



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 21st October, 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
14/10/2025
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> <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</i>
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 2 nd Sept 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 receive a verbal update the Neighbourhood Plan.
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 receive a verbal update following the recent Community Litter Picking Event.
12.	PARISH COUNCIL MATTERS	1. To review Action Plan and agree for 2026-27. 2. To seek budget requirements for 2026-27.
	DATE OF NEXT MEETING	Tuesday 6 th January, 2026 at 7.00pm ad Dunham Hill Village Hall.



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 2nd September 2025, at 7.00pm in the Dunham Hill Village Hall.

MINUTES

Present:	Cllr S Clarke	Cllr K Bradley
	Cllr C Jones	Cllr C Green
	Cllr K Holmes	Cllr R Johnson
Clerk:	Mrs T Ryall-Harvey	Members of the public: 1

APOLOGIES FOR ABSENCE – None

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.

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

A resident who lived in the village and was linked with the church down Hob Lane asked if there was anything that the Church could assist the village with. It was suggested that they undertake a litter picking event in between the Parish Council events as they were unable to attend the one PC had organized. Cllr Clarke undertook to liaise with the resident to organize this in December/January. Cllr Green also asked if there was any funding available as the PC are currently looking to complete a Green/Grey belt study to identify areas that could be agreeable to build on in the future.

ACTION: It was agreed that Cllr Clarke would liaise with resident to organize a litter picking event in December/January.

ACTION: It was agreed that further information would be provided to the resident in relation to the additional study that the Parish Council would like to undertake to gain better evidence in relation to building on green/gray belt in the Dunham Hill and Hapsford area.

CORRESPONDENCE

A resident of Hapsford had contacted the Parish Council to ask if it would be possible to have “please don’t litter” signs to put up on the verges of Hapsford, the Parish Council agreed to raise this with CWaC it was also suggested that the Parish Council ask if a litter bin can be installed in the layby by the motorway.

ACTION: Layby near the motorway ask if we can put a bin.

ACTION: Cllr Bradley will take pictures of issue and then Clerk to report to CWaC

Following the letter from Dunham Hill and Hapsford Parish Council sent to Sarah Pochin regarding Unauthorised Development in the Green Belt, the clerk sought clarification as to how the Parish Council would like to respond to Sarah Pochin’s office seeking further information.

ACTION: Cllr Bradley undertook to raise this with the Sandstone Meeting and draft an appropriate response.

ACCEPTANCE OF MINUTES

RESOLVED 25/026 - that the Chair of the meeting signs, as a true and correct record the circulated minutes of the Parish Meeting held on Tuesday 8th July 2025.

PLANNING

The Planning Register dated 27/08/2025 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 local authority since the last meeting:-

- 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*.
- 25/01628/LDC – Thyme House, 6 Moor Court, Moor Lane, Hapsford WA6 0LA – Use of land for siting a mobile home for use ancillary to the main dwelling – *approved*.

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

- 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 to Cheshire West and Chester Council*.
- 25/02159/FUL – Witherwin, Chester Road, Dunham on the Hill, Chester CH2 4Jr – Replacement dwelling – *the Parish Council submitted that they have no objections to the proposed development, however they would like to ensure the safe removals of the asbestos roof and the removal of the hard core and restoration of the land to the front of the property together with the removal of the static caravan which is not in keeping with the area*.

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

- 24/00357/EOPDEV – Dunky's Nursery, Moor Lane, Hapsford installation of static caravan on a commercial site for educational purposes – it was reported that the Planning Enforcement Team had visited Hapsford Hall and has spoken to both the Planning Team and the Conservation Team; they have viewed the caravan at the nursery. The Planning Officers have confirmed that caravan does not constitute development and so does not require Planning Permission or Listed Building Consent to be located at the nursery. As planning do not consider it to be development, it does not constitute a breach in Planning Control and so no Enforcement action can be taken.

The white picket fence at the front of the property was also raised as part of the complaint. This was erected without Planning Permission or Listed Building Consent. However, it was erected over 4 years ago and so is immune to Enforcement action for the Planning Permission. In terms of it harming the listing – the Conservation team acknowledge that the fence is not typical but would likely approve a Listed Building Consent application for it, were one to be submitted. They do not see that it causes any harm to the listing.

As there is no breach in Planning Control for the caravan and Conservation are happy with the picket fence, the Planning Enforcement are unable to take action, and have closed the case.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Bradley thanked Cllr Green for all her hard work over the last two years in heading the Neighbourhood Development Plan project, he was pleased to report that following the referendum the on Thursday 28th August where the results were 81 votes were in favour and 14 votes against, it was reported by Cheshire West and Chester Council that the results were 'carried' in favour of making the order. The next stage is for Cheshire West and Chester Council to prepare a decision notice and report to 'make' the Plan which will be a decision delegated to the Head of Planning and Place Making.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 26/08/2025.

Bank Reconciliation

RESOLVED 25/027 – the council approved the bank reconciliation as circulated against the bank statements and Cllr Green sign the originals as a true and correct record.

Income & Expenditure

RESOLVED 25/028 - to accept the expenditure as reported to the meeting:-

Payments made since the last meeting for approval

Date	Payable to	Net Amount	Gross Amount	Comment
21-08-2025	Paul Johnson	£246.40	£246.40	Printing of Newsletter
25-08-2025	Mrs T Ryall-Harvey	£347.17	£347.17	Salary Tax Month 5
29/08/2025	HMRC PAYE	£89.31	£89.31	HMRC Tax Month 5

Payments not yet made for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£413.83	£0.00	£413.83	Salary Tax Month 6
Mrs T Ryall-Harvey	£59.87	£0.60	£60.47	Clerk's Expenses
HMRC PAYE	£118.39	£0.00	£118.39	HMRC Tax Month 6

THE COMMUNITY

Community Litter Picking – it was agreed the next Community Litter Picking Event would take place on Saturday 11th October from 10am.

PARISH COUNCIL MATTERS

Newsletter

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

- Neighbourhood Plan Referendum Update
- Christmas Events
- Welcome back to Tim the Postman
- Thank you to those who undertook the littering and additional litter picking event will be undertaken by the breatharian
- Work undertaken over the last six months, Dave to cut the grass and Stuart for painting the bus shelters, regular litter picking in Hapsford and checking the Defibrillator.

All articles to be provided by 1st November.

Hapsford Christmas Tree

It was reported that following the recent notice in the newsletter explaining that the funding for the Christmas Tree in Hapsford had run out, a resident had written in to ask if the Parish Council would budget to fund a Christmas Tree in the future. The Parish Council confirmed that last year the Christmas Tree was part funded by a donation from a resident. It was reported to the meeting that a resident wishing to remain anonymous had agreed to fund the Christmas Tree in Hapsford for this year. It was suggested that Hapsford residents explore crowd funding or a grant to support the purchase of a Christmas tree for future.

Parking on verge by Wheatsheaf

It was reported that parking on the grass verge by the Wheatsheaf had increased in the recent months and the Parish Council asked the clerk to contact Greene King to find out if the car park could be opened when there are events taking place at the Church and if there were any actions that the Church could take to alleviate any concerns that Greene King may have in allowing this.

Cllr Bradley reported that there were photographic evidence of vehicles parking on the verge and it was agreed that this be passed to the Highways.

ACTION: Clerk to contact Greene King to see if the car park could be opened for Church events

ACTION: Clerk to forward photographs of vehicles parking on the verge to CWaC Highways department.

Action Plan

The Action Plan for 2025-26 was circulated and comments/amendments were sought to allow the Clerk to draft the Action Plan for 2026-27, suggestions were:-

It was suggested that Cllr Wallace's name be remove as she had not attended meeting over the last 12 months.

Policies

The draft Information Technology Policy was circulated for the Parish Councillors comments and adoption it was unanimously **RESOLVED 25/029** to accept it.

Website

The Parish Council were asked to consider NALC's recommendation for Parish Council's to move to a gov.uk domain name. It was agreed Cllr Johnson would look further into this.

Connections Locality Meeting

It was reported that two representatives of the Parish Council had been invited to the next Connections Locality Meeting scheduled to take place in Frodsham on Tuesday 14th October at 5.30pm – 7pm, Cllr Holmes and Cllr Bradley undertook to attend.

SID - it was agreed that Cllr Holmes could purchase a replacement battery for SID up to the value of £50.

Assets

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.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 4th November 2025 at 7.00pm in Dunham Hill Village Hall.

The Clerk, Press and Public were asked to leave the meeting to allow the Parish Council to discuss the next item on the agenda.

Local Pay Rise for 2025-26

It was reported that the local government pay awards for 2025-26 had been agreed and it was RESOLVED 25/030 unanimously to approve the LGA new pay scales for 2025-26 be paid and backdated until April 2025.

The meeting closed at 19.57

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

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.	
	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		

11.	Mon 23 Dec 2024	24/03823/OUT	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
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Dunham Hill & Hapsford Parish Council Planning Register 2025

	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.
4.	Mon 08 Sep 2025	25/02807/CAT	1 Church View Village Road Dunham On The Hill Frodsham WA6 0LT	Removal of conifer	Awaiting Decision
5.	Thu 28 Aug 2025	25/02679/FUL	The Wheatsheaf Chester Road Dunham On The Hill Chester WA6 0LL	Change of use and conversion of a redundant amenity pub/restaurant to a children's day nursery, including the removal of various modern extensions, construction of first floor rear extension, new roof height, alterations to existing window and door openings, new front entrance. The stopping up of an existing vehicular access and provision of replacement vehicular access and associated hard and soft landscaping works.	
6.	Mon 22 Sep 2025	25/02981/CAT	1 Croft Cottage Church Lane Dunham On The Hill Chester WA6 0LZ	2m reduction of walnut	

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																	
People																	
Salary & HMRC Tax	Monthly	436	436	436	436	436	532	448	448	448	448	448	448	5,399	5,257	-142	Costs include VAT
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				180				426	240	-186	
Bulb Planting & Planters	Yearly *							60	300					360	440	80	Plants for the Planters (Spring & Autumn) +
Admin & Expenses																	
Expenses	Bi-monthly		70		128		60	75	75	75			75	483	450	-33	Clerk expenses
Training	As required		72								50			172	250	78	£100 for New Members/ £150 for Clerk
Membership/Subscriptions	Yearly										62			62	0	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	*													0	100	100	Litter picking equipment
Wildflower Planting														0	400	400	
Neighbourhood Plan														0	1,000	1,000	Completion of Neighbourhood Plan
Maintenance of Assets	*												50	50	400	350	Earmark £400 towards Maintenance of Assets
Ad Hoc Beneficial Items (\$137)	*							30						30	145	115	£145 on Poppy Wreath and Lamp-post Poppies
TOTAL CASH OUT		436	1,325	483	565	683	593	805	798	718	560	448	773	8,184	10,136	1,952	

RECEIPTS																	
Precept	8,291	8,900												8,900	8,900	0	
Bank Interest	1.35%		46		46						36			128	108	20	
VAT recovery		214												214	130	84	
Neighbourhood Development Plan Grant														0	0	0	
CWAC contribution														0	0	0	
Money taken from reserves														0	0	0	
Other														0	1,000	-1,000	
TOTAL CASH IN		9,114	0	46	0	0	46	0	0	0	36	0	0	9,242	10,138	-896	
Transaction Cash flow		8,678	7,353	6,916	6,351	5,668	5,121	4,317	3,519	2,801	2,278	1,830	1,058				

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
 Bank Reconciliation to Cashbook -
 Presented to Meeting on Tuesday 2nd September 2025
 Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	£18,815.86
Current Account	£4,960.95
Deposit Account	£13,854.91
TOTAL	£18,815.86
Balance on Bank Accounts	
Current Account	£4,960.95
Deposit Account	£13,854.91
Less: Unpresented Payment	
TOTAL	£18,815.86
Reconciliation	YES



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill & Hapsford PC >



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£4,960.95

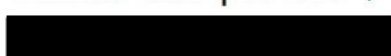
Available balance

Last night's balance £4,960.95



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill Deposit Acc >



[Show recent transactions](#)

£13,854.91

Available balance

Last night's balance £13,854.91

Income received since the last meeting for noting

Date	Payable to			Gross Amount	Comment
08/09/2025	Bank Interest			£45.83	Gross Interest for period 2nd June - 1st Sept

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
18/09/2025	Linus Internet Ltd	£47.88	£9.58	£57.46	Cloud Hosting
22/09/2025	Uniformity Clothing	£75.00	£0.00	£75.00	Parish Council Tie
08/10/2025	PDQ Limited	£103.50	£20.70	£124.20	Payroll Services
08/10/2025	Walkers Nursery	£34.95	£6.99	£41.94	Daffodils
10/10/2025	Royal British Legion	£30.00	£0.00	£30.00	Lamp-post poppies
10/10/2025	Royal British Legion	£16.67	£3.33	£20.00	Poppy Wreath

Payments not yet made for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£358.03	£0.00	£358.03	Salary Tax Month 7
	Mrs T Ryall-Harvey	£78.07	£4.24	£82.31	Clerk's Expenses
	HMRC PAYE	£94.19	£0.00	£94.19	HMRC Tax Month 7



Dunham Hill and Hapsford Parish Council

Action Plan 2026-27

	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	NIL	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
		Organise Lights Switch on event for:- Dunham Hill Village	Cllrs Bradley		First weekend in December
6.	Community Cleanup Events	Maintain twice yearly cleanup events	Cllr Bradley	£100 Litter picking equip.	March & Oct
Communication					
7.	Improve communication of Parish Council activities	3 x per year Parish Council Newsletter	Cllr Bradley	£500 for printing for year	Apr, Aug, Dec
		PC Website, WhatsApp, & Facebook	Clerk/Cllrs Johnson	NIL	Monitor & Update Monthly
Environment					
8.	Bulb Planting	Undertake rolling program of planting daffodils around the Parish	All Councillors	£50	Annually
9.	Planters	Refresh plants in village planters		£300	Bi-Annually
Planning, Enforcement & Neighbourhood Plan					
10.	Planning Applications	Review all planning applications against neighbourhood plan and circulate suggested	Councillors /Clerk	NIL	As and when required.

		response around Parish Council for approval.			
11.	Enforcement Issues	Report all Enforcement Issues to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.

Highways

12.	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.
13.	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

14.	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.
15.	Public Rights of Way & Bridleways	Monitor and report any overgrown PROW's	Councillors	NIL	As and when required.
16.	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

17.	Assets	Review all assets owned by PC and agree a maintenance schedule.	Councillors	£400	Annually
18.	Defibrillator	Monitor Defibrillators and replace batteries or pads as required	K Holmes	£360	Monthly
19.	Speed Indicator Device	Maintain the Parish Council Speed Indicator Device and relocate minimum of every three months	K Holmes / All Councillors	£80	3 monthly

Parish Council

20.	Training	- Identify and schedule training for Clerk - Identify and schedule training for Parish Councillors	Clerk Parish Councillors	£150 £100	As and when required. As and when required.
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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
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