

DUNHAM HILL & HAPSFORD ANNUAL PARISH COUNCIL MEETING

Tuesday 5th & 12th May 2020, at 7.00pm, via Go to Meeting.

MINUTES

Present: Cllr D Cowap – Chair

Cllr R Johnson

Cllr S Willett

Cllr C Green

Clerk: Mrs T Ryall-Harvey

Cllr K Bradley

Cllr K Holmes

Cllr S Moore

Cllr R Hadden

Members of the public: 0

ELECTION OF CHAIR AND VICE-CHAIR FOR 2020-21

RESOLVED 20/001 – that David Cowap be elected as Chair for 2020-21

RESOLVED 20/002 – that Kevin Holmes and Ruth Hadden be elected as Vice-Chair for the period 2020-21.

Acceptance of office declarations will be signed before the next meeting.

CONSIDERATION OF APPLICATION FOR CO-OPTED VACANCY

RESOLVED 19/003 - that Esther Gibbons stand as a co-opted Parish Councillor for the period 2020-22. Acceptance of office and Members interests to be submitted within 21 days.

APOLOGIES FOR ABSENCE – Apologies for absence were received from Ruth Hadden for meeting on 5th May.

DECLARATION OF INTERESTS – No declarations of interest were reported.

ACCEPTANCE OF MINUTES

RESOLVED 20/004 - that the Chair signs, as a correct record of the circulated minutes of the Parish Council meeting on the 3rd March, 2020.

PUBLIC PARTICIPATION – No items of Public Participation were raised.

ITEMS FOR DISCUSSION

Village Road Blockage – John Deere Tractor – this has been reported to the police. It was noticed that it was not parked on the road – it was agreed that this should be monitored.

The meeting on Tuesday 5th of May was terminated due to technical reasons. The meeting was re-advertised for 7.00pm on Tuesday 12th May and the meeting continued.

Cllrs Hadden and Willett joined the meeting.

Purchase of lawn Mower for the green. Cllr Holme raised concern about the health and safety and insurance if the Parish Council were to purchase a mower. Mr Tomlinson had already volunteered to mow the green. It was proposed to accept Mr Tomlinson's offer and suggest we pay for the petrol. Cllr Willett to speak directly to Mr Tomlinson.

Layman – look at potential of recruiting a Layman to undertake regular maintenance, it was agreed that this should be discussed at the next meeting and a budget be put in place for 2021-21. Circulate job description to see if it could be relevant for Dunham Hill and Hapsford.

Dog Fouling – this had been on the increase, residents had comments on the What's App that dog walkers were not taking their dog litter home. It was requested that Dog Fouling be included in the next newsletter. Chase Cheshire West and Chester Council for the dog fouling signs.

PLANNING

- Councillors noted the Planning Register dated 25/04/2020.

ACCOUNTS

Cashbook – the council accepted the cashbook dated 21/04/2020

Income & Expenditure **RESOLVED 20/005** – to accept the income received of £6,305 from CWaC for the Precept.

RESOLVED 20/006 - to accept the expenditure as circulated at the meeting:-

To Whom Paid	Comments	Amount
CHALC	Chairmanship Training	£70.00
Clerk's Salary	Tax Point 1	£223.48
Clerk's Expenses		£75.81
Traffic Technology	SID Machine	£2,706.00
Clerk's Salary	Tax Point 2	£223.48
Came & Co	Insurance for 2020-21	£342.87
Old Chad Orchard Ltd	Code of Conduct Training	£210

Yearly Payments for Approval

RESOLVED 20/007 – that payments listed below can be made throughout the year in between meetings using the above resolve as long as they are in-line with the budgets set.

Salary	HMRC	Expenses
Autela Payroll	Newsletter	Bulb Planting and Planters

Insurance

RESOLVED 20/008 To approve the payment of the insurance for 2020-21 in-line with the fixed term price we received in 2019 from Came & Co.

2019-20 AUDIT

The Clerk provided the meeting with information with regards to the finances for 2019-20.

Summary Pack – the Parish Council received the end of year financial summary pack and

RESOLVED 20/009 – That the Council note the significant variances as circulate.

Certificate of Exemption – **RESOLVED 20/010** – That the Council wish to certify themselves as exempt from a limited assurance review.

Governance Statement **RESOLVED 20/011** – That the Council agree all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2019-20.

Accounting Statement **RESOLVED 20/012** – That the Council agree the accounting statement of the AGAR 2019-20.

Internal Audit Report – The council noted the report dated 20th April 2020 from the Internal Auditor

Notice of Public Rights – **RESOLVED 20/013** – that the Council accept the signing of the Notice of Public Rights

VILLAGE IN BLOOM & COMMUNITY LITTER PICKING EVENTS

- Community Litter Picking – Cllr Cowap reports on some residents who had been litter picking on their own. The Parish Council thanked the residents for this.
- Trees for Dunham Hill and Hapsford – The Parish Council reported on complaints that had been received from residents. CWaC had published the consultation and issued the license. Cllr suggested that there was a tree in Hapsford that had fallen in the high winds and it was suggested that some trees be planted to replace this. It was also report that a resident of Hapsford had recently died under unfortunately circumstances and it was suggested that a memorial be put up in their memory.

RESOLVED 20/014 to continue with the tree planting.

PARISH COUNCIL ASSETS - RESOLVED 20/014– That the Council confirm the Asset Register as circulated.

Cllr Green removed herself from the discussion due to a conflict of interest.
Cllr Bradley reported on a quote he had received a quote of £1,628 + VAT to repair and treat the bus shelters and to re-felt the roof's where required, re-shingle and remove the ivy. Risk Assessment and a copy of the insurance was requested to be provided.

This quote was compared to the two other quotes received in of £2,230 & £4,452.

On agreement of the Parish Council with was **RESOLVED 20/015** that we move to proceed with the work subject to appropriate Risk Assessments and insurance

Cllr Green returned to the meeting.

ITEMS FOR INCLUSION IN THE NEXT NEWSLETTER

Items for inclusion in the next Newsletter were:-
- Dog Fouling

Newsletter to be prepared for distribution for June/July.
Cllr Green to photocopy.

POLICIES – It was **RESOLVED 20/016** that the Absence Policy, Bullying Policy, Equal Opportunities & Financial Regulations be approved for 2020.

DATES FOR MEETINGS FOR 2020-21 – it was **RESOLVED 20/017** that the dates for the meetings for 2020-21 be set as below:-

Tuesday 5th May, 2020	Tuesday 7th July, 2020
Tuesday 1st September, 2020	Tuesday 3rd November, 2020
Tuesday 5th January, 2021	Tuesday 2nd March, 2021
Tuesday 4th May, 2021	

All meetings due to start at 7.30pm in Dunham Hill Village Hall unless otherwise advertised.
Extraordinary meetings are called as required and will be advertised on the Notice Board and website.

DATE OF NEXT MEETING

The next meeting would be held on Tuesday 7th July, 2020 at 7.30pm in the Village Hall.

The meeting closed at 8.00 pm

Signed:..... Dated:.....
Mrs T Ryall-Harvey 12/05/2020