



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 3rd September 2024, at 7.30pm in the Dunham Hill Village Hall.

MINUTES

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

Cllr R Johnson
Cllr K Holmes

Clerk: Mrs T Ryall-Harvey

Members of the public: 3

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr H Boardman and Cllr N McGarrigle due to previous commitment and Cllr S Wallace due to family commitments. It was also discussed and noted that Cllr S Wallace had been unable to attend the last six months Parish Council meetings due to family commitments, it was therefore proposed by Cllr Bradley and seconded by Cllr Green and unanimously **RESOLVED 24/028** to accept these absences and also allow Cllr Wallace an extended leave of absence of further six months.

PARISH COUNCIL VACANCIES – It was reported that there were currently two vacancies available for co-option and no applications were received prior to the meeting. It was noted that an application was received at the meeting from Mrs. Jones, and this would be considered and brought to the next meeting.

DECLARATION OF INTERESTS – no declarations of interest were received.

EXCLUSION OF PRESS AND PUBLIC – Cllr Green proposed that Item 12.3 – Clerk Update be discussed with the exclusion of the press and public this was seconded by Cllr Johnson and unanimously **RESOLVED 24/029**.

PUBLIC PARTICIPATION –

- A resident attended the meeting, after reading with interest the newsletter in regard to the issues the parish council had raised regarding blocked drains. He reported that he had raised issues with the blocked drains on the A56 for several years, they were continually blocked causing water to run down the A56 from Low Hill resulting in anyone standing waiting for a bus to get soaked. Cllr Bradley confirmed that the Parish Council had also reported these and confirmed that the Parish Council would continue to monitor.
- A resident highlighted the overgrown hedges on the A56, Cllr Bradley reported that he has reported all of the hedges along the A56 to Cheshire West and Chester Council. Cllr Bradley noted that one of the farmers had, this week, cut a their hedge but left the debris on the road.
ACTION: Cllr Bradley undertook to post the CWaC leaflet regarding the responsibility of landowners to maintain their hedges through landowners letterboxes.
- It was also highlighted by a resident that the hedges around the bus stop on A56 needed cutting back so that the bus drivers can clearly see the location of the bus stop.
ACTION: Cllr Bradley undertook to look into this.
- It was reported that the hedge along Church Lane, Dunham on the Hill was badly overgrown and required maintenance. It was highlighted that the properties were believed to be owned by the Oldfield Trust but the residents who lived there were elderly.

ACTION: Clerk to write to the Oldfield Trust

ACTION: Contact Hayden if Oldfield Trust would not undertake the maintenance themselves.

- Concern was raised about customers of the Garage on A56 who, were parking on the pavement, when visiting the site due to there being no customer parking provided. This resulted in pedestrians having to walk on the A56 to get past.

ACTION: Clerk to raise with PCSO.

CORRESPONDENCE

Cheshire West and Chester Council Housing Strategy Consultation – it was noted that Cheshire West and Chester Council (CWaC) were currently carrying out a Housing Strategy Consultation and the Councillors undertook to review and respond.

Meeting with EET Hydrogen & Partners – the notes of the meeting between EET Hydrogen & Partners and the Parish Council that took place on 18th June 2024 were circulated and it agreed that these were a true a correct record of the meeting.

ACTION: Can they clarify the height of masts

ACTION: Change of footpath – please can you provide more information in relation to this and the location of the close of footpath.

Chester West and Chester Design Code – it was noted that Cheshire West and Chester Council (CWaC) were currently starting to develop a borough wide design code and were seeking views of the community. It was agreed that the Parish Councillors would look to review and respond to this in line with the Parish Council's draft neighbourhood plan.

ACCEPTANCE OF MINUTES

RESOLVED 24/030 - that the Chair signs, as a true and correct record the circulated minutes of the Parish Meeting held on Tuesday 2nd July 2024.

Two residents left the meeting.

PLANNING

The Planning Register dated 21/08/2024 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:-

- 24/02182/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 mixed species – the Parish Council had submitted a response *not objecting* to this consultation but requested that 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.
- 24/02232/FUL – 27 Talbot Road, Dunham on the Hill, Chester WA6 0JW – Rear single storey extension – the Parish Council submitted a *no objection* response to this planning consultation.

It was noted that the following issue had been reported to the Cheshire West and Chester Planning Enforcement Team - EN639662642 – Dunky's Nursery, Moor Lane, Hapsford - Installation of a static caravan on a commercial site for educational purposes.



NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Green reported that she had circulated the next steps of the Neighbourhood Plan, highlighting that there needs to be a consultation statement (more like a full document in itself). This is Regulation 15. It needs to answer the following questions:

The Neighbourhood Planning (General) Regulations 2012 identify that:

15 (2) In this regulation "consultation statement" means a document which-

- (a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan or neighbourhood development plan as proposed to be modified;
- (b) explains how they were consulted;
- (c) summarises the main issues and concerns raised by the persons consulted; and
- (d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan or neighbourhood development plan as proposed to be modified.

Cllr Green confirmed she had prepared a consultation statement which had been circulated around Parish Councillors, however it was suggested that an extraordinary meeting be organized to agree this statement. It was agreed that the date of this meeting would be 1st October at 7.00pm.

ACTION: Clerk to book the village hall.

ACTION: Clerk to pull agenda together and advertise as Extra-ordinary Meeting.

It was also agreed that a virtual meeting with Catharine Morgetroyd, Principal Planning Officer – Planning Policy, Cheshire West and Chester Council be arranged on 11th September at 4.30pm in relation to the questions raised regarding the Neighbourhood Plan.

Cllr Green sought clarification from Cllr Bradley on his comments relating to the Mersey Forestry.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 21/08/2024.

Bank Reconciliation

RESOLVED 24/31 – the council approved the bank reconciliation as circulated against the bank statements and Cllr Holmes sign the originals as a true and correct record.

Income & Expenditure

RESOLVED 24/032 - to accept the income and expenditure as reported to the meeting:-

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

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 of Local Councils	£50.00	£10.00	£60.00	Local Council Award Scheme Assessment & Certificate
HMRC PAYE	£36.60	£0.00	£36.60	HMRC Tax Month 6
SLCC	£35.00	£0.00	£35.00	Cheshire Branch Conference

THE COMMUNITY

Community Litter Picking Event - It was agreed that the next Community Litter Picking date should be planned for 26th October 2024.

Hapsford Village Signs – confirm installation charges from CWaC to Cllr Johnson so that the Parish Council can agree at the next meeting if this is going to be taken forward or not.

Hapsford Drains – there was no further update since the last meeting on this matter.

Asset of Community Value – It was suggested that the Parish Council review this within 12 months of the next break clause.

ACTION: Clerk to send over the information required for the Asset of Community Value to Mrs Jones.

Community Speed Watch Training – it was reported that following the distribution of the newsletter six resident/Parish Councillors confirmed they would be willing to attend this training. The Clerk undertook to confirm the venue and time to the PCSO and residents.

PARISH COUNCIL MATTERS

Assets – it was reported that the following assets required maintenance:-

Benches and tables in Hapsford – need sanding down and painting.

Benches through the area – need sanding down and painting.

Bus Shelters – Brick ones – need painting.

Perspex on Bus Shelter outside the Wheatsheaf – needs replacing.

Noticeboard in Hapsford – Cllr Johnson to look to repair.

Phone box opposite Boshaw Centre needs cleaning and painting.

Phone box in Hapsford needs cleaning.

ACTION: Cllr Bradley to ask Cllr Wallace if any residents want to volunteer to repaint the benches and tables in Hapsford.

ACTION: Cllr Clarke to ask David if he would be willing to paint the benches in Dunham Hill.

ACTION: Cllr Clarke confirmed he would be happy to paint inside the bus shelter if the Parish Council provides the paint.

External Audit

- *Completion of the Limited Assurance Review* - it was noted that PKF Littlejohn had now completed their External Audit.
- *Auditor's Report and Certificate for 2023-24* - the Auditor's Report and Certificate for 2023-24 was circulated for the Parish Council's information, this had also been published on the Website.
- *Notice of Conclusion of Audit* – it was reported that the Notice of Conclusion of Audit had been announced on 5th August.

DATE OF NEXT MEETING

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

Members of the Public and the Clerk left the meeting.

Clerk Update

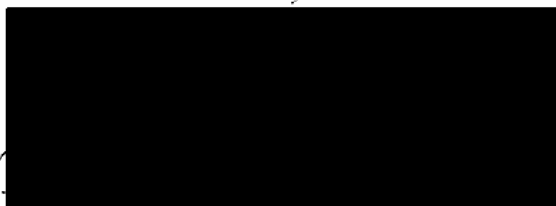
In recognition of a successful appraisal cycle 2023/24, the recommendation is that the Clerk is moved to SCP 29 effective 1st September 2024 (the start of the new appraisal cycle 2024/25) and pay backdated accordingly.

The councillors expressed their thanks and recognition of the clerk's hard work and the support provided to everyone.

It was also noted that Cllr Johnson will undertake your appraisal going forward.

The meeting closed at 20.52

Signed:.....



Dated:.....

Mrs T Ryall-Harvey