

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

Held on 3rd October 2022
At Townsend Memorial Hall, commencing 7.30pm

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

In attendance:

Residents: 2

Parish Clerk: Miss L Foster

17/ 527 Apologies for Absence

Cllr Hassell, Cllr Warwick

17/528 Declarations of Members interests and requests for dispensations

None

17/529 Public forum

Members of the public were looking for an update regarding Hillmorton Lane, Houlton Way and Butlers Leap junctions. This will be followed up at the next meeting with Cllr Warwick.

17/530 Approval of Minutes of Meeting held September 2022

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

17/531 Matters arising and progress against resolutions

Concerns regarding overgrown vegetation on South Road. The alleyway next to TMH is overgrown, clerk to notify WCC.

Public meeting to be held with PCSO to re-engage with the public. They are liaising with Cllr Moore regarding availability.

Planning application for car park is now live.

Meeting to be arranged with Tennis club.

Permission given by WCC to retain funds for telephone box refurbishment.

Meeting to be arranged with TMH committee to discuss architect plans.

17/532 To receive reports from Borough and County Councillors matters relating to the Parish

No update

17/533 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. Volunteers are required to ensure the Parish Council remains to represent the area.

17/534 Financial Matters

- 17/ 535** All payments made since the last meeting: Approved by All **Resolved**
- 17/536** Payments to be made: Approved by all **Resolved**
- 17/537** Await update following unlock of online banking
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- 17/539** To discuss cost and approve works to telephone box: response required from planning department. New quotes required.
- 17/540** To approve works to car park wall: Quote by K Hirons proposed by Cllr Harris agreed by all. **Resolved**
- 17/541** Conclusion of Audit: Noted
- 17/542** To approve allotment rent 2023-24: approved to remain the same £25 whole plot £15 half plot approved by all **Resolved**
- 17/543** Projects for next year budget: add to agenda for next meeting.

- 17/544** **To discuss planning applications received**
R22/0801 No comments
R22/0828 No comments
R22/0882 Not in-keeping with surrounding properties. Cllr Harris to forward comments.

17/545 To receive any applicable progress reports from Parish Councillors

- **Pavilion works and recreation ground:** Lines need to be repainted for football pitch.
- **Play area:** no update regarding play area inspection
- **Neighbourhood Plan:** Positive comments received at the open event held on 10th September. Roughly 100 attendees. Comments received include connectivity between Clifton and Houlton but both areas to remain separate. They would like green areas around Houlton to be protected. Questionnaire to be published. Theme group meeting to be held on 6th October. Open event analysis to be sent to groups.
- **Street lighting** Consider WCC taking on responsibility for lights
- **Dog waste bins:** new bins have been installed
- **Allotments:** new committee to be set up. Terms of reference to be developed. Membership secretary required. Gate at Newall close to be repaired.
- **Churchyard flagstones:** to be repaired quote is required, discuss during budget setting
- **Christmas:** tree to be placed in churchyard. PC to attend light switch on in Houlton. Another tree to be placed in front of shops.
- **Litter pick:** Saturday 1st November

17/546 Correspondence

- **Allotment:** issues to be added to next agenda

17/547 Motions for next meeting

- Car park wall
- CPR training
- Allotments
- Christmas

- Streetlighting
- TMH

17/548 **Confidential matters**

17/549 **Date of the next meeting**

The next meeting will take place on 7th November 2022 at 7.30pm in Houlton to be arranged by Clerk if possible.

Meeting closed at 20.23

Minutes approved and accepted as correct

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Chair

Dated