



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 2nd September, 2025 to be held in Dunham Hill Village Hall, which will begin at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk
26/08/2025
clerk@dunhamhillandhapsford.co.uk,
07784 486 767

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

AGENDA

1.	APOLOGIES	And reason for absence.
2.	PARISH COUNCIL VACANCIES	To agree any applications for co-option received since the last meeting following the election on 4 th May 2023.
3.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
4.	EXCLUSION OF PRESS AND PUBLIC	Council is asked to discuss excluding the Press and public for any item listed on the below Agenda. The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
5.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. (max of 3 mins per person without prior agreement with Chair, and for a total of 15 minutes) <i>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Dunham Hill and Hapsford. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</i> 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
6.	CORRESPONDENCE	- To receive any correspondence since the last meeting and to agree any action required.
7.	ACCEPTANCE OF MINUTES	- To approve the minutes of the Parish Council Meeting held on 8 th July 2025.
8.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - To note any planning applications received since the agenda has been distributed.
9.	NEIGHBOURHOOD PLANNING	- To note the written update on the Neighbourhood Plan and agree any actions required.
10.	ACCOUNTS	1. To accept the Cash Book and Outturn v Budget Reports. 2. To approve the Bank Reconciliation against Cashbook YTD. 3. To approve payments made since last meeting.
11.	THE COMMUNITY	Community Litter Picking Event – to agree a date for the next event.
12.	PARISH COUNCIL MATTERS	1. To agree any items of interest raised at the meeting that should be included in the newsletter. 2. Hapsford Christmas tree – to note residents comments regarding lack of funding for the Christmas tree moving forward and agree any actions/response. 3. Parking on verge outside the Wheatsheaf – to discuss recent issues and agree actions moving forward. 4. To agree the Local Pay Rise for 2025-26 and the back pay until April 2025. 5. Review the Parish Council Action Plan for 2025-26 and agree items for inclusion on Action Plan for 2026-27.

		6. To review and approve the Information Technology Policy. 7. NALC’s recommendation for gov.uk domain – to discuss and agree action moving forward. 8. Connections Locality Meeting (Frodsham plus): Tuesday 14 October 2025, 5:30pm to 7pm – to agree Parish Councillor attendance.
	DATE OF NEXT MEETING	Tuesday 4 th November, 2025 at 7.00pm ad Dunham Hill Village Hall.



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 8th July 2025, at 7.00pm in the Dunham Hill Village Hall.

MINUTES

Present: Cllr C Jones
Cllr R Johnson
Cllr K Holmes

Cllr K Bradley
Cllr C Green

Clerk: Mrs T Ryall-Harvey

Members of the public: 0

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr S Clarke due to ill health and Cllr H Deynem (Ward Councillor) due to work commitments.

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

- Proto Liaison Meeting – Cllr Holmes attending the meeting on 27th May on behalf of the Parish Council and provided a written report to the meeting of items discussed.
- Unauthorised Development in the Green Belt – Cllr Bradley circulated, in his absence, a letter that he had sent on behalf of the Parish Council to Sarah Pochin MP requesting help in updating the legislation to prevent unauthorised development of the green belt.
- Let's Talk About Transport in Cheshire West and Chester – a consultation launched by Cheshire West and Chester Council was circulated and a representative was sought to respond to this consultation on behalf of the Parish Council – include in Newsletter.
- Affordable Homes in Helsby – an update of the housing being built on Cable Drive was provided to the Parish Council.

ACCEPTANCE OF MINUTES

RESOLVED 25/020 - that the Chair of the meeting signs, as a true and correct record the circulated minutes of the Parish Meeting held on Tuesday 6th May 2025.

PLANNING

The Planning Register dated 23/06/2025 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:-

- 25/00010/LDC – Unit 2, Windy Bank Farm, Oakmere Lane, Hapsford, 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 – **approved.**
- 25/00517/LDC – Witherwin, Chester Road, Dunham on the Hill, Chester CH2 4JR – Single Storey rear and single storey side extensions – **approved.**

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

- 25/01628/LDC – Thyme House, 6 Moor Court, Moor Lane, Hapsford WA6 0LA – The use of the land for siting a mobile home for use ancillary to the main dwelling.
- 25/01339/FUL – Land North of Rake Lane, Dunham on the Hill, Chester – Construction and operation of a solar photovoltaic (PV) Farm with associated infrastructure and landscape and ecological enhancements for a temporary operation period of 40 years – the Parish Council's response to this application was circulated prior to the meeting and approved at the meeting.

It was reported that Cheshire West and Chester Council had advised the Parish Council of upcoming committee meeting that includes the consideration of the following planning applications to take place on 10 July 2025:-

- 24/01322/S73 - Ince Resource Recovery Park Marsh Lane Ince
Proposal: 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.
- 24/01685/106 - Plot 8, Protos ERF Ince Resource Recovery Park Grinsome Road Ellesmere Port Cheshire
Proposal: 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.

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

- EN712556205 – The Dales, Low Hill, Dunham on the Hill – Creation of tarmac drive through agricultural land, division of garden to include agricultural land and development of garage to living space.

NEIGHBOURHOOD DEVELOPMENT PLAN

A written report in relation to the Neighbourhood Plan which has now been reviewed by the independent examiner along with the comments made during the Regulation 16 consultation was received and it was noted that subject to a small number of amendments, the Plan met the Basic Conditions and should proceed to referendum stage, Cheshire West and Chester Council had now confirmed that the voting stage of this process would take place on 28th August. Information relating to the referendum was to be provided to all residents via newsletter, this information had been approved by Cheshire West and Chester Council.

Cllr Green reported on the recent offer from O'Neil Homes for undertaking a Village Grey Belt Study. Cllr Green felt that this report would assist Parish Councillors when in receipt of a planning application relating to building of new homes. It was therefore suggested that funding be explored for this study via a grant.

ACTION: Cllr Green / Clerk undertook to contact the Wind Farm, Essar and Protos Recovery Park to see if they had any funding available.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 23/06/2025.

Bank Reconciliation

RESOLVED 25/021 – the council approved the bank reconciliation as circulated against the bank statements and Cllr Johnson sign the originals as a true and correct record.

Purchase of Poppy Wreath – it was **RESOLVED 25/022** to purchase a wreath @ £20 and 10 lamp-post poppies @ £30 from Royal British Legion for Remembrance Sunday in November

Daffodil Bulbs – it was **RESOLVED 25/023** to the purchase of 1 x 25kg bags of daffodils @ £34.95 + VAT from Walkers Nurseries for planting in the autumn.

Income & Expenditure

RESOLVED 25/024 - to accept the expenditure as reported to the meeting:-

Income received since the last meeting for noting

Date	Payable to	Gross Amount	Comment
02/06/2025	Bank Interest	£45.72	Gross Interest for period 3rd March - 1st June

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
11/06/2025	ICO	£47.00	£0.00	£47.00	Data Protection Subscription
20/05/2025	Zurich Town & Parish Council	£264.00	£0.00	£264.00	Parish Council Insurance for 2025
25/04/2025	Mrs T Ryall-Harvey	£346.97	£0.00	£346.97	Salary Tax Month 3
28/04/2025	HMRC PAYE	£89.31	£0.00	£89.31	HMRC Tax Month 3

Payments not yet made for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£346.97	£0.00	£346.97	Salary Tax Month 4
Mrs T Ryall-Harvey	£118.74	£9.55	£128.29	Clerk's Expenses
HMRC PAYE	£89.31	£0.00	£89.31	HMRC Tax Month 4

PARISH COUNCIL MATTERS

Policies

The following policies were circulated and it was unanimously **RESOLVED 25/025** to accept them:-

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

Assets - Cllr Bradley confirmed that Cllr Clarke had completed the repainting of two of the bus shelters and was working on the one opposite the Wheatsheaf next this one requires damp-proofing due to rising damp at the back of the shelter prior to painting.

Cllr Johnson reported that he had repaired the small noticeboard in Hapsford, so this now opened again, and confirmed that the large noticeboard in Hapsford required one of the legs to be refixed into the ground – which he would look to arrange.

Newsletter

Cllr Bradley confirmed that all articles for inclusion in the next newsletter should be submitted within the next 7 days and he would look to complete it next week and arrange it to be printed.

Items for inclusion in the newsletter discuss at this meeting were:-

- Local Plan
- Let's Talk about Transport
- Neighbourhood Plan Referendum

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 2nd September 2025 at 7.00pm in Dunham Hill Village Hall.

The meeting closed at 19.28

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

Mrs T Ryall-Harvey

Dunham Hill & Hapsford Parish Council Planning Register 2022

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

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.		CLOSED
	Wed 6 th Nov 2024	EN660299245	Commercial Site at Morley Bridge	Shed taken down and larger, taller shed built in it's place, overshadowing the houses to the front.		

	Mon 11 th Nov 2024	EN661533244 24/00401/EM COU	Property Opposite Holly Mount Cottage	Running a business, receiving deliveries and processing orders which blocks that highway and the product is stored around the property meaning that the area looks untidy.	
	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	CLOSED
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

Dunham Hill & Hapsford Parish Council Planning Register 2025

	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	CLOSED
	Wed 7 th May 2025	EN712556205 25/00204/EOP DEV	The Dales, Low Hill, Dunham on the Hill, Chester	Creation of tarmac drive through agricultural land, division of garden to include agricultural land and development of garage to living space.	
1.	Tue 27 May 2025	25/01628/LDC	Thyme House 6 Moor Court Moor Lane Hapsford Chester WA6 0LA	The use of the land for siting a mobile home for use ancillary to the main dwelling	Approved
2.	2 June 2025	25/01339/FUL	Land North of Rake Lane Dunham On The Hill Chester	Construction and operation of a solar photovoltaic (PV) farm with associated infrastructure and landscape and ecological enhancements for a temporary operational period of 40 years.	Response submitted from PC
3.	Tue 15 Jul 2025	25/02159/FUL	Witherwin Chester Road Dunham On The Hill Chester CH2 4JR	Replacement dwelling	PC has no objections in principal to the proposed development, however they would like to ensure the safe disposal and removal of the asbestos roof, the removal of the hard core and restoration of the land and the removal of the static caravan - which is not in keeping with the area.

Trudy Ryall-Harvey
Dated 26-08-2025

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																	Costs include VAT
People																	
Salary & HMRC Tax	Monthly	436	436	436	436	436	434	434	468	438	438	438	438	5,270	5,257	-12	
Professional Service																	
Insurance	Yearly		264											264	453	189	
Internal & External Audit	Yearly		57											57	62	5	No External Audit required for 2024-25
Payroll Services	Quarterly		79					122		15				216	212	-4	
General Services																	
Website & Broadband	Yearly						70							70	70	0	Cloud Hosting 12 Month subscription - £70
Village Hall Room Hire	Yearly												200	200	200	0	2 Year Domain Registration 09/24 - 09/26 - £30
Newsletter	Quarterly					246							200	246	240	-6	
Bulb Planting & Planters	Yearly							140	300					440	440	0	Plants for the Planters (Spring & Autumn) +
Admin & Expenses																	
Expenses	Bi-monthly		70		128		75	75	75	75			75	498	450	-48	Clerk expenses
Training	As required		72				50		50		50			222	250	28	£100 for New Members/ £150 for Clerk
Membership/Subscriptions	Yearly										62			62	62	0	£42 - SLCC Membership, £20 - CCA Membership
Data Protection fee	Yearly			47										47	35	-12	
Projects																	
Defibrillator			347											347	360	13	Replacement Battery for a Defibrillator
Community cleanup	*							50						50	100	50	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	*												400	400	400	0	Earmark £400 towards Maintenance of Assets
Ad Hoc Beneficial Items (£137)	*						145							145	145	0	£145 on Poppy Wreath and Lamp-post Poppies
TOTAL CASH OUT		436	1,325	483	565	683	1,774	821	818	528	550	838	1,113	9,934	10,136	202	

RECEIPTS																	
Precept	8,291	8,900												8,900	8,900	0	
Bank Interest	1.35%			46				36			36			118	108	10	
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	0	46	0	0	1,000	36	0	0	36	0	0	10,232	10,138	94	
Transaction Cash flow		8,678	7,353	6,916	6,351	5,668	4,894	4,110	3,291	2,763	2,249	1,411	298				

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	Power	Minute Page	EXPENDITURE excluding VAT							VAT	Receipts	Totals	Comments	Resolved	No.
				People & Expenses	Professional Services	General Services	Admin	Grants	Projects	S137						
07/04/2025	Cheshire West and Chester Council		179								8,900.00	8,900.00	Annual Precept Payment	25/014	1	
22/04/2025	HMRC VTR		179								214.11	214.11	VAT Rebate	25/014	2	
25/04/2025	Mrs T Ryall-Harvey		179	-347.17									Clerk's Salary Tax Month 1	25/014	3	
28/04/2025	HMRC PAYE		179	-89.11									PAYE Payment Tax Month 1	25/014	4	
08/05/2025	Mrs T Ryall-Harvey		180				-128.89			-289.00			Clerk's Expenses	25/014	5	
08/05/2025	Mr P Sanders		180		-57.00								Internal Auditor	25/014	6	
08/05/2025	PQR Limited		180		-66.00								Payroll Services for Q1 & Q2	25/014	7	
20/05/2025	Zurich Town & Parish Council		184		-264.00								Parish Council insurance for 2025	25/024	10	
23/05/2025	Mrs T Ryall-Harvey		180	-346.97									Clerk's Salary Tax Month 2	25/014	8	
29/05/2025	HMRC PAYE		180	-89.31									PAYE Payment Tax Month 2	25/014	9	
02/06/2025	Bank Interest Payment		184								45.72		Gross interest for period 3 Mar/1	25/024	11	
11/06/2025	DD ICO		184				-47.00						Data Protection Subscription	25/024	12	
25/06/2025	Mrs T Ryall-Harvey		184	-346.97									Clerk's Salary Tax Month 3	25/024	13	
27/06/2025	HMRC PAYE		184	-89.31									PAYE Payment Tax Month 3	25/024	14	
09/07/2025	Mrs T Ryall-Harvey		184				-118.74						Clerk's Expenses	25/024	15	
25/07/2025	Mrs T Ryall-Harvey		184	-346.97									Clerk's Salary Tax Month 4	25/024	16	
25/07/2025	Workwear Express - no receipt provided												Order of Tie's with PC logo			
28/07/2025	HMRC PAYE		184	-89.31									PAYE Payment Tax Month 4	25/024	17	
31/07/2025	Workwear Express - no credit note provided												Credit for Order of Tie's with PC logo			
21/08/2025	Paul Johnson						-246.40						Printing of Newsletter		18	
26/08/2025	Mrs T Ryall-Harvey			-347.17									Clerk's Salary Tax Month 5		19	
29/08/2025	HMRC PAYE			-89.31									PAYE Payment Tax Month 5		20	
														0.00		
														5,667.89		
TOTALS				-2,181.60	-387.00	0.00	-541.03	0.00	0.00	-289.00	0.00	-93.31	9,159.83			

RECONCILIATION

Current Account £5,685.59
Deposit Account £13,809.08
TOTAL £19,494.67
Less Uncleared Payments

Year to date balance
Balance Brought Forward
Balance

£5,667.89
£13,826.78
£19,494.67

TOTAL

£19,494.67

£0.00

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 £5,668.18

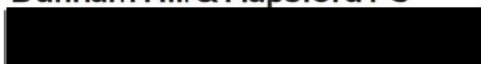
Clerk: J Ryall-Harvey
26/08/2025

Dunham Hill and Hapsford Parish Council
Bank Reconciliation to Cashbook -
Presented to Meeting on Tuesday 2nd September 2025
Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	£19,494.67
Current Account	£5,685.59
Deposit Account	£13,809.08
TOTAL	£19,494.67
Balance on Bank Accounts	
Current Account	£5,774.90
Deposit Account	£13,809.08
Less: Unpresented Payment	-£89.31
TOTAL	£19,494.67
Reconciliation	YES



Dunham Hill & Hapsford PC



£5,774.90

Available balance [?](#)



Dunham Hill Deposit Acc



£13,809.08

Available balance [?](#)



Dunham Hill and Hapsford Parish Council

Action Plan 2025-26

	Issue	Action	Lead	Resource Implications	Timescales
Crime & Community Safety					
1.	Speeding in the Parish	Monitor using SID	K Holmes	£907 provision for ancillaries & servicing	Regular and frequent monitoring
2.	Parking on pavements	Liaise with PCSO	Councillors	NIL	As and when required
3.	Fly Tipping	Report to CWaC	Cllr Bradley	NIL	As and when required

Events & Activities					
4.	Remembrance	Lamppost Poppies	Cllr Bradley /Johnson	£120	October-November
		Lay Poppy Wreath at Remembrance Event	Parish Councillors	£25 for Poppy Wreath	
5.	Festive Season	Festive Wreaths	Cllr Bradley /Johnson	NIL	End of November – Beg January
		Purchase Christmas Tree for Hapsford	Clerk	Requires Crowd-funding to fund.	End of November
		Organise Lights Switch on event for:- Dunham Hill Village Hapsford Village	Cllrs Bradley/ Wallace		First weekend in December
6.	Community Cleanup Events	Maintain twice yearly cleanup events	Cllr Bradley	£100 Litter picking equip.	March & Oct
7.	Easter Egg Hunt	Organise kids Easter Egg Hunt in Hapsford	Cllr Wallace	NIL	March

Communication					
9.	Improve communication of Parish Council activities	3 x per year Parish Council Newsletter	Cllr Wallace	£80 printing cost per newsletter	Apr, Aug, Dec
		PC Website, WhatsApp, & Facebook	Clerk/Cllrs Johnson /Wallace	NIL	Monitor & Update Monthly

Environment					
10.	Wildflower Planting	Continue with Wildflower planting programme along A5117	Councillor	£375	Spring 2025



Dunham Hill and Hapsford Parish Council

Planning, Enforcement & Neighbourhood Plan

11.	Neighbourhood Plan	Complete Neighbourhood Plan	Lead – Cllr Green	Will seek grants wherever possible to fund this work.	May 2025
12.	Planning Applications	Review all planning applications against neighbourhood plan and circulate suggested response around Parish Council for approval.	Councillors /Clerk	NIL	As and when required.
13.	Enforcement Issues	Report all Enforcement Issues to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.

Highways

14.	Potholes and Highways/signs Damage	Report all potholes and highways/signs damage issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.
15.	Highways Weeding	Report all highways weeding issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.

Footpaths

16.	Footpath Accessibility	Report all footpath accessibility issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.
17.	Public Rights of Way & Bridleways	Monitor and report any overgrown PROW's	Councillors	NIL	As and when required.
18.	Maintenance /replacement of stiles	Report all stile damage issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.

Community Resources

19.	Assets	Review all assets owned by PC and agree a maintenance schedule.	Councillors	£400	Annually
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Dunham Hill and Hapsford Parish Council

Parish Council					
20.	Training	- Identify and schedule training for Clerk	Clerk	£150	As and when required.
		- Identify and schedule training for Parish Councillors	Parish Councillors	£100	As and when required.
21.	Parish Meeting	Organise Annual Parish Meeting to allow groups within the Parish to report activities that have been carried out to the Parish Council	Chairperson/ Clerk	NIL	March