



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 3rd March 2026** to be held in Dunham Hill Village Hall, which will directly follow-on from the Parish Meeting scheduled to start at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk
24/02/2026
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> <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 6 th January 2026.
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 agree Payroll Provider for 2026-27. 4. To approve the Clerk's claiming of VAT for period April 2025 – March 2026 5. 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. - Willow Arch - Gate to Green Space in Hapsford – to receive an update following the damaged gate being reported to CWaC. - Pink Poo Campaign – to agree if the Parish Council wishes to run a campaign this year and when - To agree date for next Community Litterpicking event.
11.	PARISH COUNCIL MATTERS	1. Risk Assessment – to review and approve the Risk Assessment for 2026. 2. Asset Register – to review and approve the Asset Register for 2026.

		3. To agree and appoint an Internal Auditor for 2025-26.
	DATE OF NEXT MEETING	The Annual Meeting will take place on Tuesday 5 th May, 2026 at 7.00pm at Dunham Hill Village Hall.



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 6th January 2026, at 7.00pm in the Dunham Hill Village Hall.

MINUTES

Present: Cllr S Clarke Cllr C Green
Cllr K Bradley Cllr R Johnson

Clerk: Mrs T Ryall-Harvey Members of the public: 1

APOLOGIES FOR ABSENCE – Apologies were received from Cllr K Holmes and Cllr C Jones due to ill health.

PARISH COUNCIL VACANCIES – it was reported that there were currently three vacancies, following the resignation of Sally Wallace, 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

- Peak Cluster Phase 1 consultation launches on 12th January details of events were shared with the Parish Councillors and it was reported that the Cheshire Parish Webinar was scheduled for 19th January 1pm – 2.30pm.
ACTION: Clerk to ask if they can make the recording available after the meeting for those Parish Councillors who are not able to attend.
- Damaged Gate – It was reported that CWaC had contacted the Parish Council regarding the damaged pedestrian gate on the green in Hapsford. As CWaC had no record of it being a CWaC Asset. The clerk had responded to say that the land was maintained by CWaC and was originally Chester City Council land.
- Willow Tunnel on green in Hapsford – It was reported that this had been noted to have died which was disappointing and the Clerk was asked to contact the company to see if they would replace or refund the tunnel. **ACTION:** Write to Twigtwister.
- Caravan in Hapsford – Cllr Johnson reported that he had spoken to a Liaison Officer from Cheshire Policy Force. Waiting on maps from CWaC to the Police to confirm ownership of the land. Cllr Bradley confirmed he had spoken to the Police who has confirmed that they would go a visit, whilst this was taking place Cllr Bradley saw the Fire brigade turned up to put the open fire out.
ACTION: Clerk to contact Ward Councillor Hugo Deynem.

ACCEPTANCE OF MINUTES

RESOLVED 25/035 - that the Chair of the meeting signs, as a true and correct record of the circulated minutes of the Parish Meeting held on Tuesday 21st October 2025.

PLANNING

The Planning Register dated 16/12/2025 was accepted and changes to the planning register from last meeting were noted.

The Clerk reported upon a question from the applicants of 25/02679/FUL – The Wheatsheaf, Chester Road, Dunham on the Hill, WA6 0LL due to comments coming back from Cheshire West and Chester Highways Department relating to the removal of trees and shrubs planted on the green space in front of the Wheatsheaf that could affect the view of drivers leaving the premises, it had therefore been recommended that some of the planting be removed to improve the visibility splay. Parish Councillors agreed to support this, however, have asked once the planning application is approved then a site meeting be arranged between Ashton Hayes Day Nursery and Parish Council to discuss the removal and relocation of these bushes/trees, the Parish Council agreed to help by moving the plants but would like Ashton House Day Nursery to take responsibility for restoring the green space and replacing the daffodils at the access points.

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

- 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 **objected** to this application due to concerns about the near doubling in height of the building; the impact on the appearance within the local area; the impact on the neighbouring residents developments; the impact of the noise from the change of use.
- 25/03280/CAT – Bankfield, Village Road, Dunham on the Hill, WA6 0NN – T1 – Cherry Tree at rear of property – fell whole tree, T2 – Sycamore Free – fell whole tree; T1 – tree overgrown and roots pushing through retaining wall adjoining property to rear creating cluster growth. – the Parish Council had **no objection** to this planning consultation.
- 25/03608/OUT – Land North of Chester Road, Helsby – 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.

The Chair thanked all Parish Councillors who came out and helped visit the residents of Hapsford to speak to them and get responses on the planning application, the main concerns from residents seemed to be the already stretched local services including GP, schools etc. Cllr Bradley raised the issues with Brookhouse Homes and a response was received back.

Cllr Green has reviewed the planning application against the neighbourhood plan and this report was shared with the Parish Councillors prior to the meeting.

A resident, who represented the Hornsmill PH attended the meeting and said that they would support the application as long as consideration is given to visibility of the PH and hoped that those residents who live in the houses once they are built would support the local amenities.

The Parish Council discussed the application and agreed to submit a **neutral responses**.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 16/12/2025.

Bank Reconciliation

RESOLVED 25/036 – the council approved the bank reconciliation as circulated against the bank statements and Cllr Green sign the originals as a true and correct record.

RESOLVED 25/037 - to accept the expenditure as reported to the meeting:-

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 Security	£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	£94.19	£0.00	£94.19	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

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	£101.57	£0.00	£101.57	Clerk's Expenses
HMRC PAYE	£94.19	£0.00	£94.19	HMRC Tax Month 10

THE COMMUNITY

Xmas Lights Turn on – it was confirmed that Dunham Hill village had held a village lights turn on, the Parish Council thanked all those involved in particularly the Postman and Cannon Gary O'Neil for attending as without them the event would not have been the same and thanks to the Village Hall Committee for providing the refreshments.

Hapsford village also had lights on the green this year together with a Christmas Tree, the Parish Council thanked those residents involved in making this happen and for the tree that had kindly been donated.

PARISH COUNCIL MATTERS

Training for 2026-27 – the training schedule from CHALC was circulated and the Parish Councillors were asked to consider if there was anything they wished to attend in 2026 and advise the Clerk accordingly.

The Clerk undertook to pull together a schedule of training, in line with the budget for 2026 for herself and circulate at a later date for approval.

Budget for 2026-27

Following the draft budget being circulated prior to the meeting, the budget was reviewed and the Parish Council **RESOLVED 25/038** unanimously to accept the budget for 2026-27 of £9,714 as set out below:-

Budget Element	Budget 2026-27
Salary & HMRC Tax	5,455
Professional service	
Insurance	280
Internal & External Audit	62
Payroll Services	230
General Services	
Website & Broadband	85
Village Hall Room Hire	350
Newsletter	500
Bulb Planting & Planters	350
Admin & Expenses	
Expenses	485
Training	250
Membership/Subscriptions	62
Data Protection fee	47

Projects	
Defibrillator	360
Speed Indicator Device	80
Community cleanup	100
Christmas Lights for Hapsford	333
Planting	100
Maintenance of Assets	400
Ad Hoc Beneficial items (\$137)	185
TOTAL CASH OUT	9,714
RECEIPTS	
Precept	9,500
Bank Interest	115
VAT recovery	99
CWAC contribution	0
Money taken from reserves	0
Other	0
TOTAL CASH IN	9,714

Precept for 2026-27

Precept for 2026-27 -the Parish Council **RESOLVED 25/039** unanimously to request a precept level of £9,500 which is 5% increase on the precept from 2025-26 and an increase to the Band D charge of £1.79 per household per year.

Parish Meeting 2026

The Clerk reported that the Parish Council had a statutory requirement to hold a Parish Meeting and the annual Parish Meeting needs to take place between 1st March and 1st June every year.

The Parish Meeting is an opportunity for residents and local community groups to get together and report on things that have happened in the village in the last 12 months.

It was therefore suggested that this be held on Tuesday 3rd March at 7.00pm immediately prior to the Parish Council Meeting.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 3rd March 2026 immediately after the Parish Meeting in Dunham Hill Village Hall.

The meeting closed at 20.14

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 0IQ	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 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.	
	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.		
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

	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.		
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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
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.	Neutral
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
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.	No Objections

Decided

9.	Tue 16 Dec 2025	25/03608/OU T	Land North of Chester Road Helsby Frodsham	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.	Neutral	
10.	Fri 23 Jan 2026	26/00261/TPO	Open Space Next To Garages On Car Park Area Dalecroft Hapsford Chester	Sycamore (T1) - Cut back branches by up to 2.5m	No Objections	

Judy Ryall-Harvey
Dated 16/02/2026

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	452	452	452	448	5,422	5,257	-165	
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				200	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			62		75	460	450	-10	Clerk expenses
Training	As required		72					18					50	140	250	110	£100 for New Members/ £150 for Clerk
Membership/Subscriptions	Yearly										40			40	62	22	£42 - SCC Membership, £20 - CCA Membership
Data Protection fee	Yearly			47										47	35	-12	
Projects																	
Defibrillator	Bi-annual		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)	*						75	50	100					225	145	-80	£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	554	452	823	8,018	10,136	2,118	

RECEIPTS																	
Precept	8,291	8,900												8,900	8,900	0	
Bank Interest	1.35%													132	108	24	
VAT recovery		214	46			46				40				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	2,551	2,099	1,276				

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								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 - 17th February 2026

Presented to Meeting on Tuesday 3rd March 2026

Prepared - Mrs T Ryall-Harvey

Balance show on Cashbook	£15,877.22
Current Account	£1,981.88
Deposit Account	£13,895.34
TOTAL	£15,877.22
Balance on Bank Accounts	
Current Account	£2,434.10
Deposit Account	£13,895.34
Less: Unpresented Payment	-£452.22
TOTAL	£15,877.22
Reconciliation	YES

DUNHAM HILL & HAPSFORD PARISH COUNCIL



Dunham Hill & Hapsford PC >



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£2,434.10

Available balance

Last night's balance £2,434.10

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

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/02/2026	Mrs T Ryall-Harvey	£358.23	£0.00	£358.23	Clerk's Salary Tax Month 11
26/02/2026	HMRC PAYE	£93.99	£0.00	£93.99	PAYE Payment Tax Month 11

Payments not yet made for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£358.23	£0.00	£358.23	Salary Tax Month 12
	Mrs T Ryall-Harvey	£139.23	£17.64	£156.87	Clerk's Expenses
	HMRC PAYE	£93.99	£0.00	£93.99	HMRC Tax Month 12



DUNHAM HILL AND HAPSFORD PARISH COUNCIL

GENERAL RISK ASSESSMENT

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES/COMMENTS	RESULTS
PARISH COUNCIL ASSETS								
1.	Outside seating area - Hapsford	Vandalism Cost of Replacement	Injury to people Equipment	8	2	1	Insurance including Public Liability.	A
2.	Noticeboards:- - Outside the Boshaw Centre, Village Road. - Moor Lane, Hapsford - Outside the Green Space in Hapsford. - Outside of the Village Hall, Village Road, DH - On side of Dunham Arms (not currently utilised)	Vandalism Cost of Replacement	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
3.	Defibrillators:- - In Phone Box on Village Road - In Phone Box on Moor Lane, Hapsford	Vandalism Cost of Replacement Repair Cost	Residents who need to use facilities	10	1	4	Insurance including Public Liability Make contingency provision in Parish Councils reserves for replacement.	A
4.	Speed Indicator Device	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
5.	Telephone Boxes - Opposite Boshaw Centre, Village Road. - Moor Lane, Hapsford	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
6.	Bus Shelters:- - A56 near Dunham Arms - A56 Outside Wheatsheaf	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T

- A56 Opposite Wheatsheaf												
- A5117 Westbound at Hapsford												
- A56 near Low Hill												
7. Laptop	Cost of Replacement Repair Cost Accidental Damage	Clerk	2	2	4				Insurance including Public Liability Make contingency provision in Parish Councils reserves for replacement.	T		
8. Decorative Lighting	Vandalism Cost of Replacement Repair Cost	Pedestrians	4	1	4				Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	A		
PARISH COUNCIL GENERAL												
9. Failure to attract sufficient candidates for Member Vacancies or elections	Reduce representation of neighbourhoods. Lack of resource. Possible meeting inquorate	Members	1	1	2				Actively publicise Council. Seek candidates amongst friends and colleagues. Publicise elections & vacancies on noticeboards and PC Website.	A		
10. Failure to achieve quorum at meetings	Business not transacted. Decisions not made.	Members Clerk	1	1	2				Issue members agenda promptly and seek confirmation or quorum before meeting date.	T		
11. Lack of public consultation by Parish Council	Decisions not based on evidence People disenfranchised	Members	1	1	1				Ensure meetings are published on noticeboards and website. Include Public Participation on all Agendas Ensure seating available at meeting for public Publish Agenda and minutes on website.	T		
12. Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	Clerk	1	1	1				Clerk to advertise exercise of rights for inspection on website and noticeboard and respond to requests.	A		
13. Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal Risk	Members	2	1	2				Obtain and read 'Good Councillors Guide' for any new Parish Councillors. Avoid making commitments on behalf of the parish council. Attend relevant training course.	A		
14. Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	2	2	4				Clerk to publish minutes once approved by Parish Council on the Parish Council website.	A		

15.	Inaccurate, untimely, improper minutes.	Poor decisions in future. Poor evidence for decisions	Clerk	1	2	2	Clerk to check minutes with Councillors not more than 14 days after meeting. Minutes published <i>Unapproved</i> .	A
16.	Inadequate document control	Poor evidence Poor support to Members	Clerk	1	1	1	Clerk to establish filing system.	A
17.	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members	1	3	3	Members to review Standard and Code of Conduct.	A
18.	Incomplete/inaccurate register of Members' Interests	Lack of Transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review Standard and Code of Conduct	A
19.	Failure to complete/submit Annual AGAR return on time.	Poor Auditors Report Public Confidence suffers	Clerk	1	5	5	Clerk to maintain diary and report to Parish Council meeting in May – September process	A
20.	Loss of data on PC due to system failure	Interruption to effective administration Possible financial loss	Clerk	1	3	3	External hard-drive backup quarterly.	A
21.	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	3	3	6	Option 1: - Internal Councillors trained to undertake wide range of financial and administration tasks. Option 2: Seek a temporary clerk to cover role from surrounding Parish Councils	A
22.	Lack of professional advice	Poor decisions	Clerk	2	2	4	Maintain membership of CHALC & SLCC	A
23.	Failure to correctly identify local needs or wishes	Council does not represent the people. Resources not applied.	Members	1	3	3	Maintain close contact with local residents. Advertise Parish Meetings to obtain residents feedback.	A
24.	Financial	Misappropriation of Council Funds Financial Loss	Public Service	1	2	2	All banking arrangements and changes to banking services approved by the council and recorded in the minutes. Pay invoices by cheque/bank transfer. Two councillors to sign each cheque and cheque bank stub. Internet banking Clerk to set payment up and one councillor to authorise payment. Quarterly reconciliation of Parish Council Accounts to be brought to Parish Council meeting for Councillors review.	A

									Annual scrutiny of all Financial Records by Internal Auditor. If an External Audit it required then Auditor to be provided with Clerk and Chairman's contact details.	
25.	Income	Unable to fulfil responsibilities	Public Service	1	1	1	1	1	Ensure Parish Council understands and complies with current VAT legislation.	A
26.	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	1	2	2	2	Maintain insurance Playground inspection regime established.	A
27.	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	1	3	3	3	Maintain inspection regime. Maintain insurance. Liaise with PCSO/Police.	A
28.	Loss to third party	Possible litigation Costs/damages	Clerk	1	2	2	2	2	Review Health & Safety Ensure adequate insurance Check contractors' insurance	A
29.	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	4	4	Council to review annually or if circumstances change.	A
30.	Failure to calculate/submit precept on time	Inadequate resources to meet commitments. Costs of re-billing	Clerk	1	3	3	3	3	Clerk to respond to Cheshire West and Chester Council notices. Agenda item for member to consider and approve for January's meeting.	A
31.	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	4	4	Clerk and members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy.	A
32.	Failure to account for and recover VAT	Wasted Resources	Clerk	1	3	3	3	3	Clerk to review. Internal Auditor to check	A
33.	Failure to stay within agreed budgets	Inadequate control. Potential wasted resources	Members Clerk	1	2	2	2	2	Clerk to review Internal Auditor to Check Reserves Policy to mitigate short-term impact of loss.	A
34.	Holding excessive or inadequate reserves	Auditors report. Poor use of resources. Inability to meet commitments	Members	2	3	3	6	6	Clerk to review as part of budgeting. Reserves Policy to set percentage of precept. Council to review size of Reserves.	A

35.	Fraud by Clerk	Reputation Cost & Litigation	Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
36.	Fraud by Members	Reputation Cost & Litigation	Members Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
37.	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to attend appropriate training throughout the year.	A
38.	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to maintain training. Liaise with internal and external auditors as appropriate.	A
39.	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review annually. Internal auditor to review annually.	A
40.	Improper financial records	Potential for wasted resources. Councillors unable to make sound financial decisions at meetings.	Clerk	1	2	2	Parish Councillors to be provided with updated financial records at each parish council meeting. Internal auditor to review	A
41.	HRMC requirements not met	Costs Litigation	Clerk	1	2	2	Clerk to liaise as necessary. Parish Council to employ payroll company.	A
42.	Failure to comply with deadlines for accounts and returns.	Poor auditor's report Cost Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external auditor or in the absence of the Clerk the Chairman to make contact.	A
43	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A

Results Key – T = Trivial Risk, A = Adequately Controlled Risk, N = Not Adequately Controlled, U – Unable to decide (*more information required*)

RISK ASSESSMENT CARRIED OUT BY: Mrs T Ryall-Harvey

DATE: 02/03/2026

RISK ASSESSMENT VALIDATED BY: MEMBERS OF DUNHAM HILL AND HAPSFORD PARISH COUNCIL DATE: 03/03/2026

Dunham Hill and Hapsford Parish Council Asset Register 2026

Items	Replacement Value
5 x wooden/metal, glass fronted notice boards	£2,500
Notice board outside Boshaw	
Notice board at Hapsford	
Notice board at Hapsford (Wooden)	
Notice board at Village Hall	
Notice board on side of Dunham Arms (Poor condition)	
8 x outside seat/ bench	£2,400
Seat at Low Hill triangle	
Seat outside Boshaw	
Seat at Rake Lane	
2 x Seats on Village Green	
3 x benches Hapsford plus two tables	
5 x Village signs/planters	£5,000
Planter at Low Hill triangle	
Planter outside Boshaw	
Planter at Rake Lane (Talbot Road)	
Planter in Hapsford	
2 x Defibrillator (Location: in Phone box on Village Roac (Location: in Phone box on Moor Lane, Hapsford)	£3,000
2 x Salt/Grit Spreaders (Location: Village Hall & Sally Wallace)	£450.00
2 x Telephone Boxes	£4,000
Telephone box opposite Boshaw	
Telephone box at Hapsford	
4 x Brick built bus shelters	£16,000
Brick bus shelter A56 near Dunham Arms	
Brick bus shelter A56 outside Wheatsheaf	
Brick bus shelter A56 opposite Wheatsheaf	
Brick bus shelter A5117 Westbound at Hapsford	
1 x Wooden bus shelter A56 near Low Hill	£500
1 x Laptop	£406
SID Machine plus chain and padlock – Location	£2,786
Decorative Lighting (Dunham on the Hill)	£1,320.50
Total value to replace	£38,363

Approved: March 2026