

**CLIFTON UPON DUNSMORE PARISH COUNCIL  
DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL**

Held on 6<sup>th</sup> July 2020  
Virtually via zoom, commencing 7.37pm

**Present: Cllr M Nash, Cllr C Palmer, Cllr A Robinson, Cllr I Brinklow**

**In attendance:**

**Residents: 0**

Parish Clerk: Miss L Foster

**MINUTE**

**ACTION**

**17/47 Apologies for absence**

Apologies were received and accepted from Cllr L Hunt, Cllr Warwick

**17/0048 Declarations of Members Interests and requests for dispensations**

There were no Declarations of Interests.

**17/049 Public Forum – suspension of Standing Orders**

No Public present

**17/050 Minutes of the Parish Council meeting held on 3<sup>rd</sup> March 2020**

The Members agreed that the minutes of the meeting were a true and accurate record. They were approved and will be signed by the Chair, Cllr M Nash.

**17/051 Matters Arising and progress against resolutions**

No Comment.

**17/052 Financial Matters**

*Internal audit noted by Members of the Parish Council.*

*To approve section 1 Annual Governance statement. All statements were accepted by Members of the Parish Council and it was resolved that the Chair sign section 1 of the AGAR.*

*Payments*

The list of payments made since March's meeting were presented and accepted by the Members of the Parish Council.

***List of payments made and received between 1<sup>st</sup> March to 30<sup>th</sup> June 2020***

Date	Amount	Payee	
<b>TO BE PAID FOLLOWING BACS AUTHORISATION</b>			
04.05.20	DPA	Clerk May Salary	
04.05.20	£2.00	Clerk Expenses – April 2020	
04.05.20	£21.78	Quill Payroll Service (s/o)	

04.05.20	DPA	Parish Clerk Pension Contributions	
04.05.20	£44.17	Eon Pavilion	
<b>PAYMENTS MADE SINCE March Meeting</b>			
01.04.20	£231.45	HMRC Contributions March	E1
01.04.20	DPA	WCC Pensions Contributions	E2
14.04.20	£15.00	Townsend Memorial Hall Feb Hire	E3
14.04.20	£19.40	Lindsay Foster March Expenses	E4
14.04.20	£59.40	Morral Play Services	E5
14.04.20	£656	WALC Annual Subscription	E6
15.04.20	£21.78	Quill payroll services (s/o)	E7
17.04.20	54.29	Waterplus (s/o)	E8
24.04.20	98.58	Eon Street Lighting (s/o)	E9
27.04.20	DPA	Lindsay Foster Clerk April Salary	E10
27.04.20	£109.80	HMRC Contributions April	E11
<b>Date</b>	<b>Amount</b>	<b>Payee</b>	
<b>TO BE PAID FOLLOWING BACS AUTHORISATION</b>			
04.06.20	DPA	Clerk June Salary	
04.06.20	£21.78	Quill Payroll Service (s/o)	
04.06.20	DPA	Parish Clerk Pension Contributions	
04.06.20	£44.17	Eon Pavilion	
04.06.20	DPA	HMRC Contributions	
04.06.20	£1296	Clifton Primary School mowing contribution	
04.06.20	£1381.97	Came and Company annual insurance	
04.06.20	£48.75	Cllr Robinson reimbursement noticeboard	
04.06.20	£40	Information Commissioner Annual Fee	
<b>PAYMENTS MADE SINCE 6<sup>th</sup> April Meeting</b>			
12.05.20	£44.17	Eon Pavilion (D/D)	E12
15.05.20	£21.78	Quill Payroll Services (D/D)	E13
26.05.20	£15.00	Eon Street Lighting (D/D)	E14
28.05.20	DPA	Lindsay Foster Salary	E15
28.05.20	DPA	WCC Pension Fund	E16
28.05.20	£103.80	HMRC Contributions May	E17
<b>Date</b>	<b>Amount</b>	<b>Payee</b>	
<b>TO BE PAID FOLLOWING BACS AUTHORISATION</b>			
01.07.20	DPA	Clerk July Salary	
01.07.20	£21.78	Quill Payroll Service (s/o)	

01.07.20	£98.87	Waterplus (D/D)	
01.07.20	£95.40	Eon Streetlighting	
01.07.20	£35	Information Commissioner Annual Fee	
<b>PAYMENTS MADE SINCE 6<sup>th</sup> June Meeting</b>			
08.06.20	£21.78	Quill Payroll services (D/D)	E18
10.06.20	£DPA	Pension Payment May	E19
10.06.20	£1381.97	Came and Company	E20
10.06.20	£48.75	Cllr Robinson reimbursement	E21
10.06.20	£12	Townsend memorial Hall march hire	E22
10.06.20	£DPA	Pension contributions outstanding amounts	E23
24/06/20	£98.58	Eon street lighting electricity (D/D)	E24
25.06.20	DPA	Lindsay Foster Salary June	E25
25.06.20	DPA	Pension contributions June	E26
25.06.20	£109.80	HMRC contributions	E27

**List of income received between 1<sup>st</sup> March to 30<sup>th</sup> June 2020**

AMOUNT	From
£50	Grazing
£19817	Precept payment

**Bank Reconciliation 31<sup>st</sup> March 2020**

CASH BOOK BALANCE 1 March 2020	£89,075.31
ADD RECEIPTS	
LESS PAYMENTS	£942.68
	<u>£88,132.63</u>

**BANK ACCOUNT  
STATEMENT**

BANK BALANCE AS AT 31st March 2020	£88,132.63
LESS UNPRESENTED CHEQUES	
cheque number	
PLUS UNPRESENTED PAYMENTS	
	<u>£88,132.63</u>

**Bank Reconciliation 30<sup>th</sup> April 2020**

CASH BOOK BALANCE 1 April 2020	£88,132.63
ADD RECEIPTS	£19,817.00
LESS PAYMENTS	£1,883.22
	<u>£106,066.41</u>

#### **BANK ACCOUNT STATEMENT**

BANK BALANCE AS AT 30th April 2020	£106,066.41
LESS UNPRESENTED CHEQUES cheque number	
PLUS UNPRESENTED PAYMENTS	
	<u>£106,066.41</u>

#### **Bank reconciliation 31<sup>st</sup> May 2020**

CASH BOOK BALANCE 1 May 2020	£106,066.41
ADD RECEIPTS	£50.00
LESS PAYMENTS	£826.59
	<u>£105,289.82</u>

#### **BANK ACCOUNT STATEMENT**

BANK BALANCE AS AT 31st May2020	£105,289.82
LESS UNPRESENTED CHEQUES cheque number	
PLUS UNPRESENTED PAYMENTS	
	<u>£105,289.82</u>

- 17/053 The accounts were circulated to Members of the Parish Council.  
It was **Resolved** that section 2 of the AGAR be signed by the Chair.
- 17/054 **RESOLVED THAT** the payments are to be approved.  
- Bank Reconciliation up to 31<sup>st</sup> May 2020 be approved.

- 17/055 **To receive reports from Borough and County Councillors on matters relating to the parish**
- None present

17/056      **To receive any applicable progress reports from Parish Councillors**

- **Pavilion Works & Graffiti –**

Quotation circulated to improve facilities at pavilion  
Discussions around underfloor heating, improved ventilation,  
showers, boilers. Install timer to manage electricity and heating.  
Racking to be installed. Install seating and hooks  
2 showers were replaced last year.  
Further quotes required possibly approach Dunchurch services  
Quote to be broken down further.

**Cllr  
Robinson**

- **Play area report and recommendations**

New signage produced and displayed  
Some play equipment remains out of action  
3 new swings installed  
Wicksteed to attend and install equipment. Chain to be replaced.  
**Resolved** that Wicksteed attend and fit parts.  
Kompan quotation to be sought to lift roundabout and remove  
debris following warranty check.

The Council would like to thank Lesley Edwards and Geetha  
Neelakantan for their work and contribution to the community.

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17/057      **Motions for next meeting**

To discuss closed churchyard

17/046      **Date of the Next Meeting**

The next meeting of the Parish Council will take place Monday 7<sup>th</sup> September  
2020 at 7.30pm.

The meeting closed at 8.05pm

Minutes approved and accepted as correct

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Chair

Dated .....