



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 7th January, 2025 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

01/01/2025

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) 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. 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 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 5 th November 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 approved the following documents should be submitted to Cheshire West and Chesters Planning Officer for Regulation 16 review:- - Consultation Statement, - Design Code, - Neighbourhood Plan Basic Conditions Statement, - Neighbourhood Plan Submission documents.
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 the submission of the Churchyard Grant Application. 4. To approve payments made since last meeting.
11.	THE COMMUNITY	1. Hapsford Village Signs – to agree if the Parish Council will move forward with the Hapsford Village Signs. 2. Hapsford Drains – to receive a verbal update. 3. Wildflowers in Hapsford – to consider the quote received in and agree how we move forward with this project for the future. 4. Plan of activities – to agree a schedule of activities for 2025.

12.	PARISH COUNCIL MATTERS	1. Training for 2025-26 – to agree any training requirements for the Clerk & Parish Councillors for 2025-26. 2. To approve the budget for 2025-26. 3. To agree the Precept for 2025-26. 4. To agree the date of the Parish Meeting.
	DATE OF NEXT MEETING	Tuesday 3th March 2025 at 7.30pm.



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 5th November 2024, at 7.30pm in the Dunham Hill Village Hall.

MINUTES

Present: Cllr S Clarke
Cllr C Green
Cllr C Jones

Cllr R Johnson - Chair
Cllr K Holmes

Clerk: Mrs T Ryall-Harvey

Members of the public: 3

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr K Bradley and Cllr S Wallace due to family commitments.

PARISH COUNCIL VACANCIES – It was reported that there were currently two vacancies available for co-option and one application had been received at the last meeting from Mrs Jones. It was therefore proposed by Cllr Green and seconded by Cllr Johnson and unanimously **RESOLVED 24/033** that Mrs Jones be nominated as a Parish Councillor until 2027.

DECLARATION OF INTERESTS – no declarations of interest were received.

EXCLUSION OF PRESS AND PUBLIC – it was agreed that there were no issues that needed to be discussed with the exclusion of Press and Public.

PUBLIC PARTICIPATION –

Cllr Holmes reported on behalf of a resident that lived at Morley Bridge about the shed that had been taken down and a much larger shed built that overlooks all of the houses there.

ACTION: Report to Planning Enforcement.

Cllr Green reported on concerns raised by residents about the amount of dog faeces on the pavements.

ACTION: Enquiry about running a Pink Poo Campaign.

It was reported that the Christmas Lights Switch scheduled for 8th December at 6.00pm in Dunham Hill.

ACTION: Explore closing village road with CWaC.

ACTION: Inform PCSO and invite them to attend.

ACTION: Cllr Johnson to see if residents of Talbot Road can help decorate the tree on 16th November.

CORRESPONDENCE

- A resident wrote to the Parish Council and raised concerns about the lack of planning permission for the static caravan at Dunkys Day Nursery and asked why CWaC have only cut the grass twice this year and why the wildflower areas had not been touch for the last two years.
ACTION: Confirm we have reported to Planning Enforcement and that we are exploring options for improving the wildflower area and will discuss further in the January Meeting.
- A resident wrote to the Parish Council and raised concerns about the window and door business that is being run out of a resident house in Hapsford and the concern the residents of the area have with regards to the amount of traffic and road blockages when deliveries to the house are made causing inconvenience to the residents who live in the area.
ACTION: Report to Planning Enforcement and Highways due to obstruction of green space.

- A resident wrote to the Parish Council to request a copy of the proposals for the conversion of the Wheatsheaf site due to them selling their property.

ACTION: Respond to say that we are unaware of any current plans for the site.

ACCEPTANCE OF MINUTES

RESOLVED 24/033 - that the Chair of the meeting signs, as a true and correct record the circulated minutes of the Parish Meeting held on Tuesday 3rd September 2024 and Tuesday 1st October 2024..

PLANNING

The Planning Register dated 27/10/2024 was accepted and changes to the planning register from last meeting were noted.

It was noted that the following planning consultation had been determined by the unitary authority since the last meeting:-

- 20/02301/FUL – Hobgoblin Farm, Hob Lane, Dunham on the Hill, Chester WA6 0LW – Slurry lagoon – retrospective – **approved**.
- 24/01614/FUL – Oakfield, Hapsford Lane, Dunham on the Hill, Chester WA6 0JR – Single Storey side extensions – **refused**.
- 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 – **decided**.
- 24/02232/FUL – 27 Talbot Road, Dunham on the Hill, Chester WA6 0JW – Rear single storey extension – **approved**.

It was noted that no planning applications had been received since the agenda had been distributed.

Cadent Gas Limited's (Cadent) HyNet North West Hydrogen Pipeline Project - Statutory Consultation under Section 42 of the Planning Act 2008

It was reported that the Cllr Holmes had reviewed the documents and circulated comments about the application, he believed that the only direct impact on our parish would appear to be on the west of the M56 where our boundary meets the railway. Cllr Holmes reported he had not looked at the details of the traffic movements but it appears they should not have any significant impact on us. There is access proposed along the A5117 to Helsby and from Helsby and Frodsham to the marshes is for light vehicles only, cars, vans etc mainly for staff movements. They do not say how many movements per day as it depends on too many variables.

Cllr Holmes raised concern about the possible impact on the residents of Hapsford from dust & noise during the laying of the pipeline. However, he reported that a variety of strategies were being proposed for dealing with dust.

It was agreed to not submit a response.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Green reported upon the amendments that had been made to the following documents:-

- Neighbourhood Plan Consultation Statement, Cllr Green confirmed she had made the amendments to the document that the Parish Councillors had suggested and forwarded to CWaC. Following this she has received comments back and shared these with the meeting. Cllr Green undertook to amend as required and circulate the final document around the Parish Council for approval prior to submission.

- Design Appraisal and Code – Cllr Green and Cllr Holme have reviewed and made changes for this document, CWaC have reviewed these changes and made some recommendations, these were discussed at the meeting and it was agreed that Cllr Green would make the changes and circulate around the Parish Council for approval prior to submission.
- Neighbourhood Plan Submission - Cllr Green again had amended the document following the meeting on 1st October and submitted it to CWaC for their comments. These comments were discussed at the meeting and actions were agreed. Cllr Green undertook to seek clarification from CWaC and then circulate around the Parish Council for approval prior to submission.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 27/10/2024.

Bank Reconciliation

RESOLVED 24/035 – the council approved the bank reconciliation as circulated against the bank statements and Cllr Johnson sign the originals as a true and correct record.

Salary Pay Rates

RESOLVED 24/036 – to approve the LGA new pay scales for 2024-25 be paid and backdated until April 2024.

Income & Expenditure

RESOLVED 24/036 - to accept the income and expenditure as reported to the meeting:-

Income received since the last meeting

Date	Received from:	Gross Amount	Comment
02/09/2024	Bank Interest	£50.91	Interest for period Jun/Sep

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
16/09/2024	Linux Internet Ltd	£23.98	£4.80	£28.78	2yr Domain Registration Fee
16/09/2024	Linux Internet Ltd	£47.88	£9.58	£57.46	Cloud Hosting for 12 Months
25/10/2024	Mrs T Ryall-Harvey	£361.95	£0.00	£361.95	Salary Tax Month 7
29/10/2024	HMRC PAYE	£66.40	£0.00	£66.40	HMRC Tax Month 7
09/10/2024	Shires Accountants	£93.50	£18.70	£112.20	Payroll Services for Months 07 to 12 for tax year 24/25

Payments not yet made for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£440.11	£0.00	£440.11	Salary Tax Month 8
Mrs T Ryall-Harvey	£142.00	£4.17	£146.17	Clerk's Expenses
Walkers Nurseries	£45.10	£9.02	£54.12	Purchase of Daffodils
HMRC PAYE	£86.20	£0.00	£86.20	HMRC Tax Month 8

THE COMMUNITY

Community Litter Picking Event - following the Community Litter Picking event on 26th October 2024, it was confirmed that this had been well attended and the litter that had been collected in Dunham Hill and Hapsford had been removed by CWaC.

Hapsford Village Signs – It was confirmed that the quote to install the ‘village signs’ by CWaC was £750 per sign to include traffic management. Agreement on the location of the signs would need to be agreed with CWaC if this project would move forward.

ACTION: Cllr Johnson undertook to review options and bring a recommendation to the next meeting as to if the project should move forward or be cancelled.

Hapsford Drains – it was confirmed that detailed design for highway improvements was currently being finalized by CWaC. Funding had not yet been confirmed so this scheme may need to wait until 25-26. Works to disconnect the residential property would need to be completed prior to or during works to assist with traffic management costs.

PARISH COUNCIL MATTERS

Action Plan 2025-26

The draft Action Plan was circulated and agreed in the meeting subject to the following changes:-

- Remove the Grant Giving Policy.

Budget Requirements for 2025-26

Parish Councillors were asked to consider any items/projects they wish to include for consideration for the next Parish Council budget should be submitted to the Clerk by the end of December latest.

Cllr Holmes suggested a new tree to plant on the village green to plan to replace the tree that is currently there that will only last within 20 years.

Hapsford Christmas Tree – It was discussed and agreed that should Hapsford want a Christmas Tree this year the only option was to purchase a Christmas Tree along with the Christmas Trees for the Village Hall and Church in the hope that a better price can be achieved, however the Parish Council felt strongly that as the money had run out that alternatives should be explored.

ACTION: Clerk to check with Cllr Wallace about the expectations of Hapsford and if the seated area could be decorated with lights rather than buying a Christmas Tree or if crowd funding from the residents could be organized to fund the Christmas Tree.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 7th January 2025 at 7.30pm at Dunham Hill Village Hall.

The meeting closed at 21.02

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	Approved
	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	Noted but no response submitted.	
5.	24 June 2024	24/01614/FUL	Oakfield Hapsford Lane Dunham On The Hill Chester WA6 0JR	Single storey side extension	No response submitted.	Refused
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	Decided
7.	Thu 25 Jul 2024	24/02232/FUL	27 Talbot Road Dunham On The Hill Chester WA6 0JW	Rear single storey extension	No objection	Approved
	19 August 2024	EN639662642	Dunky's Nursery, Moor Lane, Hapsford.	Installation of a static caravan on a commercial site for educational purposes.		
	Wed 6 th Nov 2024	EN660299245	Commercial Site at Morley Bridge	Shed taken down and larger, taller shed built in it's place, overshadowing the houses to the front.		
	Mon 11 th Nov 2024	EN661533244	Property Opposite Holly Mount Cottage	Running a business, receiving deliveries and processing orders which blocks that highway and the product is stored around the property meaning that the area looks untidy.		
8.	Tue 01 Oct 2024	24/02937/FUL	Highfield Farm Chester Road Dunham On The Hill Chester WA6 0JL	Alterations and extensions to existing outbuilding to convert into annex	No response submitted.	
9.	Mon 23 Dec 2024	24/03569/FUL	Long Barn Barrow Lane Dunham On The Hill Chester WA6 0NR	Retention of the use of former agricultural barn to garage storage space incidental to the main dwelling and retention of garden area.		

Trudy Ryall-Harvey
Dated .30/12/2024

30/12/2024

OUTTURN 2024-25

Dunham Hill & Hapsford Parish Council

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	428	526	434	434	434	434	5,167	5,061	-106
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						112						182	182	-0
General Services																
Website & Broadband	Yearly						86							86	90	4
Village Hall Room Hire	Yearly				192								192	384	200	-184
Newsletter	Quarterly										300	160	80	240	240	0
Bulb Planting & Planters	*								54					354	440	86
Admin.																
Expenses	Monthly	67			53		49		121		75		75	439	450	11
Training														162	200	38
Membership/Subscriptions	Yearly	17			60		35				50			197	179	-18
Data Protection fee	Yearly			35			60				137			35	35	0
Elections	*													0	0	0
Projects																
Defibrillator														0	720	720
Community cleanup	Bi-annual													0	180	180
Maintenance of Assets	*												400	400	400	0
Ad Hoc Beneficial Items (S137)	*								409					409	228	-181
Neighbourhood Development Plan														0	0	0
Money spent from reserves														0	0	0
TOTAL CASH OUT		540	916	448	525	857	643	541	1,111	434	996	594	1,181	8,785	9,085	300

RECEIPTS																
Precept		8,291												8,291	8,291	0
Bank Interest			49				51			51			36	187	106	-81
VAT recovery		877											150	1,027	150	-877
Neighbourhood Development Plan Grant														0	0	0
CWAC contribution														0	500	500
Other									332					332	0	-332
TOTAL CASH IN		9,168	0	49	0	0	51	0	0	383	0	0	186	9,837	9,047	-790
Transaction Cash flow		8,628	7,712	7,313	6,788	5,931	5,339	4,799	3,688	3,637	2,641	2,047	1,052			

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	18,026	17,486	16,375	16,324	15,328	14,734	13,739			
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	No.
				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						-11.70	-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				-4.10	-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				-10.67	-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		154		-210.00						-42.00	-252.00	External Audit Fees	24/032	18
07/08/2024	DH Village Hall		154			-192.00						-192.00	Village Hall - Room Hire for 2023-	24/032	19
23/08/2024	Mrs T Ryall-Harvey		154	-349.35								-349.35	Salary Tax Month 5	24/032	20
29/08/2024	HMRC PAYE		154	-63.40								-63.40	Tax Month 5	24/032	21
02/09/2024	Interest Paid		161								50.91	50.91	Interest for period Jun/Sep	24/036	21
05/09/2024	Mrs T Ryall-Harvey		154				-47.28				-1.37	-48.65	Clerk's Expenses	24/032	22
05/09/2024	SLCC Cheshire Branch		155				-35.00					-35.00	Branch Conference Fees	24/032	23
16/09/2024	National Association of Parish Councils		154				-50.00				-10.00	-60.00	Accreditation Fee	24/032	24
16/09/2024	Linux Internet Ltd		161			-23.98					-4.80	-28.78	2 year Domain Registration Fee	24/036	25
16/09/2024	Linux Internet Ltd		161			-47.88					-9.58	-57.46	Cloud Hosting for 12 Months	24/036	26
25/09/2024	Mrs T Ryall-Harvey		154	-349.35								-349.35	Salary Tax Month 6	24/032	27
29/09/2024	HMRC PAYE		155	-63.40								-63.40	Tax Month 6	24/032	28
09/10/2024	Shires Accountants		161		-93.50						-18.70	-112.20	Payroll Service for Oct - Apr'25	24/036	29
25/10/2024	Mrs T Ryall-Harvey		161	-361.95								-361.95	Salary Tax Month 7	24/036	30
29/10/2024	HMRS Paye		161	-66.40								-66.40	Tax Month 7	24/036	31
07/11/2024	Walkers Nursery		161		-45.10						-9.02	-54.12	Daffodil Bulbs	24/036	32
07/11/2024	Mrs T Ryall-Harvey		161				-142.00				-4.17	-146.17	Clerk's Expenses	24/036	33
25/11/2024	Mrs T Ryall-Harvey		161	-440.11								-440.11	Salary Tax Month 8	24/036	34
29/11/2024	Keith Bradley								-278.32		-55.67	-333.99	Christmas Lights for Dunham Hill		35
29/11/2024	Keith Bradley								-50.00			-50.00	Christmas Tree for Hapsford		36
29/11/2024	HMRC Paye		161	-86.20								-86.20	Tax Month 8	24/036	37
02/12/2024	Bank Interest										51.10	51.10	Interest for period Sep/Dec		38
04/12/2024	The Corporate Christmas										276.65	331.98	Refund for Christmas Lights for DH		39
24/12/2024	Mrs T Ryall-Harvey			-366.17								-366.17	Salary Tax Month 9		40
29/12/2024	HMRC Paye			-67.60								-67.60	Tax Month 9		41
												0.00			
												0.00			
												3,637.43			
TOTALS				-3,864.93	-838.62	-308.96	-490.96	0.00	-328.32	0.00	-126.45	9,595.67			

RECONCILIATION

Current Account	£2,609.41	Year to date balance	£3,637.43
Deposit Account	£13,714.85	Balance Brought Forward	£12,686.83
TOTAL	£16,324.26	Balance	£16,324.26
Less Uncleared Payments			
TOTAL	£16,324.26		£0.00

Ring-Fenced Money for Hapsford Christmas Trees	£52.00
Sharebox and Wildflower Planting in Hapsford	£575.00
Earmarked costs for Planter	£300.00
Earmarked for Milestone Refurbishment	£160.00
Maintenance of Assets in Dunham Hill	£1,225.00
Ring-Fenced for Speed Monitoring Device	£907.00
Election	£3,000.00
General Reserves (upto 1 years Precept)	£7,302.00
Remaining money to spend	£2,803.26

Clerk: *J Ryall-Murray*

30/12/2024

Dunham Hill and Hapsford Parish Council
Bank Reconciliation to Cashbook -
Presented to Meeting on Tuesday 7th January 2025
Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	£16,324.26
Barclays Online Account at 30-12-2024	
Current Account	£2,609.41
Deposit Account	£13,714.85
Less: Unpresented Payment	
TOTAL	£16,324.26
Reconciliation	YES



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill & Hapsford PC >

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£2,609.41

Available balance

Last night's balance £2,609.41



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill Deposit Acc >

[Show recent transactions](#)

£13,714.85

Available balance

Last night's balance £13,714.85

Receipts in since last meeting

Date	Payable to	Gross Amount	Comment
02/12/2024	Bank Interest	£51.10	Interest for period Sep/Dec
04/12/2024	The Corporate Christmas	£331.98	Refund for Christmas Lights for DH

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
29/11/2024	Keith Bradley	£278.32	£55.67	£333.99	Christmas Lights for Dunham Hill
29/11/2024	Keith Bradley	£50.00	£0.00	£50.00	Contribution towards Christmas Tree for Hapsford
24/12/2024	Mrs T Ryall-Harvey	£366.17	£0.00	£366.17	Salary Tax Month 9
29/12/2024	HMRC PAYE	£67.60	£0.00	£67.60	Tax Month 9

Payments not yet made for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£366.17	£0.00	£366.17	Salary Tax Month 10
Mrs T Ryall-Harvey	£115.98	£3.40	£119.38	Clerk's Expenses
HMRC PAYE	£67.60	£0.00	£67.60	HMRC Tax Month 10

Budget Element

	Due Date	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Budget 2025-26	Predicted EOY 24-25	Budget 2024-25	Variance B v PYE	Commentary
EXPENDITURE																		
People																		
Salary & HMRC Tax	Monthly	434	434	434	434	434	434	434	468	438	438	438	438	5,257	5,167	5,061	90	Costs include VAT
Professional service																		
Insurance	Yearly		453											453	420	430	33	
Internal & External Audit	Yearly		62											62	309	50	-247	No External Audit required for 2024-25
Payroll Services	Quarterly	75						122	15					212	182	182	30	
General Services																		
Website & Broadband	Yearly					70								70	86	90	-16	Cloud Hosting 12 Month's subscription - £70
Village Hall Room Hire	Yearly												200	200	344	200	-144	2 Year Domain registration (09/24 - 09/26) - £30
Newsletter	Quarterly	80			80				80					240	240	240	0	
Bulb Planting & Planters	Yearly	*						140	300					440	54	440	386	Plants for the Planters (Spring & Autumn) + Daffodil & Bluebell Bulbs
Admin & Expenses																		
Expenses	Bi-monthly	75	75	75	75	75	50	75	50	75			75	450	439	450	11	Clerk expenses
Training	As required	50			50						50			250	162	200	88	£100 for New Members/ £150 for Clerk
Membership/Subscriptions	Yearly					20					42			62	197	179	-135	£42 - SCCC Membership. £20 - CCA Membership
Data Protection fee	Yearly		35											35	35	35	0	
Elections	4 Yearly	*												0	0	0	0	No election for 2025-26
Projects																		
Defibrillator	Bi-annual	360							50					360	0	720	360	Replacement Battery for a Defibrillator
Community cleanup	*		50											100	0	180	100	Litter picking equipment
Wildflower Planting											400			400	0	0	400	
Neighbourhood Plan			1,000											1,000	0	0	1,000	Completion of Neighbourhood Plan
Maintenance of Assets	*												400	400	0	400	400	Earmark £400 towards Maintenance of Assets
Ad Hoc Beneficial Items (S137)	*						145							145	25	228	120	£145 on Poppy Wreath and Lamp-post Poppies
Money spent from reserves														0	0	0	0	
TOTAL CASH OUT		1,074	1,999	544	484	609	699	821	818	608	530	838	1,113	10,136	7,660	9,085	2,476	

RECEIPTS																		
Precept	8,291	7%												8,900	8,291	8,291	609	
Bank Interest			36					36			36			108	136	106	-28	
VAT recovery												130		130	1,027	150	-857	
Neighbourhood Development Plan Grant														0	0	0	0	
CWAC contribution														0	0	500	0	
Money taken from reserves														1,000	0	500	1,000	From Reserves
Other														0	0	0	0	
TOTAL CASH IN			8,900	1,000	36	0	0	36	0	0	36	0	130	10,138		9,047	3,307	
Transaction Cash flow			7,826	6,827	6,320	5,836	5,227	4,528	3,744	2,925	1,823	985	2					

EARMARKED FROM RESERVES																		
Earmarked for Tippee, Share Box and Wildflowers P	575																	
Earmarked for Defibrillator Accessories	720																	
Earmarked for costs of Planter	650																	
Earmarked for Milestone Refurbishment	160																	
Maintenance of Assets in Dunham Hill	1,625																	
Ring-Fenced for Speed Monitoring Device	907																	
Election	3,000																	
General Reserves (upto 1 years Precept)	7,302																	
TOTAL RESERVES	14,939																	

Cash in Bank	14,480		22,306	21,307	20,800	20,316	19,707	19,008	18,224	17,405	16,797	16,303	15,465	14,482				
End 2024-25			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				

ChALC Virtual Training Schedule 2025

For the calendar of dates and details of individual session outlines please scroll down this document

Programme Details:

To support councils' development needs, ChALC aims to provide a rolling programme of our core training offer throughout the year. Set out on the pages below is the schedule calendar for 2025 listing the session name, dates, times and length of session. Course details can be found below the calendar.

The session length is only an indication of the time as delegates are encouraged to ask questions and engage so sometimes a session may overrun (and sometimes it may be a little shorter).

Please note that from time to time we will ask external trainers to provide ad hoc sessions for ChALC on more specific subjects to enhance the learning offer. **These will be listed, and the schedule updated, as they become available.** The schedule also includes some national training offers.

Providers and relevant course dates are colour coded as follows: -

Trainer	Session Cost	Trainer	Session Cost	Trainer	Session Cost
ChALC	£25 member £40 non-member	Parkinson Partnership	£35 member £50 non-member	ChALC Briefings	Members - FREE £15 non-member
David Kaiserman	£35 member £50 non-member	Trainer Breakthrough Communications	Session Cost £30 member £45 non-member	Trainer	Session Cost

N.B. All sessions listed will be VIRTUAL unless specified. Please check course availability and make a booking by contacting sharonangus-crawshaw@chalc.org.uk or nikkiroberts@chalc.org.uk

Cancellation Policy - if you find yourself unable to attend any session please contact Nikkiroberts@chalc.org.uk or sharonangus-crawshaw@chalc.org.uk immediately. Bookings cancelled with less than 48 hours notice or 'no shows' will be charged at the full price advertised. Extenuating circumstances will be considered but must be advised as soon as possible.

CHALC TRAINING CALENDAR 2025

JANUARY			FEBRUARY			MARCH		
Date	Time	Session	Date	Time	Session	Date	Time	Session
16 th	10.00am – 12.00pm	Induction for councillors and clerks	1 st	6.30pm – 8.30pm	Roles and Responsibilities	4 th	6.30pm – 8.30pm	Meetings and Procedures
21 st	6.30pm – 8.30pm	Induction for councillors and clerks	13 th	1.00pm – 3.00pm	Roles and Responsibilities	6 th	10.00am – 12.00pm	Meetings and Procedures
APRIL			MAY			JUNE (TBC)		
Date	Time	Session	Date	Time	Session	Date	Time	Session
15 th	6.30pm – 8.30pm	Chairmanship	6 th	6.30pm – 8.30pm	CEC Code of Conduct			
17 th	1.00pm – 3.00pm	Chairmanship	20 th	6.30pm – 8.30pm	CW&C Code of Conduct			
JULY			AUGUST (TBC)			SEPTEMBER		
Date	Time	Session	Date	Time	Session	Date	Time	Session
22 nd	6.30pm – 8.30pm	Induction for councillors and clerks				16 th	6.30pm – 8.30pm	Roles and Responsibilities
24 th	1.00pm – 3.00pm	Induction for councillors and clerks				18 th	10.00am – 12.00pm	Roles and Responsibilities
OCTOBER			NOVEMBER			DECEMBER		
Date	Time	Session	Date	Time	Session	Date	Time	Session
7 th	6.30pm – 8.30pm	Meetings and Procedures	4 th	6.30pm – 8.30pm	CEC Code of Conduct	9 th	6.30pm – 8.30pm	Chairmanship
9 th	1.00pm – 3.00pm	Meetings and Procedures	18 th	6.30pm – 8.30pm	CW&C Code of Conduct	11 th	10.00am – 12.00pm	Chairmanship

External Provider TRAINING OFFERS 2025 - BOOKED THROUGH CHALC

JANUARY			FEBRUARY			MARCH		
Date	Time	Session	Date	Time	Session	Date	Time	Session
15 th	10.00am – 11.30am	The Role of Internal Audit	4 th	10.00am – 11.30am	VAT Partial Exemption	4 th	10.00am – 11.30am	Finance for Councillors
16 th	10.00am – 11.30am	Introduction to VAT	11 th	10.00am – 11.30am	VAT for Registered Councils	5 th	10.00am – 11.30am	The Role of Internal Audit
21 st	10.00am – 11.30am	Procurement Act 2023	13 th	10.00am – 11.30am	Year End & Audit - Councils over £25,000	6 th	10.00am – 11.30am	Year End & Transparency – Councils under £25,000
22 nd	10.00am – 11.30am	Internal Controls	18 th	10.00am – 11.30am	Introduction to VAT	11 th	10.00am – 11.30am	Year End & Audit –Councils over £25,000
23 rd	10.00am – 11.30am	Finance for Councillors	19 th	10.00am – 11.30am	Internal Controls	13 th	10.00am – 11.30am	Income & Expenditure Accounts (for larger councils)
28 th	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)	25 th	10.00am – 11.30am	Year End & Audit - Councils over £25,000	18 th	10.00am – 11.30am	Year End & Transparency – Councils under £25,000
30 th	6.30pm – 8.00pm	Finance for Councillors	27 th	10.00am – 11.30am	Procurement Act 2023	20 th	10.00am – 11.30am	Year End & Audit –Councils over £25,000
			25 th	10.00am – 11.30am	Income & Expenditure Accounts (for larger councils)			
			26 th	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)			

APRIL				MAY			JUNE		
Date	Time	Session		Date	Time	Session	Date	Time	Session
2 nd	10.00am – 11.30am	Internal Controls		1 st	10.00am – 11.30am	VAT for Registered Councils	3 rd	10.00am – 11.30am	Finance for Councillors
22 nd	10.00am – 11.30am	Procurement Act 2023		8 th	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)	5 th	10.00am – 11.30am	Introduction to VAT
24 th	10.00am – 11.30am	Finance for Councillors		28 th	10.00am – 11.30am	Internal Controls	12 th	10.00am – 11.30am	Procurement Act 2023
29 th	10.00am – 11.30am	Introduction to VAT					17 th	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)
				19 th	10.00am – 11.30am	VAT Partial Exemption	19 th	10.00am – 11.30am	VAT Partial Exemption
							24 th	10.00am – 11.30am	VAT for registered councils

Please book any Parkinson Partnership sessions with nikkiroberts@chalc.org.uk

			Costs Split Between PC's				
			PC1	Dunham Hill and Hapsford	PC2	PC3	PC4
Training							
Commenting Effectively on Planning Applications	13th January 2025	£36.00	£36.00	£7.20	£28.80		
What to do if you Consider a Bad / Unlawful Planning Decision has been Made	15th January 2025	£36.00	£36.00	£7.20	£28.80		
Managing Closed Churchyards	10th February 2025	£54.00	£54.00	£10.80	£43.20		
An Introduction to Planning Obligations	17th February 2025	£36.00	£36.00	£7.20	£28.80		
Reforms to the National Planning Policy Framework in England: What Clerks Need to Know	18th March 2025	£36.00	£36.00	£7.20	£28.80		
Civility and Respect Training							
Civility and Respect: Personal Resilience and Self-Protection	18th March 2025	£36.00	£36.00	£7.20	£28.80		
Civility and Respect: What Makes People Become Challenging?	25th March 2025	£36.00	£36.00	£7.20	£28.80		
Civility and Respect: Uncovering the Issues for the Public Sector	11th March 2025	£36.00	£36.00	£7.20	£28.80		
Conference							
SLCC Staff Conference	Sep-25	£45.00	£45.00	£45.00			
SLCC Themed Summits							
Subjects not released yet							
4 x Themed Summits	Feb/ May/ Jul/ Dec	£288.00	£288.00	£57.60	£230.40		
Total Training Costs		£639.00	£639.00	£163.80	£475.20		