



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.