Now \(cheshirewestandchester.gov.uk\)](https://cheshirewestandchester.gov.uk)

Thank you in advance for your help in promoting this consultation.

Kind regards,

Lyn

Lyn Brown (she/her)
Democracy & Elections Officer
Cheshire West and Chester Council

Disclaimer:

If you are not the intended recipient of this email (and any attachment), please inform the sender by return email and destroy all copies. Unauthorised access, use, disclosure, storage or copying is not permitted.

The views expressed by the author do not necessarily reflect the views or policies of Cheshire West and Chester Borough Council. The Council cannot guarantee that this message or any attachment is virus free or has not been intercepted and amended. You should perform your own virus checks. Cheshire West and Chester Borough Council may monitor emails and as a public sector organisation; the Council may disclose this email (or any response to it) under the Freedom of Information Act 2000.



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 2nd July 2024, at 7.30pm in the Dunham Hill Village Hall.

MINUTES

Present: Cllr K Bradley – Chair
Cllr C Green

Cllr K Holmes

Clerk: Mrs T Ryall-Harvey

Members of the public: 1

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr S Clarke and Cllr H Boardman due to previous arrangements and Cllr R Johnson due to ill health.

PARISH COUNCIL VACANCIES – It was reported that there were currently three vacancies available for co-options and one application of interest had been received since the last meeting. It was therefore proposed be Cllr Bradley, seconded by Cllr Holmes and unanimously **RESOLVED 24/019** that Rev Noel McGarrigle be co-opted onto the Parish Council with immediate effect.

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 to report.

CORRESPONDENCE

Correspondence from resident - correspondence was brought to the meeting that had been received from a resident during the Neighbourhood Development Plan Feedback. The resident raised concerns about the volume of litter on the outskirts of Hapsford and generally on the verges of the A5117 and asked for a litter bin and litter signage to be improved within the area.

ACTION: Write to resident to confirm what we have done and invite her to get more involved with the Community Litter picking events or become a Parish Council.

Extra Time to comment on Planning Applications – information from CWaC was brought to the meeting in relation to extra time previously being allowed in relation to planning applications. It was noted that this would no-longer be the case moving forward and Parish Council were requested to submit any comments they had within 21 days of receiving the email notification from CWaC.

Pedestrian crossing assessment on A56, Chester Road – information from the Cheshire West and Chester Highways Department was circulated around the meeting, showing their recent findings in relation to an initial 1 hour assessment to determine the provisional suitability of a pedestrian crossing on the A56 outside the Wheatsheaf. The results of the assessment was calculated at 0.01 x10⁸ and therefore this score indicates that the introduction of a pedestrian crossing is not suitable.

ACTION: share this information with residents via the newsletter.

ACCEPTANCE OF MINUTES

RESOLVED 24/020 - that the Chair signs, as a true and correct record the circulated minutes of the Parish Meeting held on Tuesday 7th May 2024.

PLANNING

The Planning Register dated 24-06-2024 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:-

- 24/01685/106 – Plot 8, Protos ERF Ince Resource Recovery Park, Grinsome Road, Ellesmere Port – S106A Application associated with the Protos ERF Unilateral Undertaking (ref: 18/01543/S73), signed on 24th April 2019, to remove Clause 5 associated to the delivery of the rail facility.
- 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 Proto 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.

The following planning application was noted to have been received since the agenda was distributed:-

- 24/01614/FUL - Oakfield Hapsford Lane Dunham On The Hill Chester WA6 0JR - Single storey side extension. It was agreed that this planning application would be considered and comments circulated prior to submitting a response to CWaC and recording at the next parish council meeting.

It was noted that the following planning application had been determined by CWaC 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 notification had now closed and the case had been determined.***
- 24/00131/DIS – Land adjacent to Gable Cottage, Low Hill, Dunham on the Hill – Discharge of condition 3 (materials) of application 13/04772/FUL – ***approved.***

Gethsemane Conditions

Cllr H Deynem had provided information that had been circulated around the Parish Council prior to the meeting relating to proposed conditions that CWaC planning department were looking to place on the Gethsemane site in relation to the planning application that they had submitted.

23/03369/FUL – Land to the South East of Stanlow Manufacturing Complex a meeting regarding the land to the South East of Stanlow Manufacturing Complex that took place on 18th June was verbally reported on and the Parish Council looked forward to receiving the official minutes.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Green confirmed that she had met with the consultant to review all comments received following the Reg 14 Consultation, following this, amendments to the Neighbourhood Plan document have been drafted. The amended document has now been received and Cllr Green will review to check that it is compliant before circulating it around the Parish Councillors.

It was reported that following the Reg 14 Consultation, a further meeting had been arranged with the Barnston Group and the Brookhouse Group scheduled to take place on 15th July at the Dunham Hill Village Hall.

ACTION: Recirculate the comments from Barnston and Brookhouse comments on the Reg 14.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 19/06/2024.

Bank Reconciliation

RESOLVED 24/21 – the council approved the bank reconciliation as circulated against the bank statements.

Clerk's Training – it was **RESOLVED 24/022** that the Parish Council would financially contribute toward 's the Clerk's attendance at the SLCC Branch Conference - £45

Purchase of Poppy Wreath – it was **RESOLVED 24/023** to purchase a wreath @ £30 poppies from Royal British Legion for Remembrance Sunday in November

Daffodil Bulbs – it was **RESOLVED 24/024** to the purchase of 1 bags of daffodils from Walkers Nurseries.

Income & Expenditure

RESOLVED 24/025 - to accept the income and expenditure as reported to the meeting:-

Income received since the last meeting

Date	Payable to	Gross Amount	Comment
03/06/2024	Bank Interest	£48.85	Bank Interest

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/06/2024	Mrs T Ryall-Harvey	£349.35		£349.35	Tax month 3
29/06/2024	HMRC PAYE	£63.40		£63.40	HMRC Tax Month 3
11/06/2024	ICO ZA 761966	£35.00		£35.00	Data Protection Registration

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 4
HMRC PAYE	£63.40	£0.00	£63.40	PAYE Payment for Month 4
Mrs T Ryall-Harvey	£101.98	£10.67	£112.65	Clerk's Expenses

THE COMMUNITY

Hapsford Village Signs – this item was deferred to next meeting.

Hapsford Drains – CWaC had confirmed that they were awaiting legal response to draft disconnection letter to resident. Resident has advised that UU are not assisting with relocation of foul discharge. This process could take upto 4 months before CWaC would be in a position to actually undertake the disconnection.

Asset of Community Value – It was reported that as the Village Hall already belonged to the community and therefore would not be classed as at risk it was not appropriate to register this as an Asset of Community Value.

With regards to the Boshaw Centre, it was discussed and agreed to defer the discussion on this to the next meeting.

ACTION: Bring this item to the next meeting for discussion.

Community Speed Watch Training – it was reported that following the Community Speed Watch Training that the PCSO had organized and no-one had been able to attend from the Dunham Hill and Hapsford area, the PCSO had offered to undertake further training on 30th September if there were sufficient numbers to warrant the training.

ACTION: include in newsletter to invite residents, propose the location of the Boshaw Centre.

CWaC StreetCare Team – Cllr Bradley reported to the group upon a recent site meeting with CWaC's Streetcare Team regarding the condition of the green space on the A5117 junction of Moor Lane, Hapsford. CWaC Streetcare Team had reported that the land had been assigned as grassland/wildflowers and therefore they were intending not to cut it. However, Cllr Bradley highlighted that this was unacceptable due to all other greenspace/verges on the A5117 having been cut, he had also highlighted the fact that due to the grass not being cut it was making it difficult for residents to access the defibrillator and bus shelter due to the footpath being overgrown. CWaC Streetcare Team undertook to resolve this issue, amend the plans they had for the area in future and add it back onto the grass cutting schedule.

PARISH COUNCIL MATTERS

Risk Assessment

RESOLVED 24/026 that the Parish Council adopt the updated Risk Assessment scheme and the Chairman signs it.

Financial Regulations

RESOLVED 24/027 that the Parish Council unanimously approved the updated Financial Regulations as circulated.

Assets – this item was deferred to the next meeting.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 3rd September 2024 at 7.30pm at Dunham Hill Village Hall.

The meeting closed at 20.06

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

Mrs T Ryall-Harvey

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		
5.	24 June 2024	24/01614/FUL	Oakfield Hapsford Lane Dunham On The Hill Chester WA6 0JR	Single storey side extension		
6.	Thu 25 Jul 2024	24/02182/CAT	Wooded Area Off Chester Road Dunham On The Hill Chester WA6 0LN	Crown clean Ash with one snapped out limb still hung up. Crown lift over highway to 6m to provide clearance five trees of mixed species.	No objection but commented:- Could the adjacent trees on the corner of Church Lane by the bus stop also be cut back at the same time. As they are also starting to grow over the road	Awaiting Decision
7.	Thu 25 Jul 2024	24/02232/FUL	27 Talbot Road Dunham On The Hill Chester WA6 0JW	Rear single storey extension		
	19 August 2024	EN639662642	Dunky's Nursery, Moor Lane, Hapsford.	Installation of a static caravan on a commercial site for educational purposes.		

Trudy Ryall-Harvey
Dated 03-07-2024

From: claire@dunhamhillandhaphsford.co.uk
Sent: 20 August 2024 16:45
To: Keith Bradley - Chair; Clerk Dunhamhillpc; Richard Johnson; Kevin Holmes DH&H PC; Stuart; Heather; sally Wallace; Claire
Subject: PLEASE READ - NHP plan - next stage
Attachments: SEA 2023.12.13 Historic England response.pdf; SEA 2024.01.11 Natural England Response.pdf; Dunham NP_Reg 14 report_May 2024.pdf; DHH NHP Consultation Statement _v1.docx; DHH NHP Submission _v3.docx; DHHNP_Design Appraisal and Code_June 2024_v4 (compressed).docx; Dunham on the Hill NP_Basic Conditions Statement_July 2024.docx; 2024.4.19 Combined CWaC response final.pdf

Hello everyone,

I'm resending the large email that I sent earlier this month about the next stage of the Neighbourhood plan. I am asking that you all have a look through as much as you can and let me know your thoughts.

I received the following comments from Keith:

I commented on the above document regarding cycle paths, as for Neighbourhood Plan Consultation Doc my thoughts are:

P11/12 Agree with your recommendation seek clarity from CWAC.

P15 Policy DHH5 can we go the recommendation proposed.

P16 I would want to keep in what you have produced on the historical element.

P18 If we change it with CWAC's advice will it help us?

P19 I welcome Mersey Forrest input. Can we get Trees off them as well 😊

P20 I thought what we had was ok, if we change it what is the impact?

There were comments about the pub which I failed to understand, will Geen King question the size of the area we are saying which includes the green space in front of it?

I have submitted some questions to Catherine at CWaC and she is signalled that she will reply at the end of the month. She is also willing to cast her eye over our consultation statement prior to submission officially.

I think we need a meeting about this as a stand alone matter as it is too big for a PC meeting. I am free on the following evening - 10th, 17th, 18th September, 1st, 15th, 16th, 22nd October.

Let me know your thoughts.

Thanks,

Claire

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					252								252	0	
Payroll Provider	Monthly	70						109						179	182	3
General Services																
Website & Broadband	Yearly						90							90	90	0
Village Hall Room Hire	Yearly					192							192	384	200	-184
Newsletter	Quarterly						80		80				80	240	240	0
Bulb Planting & Planters	*							140	300					440	440	0
Admin.																
Expenses	Monthly	67	75	53	75								75	419	450	31
Training		17		60										167	200	33
Membership/Subscriptions	Yearly						40				50			157	179	22
Data Protection fee	Yearly			35			20				137			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	525	857	1,136	752	809	684	696	434	1,541	9,338	9,085	-253

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														0	500	500
Other														0	0	0
TOTAL CASH IN		9,168	0	49	0	0	0	35	0	0	36	0	150	9,438	9,047	-391
Transaction Cash flow		8,628	7,712	7,313	6,788	5,931	4,795	4,078	3,269	2,585	1,925	1,491	100			

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

Cash in Bank	12686.83	21,315	20,399	20,000	19,475	18,618	17,482	16,765	15,956	15,272	14,612	14,178	12,787			
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		150								48.85	48.85	Bank Interest	24/025	11
11/06/2024	DDR ICO ZA761966		150				-35.00					-35.00	Data Protection Registration	24/025	12
25/06/2024	Mrs T Ryall-Harvey		150	-349.35								-349.35	Salary Tax Month 3	24/025	13
28/06/2024	HMRC PAYE		105	-63.40								-63.40	Tax Month 3	24/025	14
03/07/2024	Mrs T Ryall-Harvey		105				-101.98					-112.65	Clerk's Expenses	24/025	15
25/07/2024	Mrs T Ryall-Harvey		150	-349.35								-349.35	Salary Tax Month 4	24/025	16
29/07/2024	HMRC PAYE		150	-63.40								-63.40	Tax Month 4	24/025	17
07/08/2024	PKF Littlejohn				-210.00							-252.00	External Audit Fees		
07/08/2024	DH Village Hall					-192.00						-192.00	Village Hall - Room Hire for 2023-2024		
25/08/2024	Mrs T Ryall-Harvey			-349.35								-349.35	Salary Tax Month 4		
25/08/2024	HMRC PAYE			-63.40								-63.40	Tax Month 5		
												0.00			
												0.00			
												5,930.99			
TOTALS				-2,063.75	-745.12	-192.00	-216.68	0.00	0.00	0.00	9,217.01	-68.47			

RECONCILIATION

Current Account £5,004.98
Deposit Account £13,612.84
TOTAL £18,617.82
Less Uncleared Payments

TOTAL £18,617.82

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 £5,930.99
Balance Brought Forward £12,686.83
Balance £18,617.82
£0.00

Clerk: *J Ryall-Harvey*
21/08/2024

Dunham Hill and Hapsford Parish Council
Bank Reconciliation to Cashbook -
Presented to Meeting on Tuesday 3rd September 2024
Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	£18,617.82
Barclays Online Account at 21/08/2024	
Current Account	£5,417.73
Deposit Account	£13,612.84
Less: Unpresented Payment	-£412.75
TOTAL	£18,617.82
Reconciliation	YES



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill & Hapsford PC >

Show recent transactions

£5,417.73

Available balance

Last night's balance £5,417.73



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill Deposit Acc >

Show recent transactions

£13,612.84

Available balance

Last night's balance £13,612.84

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
07/08/2024	PKF Littlejohn	£210.00	£42.00	£252.00	External Audit
07/08/2024	Dunham Hill VH	£192.00	£0.00	£192.00	Room hire for 2023-24
25/08/2024	Mrs T Ryall-Harvey	£349.35	£0.00	£349.35	Salary Tax Month 5
29/08/2024	HMRC PAYE	£36.60	£0.00	£36.60	HMRC Tax Month 5

Payments not yet made for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£349.35	£0.00	£349.35	Salary Tax Month 6
	Mrs T Ryall-Harvey	£47.28	£1.37	£48.65	Clerk's Expenses
	National Association	£50.00	£10.00	£60.00	Local Council Award Scheme Assessment & Certi
	HMRC PAYE	£36.60	£0.00	£36.60	HMRC Tax Month 6



Mrs T Ryall-Harvey
Dunham Hill And Hapsford Parish Council
76 Oaklea Avenue
Hoole
Chester
CH2 3RE

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
25 July 2024

Our Ref:
CH0073

SAAA Ref:
SB02740

Dunham Hill And Hapsford Parish Council
Completion of the limited assurance review for the year ended 31 March 2024

Dear Mrs Ryall-Harvey

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Dunham Hill And Hapsford Parish Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.



PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.

Please include the reference CH0073 or Dunham Hill And Hapsford Parish Council as a reference when paying by BACS.

Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
 - at the latest, between Tuesday 1 July and Monday 11 August 2025.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2023/24

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LV

PKF Littlejohn LLP

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

In respect of **Dunham Hill And Hapsford Parish Council – CH0073**

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor’s limited assurance opinion 2023/24

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

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

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP SIGNATURE REQUIRED

Date

17/07/2024

Dunham Hill And Hapsford Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Dunham Hill And Hapsford Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Dunham Hill And Hapsford Parish Council on application to:	
(a) Mrs T Ryall-Harvey (Clerk & RFO) 76 Oaklea Avenue, Hoole, Chester CH2 3RE	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) 9am - 12noon Monday - Friday	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £1.00 for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Mrs T Ryall-Harvey (Clerk & RFO)	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 5th August 2024	(e) Insert the date of placing of the notice