

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

Held on 5th June 2023
At Townsend Memorial Hall, commencing 7.30pm

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

In attendance: Cllr Hassell, Cllr Warwick

Residents: 7

Parish Clerk:

17/ 705 Apologies for Absence

17/706 Declarations of Members interests and requests for dispensations

17/707 Public forum

Thanks, offered to Councillors for cutting back vegetation round signage at playing field. Residents would like an update regarding the junction at Houlton Way and Vicarage Hill turn. Concerns raised regarding member of the public playing golf on the playing field, terms of use to be updated.

Concerns that green bins around the village were missed last week. Cllr Hassell raised the concerns with RBC and was assured bins would be emptied this week following another visit by RBC the bins were again missed. Cllr Dignan will contact RBC and Cllr Hassell will also follow up.

Verges have been cut around the village however the Lions footpath next to the TMH requires attention and an area of North Road around Oak tree requires attention. Concerns that a verge on South Road was missed this will be monitored.

Concerns raised regarding Hunters Lane recycling centre booking system and whether this will be removed. Cllr Warwick received a response during the meeting and confirmed the booking system alleviates traffic issues in the area, assists with customer safety and staff numbers. The systems remains under review but following a survey 85% of those surveyed are happy with the system.

17/708 Approval of Minutes of Meeting held May 2023

Minutes were proposed and approved as amended to include apologies from Cllr Warwick by all as a true and accurate record. These were signed by the Chair.

17/709 Matters arising and progress against resolutions

CPR training will be carried out using online methods to be added to website and Facebook by Clerk.

Enforcement at RBC are investigating 2 Main Street Cllr Hassell will follow up. Comments regarding 45 North Road are not showing on planning portal.

17/710 To receive reports from Borough and County Councillors matters relating to the Parish

Reminder to all to be mindful with BBQs during the hot weather.

Cllr Warwick reported that the adoption process of Houlton Way is to begin however we await a timescale for this. Both Cllr Warwick and Urban and Civic are working together as part of this process.

17/711 To discuss co-option

No applications

17/712 Financial Matters

17/713 All payments made since the last meeting: Approved by All **Resolved**

List of payments to be made between 1st June 2023 and 30th June 2023

Date	Amount	Payee	
TO BE PAID FOLLOWING BACS AUTHORISATION			
05.06.23	DPA	L Trainer Salary June	
05.06.23	DPA	Pension contributions June	
05.06.23	DPA	HMRC Contributions June	
05.06.23	£35.40	Quill Payroll Service (s/o)	
05.06.23	£25.22	L Trainer expenses	
05.06.23	£2319.42	AJG insurance	
05.06.23	£538.10	Kompan	
05.06.23	£250	ME Spencer	
05.06.23	£176	Luke Brunt	
PAYMENTS MADE SINCE 1st May 2023			
02/05/23	300.00	L Brunt	E015
02/05/23	176.00	L Brunt	E016
02/05/23	209.66	WCC Pension fund	E017
02/05/23	148.80	HMRC	E018
05/05/23	35.40	Quill	E019
17/05/23	29.75	Water plus	E020
18/05/23	29.96	Eon Next	E021
19/05/23	916.80	WALC	E022

19/05/23	23.76	L Trainer	E023
19/05/23	110.40	Kompan	E024
19/05/23	16.09	A Moore	E025
19/05/23	60.00	S Darvill	E026
25/05/23	638.73	L Trainer	E027
25/05/23	159.80	HMRC	E028
25/05/23	224.78	WCC Pension fund	E029

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

AMOUNT	From
£15	Allotment rent
£5	Ground rent

- 17/714** Payments to be made: Approved by all **Resolved**
- 17/715** Financial statements May; approved by all **Resolved**
- 17/716** Bank reconciliations May; approved by all **Resolved**
- 17/717** To discuss cost and approve works to telephone box: await further quote to be discussed in July
- 17/718** To approve painting at playing field: Approved by all to accept one quote. Approved by all to accept quote of £805+VAT and materials cost to repaint goalposts, activity play centre, 2 doors at pavilion, litter bins and removal of graffiti. Approved by all **Resolved**.
- 17/719** To approved insurance quotation: Approved by all **Resolved**
- 17/720** To approve section 1 of AGAR: All sections were read out and agreed by all. Section 1 approved by all **Resolved**
- 17/721** To note internal audit: audit report noted and financial regulations to be updated
- 17/722** To approve section 2: Approved by all **Resolved**
- 17/723** **To discuss planning applications received**
R23/0428: No comments
- 17/724** **To receive any applicable progress reports from Parish Councillors**
- **Pavilion works and recreation ground:** quotes required to install lock on internal door, electrical inspection and plumbing works on taps.

- **Play area:** shackles will be replaced on 7th June. Issue with grass cutting around play area as has been left overgrown. Clerk to contact contractor. Paperwork has been uncovered which will assist when registering land with land registry.
- **Neighbourhood Plan:** Advisory committee met in April and discussed a call for sites in the Parish. This was approved and the process will begin shortly. The call for sites is for 3-5 properties. This is due to RBC having a 5.6-year land supply and should the land supply decrease below 5 years the local plan will not stand. By allocating a small site the neighbourhood plan will provide additional protection.
Sustainability group: initial chapter draft complete and will be shared with advisory committee
Environment group: meeting on Thursday and will be looking at woodland, hedgerows and trees
Housing group: Aecom have produced a housing needs survey and a response to this has been sent. We await the design guide. Images are required for the report and will be collated by councillors. Hope that plan will be submitted by May 2024.
Clerk to confirm next Advisor Committee meeting will be held on 27th July.
- **Grazing Land:** further options to be discussed
- **Street lighting** Audit to be completed and numbering to be checked
- **Allotments:** gravedigger has turned over unused plots. There are a limited number of plots available. Numbering of plots to be completed.
- **Churchyard flagstones:** meeting with Church Wardens to be arranged so that timescales for relaying flagstones can be confirmed. Cllr Edwards to confirm
- **Tennis Club:** new agreement has been drafted and sent to Tennis club.
- **Pickleball:** fencing repaired, no progress. Clerk to email Cllr Warwick for assistance.
- **Car Park Wall** – work has now started however a licence is required for further works and this has been applied for and fee to be paid.
- **Marquee agreement:** Approved by all
- **Facebook** page to be restarted and opened by Clerk
- **Lengths man** to be discussed at next meeting
- **Community asset The Bull** to be discussed at next meeting
- **Houlton Family Funday** Parish council will attend fun day at Houlton on Saturday 10th June. boards have been prepared.

17/725 Correspondence

- Giggsters have sent multiple emails regarding use of land for filming in the parish. This is to be treated as spam mail.
- Football pitch to be used for football sessions over the summer holidays for children. Approved by all however the risk assessment and insurance need to be provided to the Parish Council.

17/726 Motions for next meeting

- **noticeboards**

17/727 Confidential matters

Approved by all to move into confidential session

Appraisal completed and paperwork signed by both the council and clerk.

17/728 Date of the next meeting

The next meeting will take place on 3rd July 2023 at 7.30pm in TMH.

Meeting closed

Minutes approved and accepted as correct

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Chair

Dated

CLIFTON UPON DUNSMORE PARISH COUNCIL

BANK RECONCILLATION	MONTH ENDING	31-May-23
ACCOUNT NO. 06315246	STATEMENT NO.	2
CASH BOOK BALANCE 1 May 2023		£159,039.31
ADD RECEIPTS		£20.00
LESS PAYMENTS		£3,079.93
		<u>£155,979.38</u>

**BANK ACCOUNT
STATEMENT**

BANK BALANCE AS AT 31st May 2023	£155,979.38
LESS UNPRESENTED CHEQUES cheque number	
PLUS UNPRESENTED PAYMENTS	
	<u>£155,979.38</u>
BALANCE AS PER CASH BOOK 31st May 2023	<u>155,979.38</u>

Parish of Clifton Upon Dunsmore - Cash Book
Account of Receipts and Payments for Year Ending 31st March
2024

31st May 2023

Earmarked Reserve (Community Facilities)	86000.00
General Reserve	45122.26
Balance B/F	£131122.26
+ Receipts	29487.50
- Payments	4630.38
	155979.38

CLIFTON UPON DUNSMORE PARISH COUNCIL
RECEIPTS AND PAYMENTS 2023-24

01-Jun-23

EARMARKED RESERVE (COMMUNITY FACILITIES)
CASH BOOK BALANCE 1 APRIL 2023
PRECEPT 2023-24

86,000.00
45,122.26
58,935.00

131,122.26

RECEIPTS

PRECEPT	29,467.50
GRANTS (INC RBC)	0.00
VAT REFUND	0.00
FOOTBALL	0.00
ALLOTMENTS	15.00
GRAZING	0.00
TENNIS CLUB	5.00

% YEAR TO DATE

50%

0%

1%

0%

VILLAGE FETE	0.00	
CHRISTMAS FAIR	0.00	
OTHER	0.00	
TOTAL INCOME TO DATE	<u>29,487.50</u>	48%

PAYMENTS

SALARIES INC HMRC & EXPENSES	2,051.83	16%
ADMIN / PAYROLL	70.80	17%
TMH HIRE	60.00	10%
AUDIT & INSURANCE	0.00	0%
TRAINING	0.00	0%
NEWSLETTER & COMMUNICATIONS	0.00	0%
SUBSCRIPTIONS/ WALC ETC	916.80	108%
PROFESSIONAL FEES	0.00	0%
IT PROVISION & WEBSITE	0.00	0%
ELECTION FEES	0.00	#DIV/0!
COMMUNITY GRANTS	0.00	0%
ALLOTMENTS	0.00	0%
CHURCHYARD INC TREE SURVEY	740.00	12%
GRAZING	0.00	0%
PAVILION	297.64	7%
PLAY AREA /PLAYING FIELDS	390.40	3%
STREET LIGHTING	102.91	5%
STREET LIGHTNG MAINTAINENCE/REPAIRS	0.00	0%
STREET LIGHTING UPGRADE	0.00	#DIV/0!
VILLAGE IMPROVEMENTS	0.00	0%
ICO Data registration	0.00	0%
Village Events	0.00	0%
EARMARKED RESERVE SPENDING	0.00	
VAT	0.00	
GPOC PAYMENTS	0.00	
JBC	0.00	
TOTAL PAYMENTS TO DATE	<u>4,630.38</u>	5%

	29,487.50	
	<u>4,630.38</u>	
BALANCE	<u>24,857.12</u>	

131,122.26
24,857.12
155,979.38