

**CLIFTON UPON DUNSMORE
PARISH COUNCIL**

ANNUAL REVIEW AND 5 YEAR PLAN



The Parish Council's contribution to 2016 Flower Festival at St Mary's Church

FORWARD FROM THE CHAIR

Welcome to the first Annual Report from your parish council; an opportunity to celebrate what has been achieved in the past year and what we are already working towards for the forthcoming year.

The elected members of the parish council work on behalf of the residents of Clifton upon Dunsmore, liaising with other bodies, such as the Borough and County Councils, or providing information that enables residents to progress actions. As it is the level of government closest to residents, parish councils are invariably the first place people will go to with concerns or ideas.

In the past year, lots of progress has been made to increase the transparency of the work of the parish council and so our accountability to the residents of the village. I am proud that our new website (CliftonuponDunsmore.org.uk), which went live in September 2015, complies with the requirements of the Transparency Act 2015. The site now provides Agenda and Minutes, details of councillors and their roles, details of Council's finances and policies and above all the website has regular local news, alerts and information updates. The website, which has around 300 regular users, is complemented by our Facebook page, which provides a more informal platform for two-way communication.

We continue to encourage external speakers to meetings; the developers of the mast site, the Local Plan team, traffic calming project team and the Leader of the Borough Council all came to give informative presentations to residents in the past year. I would encourage you to keep an eye out for notices of future presentations by speakers covering areas of work which could affect you or your village – notices are always posted on the two village notice boards and on the web and Facebook sites.

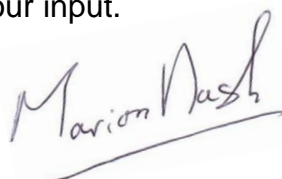
In February the parish council ran its first community event for many years. The Connecting Clifton event was designed to explain what the Parish Council does, to engage residents and to encourage people to join in local activities. The event was extremely well received and we look to run a village event that appeals to all ages next year.

We have also been busy with environmental improvements. At the playing field, the football pitch has been refurbished and new teams engaged – the latest being Clifton's very own football team, the Clifton Bulls. The interior of the pavilion has been thoroughly cleaned and its security improved by the installation of the key safe. In addition, in the light of the recent traveller encampment, security to the field has been significantly improved to ensure this cannot happen again.

In March the Parish Council organised a Clean for the Queen litter pick, both in the village and at the Locks. We were delighted and encouraged by the number of residents who turned up on a cold Saturday morning to take part, and did a fantastic job.

We also participated in the Flower Festival at St Mary's Church in August – the results of which are shown on the front page!

I hope the following report gives you a fuller understanding of the type of work that the parish council undertakes and plans for the future. We welcome your feedback and suggestions; the last section of this report outlines the many ways that you can do that. We want to know what we are doing right, what we could do more of, and also what you feel could be better. I hope that the **Priorities** section further in report enables you to see that we are not complacent about what could be better – but, again, we welcome your input.



Marion Nash, Chair

CLIFTON UPON DUNSMORE PARISH

The village of Clifton Upon Dunsmore had a population of 1,304 in the 2011 census. The **parish** of Clifton Upon Dunsmore includes Clifton Upon Dunsmore village, Watling Crescent (off Newton Manor Lane, before the A5) and the housing at Hillmorton Locks. A significant part of the village is designated as a conservation area.

In the centre of the village there are a number of small businesses, the Bull Inn, St Mary's Church, and Townsend Memorial Hall. Clifton upon Dunsmore Church of England Primary School, a one-entry primary school, is rated Outstanding by Ofsted.

Clifton also benefits from a large recreation ground, with playground, pavilion and tennis courts, three allotment sites and Clifton and Newton cemetery being located on the edge of the village. The playing field is extensively used by local families throughout the year and by two teams during the football season. The local tennis club plays throughout the year and has a full programme of matches and leisure sessions during the summer.

CLIFTON UPON DUNSMORE PARISH COUNCIL

What we do:

Parish councils make all kinds of decisions on issues that affect the local community. Probably the most common topics that parish councils get involved with are planning matters (as statutory consultees), managing open spaces and village assets and campaigning for and delivering better services and facilities.

The parish council works on behalf of the residents of Clifton upon Dunsmore, liaising with other bodies, such as the Borough and County Councils - or we provide information to enable residents to take action themselves. As the level of government which is closest to the people, parish councils are invariably the first place where people will go with concerns or ideas.

Parish councils need funds to support the work that is undertaken. These funds are raised by adding an extra cost known as a 'precept' to each householder's Council Tax bill. Parish precepts are included separately on council tax bills and are collected by Rugby Borough Council on behalf of the parish. Parish councillors undertake their work on a voluntary basis and do not receive any payment nor expenses for the work they undertake.

Who we are:

Marion Nash (email: marion.nash1@btinternet.com - phone: 07710 624867)

Marion is Chair of the PC and is lead Councillor for grant funding and engaging with Urban and Civic, developers of the Mast Site, grazing land and village green spaces.

Alastair Robinson (email: sajrobinson63@gmail.com - phone: 07771 945290)

Alastair is Vice Chair of the PC and lead Councillor for the playing fields, playground, and the traffic calming project.

Lesley Edwards (email: Lesley.edwards3156@gmail.com - phone: 07973 849335)

Lesley is lead Councillor for the Conservation Group, currently being formed, and the allotments.

Crispin Palmer (email: crpwks@gmail.com - phone: 07915 206062)

Cris is lead Councillor for the village lighting and car park and is Chair of the Joint Clifton and Newton Burial Committee

Heather Duncan (email: heather@the3locks.co.uk - phone: 07956 2415070)

Heather is lead Councillor the Locks area.

Clerk to the parish council:

Christine Lord (email: clerk@cliftonupondunsmore.org.uk - phone: 07786 102789)

Christine is Clerk to the parish council and so is Responsible Officer for all of its work

PRIORITIES

The following is the current list of priorities identified by the parish council, which will be reviewed on an annual basis and re-presented each year, with reviewed and updated priorities.

Creating a sense of community

Actions		Lead	Timescale
1. Community event	<ul style="list-style-type: none"> In partnership with Newton PC Engaging local groups/school 	AR/HD MN	July 2017
2. Christmas event	<ul style="list-style-type: none"> To include all age ranges TMH Food, drink Entertainment 	MN/AR	Dec 2016
3. Christmas staging	<ul style="list-style-type: none"> Christmas tree Christmas lights 	AR	Dec 2016
4. Improve communications with residents	<ul style="list-style-type: none"> Newsletter Website marketing Facebook Annual report 	MN MN MN MN	Nov 2016 Dec 2016 Nov 2016 Apr 2017
5. Develop approach to village	<ul style="list-style-type: none"> Develop, consult and implement vision – i.e. signage 	AR	May 2017
6. Develop links with Locks residents	<ul style="list-style-type: none"> Engage re Mast Site Inform village of the Locks works through newsletter 	HD MN	May 2017
7. Involve residents in community work	<ul style="list-style-type: none"> Conservation group Parents with community events 	LE MN	Sept 2016
8. Grant funding	<ul style="list-style-type: none"> Identify pot of money from sale of air raid shelter for funding pot Develop process, policy and application forms for local groups to apply for ring-fenced funding money Provide opportunities for local groups to apply for funding 	AR AR MN/LE	Oct 2016 Sept 2016 Jan 2017

Safeguarding the well-being of all residents

Actions		Lead	Timescale
9. Maintain infrastructure	<ul style="list-style-type: none"> Refurbish village car park Review village lighting Replace/refurbish village lighting Undertake bi-annual walks around village to identify gaps in service 	CP CP CP/AR Parish council	Nov 2016 Nov 2016 July 2017 2016/21

10. Ensure security of assets	<ul style="list-style-type: none"> Secure entrance to playing fields to mitigate against trespassers Install anti-vandalism measures on windows and walls of pavilion 	AR	Sept 2016
		AR	Oct 2016
11. Maintain low levels of crime and anti-social behaviour	<ul style="list-style-type: none"> Develop relationships with Neighbourhood Policing and Safety police teams Maintain alerts on Website Support work of Neighbourhood Watch 	P.C.	2016-2021
12. Reduce traffic issues	<ul style="list-style-type: none"> Engage with developers re traffic calming Communicate developments to residents Consult with residents post traffic calming 	AR	2016-17
		AR	2016-17
		P. C.	2017-18
13. Provide defibrillator	<ul style="list-style-type: none"> Identify and agree location Purchase and Install 	CP	Oct 2016
		CP	Nov 2016

Ensuring the village is well cared for

Actions		Lead	Timescale
14. Ensure sufficient investment in village facilities via the precept and by encouraging the relevant principal authorities to address identified needs	<ul style="list-style-type: none"> Consulting with residents and listening to their concerns Invite Borough Councillor to each meeting and maintain strong lines of communication Invite County Councillor to each meeting and maintain strong lines of communication 	P.C.	2016-21
		MN	
		MN	
15. All parish council owned land is to be maintained to a high standard	<ul style="list-style-type: none"> Lead Councillors to inform Clerk of any issues raised by residents or identified in a timely fashion Consult with residents ahead of bi-annual walks to monitor issues Work with residents, through Conservation Group, to enhance the biodiversity of land owned by the parish council 	MN/LE	2016-21
		MN	
		LE	
16. Continue to work with the church to ensure areas for which parish council is responsible are maintained	<ul style="list-style-type: none"> Consult with church members on a regular basis Ensure required work is undertaken 	P.C.	2016-21
		LE	
17. Work with Urban and Civic and partners to ensure the needs of the residents of the parish are understood and met where possible	<ul style="list-style-type: none"> Invite Urban & Civic regularly to parish council meetings Publicise parish council meetings with Urban & Civic Maintain strong links with Urban & Civic Maintain profile of Locks and safeguard the wellbeing of local residents during the development 	MN	2016-21
		MN	
		MN	
		HD	
18. Work with villagers, Rugby Borough Council and Orbit Housing to ensure the environment and biodiversity is well maintained	<ul style="list-style-type: none"> Create Conservation Group Hold annual village tidy up/litter pick 	LE	Sept 2016 Spring 2017-21
		LE	

Providing leisure and recreational facilities adequate to meet identified needs

Actions		Lead	Timescale
19. Develop playground	<ul style="list-style-type: none"> Identify funding available Identify funding streams to enhance funds Consult with parents via the school and local residents what they would like to see Develop playground 	P.C.	Oct 2016
		MN/LE	Nov 2016
		MN	Spring 2017
		AR	July 2017

20. Maintain football pitches to high standard	<ul style="list-style-type: none"> Ensure goal mouths are re-seeded each year Ensure goal equipment is maintained to high standard 	AR	2016-21
21. Maintain recreational ground	<ul style="list-style-type: none"> Ensure the pavilion is cleaned at the start of each football season Undertake an audit of trees in the recreational grounds 	AR MN	2016-21 April 2017
22. Work with the school	<ul style="list-style-type: none"> Consult with school to understand their needs from parish council Identify how parish council can work in partnership with school to mutual advantage of school and residents 	MN	Oct 2016

Managing resources

Actions		Lead	Timescale
23. Use the annual internal audit programme to ensure that services are being delivered in accordance with Standing Orders and Regulation and offer 'value for money'	<ul style="list-style-type: none"> Councillors to maintain understanding of requirements of Standing Orders and Regulations, through further training where appropriate Parish council to maintain high standards re accountability and transparency of work undertaken and monies being spent 	P.C. P.C.	2016-21
24. Ensure funds provided by developers are used to meet the community's objectives	<ul style="list-style-type: none"> Liaise with Borough Councillor re development and highways safety Liaise with Borough Councillor re St Thomas Cross junction Liaise with County Council re highways safety/traffic reduction/issues 	AR AR MN	2016-21
25. Maintain Parish council Charter requirements	<ul style="list-style-type: none"> Work with Clerk to ensure all requirements have been met 	MN	2017
26. Achieve accreditation of Quality Status Council scheme	<ul style="list-style-type: none"> Chair and Vice Chair to gain a full understanding of outstanding requirements Parish council to endeavour to meet outstanding requirements 	MN/AR P.C.	Nov 2016 2017

Creating/developing partnerships

Actions		Lead	Timescale
27. Newton Parish Council	<ul style="list-style-type: none"> Chairs of both parish councils to meet quarterly to understand where value can be added to work Reps from parish council to meet with Newton with regards to Joint Burial Committee 	MN MN/AR/CP	2016-21
28. Identify where local authorities can add value to work of the PC	<ul style="list-style-type: none"> Maintain strong lines of communication with Rugby Borough Council Maintain strong lines of communication with Warwickshire County Council Identify funding opportunities available through authorities 	MN MN MN/LE	2016-21
29. Local businesses	<ul style="list-style-type: none"> Identify how the parish council can work in collaboration with local business to support projects of work 	MN/AR/HD	Sept 2017
30. Urban & Civic	<ul style="list-style-type: none"> Identify how Urban & Civic can best support the work of the parish council, through section 106 and community engagement 	MN	2016-21

FINANCES OF CLIFTON UPON DUNSMORE PARISH COUNCIL

Summary of Income and Expenditure for the year ended 31 March 2016

2014-15		2015-16
£	Income	£
11,342.50	Annual Precept Rugby Borough Council	23,252.12
1,150.00	Football tenancy fees	570.00
840.00	Allotment tenancy fees	1,090.00
851.00	Grazing tenancy fees	801.00
468.00	Warwickshire County Council Grant	0
440.00	Rugby Borough Council Grant	0
100.00	Website contribution	400.00
5.00	Clifton Tennis Club tenancy fee	0
1,317.48	VAT refund from HMRC	1,394.00
500.00	Reimbursement for burial clerk salary	500.00
110.00	Miscellaneous (planning application refund, reimbursement of lost cheques)	219.13
17,123.98	TOTAL RECEIPTS	28,226.25
	Expenditure (less VAT)	
7,870.96	Staff costs - Parish Council clerk, burial clerk salary (salary, PAYE, pension)	5,384.29
717.27	Administration expenses	503.29
210.75	Townsend Memorial Hall hire	333.75
2,000.00	Burial Committee grant	0
3,479.51	Street lighting expenses	2,432.87
636.26	Allotment expenses	137.51
3,626.81	Parish Council Insurance	3,628.81
705.00	Churchyard maintenance	1,620.00
1,225.00	Village expenditure	405.00
181.58	Pavilion expenses	441.52
2,899.33	Playfield field grass cutting, line marking, pitch repair, moles	3,461.53
108.00	Play area annual inspection	0
83.00	Grazing fields expenses	0
120.00	Neighbourhood watch printing	71.25
483.00	Subscriptions / fees (WALC & ICO)	491.00
365.00	Audit fees (internal and external)	365.00
654.80	Professional fees re air raid shelter site	1,459.26
55.64	Website creation and hosting	600.00
125.13	Election fees	1,758.93
159.00	WALC training for councillors	95.00
1,293.43	VAT paid to HMRC	1,656.52
26,999.4	TOTAL PAYMENTS	24,845.53
9,875.49	Surplus of Receipts over Payments	3,380.72

Balance Sheet as at 31 March 2016

	£
Current Assets	
Register of Assets	222,196.00
Debtors : VAT	288.42
	222,484.42
Cash in bank	21,498.08
Less unpresented cheques	296.00
	21,202.08
Total current assets	243,686.50

Annual Precept 2016-17

The Annual Precept set and submitted to Rugby Borough Council for the year 2016-17 is £22,252, which represented a zero increase from the previous year.

HOW TO COMMENT ON THIS REPORT AND THE WORK OF THE PARISH COUNCIL

The parish council always welcomes feedback from and input by local residents. There are many ways to get in touch. One of the best ways to understand what we are doing is to attend parish council meetings. These meetings are open to the general public, where you will get the opportunity to make comment and raise issues, and your Borough and County Councillors are usually also there to talk to and hear a presentation from.

Clifton Upon Dunsmore Parish Council meetings are held on the first Monday of every month, except August, at 7:30pm in the Townsend Memorial Hall. There is an Open Forum for 30 minutes near the start of the meeting where residents can ask questions and raise issues of concern.

The parish council also has a website (cliftonupondunsmore.org.uk), which has a Contact Us section. We also have a Facebook site (Clifton Upon Dunsmore Parish Council), where more informal chat takes place. Or you can contact any of the Councillors direct (see pages 3 and 4).