

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

Held on 5th December 2022
At Townsend Memorial Hall, commencing 7.30pm

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

In attendance: Cllr Warwick

Residents: 1

Parish Clerk: Miss L Foster

17/ 571 Apologies for Absence
Cllr Hassell

17/572 Declarations of Members interests and requests for dispensations
Non-pecuniary interest declared by Cllr Edwards item 8 of agenda, grant for events committee as Cllr Edwards sit on the TMH committee.

17/573 Public forum
Query from member of the public regarding the junctions at Vicarage Hill and Hillmorton Lane. There is no update as road is yet to be adopted. Cllr Warwick will continue working on this matter.

17/574 Approval of Minutes of Meeting held November 2022
Minutes were proposed and approved by all as a true and accurate record. These were signed by the Chair.

17/575 Matters arising and progress against resolutions
Clerk to follow up overgrown vegetation in the alleyway next to TMH.
There was no update regarding the light switch on in Houlton.
Policing event at TMH: the police were very engaged in the process and took all issues on board. The police would like to discuss the possibility of implementing speed watch with the group. The group no longer has a speed gun as it has been returned to another council. A further meeting is required to discuss parking issues at the school. The Police would like assistance regarding intelligence from the local area. Contacts list on Police website to be updated.

17/576 To receive reports from Borough and County Councillors matters relating to the Parish

Cllr Warwick reported the following:

- Concerns around e-scooters being used on footpaths, if issues arise, please let Cllr Warwick know
- Discuss with police possibility of working with local schools
- Cost of living help and mental health support available via WCC website
- Reminder to all to avoid buying counterfeit goods including blankets and fires please buy from reputable supplier.

- 1st Warwickshire podcast available; topic climate change

17/577 To discuss co-option

Potential to co-opt in January. Hopeful that the neighbourhood plan may assist with co-option.

Cllr Warwick left t 19.45

17/578 Financial Matters

17/579 All payments made since the last meeting: Approved by All **Resolved**

List of payments to be made between 1st Dec 2022 and 31st Dec 2022

Date	Amount	Payee	
TO BE PAID FOLLOWING BACS AUTHORISATION			
05.12.22	DPA	L Foster Salary Dec	
05.12.22	DPA	Pension contributions Dec	
05.12.22	DPA	HMRC Contributions Dec	
05.12.22	£35.40	Quill Payroll Service (s/o)	
05.12.22	£90	S Darvill	
05.12.22	£48	Steers Printing	
05.12.22	£100	Events committee	
PAYMENTS MADE SINCE 1st November 2022			
07/11/22	35.40	Quill	E081
11/11/22	47.99	Eon Next	E082
17/11/22	23.18	Waterplus	E083
21/11/22	42.79	L Trainer	E084
21/11/22	47.52	L Trainer	E085
22/11/22	124.50	TMH	E086
22/11/22	1,800.00	your Locale	E087
22/11/22	352.00	S Lowe	E088
22/11/22	72.00	TMH	E089
22/11/22	140.00	pitchmarkers	E090
22/11/22	535.22	L Trainer	E091
22/11/22	15.00	S Darvill	E092
22/11/22	133.60	HMRC	E093

22/11/22	188.27	WCC pension fund	E094
22/11/22	216.00	AC Old	E095
22/11/22	240.00	PkF Littlejohn	E096
22/11/22	72.00	K Hirons	E097
22/11/22	15.00	S Darvill	E098
22/11/22	15.00	S Darvill	E099
22/11/22	15.00	S Darvill	E100
22/11/22	15.00	S Darvill	E101
22/11/22	15.00	S Darvill	E102
24/11/22	138.34	N Power	E103
25/11/22	906.66	L Trainer	E104
25/11/22	253.80	HMRC	E105
25/11/22	326.67	WCC pension fund	E106

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

AMOUNT	From
£15	Allotment
£75	Complaint bank

List of payments to be made between 1st Nov 2022 and 30th Nov 2022

Date	Amount	Payee	
TO BE PAID FOLLOWING BACS AUTHORISATION			
07.11.22	DPA	L Foster Salary Nov	
07.11.22	DPA	Pension contributions Nov	
07.11.22	DPA	HMRC Contributions Nov	
07.11.22	£35.40	Quill Payroll Service (s/o)	
07.11.22	£47.52	L Trainer expenses	
07.11.22	£42.79	L Trainer expenses	
07.11.22	£124.50	TMH	
07.11.22	£1800	Your Locale	
07.11.22	£352	S Lowe	
07.11.22	£72	TMH	

07.11.22	£140	Pitchmarkers	
07.11.22	£90	S Darvill	
07.11.22	£216	AC Old	
07.11.22	£240	PKF Littlejohn	
07.11.22	£72	KA hirons	
PAYMENTS MADE SINCE 1st October 2022			
03/10/2022	£120.37	NPower	E076
07/10/2022	£35.40	Quill	E077
12/10/2022	£40.56	Eon Next	E078
18/10/2022	£5.72	Waterplus	E079
26/10/2022	£125.24	Npower	E080

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

AMOUNT	From
£145	Football
£1000	WCC grant
£910	Grazing and allotments

List of payments to be made between 1st Oct 2022 and 30th Oct 2022

Date	Amount	Payee	
TO BE PAID FOLLOWING BACS AUTHORISATION			
03.10.22	DPA	L Foster Salary Oct	
03.10.22	DPA	Pension contributions Oct	
03.10.22	DPA	HMRC Contributions Oct	
03.10.22	£35.40	Quill Payroll Service (s/o)	
PAYMENTS MADE SINCE 1st September 2022			
07/09/2022	£35.40	Quill	E063
07/09/2022	£59.40	Morrall Play Services	E064
07/09/2022	£176	S Lowe	E065
07/09/2022	£79.58	L Trainer	E066
07/09/2022	£559.20	Kompan	E067

07/09/2022	£200	N Adamson Jubilee	E068
12/09/2022	£37.87	Eon Next	E069
21/09/2022	£1800	Your Locale	E070
21/09/2022	£253.89	Clifton Playgroup	E071
26/09/2022	DPA	L Trainer	E072
26/09/2022	£138.80	HMRC	E073
26/09/2022	£DPA	WCC Pensions	E074
26/09/2022	£319.80	Imperative Training	E075

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

AMOUNT	From
£60	Football
£25750	Precept

- 17/580** Payments to be made: Approved by all **Resolved**
- 17/581** Financial statements Sep, Oct and Nov; approved by all **Resolved**
- 17/582** Bank reconciliations Sep, Oct and Nov; approved by all **Resolved**
- 17/583** To discuss cost and approve works to telephone box: discussion to be held with Highways. Plans to be sent to WCC and revised quotes will be sought.
- 17/584** To discuss projects for budget preparation: figures to be provided
- 17/585** CPR Training: online training is available and a session could be run in the TMH. Another defibrillator has been ordered for pavilion and OurJays Foundation may be providing a third.
- 17/586** To discuss and approve grant to events committee: approved by all **Resolved**
- 17/587** Line marking: alternative contractors approached for quotes to be discussed in January
- 17/588** Purchase of reflectors and signage in Church car park: approved by all **Resolved**. Rules of car park to be developed and added to signs. Sign opposite the car park to be turned.
- 17/589** Mowing contract: awaiting written quotation
- 17/590** **To discuss planning applications received**
R22/1247 No comments
R22/0808 No comments
R22/1194 No comments
- 17/591** **To receive any applicable progress reports from Parish Councillors**
- **Pavilion works and recreation ground:** Cleaning ongoing once per week. Door to exterior toilet at pavilion will be installed 7/12

- **Play area:** play inspection carried out. Work required to multiplay unit, to be carried out in Spring 2023. Resurfacing around gate to be considered. Quote to trim the perimeter required. Compost area in corner of field to be considered.
- **Neighbourhood Plan:** Housing group is looking at areas that may or may not be developed and analysing. Await response from Orbit regarding 'pocket park'. Work is progressing well. Environment group is working on maps currently and further work is required. Sustainability group have actions to be followed up on. Advisory committee meeting to be held on 91th January 2023.
- **Street lighting** Consider WCC taking on responsibility for lights, discussions ongoing
- **Allotments:** quotes required to clear plots. Database to be updated.
- **Churchyard flagstones:** no update
- **Tennis Club:** awaiting response from Tennis club
- **Christmas lights and tree:** 2 trees donated, lights to be switched on 10th December. Mention that trees were provided by PC on Facebook.
- **Pickleball:** agreement to be drawn up, discuss in January to include surfacing and fence works

17/592 Correspondence

- Email from Police regarding policing priorities meeting in January

17/593 Motions for next meeting

- Update after Junction18 meeting
- Training
- Pitch marking
- Pickleball
- Precept and budget
- Discuss possibility of meeting in Houlton

17/594 Confidential matters

17/595 Date of the next meeting

The next meeting will take place on 9th January 2023 at 7.30pm in TMH.

Meeting closed at 20.34

Minutes approved and accepted as correct

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Chair

Dated

BANK RECONCILLATION **MONTH ENDING** **30-Sep-22**

ACCOUNT NO. 06315246 STATEMENT NO. 6

CASH BOOK BALANCE 1 Sep 2022	£131,197.44
ADD RECEIPTS	£25,810.00
LESS PAYMENTS	£4,410.22
	<u>£152,597.22</u>

**BANK ACCOUNT
STATEMENT**

BANK BALANCE AS AT 30th Sep 2022	£152,597.22
LESS UNPRESENTED CHEQUES cheque number	

PLUS UNPRESENTED PAYMENTS	
	<u>£152,597.22</u>

BALANCE AS PER CASH BOOK 30th Sep 2022	<u>152,597.22</u>
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BANK RECONCILLATION MONTH ENDING **31-Oct-22**

ACCOUNT NO. 06315246 STATEMENT NO. 7

CASH BOOK BALANCE 1 Oct 2022	£152,597.22
ADD RECEIPTS	£2,055.00
LESS PAYMENTS	£327.29
	<u>£154,324.93</u>

**BANK ACCOUNT
STATEMENT**

BANK BALANCE AS AT 31st Oct 2022	£154,324.93
LESS UNPRESENTED CHEQUES cheque number	

PLUS UNPRESENTED PAYMENTS

£154,324.93

BALANCE AS PER CASH BOOK 31st Oct 2022

154,324.93

BANK RECONCILLATION MONTH ENDING **30-Nov-22**

ACCOUNT NO. 06315246 STATEMENT NO. 8

CASH BOOK BALANCE 1 Nov 2022	£154,324.93
ADD RECEIPTS	£135.00
LESS PAYMENTS	£5,785.94
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	£148,673.99
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**BANK ACCOUNT
STATEMENT**

BANK BALANCE AS AT 30th Nov 2022	£148,673.99
LESS UNPRESENTED CHEQUES	
cheque number	

PLUS UNPRESENTED PAYMENTS

£148,673.99

BALANCE AS PER CASH BOOK 30th Nov 2022

148,673.99
