



# **PARISH COUNCIL OF CLAVERDON**

## *Minutes of the Council Meeting of 2<sup>nd</sup> July 2019*

**Present:** Councillors S. Lawton (Chairman): M. Wilcox: H Spiers: P. Bicknell: K Meeson: D Middleton & 27 members of the public

**Apologies for absence:** Councillor N. Dargan has sent apologies as he is unable to attend the meeting due to another appointment & District Councillor P Richards has sent his apologies as he has another engagement.

### **Declarations of Interest**

Councillor Hazel Spiers declared that she was related to the owner of land at Breach Lane which was the subject of item 6.2 of the Agenda. The Chairman asked Councillors if Councillor Spiers was to leave the room when the item was discussed or, remain in the Meeting but abstain from all input or comment. Councillors agreed that Councillor Spiers could remain but must not take part in the debate.

Councillor Ken Meeson declared that he was the owner of the property subject to the planning application at item 5.3.2. The Chairman asked Councillors if Councillor Meeson was to leave the room when the item was discussed or, remain in the Meeting but abstain from all input or comment. Councillors agreed that Councillor Meeson could remain but must not take part in the debate.

### **1 Minutes of the last Meeting.**

- 1.1 A member of the public advised that the damage done to their property was recorded in the draft minutes £80k and should be £8k. On the proposal of the Chairman and after the adjustment has been made to £8k, the minutes of the Council Meeting held on 4<sup>th</sup> June 2019 were taken as read, approved by the Councillors present and later signed as representing a correct record.

### **2 County Council Matters**

- 2.1 General Report. The quarterly Arden Chairs & Clerks Meeting was held on 26<sup>th</sup> June and covered Policing, Crime, road safety & the delegation of 2 WCC Funds. Claverdon Parish Council was successful in their application for £1k towards the new play area at the Recreation Ground along with other awards being made at the meeting. The Small Road Safety Schemes saw money delegated to bus shelters on Mayswood Road, speed signs in Earlswood, and the proposed Clearway over the lakes, and the project to widen the entrance to DM Hall which is with Balfour Beatty and should be completed pre 31/3/2020.
- 2.2 A4189 Task Group – An update was provided at the Arden Chairs & Clerks meeting by Michael Spencer and County Councillor Horner undertook to contact WCC Director of Highways.
- 2.3 Average Speed Cameras – County Councillor J. Horner recommended that the Parish Council invite Philip Seccombe to a meeting as he had never previously been, with the intention of discussing road safety and the Police position on average speed cameras.
- 2.4 The Green – Update on progress of the Design Manual. County Councillor Horner has received an email from Chief Design Engineer at WCC that he has the matter on his desk. Though a responsible person has now been identified, there is still no timescale advised.
- 2.5 Trading Standards continue with prosecutions and have successfully prosecuted a roofer in Nuneaton who received a 33-month custodial sentence.
- 2.6 The Chairman asked for questions from the Public. Tony Rodger reminded County Councillor Horner that a resolution to the problems at the Green was part of his election manifesto and when would the Green be resolved. County Councillor Horner said that he recommended that the Parish Council await WCC adopting a design manual before expending any money on a new layout, because there was nothing in place to assist in interpretation of Government guidance in this area. Councillor Middleton supported a resolution to the Green but believed that if average speed cameras were in place, this would help the matter greatly and be less costly.

### **3 District Council Matters**

- 3.1 General Report. District Councillor Richards was absent, and no report had been provided.

## 4 Public Input

- 4.1 Thomas Williams asked whether the Parish Council would allow the football club to hold an open-air cinema night at the start of September at the Recreation Ground to raise money for the Football Club and the charity MIND in memory of Jamie Pulley. The Chairman advised that with refurbishment of the pavilion, it was doubtful that the building would be available before the end of September. Councillor Wilcox asked what considerations had been given to noise levels and the neighbouring properties. The Chairman advised that a completion date from contractors would have to be known before any date could be agreed. In principle, Councillors agreed providing the facilities were in place, including parking, noise levels and that it was a one-off event.
- 4.2 Mrs. Reading asked about the position on the Homestead at Yarningale Common. The Chairman advised that the owner is responsible for a 3m wide access to the Homestead and that an offer had been made to repair the holes at the access on a 50/50 basis and that the Parish Council awaited a response to the last communication which explained why the Parish Council could not justify entering into alterations to existing Deeds.
- 4.3 A resident was unimpressed with the state of the car park at DM Hall/ Surgery. The Chairman advised that it was a matter for the Trustees of DM Hall and not a Parish Council matter.
- 4.4 A resident on Breach Lane was concerned that occupants of the 3 new houses would be allowed to park on Breach Lane which is already very narrow. Richard Jackson, the developer was at the Meeting and he advised that each house had 2 car park spaces and that no provision for parking would be designated on Breach Lane itself.
- 4.5 A resident complained that the verges mowing was not good especially around the St Michael's Road area and a large depression in the grass verge along Langley Road, opposite the cricket field. The Chairman explained that complaints had been received last year about the contractor and the Parish Council had thought that by reverting to the previous contractor that things would improve. Consideration had to be given to the time of year and the wet warm conditions, but the mowing would be monitored. The Chairman advised that the depression in the grass was down to his son parking there and it would be remedied, especially now that he has left home.
- 4.6 Another resident asked what could be done about the cars parking on the pavement. The Chairman explained that it was a Police matter and that if it became a nuisance anyone could report the incident to the Police, especially where the car blocks use of the pavement. The Parish Council had been unable to get the Police interested but had managed to get residents to park appropriately when dropping and collecting their children from school.

## 5 Planning.

- 5.1 Update on previously considered applications.
- 5.1.1 Clover Hill Langley Road – 19/00297/FUL. Proposed installation of sliding metal gate and associated brick pillars. The application was approved by SDC on 4<sup>th</sup> June 2019
- 5.1.2 The Laurels Henley Road – 19/0100/Tree. Various tree works including removal of dead trees. SD advised on 29<sup>th</sup> May 19 that they had no objection to the application for tree works.
- 5.1.3 The Post Office – 19/00697/LBC - Internal and external repairs, including repair of lead valleys, repair to timber wall plates, strengthening of rafters, repair of windows, removal of internal tanking, gypsum plaster and plasterboard, repair of lime plaster, removal of flue, replacement of plastic guttering for cast iron guttering. SDC granted the application on 5<sup>th</sup> June 2019.
- 5.1.4 Holly Cottage Yarningale Common – 19/00761/OUT. Demolition of existing kennel & cattery building & erection of single-storey dwelling. The application was withdrawn on 5<sup>th</sup> June 19.
- 5.1.5 Arden Park Farm, Manor Road – 19/01051/COUQ - Prior approval notification for the change of use of agricultural building into 1no. dwelling including associated operational development under Class Q(b). The application was withdrawn on 19/6/19.
- 5.1.6 9 & 10 Morgan Close Norton Lindsey – 19/01142/FUL. Construction of new boundary fence. The application was granted by SDC on 26th June 2019.
- 5.2 Applications Responded to Inter-meeting
- 5.2.1 Reddinghurst Langley Road - 19/00931/VARY. Amendments to the collector loop layout plan for ground source heat pumps to plots 2 & 3 only. Councillors objected to the application, and inter Meeting received an Amendment to the application for consideration. Though the amendment moved the collector loops away from the neighbour's boundary, the response from Councillors maintained the objection unless certain criteria were met including proposals to reinstate the equestrian paddock. Richard Jackson was present at the Meeting and advised that he would provide whatever undertaking was necessary to enable

work to commence. The Chairman said that the Parish Council would withdraw the objection only if all the requirements within the Parish Council's objection were resolved.

- 5.2.2 New Barnmoor Cottage, Kington Lane – 19/01397/FUL. Complete remodelling of the existing two-storey dwelling. The Councillors, having reviewed the details of the application between Meetings, and after due consideration objected to the planning application on the grounds of over-development in the greenbelt
- 5.2.3 Ty Glo, Station Road – 19/01492/FUL. Proposed porch extension. The Councillors, having reviewed the details of the application provided to them, and after due consideration agreed a response of No Representation.

### 5.3 Applications for Discussion at this meeting.

- 5.3.1 Heart of England Farms. Henley Road – 19/01243/FUL. Erection of turkey & geese growing building. Councillors noted the increasing number of applications and resulting increase in buildings on the site. Following consideration, Councillors Spiers, Meeson & Middleton were minded, to give a No Representation response to the Local Authority provided the Kington Lane Residents Association & Councillor Dargan did not have any planning objections. The Clerk to contact the Residents Association & Councillor Dargan prior to giving a response.

- 5.3.2 14 Glebe Road Claverdon – 19/01203/FUL. Proposed front porch with pitched roof. With the exclusion of Councillor Meeson, the Councillors having reviewed the details of the application, and after due consideration recorded a response of No Representation.

### 5.4 Other Planning Issues

- 5.4.1 Planning applications requiring a decision prior to the next Parish Council Meeting scheduled for 3<sup>rd</sup> September 2019 – consideration by Councillors whether these will be dealt with at a special meeting, or by email evidencing consideration and decision by Councillors. The Parish Council is aware that an application will be received on Holly Cottage between Meetings. Councillors all agreed to consider planning applications received with a response date prior to 4<sup>th</sup> September 19, via email communication and providing their written decision via email to the Clerk.
- 5.4.2 Field off Henley Road between Kington Lane & Glenhurst Farm – The Enforcement Officer has advised that the notice of works is due from the Tree Officer for the replanting of the hedge in the next growing season and that he will keep the Clerk informed.

## 6 **Housing in Claverdon**

### 6.1 Housing Needs Survey

- 6.1.1 Councillors debated the request received and circulated to Councillors prior to the Meeting, from Claverdon Community Land Trust for the Parish Council to authorise a new housing needs survey for Claverdon Parish despite the last Survey being done in 2017. After due consideration the Chairman put the matter to vote with the result that 3 councillors agreed including the Chairman, one objected and 2 abstained. Providing the commissioning of the housing needs survey is at no cost to the Parish Council, then the Parish Council support a new housing needs survey being done.

### 6.2 Breach Lane proposed development

- 6.2.1 Neil Gilliver – Development Officer, WRHA. The draft results of the Public Consultation held on 20<sup>th</sup> June had been circulated to Councillors prior to the Meeting. The draft result was based upon there being 18 houses, 6 of which were designated as open market homes. Based upon the response, Neil Gilliver advised the following - *"We have reviewed the comments from the public consultation and have listened to them. We understand there are concerns over the number of traffic movements associated with the new homes and potential conflict with the school. We are proposing to remove all 6 market homes needed, these included 2x 4 bed houses and 2x 3bed houses which would have represented the largest homes by number of bedrooms on the scheme, these homes would have typically had more than 1 car per household. We feel this will remove at least 12 cars and associated vehicle movements from the development. 6 of the 12 affordable homes are bungalows – these will be typically more older households mostly single people with 1 car. 2 of the homes are 1 bed maisonettes again likely to be single people and 1 car. All of the other homes are 2 bed houses not likely to be more than 2 cars per household. Realistically, we would not expect more than an additional 16 extra cars from the 12 affordable homes. As a planning/Highway requirement - the road serving the 3 affordable homes under construction is being widened to 4.8m with a 1.2m wide pavement – this work is being undertaken in the summer school holidays to avoid conflict with the school. All drainage proposals for a new development would have to be engineered and would be required for the drainage strategy to support a planning application and full consultation would be required with Severn Trent. All of the proposed homes will be further away from the school compared to the 3 homes under construction and*

*will not overlook it. This development would not be the thin end of the wedge and lead to further development. It is a development specifically designed to address specific local needs affordable homes and Stratford's planning policies will only permit development in the greenbelt in these circumstances. We feel that we have a deliverable solution to the affordable housing needs of Claverdon in a location accessible to crucial local services. We are seeking your written support to take this scheme forward to a full planning application.'*

- 6.2.2 The Chairman gave up to 15 minutes for public input. The Chairman asked whether anyone present wanted to speak in support of the scheme less the 6 open market homes. I.e. a scheme with just affordable housing.
- 6.2.2.1 Supportive comments covered – A resident said her 3 daughters wanted to live in Claverdon as they worked at the nursery. A Breach Lane resident said he could not see where else the houses could be sited in Claverdon.
- 6.2.2.2 Concerns raised covered what was meant by “local people” in any S106 agreement, and whether the agreement would be in perpetuity for those who qualified from Claverdon. Mrs. Reading cited what had happened at Morgan Close development. Neil Gilliver explained that Morgan Close did not have S106 protection, whereas Brick Kiln Lane development did. The Breach Lane development would have S106 in perpetuity and properties cannot be sold in future. Neil Gilliver could not provide a guarantee that when someone moves out it will not be offered to those further afield as it depended on the interest shown by those in Claverdon. Other concerns covered the number proposed when 3 had already been built on Breach Lane and the need for visitor car park spaces within the development to prevent parking on Breach Lane, along with the need to have Breach Lane put as a suitable highway, and the need for consultation with the school.
- 6.2.2.3 Neil Gilliver confirmed that the 3 Breach Lane affordable houses were being taken up by Claverdon people.
- 6.2.2.4 The Chairman advised that the Parish Council had received two approaches from landowners about land they might make available in Claverdon for affordable housing.
- 6.2.2.5 Mrs. Reading asked whether the development needed Parish Council support. The Chairman advised that the revised scheme does need Parish Council support before SDC will consider the application.
- 6.2.3 The Chairman invited questions & comments from Councillors
- 6.2.3.1 Councillor Middleton believed 12 affordable homes would fit in and he would support it if there was no opportunity for them to be sold in the future.
- 6.2.3.2 Councillor Bicknell advised he would support as he was a resident that had to leave Claverdon due to the housing situation and has happily now returned.
- 6.2.3.3 Councillor Meeson had reservations based upon experience where developers see opportunities to infill or build based on being abutted to the existing development and this should be considered when looking at revised proposals.
- 6.2.3.4 Councillor Wilcox had reservations that the development will be for Claverdon people and that the 50% shared ownership moves with the market and should be restricted to RPI to retain it as affordable and not a move towards market value.

The Chairman concluded that the Parish Council need to see the revised plans & details before the matter can be considered any further by the Councillors and these should include a detailed layout, cover the Highways requirements & address on site visitor parking at least. However, in principle, the new proposal appeared more acceptable.

## **7 Policing, CLASP & CASE**

- 7.1 Report from CASE – Councillor Spiers advised there was no report as Paul Johnson was away that the Parish News had Les Edwards report in each month.
- 7.2 There was no update on the proposed questionnaire about the ANPR cameras and this will be placed on the Agenda for September. The Clerk raised the matter of meeting the internal audit requirements of a monthly report from Case as agreed in a previous Meeting.

## **8 Recreation Field**

- 8.1 WALC Community Grant - £8k towards the play area. WALC have confirmed that they are willing to ring fence £8k of grant funding providing the Parish Council confirm in writing certain criteria will be met. Councillors considered the draft response for approval to the offer of partial funding and agreed one

alteration to build up a reserves fund of £1k per annum for the first 5 years. The Clerk was instructed to make the change and send the response.

- 8.2 Proposed Surface at the Play Area – The ROSPA details on play area surfaces had been sent to Councillors pre meeting. The Chairman recommended that a pre surface base be laid to accommodate the play area surface at a later date. Councillor Wilcox expressed concerns over mowing the play area and the costs of maintenance being high. The Chairman advised that a stone and gravel subbase would inhibit the regrowth of the grass. The decision on the ultimate surface is ongoing.
- 8.3 The Chairman provided the update on 3 quotes for the extension & refurbishment of the Pavilion. There is a Sport England Tender Report Form deadline as the works must commence before 25<sup>th</sup> July 19. The Chairman advised that 3 fixed price quotes had been received from M&D Group, £117,450, Silk Construction £110,000 & DCE Construction £103,750. (all ex VAT) The Chairman recommended to the Councillors the quote provided by DCE Construction and will provide to Councillors the full tender report for consideration. The Chairman advised that he will project manage the pavilion refurb and extension for the Parish Council. The Clerk will produce a revised budget for the project to update Councillors on available resources and do a company search on DCE Construction Ltd.
- 8.3.1 The Chairman proposed a skip be placed on site to remove content and rubbish from the pavilion prior to the asbestos removal. Councillors agreed that this was practical.
- 8.4 Asbestos Removal – Review by Councillors of the 2 quotes provided. The Chairman advised that the best quote had been submitted by the most experienced contractor. The quotes ranged from £13k to £17k (ex VAT). The TES Environmental Services quote for £12995 plus vat would require some facilities to be made available on site. The possible start date is 15<sup>th</sup> July and will take 2 weeks. This will cause the Cricket Club a problem with one match only. Councillors present approved the quote from TES Environmental Ltd and the additional cost of facilities.
- 8.5 Reclaim of VAT on the refurbishment and extension of the pavilion. Review of the information & advice following the response from the Written Enquiries Unit and input from the Internal Auditors to decide whether the pavilion is not used for any business or income generating purposes from the commencement of the financial year i.e. from 1/4/19. Councillor M. Wilcox recommended that when considering the costs of the pavilion refurbishment and the effect on cash reserves, VAT should be included for the time being. After due consideration by Councillors, it was agreed that no charge would be made for the use of the Pavilion or recreation field. No invoices having been raised for their use in the current financial year to date, this policy to commence with effect from the start of the of the current financial year on 6th April 2019. This will provide additional support for Claverdon sports teams, and the policy is expected to generate more sporting activity in the village. It may also enable VAT to be recovered on the refurbishment of the Pavilion. It was further agreed that the mowing of the Recreation Ground paid by the Parish Council would be reviewed to see if savings could be made to offset some of the loss in revenue from the Sports Teams.

## **9 Footpaths /Bridlepaths**

- 9.1 The Boys Club Field - UK Youth / Ambition (UKY) have sought legal constitution advice relating to their inheritance of parcels of land, including the BCF. Their objects and constitution only allow them to provide youth work related services. Until the outcome of the legal advice is understood, they cannot respond to the Parish Council offer. The Clerk continues to seek a response.
- 9.2 Bridleway to the side of Gannaway Wood. The blockage of a fallen tree has been removed.
- 9.3 Hercules Lane Bridleway. Since last year the bridleway has been designated a Local Wildlife site and so the maintenance & strimming has been passed back to the Local Authority. The Clerk has lodged the request for strimming with the Rights of Way Team at WCC.

## **10 Yarningale Common**

- 10.1 Potholes on the access to the Homestead & the Car Park. A response is awaited.
- 10.2 Draft Biodiversity Management Plan for Yarningale Common. The draft proposed plan due within the next 2 weeks. As there is no Parish Council meeting until 3<sup>rd</sup> September, Councillors agreed that a working group comprising the Clerk, Councillors Bicknell & Wilcox review the draft report when received with the intention of a final draft being available for the meeting on 3<sup>rd</sup> September 19.
- 10.3 Mowing of Yarningale Common. If the Biodiversity Management Plan for Yarningale Common is not in place during September, Councillors agreed to undertake the mowing of Yarningale Common. The Clerk to seek a new contractor & costs in readiness.

- 11 Dorothea Mitchell Hall**
- 11.1 Consideration by Councillors of the quotes to install the new notice board outside the Community Shop. The quotes provided were rejected by Councillors as the Chairman advised that he had obtained 2 quotes, for £300 & £450 plus vat, which were cheaper. The Chairman proposed the cheapest quote of £300. Councillors present approved the amount of the spend and the details are to be proved to the Clerk to progress the matter.
- 12 Neighbourhood Plan & General Other matters including any arising from earlier Meetings and not already covered.**
- 12.1 **Claverdon K6 Telephone Kiosk.** S171 Application form requires completion to secure the license to remove the kiosk. A meeting will be arranged with Peter Morgan & David Hunt to review the form and the work to be undertaken. The Councillors will decide on the best outcome for the Kiosk once all the costs are known.
- 12.2 **Neighbourhood Plan-** The proposed Referendum Version of the Neighbourhood Plan has been submitted to Stratford District Council as the Local Planning Authority. They will check that all the Examiner's changes have been incorporated before progressing the document to referendum. SDC have been unable to provide any timescales as to when this will be done due to staff shortages.
- 12.3 **Tattlebank** – Following the sale of Tattlebank Wood, the formal signing of the TR1 form to transfer the whole of the Parish Council's registered title to the Purchaser, was agreed by Councillors present & evidenced by the authorised signatories of the Chairman & Councillor Wilcox
- 12.4 Any Other Business**
- 12.4.1 Location of Bench by Gardening Group. Chris Duckworth provided details of the proposed location prior to the Meeting and these included in the Agenda pack for Councillors. The preferred location is in front of Claverdon Fields on Church Road. The resident was happy with the location and they organise the mowing of the verge where it would be placed. The bench will be on slabs. Councillors Bicknell, Spiers & Meeson approved the location subject to the Parish Council informing the Localities Officer at WCC about the matter.

## **13 Post Received**

### Meeting 02 July 2019 - Correspondence

- 13.01 Alcester Police North SNT. Latest Weekly Report. 3rd June 2019**  
Vehicle Crime. Kington Lane, Claverdon. Spare wheel stolen from Land Rover Discovery. Found missing on the 28<sup>th</sup> May
- 13.02 3 Tier Rural Transport Event advised by WALC**  
3 Tier Rural Transport Event to be held at Stratford Racecourse on 11th July 19. Open to County, District & Parish Councillors to attend. Speakers & Topics on hyperlink
- 13.03 Alcester Police North SNT. Latest Weekly Report. 10th June 2019**  
Damage. Breach Lane, Claverdon. Eleven windows on the ground floor of a new build house scratched. Caller concerned that this was vandalism. Reported Monday 3<sup>rd</sup> June.
- 13.04 County Councillor J. Horner - Claverdon Community Land Trust**  
Email of the June 19 CLT report giving details of the proposed development at Curlieu Lane from County Councillor J. Horner
- 13.05 Alison Gregory - SDC Notice of Briefing on Rural Housing**  
Email notification of Rural Housing Briefing on 4th July, 5pm till 7pm at SDC Offices
- 13.06 Beverley Hemming - Corporate Communications Manager SDC - Parish & Partners**  
Email of the quarterly Parish & Partners newsletter from SDC. It contains details of Neighbourhood Plans, newly appointed members of the Council and other features.
- 13.07 Email from Sarah Brooke Taylor WRCC re. Breach Lane proposed development.**  
Response from Sarah Brooke-Taylor to the concerns raised by Mrs. S Reading about the Breach Lane development after the public consultation held on 20th June 19.
- 13.08 Alcester Police North SNT. Latest Weekly Report. 23rd June 2019**

Three incidents in Brick Kiln Close. Vehicles and persons seen in the area. Caller concerned that the occupants were up to no good, possibly looking at vehicles to steal / steal from. Details passed to police. No offences disclosed. 11pm 21<sup>st</sup> June. 11pm 22<sup>nd</sup> June. 12.30am 23<sup>rd</sup> June.

Vehicle Crime. Curlieu Lane, Norton Lindsay. Secure Land Rover Discovery with trailer stolen. Taken from near the Cemetery in Snitterfield. A vehicle belonging to a witness was rammed by the car as it made off. Offenders were in a Blue Isuzu pick-up truck. The Discovery was later abandoned and tools from inside were stolen. 3.30pm Friday 21<sup>st</sup> June.

## 14 Finance

14.1 After consideration by Councillors & upon the proposal of the Chairman, payments due as listed below, together with the account projection to the end of July 19, were approved by all Councillors present.

Date	Item	Cheque No	Current Account		Deposit Accounts	Total
			Deposits	Debits		
<b>30 Jun 19</b>	<b>Balance</b>		<b>£133,358.73</b>		<b>£35,648.93</b>	<b>£169,007.66</b>
	<i>Payments for Approval</i>					
13 Jun 19	Cost of 5 mowing cuts at the Recreation Ground in May 19	2282		£375.00		(£375.00)
2 Jul 19	Clerk's June 19 net salary.	2283		£804.74		(£804.74)
2 Jul 19	April, May & June 19 Income Tax & Ees NI deductions from Clerk's salary	2284		£579.00		(£579.00)
6 Jul 19	Pavilion Electricity charges for the period 22-5-19 - 20-6-19	DD		£15.10		(£15.10)
15 Jul 19	Water Chgs at Pavilion for July 19	DD		£22.80		(£22.80)
	<i>Item</i>	<i>Amount</i>				
	Allowance	£18.00				
	Postage	£12.45				
	HP Instant Ink - Ink supply for Printer.	£35.99				
	Travel Including 29.0 Vehicle Miles	£13.82				
	Stationary	£6.50				
	<i>Total</i>	£86.76				
2 Jul 19	June 19 Verges & Lye Green Mowing	2285		£444.00		(£444.00)
2 Jul 19	Clerk's June 19 Expenses	2286		£85.99		(£85.99)
2 Jul 19	Mowing Recreation Ground - 3 weeks of June	2287		£225.00		(£225.00)
	<i>Receipts and/or Transfers</i>					
	Interest on Reserve and Deposit Accounts				£20.48	£20.48
<b>31 Jul 19</b>	<b>Balance</b>		<b>£130,807.10</b>		<b>£35,669.41</b>	<b>£166,476.51</b>

14.2 Income & Expenditure for the 4 months to 31<sup>st</sup> July 2019 – The Accounts for the 4 months to 30<sup>th</sup> July 19 were reviewed by Councillors and on the recommendation of the Chairman, subsequently approved by those Councillors present.

14.2.1 Bank Reconciliation – The Clerk explained the Bank Reconciliation to the Councillors and Councillor H. Spiers approved the Bank Reconciliation.

14.3 Review of the Insurance Cover held by the Parish Council. Councillors considered the insurance cover, the notes made & the operative endorsements which form the cover held for insurance purposes by the Parish Council, and after due consideration of the content, agreed to accept the insurance cover and

keep the Insurance providers informed in respect of the pavilion changes and the decision to remove any business income capacity of the pavilion from 1<sup>st</sup> April 19.

14.4 Standing Orders – Review of the Standing Orders deferred to Meeting on 3<sup>rd</sup> September 19.

15 **Meeting Dates**

15.1 Dates agreed are: 3<sup>rd</sup> September 2019, 1<sup>st</sup> October 2019, 12<sup>th</sup> November 2019 (a delay due to the first Tuesday of the month being Bonfire Night) & 3<sup>rd</sup> December 2019, 7<sup>th</sup> January 2020, 4<sup>th</sup> February 2020, 3<sup>rd</sup> March 2020.



**INSURANCE SUMMARY**  
**Business - Parish/ Town**  
**Council**

**AGENDA ITEM 14.3- 2nd July**  
**2019**

**Period of insurance -**  
**01/06/19 to 31/05/2020**

**Premium - £647.32**

**Year 1 of 3-year Insurance**

<b>Section</b>	<b>Policy Type</b>	<b>Sums Insured</b>	<b>Excess</b>	<b>Covered</b>	<b>Operative endorsements</b>	<b>Notes</b>
<b>A</b>	<b>MATERIAL DAMAGE</b>					
	Sports Pavilion Langley Rd.	£98,345.43	250	Fire, not as a result of explosion except a boiler, civil riot, earthquake, Subteranean fire, Storm or flood other than a natural rise in the water table. Aircraft & aerial devices damage, impact by vehicle or animal, breakage of masts of lines, falling trees, accidental damage & theft	Requires a fire alarm and proof it is regularly tested. <b>Requires the electrical installation to be tested within 3 months of inception of the new policy for the policy terms to be maintained. i.e. insured cover.</b> Requires doors that are fire breaks to be kept shut	Contents Uninsured - specifically, fixtures & fittings, tenants' improvements, consumable stock, stationary, computer, office & sports equipment. Televisions, audio equipment, alcohol, sports equipment, tobacco, civic regalia. Subsistence or ground heave is NOT covered as last year
<b>B</b>	<b>BUSINESS INTERRUPTION</b>	20000 - costs 20000 - lost income		24-month indemnity period for ALL Premises.	Specific extension - loss resulting from interruption re. notifiable disease, vermin or pests, defect in the sanitary drains, occurrence of murder or suicide at the premises.	Councillors may want to review the levels of insurance for lost income when considering the business designation of the new pavilion for VAT purposes.
<b>C</b>	<b>ALL RISKS</b>					
	Office Equipment	£2,575.00	250	Insured has responsibility to advise insurer when the building is unoccupied.	This has been reduced from last year - from £5.3k to £2575 as agreed	Fixtures & fittings, tenants' improvements, consumable stock, stationary, computer, office & sports equipment. Televisions, audio equipment, alcohol, sports equipment, tobacco, civic regalia. The electrical installation must be checked by an IEE Electrician and defects rectified within 3 months.
	Defibrillators	£2,575.00	250		This has been reduced from last year - from £5.3k to £2575 as agreed	
	General Contents	£772.56	250			

<b>D</b>	<b>MONEY</b>					
	Non-negotiable money	£250,000.00	50	This covers crossed cheques, crossed giro cheques, crossed bankers' drafts crossed national giro drafts, crossed money orders, crossed postal orders, franking machine units, national savings certificates, & VAT purchase invoices.		The definition of person insured includes any person between the age of 16 & 90
	<u>Loss of other money</u>					
	In transit in custody of employee or member	£5,000.00	50			
	In Private residence of employee or member	£500.00	50			
	In the custody of or under the actual supervision of any member of employee	£5,000.00	50			
	Locked receptacle other than safes or strong rooms & in transit by registered post	£250.00	50			

E	<b>PUBLIC LIABILITY</b>	£12,000,000.00	100	Operative endorsements - Environmental clean-up costs have specific definitions and the insurers liability under Pollution & Contamination is £1m. Officials indemnity includes employees & members	Pre-existing contamination, damage resulting from subterranean stores of water, keeping of diseased animals, etc.	Provided always that loss prevention or salvage action is taken, and the appropriate authorities are notified
F	<b>HIRER'S LIABILITY</b>	£2,000,000.00	100	Agreement the tenancy rental or other contract between the insured and Hirer concerning the use of the premises. Hirer or any person or organisation hiring the premises under an Agreement with the insured.		Dependant on the decision in respect of the VAT status of the pavilion, this may need to be reviewed in the event that there is no Agreement between the Parish Council and any users of the pavilion or premises owned by the Parish Council
G	<b>EMPLOYERS LIABILITY</b>	£10,000,000.00	0			
F	<b>LIBEL &amp; SLANDER</b>	£250,000.00	10% of each claim or £1k whichever is lower			
N	<b>FIDELITY GUARANTEE</b>	£250,000.00	100	Covers all members & employees.		
O	<b>PERSONAL ACCIDENT &amp; ASSAULT</b>	£500,000.00		Limit on any one person	Age endorsement - Insurer will not pay to someone who is 90 or over	Excludes - motor cycling, winter sports other the skiing or snowboarding in the UK or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits, parachuting, paragliding ballooning , gliding, hand gliding , micro lighting, bungee jumping, jet skiing , white water rafting, mountaineering, hiking above 3000 metres, caving, and diving and loads of other pursuits - full list available.
		£2,000,000.00		Limit on any one incident		
P	<b>LEGAL EXPENSES</b>	£100,000.00		Employee disputes & compensation awards, legal defence, property protection & bodily injury, tax protection, statutory licence protection.		Contract disputes are not covered

**Claverdon Parish Council Accounts for the Year to 31 March 2020 - Interim Report at 2 July 19 Meeting**

<b><u>ITEM 14.2 - AGENDA</u></b>	<b>Budget for the Year</b>	<b>Payments &amp; Receipts to 31/07/19</b>	<b>(Actual payments are from 1/4/19 to 31/07/19 as known at 2/07/19)</b>
<i>Precept</i>	£30,000.00	£15,000.00	
<i>Recreation Field (Clubs Etc.)</i>	£770.00	£250.00	<i>Cricket Club Payment for 2018 Season.</i>
<i>Bank Interest</i>	£50.00	£67.02	
<i>Miscellaneous</i>	£0.00	£0.00	
<i>Playground Grants &amp; Fundraising</i>	£50,000.00	£0.00	
<i>Pavilion Re-build Grants</i>	£119,000.00	£0.00	
<i>Verges mowing reclaim from SDC</i>	£1,200.00	£0.00	
<i>Wayleave Rent and Easements</i>	£277.00	£0.00	
<i>VAT Reclaimed</i>	£37,425.00	£0.00	
<i>WCC Councillors Grant Fund</i>	£0.00	£0.00	
<i>Sale of Tattlebank Wood</i>	£0.00	£95,000.00	
<b>Total</b>	<b>£238,722.00</b>	<b>£110,317.02</b>	
<b>Expenditure</b>			
<u><i>Administration</i></u>			
<i>Clerk's Salary</i>	£8,250.00	£3,586.58	
<i>Clerk's &amp; Admin Expenses</i>	£1,100.00	£429.38	
<b>Total</b>	<b>£9,350.00</b>	<b>£4,015.96</b>	
<u><i>Recreation Field</i></u>			
<i>Mowing</i>	£2,250.00	£825.00	
<i>Playgrounds - new all ages playground at Recreation Field.</i>	£54,500.00	£0.00	
<i>Pavilion Refurbishment/Rebuild</i>	£119,000.00	£0.00	
<i>Other General Maintenance and Field work</i>	£1,550.00	£150.15	
<b>Total</b>	<b>£177,300.00</b>	<b>£975.15</b>	
<u><i>Yarningale Common</i></u>			
<i>Major Work</i>	£1,000.00	£0.00	
<i>Mowing</i>	£0.00	£0.00	
<i>General Maintenance</i>	£1,000.00	£0.00	
<b>Total</b>	<b>£2,000.00</b>	<b>£0.00</b>	
<u><i>Other Village Areas</i></u>			
<i>Verges and Lye Green Mowing</i>	£3,150.00	£1,635.00	
<i>CLASP/ CASE/ Road Safety</i>	£1,000.00	£0.00	
<i>Trees, Footpaths and Gritting, Village and Lye Green Maintenance</i>	£3,350.00	£0.00	
<i>Village Green Design Costs</i>	£3,500.00	£0.00	
<i>Tattle Bank</i>	£0.00	£0.00	
<b>Total</b>	<b>£11,000.00</b>	<b>£1,635.00</b>	

<u>Miscellaneous and Professional</u>			
<i>Professional Costs</i>	£6,715.00	£1,044.32	<i>Insurance £647, Audit Fees - £337, Legal Fees for Land Registry £60</i>
<i>VAT Payable</i>	£37,425.00	£1,615.10	
<i>Costs of Sale of Tattlebank Wood</i>	£0.00	£4,477.35	
<i>General other costs</i>	£4,800.00	£1,789.00	<i>Cost of new notice board £1368, WALC Annual Subscription £421,</i>
<b>Total</b>	<b>£48,940.00</b>	<b>£8,925.77</b>	
<b>Total Expenditure</b>	<b>£248,590.00</b>	<b>£15,551.88</b>	
<b>Surplus / (Deficit)</b>	<b>-£9,868.00</b>	<b>£94,765.14</b>	
<i>Opening Bank Balance</i>		<i>£71,711.37</i>	
<i>Closing Bank Balance</i>		<i>£166,476.51</i>	
<i>Balance Change</i>		<i>£94,765.14</i>	

**ITEM 14.2.1**

**CLAVERDON PARISH COUNCIL**

**For the Financial Year ending 31st March 2020**

**BANK RECONCILIATION**

**Period ending                      **31st July**  
-    **2019****

**Prepared by**    **MARGO KEY**  
**Date**                      .....

**Position**                      **Parish Clerk & Financial Officer**

**Approved by** .....

**Position**                      .....

	<u>Date</u>	<u>Current Account</u> £	- <u>Investment Account</u> £	- <u>TOTAL</u> £
BALANCE PER BANK STATEMENT AS AT	28/06/2019	133763.13	35669.41	169432.54
<b>Less</b> unpresented cheques & pending DD pmts				
Cheque number 2281		-404.40		-404.40
Cheque number 2282		-375.00		-375.00
Cheque number 2283		-804.74		-804.74
Cheque number 2284		-579.00		-579.00
Cheque number 2285		-444.00		-444.00
Cheque number 2286		-85.99		-85.99
Cheque number 2287		-225.00		-225.00
DIRECT DEBIT - OPUS		-15.10		-15.10
DIRECT DEBIT - WATER PLUS		-22.80		-22.80
				0.00
<b>NET BANK BALANCES AT 31/07/19</b>	<b>31/07/2019</b>	<b>130807.10</b>	<b>35669.41</b>	<b>166476.51</b>

**The net bank balance reconciles to the Cash Book (receipts & payments) for the period to date as follows**

**CASH BOOK .**

	£
Opening Balance at 31/3/19 per AGAR	71711.37
ADD - Receipts during the period	110317.02
LESS - Payments during the period	15551.88
Closing balance per the Cash book as at 31/07/19	166476.51