



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 6th May, 2025 to be held in Dunham Hill Village Hall, which will directly follow-on from the Parish Meeting scheduled to start at 7.30pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk

30/04/2025

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.	ELECTION OF CHAIR AND VICE-CHAIR FOR 2025-26.	
2.	APOLOGIES	And reason for absence.
3.	PARISH COUNCIL VACANCIES	To agree any applications for co-option received since the last meeting following the election on 4 th May 2023.
4.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
5.	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.
6.	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
7.	CORRESPONDENCE	To receive any correspondence since the last meeting and to agree any action required.
8.	ACCEPTANCE OF MINUTES	- To approve the minutes of the Parish Council Meeting held on 4 th March 2025. - To approve the minutes of the Parish Council Meeting held on 1 st April 2025.
9.	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.
10.	NEIGHBOURHOOD PLANNING	- To note the written update on the Neighbourhood Plan and agree any actions required.
11.	AUDIT 2024-25	- Summary of 2024-25 - To accept and sign the Certificate of Exemption - To review the Internal Audit Report for 2024-25. - To discuss and approve the Governance Statement for 2024-25. - To approve the Accounting Statement for 2024-25. - To approve the Notice of Public Rights and Publication of Annual Governance and Accountability Return.
12.	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 payments made in between meetings for 2025-26 4. To approve the payment of Insurance for 2025-26. 5. To approve the Payroll Provider for 2025-26.

		6. To review the Internal Auditor's Report and note and agree any recommendations. 7. To approve payments made by Direct Debit for 2025-26. 8. To approve payments made since last meeting.
13.	THE COMMUNITY	1. Woods In Hapsford – to receive a verbal report following a meeting with DM Morgan. 2. Book shelter in Hapsford – to discuss the creation/application of a Book shelter in Hapsford 3. Hapsford Drains – to receive a verbal update. 4. Community Litterpicking Event – to receive a verbal report following the recent event.
14.	PARISH COUNCIL MATTERS	1. To review and agree the roles and responsibilities for the Parish Councillors for 2024-25. 2. To review all policies and identify any requiring updating. - To approve the updated Standing Orders. 3. To agree the dates for the Parish Council Meeting for the next 12 months. 4. To agree to review Asset and bring recommendations for any work to a future meeting. 5. To agree and adopt the Parish Council's Annual Report for 2024-25. 6. Newsletter - To agree when the next Newsletter should be published - To agree any items of interest raised at the meeting that should be included in the newsletter.
	DATE OF NEXT MEETING	Date to be agreed.



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 4th March 2025, immediately after the Parish Meeting at 7.00pm
in the Dunham Hill Village Hall.

MINUTES

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

Cllr R Johnson
Cllr K Holmes

Clerk: Mrs T Ryall-Harvey

Members of the public: 0

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr S Clarke due to previous commitments.

PARISH COUNCIL VACANCIES – It was reported that there was currently two 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.

CORRESPONDENCE

Cheshire and Warrington Devolution – Cllr Bradley provided a written summary of the current proposed consultation for the Devolution of Cheshire West and Chester, Cheshire East and Warrington Borough Councils, he reported that there is a consultation paper which all responses required by 13th April 2025. He reported he had also shared this information with the Sandstone Ward Parish Councils. He sought the Parish Council's comments on the consultation to allow the Parish Council to provide a response and encourage all residents and business owners to also submit responses.

ACTION: Clerk to download the form and circulate around the Parish Councillors.

Parish Councillors undertook to circulate their thoughts in regards to responding to the consultation.

Play facilities at the Boshaw Centre Village Rd enquiry – The Clerk reported she had been contacted by CWAC in relation to a planning application that could trigger some money available to enhancing youth play facilities within our locality and wondered if the Boshaw Centre had any plans to improve their facilities. Cllr Jones confirmed on behalf of the Boshaw Centre that they would indeed be interested in improving the outdoor play facilities for local residents.

ACTION: Clerk undertook to respond back to CWAC

ACCEPTANCE OF MINUTES

RESOLVED 24/045 - that the Chair of the meeting signs, as a true and correct record the circulated minutes of the Parish Meeting held on Tuesday 7th January 2025.

PLANNING

The Planning Register dated 19/02/2025 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:-

- **25/00010/LDC** – Unit 2 Windy Bank Farm, Oakmere Lane, Hapsford WA6 0JY – Lawful development certificate to establish existing use of the building as a warehouse (Use Class B8) for storage of commercial goods – the Parish Council had ***no objections*** to this consultation.
- **24/03823/FUL** – Land at 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 – The Parish Council had not responded to this consultation.
- **25/00349/CAT** - Woodbank Village Road Dunham On The Hill Frodsham WA6 0NN - 5x Sycamores to be felled – Kevin to review and circulate comments to the Parish Council.

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

- **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 – ***decided***.
- **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 hard standing and fencing – ***approved***.

It was reported that the following issues had been reported to Planning Enforcement since the last meeting:-

- **EN681116380** – Static Caravan in front drive of property at Morley Bridge
- **EN683121525** – Sign for Dunky's Day Nursery – erected on verge in Hapsford.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Green had circulated prior to the Parish Council meeting an update to the Neighbourhood Plan, confirming that a formal submission compliance letter had been received from CWaC confirming they have all the necessary documents and believe 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.

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.

One resident joined the meeting.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 19/02/2025.

Bank Reconciliation

RESOLVED 24/046 – the council approved the bank reconciliation as circulated against the bank statements and Cllr Holmes sign the originals as a true and correct record.

Payroll Provider

RESOLVED 24/047 - to accept Shires Accountants as the Payroll Provider for 2025-26.

VAT Rebate Application

RESOLVED 24/048 to submit the VAT Rebate Application for 2024-25 of £214.11 at the end of March.

Income & Expenditure

RESOLVED 24/049 - to accept the expenditure as reported to the meeting:-

Income received since the last meeting for noting

Date	Payable to	Gross Amount	Comment
03/03/2025	Bank Interest	£51.10	Interest for period Jan/Mar

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/02/2025	Mrs T Ryall-Harvey	£366.17	£0.00	£366.17	Salary Tax Month 11
28/02/2025	HMRC PAYE	£67.60	£0.00	£67.60	Tax Month 11
23/01/2025	Shires Accountants	£15.00	£3.00	£18.00	Backpay Adjustment

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 12
Mrs T Ryall-Harvey	£272.71	£43.66	£316.37	Clerk's Expenses
HMRC PAYE	£67.60	£0.00	£67.60	HMRC Tax Month 12
Imperative Training	£188.00	£37.60	£225.60	Paediatric Defibrillator Pads

PUBLIC PARTICIPATION

A resident raised concerns of external working that had been undertaken at Hapsford Hall which did not have the appropriate planning approval and contravened the English Heritage protection on the Hall. The resident highlighted 8 different possible planning enforcement issues, including the fencing that was plastic and not wood, the play equipment that had been erected at the front of the hall and the caravan that had been installed to the side of the hall. The resident undertook to provide all information to the Parish Council, who were aware of these concerns as they had also received them from other residents and undertook to chase these with the Ward Councillor and escalate them to the Head of Planning.

ACTION: Clerk to escalate these with the Ward Councillor and Head of Planning Department.

THE COMMUNITY

Hapsford Village Signs – It was confirmed that the Clerk had obtained updated quotes for the signs and was waiting on Cllr Wallace to confirm if there were any other funding requirements that were required prior to seeking grant funding for this project.

Hapsford Drains – No further update on this matter.

The Parish Council were aware of further sewage /effluent being found on the road on Moor Lane and asked for this to be escalated to the Ward Councillor to see if there was anything he could do to put pressure on to get this issue resolved.

Pink Poo Campaign – the Clerk reported that the Pink Poo Campaign had been confirmed to run between Monday 17th and 31st March, volunteers need to monitor the four agreed roads, Talbot Road, Village Road, Barrow Lane and Low Hill reporting any dog feaces found every Monday and marking it with Pink Chalk, Cheshire West and Chester Council will then come and clean up any reported feaces on the Wednesday. Postcards had been provided to be posted through letterboxes on the roads the campaign was running on to highlight to residents what was happening.

Community Litter Picking – Cllr Clarke had, in his absence, requested that the Parish Councillors consider in place of a bi-annual litter pick that the Parish Council have a monthly rota of committee members and volunteers.

Over the past few weeks, Cllr Clarke reported to the Parish Council that he had picked numerous bags of litter. He felt that there are areas where the litter is the worse than ever. Therefore, he felt that picking litter twice a year is not sufficient to maintain an environment we can be proud of. The Parish Council felt that there may not be sufficient volunteers to run a monthly rota and agreed to undertake the next litter picking event on Saturday 5th April and discuss then with the volunteers the possibility of having quarterly litter picking events.

PARISH COUNCIL MATTERS

Risk Assessment - **RESOLVED 24/050** The Parish Councillor's approved the Risk Assessment as submitted to the meeting for 2025.

Asset Register - **RESOLVED 24/051** The Parish Councillor's reviewed the circulated Asset Register and approved it for 2025.

Internal Auditor

RESOLVED 24/052 to instruct Mr Phil Sanders to undertake the Internal Auditor for 2024-25.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 6th May 2025 at 7.30pm in Dunham Hill Village Hall.

The meeting closed at 19.39

Signed:..... Dated:.....

Mrs T Ryall-Harvey



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 1st April 2025, at 7.00pm in the Dunham Hill Village Hall.

MINUTES

Present:	Cllr K Bradley – Chair	Ruth Luckins (Development Manager, Belltown Power)
	Cllr C Green	Cherry Hall (Senior Land Manager, Belltown Power)
	Cllr C Jones	Fraser Shepherd (Lead Development Manager, Belltown Power)
	Cllr R Johnson	Megan Pritchard (Meeting Place)
	Cllr K Holmes	
	Cllr S Clarke	
Clerk:	Mrs T Ryall-Harvey	Members of the public: 3

APOLOGIES FOR ABSENCE – No apologies were received.

DECLARATION OF INTERESTS – no declarations of interest were received.

PRESENTATION BY BELLTOWN POWER – Megan Pritchard from Meeting Place opened the presentation explaining that she was facilitating the consultation of this planning application and handed over to representatives of Belltown Power who explained that the company was established in the UK in 2013 to develop, acquire, build and operate renewable energy projects. Originally the company was set up by three directors who have since separating and each developed their own business, some being overseas. They are currently a team of 25 people operating across the UK and believe they have strong development values and engage in transparent, open and tailored consultations with communities.

They reported that they were proposing to install 30MW Solar Farm over 200 acres of Grad 3b agricultural land, connecting to the National Grid at Ince via a local 33kV substation. They are processing to access the site via Common Lane of the A5117 and expecting that subject to planning permission approval they estimated the construction time to be 6-12 months.

They were offering a Community Benefit and Education fund of £12,000 /year index linked (3400/MW) for local community and £3,000/year available to education initiative.

They answered questions raised by Parish Councillors and residents which included but not limited to:-

Was there an agreement in place for the use of the land – Belltown Power confirmed that they had an agreement in place with two farmers to utilize their lane for 40 year, should the land be sold then the lease would be within the title of the land and the agreement would therefore transfer over to the new owners. After 40 years the installation will be removed and the land restored to the same grade of land as currently there. There was a decommissioning bond in place with money set to one side for the end of the lease to ensure this work took place.

The solar panels would be between 0.8 meters off the ground to 3 meters and sheep would be able to naturally graze the fields.

The proposed area of land was ideally located to feed not the national grid at Ince.

Concern was raised by several Parish Councillors and members of the public with regards to this project being sited on Green Belt Land and questions were raised as to why this project could not be undertaken on brown field land such as the waste land on the site at Stanlow that may be contaminated.

Representatives of Belltown Power confirmed that even though Green Belt land was not ideal, they don't look to build solar farms on contaminated land due to the special precautions that would need to be taken when installing on contaminated land.

A Parish Councillor asked why the site needed to be so large (200 acres) and Belltown Power confirmed that it would not be viable on smaller sites.

A Parish Councillor sought clarification as to where the solar panels would be sourced from. A representative of Belltown Power confirmed that they had not tendered out for this project yet and would seek suppliers once planning had been approved.

Belltown Power confirmed that they would build and manage the project.

A Parish Councillors highlighted that in the Neighbourhood Plan within the Wildlife and Biodiversity section it stated that solar panels should not be fitted within 15 meters of hedges, Belltown Power confirmed that they would have to review this as their plans they were working on had the solar panels installed upto 10 meters from the hedges /boundaries.

Belltown Power confirmed that a 2.4 meter high stock proof fence would be installed – mainly to deter deer around the perimeter of the site.

A question was asked as to if there was intended to be any access from Rake Lane, it was confirmed that all access would be from Common Lane onto the site, however they may need to cross Rake Lane with cables at some point.

Belltown Group confirmed that they are an independent group founded initially by two American's and an Englishman in 2013.

Representatives of Belltown Power undertook to provide response in writing to all questions that had been raised by a resident and provided to the representatives in his absence.

The meeting closed at 19.52

Signed:..... Dated:.....

Mrs T Ryall-Harvey

Answers provided by Belltown Group to questions raised and not answered at the meeting, following the meeting:

The land is Green Belt and can be used for agricultural purposes. It is Green Belt for a reason and should be left unbuilt upon.

- Belltown Power fully recognises the importance of the Green Belt and the need to protect it. Solar farms are designed to be temporary and reversible developments, with the land retaining its greenfield status throughout.
- Importantly, the proposal does not involve any permanent buildings and is carefully designed to respect the openness of the Green Belt, with landscape planting and screening to minimise visual impact. Planning policy does allow for renewable energy development in the Green Belt where very special circumstances can be demonstrated, which is what the Hob Lane planning application would seek to do as tackling climate change and ensuring a secure, clean energy supply are recognised as key national priorities. As part of the demonstration of very special circumstances in the planning application, we will carry out a sequential test to show that no alternative sites were available in the area which could connect into the same National Grid substation and are not in the Green Belt.

40 years is not “temporary”. It is, basically, two generations. After 40 years why would anyone want to remove the structures and what arguments could anyone put against them being left in place? They are and should be regarded as permanent structures in the Green Belt.

- 40 years is a long time and it's a point we do take seriously. However, in planning terms, a temporary permission means the land must be returned to its original condition once the operational life ends. Unlike permanent developments such as housing, solar farms are designed specifically to be reversible, with no concrete foundations for panels and minimal ground disturbance. This allows the land to be fully restored for future generations.
- The planning permission will include a legally binding requirement to decommission the site after 40 years with the full removal of all equipment and infrastructure.

I doubt that any sheep farmer will be interested in using the land. There are no sheep farmed on the land now so why should any farmer be interested in farming it when it is covered in structures? If sheep are not a viable option how will the proposers keep the overgrowth of grass and weeds under control? Will they use selective herbicides and over 40 years what damage will that do to the soil?

- There are many examples of solar farms which have sheep grazing in the fields amongst the solar arrays. At least one of the two landowners has confirmed their intention to bring sheep onto the land.
- If there is no sheep grazing, the grassland would be actively managed underneath the panels, and sown as wildflower meadows around the field edges and across some of the smaller fields on site. These would be actively maintained through regular site visits to keep any weeds under control, not relying on the use of any herbicides. By stopping arable cultivation on site and actively managing the grassland that would be introduced, the soils on site are likely to improve and be in better health after decommissioning than at present.

In their webinar the proposers said they initially looked at land closer to Hob Lane. Will that now be phase two?

- As the grid connection is for 30MW any expansion to the project would not be feasible and so there are no plans for a phase two.

It would appear from Companies House records that their other projects make losses. How will they pay for the proposed community gain? Who will decide which community benefits? What security will be offered for that community gain? Why such a small amount over a long period of time?

- Developing solar farms require lots of initial capital investment which is only returned once the project is operational, so it shouldn't come as a surprise that those project companies are loss making before the solar project is constructed.
- The community benefits are funded by the investment into the project and by the revenue that the project generates once operational. Belltown believes that it is the local communities themselves that know best how to spend the community benefits, and we are keen to hear any ideas on how this money could be spent. A suitable organisation (such as a trust) would be set up to receive the community benefit funds and run by the local community. Belltown would enter a binding legal agreement with the organisation to provide the funds over the lifetime of the solar project.
- The community benefit rate (£400/MW/year) is on the higher end of the typical range for solar farms. We are flexible with how these funds are distributed and could front load some or all of the funds if there is a particular project the community wants to fund.

What security will be given for the cost of removing and disposing of the structures in 40 years?

- As part of our long-term planning, we are committed to ensuring that the land can and will be fully restored once the solar farm reaches the end of its operational life. To provide assurance around this, a decommissioning bond will be agreed upon with Cheshire West and Chester Council.
- This bond is set aside specifically to cover the full cost of removing all equipment and restoring the land, regardless of the site owner or operator's circumstances at the time of decommissioning. It provides a clear and enforceable safeguard, giving the local authority confidence that the site will not be left in place beyond its permitted use.
- We will work closely with the local planning authority to agree an appropriate bond value and ensure that this commitment is in place well before the site becomes operational.

The possible use of Rake Lane as an access point should be positively prohibited.

- There is currently no intention to use Rake Lane as an access point to the site. Current plans are limited to one crossing point over Rake Lane, to link the north and south sections of the project. Access along Rake Lane would be maintained throughout

The possibility of a public footpath/bridleway through or around the site should be considered.

- We take on board your comments and will investigate the possibility.

A better site would be the Mersey Marshland where the enormous windmills have been sited.

- When identifying sites for solar farms we must consider a range of technical, environmental and planning factors. These include elements such as proximity to a viable grid connection, land availability and environmental constraints such as flood risk and wildlife habitats.
- Areas suitable for wind turbines are not always suitable or available for solar development. In many cases, such areas are protected or designated for specific uses and may not offer the grid access or planning feasibility needed for solar infrastructure.
- That said, we understand the desire to see renewable energy developments sited sensitively. This proposal is being designed with that in mind – making use of lower-grade agricultural land, maintaining agricultural use through sheep grazing and incorporating measures to enhance biodiversity and minimise visual impact. We're keen to work with the local community to ensure the scheme brings both local and national benefits in the transition to clean energy.

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 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

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
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
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.	
	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/EMI 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.		
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	Approved
	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, 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	
	Mon 10 Feb 2025	25/00349/CAT	Woodbank Village Road Dunham On The Hill Frodsham WA6 0NN	5x Sycamores to be felled	No objections	Decided
	Fri 21 Feb 2025	25/00517/LDC	Witherwin Chester Road Dunham On The Hill Chester CH2 4JR	Single storey rear and single storey side extensions	Not consulted on	
	Mon 7 Apr 2025	EN703754125	Dunky's Day Nursery, Hapsford	Sign, play equipment and plastic fencing installed to the front of Dunky's Day Nursery		

Trudy Ryall-Harvey
Dated .25-04-2025

Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

Dunham Hill and Hapsford Parish Council

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25:

£9,644 **ENTER AMOUNT £00,000**

Total annual gross expenditure for the authority 2024/25:

£8,504 **ENTER AMOUNT £00,000**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2025.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

https://www.dunhamhillandhapsford.co.uk/ABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2024/25

Dunham Hill and Hapsford Parish Council

<https://www.dunhamhillandhapsford.co.uk/> TABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

09/04/2025

DD/MM/YYYY

DD/MM/YYYY

PHILIP SANDERS

Signature of person who carried out the internal audit

[Redacted Signature]

SIGNED

Date 09/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Dunham Hill and Hapsford Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

<https://www.dunhamhillandhapsford.co.uk/>

Section 2 – Accounting Statements 2024/25 for

Dunham Hill and Hapsford Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	11,803	12,687	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	7,537	8,291	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	17,763	1,353	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,695	5,166	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	19,721	3,338	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	12,687	13,827	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	12,687	13,827	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	38,030	38,363	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Budget Element	Due Date	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual 2025-26	Budget 2025-26	Variance B v PYE	Commentary
EXPENDITURE																	
<u>People</u>																	
Salary & HMRC Tax	Monthly	436	434	434	434	434	434	434	468	438	438	438	438	5,260	5,257	-3	Costs include VAT
<u>Professional service</u>																	
Insurance	Yearly		453											453	453	0	
Internal & External Audit	Yearly		62											62	62	0	No External Audit required for 2024-25
Payroll Services	Quarterly		75					122		15				212	212	0	
<u>General Services</u>																	
Website & Broadband	Yearly						70							70	70	0	Cloud Hosting 12 Month subscription - £70
Village Hall Room Hire	Yearly													200	200	0	2 Year Domain Registration (09/24 - 09/26) - £30
Newsletter	Quarterly		80							80				240	240	0	
Bulb Planting & Planters	Yearly							140	300					440	440	0	Plants for the Planters (Spring & Autumn) +
<u>Admin & Expenses</u>																	
Expenses	Bi-monthly		75	75		75		75		75			75	450	450	0	Clerk expenses
Training	As required		50		50		50		50		50			250	250	0	£100 for New Members/ £150 for Clerk
Membership/Subscriptions	Yearly										42			62	62	0	£42 - SLCC Membership, £20 - CCA Membership
Data Protection fee	Yearly			35										35	35	0	
<u>Projects</u>																	
Defibrillator	Bi-annual		360											360	360	0	Replacement Battery for a Defibrillator
Community cleanup			50					50						100	100	0	Litter picking equipment
Wildflower Planting												400		400	400	0	
Neighbourhood Plan			1,000											1,000	1,000	0	Completion of Neighbourhood Plan
Maintenance of Assets	*						145						400	400	400	0	Earmark £400 towards Maintenance of Assets
Ad Hoc Beneficial items (S137)	*													145	145	0	£145 on Poppy Wreath and Lamp-post Poppies
TOTAL CASH OUT		436	2,639	544	484	609	699	821	818	608	530	838	1,113	10,139	10,136	-3	

RECEIPTS																	
Precept	8,291	8,900												8,900	8,900	0	
Bank Interest	1.3%		36					36			36			108	108	0	
VAT recovery		214												214	130	84	
Neighbourhood Development Plan Grant														0	0	0	
CWAC contribution														0	0	0	
Money taken from reserves			1,000											1,000	1,000	0	
Other														0	0	0	
TOTAL CASH IN		9,114	1,000	36	0	0	0	36	0	0	36	0	0	10,222	10,138	84	
Transaction Cash flow		8,678	7,039	6,531	6,048	5,439	4,740	3,955	3,137	2,529	2,035	1,196	83				

EARMARKED FROM RESERVES																	
Earmarked for Tippee, Share Box and Wildflowers P	575													0	575	575	
Earmarked for Defibrillator Accessories	720													0	720	720	
Earmarked for costs of Planter	650													0	650	650	
Earmarked for Milestone Refurbishment	160													0	160	160	
Maintenance of Assets in Dunham Hill	1,625													0	1,625	1,625	
Ring-Fenced for Speed Monitoring Device	907													0	907	907	
Election	2,500													0	2,500	2,500	
General Reserves (upto 1 years Precept)	6,689													0	6,689	6,689	
TOTAL RESERVES	13,826	0	0	0	0	0	0	0	0	0	0	0	0	0	13,826	13,826	

DUNHAM HILL AND HAPSFORD PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2025-26

STATEMENT DATE	Description	Minute Page	EXPENDITURE excluding VAT						VAT	Receipts	Totals	Comments	Resolved	No.
			People & Expenses	Professional Services	General Services	Admin	Grants	Projects	§137					
07/04/2025	Cheshire West and Chester Council									8,900.00	8,900.00	Annual Precept Payment		
22/04/2025	HMRC VTR									214.11	214.11	VAT Rebate		
25/04/2025	Mrs T Ryall-Harvey		-347.17								-347.17	Clerk's Salary Tax Month 1		
28/04/2025	HMRC PAYE		-89.11								-89.11	PAYE Payment Tax Month 1		
											0.00			
											0.00			
											0.00			
											0.00			
											0.00			
											8,677.83			
TOTALS			-436.28	0.00	0.00	0.00	0.00	0.00	0.00	9,114.11				

RECONCILIATION

Current Account £8,741.25
Deposit Account £13,763.36
TOTAL £22,504.61
Less Undeclared Payments

Year to date balance
Balance Brought Forward
Balance

£8,677.83
£13,826.78
£22,504.61
£0.00

TOTAL

£22,504.61

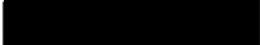
Earmarked for Tippee, Share Box and Wildflowers Planting 575
Earmarked for Defibrillator Accessories 720
Earmarked for costs of Planter 650
Earmarked for Milestone Refurbishment 160
Maintenance of Assets in Dunham Hill 1,625
Ring-Fenced for Speed Monitoring Device 907
Election 2,500
General Reserves (upto 1 years Precept) 6,689
Remaining money to spend £8,678.12

Clerk: *J Ryall-Harvey*

24/04/2025

Dunham Hill and Hapsford Parish Council
Bank Reconciliation to Cashbook -
Presented to Meeting on Tuesday 6th May 2025
Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	£22,504.61
Barclays Online Account at 24/04/2025	
Current Account	£9,177.53
Deposit Account	£13,763.36
Less: Unpresented Payment	-£436.28
TOTAL	£22,504.61
Reconciliation	YES

DUNHAM HILL & HAPSFORD PARISH COUNCIL  Dunham Hill & Hapsford PC >  Show recent transactions		£9,177.53 Available balance Last night's balance £9,177.53
DUNHAM HILL & HAPSFORD PARISH COUNCIL  Dunham Hill Deposit Acc >  Show recent transactions		£13,763.36 Available balance Last night's balance £13,763.36

Income received since the last meeting for noting

Date	Payable to			Gross Amount	Comment
07/04/2025	Cheshire West and Chester Council			£8,900.00	Annual Precept Payment
22/04/2025	HMRC VTR			£214.11	VAT Rebate

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
26/03/2025	Dunham Hill Village	£361.95	£0.00	£361.95	Room Hire for Year
26/03/2025	CDP Studio	£179.20	£0.00	£179.20	Printing of Newsletter for Summer 2024
26/03/2025	CDP Studio	£246.40	£0.00	£246.40	Printing of Newsletter for Spring 2025
25/04/2025	Mrs T Ryall-Harvey	£347.17	£0.00	£347.17	Salary Tax Month 1
28/04/2025	HMRC PAYE	£89.11	£0.00	£89.11	HMRC Tax Month 1

Payments not yet made for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£347.17	£0.00	£421.02	Salary Tax Month 2
	Mrs T Ryall-Harvey	£417.89	£70.56	£488.45	Clerk's Expenses
	Mr P Sanders	£57.00		£57.00	Internal Audit
	HMRC PAYE	£105.26	£0.00	£105.26	HMRC Tax Month 2



DUNHAM HILL & HAPSFORD PARISH COUNCIL

ROLES AND RESPONSIBILITIES – to review and agree the roles and responsibilities of Parish Councillors for period 2025-26:

Asset Register Lead – Cllr K Holmes

Planning Lead – Cllr K Holmes & Cllr H Boardman

(however all councillors need to have an input)

Newsletter Lead – Cllr Wallace

Community Clean-up – Cllr S Clarke

Bulb Planting Lead – Cllr K Bradley

Green Space Lead – Cllr C Green

Dog Fouling Lead – Cllr R Johnson

Gowy Landfill Liaison Group – Cllr K Holmes

Protos Energy Recovery Facility Local Liaison Group – Cllr K Holmes

Website/Accessibility Regulations Lead – Cllr R Johnson

Neighbourhood Plan Lead – Cllr C Green

Policy Review Lead – Cllr C Green

Safeguarding Lead – Cllr C Green

Footpaths Lead – Cllr S Clarke

Speed Awareness Lead – Cllr K Holmes

Boshaw Centre – Cllr S Clarke & Cllr C Green

Bank Signatories: Cllr K Holmes, Cllr K Bradley, Cllr Johnson

On-line Banking: Cllr K Holmes, Cllr R Johnson



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Policy Summary Sheet

Description	Adopted	Last Reviewed	Next Review
Absence Policy	May 2019	May 2024	May 2025
Bullying and Harassment Policy	May 2019	May 2024	May 2025
Child Protection Policy	July 2022	May 2024	May 2025
Complaints Policy	March 2020	May 2024	May 2025
Data Retention Policy	June 2022	May 2024	May 2025
Disciplinary Policy	Jan 2020	May 2024	May 2025
Equal Opportunities Policy	May 2019	May 2024	May 2025
Grievance Policy	Jan 2020	May 2024	May 2025
Health and Safety Policy	July 2022	May 2024	May 2025
Privacy Policy	January 2020 Amended April 2024	May 2024	May 2025
Reserves Policy	March 2020	May 2024	May 2025
Risk Assessment Policy	May 2019	May 2024	May 2025
Scheme of Delegation Policy	July 2022	May 2024	May 2025
Training and Development Policy	July 2022 Amended March 2024	May 2024	May 2025
Zero Tolerance Policy	January 2020	May 2024	May 2025
Accessibility Policy	August 2020	May 2024	May 2025

Contact: 07805 698 388

Email: clerk.dunhamhillpc@gmail.com



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Procedures Summary Sheet

Code of Conduct	May 2022	May 2024	May 2025
Financial Regulations	July 2024		May 2025
Publication Scheme	November 2021	May 2024	May 2025
Planning Protocol	September 2020	May 2024	May 2025
Standing Orders			



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Parish Council Meetings 2025-26

Tuesday 6th May 2025 – Annual Meeting

Tuesday 1st July, 2025

Tuesday 2nd September, 2025

Tuesday 4th November, 2025

Tuesday 6th January, 2026

Tuesday 3rd March, 2026 & Parish Meeting

Tuesday 5th May, 2026 – Annual Meeting

***Extraordinary meetings are called as required and
will be advertised on the Notice Board and website.***

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