



DUNHAM HILL & HAPSFORD ANNUAL (FIRST) PARISH COUNCIL MEETING

Tuesday 5th May 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: 3

The Chair welcomed everyone to the meeting.

ELECTION OF CHAIR AND VICE-CHAIR FOR 2026-27

RESOLVED 26/001 – that Keith Bradley be elected as Chair for 2026-27, proposed by Cllr C Green, seconded by Cllr K Holmes and unanimously agreed.

RESOLVED 26/002 – that Richard Johnson be elected as Vice-Chair for 2026-27, proposed by Cllr Clarke seconded by Cllr Holmes and unanimously agreed.

RESOLVED 26/003 – that Claire Green be elected as Vice-Chair for 2026-27, proposed by Cllr Clarke and seconded by Cllr Holmes and unanimously agreed.

APOLOGIES FOR ABSENCE – No apologies were received.

PARISH COUNCIL VACANCIES – it was reported that there were currently four vacancies available for co-option and no applications had been received since the last meeting.

DECLARATION OF INTERESTS – no declarations of interest were received.

EXCLUSION OF PRESS AND PUBLIC – it was agreed that there were no issues that needed to be discussed with the exclusion of Press and Public.

PUBLIC PARTICIPATION

A resident raised concerns about the Wheatsheaf. The resident asked if the Parish Council would consider complaining to the unitary authority about how long the application was taking to be determined.

ACTION: the Parish Council agreed to contact the Ward Councillor and Planning Department as to why the planning decision is taking so long.

A resident asked what the key priorities are for the next 12 months. The Chair reported that the Parish Council's priorities continue to be working to protect the villages, preserve the heritage and look after the area to make Dunham Hill and Hapsford a nice place to live. Ensuring minimal graffiti, removing the litter and taking pride in villages, also the recent work on the Neighbourhood Plan was undertaken by the Parish Council to ensure that the areas are protected and any new developments are in keeping with the area.

A resident asked if there are any concerns within the area of Hapsford that he needed to be aware of as he had recently moved to the area. Cllr Green raised concern about the lack of representation from Hapsford residents on the Parish Council and that the area has always benefited in the past from having representation on the Parish Council.

CORRESPONDENCE - nothing raised.

ACCEPTANCE OF MINUTES

RESOLVED 26/004 - that the Chair of the meeting signs, as a true and correct record of the circulated minutes of the Parish Meeting held on Tuesday 3rd March 2026.

PLANNING

The Planning Register dated 20/04/2026 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:-

- 26/00331/FUL – The Guest House, Moor Lane, Hapsford, Chester WA6 0JY – Retrospective change of use from domestic dwelling to a mixed use of a dwelling and Class E (selling of windows and doors). The Parish Council has submitted a response *objecting* to this application.

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

- 26/00261/TPO – Open Space next to garages on carpark area Dale Croft, Hapsford, Chester – Sycamore(T1) cut back branches by up to 2.5 m – *approved*.

It was reported that the Parish Council had informed Cheshire West and Chester Planning Enforcement team of the recent activity on the paddock adjacent to the bungalow on Chester Road – EN831560792.

AUDIT 2025-26

The Clerk provided the meeting with information with regards to the finances for 2025-26.

- Summary Pack – the Parish Council received and noted the end of year financial summary pack that had been circulated.
- Certificate of Exemption – **RESOLVED 26/005** – that the Council sign the Certificate of Exemption certifying that during the financial year 2025-26, the higher of the authority's total gross income for the year or the total gross annual expenditure, for the year did not exceed £25,000.
- Internal Audit Report – The council noted the report dated 9th April 2026 from the Internal Auditor.
- Governance Statement **RESOLVED 26/006** – That the Council agree all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2025-26.
- Accounting Statement **RESOLVED 26/007** – That the Council agree the accounting statement of the AGAR 2025-26.
- Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return – **RESOLVED 26/008** – that the Council accept the notice period of 3rd June to 14th July for the Notice of Public Rights and agrees to its signing and publishing.

ACCOUNTS

Cashbook – the council accepted the cashbook and updated budget v actual YTD dated 20/04/2026.

Payments made in between meetings

RESOLVED 26/009 – to accept that the Clerk is authorised to make payments in between meetings for the following categories and in-line with the budget:-

Salary & HMRC Payments, Expenses, Training, Payroll Services, Internal Audit, Printing of Newsletter, Bulb Planting and plants for Planters, Insurance, Subscriptions including Website, Rooms hire and Maintenance of Assets.

Insurance for 2026-27

The Clerk confirmed she had requested a quote for insurance for 2026-27 and it was **RESOLVED 26/010** to renew the insurance with Zurich Town and Parish Insurance.

Bank Reconciliation

RESOLVED 26/011 – the council approved the bank reconciliation as circulated against the bank statements and Cllr Green sign the originals as a true and correct record.

Internal Audit Report

The comments from the Internal Auditor for 2025-26 were noted as listed below and responses from the Parish Council and Clerk were received and included:-

A few small items to note:-

1. Item 5 (Defib Warehouse). This was a large amount to cover from expenses. ***The Parish Council now has a debit card so the clerk can purchase these items directly from the Parish Council.***
2. Item 30. Small amount of VAT not claimed back re RBL. No need to make any amendments given the amount. – ***the clerk confirmed that there was no VAT put on the lamp-post poppies as the RBL accept a 'donation' of £3 per lamp-post poppy for these.***
3. AGAR p6. Please amend as shown. Ensures the total adds up correctly. – ***amendment made.***
4. Variances Sheet. Please amend as shown to tie in with 4 above. – ***amendment made.***
5. I see that the Notice to Inspect the Accounts is on the Web Site for last year. Should the AGAR be available to view as well? – ***the clerk confirmed she had double checked and this was available on the website.***
6. Does the Clerk have an E-mail address linked to the Web Address? I note that the Chair does. More secure than Gmail. – ***the clerk confirmed she was now using the dunhamhillandhapsford.co.uk email address and no-longer using the Gmail account.***

Direct Debits

RESOLVED 26/012 – to continue with the annual direct debit payments that are in place for 2026-27:-

- ICO (Data Protection Office)
- The Account Centre (Payroll Services).



RESOLVED 26/013 - to accept the expenditure as reported to the meeting:-

Income received since the last meeting for noting

Date	Payable to	Gross Amount	Comment
10/03/2026	HMRC VTR	£189.12	VAT Rebate
09/04/2026	HMRC VTR	£140.96	VAT Rebate
13/04/2026	Cheshire West and Chester	£9,500.00	Annual Precept Payment

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
18/03/2026	Dunham Hill Village Hall	£125.00	£0.00	£125.00	Hall Hire for Parish Council meetings 2025-26
19/03/2026	Xmas Direct	£704.79	£140.96	£845.75	Festive Lights for Hapsford
20/04/2026	Mr P Sanders	£60.00	£0.00	£60.00	Internal Audit Fees for 2025-26
25/04/2026	Mrs T Ryall-Harvey	£358.24	£0.00	£358.24	Clerk's Salary Tax Month 1
29/04/2026	HMRC PAYE	£94.00	£0.00	£94.00	PAYE Payment Tax Month 1

Payments not yet made for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£358.04	£0.00	£358.04	Clerk's Salary Tax Month 2
Mrs T Ryall-Harvey	£76.83	£0.00	£76.83	Clerk's Expenses
Zurich Town and Parish Insurance	£264.00	£0.00	£264.00	Annual Parish Council Insurance
HMRC PAYE	£94.20	£0.00	£94.20	PAYE Payment Tax Month 2

THE COMMUNITY

Willow Arch in Hapsford – following the review of the condition of the Willow Arch on the Green Space in Hapsford with the Twig Twister and the quotes for work received it had been agreed at the last meeting that we would ask the Twig Twister to weave new willow into the structure and spray with linseed oil and white spirit mixture. The Clerk sought clarification as to who was going to instruct the Twig Twister to undertake this work.

ACTION: Cllr Bradley to go back to Twig Twister and ask for the agreed work to commence.

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 has chased a number of times CWaC for confirmation of when they would replace the gate.

ACTION: Ask Hugo Deynem to get involved.

Pink Poo Campaign- It was confirmed that the Pink Poo Campaign would be run in June this year, spraying to be carried out each Monday in June and reported to CWaC.

- Barrow Lane
- Village Road
- Talbot Road

Community Litterpicking Event- it was agreed that the next Community Litterpicking event would be carried out in October.

PARISH COUNCIL MATTERS

Roles and Responsibilities

RESOLVED 26/014 that the Parish Councillor's undertook to take on the lead responsibilities as set out below for the 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 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, Clerk
Sandstone Ward Representative – Cllr K Bradley, Cllr Green/Cllr Johnson
On-line Banking: Cllr K Holmes, Cllr R Johnson, Clerk

ACTION : Follow up with Protos Local Liaison Group – Cllr K Holmes

Cllr Bradley left the meeting.

Policies

Following the circulation of policy schedule it was **RESOLVED 26/015** to accept all policies as listed and review again in May 2027.

It was **RESOLVED 26/016** to accept the following policies as circulated prior to the Parish Council meeting:-

- Bio-diversity Policy
- Community Engagement Policy
- Co-option Policy and Procedures
- Equality and Diversity Policy

Dates for Meetings for 2026-27

It was **RESOLVED 26/017** that the dates for the meetings for 2025-26 would be held at the Village Hall at 7.00pm on the dates set out below:-

- Tuesday 7th July, 2026
- Tuesday 1st September, 2026
- Tuesday 3rd November, 2026
- Tuesday 5th January, 2027
- Tuesday 2nd March, 2027 & Parish Meeting
- Tuesday 11th May, 2027 – Annual (First) Meeting

Annual Report

RESOLVED 26/018 to adopt the Parish Council's Annual Report for 2025-26.

ACTION: - Publish on Website

NEWSLETTER

Cllr Bradley requested all articles for inclusion in the next newsletter to be submitted by end of June and he hoped to be in a position to print the newsletter by mid-July for circulating around residents prior to the schools breaking up for the Summer.

DATE OF NEXT MEETING

The next Meeting of the Parish Council would be held on Tuesday 7th July 2026 at 7.00pm in Dunham Hill Village Hall.

The meeting closed at 19.46

Signed:..



Dated: 7.7.2026

Mrs T Ryall-Harvey