



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 faeces found every Monday and marking it with Pink Chalk, Cheshire West and Chester Council will then come and clean up any reported faeces 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

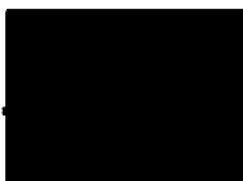
RESOLVED 24/052 to instruct Mr Phil Sanders to undertake the Internal Auditor for 2024-25.

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:.....6.5.2025.....

Mrs T Ryall-Harvey