

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

Held on 3rd July 2023
At Townsend Memorial Hall, commencing 7.30pm

Present: Cllr Dignan, Cllr Edwards, Cllr Moore, Cllr Lowe (co-opted 17/735)

In attendance: Cllr Hassell

Residents: 4

Parish Clerk:

17/ 729 Apologies for Absence

Cllr Harris, Cllr Warwick

17/730 Declarations of Members interests and requests for dispensations

17/731 Public forum

No update regarding traffic lights.

New lease agreement provided to tennis club and query whether legal fees have been discussed. We have confirmed no quote has been sought. Updated costs to be requested for footpath between Houlton and Clifton.

17/732 Approval of Minutes of Meeting held June 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.

17/733 Matters arising and progress against resolutions

Thanks to Clerk for uploading CPR information to Facebook.

Write to BC regarding green bins.

Cllr Hassell will follow up regarding green bin sticker at the Church.

17/734 To receive reports from Borough and County Councillors matters relating to the Parish

There are ongoing issues with green bin collections due to staff shortages.

17/735 To discuss co-option

Cllr Moore proposed Seb Lowe as a councillor seconded by Cllr Edwards agreed by all present. **Resolved**

17/736 Financial Matters

17/737 All payments made since the last meeting: Approved by All **Resolved**

List of payments to be made between 1st July 2023 and 31st July 2023

Date	Amount	Payee	
TO BE PAID FOLLOWING BACS AUTHORISATION			

03.07.23	DPA	L Trainer Salary July	
03.07.23	DPA	Pension contributions July	
03.07.23	DPA	HMRC Contributions July	
03.07.23	£35.40	Quill Payroll Service (s/o)	
03.07.23	£23.76	L Trainer expenses	
03.07.23	£30	TMH	
03.07.23	£176	Luke Brunt	
PAYMENTS MADE SINCE 1st June 2023			
01/06/23	64.22	Npower	E030
07/06/23	35.40	Quill	E031
07/06/23	176.00	Luke Brunt	E032
07/06/23	25.22	L Trainer	E033
07/06/23	250.00	ME Spencer	E034
09/06/23	15.18	Eon Next	E035
13/06/23	2319.42	Insurance	E036
19/06/23	31.85	Waterplus	E036
23/06/23	538.10	Kompan	E037
23/06/23	DPA	L Trainer	E038
23/06/23	DPA	HMRC	E039
23/06/23	DPA	WCC Pension fund	E040
26/06/23	132.06	Npower	E041

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

AMOUNT	From
£25	Allotment rent

17/738 Payments to be made: Approved by all **Resolved**
17/739 Financial statements June; approved by all **Resolved**
17/740 Bank reconciliations June; approved by all **Resolved**

- 17/741** To discuss cost and approve works to telephone box: electrician has visited site. Telephone line is not active but electrics are still connected. Will need to be disconnected.
- 17/742** 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**.
- 17/743** To approve purchase of gazebo: Approved by all **Resolved**
- 17/744** To approve delegated authority to clerk to make payments in August: agreed by all. **Resolved**

17/745 **To discuss planning applications received**
R23/0266: No comments

17/746 **To receive any applicable progress reports from Parish Councillors**

- **Pavilion works and recreation ground:** inspected on 19th June with external toilet lights left on. Awaiting quote for electrical works.
- **Play area:** swings have been repaired. Moles have now disappeared. Paperwork has been uncovered which will assist when registering land with land registry.
- **Neighbourhood Plan:** An advisory group meeting to be held on 27th July, Cllr Lowe to be included. Work on call for sites to begin. Environmental group requires support.
- **Grazing Land:** works required to land including fencing. New lease will be required.
- **Street lighting** walkaround to be completed
- **Allotments:** there is now a waiting list for plots and allotment committee is up and running. Clerk awaiting updated database
- **Churchyard flagstones:** meeting with Church Wardens has been held and they are pleased with work overall. Nettles and brambles need to be cut back. White lines to be repainted
- **Tennis Club:** new agreement has been drafted and sent to Tennis club.
- **Pickleball:** fencing repaired, no progress.
- **Car Park Wall** – work has now started. Clerk to add dates of works to Facebook.
- **Lengths man** need to be clear on responsibilities and focus on our assets with a plan to maintain
- **Community asset The Bull** approved by all to move forward with listing
- **Noticeboards:** board at TMH to be relocated under shelter during works. Need an alternative location.
- **To approve representative of TMH** Proposed Cllr Lowe approved by all. **Resolved**
- **Funday feedback:** well organised with lots of activities. Many people unaware they are part of Clifton Parish.

17/747 **Correspondence**

- Litter bins in the village. Requirement near the shop to be costed

17/748 **Motions for next meeting**

- Noticeboards
- Litter bin

17/749 Confidential matters

Approved by all to move into confidential session

Proposed to increase Clerk salary scale by one point backdated to April approved by all.

Resolved

17/750 Date of the next meeting

The next meeting will take place on 4th September 2023 at 7.30pm in TMH.

Meeting closed

Minutes approved and accepted as correct

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Chair

Dated

CASH BOOK BALANCE 1 June 2023	£155,979.38
ADD RECEIPTS	£25.00
LESS PAYMENTS	£4,541.93
	<u>£151,462.45</u>

BANK ACCOUNT STATEMENT

BANK BALANCE AS AT 30th June 2023	£151,462.45
LESS UNPRESENTED CHEQUES	
cheque number	

PLUS UNPRESENTED PAYMENTS

£151,462.45

BALANCE AS PER CASH BOOK 30th June 2023

151,462.45

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

30th June 2023

Earmarked Reserve (Community Facilities)	86000.00
General Reserve	45122.26
Balance B/F	£131122.26
+ Receipts	29512.50
- Payments	9172.31
	151462.45

EARMARKED RESERVE (COMMUNITY FACILITIES)	86,000.00	
CASH BOOK BALANCE 1 APRIL 2023	45,122.26	131,122.26
PRECEPT 2023-24	58,935.00	

RECEIPTS		% YEAR TO DATE
PRECEPT	29,467.50	50%
GRANTS (INC RBC)	0.00	
VAT REFUND	0.00	
FOOTBALL	0.00	0%
ALLOTMENTS	40.00	4%
GRAZING	0.00	0%
TENNIS CLUB	5.00	

VILLAGE FETE	0.00	
CHRISTMAS FAIR	0.00	
OTHER	0.00	
TOTAL INCOME TO DATE	<u>29,512.50</u>	48%

PAYMENTS

SALARIES INC HMRC & EXPENSES	3,031.53	24%
ADMIN / PAYROLL	106.20	25%
TMH HIRE	60.00	10%
AUDIT & INSURANCE	2,569.42	82%
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	916.00	15%
GRAZING	0.00	0%
PAVILION	344.67	9%
PLAY AREA /PLAYING FIELDS	928.50	8%
STREET LIGHTING	299.19	15%
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>9,172.31</u>	10%

	29,512.50	
	<u>9,172.31</u>	
BALANCE	<u>20,340.19</u>	

131,122.26
20,340.19
151,462.45