# CLIFTON UPON DUNSMORE PARISH COUNCIL

# MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on 1st September 2025

At Townsend Memorial Hall, commencing 7.30pm

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

**In attendance:** Cllr Hassell

**Residents:** 5

Parish Clerk: Lindsay Foster

**18/ 224 Apologies for Absence**

Cllr Warwick

**18/225 Declarations of Members interests and requests for dispensations**

**18/226 Public forum**

Thank you to Cllr Warwick for arranging cut back of overgrown grass at junction of Hillmorton Lane and South Road.

Possibility that a croquet club will be setup at playing field, encourage residents of the village to join.

Query regarding the Council policy of flag flying around the village. No policy exists and will be handled if it arises and would be difficult to monitor, enforce and rectify.

Outline planning has been submitted for Land East of Rugby Road for 160 properties. Query whether Parish Council will make people aware? The Parish Council confirmed we have already published on Facebook and will add to noticeboards to request residents make comments. Village residents will be organising their own separate meeting next week. Parish Council have arranged an extension to allow application to be considered at our next meeting. Concerns raised about the proposed parking area and link to playing field and the increase to antisocial behaviour that could be caused. There is also a query regarding who requires a car park in that area of the village.

One resident requested an allotment, meeting onsite arranged.

**18/227 Approval of Minutes of Meeting held July 2025**

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

**18/228 Matters arising and progress against resolutions**

Holes in the fence at playing field remains unresolved but holes could not be located and no further information provided by resident.

Skip to be ordered to clear pavilion.

**18/229 To receive reports from Borough and County Councillors matters relating to the Parish**

Cllr Hassell reported that many residents have contacted her regarding issues with the planning system and the amount of time taken for planning applications to be decided and that this is outside of the8 week timeframe.

Cllr Hassell query whether we would like the planning application for East of Rugby Road called in. The Parish Council stated they would be in touch when the application is discussed at the next meeting.

**18/230 To discuss co-option**

One interested resident

**18/231 Financial Matters**

**18/232** All payments made since the last meeting: Approved by All **Resolved**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Amount** | **Payee** |  | | **TO BE PAID FOLLOWING BACS AUTHORISATION** | | | | | 04.08.25 | DPA | L Trainer Salary Aug |  | | 04.08.25 | DPA | Pension contributions Aug |  | | 04.08.25 | DPA | HMRC Contributions Aug |  | | 04.08.25 | £37.16 | Quill Payroll Service (s/o) |  | | 04.08.25 | £114.81 | Kompan |  | | 04.08.25 | £264 | Luke Brunt |  | | 04.08.25 | £170 | Luke Ward |  | | 04.08.25 | £ |  |  | |  |  |  |  | |  |  |  |  | | **PAYMENTS MADE SINCE 1st July 2025** | | | | | 04/07/25 | 26.02 | Eon next | E044 | | 07/07/25 | 37.16 | Quill | E045 | | 08/07/25 | 47.00 | ICO | E046 | | 21/07/25 | 264.00 | Luke Brunt | E047 | | 21/07/25 | 65.00 | TMH | E048 | | 21/07/25 | 120.00 | Geoxphere | E049 | | 21/07/25 | 160.00 | Craig Walford | E050 | | 25/07/25 | DPA | WCC Pension Fund | E051 | | 25/07/25 | 186.40 | HMRC | E052 | | 25/07/25 | DPA | L Trainer | E053 | | 25/07/25 | 160.00 | Precision Pitch Markers | E054 | |  |  |  |  | |  |  |  |  | |

***List of income received between 1st July to 31st July***

|  |  |
| --- | --- |
| **AMOUNT** | **From** |
|  |  |
|  |  |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Amount** | **Payee** |  | | **TO BE PAID FOLLOWING BACS AUTHORISATION** | | | | | 01.09.25 | DPA | L Trainer Salary Sep |  | | 01.09.25 | DPA | Pension contributions Sep |  | | 01.09.25 | DPA | HMRC Contributions Sep |  | | 01.09.25 | £37.16 | Quill Payroll Service (s/o) |  | | 01.09.25 | £409.50 | Moore |  | | 01.09.25 | £35.64 | L Trainer- expenses |  | | 01.09.25 | £ |  |  | | 01.09.25 | £ |  |  | |  |  |  |  | | **PAYMENTS MADE SINCE 1st Aug 2025** | | | | | 06/08/25 | 25.74 | Eon Next | E055 | | 12/08/25 | 37.16 | Quill | E056 | | 22/08/25 | 114.81 | Kompan | E057 | | 22/08/25 | 264.00 | Luke Brunt | E058 | | 22/08/25 | 183.60 | HMRC | E059 | | 22/08/25 | DPA | L Trainer | E060 | | 22/08/25 | 170.00 | Luke Ward | E061 | | 22/08/25 | DPA | WCC Pension Fund | E062 | | 28/08/25 | 5.62 | Waterplus | E063 | |  |  |  |  | |  |  |  |  | |

***List of income received between 1st Aug to 31st August***

|  |  |
| --- | --- |
| **AMOUNT** | **From** |
| £38925 | Precept |
| £100 | grazing |

**18/233** Payments to be made: Approved by all **Resolved**

**18/234** To approve financial statements July and August: Approved by all **Resolved**

**18/235** To approve bank reconciliations July and August: Approved **Resolved**

**18/236** To discuss works to telephone box: lighting issues to be resolved

**18/237** To approve CTP donation towards play equipment £4853: approved by all **Resolved**

**18/238** To approve match funding to play equipment £43481: approved by all **Resolved**

**18/239** To approve acceptance of grant: approved by all **Resolved**

Thanks, given to Cllr Edwards and Cllr Harris in sourcing quotes and successful application for grant funding.

**18/240** To approve purchase of corner flags for football £61: approved by all **Resolved**

**18/241** To approve replacement door to the pavilion £1350+VAT: approved by all **Resolved**

**18/242 To discuss planning applications received**

To approve submission version of neighbourhood plan: approved by all **Resolved**

To approve submission of neighbourhood plan to Rugby Borough Council **Resolved**

Thanks to all residents who have assisted during the plan making and to all residents who were part of the advisory committee. The input is much appreciated.

R25/0565 Land East of Rugby Road 160 properties: notified today of application will be discussed at October meeting. Planning consultant to assist with a response. Traffic count taking place in September.

**18/243 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

One new allotment plot holder with a further meeting to take place. Allotment renewals upcoming. Meeting to be arranged regarding water supply and water storage.

* **Conservation Group**                           Cllr Dignan

Tidy up held around Lilbourne Road area. Meeting possible this Saturday. Name of group to be reviewed.

* **Playing Fields**                                                Cllr Harris

                                Football Pitch

                                Pavilion

                                Trees

                                Playparks

                                Tennis Club

                                Pickleball

Pitch was marked a month ago and requires remark. Beginning of season 14th September.

Tree branch has snapped, proposal to approve tree works £80+VAT approved by all **Resolved**

Meeting held with croquet club to discuss use of playing fields, area by the tennis courts to be used, grass will be cut and line marked by group. 2 areas will be marked in total and storage vandal proof cupboard to be installed by group next to pavilion, access to toilets to be provided. Nominal rent of 50 per year proposed approved by all **Resolved**

Work to play area hoping to begin in November.

* **TMH Liaison**                                                     Cllr Harris

Meeting due to be held in September.

* **Car Park**                                                           Cllr Harris

Signs have been drafted, to be reviewed.

* **Neighbourhood Plan**                                  Cllr Edwards

Plan to be submitted to RBC

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

Quote received to clean footpath, lych gate and bus shelter and apply algaecide. £1000 approved by all **resolved**

* **Houlton Residents Liaison** Cllr Edwards

no update

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

Water supply to be looked at as supply dried up in Sumer. Works to take place in mortuary. Grazing to take place on new burial land to keep weeds down.

* **Street Scene**                                                    Cllr Moore

                                Streetlights

                                Litter Bins

                                Road Signs

                                Notice Boards

                                Bus Shelter

                                Phone Box                                    Cllr Edwards

Streetlight issue Shuttleworth Road.

RBC to move bin from car park to footpath.

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

No issues.

Quote requested for hanging baskets from RBC

* **Police Liaison**                                                 Cllr Moore

No update

* **Parish website and Facebook page**   Clerk

Planning update added to website

**18/244 Correspondence**

Work completed on tree branch next to church

**18/245 Motions for next meeting**

* Planning
* Budget
* Christmas
* Asset of community value
* Play equipment project

**18/246 Confidential matters**

To note increase to salary scale backdated to April 2025

noted

**18/247 Date of the next meeting**

The next meeting will take place on 6th October 2025 at 7.30pm in TMH.

Meeting closed 20.55

Minutes approved and accepted as correct

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Chair

Dated ………........................

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| --- | --- | --- | --- | --- | --- | --- |
| **BANK RECONCILLATION** | | | MONTH ENDING | | **31-Jul-25** |  |
|  |  |  |  |  |  |  |
| ACCOUNT NO. 06315246 | | | STATEMENT NO. | | 4 |  |
|  |  |  |  |  |  |  |
| CASH BOOK BALANCE 1 July 2025 | | | |  |  | £192,743.03 |
| ADD RECEIPTS | |  |  |  |  | £0.00 |
| LESS PAYMENTS | |  |  |  |  | £2,074.24 |
|  |  |  |  |  |  | £190,668.79 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BANK ACCOUNT STATEMENT** | | |  |  |  |  |
|  |  |  |  |  |  |  |
| BANK BALANCE AS AT 31 July 25 | | | |  |  | £190,668.79 |
| LESS UNPRESENTED CHEQUES | | |  |  |  |  |
| cheque number | |  |  |  |  |  |
|  |  |  |  |  |  |  |
| PLUS UNPRESENTED PAYMENTS | | | |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | £190,668.79 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE AS PER CASH BOOK 31 July 25 | | | |  |  | 190,668.79 |

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| **BANK RECONCILLATION** | | | MONTH ENDING | | **31-Aug-25** |  |
|  |  |  |  |  |  |  |
| ACCOUNT NO. 06315246 | | | STATEMENT NO. | | 5 |  |
|  |  |  |  |  |  |  |
| CASH BOOK BALANCE 1 Aug 2025 | | | |  |  | £190,668.79 |
| ADD RECEIPTS | |  |  |  |  | £39,025.00 |
| LESS PAYMENTS | |  |  |  |  | £1,792.89 |
|  |  |  |  |  |  | £227,900.90 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BANK ACCOUNT STATEMENT** | | |  |  |  |  |
|  |  |  |  |  |  |  |
| BANK BALANCE AS AT 31 Aug 25 | | | |  |  | £227,900.90 |
| LESS UNPRESENTED CHEQUES | | |  |  |  |  |
| cheque number | |  |  |  |  |  |
|  |  |  |  |  |  |  |
| PLUS UNPRESENTED PAYMENTS | | | |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | £227,900.90 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE AS PER CASH BOOK 31 Aug 25 | | | |  |  | 227,900.90 |

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

**31st July 2025**

|  |  |  |  |
| --- | --- | --- | --- |
| **Earmarked Reserve (Community Facilities)** | | | 119774.82 |
| **General Reserve** |  |  | 50000.00 |
| **Balance B/F** |  |  | £169774.82 |
| **+ Receipts** |  |  | **39555.00** |
| **- Payments** |  |  | **18661.03** |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **190668.79** |

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| --- | --- | --- | --- |
| EARMARKED RESERVE (COMMUNITY FACILITIES) | | 119,774.82 |  |
| 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 |  | 4,795.79 | 37% |
| ADMIN / PAYROLL |  | 148.64 | 124% |
| TMH HIRE |  | 211.50 | 35% |
| AUDIT & INSURANCE |  | 2,881.19 | 91% |
| TRAINING |  | 0.00 | 0% |
| NEWSLETTER & COMMUNICATIONS |  | 212.29 | 42% |
| SUBSCRIPTIONS/ WALC ETC |  | 1,244.60 | 146% |
| PROFESSIONAL FEES |  | 47.00 | 3% |
| 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 |  | 528.00 | 15% |
| GRAZING |  | 0.00 | 0% |
| PAVILION |  | 1,131.51 | 57% |
| PLAY AREA /PLAYING FIELDS |  | 160.00 | 2% |
| 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 |  | 18,661.03 | 31% |
|  |  |  |  |
|  |  |  | 39,555.00 |
|  |  |  | 18,661.03 |
| BALANCE |  |  | 20,893.97 |
|  |  |  |  |
|  | 169,774.82 |  |  |
|  | 20,893.97 |  | ` |
|  | **190,668.79** |  |  |

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

**31st Aug 2025**

|  |  |  |  |
| --- | --- | --- | --- |
| **Earmarked Reserve (Community Facilities)** | | | 119774.82 |
| **General Reserve** |  |  | 50000.00 |
| **Balance B/F** |  |  | £169774.82 |
| **+ Receipts** |  |  | **78580.00** |
| **- Payments** |  |  | **20453.92** |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **227900.90** |

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| --- | --- | --- | --- |
| EARMARKED RESERVE (COMMUNITY FACILITIES) | | 119,774.82 |  |
| CASH BOOK BALANCE 1 APRIL 2025 |  | 50,000.00 | **169,774.82** |
| PRECEPT 2025-26 |  | 58,935.00 |  |
|  |  |  |  |
| **RECEIPTS** |  |  | % YEAR TO DATE |
| PRECEPT | 77,850.00 |  | 106% |
| GRANTS (INC RBC) | 0.00 |  |  |
| VAT REFUND | 0.00 |  |  |
| FOOTBALL | 600.00 |  | 120% |
| ALLOTMENTS | 25.00 |  | 2% |
| GRAZING | 100.00 |  | 8% |
| TENNIS CLUB | 5.00 |  |  |
| VILLAGE FETE | 0.00 |  |  |
| CHRISTMAS FAIR | 0.00 |  |  |
| OTHER | 0.00 |  |  |
|  |  |  |  |
| TOTAL INCOME TO DATE | 78,580.00 |  | 103% |
|  |  |  |  |
| **PAYMENTS** |  |  |  |
| SALARIES INC HMRC & EXPENSES |  | 5,971.35 | 46% |
| ADMIN / PAYROLL |  | 185.80 | 155% |
| TMH HIRE |  | 211.50 | 35% |
| AUDIT & INSURANCE |  | 2,881.19 | 91% |
| TRAINING |  | 0.00 | 0% |
| NEWSLETTER & COMMUNICATIONS |  | 212.29 | 42% |
| SUBSCRIPTIONS/ WALC ETC |  | 1,244.60 | 146% |
| PROFESSIONAL FEES |  | 47.00 | 3% |
| IT PROVISION & WEBSITE |  | 0.00 | 0% |
| ELECTION FEES |  | 0.00 | #DIV/0! |
| COMMUNITY GRANTS |  | 3,090.00 | 124% |
| ALLOTMENTS |  | 0.00 | 0% |
| lengthsman |  | 898.00 | 18% |
| CHURCHYARD INC TREE SURVEY |  | 792.00 | 23% |
| GRAZING |  | 0.00 | 0% |
| PAVILION |  | 1,162.87 | 58% |
| PLAY AREA /PLAYING FIELDS |  | 274.81 | 3% |
| 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 |  | 20,453.92 | 34% |
|  |  |  | 78,580.00 |
|  |  |  | 20,453.92 |
| BALANCE |  |  | 58,126.08 |
|  |  |  |  |
|  | 169,774.82 |  |  |
|  | 58,126.08 |  | ` |
|  | **227,900.90** |  |  |