



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 for our Parish Council moving forward.

It was reported that the Gowry 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.

Income & Expenditure

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 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.

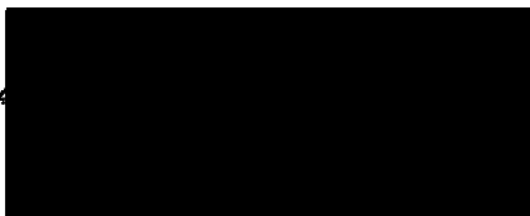
It was therefore suggested that this be held on Tuesday 4th March at 7.00pm immediately prior to the Parish Council Meeting.

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: 4.3.2025

Mrs T Ryall-Harvey