# CLIFTON UPON DUNSMORE PARISH COUNCIL

# MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on 7th July 2025

At Townsend Memorial Hall, commencing 7.30pm

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

**In attendance:** Cllr Hassell

**Residents:** 5

Parish Clerk: Lindsay Foster

**18/ 203 Apologies for Absence**

Cllr Edwards

**18/204 Declarations of Members interests and requests for dispensations**

**18/205 Public forum**

Concern about overgrown grass at junction of Hillmorton Lane and South Road. To be followed up with Cllr Warwick.

Discussion regarding Lime Trees on Hillmorton Road. RBC have confirmed they will cut back the vegetation at the base of the tree due to Britain in Bloom but they will not accept responsibility for the trees or cut the top. There is concern from local residents that there is deadwood in the tree. Continue to work with Cllr Warwick and Cllr Hassell.

Concerns raised regarding speeding issues in the village; the speed data shows that there is no issue with speeding.

**18/206 Approval of Minutes of Meeting held June 2025**

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

**18/207 Matters arising and progress against resolutions**

**18/208 To receive reports from Borough and County Councillors matters relating to the Parish**

Cllr Hassell reported that the footpath works from Station Road have been completed. However, there are still rutted areas. There was a request to change the gates and allow cycle use, but the pathway is very narrow and is to be used by pedestrians.

RBC urban call for sites taking place., further consultation will take place in December.

**18/209 To discuss co-option**

One interested resident

**18/210 Financial Matters**

**18/211** All payments made since the last meeting: Approved by All **Resolved**

***List of payments to be made between 1st July 2025 and 31st July 2025***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Date** | **Amount** | **Payee** |  |
| **TO BE PAID FOLLOWING BACS AUTHORISATION** |
| 07.07.25 | DPA | L Trainer Salary July |  |
| 07.07.25 | DPA | Pension contributions July |  |
| 07.07.25 | DPA | HMRC Contributions July |  |
| 07.07.25 | £37.16 | Quill Payroll Service (s/o) |  |
| 07.07.25 | £264 | L Brunt |  |
| 07.07.25 | £26.02 | Eon Next |  |
| 07.07.25 | £120 | Parish Online |  |
| 07.07.25 | £65 | TMH |  |
|  |  |  |  |
|  |  |  |  |
| **PAYMENTS MADE SINCE 1st June 2025** |
| 03/06/25 | 25.41 | Eon next | E030 |
| 03/06/25 | 60.00 | L Callan | E031 |
| 03/06/25 | 250.00 | ME Spencer | E032 |
| 03/06/25 | 42.48 | L Trainer | E033 |
| 03/06/25 | 2,631.19 | AJBIL insurance | E034 |
| 03/06/25 | 324.00 | L Brunt | E035 |
| 06/06/25 | 37.16 | Quill | E036 |
| 09/06/25 | 100.00 | Luke ward | E037 |
| 09/06/25 | 384.00 | K A Hirons | E038 |
| 23/06/25 | DPA | WCC Pension Fund | E039 |
| 23/06/25 | 177.40 | HMRC | E040 |
| 23/06/25 | 30.00 | L Callan | E041 |
| 23/06/25 | DPA | L Trainer | E042 |
| 27/06/25 | 10.99 | Waterplus | E043 |
|  |  |  |  |
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***List of income received between 1st June to 31st June***

|  |  |
| --- | --- |
| **AMOUNT** | **From** |
| £600 | Football fees |
|  |  |

**18/212** Payments to be made: Approved by all **Resolved**

**18/213** To approve financial statements: Approved by all **Resolved**

**18/214** To approve bank reconciliations: Approved **Resolved**

**18/215** To discuss works to telephone box: no update

**18/216** To approve planning consultant: £500 approved by all **Resolved**

**18/217** To approve technical support: £795+VAT for traffic count approved by all **Resolved**

**18/218 To discuss planning applications received**

Richborough have submitted a planning application for outline planning. We await notification from RBC. This will be mentioned on Facebook and the Parish Council website.

The Parish Councill will contact the local MP I support of continuing neighbourhood plan funding.

**18/219 To receive any applicable progress reports from Parish Councillors**

* **Parish Land**                                                   Cllr Dignan

                                Glebe (Newton Rd) Allotment

                                North Rd Allotment

                                Newall Close Allotment

                                Grazing Land

There is a demand for allotments. Chase for payment of grazing land.

* **Conservation Group**                           Cllr Dignan

Possibility of group meet on Saturday.

* **Playing Fields**                                                Cllr Harris

                                Football Pitch

                                Pavilion

                                Trees

                                Playparks

                                Tennis Club

                                Pickleball

Request received to use the football pitches for the upcoming season. GPS line marking to be carried out prior to season starting. Grant response to be received by the end of July. Broke glass found on playing field.

Skip to be ordered to clear out pavilion.

Trees by play area will be cut back by Clifton Parish houses.

* **TMH Liaison**                                                     Cllr Harris

Meeting held on 18th June. Planning application expires in 12 months and funds are still required. AGM will be held on 16th July.

* **Car Park**                                                           Cllr Harris

Tape needs to be reattached.

* **Neighbourhood Plan**                                  Cllr Edwards

Plan to be finalised

* **Grant applications**                                      Cllr Edwards
* **Churchyard**                                                     Cllr Edwards/Cllr Moore

Quote required to clean footpath

* **Houlton Residents Liaison** Cllr Edwards

no update

* **Joint burial committee** Cllr Moore/Cllr Dignan

Meeting held last week and plans to extend are ongoing

* **Street Scene**                                                    Cllr Moore

                                Streetlights

                                Litter Bins

                                Road Signs

                                Notice Boards

                                Bus Shelter

                                Phone Box                                    Cllr Edwards

Quote required to move bin at car park. Quote required to clean bus shelter roof, ongoing maintenance required.

* **Village Upkeep** (Lengths man)                   Cllr Moore

Tidy up required around allotment gates and cemetery

* **Police Liaison**                                                 Cllr Moore

Cllr Moore to arrange another drop in session

* **Parish website and Facebook page**   Clerk

Publish planning when it arrives

* **Memorial bench**

Agreed in principle. Meeting required.

**18/220 Correspondence**

Holes in fence near tennis court. Cllr Harris to meet with resident.

McKenzie Miller homes (land off Lilbourne Road) would like to meet with Parish Council prior to submission at RBC. Meeting to be arranged late July/ early August

Cllr Moore and Edwards to attend devolution training.

**18/221 Motions for next meeting**

* Neighbourhood plan approval

**18/222 Confidential matters**

**18/223 Date of the next meeting**

The next meeting will take place on 1st September 2025 at 7.30pm in TMH.

Meeting closed 20.42

Minutes approved and accepted as correct

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Chair

Dated ………........................

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| **BANK RECONCILLATION** | MONTH ENDING | **30-Jun-25** |  |
|  |  |  |  |  |  |  |
| ACCOUNT NO. 06315246 | STATEMENT NO.  | 3 |  |
|  |  |  |  |  |  |  |
| CASH BOOK BALANCE 1 June 2025 |  |  | £197,174.82 |
| ADD RECEIPTS |  |  |  |  | £600.00 |
| LESS PAYMENTS |  |  |  |  | £5,031.79 |
|  |  |  |  |  |  | £192,743.03 |
|  |  |  |  |  |  |  |
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| **BANK ACCOUNT STATEMENT** |  |  |  |  |
|  |  |  |  |  |  |  |
| BANK BALANCE AS AT 30 June 25 |  |  | £192,743.03 |
| LESS UNPRESENTED CHEQUES |  |  |  |  |
| cheque number |  |  |  |  |  |
|  |  |  |  |  |  |  |
| PLUS UNPRESENTED PAYMENTS |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | £192,743.03 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE AS PER CASH BOOK 30 June 25 |  |  | 192,743.03 |

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| **Parish of Clifton Upon Dunsmore - Cash Book** |
| **Account of Receipts and Payments for Year Ending 31st March 2026** |

**30th June 2025**

|  |  |
| --- | --- |
| **Earmarked Reserve (Community Facilities)** | 119774.82 |
| **General Reserve** |  |  | 50000.00 |
| **Balance B/F** |  |  | £169774.82 |
| **+ Receipts** |  |  | **39555.00** |
| **- Payments** |  |  | **16586.79** |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **192743.03** |

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| CASH BOOK BALANCE 1 APRIL 2025 |  | 50,000.00 | **169,774.82** |
| PRECEPT 2025-26 |  | 58,935.00 |  |
|  |  |  |  |
| **RECEIPTS** |  |  | % YEAR TO DATE |
| PRECEPT | 38,925.00 |  | 53% |
| GRANTS (INC RBC) | 0.00 |  |  |
| VAT REFUND | 0.00 |  |  |
| FOOTBALL | 600.00 |  | 120% |
| ALLOTMENTS | 25.00 |  | 2% |
| GRAZING | 0.00 |  | 0% |
| TENNIS CLUB | 5.00 |  |  |
| VILLAGE FETE | 0.00 |  |  |
| CHRISTMAS FAIR | 0.00 |  |  |
| OTHER | 0.00 |  |  |
|  |  |  |  |
| TOTAL INCOME TO DATE | 39,555.00 |  | 52% |
|  |  |  |  |
| **PAYMENTS** |  |  |  |
| SALARIES INC HMRC & EXPENSES |  | 3,600.73 | 28% |
| ADMIN / PAYROLL |  | 111.48 | 93% |
| TMH HIRE |  | 146.50 | 24% |
| AUDIT & INSURANCE |  | 2,881.19 | 91% |
| TRAINING |  | 0.00 | 0% |
| NEWSLETTER & COMMUNICATIONS |  | 212.29 | 42% |
| SUBSCRIPTIONS/ WALC ETC |  | 1,124.60 | 132% |
| PROFESSIONAL FEES |  | 0.00 | 0% |
| IT PROVISION & WEBSITE |  | 0.00 | 0% |
| ELECTION FEES |  | 0.00 | #DIV/0! |
| COMMUNITY GRANTS |   | 3,090.00 | 124% |
| ALLOTMENTS |  | 0.00 | 0% |
| lengthsman |  | 728.00 | 15% |
| CHURCHYARD INC TREE SURVEY |  | 264.00 | 8% |
| GRAZING |  | 0.00 | 0% |
| PAVILION |  | 945.49 | 47% |
| PLAY AREA /PLAYING FIELDS |  | 0.00 | 0% |
| STREET LIGHTING |  | 0.00 | 0% |
| STREET LIGHTNG MAINTAINENCE/REPAIRS | 0.00 | 0% |
| STREET LIGHTING UPGRADE |  | 0.00 | #DIV/0! |
| VILLAGE IMPROVEMENTS |  | 3,482.51 | 58% |
| ICO Data registration |  | 0.00 | 0% |
| Village Events |  | 0.00 | 0% |
| EARMARKED RESERVE SPENDING |  | 0.00 |  |
| lengthsman |  | 0.00 |  |
| GPOC PAYMENTS |  | 0.00 |  |
| JBC |  | 0.00 |  |
|  |  |  |  |
| TOTAL PAYMENTS TO DATE |  | 16,586.79 | 27% |
|  |  |  |  |
|  |  |  | 39,555.00 |
|  |  |  | 16,586.79 |
| BALANCE |  |  | 22,968.21 |
|  |  |  |  |
|  | 169,774.82 |  |  |
|  | 22,968.21 |  | ` |
|  | **192,743.03** |  |  |