

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

Held on 6<sup>th</sup> September 2021  
At Townsend Memorial Hall, commencing 7.30pm

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

**In attendance:** Cllr Eve Hassell, Cllr Adrian Warwick

**Residents:** 9

Parish Clerk: Miss L Foster

**17/ 247        Apologies for Absence**  
none

**17/248        Declarations of Members interests and requests for dispensations**

**17/249        Public forum- suspensions on standing orders**  
Suspended at 19.30

Thank you to the Parish Council for allowing loan of marquee. The event raised £500.

Concerns were raised regarding the assistance of Townsend Memorial Hall to members of the village. This to be raised at TMH meeting.

Concerns about speed issues on Lilbourne Road, concern about pedestrians using section from lorry stop towards the village. Cars must be used due to danger of walking.

Cllr Warwick will request speed data for the village and provide to PC. The speed watch village group have a speed gun. However, there is now only one location at Newall Close where this speed gun can be used in the village following risk assessment. The police have been contacted again by Neighbourhood watch and are awaiting a response.

Concerns raised about turning into care home. Neighbourhood watch group to follow up.

Raised by resident that new parking management has been put in place at The Beeches. This is private property. Parking only available for 1 car no availability for trades people or visitors and therefore may cause further parking issues in the village. Cllr Edwards to provide contact details and clerk to approach Orbit.

Standing orders resumed at 19.52

**17/250        Approval of Minutes of Meeting held July 2021**

Minutes were proposed and approved by all as a true and accurate record. These were signed by the Chair.

**17/251        Matters arising and progress against resolutions**

Signs on Lilbourne Road still not in correct place, and light is not working. Drain issues outside village hall, pothole has not been filled.

The Parish Council will work with Newton Parish regarding the Thomas Cross junction. The Parish Council has contacted Newton PC and are awaiting confirmation of a meeting date.

**17/252 To receive reports from Borough and County Councillors matters relating to the Parish**

Cllr Hassell has had concerns raised to her regarding Buckwell Lane and St Thomas Cross junction.

Cllr Warwick reported that 16- and 17-year-olds are now able to get their vaccines. 17000 children's sessions were held over the summer holidays. Afghan refugee families are being rehomed within the County. Local collection point to be identified by Cllr Warwick.

**17/253 To discuss co-option**

No applications

**17/254 Financial Matters**

**List of payments to be made between 1<sup>st</sup> August 2021 and 31<sup>st</sup> August**

Date	Amount	Payee	
<b>TO BE PAID FOLLOWING BACS AUTHORISATION</b>			
02.08.21	DPA	L Foster Salary Aug	
02.08.21	DPA	Pension contributions Aug	
02.08.21	DPA	HMRC Contributions Aug	
02.08.21	£34.20	Quill Payroll Service (s/o)	
02.08.21	£456	K Hirons Ltd	
02.08.21	£24.00	TMH	
02.08.2021	£175	MS Audit and consultancy	
<b>PAYMENTS MADE SINCE 1<sup>st</sup> July 21</b>			
06/07/2021	£46.35	L Foster expenses	E028
08/07/2021	£34.20	Quill payroll services (s/o)	E029
08/07/2021	£35	ICO	E030
26/07/2021	£20.42	Eon	E031
26/07/2021	£95.40	Eon	E032
26/07/2021	£DPA	L Foster	E033
26/07/2021	£DPA	WCC Pension Fund	E034
26/07/2021	DPA	HMRC	E035

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

Date	Amount	Payee	
<b>TO BE PAID FOLLOWING BACS AUTHORISATION</b>			

06.09.21	DPA	L Foster Salary Sep	
06.09.21	DPA	Pension contributions Sep	
06.09.21	DPA	HMRC Contributions Sep	
06.09.21	£34.20	Quill Payroll Service (s/o)	
06.09.21	£1296	Clifton primary school	
06.09.21	£24.00	TMH	
06.09.21	£120	WALC	
06.09.2021	£83.29	L Foster	
<b>PAYMENTS MADE SINCE 1<sup>st</sup> August 21</b>			
06/08/2021	£34.20	Quill payroll services (s/o)	E036
16/08/2021	£37.88	Waterplus	E037
18/08/2021	£456	KA Hirons	E038
18/08/021	£24	Townsend Memorial Hall	E039
18/08/2021	£175	MS Audit	E040
23/08/2021	£98.58	Eon	E041
25/08/2021	£DPA	L Foster	E042
25/08/2021	£DPA	WCC Pension Fund	E043
25/08/2021	DPA	HMRC	E044
26/08/2021	£12.97	Eon	E045

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

AMOUNT	From
£50	Grazing

**17/ 255** The list of payments made since July's meeting were presented and approved by all. **Resolved**

**17/256** The list of payments to be made in September were presented and approved by all. **Resolved**

**17/257** The financial statements of July and August were approved by all. **Resolved**

**17/258** The bank reconciliations of July and August were approved by all. **Resolved**

**17/259** To approve line marking at recreation ground 60+Vat. approved by all.

**Resolved**

**17/260** To discuss and approve works to pavilion external wall/seating. To be postponed to next meeting to include all works required at pavilion.

**17/261** To discuss allotment quote for signage and fence. Carried to next meeting

**17/262** To approve antivirus software. Approved by all. **Resolved**

**17/263** to discuss and approve play inspection course, approved for Cllr Harris to attend approved by all. **Resolved**

**17/264** To approve extra insurance to cover marquee hire. No extra cover required. The clerk to work with Cllr Moore regarding insurance for future marquee hire.

**17/265** To approve community grants application. To approve as amended. To be added to website and Facebook. Approved by all. **Resolved.**

**17/266** Cllr Hassell requested to speak. She stated that inappropriate behaviour had been reported at play area South Road due to building of dens within tree/hedge line. Cllr Harris will investigate required works in the area and report back next month.

**17/267 To discuss planning applications received**

- **R21/0696** Land on South East side of Buckwell Lane. To object regarding lack of traffic study, will increase traffic issues in the area. Destruction of trees disappointed with developer. Site of significance due to archaeological history as site of old Blacksmiths

**17/268 To receive any applicable progress reports from Parish Councillors**

- **Pavilion works and recreation ground:** fencing completed, gate needs to be treated and padlock. Football team aware they have to use gate. Floor needs to be replaced and likely to be end of season. Lock needs replacing to outside toilet. Line marking to be completed. Goal posts need refurbished. Fencing on Rugby Road requires attention. Play equipment to be painted and roundabout requires attention as not flowing freely. Gate entrance has fallen and will be removed on Shuttleworth Road. Clerk to purchase cleaning equipment for pavilion. Clerk to contact the Tennis Club Secretary regarding health and hygiene for food events.
- **Tree works** required at recreation ground. Quotes to be sought by Cllr Harris.
- **Community asset The Bull:** to discuss in October
- **Neighbourhood Plan:** To develop an outline for the October Parish Council meeting of the objectives, benefits/disbenefits, actions and timeline of developing a Neighbourhood Plan by Cllr Edwards.
- **Closed churchyard:** still awaiting update from Chris Worman at RBC. Decision will be made following all facts being received. Cllr Edwards to follow up.
- **Conservation group:** helped to assemble marquee for event and requires cleaned. Terms of reference provided by Cllr Dignan. To be discussed at next meeting.
- **Meet and greet:** 31st October at the Townsend Memorial Hall to promote work of Parish Council and local businesses. Cllrs to finalise numbers and contact all businesses. To discuss a raffle of local businesses products and where the proceeds will be donated.

**17/2469 Correspondence**  
**none**

**17/2470 Motions for next meeting**

- Co-option
- Unity bank

- Pavilion repairs
- closed churchyard
- community asset
- conservation group budget
- Townsend memorial hall meet and greet budget
- Streetlighting
- Tree works
- allotment renewals
- Litter pick

**17/271      Date of the next meeting**

The next meeting will take place on October 4th 2021 at 7.30pm at Townsend Memorial Hall.

Meeting closed at 20.57

Minutes approved and accepted as correct

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Chair

Dated .....

<b>BANK RECONCILLATION</b>	<b>MONTH ENDING</b>	<b>31st July</b>
ACCOUNT NO. 06315246	STATEMENT NO.	4
CASH BOOK BALANCE 1 July 2021		£111,433.82
ADD RECEIPTS		£90.00
LESS PAYMENTS		£995.55
		<u>£110,528.27</u>

**BANK ACCOUNT  
STATEMENT**

BANK BALANCE AS AT 31st July 2021	£110,528.27
LESS UNPRESENTED CHEQUES	
cheque number	

PLUS UNPRESENTED PAYMENTS

	<u>£110,528.27</u>
BALANCE AS PER CASH BOOK 31st July 2021	<u>110,528.27</u>
CASH BOOK BALANCE 1 August 2021	£110,528.27
ADD RECEIPTS	£50.00
LESS PAYMENTS	<u>£1,602.81</u>
	<u>£108,975.46</u>

**BANK ACCOUNT  
STATEMENT**

BANK BALANCE AS AT 31st August 2021	£108,975.46
LESS UNPRESENTED CHEQUES	
cheque number	
PLUS UNPRESENTED PAYMENTS	
	<u>£108,975.46</u>
BALANCE AS PER CASH BOOK 31st August 2021	<u>108,975.46</u>