



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:-

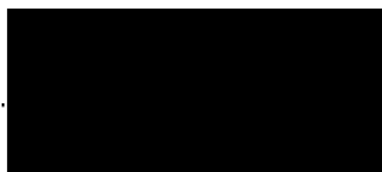
- Local Plan
- Let's Talk about Transport
- Neighbourhood Plan Referendum

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:..2.9.2025.....

Mrs T Ryall-Harvey