

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

Held on 5<sup>th</sup> October 2020  
Virtually via zoom, commencing 7.33pm

**Present: Cllr C Palmer, Cllr A Robinson, Cllr I Brinklow**

**In attendance: Cllr Leigh Hunt, Cllr Adrian Warwick**

**Residents: 4**

Parish Clerk: Miss L Foster

MINUTE	ACTION
<p>17/076    <b>Apologies for absence</b> Apologies were received and accepted from Cllr Nash</p>	
<p>17/077    <b>Declarations of Members Interests and requests for dispensations</b> There were no Declarations of Interests.</p>	
<p>17/078    <b>Public Forum – suspension of Standing Orders</b> Standing orders suspended at 19.33 <b>No issues raised by members of the public</b> Standing orders resumed at 19.35</p>	
<p>17/079    <b>Minutes of the Parish Council meeting held on 7<sup>th</sup> September 2020</b>  The Members agreed that the minutes of the meeting were a true and accurate record. They were approved and will be signed by the Chair, Cllr Robinson.</p>	
<p>17/080    <b>Matters Arising and progress against resolutions</b> Avondale planning application R20/0595 to be discussed under planning item Item 10 wording to be amended from burial ground to closed churchyard</p>	
<p>17/081    <b>Financial Matters</b> <i>Payments</i> The list of payments made since September's meeting were presented and accepted by the Members of the Parish Council.</p>	

***List of payments made and received between 1<sup>st</sup> September to 30<sup>th</sup> September 2020***

Date	Amount	Payee	
<b>TO BE PAID FOLLOWING BACS AUTHORISATION</b>			
01.10.20	DPA	HMRC contributions Oct	
01.10.20	DPA	Pension contributions Oct	
01.10.20	DPA	Clerk Oct Salary	
01.10.20	£21.78	Quill Payroll Service (s/o)	

01.10.20	£375	DBT Services	
01.10.20	£18.44	Cllr Robinson reimbursement	
01.10.20	£120.55	Wicksteed Ltd	
01.10.20	£100.71	Lindsay Foster reimbursement	
01.10.20	£500	Tennis Club Grant	
<b>PAYMENTS MADE SINCE 1<sup>st</sup> September 20</b>			
01/09/20	£22.95	BG Services	E51
09.09.20	£21.78	Quill Payroll services (D/D)	E52
10.09.20	£23.50	BG Services (D/D)	E53
24.09.20	£98.58	Eon (D/D)	E54
25.09.20	DPA	Lindsay Foster	E55
25.09.20	DPA	WCC Pension services	E56
25.09.20	£131.20	HMRC	E57

**List of income received between 1<sup>st</sup> September to 30<sup>th</sup> September 2020**

<b>AMOUNT</b>	<b>From</b>
£165	Football fees
£19817	2 <sup>nd</sup> Precept
£165	Football fees
£50	Grazing fee
£215	Allotment rent

**Bank Reconciliation 30<sup>th</sup> September 2020**

CASH BOOK BALANCE 1 August 2020	£98,131.38
ADD RECEIPTS	£20,517.00
LESS PAYMENTS	£1,007.38
	<u>£117,641.00</u>

**BANK ACCOUNT STATEMENT**

BANK BALANCE AS AT 30th September 2020	£117,641.00
LESS UNPRESENTED CHEQUES	
cheque number	
PLUS UNPRESENTED PAYMENTS	
	<u>£117,641.00</u>

- 17/082 **RESOLVED THAT** the payments are to be approved.
- 17/083 **Resolved That** the financial statement be approved
- 17/084 **Resolved that** the bank reconciliation up to and including 30<sup>th</sup> September are approved
- 17/085 **Resolved that** clerk's salary is increased in line with contract  
Member of public joined at 19.43
- 17/086 **To receive reports from Borough and County Councillors on matters relating to the parish**  
Cllr Leigh Hunt
- Change to planning classes as these have been broadened, building use can be changed within classes
- Cllr Adrian Warwick
- The school crossing is up and running and fit for purpose. Positive response from members of the public
  - Unitary council being considered. Concern for parishes with further training/finance required
- 17/087 **To discuss planning applications received**  
**R20/0686 54 South Road**
- No issues to be raised
- R20/0595 Avondale**
- No issues to be raised
- 17/088 **To receive any applicable progress reports from Parish Councillors**
- **Pavilion Works & Graffiti –**  
Building has been decorated  
Benches and racking to be installed  
Building currently unable to used due to government restrictions
  - **Play area report and recommendations**  
Kompan visited site and resolved issue with roundabout.  
Play area inspection carried out awaiting report
  - **To note PC position re churchyard**  
Papers incorrectly served on RRDC rather than Parish Council.  
Clear route to resolution which has not been taken. The PCC has failed to establish a clear legal duty that the PC is responsible for the upkeep and maintenance of the closed churchyard.  
PC consider matter now closed
- Resolved That** the council agree with the position as outlined above
- **To approve response to PCC**  
The Clerk to write to the PCC outlining the above.  
Thank you to Cllr Palmer for assisting with this issue.
  - **Litter Pick**  
Thank you to residents for continuing litter picking efforts over the last few months.  
Proposal to hold a litter pick on 31<sup>st</sup> October/1<sup>st</sup> November  
10am start and meet in the car park  
Clerk to publicise via Facebook  
Ask RBC to collect bags from car park
- Cllr  
Robinson,  
Cllr  
Brinlow
- Clerk
- Clerk

- **Noticeboard the Kent**  
Location to be reviewed  
New board will be required  
Investigate use of boards in Houlton

17/089 **Motions for next meeting**

Noticeboards  
Tree audit  
Website and hosting

17/075 **Date of the Next Meeting**

The next meeting of the Parish Council will take place Monday 2<sup>nd</sup> November at 7.30pm at the village hall/via zoom dependent upon government restrictions.

The meeting closed at 8.05pm

Minutes approved and accepted as correct

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Chair

Dated .....