



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 6th January 2026** 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

01/01/2026

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 21 st October' 25.
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.	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.
10.	THE COMMUNITY	To receive verbal reports on any activities that had taken place within the village since the last meeting.
11.	PARISH COUNCIL MATTERS	1. Training for 2025-26 – to agree any training requirements for the Clerk & Parish Councillors for 2026-27. 2. To approve the budget for 2026-27. 3. To agree the Precept for 2026-27. 4. To agree the date of the Parish Meeting for 2026.
	DATE OF NEXT MEETING	Tuesday 2 nd March, 2026 at 7.00pm ad Dunham Hill Village Hall.



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 21st October 2025, at 7.00pm in the Dunham Hill Village Hall.

MINUTES

Present: Cllr S Clarke
Cllr C Jones
Cllr K Holmes

Cllr K Bradley
Cllr C Green
Cllr R Johnson

Clerk: Mrs T Ryall-Harvey

Members of the public: 0

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 - nothing raised.

CORRESPONDENCE

Connections Locality Meeting (Frodsham plus): Tuesday 14 October 2025 – Cllr Bradley & Cllr Holmes provided a verbal report of the recent meeting that they attended on behalf of the Parish Council.

ACCEPTANCE OF MINUTES

RESOLVED 25/031 - that the Chair of the meeting signs, as a true and correct record of the circulated minutes of the Parish Meeting held on Tuesday 2nd September 2025.

PLANNING

The Planning Register dated 08/10/2025 was accepted and changes to the planning register from last meeting were noted.

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

- 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 existing vehicular access and provision of replacement vehicular access and associated hard and soft landscaping works. The Parish Council reviewed this application and agreed to **support** the development after considering the application against the Neighbourhood Plan.
- Cllr Bradley reported on the proposed development in Helsby and Hapsford by Brook House, they are looking to hold a residents consultation meeting on 11th November from 3.30pm to 7pm on the building of new homes within the area.

ACTION: Cllr Bradley to ask Brookhouse for clarification of the site proposal.

- 25/02807/CAT - 1 Church View Village Road Dunham On The Hill Frodsham WA6 0LT – Removal of conifer– The Parish Council had no comments to this application.
- 25/02981/CAT – 1 Croft Cottage, Church Lane, Dunham on the Hill, Chester WA6 0LZ – 2m reduction of walnut – The Parish Council had no objection to this application.
- 25/02828/FUL - Morley Bridge Works Chester Road Dunham On The Hill Chester CH2 4JS - Demolition of existing building and erection of replacement commercial vehicle preparation building (retrospective). The Parish Councillors undertook to review this application and agree a response in between meetings.

NEIGHBOURHOOD DEVELOPMENT PLAN

Following a successful “yes” vote at the referendum on 28th August 2025, Cheshire West and Chester Council formally made the Dunham on the Hill and Hapsford Neighbourhood Plan on the 10th September 2025.

In accordance with Regulation 19 of the 2012 Regulations, Cheshire West and Chester Council have now published the Decision Statement and details of where the decision document can be inspected on the Council’s website.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 08/10/2025.

Bank Reconciliation

RESOLVED 25/032 – the council approved the bank reconciliation as circulated against the bank statements and Cllr Holmes sign the originals as a true and correct record.

Income & Expenditure

RESOLVED 25/033 - to accept the expenditure as reported to the meeting:-

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

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	£78.56	£4.24	£82.81	Clerk's Expenses
HMRC PAYE	£94.19	£0.00	£94.19	HMRC Tax Month 7

THE COMMUNITY

Community Litter Picking – it was confirmed that the recent Community Litter Picking Event took place on Saturday 11th October from 10am and the Parish Council thanked all those who participated with this event.

PARISH COUNCIL MATTERS

Action Plan

The Action Plan for 2026-27 was circulated and it was **RESOLVED 25/034** unanimously to adopted it.

Budget Requirements for 2026-27

Parish Councillors were asked to consider any items/projects they wishes to include for consideration for the next Parish Council budget.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 6th January 2026 at 7.00pm in Dunham Hill Village Hall.

The meeting closed at 19.50

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	Decided - Withdrawn

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	No objections	Decided
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	No Objections	Decided
7.	Mon 08 Sep 2025	25/02828/FUL	Morley Bridge Works Chester Road Dunham On The Hill Chester CH2 4JS	Demolition of existing building and erection of replacement commercial vehicle preparation building (retrospective).	PC Objected to application due to The Parish Council has concerns about: 1- the near doubling in the height of the building,	

					2- the impact on the appearance of the local area 3- the impact on the neighbouring residential developments 4- the impact of the noise from the change of use, from the previously approved planning permission 09/11028/COU and 11_00180_FUL, on the neighbours	
8.	Fri 17 Oct 2025	25/03280/CAT	Bankfield Village Road Dunham On The Hill Frodsham WA6 0NN	T1 - Cherry Tree at rear of property - fell whole tree T2 - Sycamore Tree - fell whole tree T1 - tree over grown and roots pushing through retaining wall adjoining property to rear creating cluster growths. Outline application (with access for approval; appearance, landscaping, layout and scale reserved for future approval) for up to 160 dwellings (Use Class C3) with new vehicular, pedestrian and cycle access, a new bridge, public open space and associated landscaping, engineering and demolition works.	No Objections	
9.	Tue 16 Dec 2025	25/03608/OU T	Land North of Chester Road Helsby Frodsham			

Trudy Ryall-Harvey
Dated 16-12-2025

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	532	452	452	448	448	448	448	5,413	5,257	-156	
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					124	21					224	212	-12	
General Services																	
Website & Broadband	Yearly						57							57	70	13	Cloud Hosting 12 Month subscription - £70
Village Hall Room Hire	Yearly												200	200	0	2 Year Domain Registration (09/24 - 09/26) - £30	
Newsletter	Quarterly					246			196					442	240	-202	
Bulb Planting & Planters	Yearly							42						42	440	398	Plants for the Planters (Spring & Autumn) +
Admin & Expenses																	
Expenses	Bi-monthly		70		128		60	65					75	398	450	52	Clerk expenses
Training	As required		72					18			50			140	250	110	£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	Bi-annual													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																	Earmark £400 towards Maintenance of Assets
Ad Hoc Beneficial Items (\$137)	*						75	50	100				50	50	400	350	£475 for Parish Council Tins, £50 for Poppy Wreath and 10 x Lamp-post Poppies, £48.61 to replace battery on SD, £31.84 for 10 badges for Councillors
TOTAL CASH OUT		436	1,325	483	565	683	725	751	574	648	560	448	773	7,970	10,136	2,167	

RECEIPTS																	
Precept	8,291	8,900												8,900	8,900	0	
Bank Interest	1.35%			46			46			40				132	108	24	
VAT recovery		214												214	130	84	
Neighbourhood Development Plan Grant														0	0	0	
CWAC contribution														0	0	0	
Money taken from reserves									49					49	1,000	-951	
Other														0	0	0	
TOTAL CASH IN		9,114	0	46	0	0	46	0	49	40	0	0	0	9,295	10,138	-843	
Transaction Cash flow		8,678	7,353	6,916	6,351	5,668	4,989	4,238	3,713	3,105	2,545	2,098	1,325				

EARMARKED FROM RESERVES														Actual	Budget	Variance
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								49					0	1,625	1,625
Ring-Fenced for Speed Monitoring Device	907													49	907	858
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	49	0	0	0	0	49	13,826	13,777

Dunham Hill and Hapsford Parish Council
 Bank Reconciliation to Cashbook -
 Presented to Meeting on Tuesday 6th January 2026
 Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	£16,883.23
Current Account	£2,987.89
Deposit Account	£13,895.34
TOTAL	£16,883.23
Balance on Bank Accounts	
Current Account	£3,440.11
Deposit Account	£13,895.34
Less: Unpresented Payment	-£452.22
TOTAL	£16,883.23
Reconciliation	YES



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill & Hapsford PC >



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£3,440.11

Available balance

Last night's balance £3,440.11



DUNHAM HILL & HAPSFORD PARISH COUNCIL

Dunham Hill Deposit Acc >



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£13,895.34

Available balance

Last night's balance £13,895.34

Income received since the last meeting for noting

Date	Payable to			Gross Amount	Comment
08/12/2025	Bank Interest			£40.43	Gross Interest for period 8th Sept - 7 Dec

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
06/11/2025	Complete Secutiry	£40.51	£8.10	£48.61	Replacement Battery for SID
06/11/2025	PQR Limited	£17.50	£3.50	£21.00	Backpay calculation
07/11/2025	Staff Badges Direct.	£43.20	£8.64	£51.84	ID badges for Parish Councillors
25/11/2025	Mrs T Ryall-Harvey	£358.06	£0.00	£358.06	Clerk's Salary Tax Month 8
29/11/2025	HMRC PAYE	£93.99	£0.00	£93.99	PAYE Payment Tax Month 8
12/12/2025	Paul Johnson	£196.00	£0.00	£196.00	Printing of Newsletter
24/12/2025	Mrs T Ryall-Harvey	£358.23	£0.00	£358.23	Clerk's Salary Tax Month 9
30/12/2025	HMRC PAYE	£93.99	£0.00	£93.99	PAYE Payment Tax Month 9

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 10
	Mrs T Ryall-Harvey	£61.57	£0.00	£61.57	Clerk's Expenses
	HMRC PAYE	£94.19	£0.00	£94.19	HMRC Tax Month 10

Budget Element	Due Date	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Budget 2026-27	Predicted EOY 25-26	Budget 2025-26	Actual 2024-25	Variance B v PYE	Commentary
EXPENDITURE																			
People																			
Salary & HMRC Tax	Monthly	448	448	448	448	448	448	448	482	460	460	460	460	5,455	5,399	5,257	5,166	56	Costs include VAT
Professional service																			
Insurance	Yearly		280											280	264	453	420	16	
Internal & External Audit	Yearly		62											62	57	62	309	5	No External Audit required for 2024-25
Payroll Services	Quarterly		85					130		15				230	216	212	182	14	
General Services																			
Website & Broadband	Yearly						85							85	70	70	86	15	Cloud Hosting 12 Months subscription - £70
Village Hall Room Hire	Yearly											350		350	200	200	328	150	2 Year Domain Registration (09/24 - 09/26) - £30
Newsletter	Quarterly	150			150				200					500	426	240	426	74	
Bubb Planting & Planters	Yearly	*						50	300					350	360	440	54	-10	Plants for the Planters (Spring & Autumn) +
Admin & Expenses																			
Expenses	Bimonthly	80	80	80	80	80	80	80	80	80			85	485	483	450	484	2	Clerk expenses
Training	As required	50			50	20	50		50		50			250	172	250	128	78	£100 for New Members/ £150 for Clerk
Membership/Subscriptions	Yearly										42			62	62	62	98	0	£42 - SLCC Membership, £20 - CCA Membership
Data Protection fee	Yearly		47											47	47	35	35	0	
Projects																			
Defibrillator		360												360	347	360	413	13	Replacement Battery for a Defibrillator
Speed Indicator Device										80				80		0	0	80	Replacement Battery for SID
Community cleanup	Bi-annual		50					50			80			100	0	100	0	100	Litter picking equipment
Christmas Lights for Hapsford									333					333	0	0	0	333	Purchase of Christmas Lights
Planting		100											400	100	0	400	0	100	
Maintenance of Assets	*													400	50	400	0	350	Earmark £400 towards Maintenance of Assets
Ad Hoc Beneficial Items (S137)	*						35		150					185	30	145	409	150	£35 on Poppy Weave and Lamp-post Poppies
TOTAL CASH OUT		1,188	925	575	498	698	618	758	1,165	905	632	460	1,295	9,714	8,183	10,136	8,538	1,531	

RECEIPTS																			
Precept	8,900	9,500												9,500	8,900	8,900	8,291	600	
Bank Interest			29				29		29				28	115	128	108	199	-13	
VA Trecovery		99												99	214	130	877	-115	
CWAC contribution														0	0	0	0	0	
Money taken from reserves														0	0	1,000	0	0	
Other														0	0	0	332	0	From Reserves
TOTAL CASH IN		9,599	0	29	0	0	29	0	0	29	0	0	28	9,714	9,242	10,138	9,700	3,731	
Transaction Cash flow		8,411	7,487	6,941	6,443	5,746	5,157	4,400	3,234	2,359	1,727	1,267	0						