

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

Held on 7th February 2022
At Townsend Memorial Hall, commencing 7.30pm

Present: Cllr Edwards, Cllr Harris, Cllr Dignan

In attendance: Cllr Adrian Warwick, Cllr Eve Hassell

Residents: 5

Parish Clerk: Miss L Foster

17/ 380 Apologies for Absence
Cllr Moore

17/381 Declarations of Members interests and requests for dispensations
None

17/382 Public forum- suspensions on standing orders

Suspended at 19.31

Drain outside the village hall has been reported as full again, Cllr Warwick will follow this up. Road between Canal Bridge and Vicarage Hill requires resurfacing. It has been marked but never repaired.

The Traffic lights at Butlers Leap require some works to allow cars in the middle of junction to see when they are able to turn right from Clifton as the filter arrows sit behind the junction. A visit has been carried out and issues will be addressed.

Standing orders resumed at 19.37

17/383 Approval of Minutes of Meeting held February 2022

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

17/384 Matters arising and progress against resolutions

No issues to raise

17/385 To receive reports from Borough and County Councillors matters relating to the Parish

Cllr Warwick reported that the Commonwealth games are looking for input from local people to create a county archives record.

The Voice of Warwickshire is still looking for volunteers.

Warwickshire County Council are holding budget discussions this week with increased pressures on adult social care. There is a competition for young climate heroes running via Warwickshire County Council. There has been an increase recently in chimney fires, the Fire Service would like to remind homeowners to keep their chimneys clean.

Cllr Warwick left at 19.42

17/386 To discuss co-option

No applications. Develop a plan going forwards to attract applications and publicise vacancies.

17/387 Financial Matters**List of payments to be made between 1st February 2022 and 28th February**

Date	Amount	Payee	
TO BE PAID FOLLOWING BACS AUTHORISATION			
07.02.22	DPA	L Foster Salary Jan	
07.02.22	DPA	Pension contributions Jan	
07.02.22	DPA	HMRC Contributions Jan	
07.02.22	£34.20	Quill Payroll Service (s/o)	
07.02.22	£30.00	TMH	
07.02.22	£278.20	Cllr Moore reimbursement	
07.02.22	£10	Cllr Edwards reimbursement	
07.02.22	£500	Parish Grant Clifton Primary School PTA	
07.02.22	£23.76	L Foster mileage	
PAYMENTS MADE SINCE 1st January 2022			
11/01/2022	£24.07	Eon pavilion electricity	E090
11/01/2022	£34.20	Quill payroll services	E091
25/01/2022	DPA	L Foster	E092
25/01/2022	DPA	WCC Pension fund	E093
25/01/2022	£115	HMRC	E094
25/01/2022	£30	TMH	E095
25/01/2022	£72	Fergus Deery	E096
25/01/2022	£176.48	Npower	E097

List of income received between 1st Jan to 31st Jan

AMOUNT	From
£80	Pitch hire

- 17/ 388** The list of payments made since January's meeting were presented and approved by all. **Resolved**
- 17/389** The list of payments to be made in February were presented and approved by all. **Resolved**
- 17/390** The financial statements of January were approved by all. **Resolved**
- 17/391** The bank reconciliations of January were approved by all. **Resolved**
- 17/392** To discuss and approve pavilion works: 3 quotes have been presented for works to the pavilion. Cllr Harris proposed the quotation from K Hirons, this was approved by all. **Resolved**
- 17/393** Unity Account update; awaiting reopening of application process.
- 17/395** To approve contribution to church electricity supply for Christmas tree: Proposed by Cllr Edwards to pay £186.65 for Parish Council electricity supply, agreed by all. **Resolved**
- 17/396** To discuss grass cutting quotation: to discuss next month

17/397 **To discuss planning applications received**
None

17/398 **To receive any applicable progress reports from Parish Councillors**

- **Pavilion works and recreation ground:** Letter written to both teams, and has now been cleaned. Problems at pitch regrading line marking. We are looking into purchasing a line marker or paying someone on an ongoing basis to mark the lines. Signage to be reviewed around the playing field.
- **Play area:** no issues to raise.
- **Neighbourhood Plan:** Application to designate the area will be discussed by Rugby Borough Council planning committee tonight. Discussions surrounding submitted map which has been confirmed as correct.
- **Closed churchyard:** Parish Council met with the PCC to discuss responsibilities and overall cost to the Parish. The tombs and headstones will remain responsibility of the PCC. Information to be provided by PCC regarding ownership of fences and wall. Process needs to be requested formally to sign over responsibility of the churchyard.
- **Street lighting** all street lights are working some with overgrown trees covering them. Chase WCC regarding street lighting maintenance.
- **TMH updates:** meeting held with TMH in January. The Parish Council is a custodian trustee of the hall and do not own the building. The Parish Council will offer assistance where possible.

17/399 **Correspondence**

PSPO: all happy with proposal

20's Plenty: resend email

Tennis club: plan to increase size of paved area by the courts. Concern regarding grass cutting. Risk assessment required and insurance cover for works to take place. Start date required and ongoing maintenance carried out by the club.

17/400 **Motions for next meeting**

- Website
- Conservation group
- Streetlighting
- Closed churchyard to approve maintenance plan approve grass cutting, discuss taking over responsibilities
- Approve PC Logo
- Allotments
- Approval for village events allocation

Proposed to move into closed session agreed by all. Members of the public left at 8.30.

17/401 **Confidential matters**

Due to staff holidays it has been proposed to cancel the June meeting agreed by all.
Resolved.

17/402 **Date of the next meeting**

The next meeting will take place on March 7th 2022 at 7.30pm at Townsend Memorial Hall.

Meeting closed at 20.35

Minutes approved and accepted as correct

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Chair

Dated

BANK RECONCILLATION MONTH ENDING 31st Jan

ACCOUNT NO. 06315246 STATEMENT NO. 10

CASH BOOK BALANCE 1 January 2022	£125,786.00
ADD RECEIPTS	£80.00
LESS PAYMENTS	£1,073.56
	<u>£124,792.44</u>

BANK ACCOUNT STATEMENT

BANK BALANCE AS AT 31st January 2022	£124,792.44
LESS UNPRESENTED CHEQUES cheque number	
PLUS UNPRESENTED PAYMENTS	
	<hr/> £124,792.44
BALANCE AS PER CASH BOOK 31st January 2022	<hr/> <u>124,792.44</u>