



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 4th March, 2025 to be held in Dunham Hill Village Hall, which will directly follow-on from the Parish Meeting scheduled to start at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk

24/02/2025

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) <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> <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</i>
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 7 th January 2025.
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 note the written update on the Neighbourhood Plan and agree any actions required.
10.	ACCOUNTS	1. To accept the Cash Book and Outturn v Budget Reports. 2. To approve the Bank Reconciliation against Cashbook YTD. 3. To agree Payroll Provider for 2025-26. 4. To approve the Clerk's claiming of VAT for period April 2024 – March 2025. 5. 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. Pink Poo Campaign – to receive a verbal update.. 4. Community Litterpicking Event – to agree a date for the future event.
12.	PARISH COUNCIL MATTERS	1. Risk Assessment – to review and approve the Risk Assessment for 2025. 2. Asset Register – to review and approve the Asset Register for 2025. 3. To agree and appoint an Internal Auditor for 2024-25.

	DATE OF NEXT MEETING	To note the date of the Annual Meeting of the Parish Council as Tuesday 6th May 2025 at 7.30pm.
--	----------------------	---



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 7th January 2025, at 7.30pm in the Dunham Hill Village Hall.

MINUTES

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

Cllr R Johnson
Cllr K Holmes
Cllr S Wallace

Clerk: Mrs T Ryall-Harvey

Members of the public: 0

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr H Boardman due to family commitments review in 2 months' time.

it was noted that Cllr N McGarrigle had not attended a meeting since his co-option in July 2024, it was therefore discussed and unanimously **RESOLVED 24/037** to remove Cllr N McGarrigle from the Parish Council due to his nonattendance at meetings.

PARISH COUNCIL VACANCIES – It was reported that there was currently one vacancy available for co-option and no applications had been received since the last meeting.

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 – nothing raised.

CORRESPONDENCE

It was reported that the Police Crime Commissioner Dan Price was organizing a meeting with CWaC Borough, Town and Parish Councils on 22nd January 2025, a volunteer was sought to attend this meeting. It was agreed that Keith Bradley would attend this on behalf of the Parish Council.

It was reported that PCSO Debbie Netherton has returned to work following sick leave and would be the point of contact our Parish Council moving forward.

It was reported that the Goway Park – FCC had provisionally set their next meeting for Thursday 6th March at 10.00am, it was confirmed that Kevin Holmes could attend this meeting.

It was reported that the 80th anniversary of VE Day was due to take place on 8th May 2025 and information on any planned celebrations were sought. Cllr Jones confirmed that she would plan something to take place at the Boshaw Centre and confirm back exact details to the clerk so that they can be registered on the official VE Day website.

ACTION: Cllr Jones to organize a VE Day 80th anniversary celebration and confirm details back to Clerk.

ACTION: Clerk to register the anniversary celebrations on the official VE Day website.

ACCEPTANCE OF MINUTES

RESOLVED 24/038 - that the Chair of the meeting signs, as a true and correct record the circulated minutes of the Parish Meeting held on Tuesday 5th November 2024.

PLANNING

The Planning Register dated 30/12/2024 was accepted and changes to the planning register from last meeting were noted.

It was noted that the following planning consultations had been received since the last meeting:-

- **24/02937/FUL** – Highfield Farm, Chester Road, Dunham on the Hill, Chester WA6 0JL – Alterations and extensions to existing outbuildings to convert into annex – no response had been submitted by the Parish Council in relation to this consultation.
- **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 – the Parish Council undertook to visit the premises and provide response.

Enforcement Issues

It was noted that a large mobile home which people were living in, had been installed in the garden of the bungalow adjacent to the sheltered housing at Bridge Trafford. It has been installed at 90 degrees to the highway and just fit between the hedge adjacent the road and the bungalow.

ACTION: Clerk to report to Planning Enforcement once photographs have been provided.

It was reported that a static caravan had also been place erected at The Paddocks, Chester Road, Dunham on the Hill.

ACTION: Clerk to report to Planning Enforcement once photographs have been provided.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Green had circulated prior to the Parish Council meeting amended documents for the Parish Councillors to review, she highlighted the changes and sought agreement/ confirmation on amended wording. Following this she recommended that these documents now be submitted to Cheshire West and Chester Planning Office for Regulation 16 review. It was unanimously **RESOLVED 24/039** that the following documents be submitted to Cheshire West and Chester Planning Office:-

- Neighbourhood Plan Consultation Statement
- Submission and Neighbourhood Plan
- Design Appraisal and Code
- Basic Conditions Statement

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 30/12/2024.

Bank Reconciliation

RESOLVED 24/040 – the council approved the bank reconciliation as circulated against the bank statements and Cllr Green sign the originals as a true and correct record.

Churchyard Grant Application

It was reported that the Treasurer for St Luke's Church had confirmed that there was nothing to claim this year via the Cheshire West and Chester Churchyard Grant scheme due to volunteers maintaining the closed churchyard free of charge.

RESOLVED 24/041 - to accept the income and expenditure as reported to the meeting:-

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	£119.71	£3.40	£123.11	Clerk's Expenses
HMRC PAYE	£67.60	£0.00	£67.60	HMRC Tax Month 10

THE COMMUNITY

Hapsford Village Signs – following last meeting discussions it was agreed that Cllr Johnson would reconfirm if the resident who had previously mentioned he was willing to fund the village signs project still remained willing, alternatively Cllr Wallace and the Clerk were to explore grant funding for this project.

Hapsford Drains – Cllr Wallace reported that further residents had shared concerns about the effluent that was evident coming out of the drains at bottom of Moore Lane and requested how this could be escalated. It was recommended that as CWaC Highways Department prioritising this work that it should be reported to Environmental Health Agency at Cheshire West and Chester Council. Cllr Wallace undertook to share this information with resident.

Wildflowers in Hapsford – it was reported that a quote had been received from Northwich Town Council to flail mow areas, apply herbicide and prep ground to apply seed and roll areas previously sown with Wildflowers, it was noted that the cost did not include supply and sowing of the wildflower seed. Quote was £955.

It was agreed to request this area be put back to grass and mown on a regular cycle.

Plan of activities for 2025 – following the Action List that was approved at the last meeting it was reported that planned activities for 2025 would include:-

Dunham Hill Lights turn on 7th December 2025 at 4.30pm

It was also reported that following the funding for the Christmas Tree at Hapsford running out and the tree this year being provided by the remaining fund that the Parish Council held and a donation from a Hapsford

resident, it was therefore agreed that the Parish Council would no longer purchase a Christmas Tree for Hapsford. Cllr Wallace suggested that the purchase of low voltage lights be explored to be installed on the fir tree that was planted on the green in future years.

ACTION: Cllr Johnson and Cllr Holmes to review the electricity and lights requirements for Hapsford.

ACTION: Clerk/Cllr Wallace to explore grant funding for the purchase of low-voltage lights.

PARISH COUNCIL MATTERS

Training for 2025-26 – the training schedule from CHALC was circulated and the Parish Councillors were asked to consider if there was anything they wished to attend in 2025 and advise the Clerk accordingly.

The Clerk circulated a schedule of training she wished to undertake in 2025 and it was **RESOLVED 24/042** to approve the fund of this as it was split between 5 Parish Council and would cost the Parish Council £163.80.

Budget for 2025-26

Following the draft budget being circulated prior to the meeting, the budget was reviewed and the Parish Council **RESOLVED 24/043** unanimously to accept the budget for 2025-26 of £10,136 as set out below:-

Budget Element	Budget 2025-26
EXPENDITURE	
People	
Salary & HMRC Tax	5,257
Professional service	
Insurance	453
Internal & External Audit	62
Payroll Services	212
General Services	
Website & Broadband	70
Village Hall Room Hire	200
Newsletter	240
Bulb Planting & Planters	440
Admin & Expenses	
Expenses	450
Training	250
Membership/Subscriptions	62
Data Protection fee	35
Projects	
Defibrillator	360
Community cleanup	100
Wildflower Planting	400
Neighbourhood Plan	1,000
Maintenance of Assets	400
Ad Hoc Beneficial Items (S137)	145
TOTAL CASH OUT	10,136
RECEIPTS	
Precept	8,900
Bank Interest	108
VAT recovery	130
Neighbourhood Development Plan Grant	0
CWAC contribution	0
Money taken from reserves	1,000
Other	0
TOTAL CASH IN	10,138

Precept for 2025-26

Precept for 2025-26 -the Parish Council **RESOLVED 24/044** unanimously to request a precept level of £8,900 which is 7% increase on the precept from 2024-25 and an increase to the Band D charge of £2.33 per household per year.

Parish Meeting 2025

The Clerk reported that the Parish Council had a statutory requirement to hold a Parish Meeting and the annual Parish Meeting needs to take place between 1st March and 1st June every year.

The Parish Meeting is the opportunity for residents and local community groups to get together and report on things that have happened in the village in the last 12 months.

It was therefore suggested that this be held on Tuesday 4th March at 7.00pm immediately prior to the Parish Council Meeting.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 4th March 2025 immediately after the Parish Meeting at 7.00pm in Dunham Hill Village Hall.

The meeting closed at 20.47

Signed:..... Dated:.....
Mrs T Ryall-Harvey

Dunham Hill & Hapsford Parish Council Planning Register 2022

	Received	No.	Location	Description	PC Observation	Result
	Tue 13 Dec 2022	22/04619/FUL	Renley Chester Road Dunham On The Hill Chester Cheshire WA6 0IQ	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	Decided

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	Approved
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 24/00357/EOP DEV	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 24/00401/EM COU	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.	Approved
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.	Supported	
	Thur 23 Jan 2025	EN681116380 25/00019/EOP DEV	Static Caravan situated in front drive of property at Morley Bridge	Static Caravan situated in front drive of property		
	Thur 30 Jan 2025	EN683121525 25/00044/EAD VRT	Sign for Dunky's Day Nursery	Erected on verge without planning permission		
10.	Fri 03 Jan 2025	25/00010/LDC	Unit 2 Windy Bank Farm Oakmere Lane Hapsford Frodsham WA6 0JY	Lawful development certificate to establish existing use for use of the building as a warehouse (Use Class B8) for storage of commercial goods.	No objection	

11.	Mon 23 Dec 2024	24/03823/OU T	Land At Mere's Edge Mere's Edge Helsby	Outline application for up to 120 dwellings (with access for approval; appearance, landscaping, layout and scale reserved for future approval) residential development (Use Class C3) with new vehicular, pedestrian and cycle access, a new bridge and associated landscaping, engineering and demolition works	No response submitted	
-----	--------------------	------------------	---	--	-----------------------	--

Judy Ryall-Harvey
Dated .19/02/2024

Neighbourhood Plan Update – February 2025

All documents related to the plan (Plan, Consultation Statement, Basic Conditions) have been submitted to Cheshire West and Chester Planning Office and a formal submission compliance letter has been received. This letter confirms that CWaC have received all the necessary documents and that they believe that they meet the relevant legal and procedural requirements.

The next stage is the Regulation 16 'publicity stage' consultation period. This is where CWaC publicise the Plan on their website and in any such other manner considered likely to bring the proposal to the attention of the people who live, work or carry on business in the neighbourhood area. CWaC will also notify the consultation bodies mentioned in the consultation statement; giving at least 6 weeks to respond. They will prepare a SEA, HRA and Marine Plan Screening Determination report, which takes account of the amendments made to the neighbourhood plan and will send a copy to the statutory consultees. The parish council will support CWaC by forwarding communication to those residents who responded during the Regulation 14 consultation, letting them know that the current consultation period has started. Paper documents will be placed in Helsby library, the Boshaw Centre and on the mobile library van. Thanks are extended to the Boshaw Centre for their cooperation in making the centre available at allotted times. All this information will be communicated via posters and in the local newspaper. The consultation is due to start on 27th February (date to be confirmed).

At the publicity stage any consultation responses go back to the local authority who will forward them on to the examiner. The parish council won't need to deal with the consultation responses received at this stage.

The examiner will review the submitted documents and the comments received and will decide if the plan meets the basic conditions and if any amendments need to be made to the plan. After the examiner's recommendations are received, as long as the plan meets the basic conditions it can proceed to referendum. If it gets a 'yes' vote at referendum it would be made by the local authority. An independent examiner has been appointed.

CWaC have shared a copy of the referendum guidance for campaigners and parish councillors which will be circulated at the next parish council meeting. The referendum stage is a time away, as the publicity consultation and examination need to be undertaken first. However, there are restrictions on what publicity can be undertaken during the 28-day period before the referendum. Councillors need to be mindful of this guidance to ensure that we comply with it whilst raising awareness of the consultation period (to make sure people know about it and vote 'yes' at the referendum). Any publicity needs to be done well before the referendum period starts. There is usually about 6 months between the publicity consultation and the referendum. Confirmation of the referendum date will be received in due course.

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	5,166	5,061	-105
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								332	200	-132
Newsletter	Quarterly												140	240	240	0
Bulb Planting & Planters	*								54					54	440	386
Admin.																
Expenses	Monthly	67			53		49		121		66		75	430	450	20
Training																
Membership/Subscriptions	Yearly	17			60		35				16		75	203	200	-3
Data Protection fee	Yearly						60				38			98	179	81
Elections	*			35										35	35	0
														0	0	0
Projects																
Defibrillator																
														0	720	720
Community cleanup	Bi-annual													0	180	180
Maintenance of Assets	*													0	400	400
Ad Hoc Beneficial Items (S137)	*													409	228	-181
Neighbourhood Development Plan									409					0	0	0
Money spent from reserves														0	0	0
TOTAL CASH OUT		540	916	448	525	857	643	541	1,111	434	553	434	964	7,964	9,085	1,121

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	3,084	2,651	1,873			

EARMARKED FROM RESERVES																
Earmarked for Hapsford Christmas Tree	52															
Sharebox and Wildflower Planting in Hill	575															
Earmarked costs for Planter	300										300					
Earmarked for Milestone Refurbishment	160															
Maintenance of Assets in Dunham Hill	1,225										400					
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	15,771	15,337	14,559			
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		165						-278.32		-55.67	-333.99	Christmas Lights for Dunham Hill	24/041	35
29/11/2024	Keith Bradley		165						-50.00			-50.00	Christmas Tree for Hapsford	24/041	36
29/11/2024	HMRC Paye		161	-86.20								-86.20	Tax Month 8	24/036	37
02/12/2024	Bank Interest		165								51.10	51.10	Interest for period Sep/Dec	24/041	38
04/12/2024	The Corporate Christmas		165							55.33	276.65	331.98	Refund for Christmas Lights for Dunham Hill	24/041	39
24/12/2024	Mrs T Ryall-Harvey		165	-366.17								-366.17	Salary Tax Month 9	24/041	40
29/12/2024	HMRC Paye		165	-67.60								-67.60	Tax Month 9	24/041	41
09/01/2025	Mrs T Ryall-Harvey		165				-119.71					-123.11	Clerk's Expenses	24/041	42
23/01/2025	Shires Accountants		165		-15.00							-18.00	Backpay Adjustment	24/041	43
25/01/2025	Mrs T Ryall-Harvey		165	-366.17								-366.17	Salary Tax Month 10	24/041	44
29/01/2025	HMRC Paye		165	-67.60								-67.60	Tax Month 10	24/041	45
25/02/2025	Mrs T Ryall-Harvey			-366.17								-366.17	Salary Tax Month 11		
28/02/2025	HMRC Paye			-67.60								-67.60	Tax Month 11		
												0.00			
												0.00			
												2,628.78			
TOTALS				-4,732.47	-853.62	-308.96	-610.67	0.00	-328.32	0.00	-132.85	9,595.67			

Current Account	£1,600.76	Year to date balance	£2,628.78
Deposit Account	£13,714.85	Balance Brought Forward	£12,686.83
TOTAL	£15,315.61	Balance	£15,315.61
Less Uncleared Payments			
TOTAL	£15,315.61		£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	£1,794.61		
		Clerk: <i>J Ryall-Haway</i>	19/02/2025

Dunham Hill and Hapsford Parish Council
Bank Reconciliation to Cashbook -
Presented to Meeting on Tuesday 4th March 2025
 Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	£15,315.61
Barclays Online Account at 19-02-2025	
Current Account	£2,034.53
Deposit Account	£13,714.85
Less: Unpresented Payment	-£433.77
TOTAL	£15,315.61
Reconciliation	YES



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill & Hapsford PC >



[Show recent transactions](#)

£2,034.53

Available balance

Last night's balance £2,034.53



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill Deposit Acc >



[Show recent transactions](#)

£13,714.85

Available balance

Last night's balance £13,714.85



DUNHAM HILL AND HAPSFORD PARISH COUNCIL

GENERAL RISK ASSESSMENT

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES/COMMENTS	RESULTS
PARISH COUNCIL ASSETS								
1.	Outside seating area - Hapsford	Vandalism Cost of Replacement	Injury to people Equipment	8	2	1	Insurance including Public Liability.	A
2.	Noticeboards:- - Outside the Boshaw Centre, Village Road. - Moor Lane, Hapsford - Outside the Green Space in Hapsford. - Outside of the Village Hall, Village Road, DH - On side of Dunham Arms (not currently utilised)	Vandalism Cost of Replacement	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
3.	Defibrillators:- - In Phone Box on Village Road - In Phone Box on Moor Lane, Hapsford	Vandalism Cost of Replacement Repair Cost	Residents who need to use facilities	10	1	4	Insurance including Public Liability Make contingency provision in Parish Councils reserves for replacement.	A
4.	Speed Indicator Device	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
5.	Telephone Boxes - Opposite Boshaw Centre, Village Road. - Moor Lane, Hapsford	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
6.	Bus Shelters:- - A56 near Dunham Arms - A56 Outside Wheatsheaf	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T

- A56 Opposite Wheatsheaf												
- A5117 Westbound at Hapsford												
- A56 near Low Hill												
7. Laptop	Cost of Replacement Repair Cost Accidental Damage	Clerk	2	2	4				Insurance including Public Liability Make contingency provision in Parish Councils reserves for replacement.		T	
8. Decorative Lighting	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4				Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.		A	
PARISH COUNCIL GENERAL												
9. Failure to attract sufficient candidates for Member Vacancies or elections	Reduce representation of neighbourhoods. Lack of resource. Possible meeting inquorate	Members	1	1	2				Actively publicise Council. Seek candidates amongst friends and colleagues. Publicise elections & vacancies on noticeboards and PC Website.		A	
10. Failure to achieve quorum at meetings	Business not transacted. Decisions not made.	Members Clerk	1	1	2				Issue members agenda promptly and seek confirmation or quorum before meeting date.		T	
11. Lack of public consultation by Parish Council	Decisions not based on evidence People disenfranchised	Members	1	1	1				Ensure meetings are published on noticeboards and website. Include Public Participation on all Agendas Ensure seating available at meeting for public Publish Agenda and minutes on website.		T	
12. Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	Clerk	1	1	1				Clerk to advertise exercise of rights for inspection on website and noticeboard and respond to requests.		A	
13. Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal Risk	Members	2	1	2				Obtain and read 'Good Councillors Guide' for any new Parish Councillors. Avoid making commitments on behalf of the parish council. Attend relevant training course.		A	
14. Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	2	2	4				Clerk to publish minutes once approved by Parish Council on the Parish Council website.		A	

15.	Inaccurate, untimely, improper minutes.	Poor decisions in future. Poor evidence for decisions	Clerk	1	2	2	Clerk to check minutes with Councillors not more than 14 days after meeting. Minutes published <i>Unapproved</i> .	A
16.	Inadequate document control	Poor evidence Poor support to Members	Clerk	1	1	1	Clerk to establish filing system.	A
17.	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members	1	3	3	Members to review Standard and Code of Conduct.	A
18.	Incomplete/inaccurate register of Members' Interests	Lack of Transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review Standard and Code of Conduct	A
19.	Failure to complete/submit Annual AGAR return on time.	Poor Auditors Report Public Confidence suffers	Clerk	1	5	5	Clerk to maintain diary and report to Parish Council meeting in May – September process	A
20.	Loss of data on PC due to system failure	Interruption to effective administration Possible financial loss	Clerk	1	3	3	External hard-drive backup quarterly.	A
21.	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	3	3	6	Option 1: - Internal Councillors trained to undertake wide range of financial and administration tasks. Option 2: Seek a temporary clerk to cover role from surrounding Parish Councils	A
22.	Lack of professional advice	Poor decisions	Clerk	2	2	4	Maintain membership of CHALC & SLCC	A
23.	Failure to correctly identify local needs or wishes	Council does not represent the people. Resources not applied.	Members	1	3	3	Maintain close contact with local residents. Advertise Parish Meetings to obtain residents feedback.	A
24.	Financial	Misappropriation of Council Funds Financial Loss	Public Service	1	2	2	All banking arrangements and changes to banking services approved by the council and recorded in the minutes. Pay invoices by cheque/bank transfer. Two councillors to sign each cheque and cheque bank stub. Internet banking Clerk to set payment up and one councillor to authorise payment. Quarterly reconciliation of Parish Council Accounts to be brought to Parish Council meeting for Councillors review.	A

									Annual scrutiny of all Financial Records by Internal Auditor. If an External Audit it required then Auditor to be provided with Clerk and Chairman's contact details.	
25.	Income	Unable to fulfil responsibilities	Public Service	1	1	1	1	1	Ensure Parish Council understands and complies with current VAT legislation.	A
26.	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	1	2	2	2	Maintain insurance Playground inspection regime established.	A
27.	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	1	3	3	3	Maintain inspection regime. Maintain insurance. Liaise with PCSO/Police.	A
28.	Loss to third party	Possible litigation Costs/damages	Clerk	1	2	2	2	2	Review Health & Safety Ensure adequate insurance Check contractors' insurance	A
29.	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	4	4	Council to review annually or if circumstances change.	A
30.	Failure to calculate/submit precept on time	Inadequate resources to meet commitments. Costs of re-billing	Clerk	1	3	3	3	3	Clerk to respond to Cheshire West and Chester Council notices. Agenda item for member to consider and approve for January's meeting.	A
31.	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	4	4	Clerk and members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy.	A
32.	Failure to account for and recover VAT	Wasted Resources	Clerk	1	3	3	3	3	Clerk to review. Internal Auditor to check	A
33.	Failure to stay within agreed budgets	Inadequate control. Potential wasted resources	Members Clerk	1	2	2	2	2	Clerk to review Internal Auditor to Check Reserves Policy to mitigate short-term impact of loss.	A
34.	Holding excessive or inadequate reserves	Auditors report. Poor use of resources. Inability to meet commitments	Members	2	3	3	6	6	Clerk to review as part of budgeting. Reserves Policy to set percentage of precept. Council to review size of Reserves.	A

35.	Fraud by Clerk	Reputation Cost & Litigation	Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
36.	Fraud by Members	Reputation Cost & Litigation	Members Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
37.	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to attend appropriate training throughout the year.	A
38.	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to maintain training. Liaise with internal and external auditors as appropriate.	A
39.	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review annually. Internal auditor to review annually.	A
40.	Improper financial records	Potential for wasted resources. Councillors unable to make sound financial decisions at meetings.	Clerk	1	2	2	Parish Councillors to be provided with updated financial records at each parish council meeting. Internal auditor to review	A
41.	HRMC requirements not met	Costs Litigation	Clerk	1	2	2	Clerk to liaise as necessary. Parish Council to employ payroll company.	A
42.	Failure to comply with deadlines for accounts and returns.	Poor auditor's report Cost Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external auditor or in the absence of the Clerk the Chairman to make contact.	A
43	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A

Results Key – T = Trivial Risk, A = Adequately Controlled Risk, N = Not Adequately Controlled, U – Unable to decide (*more information required*)

RISK ASSESSMENT CARRIED OUT BY:

DATE:

SIGNATURE

RISK ASSESSMENT VALIDATED BY: MEMBERS OF DUNHAM HILL AND HAPSFORD PARISH COUNCIL DATE:

Dunham Hill and Hapsford Parish Council Asset Register 2025

Items	Replacement Value
5 x wooden/metal, glass fronted notice boards	£2,500
Notice board outside Boshaw	
Notice board at Hapsford	
Notice board at Hapsford (Wooden)	
Notice board at Village Hall	
Notice board on side of Dunham Arms (Poor condition)	
8 x outside seat/ bench	£2,400
Seat at Low Hill triangle	
Seat outside Boshaw	
Seat at Rake Lane	
2 x Seats on Village Green	
3 x benches Hapsford plus two tables	
5 x Village signs/planters	£5,000
Planter at Low Hill triangle	
Planter outside Boshaw	
Planter at Rake Lane (Talbot Road)	
Planter in Hapsford	
2 x Defibrillator (Location: in Phone box on Village Road (Location: in Phone box on Moor Lane, Hapsford)	£3,000
2 x Salt/Grit Spreaders (Location: Village Hall & Sally Wallace)	£450.00
2 x Telephone Boxes	£4,000
Telephone box opposite Boshaw	
Telephone box at Hapsford	
4 x Brick built bus shelters	£16,000
Brick bus shelter A56 near Dunham Arms	
Brick bus shelter A56 outside Wheatsheaf	
Brick bus shelter A56 opposite Wheatsheaf	
Brick bus shelter A5117 Westbound at Hapsford	
1 x Wooden bus shelter A56 near Low Hill	£500
1 x Laptop	£406
SID Machine plus chain and padlock – Location	£2,786
Decorative Lighting (Dunham on the Hill)	£1,320.50
Total value to replace	£38,363

Approved: March 2025