



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 6th May 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 H Deynem (Ward Councillor)

Clerk: Mrs T Ryall-Harvey

Members of the public: 2

The Chair welcomed everyone to the meeting

ELECTION OF CHAIR AND VICE-CHAIR FOR 2025-26

RESOLVED 25/001 – that Keith Bradley be elected as Chair for 2025-26, proposed by Cllr R Johnson, seconded by Cllr K Holmes and unanimously agreed.

RESOLVED 25/002 – that Richard Johnson be elected as Vice-Chair for 2025-26, proposed by Cllr Bradley seconded by Cllr Holmes and unanimously agreed.

RESOLVED 25/003 – that Claire Green be elected as Vice-Chair for 2025-26, proposed by Cllr Bradley and seconded by Cllr Holmes and unanimously agreed.

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

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

Proposed to remove Cllr Broadman as a Parish Councillor due to none attendance at meeting.

ACTION: Contact Cllr Broadman and thank her for her service.

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.

Cllr Deynem joined the meeting.

2 residents joined the meeting.

Public Participation

Cllr Deynem reported upon the recent changes being implemented following changes to the National Planning Policy Framework, he highlighted that the changes would mean increased demand to provide new build housing across Cheshire West and Chester. Cllr Deynem reported that he was waiting on guidance of the definition of the newly created 'Grey Belt' and the consequences of this for the future.

Cllr Deynem also reported upon a recent application in Kingsley for 'new development in principle' that had recently been submitted, and he was watching this application with interest.

Cllr Deynem highlighted Cheshire West and Chester Council's current financial restrictions that were impacting all authorities across the country.

Cllr Bradley asked Cllr Deynem if he had any update with regards to the drainage issues in Hapsford? Cllr Deynem reported he was in regular contact with the effected residents and he believed that the issue was progressing.

A resident asked questioned following reading recent Parish Council minutes that there was a grant available for approximate £12,000. The resident requested that the Parish Council consider creating a playground for the children of Talbot Road. Cllr Jones confirmed that should money be available the Boshaw Centre would look to submit a grant application, depending on time restraints and volunteer manpower with the intention of moving the play area to the front of the Boshaw Centre for easier access and improved security. The Parish Council confirmed that should any grants be applied for they would wish to support the intention to improve the playground area at the Boshaw Centre.

A resident raised concern about the proposed Solar Farm and the next opportunity to consult and have a public meeting. The Parish Council suggested that there may be an opportunity for a further public meeting once the planning application had been submitted to Cheshire West and Chester Council.

The resident asked for the development of a natural playground in the Boshaw Centre. Cllr Jones confirmed that an area of ground had been set aside for the development of a skate park, following a request from a resident, however the Boshaw Centre Committee had not heard anything further about this. Cllr Jones confirmed that the Boshaw Centre was keen to work with residents but it was a voluntary organisation and therefore it required input from volunteers to develop any ideas.

CORRESPONDENCE

- Town and Parish Connections Online Meeting: Planning - 22nd May 2025 6pm to 7pm – it was agreed that Cllr Keith Bradley and Cllr Kevin Holmes would attend this event.
- CWaC Town and Parish Council Conference - Wednesday 16 July 2025 - Macdonald Portal Hotel, Tarporley, CW6 0DJ – 5.15pm to 8.30pm – it was agreed that Cllr Keith Bradley, Cllr R Johnson and Cllr C Green would attend this event.
- CWaC Connections Locality Meeting – Frodsham and surrounding areas – 17th June 2025 5.00pm – 6.30pm at Forest Hill, Frodsham.

ACCEPTANCE OF MINUTES

RESOLVED 25/004 - that the Chair of the meeting signs, as a true and correct record the circulated minutes of the Parish Meeting held on Tuesday 4th March 2025.

RESOLVED 25/005 - that the Chair of the meeting signs, as a true and correct record the circulated minutes of the Parish Meeting held on Tuesday 1st April 2025.

PLANNING

The Planning Register dated 25/04/2025 was accepted and changes to the planning register from last meeting were noted.

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

- **24/03569/FUL** – Long Barn, Barrow Lane, Dunham on the Hill WA6 0NR – Retention of the use of former agricultural barn to garage storage space incidental to the main dwelling and retention of garden area – *approved*.

- 25/00349/CAT – Woodbank, Village Road,, Dunham on the hill, WA6 0NN – 5 x sycamores to be felled – *decided*.

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

- EN703754125 – Dunky's Day Nursery, Hapsford – Sign, play equipment and plastic fencing installed to the front of the site.

ACTION: Send Cllr Deynem the list of outstanding Enforcement Issues.

ACTION: Report house on Low Hill – installation of tarmac drive, division of agricultural land and development of garage to office / gym.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Green reported on questions received from the inspector on the neighbourhood plan for both Cheshire West and Chester and the Parish Council and confirmed that a response had been submitted. The examiner had undertaken a site visit, and the Parish Council was now waiting to hear back.

It was also reported that Brookhouse Group had shared a copy of their response to the regulation 16 consultation directly with the Parish Council and following this a meeting had been scheduled between the Parish Council and the Brookhouse Group to discuss their comments further.

AUDIT 2024-25

The Clerk provided the meeting with information with regards to the finances for 2024-25.

- Summary Pack – the Parish Council received and noted the end of year financial summary pack that had been circulated.
- Certificate of Exemption – **RESOLVED 25/006** – that the Council sign the Certificate of Exemption certifying that during the financial year 2024-25, the higher of the authority's total gross income for the year or the total gross annual expenditure, for the year did not exceed £25,000.
- Internal Audit Report – The council noted the report dated 9th April 2025 from the Internal Auditor.
- Governance Statement **RESOLVED 25/007** – That the Council agree all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2024-25.
- Accounting Statement **RESOLVED 25/008** – That the Council agree the accounting statement of the AGAR 2024-25.
- Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return – **RESOLVED 25/009** – that the Council accept the notice period of 3rd June to 14th July for the Notice of Public Rights and agrees to it's signing and publishing.

ACCOUNTS

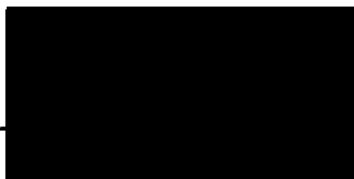
Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 24/04/2025.

Bank Reconciliation

RESOLVED 25/010 – the council approved the bank reconciliation as circulated against the bank statements and Cllr Jones sign the originals as a true and correct record.

Payments made in between meetings

RESOLVED 25/011 – to accept that the Clerk is authorised to make payments in between meetings for the following categories and in-line with the budget:-



Salary & HMRC Payments, Expenses, Training, Payroll Services, Internal Audit, Printing of Newsletter, Bulb Planting and plants for Planters, Insurance, Subscriptions including Website, Rooms hire and Maintenance of Assets.

Insurance for 2025-26

The Clerk confirmed she had requested quotes for insurance for 2025-26 and it was therefore **RESOLVED 25/012** to proceed with Gallaghers for 2025-26 unless another insurance company comes out considerably cheaper.

Internal Audit Report

The comments from the Internal Auditor for 2024-25 were noted as listed below and responses from the Parish Council and Clerk were received and included:-

Audit is complete. Very tidy and easy to follow. Thank you.

Observations/points to note:-

1. Please add review date (4/3/25) to the bottom of the Risk Assessment document – *this has now been updated.*
2. I note that you have covered some large items of expenditure yourself prior to claiming back via Expenses. Perhaps the PC could pay for such items up front? e.g. Defibrillator Pads. – *the Parish Council agreed explore with bank.*
3. I suggest that you change the PC e-mail address to one linked to the Web Site address. This is more secure and looks more professional. – *the Clerk undertook to review this.*
4. Please amend the AGAR p6 as annotated. – *the Clerk confirmed the amendments had been made.*
5. Your internal Budget Monitoring Spreadsheet is not 100% accurate. – *the Clerk had reviewed and amended accordingly.*

Direct Debits

RESOLVED 25/013 – to continue with the annual direct debit payments that is in place for ICO (Data Protection Office).

Income & Expenditure

RESOLVED 25/014 - to accept the expenditure as reported to the meeting:-

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 Hall	£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

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£364.97	£0.00	£364.97	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	£89.31	£0.00	£89.31	HMRC Tax Month 2
Shires Accountancy	£66.00	£13.20	£79.20	Payroll for April to Sept 25

THE COMMUNITY

Hapsford Wood – Cllr Bradley reported upon a recent site meeting that the Parish Council had with the Property and Land Director for D Morgan Plc, who had undertaken to speak with the owners to ascertain if it would be possible for the residents to open up and develop the area by the ponds for their use as a picnic area.

Book Shelter in Hapsford – Cllr Bradley sought confirmation from the council to apply for a Book Shelter in Hapsford.

ACTION: Cllr Bradley to contact a resident of Hapsford to see if they would be willing to be the contact person on this application.

ACTION: send Anneka the details of the application for a Book Shelter.

Hapsford Drains – discussed earlier in the meeting.

Community Litter Picking – the next Community Litter Picking event that took place on Saturday 5th April was well attended and areas in both Hapsford and Dunham Hill were covered. Cllr Clarke thanked everyone who attended. Next Litter Picking Event will be October 2025.

Cllr Deynem left the meeting.

PARISH COUNCIL MATTERS

Roles and Responsibilities

RESOLVED 25/015 that the Parish Councillor's undertook to take on the lead responsibilities as set out below for the period 2025-26:-

Asset Register Lead – Cllr K Holmes
Planning Lead – Cllr K Holmes & Cllr C Jones
(however all councillors need to have an input)
Newsletter Lead – Cllr K Bradley
Community Clean-up – Cllr S Clarke
Bulb Planting Lead – Cllr K Bradley
Green Space Lead – Cllr C Green
Dog Fouling Lead – Cllr R Johnson
Gowry 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 & Cllr R Johnson
Boshaw Centre – Cllr C Jones, Cllr S Clarke
Bank Signatories: Cllr K Holmes, Cllr K Bradley, Cllr Johnson
On-line Banking: Cllr K Holmes, Cllr R Johnson

Policies

Following the circulation of policy schedule it was **RESOLVED 25/016** to accept all policies as listed and review again in May 2026 subject to the following policies/procedures which were noted that updated versions were available. It was therefore agreed to circulate the amended versions around the Parish Council in between meetings and confirm at the next meeting their approval:-

- Staff Absence Policy
- Bullying and Harassment Policy
- Complaints Policy
- Disciplinary Procedures
- Grievance Procedures

ACTION: Clerk to circulate amended Policies/Procedures around the Parish Councillors for review.

Standing Orders

RESOLVED 25/017 that the Parish Council unanimously approved the updated Standing Orders.

Dates for Meetings for 2025-26

It was **RESOLVED 25/018** that the dates for the meetings for 2025-26 would be held at the Village Hall at 7.00pm on the dates set out below:-

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

Assets - Cllr Bradley and Cllr Johnson undertook to review all assets and report back to the next meeting with any maintenance requirements. The Clerk highlighted that maintenance work was required on the noticeboards on Moor Lane, Hapsford.

ACTION: Cllr Johnson undertook to review the noticeboards in Hapsford and report back.

ACTION: Cllr Clarke confirmed his intention to paint the internal walls of the bus shelters.

ACTION: Cllr Bradley suggested a working group be organized to sand down and paint the benches in Hapsford.

Annual Report

RESOLVED 25/019 to adopt the Parish Council's Annual Report for 2024-25.

ACTION: - Publish on Website

Newsletter

Cllr Bradley requested all articles for inclusion in the next newsletter to be submitted by end of June and he hoped to be in a position to print the newsletter by mid-July for circulating around residents prior to the schools breaking up for the Summer.

Articles for inclusion in the next Newsletter

- Boshaw Centre – Volunteer required
- Beavers Volunteering work to clean the Defibrillator in Dunham on the Hill
- Community Clean Up

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 1st July 2025 at 7.30pm in Dunham Hill Village Hall.

The meeting closed at 20.43

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

Mrs T Ryall-Harvey