

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

Held on 5<sup>th</sup> September 2022  
At Townsend Memorial Hall, commencing 7.30pm

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

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

**Residents:** 16

Parish Clerk: Miss L Foster

**17/ 501            Apologies for Absence**

**17/502            Declarations of Members interests and requests for dispensations**  
None

**17/503            Public forum**

Concerns regarding South Road and overgrown vegetation along footpath. There are concerns round safety for cyclists on Hillmorton Lane and the traffic calming. The road and junction have been safety audited and design has been declared safe. There was prior consultation regarding design and no concerns were raised.

Concerns around allocation and availability of allotment plots. Cllr Dignan to meet with allotment plot holders. Some empty plots require attention as very overgrown. An allotment meeting will highlight issues.

Humps on Rugby Road are not slowing traffic through the village. Police speed checks are required in and around the village as speed limit is not being adhered to. Clerk to contact Cllr Warwick. There is no sign on the A5 to prevent lorries turning into the village. A meeting to be arranged with the PCSO to address issues.

**17/504            Approval of Minutes of Meeting held July 2022**

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

**17/505            Matters arising and progress against resolutions**

Hedge on North Road still not been cut enough.

Churchyard works to begin in Oct

Follow up street signs and lighting issues discussed at site meeting

Maintenance quote for play area has been paid and awaiting inspection

Car park wall planning application has been submitted awaiting update from RBC.

Another meeting with tennis club is required

New no dog signs have been added at play area

**17/506 To receive reports from Borough and County Councillors matters relating to the Parish**

Cllr Warwick reported that the drain has been repaired outside the TMH. It is now time to apply for secondary school if your child is in year 6. The Police and Crime commissioner is requesting priorities for your area, add these to the website to help allocate resources to areas of concern. There is a new area of the WCC website to assist with the cost of living offering advice and help available. Ensure chimneys are cleaned and checked before lighting a fire as there has been an increase in chimney/house fires recently.

Cllr Hassell stated that the fly tipping on Lilbourne Road has now been cleared. 2 drop-in surgeries were held during the Summer at the TMH.

**17/507 To discuss co-option**

No applications. Develop a plan going forwards to attract applications and publicise vacancies. Houlton may propose a member to represent the area.

**17/508 Financial Matters**

**17/ 509** All payments made since the last meeting: Approved by All **Resolved**

**17/510** Payments to be made: Approved by all **Resolved**

**List of payments to be made between 1<sup>st</sup> August 2022 and 31<sup>st</sup> August 2022**

| Date  | Amount | Payee                       |      |
|---|--------|-----------------------------|------|
| <b>TO BE PAID FOLLOWING BACS AUTHORISATION</b>      |        |                             |      |
| 01.08.22  | DPA    | L Foster Salary Aug         |      |
| 01.08.22  | DPA    | Pension contributions Aug   |      |
| 01.08.22  | DPA    | HMRC Contributions Aug      |      |
| 01.08.22  | £35.40 | Quill Payroll Service (s/o) |      |
| 01.08.22  | £176   | S Lowe Mowing               |      |
| 01.08.22  | £42    | TMH                         |      |
| <b>PAYMENTS MADE SINCE 1<sup>st</sup> July 2022</b> |        |                             |      |
| 06/07/2022  | £32.50 | TMH                         | E035 |
| 06/07/2022  | £52.52 | L Foster                    | E036 |
| 06/07/2022  | £864   | AC Old                      | E037 |
| 06/07/2022  | £250   | ME Spencer                  | E038 |
| 06/07/2022  | £264   | S Lowe                      | E039 |
| 06/07/2022  | £1200  | Kompan                      | E040 |
| 08/07/2022  | £35    | ICO                         | E041 |
| 08/07/2022  | £35.40 | Quill                       | E042 |
| 12/07/2022  | £40.70 | Eon Next                    | E043 |
| 25/07/2022  | £DPA   | L Foster                    | E044 |

|            |          |               |      |
|------------|----------|---------------|------|
| 25/07/2022 | £131.40  | HMRC          | E045 |
| 25/07/2022 | £184.75  | WCC           | E046 |
| 25/07/2022 | £1086.68 | Jubilee grant | E047 |
| 25/07/2022 | £791     | WALC          | E048 |
| 25/07/2022 | £36      | TMH           | E049 |
| 25/07/2022 | £576     | AC Old        | E050 |
| 25/07/2022 | £2400    | Your Locale   | E051 |
| 26/07/2022 | £3570    | K Hirons      | E052 |
| 26/07/2022 | £50.43   | A Harris      | E053 |
| 27/07/2022 | £119.64  | Npower        | E054 |

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

| AMOUNT | From    |
|--------|---------|
| £50    | Grazing |

**List of payments to be made between 1<sup>st</sup> Sep 2022 and 30<sup>th</sup> Sep 2022**

| Date  | Amount  | Payee                        |      |
|---|---------|------------------------------|------|
| <b>TO BE PAID FOLLOWING BACS AUTHORISATION</b>        |         |                              |      |
| 05.09.22  | DPA     | L Foster Salary Sep          |      |
| 05.09.22  | DPA     | Pension contributions Sep    |      |
| 05.09.22  | DPA     | HMRC Contributions Sep       |      |
| 05.09.22  | £35.40  | Quill Payroll Service (s/o)  |      |
| 05.09.22  | £176    | S Lowe Mowing                |      |
| 05.09.22  | £79.58  | L Foster expenses            |      |
| 05.09.22  | £59.40  | Morrall Play Services (2021) |      |
| 05.09.22  | £559.20 | Kompan                       |      |
| 05.09.22  | £200    | Jubilee expenses             |      |
|   |         |                              |      |
| <b>PAYMENTS MADE SINCE 1<sup>st</sup> August 2022</b> |         |                              |      |
| 05/08/2022  | £35.40  | Quill                        | E055 |
| 11/08/2022  | £38.99  | Eon Next                     | E056 |
| 24/08/2022  | £121.26 | Npower                       | E057 |
| 25/08/2022  | £176    | S Lowe                       | E058 |
| 25/08/2022  | £42     | TMH                          | E059 |
| 25/08/2022  | £226.92 | WCC                          | E060 |

|            |         |          |      |
|------------|---------|----------|------|
| 25/08/2022 | £161.20 | HMRC     | E061 |
| 25/08/2022 | £DPA    | L Foster | E062 |

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

| AMOUNT | From     |
|--------|----------|
| £40    | Football |
|        |          |
|        |          |

- 17/511** Financial statements of July and Aug; Approved by all **Resolved**
- 17/512** Bank reconciliations July and Aug; Approved by all **Resolved**
- 17/513** To approve acceptance of grant: Approve the £1000 grant from WCC to be matched by Clifton Parish Council. Approved by all **Resolved**
- 17/514** To approve tree work churchyard Yew trees: Approved by all **Resolved**
- 17/515** To discuss cost and approve works to telephone box: has been in situ for 57 years and will commemorate the Jubilee. To discuss further in October. No response received from RBC regarding possible movement of telephone box. Clerk to contact WCC regarding keeping £250 not spent by previous grant.
- 17/516** To approve defibrillator parts at TMH £319.80: approved by all **Resolved**
- 17/517** To approve new defibrillator at pavilion: approved St Johns ambulance quotation £1758 approved by all **Resolved**
- 17/518** To approve laptop antivirus software £49.99. approved by all but cancel next year. **Resolved**
- 17/519** **To discuss planning applications received**  
**R22/0830** No comments  
**R22/0833** No comments  
**R22/0712** No comments  
**R22/0808** No comments  
**R22/0801** No comments
- 17/520** Clifton Cruisers has pledged to donate money to fund the new defibrillator at the pavilion.
- 17/521** To approve submission of application for car park wall: approved by all **Resolved**
- 17/522** **To receive any applicable progress reports from Parish Councillors**
- **Pavilion works and recreation ground:** footballers could not close pavilion door and needed to be refitted. Cleaner will cost £15 per week, contract to be drawn up by Clerk. Quote provided to replace door and lock £1060 by K Hirons approved by all. **Resolved.**
  - **Play area:** Inspection is due, email Kompan to bring forward.

- **Neighbourhood Plan:** Open event on 10<sup>th</sup> September 10am till 1230pm. Leaflets have been distributed. It has been advertised on Facebook in the Parish magazine and posters Draft vision statement will be available on the day and maps will be available. Theme groups will be created and you can register your interest on the day. Questionnaire to be distributed and will be available online and paper copies.
- **Street lighting** Consider WCC taking on responsibility for lights
- **Dog waste bins:** New bin required at Thomas Cross, larger bin required at Station Road. Relocate bin from South Road to Station Road. Cllr Dignan to confirm with RBC.
- **To approve constitution Joint Burial Committee** Approved by all **Resolved**

**17/523 Correspondence**

- **Defaced gravestone:** it has been identified and will be reported to RBC.
- **Discussion regrading land at Rugby Road:** land has been sold and an be discussed further as part of NP.

**17/524 Motions for next meeting**

- Defibrillator (installation and purchase of equipment)
- Streetlighting
- Allotments
- Dog bins
- Church wall
- warm spaces
- Telephone box
- CPR training
- Churchyard flagstones
- Christmas

**17/525 Confidential matters**

**17/526 Date of the next meeting**

The next meeting will take place on October 3<sup>rd</sup> 2022 at 7.30pm in Houlton to be arranged by Clerk if possible.

Meeting closed at 20.47

Minutes approved and accepted as correct

.....  
Chair

Dated .....

|                               |                    |
|-------------------------------|--------------------|
| CASH BOOK BALANCE 1 July 2022 | £144,799.11        |
| ADD RECEIPTS                  | £50.00             |
| LESS PAYMENTS                 | £12,244.96         |
|                               | <u>£132,604.15</u> |

#### **BANK ACCOUNT STATEMENT**

|  |                    |
|--|--------------------|
| BANK BALANCE AS AT 31st July 2022            | £132,604.15        |
| LESS UNPRESENTED<br>CHEQUES<br>cheque number |                    |
| PLUS UNPRESENTED PAYMENTS                    |                    |
|  | <u>£132,604.15</u> |

|   |                   |
|---|-------------------|
| BALANCE AS PER CASH BOOK 31st July 2022 | <u>132,604.15</u> |
|---|-------------------|

|                              |                    |
|------------------------------|--------------------|
| CASH BOOK BALANCE 1 Aug 2022 | £132,604.15        |
| ADD RECEIPTS                 | £40.00             |
| LESS PAYMENTS                | £1,446.71          |
|                              | <u>£131,197.44</u> |

#### **BANK ACCOUNT STATEMENT**

|  |                    |
|--|--------------------|
| BANK BALANCE AS AT 31st Aug 2022             | £131,197.44        |
| LESS UNPRESENTED<br>CHEQUES<br>cheque number |                    |
| PLUS UNPRESENTED PAYMENTS                    |                    |
|  | <u>£131,197.44</u> |

|  |                   |
|--|-------------------|
| BALANCE AS PER CASH BOOK 31st Aug 2022 | <u>131,197.44</u> |
|--|-------------------|