

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

Held on 4th October 2021
At Townsend Memorial Hall, commencing 7.30pm

Present: Cllr Dignan, Cllr Moore, Cllr Harris (Chair of meeting)

In attendance: Cllr Eve Hassell (arrived 19.42), Cllr Adrian Warwick

Residents: 6

Parish Clerk: Miss L Foster

17/ 272 Apologies for Absence

Cllr Edwards

17/273 Declarations of Members interests and requests for dispensations

None

17/274 Public forum- suspensions on standing orders

Suspended at 19.30

Police have been contacted by Community speed watch/neighbourhood watch member regarding traffic speeds on Lilbourne road and Hillmorton Lane. An enquiry was also raised with the Police regarding carrying out speed watch in 20mph zone. The police confirmed this was not possible. Cllr Warwick has provided the Parish council with speed data and it has shown that the speeds around the village do not show to be excessive. It would be helpful to have more up to date information. The layby on Newton Lane has been reassessed and cannot be used due to proximity to the 50mph zone.

The 40MPH signage along Lilbourne Road around the village needs to be cleaned and foliage trimmed back. Contact WCC regarding trees if they are overhanging streetlights.

Tennis club cheque to be cashed. Apologies cheque had got caught into paperwork from May meeting and filed. Will be cashed this week.

Query regarding number 96 bus and whether residents in Clifton can use this route. Also concerns regarding lack of number 9 bus which may have been due to fuel crisis the previous weekend and suspension of some services.

Standing orders resumed at 19.43

17/275 Approval of Minutes of Meeting held September 2021

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

17/276 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.

Clerk has contacted Orbit regarding the Beeches parking issues.

Marquee hire agreement to be developed by Cllr Moore and Clerk.

17/277 To receive reports from Borough and County Councillors matters relating to the Parish

Cllr Hassell attended Scrutiny committee meeting regarding the last ambulance allocation to Rugby. The statistics show this will make the service more efficient. More hubs will also be created. Cllr Hassell to forward notes and video will be available via YouTube. There is a survey available to be completed by 5th November regarding regeneration of town centre. Cllr Warwick reported that he had also been presented with the ambulance statistics and confirmed this had also been raised in Parliament. A member of the public wondered if more rapid responders could be provided for the area. The fire service is currently assisting the ambulance service by carrying out risk assessments of patient's homes and provided fire safety advice and smoke alarms if needed.

One query raised regarding green bin collections being missed in Clifton/ Cllr Hassell confirmed this was due to illness and staff shortage.

Cllr Warwick confirmed there are several consultations available on the WCC website. The green shoots fund is available, the dementia awareness scheme is also open. Covid-19 vaccines are still available for all 16/17-year-olds.

17/278 To discuss co-option

No applications

17/279 Financial Matters

List of payments to be made between 1st October 2021 and 31st October

Date	Amount	Payee	
TO BE PAID FOLLOWING BACS AUTHORISATION			
04.10.21	DPA	L Foster Salary Oct	
04.10.21	DPA	Pension contributions Oct	
04.10.21	DPA	HMRC Contributions Oct	
04.10.21	£34.20	Quill Payroll Service (s/o)	
04.10.21	£665	Steve Bryan: Fence repairs	
04.10.21	£240	PKF Littlejohn	
04.10.21	£45	Key services locksmiths	
04.10.21	£24.00	TMH	
04.10.21	£42	WALC	
04.10.21	£80.91	L Foster	
PAYMENTS MADE SINCE 1st August 21			
06/09/2021	£34.20	Quill payroll services (s/o)	E046
09/09/2021	£1296	Clifton upon Dunsmore Primary School	E047
09/09/021	£83.29	L Foster expenses	E048

09/09/2021	£60	Walc	E049
09/09/2021	£60	Walc	E050
23/09/2021	£98.58	Eon	E051
24/09/2021	£DPA	L Foster	E052
24/09/2021	£DPA	WCC Pension Fund	E053
24/09/2021	DPA	HMRC	E054
27/09/2021	£14.96	Eon	E055

List of income received between 1st Sep to 30th Sep

AMOUNT	From
£50	Grazing
£22625	Precept
£80	Pitch hire
£95	Allotment rent

- 17/ 280** The list of payments made since September's meeting were presented and approved by all. **Resolved**
- 17/281** The list of payments to be made in October were presented and approved by all. **Resolved**
- 17/282** The financial statements of September were approved by all. **Resolved**
- 17/283** The bank reconciliations of September were approved by all. **Resolved**
- 17/284** To discuss and approve pavilion works: to be discussed later in agenda
- 17/285** To discuss allotment quote for signage and fence. Quote received from Steve Bryan to repair fence £120. All councillors happy to accept only one quote. **Resolved**
All councillors resolved to accept the quote from Steve Bryan **Resolved.**
- 17/286** To approve locksmith works at pavilion. Approved by all. **Resolved**
- 17/287** to discuss and approve expenses for Clerk, approved by all. **Resolved**
- 17/288** To discuss and approve meet and greet budget allocation; budget allocation £470 approved by all **Resolved**
- 17/289** To discuss projects 2022-23: remind all councillors budget process will begin next month and to start to think about projects.
- 17/290** To approve allotment rent 2022-23: approved full plot £25, half plot 15. Approved by all **Resolved**
- 17/291** To discuss and approve transfer to unity account: approved by all **Resolved**
- 17/292** To approve all councillors are added as signatories to bank mandate. Approved that all councillors have access to account, approved by all **Resolved**
- 17/293** To approve all funds are transferred to unity account. Approved by all **Resolved**
- 17/294** To approve one off clean of pavilion: may be considered at a later date

17/295 To discuss planning applications received

- R21/0799 Holly Tree Lodge, Hillmorton Lane
No comments to submit, (Cllr Harris declared an interest)
- R21/0952 Dollman Farm Centre, Dollman Road
No comments

17/296 To receive any applicable progress reports from Parish Councillors

- **Pavilion works and recreation ground:** List of works has been created. Awaiting 3 quotes and will be discussed further in November. Gate and posts had been purchased previously so will be installed at the same time as pavilion works.
- **Play area:** Cllr Harris will be attending play area inspection course.
- **Neighbourhood Plan:** proposal to create a neighbourhood plan which will cover the same period as Rugby Local Plan. It will provide a vision for the parish going forwards. It will cover housing, economy, conservation, community facilities and environment. We will be guided by a consultant and will hold a presentation in November. It will take around 2 years to complete and will be funded mainly by grants.
- **Closed churchyard:** still awaiting update from Chris Worman at RBC. Decision will be made following all facts being received. Council will carry out own investigations regarding obligations and costs to assist.
- **Conservation group:** To approve terms of reference: approved by all **Resolved**.
To approve members of subcommittee: Cllr Edwards, Cllr Dignan and Cllr Moore approved by all **Resolved**
- **St Thomas Cross:** No update provided by Parish Council. Cllr Adrian stated that section106 funds are available to improve line painting and upgrading signage around the area. The Parish Council confirmed they would like to be involved in discussions.
- **Tree works:** dead trees to be removed, trees along boundary to be cut back and trees to be lifted along Shuttleworth Road. Further quotes required Cllr Harris to provide by November. Cllr Harris has also asked arboriculturists if they could create a tree map and costs involved.
- **Street lighting** Maintenance contract to be set up by Cllr Moore and Clerk.
Overhanging trees to be reported to WCC.
- **Litter Pick:** to be held on 6th November to meet at 10am at the Car park. Equipment to be checked. Clerk to contact RBC regarding collection and equipment hire.
- **Allotment agreement** to accept revised allotment agreement to include no bonfires and terms regarding not maintaining a plot. Approved by all as amended. **Resolved**

17/297 Correspondence

- Question regarding placement of bench. The land ownership needs to be clarified via Cllr Warwick. Clerk to contact member of the public to state we are investigating.
- 2 main Street concerns regarding waste outside. Clerk to contact Rugby Borough Council

17/298 Motions for next meeting

- Co-option
- Pavilion repairs
- Closed churchyard
- Community asset
- Conservation Group budget
- Townsend memorial hall meet and greet report
- Streetlighting
- Tree works
- Parish Grants
- Litter pick
- Neighbourhood plan
- 31st October Meet & greet event feedback

17/299 Date of the next meeting

The next meeting will take place on November 1st 2021 at 7.30pm at Townsend Memorial Hall.

Meeting closed at 20.48

Minutes approved and accepted as correct

.....
Chair

Dated

BANK RECONCILLATION MONTH ENDING 30th September

ACCOUNT NO. 06315246 STATEMENT NO. 6

CASH BOOK BALANCE 1 September 2021	£108,975.46
ADD RECEIPTS	£22,850.00
LESS PAYMENTS	£2,424.90
	<hr/>
	£129,400.56
	<hr/> <hr/>

BANK ACCOUNT STATEMENT

BANK BALANCE AS AT 30th September 2021 £129,400.56
LESS UNPRESENTED
CHEQUES
cheque number

PLUS UNPRESENTED PAYMENTS

£129,400.56

BALANCE AS PER CASH BOOK 30th September 2021

129,400.56
