

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

Held on 7<sup>th</sup> June 2021  
At Townsend Memorial Hall, commencing 7.30pm

**Present:** Cllr Edwards, Cllr Dignan, Cllr Moore, Cllr Harris

**In attendance:** Cllr Eve Hassell

**Residents:** 11

Parish Clerk: Miss L Foster

**17/ 199        Apologies for Absence**  
Cllr Warwick-WCC

**17/200        Declarations of Members interests and requests for dispensations**  
Cllr Edwards regarding item 11 Tennis club

**17/201        Public forum- suspensions on standing orders**  
Suspended at 19.31

Member of the public requested to speak at item 11 (Tennis Club). This was granted by Cllr Edwards.

Standing orders resumed at 19.32

**17/201        Approval of Minutes of Meeting held 17<sup>th</sup> May 2021**  
Minutes were proposed and approved by all as a true and accurate record. These were signed by the Chair.

**17/202        Matters arising and progress against resolutions**  
Meeting regarding Magpie Lodge has been deferred Alistair Robinson to represent PC. Clerk to continue trying to arrange meeting regarding closed churchyard. Gate and fence at Shuttleworth Road requires fixing/replacement. Cllr Harris to continue investigation and bring quotes to next meeting.

**17/203        To receive reports from Borough and County Councillors matters relating to the Parish**

Cllr Warwick sent a message to say he was meeting with Highways regarding the link Road on Wednesday. If we have any issues to raise, please let him know prior to then.

Cllr Eve Hassell will be attending the meeting with Highways alongside Cllr Warwick. They will also be discussing the phasing of the right-hand turn at traffic lights.

Cllr Hassell reported Avondale likely to be accepted with conditions similarly 1 North Road will also be approved with conditions.

**List of payments to be made between 1<sup>st</sup> June 2021 and 30<sup>th</sup> June**

Date	Amount	Payee	
<b>TO BE PAID FOLLOWING BACS AUTHORISATION</b>			
07.06.21	DPA	L Foster Salary June	
07.06.21	DPA	Pension contributions June	
07.06.21	DPA	HMRC Contributions June	
07.06.21	£34.30	Quill Payroll Service (s/o)	
07.06.21	£12330.00	Sports equip	
07.06.21	£120	WALC	
07.06.21	£24	Townsend Memorial Hall	
07.06.21	£336	AC Old Tree Care	
<b>PAYMENTS MADE SINCE 1<sup>st</sup> May 21</b>			
10/05/2021	£34.20	Quill Payroll Services (S/O)	E009
19/05/2021	£29.70	L Foster : expenses	E010
19/05/2021	£719	WALC	E011
19/05/2021	£1655.42	Greenbarnes	E012
24/05/2021	£95.40	Eon	E013
25/05/2021	£DPA	L Foster: Salary May	E014
25/05/2021	£DPA	WCC Pension Fund	E015
25/05/2021	DPA	HMRC	E016

**List of income received between 1<sup>st</sup> May to 31<sup>st</sup> May**

AMOUNT	From

**17/ 205** The list of payments made since May’s meeting were presented and approved by all. **Resolved**

**17/206** The list of payments to be made in June were presented and approved by all. **Resolved**

**17/207** The financial statements of April and May were approved by all. **Resolved**

**17/208** The bank reconciliation of April and May were approved by all. **Resolved**

**17/209** 2 councillors to attend chairmanship training course approved by all.

**Resolved**

- 17/210** 4 councillors to attend introductory course at cost of £25+VAT per person, approved by all. **Resolved**
- 17/211** 3 councillors to attend planning training at cost of £25+VAT per person, approved by all. **Resolved**
- 17/212** to approve ICO fee £35, approved by all. **Resolved**
- 17/213** to approve works to car park wall (£380+VAT), approved by all. **Resolved**
- 17/214** internal audit noted
- 17/215** to approve section 1 of AGAR, each statement was read out and approved by full council, section 1 approved by all and signed by chair. **Resolved**
- 17/216** To approve section 2 of AGAR, approved by all. **Resolved**

**17/217 To discuss planning applications received**

- R21/0377 Home Farm, Hillmorton Lane - No comment

**17/218 To receive any applicable progress reports from Parish Councillors**

- Pavilion works: Internal works completed. Timber seating outside pavilion is either damaged or missing. Cllr Harris to source quotations to replace. Skip has been removed. Cllr Harris to carry out inventory of all items in pavilion.
- Play equipment and matting report: wet pour works completed. Clerk to forward inspection documents to Cllr Harris
- North Road field fencing: fencing has been removed leaving marker posts in place. Tenant to replace fence at end of lease.
- Community asset The Bull: Cllr Edwards to continue research regarding implications/prospects and costs involved and will report at July meeting.
- Shuttleworth Road fencing: 3 damaged areas, Cllr Harris to source quotes for next meeting.

**17/219 Correspondence**

- To discuss use of tennis court for tournament, BBQ and stalls.

Awaiting risk assessment for event. To discuss further number of stalls, number of people to attend, parking, covid guidelines and licence to sell raffle tickets. This was approved to go ahead by all subject to answers to questions above. **Resolved.**

- To approve 2 councillors as representatives to Newton and Clifton Burial committee. Proposed Cllr Edwards by Cllr Moore and Cllr Dignan and Cllr Dignan proposed by Cllr Moore and Cllr Edwards as additional representatives. Agreed by all **Resolved.**

**17/220 Motions for next meeting**

- Co-option
- closed churchyard
- community asset
- fencing and gate Shuttleworth Road
- conservation group report

**17/221 Confidential matters**

Clerk to develop process when on annual leave to allow business to continue.

**17/222      Date of the next meeting**

The next meeting will take place on July 5<sup>th</sup> 2021 at 7.30pm at Townsend Memorial Hall.

Meeting closed at 20.30

Minutes approved and accepted as correct

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Chair

Dated .....

<b>BANK RECONCILLATION</b>	MONTH ENDING	<b>30th April</b>
ACCOUNT NO. 06315246	STATEMENT NO.	1
CASH BOOK BALANCE 1 March 2021		£109,764.86
ADD RECEIPTS		£22,625.00
LESS PAYMENTS		£2,388.40
		<u>£130,001.46</u>

**BANK ACCOUNT STATEMENT**

BANK BALANCE AS AT 30th April 2021	£130,001.46
LESS UNPRESENTED CHEQUES cheque number	
PLUS UNPRESENTED PAYMENTS	
	<u>£130,001.46</u>
BALANCE AS PER CASH BOOK 30th April 2021	<u><u>130,001.46</u></u>

<b>BANK RECONCILLATION</b>	MONTH ENDING	<b>31st May</b>
ACCOUNT NO. 06315246	STATEMENT NO.	2
CASH BOOK BALANCE 1 April 2021		£130,001.46
ADD RECEIPTS		
LESS PAYMENTS		£3,284.22
		<u>£126,717.24</u>

**BANK ACCOUNT STATEMENT**

BANK BALANCE AS AT 31st May 2021	£126,717.24
LESS UNPRESENTED CHEQUES cheque number	
PLUS UNPRESENTED PAYMENTS	

£126,717.24

BALANCE AS PER CASH BOOK 31st May 2021

126,717.24