



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 Annual Parish Council Meeting on **Tuesday 5th May 2026** to be held in **Dunham Hill Village Hall**, which will start at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk

28/04/2026

clerk@dunhamhillandhapsford.co.uk

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS

(Public Bodies (Admission to Meetings) Act 1960)

AGENDA

1.	ELECTION OF CHAIR AND VICE-CHAIR FOR 2026-27.	
2.	APOLOGIES	And reason for absence.
3.	PARISH COUNCIL VACANCIES	To agree any applications for co-option received since the last meeting following the election on 4 th May 2023.
4.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
5.	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.
6.	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>
7.	CORRESPONDENCE	To receive any correspondence since the last meeting and to agree any action required.
8.	ACCEPTANCE OF MINUTES	To approve the minutes of the Parish Council Meeting held on 3 rd March 2026.
9.	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.
10.	AUDIT 2025-26	- Summary of 2025-26 - To accept and sign the Certificate of Exemption - To review the Internal Audit Report for 2025-26. - To discuss and approve the Governance Statement for 2025-26. - To approve the Accounting Statement for 2025-26. - To approve the Notice of Public Rights and Publication of Annual Governance and Accountability Return.
11.	ACCOUNTS	1. To accept the Cash Book and Outturn v Budget Reports. 2. To approve the payment made in between meetings for 2026-27. 3. To approve the payment of Insurance for 2026-27. 4. To approve the Bank Reconciliation against Cashbook YTD. 5. To review the Internal Auditor's Report and note and agree any recommendations. 6. To approve payments made by Direct Debit for 2026-27 7. To approve payments made since last meeting.

12.	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 receive an update on the Pink Poo Campaign - To receive an update following the recent Community Litterpicking event.
13.	PARISH COUNCIL MATTERS	1. To review and agree the roles and responsibilities for the Parish Councillors for 2026-27. 2. To review all policies and identify any requiring updating. 3. To review and agree the adoption of:- - Bio-diversity Policy - Community Engagement Policy - Co-option Policy and Procedures - Equality and Diversity Policy 4. To agree the dates for the Parish Council Meeting for the next 12 months. 5. To agree and adopt the Parish Council's Annual Report for 2025-26. 6. Newsletter - To agree when the next Newsletter should be published - To agree any items of interest raised at the meeting that should be included in the newsletter.
14.	DATE OF NEXT MEETING	To be agreed.



DUNHAM HILL & HAPSFORD PARISH COUNCIL MEETING

Tuesday 3rd March 2026, at 7.00pm in the Dunham Hill Village Hall.

MINUTES

Present: Cllr K Bradley (Chair)
Cllr S Clarke
Cllr K Holmes

Cllr C Jones
Cllr C Green
Cllr R Johnson

Clerk: Mrs T Ryall-Harvey

Members of the public: 0

APOLOGIES FOR ABSENCE – No apologies were received.

PARISH COUNCIL VACANCIES – it was reported that there were currently three 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

Cllr Bradley thanked Cllr Johnson for the follow-up liaison work he had done with both the Police and CWaC regarding the removal of the caravan that had been situated in Hapsford.

ACCEPTANCE OF MINUTES

RESOLVED 25/040 - that the Chair of the meeting signs, as a true and correct record of the circulated minutes of the Parish Meeting held on Tuesday 6th January 2026.

PLANNING

The Planning Register dated 16/02/2026 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:-

- 26/00261/TPO – Open space next to Garages on car park area, Dalecroft, Hapsford, Chester - Sycamore (T1) – cut back branches by up to 2.5 m – the Parish Council had ***no objections*** to this consultation.

It was noted that the following planning consultations had been determined by the local authority:-

- 25/02159/FUL – Witherwin, Chester Road, Dunham on the Hill, Chester CH2 4JR – Replacement dwelling – ***approved***.
- 25/03280/CAT – Bankfield, Village Road, Dunham on the hill, WA6 0NN – T1 – Cherry Tree at rear of property – fell whole tree, T2 – Sycamore Tree – fell whole tree – ***decided***.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 16/02/2025.

Bank Reconciliation

RESOLVED 25/041 – the council approved the bank reconciliation as circulated against the bank statements and Cllr Clarke sign the originals as a true and correct record.

Payroll Provider

Following the Clerk circulating quotes received for Payroll Services, the quotes were considered and it was **RESOLVED 25/042** - to accept The Accounts Centre as the Payroll Provider for 2026-27.

VAT Rebate Application

RESOLVED 25/043 to submit the VAT Rebate Application for 2025-26 of £171.48 at the end of March.

Income & Expenditure

RESOLVED 25/044 - to accept the expenditure as reported to the meeting:-

Income received in since the last meeting for noting

Date	Payable to	Gross Amount	Comment
24/02/2026	Cheshire West and Chester Council	£1,195.00	Ward Members Budget Monies
02/03/2026	Bank Interest	£35.18	Bank Interest for period 8 Dec–1 Mar

Payments made since the last meeting for noting

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

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£358.03	£0.00	£358.03	Salary Tax Month 12
Mrs T Ryall-Harvey	£139.23	£17.64	£156.87	Clerk's Expenses
HMRC PAYE	£93.99	£0.00	£94.19	HMRC Tax Month 12

THE COMMUNITY

Willow Arch in Hapsford – following the review of the condition of the Willow Arch on the Green Pace in Hapsford with the Twig Twister, four options had been provided for consideration:-

- Replant new Willow into existing structure at a cost of two bundles at a price around £150, then spray with linseed oil cost about £60
- Replant dead Willow, weave them into existing structure and spray paint with linseed oil and white spirit (70/30 mixture) cost about £150, might be less.
- Just spray paint at a cost of about £60- gives the structure a life of 7 years, but will have to be done twice a year – this would apply to the other two options as well.
- Or get rid of the structure.

It was agreed to move forward and weave new willow into the structure and spray within linseed oil and white spirit mixture.

The Clerk confirmed she had applied for and successfully obtained a Ward Members Grant of £1,195 towards:-

Festive Light to decorate the Village Green	£825.00
Additional willow to weave into current willow arch to enhance the archway and create a living space	£300.00
Treatment of willow arch	£70.00

It was therefore **RESOLVED 25/045** to arrange for additional willow to be woven into the archway and a treatment of linseed oil to be applied.

It was also **RESOLVED 25/046** to purchase festive lights for Hapsford upto a total value of £825.00 excluding VAT.

Gate to Green Space in Hapsford – the Clerk reported after reporting the damaged gate to CWaC, CWaC had come back to question the ownership of the land and fence/gate. The Clerk had responded to say that the green space was CWaC and has been maintained by CWaC and Chester City Council before it – therefore they needed to look to replace the gate- CWaC to date had not responded.

Pink Poo Campaign- the Clerk sought confirmation if the Parish Council wished to participate in a Pink Poo Campaign again this year. It was agreed to request to run the Pink Poo Campaign in May this year.

Community Litterpicking Event- it was agreed that the next Community Litterpicking event would take place on Saturday 9th May between 10am and 12noon.

The Parish Council wished to thank the Brethren Church who recently undertook a litter pick and collected a huge amount of litter.

PARISH COUNCIL MATTERS

Risk Assessment - **RESOLVED 25/047** The Parish Councillor's approved the Risk Assessment as submitted to the meeting for 2026.

Asset Register - **RESOLVED 25/048** The Parish Councillor's reviewed the circulated Asset Register and approved it for 2026. Add a separate column to include replacement value cost.

Internal Auditor

RESOLVED 25/049 to instruct Mr Phil Sanders to undertake the Internal Auditor for 2025-26.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 5th May 2026 at 7.00pm in Dunham Hill Village Hall.

The meeting closed at 19.30

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

Mrs T Ryall-Harvey

Add to agenda for next meeting – tree on Green in Dunham on the Hill.

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 0LQ	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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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	
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, constructions to 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	
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	
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	Approved
11.	Mon 02 Feb 2026	26/00331/FUL	The Guest House Moor Lane Hapsford Chester WA6 0JY	Retrospective change of use from a domestic dwelling to a mixed use of a dwelling and Class E (selling of windows and doors)	Not supported	

Dunham Hill & Hapsford Parish Council Planning Register 2026

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Dunham Hill and Hapsford Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2025 - 31st March 2026

Email: clerk.dunhamhillpc@gmail.com

Mobile: 07784 486 767

Information included:

Bank Reconciliation (below)

Significant variances explanation

Year End Accounts

Asset Register

Risk Assessment

Chairman for Year 2025-26

Keith Bradley

Email: chair@dunhamhillandhapsford.co.uk

Contact Number: 07985 290 658

CASH BOOK

Balance brought forward	£13,827
PLUS: Receipts	£10,665
LESS: Payments	<u>-£8,775</u>
	£15,717

BANK

Barclays Current Account	£1,786
Barclays Deposit Account	£13,931
	<u>£15,717</u>

General Power of Competence: The Council adopted the General Power of Competence at their Annual Meeting on 10th May 2023, Resolution 23/005, page 107 of the Minute Book.

Parish Council Minutes are available at
<https://www.dunhamhillandhapsford.co.uk/parish-council/minutes/>

Explanation of variances – pro forma

Name of smaller authority: **Dunham Hill and Hapsford Parish Council**
County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the

	2024-25 £	2025-26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	12,687	13,827				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	8,291	8,900	609	7.35%	NO		
3 Total Other Receipts	1,353	1,765	412	30%	YES		Increase of £412 due to the following:- <u>Increase in payment received:</u> + £1,195 - Cheshire West and Chester Council Contribution TOTAL + £1,195 <u>Decreases in payments received:</u> - £475 - VAT Rebate - £32 - Bank Interest - £276 - Other TOTAL - £783
4 Staff Costs	5,166	5,427	261	5.05%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,338	3,349	11	0.32%	NO		
7 Balances Carried Forward	13,827	15,717				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	13,827	15,717				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	38,363	38,363	-1	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

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	452	5,427	5,257	-170	
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													125	200	75	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			62		102	487	450	-37	Clerk expenses
Training	As required		72					18					55	145	250	105	£100 for New Members/ £150 for Clerk
Membership/Subscriptions	Yearly										40			40	62	22	£42 - SLCC 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	*													0	400	400	Earmark £400 towards Maintenance of Assets
Ad Hoc Beneficial items (£137)	*						75	50	100					1,070			=£75 for Parish Council Ties, £50 for Poppy Wreath and 10 x Lamp-post Poppies, £48.61 to replace battery on SD, £51.84 for 10 badges for Councillors
TOTAL CASH OUT		436	1,325	483	565	683	725	751	574	648	554	452	1,580	8,775	10,136	-925	1,361

RECEIPTS																		
Precept		8,291	8,900												8,900	8,900	0	
Bank Interest		1.35%			46			46			40			35	167	108	59	
VAT recovery			214										189		403	130	273	
Neighbourhood Development Plan Grant															0	0	0	
CWAC contribution												1,195			1,195	0	1,195	
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	1,195	224	10,714	10,138	576	
Transaction Cash flow			8,678	7,353	6,916	6,351	5,668	4,989	4,238	3,713	3,105	2,551	3,294	1,939				

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												0	1,625	1,625
Ring-Fenced for Speed Monitoring Device			907							49					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	49	0	0	0	0	49	13,826	13,777

DUNHAM HILL AND HAPSFORD PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2025-26

STATEMENT DATE	Description	Power	Minute Page	EXPENDITURE excluding VAT						VAT	Receipts	Totals	Comments	Resolved	No.
				People & Expenses	Professional Services	General Services	Admin	Grants	Projects	\$137					
07/04/2025	Cheshire West and Chester Council		179								8,900.00	8,900.00	Annual Precept Payment	25/014	1
22/04/2025	HMRC VTR		179								214.11	214.11	VAT Rebate	25/014	2
25/04/2025	Mrs T Ryall-Harvey		179	-347.17								-347.17	Clerk's Salary Tax Month 1	25/014	3
28/04/2025	HMRC PAYE		179	-89.11								-89.11	PAYE Payment Tax Month 1	25/014	4
08/05/2025	Mrs T Ryall-Harvey		180				-128.89		-289.00			-488.45	Clerk's Expenses	25/014	5
08/05/2025	Mr P Sanders		180		-57.00							-57.00	Internal Auditor	25/014	6
08/05/2025	PQR Limited		180		-66.00							-79.20	Payroll Services for Q1 & Q2	25/014	7
20/05/2025	Zurich Town & Parish Council		184		-264.00							-264.00	Parish Council insurance for 2025	25/024	10
23/05/2025	Mrs T Ryall-Harvey		180	-346.97								-346.97	Clerk's Salary Tax Month 2	25/014	8
29/05/2025	HMRC PAYE		180	-89.31								-89.31	PAYE Payment Tax Month 2	25/014	9
02/06/2025	Bank Interest Payment		184								45.72	45.72	Gross interest for period 3 Mar/1 Jun	25/024	11
11/06/2025	DD ICO		184				-47.00					-47.00	Data Protection Subscription	25/024	12
25/06/2025	Mrs T Ryall-Harvey		184	-346.97								-346.97	Clerk's Salary Tax Month 3	25/024	13
27/06/2025	HMRC PAYE		184	-89.31								-89.31	PAYE Payment Tax Month 3	25/024	14
09/07/2025	Mrs T Ryall-Harvey		184	-346.97			-118.74					-128.29	Clerk's Expenses	25/024	15
25/07/2025	Mrs T Ryall-Harvey		184									-346.97	Clerk's Salary Tax Month 4	25/024	16
25/07/2025	Workwear Express - no receipt provided									-94.08		-94.08	Order of Tie's with PC logo		
28/07/2025	HMRC PAYE		184	-89.31								-89.31	PAYE Payment Tax Month 4	25/024	17
31/07/2025	Workwear Express - no credit note provided									94.08		94.08	Credit for Order of Tie's with PC logo		
21/08/2025	Paul Johnson		188				-246.40					-246.40	Printing of Newsletter	25/028	18
26/08/2025	Mrs T Ryall-Harvey		188	-347.17								-347.17	Clerk's Salary Tax Month 5	25/028	19
29/08/2025	HMRC PAYE		188	-89.11								-89.11	PAYE Payment Tax Month 5	25/028	20
08/09/2025	Bank Interest Payment		192								45.83	45.83	Gross interest for period 2 Jun/ 7 Sep	25/033	21
16/09/2025	Mrs T Ryall-Harvey		188				-59.87					-60.46	Clerk's Expenses	25/028	22
18/09/2025	Linux Internet Ltd		192		-47.88							-57.46	Cloud Hosting 12 month plan	25/033	25
22/09/2025	Uniformity Clothing		192							-62.50		-75.00	Order of Tie's with PC logo	25/033	26
25/09/2025	Mrs T Ryall-Harvey		188	-413.53								-413.53	Clerk's Salary Tax Month 6	25/028	23
29/09/2025	HMRC PAYE		188	-118.39								-118.39	PAYE Payment Tax Month 6	25/028	24
09/10/2025	Walkers Nurseries		192			-34.95						-41.94	Purchase of Daffodil Bulbs	25/033	27
09/10/2025	Mrs T Ryall-Harvey		192				-78.56					-82.81	Clerk's Expenses	25/033	28
09/10/2025	PQR Limited		192		-103.50							-124.20	Payroll Services for Oct 25 - Mar 25	25/033	29
13/10/2025	Royal British Legion		192						-16.67			-20.00	Poppy Wreath	25/033	30
13/10/2025	Royal British Legion		192						-30.00			-30.00	10 x Lamp-post Poppies	25/033	30
25/10/2025	Mrs T Ryall-Harvey		192	-358.03								-358.03	Clerk's Salary Tax Month 7	25/033	31
29/10/2025	HMRC PAYE		192	-94.19								-94.19	PAYE Payment Tax Month 7	25/033	32
06/11/2025	Complete Security		196						-40.51			-48.61	Replacement Battery for SID	25/037	33
06/11/2025	PQR Limited		196		-17.50							-21.00	Backpay Calculation	25/037	34
07/11/2025	Staff Badges Direct.co.uk		196						-43.20			-51.84	ID Badges for Parish Councillors	25/037	35
25/11/2025	Mrs T Ryall-Harvey		196	-358.03								-358.03	Clerk's Salary Tax Month 8	25/037	36
29/11/2025	HMRC PAYE		196	-94.19								-94.19	PAYE Payment Tax Month 8	25/037	37
08/12/2025	Bank Interest Payment		196								40.43	40.43	Gross interest for period 8 Sept/ 7 Dec	25/037	38
12/12/2025	Paul Johnson		196			-196.00						-196.00	Printing of Newsletter	25/037	39
24/12/2025	Mrs T Ryall-Harvey		196	-358.23								-358.23	Clerk's Salary Tax Month 9	25/037	40
30/12/2025	HMRC PAYE		196	-93.99								-93.99	PAYE Payment Tax Month 9	25/037	41

Items

Replacement Value

Approved: March 2026



DUNHAM HILL AND HAPSFORD PARISH COUNCIL

GENERAL RISK ASSESSMENT - 2026

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

Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

DUNHAM HILL AND HAPSFORD PARISH COUNCIL

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26:

£10,665 PER AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26:

£8,775 PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2026.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

clerk@dunhamhillandhapsford.co.uk GENERIC EMAIL ADDRESS

Telephone number

07784 486 767 NUMBER

*Published web address

www.dunhamhillandhapsford.co.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026. Reminder letters for late submission will incur a charge of £40 + VAT.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

DUNHAM HILL AND HAPSFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*For any statement to which the response is 'no', an explanation **must** be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.		

www.dunhamhillandhapsford.co.uk / AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

DUNHAM HILL AND HAPSFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	12,687	13,827	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	8,291	8,900	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,353	1,765	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,166	5,427	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3,338	3,348	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	13,827	15,717	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	13,827	15,717	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	38,363	38,363	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?			For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Smaller authority name: **Dunham Hill and Hapsford Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement Monday 1st June 2026(a) 2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to: (b) Mrs T Ryall-Harvey (Clerk) 07784 486 767 clerk@dunhamhillandhapsford.co.uk commencing on (c) Wednesday 3 June 2026 and ending on (d) Tuesday 14 July 2026 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (sba@pkf-l.com) 5. This announcement is made by (e) Mrs T Ryall-Harvey (RFO)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.



DUNHAM HILL & HAPSFORD PARISH COUNCIL

ROLES AND RESPONSIBILITIES – to review and agree the roles and responsibilities of Parish Councillors for period 2026-27:

Asset Register Lead – Cllr K Holmes

Planning Lead – Cllr K Holmes & Cllr C Green (however all councillors need to have an input)

Newsletter Lead – Cllr K Bradley

Community Clean-up – Cllr S Clarke

Bulb Planting Lead – Cllr K Bradley

Green Space Lead – Cllr C Green

Dog Fouling Lead – Cllr R Johnson

Protos Energy Recovery Facility Local Liaison Group – Cllr K Holmes

Website/Accessibility Regulations Lead – Cllr R Johnson

Neighbourhood Plan Lead – Cllr C Green

Policy Review Lead – Cllr C Green

Safeguarding Lead – Cllr C Green

Footpaths Lead – Cllr S Clarke

Speed Awareness Lead – Cllr K Holmes & Cllr R Johnson

Boshaw Centre – Cllr C Jones

Bank Signatories: Cllr K Holmes, Cllr K Bradley, Cllr Johnson

On-line Banking: Cllr K Holmes, Cllr R Johnson

DUNHAM HILL & HAPSFORD PARISH COUNCIL

Policy Summary Sheet

Description	Adopted	Last Reviewed	Next Review
Staff Absence Policy	July 2025		May 2026
Anti-Harassment and Bullying Policy	July 2025		May 2026
Child Protection Policy	July 2022	May 2025	May 2026
Complaints Policy	July 2025		May 2026
Data Retention Policy	Adopted July 2022	May 2025	May 2026
Disciplinary Policy	July 2025		May 2026
Equal Opportunities Policy	May 2019	May 2025	May 2026
Grievance Policy	July 2025		May 2026
Health & Safety Policy	July 2022	May 2025	May 2026
Information Technology Policy	Sept 2025		May 2026
Privacy Policy	January 2020	May 2025	May 2026
Reserves Policy	March 2020	May 2025	May 2026
Scheme of Delegation Policy	July 2022	May 2025	May 2026
Training & Development Policy	July 2022 Amended March 2024	May 2025	May 2026
Zero Tolerance Policy	January 2020	May 2025	May 2026
Accessibility Policy	August 2020	May 2025	May 2026

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Procedures Summary Sheet

Code of Conduct	May 2022	May 2025	May 2026
Financial Regulations	July 2024		May 2026
Planning Protocol	September 2020	May 2025	May 2026
Publication Scheme	November 2021	May 2025	May 2026
Standing Orders	May 2025		May 2026