



PARISH COUNCIL OF CLAVERDON

Minutes for Council Meeting 13th July 2020

Present – Councillor S. Lawton (Chairman), Councillor D. Middleton, Councillor H. Spiers, Councillor K. Meeson, Councillor P. Bicknell, Councillor N. Dargan , County Councillor J. Horner , District Councillor P Richards(part) and 6 members of the public.

Apologies for absence. None

Declarations of Interest

There were no declarations of interest made at the Meeting

1 Minutes of the last Meeting.

1.1 On the proposal of The Chairman, seconded by Councillor P. Bicknell, the minutes of the Council Meeting held on 3rd Feb 2020, previously approved by email, were taken as read and approved by all councillors present.

2 Retrospective Approval.

On the proposal of The Chairman, seconded by councillor Ken Meeson, the following decisions taken during COVID-19 lockdown previously by email and phone, were retrospectively agreed en bloc by all councillors present.

- 2.1.1 To approve 19-20 end of year Accounts
- 2.1.2 To approve No Rent Charge position remains in perpetuity for Pavilion as agreed July 2019
- 2.1.3 To approve 31st march bank reconciliation
- 2.1.4 To Approve Clerk 1 pay scale point pay rise as of 1/4/2020
- 2.1.5 To approve Drainage works on playground funded by Football club commence July2020
- 2.1.6 To Approve Holly Cottage Wayleave Agreement
- 2.1.7 To Approve Access to The Homestead Yarningale Common (harmonisation of deeds)
- 2.1.8 To approve New insurance policy cover
- 2.1.9 To approve siting of donated bench by resident to be sited on Recreation field under tree at 8 Park Close
- 2.1.10 To approve decision to register Old Boys field as Village asset
- 2.1.11 To approve variation to Komplan Playground purchase order to include outdoor gym equipment
- 2.1.12 To Accept written apology previously given by Councillor Nick Dargan for over 6 months absence from meetings due to travel and restrictions due to COVID-19.

3 Public Input

- 3.1 County Councillor J. Horner Gave a brief update on working parties being set up which he is involved in and highlighted the need to be aware of a significant increase in scams due to COVID-19, especially around PPE and Covid-19 and contractors falsely claiming to have been contracted to do work, especially for the elderly. Councillor **PB**, enquired about the WCC refuse centres and the ongoing booking system, which councillor **JH** advised would continue into the near future.
- 3.2 District Councillor Update Cllr Peter Richards – 13/07/2020 gave a summary of his written report which is included below.
 - 3.2.1 As the Country gradually comes out of the Covid-19 lockdown we are, where possible, quickly returning to business as usual at the Council. Normal decision making of the Council is now fully operational through video conference meetings operated with MS Teams.
 - 3.2.2 A number of Planning meetings have been held, along with Scrutiny meetings, regulatory meetings and the first full Council meeting happening today (13th July). The planning department has a substantial backlog of applications that need to be heard at a Planning Committee and whilst we are holding weekly meetings to hear all applications as soon as possible, it will take some time to get through all those so we do ask for your patience and understanding as we work through those applications.

- 3.2.3 Our Council office, Elizabeth House, has now reopened to the public on reduced hours from 10am to 2pm. We have had a steady stream of visits since then with a range of queries including applications for housing benefit, council tax support, home choice plus applications, homelessness and car parking permits.
- 3.2.4 Council Tax Hardship Fund As you may recall from my previous reports, the Council received a payment of £660,000 aimed at providing assistance to those who are in receipt of Council Tax support. So far £594,521.30 has been allocated to claimants. We still hold c£65k in reserve, however, this will only allow us to support a further 436 cases. If the current rate of claims continue then we will require additional funding from central government and we continue to lobby for further financial support for residents.
- 3.2.5 Discretionary Business Rate Grants Last month the Council announced its Discretionary Business Rate Grant scheme to help support those businesses unable to claim under the previous Business Rate Grant Scheme. Applications for the discretionary grant scheme were opened on 8th June for three weeks and have now closed. Council received over 400 applications and good progress has been made in evaluating these applications. Of those applications a small percentage have been asked to supply further information and so are still being considered with the majority having now been responded to. Payments under this scheme have begun and so far £640,500 has been allocated and paid. The Council has a maximum of £1.7m that can be allocated for all applications and officers will endeavour to pay this money out as soon as possible to support businesses in most need.
- 3.2.6 Climate Change SPD Having declared a Climate Emergency in July 2019, the Council has undertaken an extensive piece of work in considering how it can do its part in helping to tackle Climate Change. Part of that work included a new Climate Change Supplementary Planning Document which sets out the Council's expectations for new developments. The Climate Change SPD was approved at Council today and now holds weight. It sits alongside the Core Strategy and provides support and clarity on existing policies.
- 3.2.7 Joint working with WDC Since the start of the Covid-19 pandemic, Councils across the country have been put under increasing financial pressures. Stratford District Council has been recognised as one of the worst hit in terms of its income (largely from tourism) and as a result the Council is considering ways in which it can continue to operate its services in the most cost effective way. Towards the end of June a joint announcement by the Leaders of both Warwick District Council and Stratford District Council was made informing us that consideration is being given to the sharing of services and functions, with a full review of Local Government being undertaken in the near future. Council has supported this review and it will begin imminently. A white paper on Local Government is anticipated by National Government later this year and it is expected that emphasis will be placed on giving more powers to local authorities. By committing to undertake this review now, Stratford District Council will be well placed to take appropriate action once the white paper has been published and further detail is known. I will keep you informed as to the progress made on this matter.
- 3.2.8 Pavement Licensing At the time of writing the Business and Planning Bill is passing through the parliamentary process and it is expected to receive Royal Assent soon. Within that Bill are a number of considerations that will impact Stratford District, specifically the ability for businesses that provide food and drink to apply for a street license. If the Bill passes and receives Royal Assent, The Council will be required to consider all applications and either grant or reject them within 7 days. The purpose of this facility is to support businesses and the economy while social distancing is still in place. All the necessary arrangements have been made at the Council to enable these decision to be made within the timescale required and the Council continue to support the economy and business during the recovery.
- 3.2.9 Reopening Leisure Centres Following Government's announcement last week, the Council will be reopening its leisure facilities 25th July 2020 for fitness purposes. All of the swimming pool are planned to reopen from 1 August 2020.

4 Planning.

4.1 Update on previously considered applications.

- 4.1.1 Claverdon Hall Farm, Lye Green, 19/03569/COUQ Prior approval notification for change of use of agricultural buildings to five dwelling houses and associated operational development under Class Q(b). **Noted but no response required. Councillor PB queried if 3 was maximum permitted, why 5 was proposed. Clerk to clarify.**

4.2 Applications Responded to Inter-meeting

- 4.2.1 20/00247/LD Ossetts Oak Ossetts Hole Lane Yarningale Common, Single storey rear extension. Lawful development certificate. **No response**

- 4.2.2 20/00719/FUL Proposed new feature porch, feature corner glazing, amended bay windows, extension to first floor to include amended roof and new dormer windows at Brooklands Cottage, Kington Lane, Claverdon. **No Objection.**
- 4.2.3 20/00493/FUL Oak Tree Farm Buttermilk Lane Yarningale Common CV35 8HP. 60x20m Menage for personal use **No objection, Approved**
- 4.2.4 20/00720/REM Holly Cottage Ossetts Hole Lane Yarningale Common CV35 8HW. Appearance, landscape, layout, scale. A preliminary ecological appraisal was submitted and approved in the outline application. Original application 19/01692/OUT (date of decision 04/10/2019). **Approved**
- 4.2.5 20/00337/FUL Cordison Fields , Yarningale Lane, Yarningale Common, CV35 8HW . Garage extension with existing Garage converted into home office with WC. **No objection**
- 4.2.6 20/00781/FUL Rookley, Langley Road, Claverdon, Replace garage roof and flat roof dormer to the rear. New external staircase and provide living accomodation above garage. **No objection Approved**
- 4.2.7 20/01089/FUL Change of use of agricultural land to school playing field at Wolverton Primary School, Wolverton Fields, Norton Lindsey, Warwick CV35 8JN . **No objection**
- 4.2.8 20/01200/FUL Yarningale Farm Yarningale Lane Yarningale Common CV35 8HW Construction of new garage with guest bedroom over, extension to form kitchen and repairs to the Yarningale Farm **Support**
- 4.2.9 20/01404/COUQ Claverdon Hall Farm Lye Green Claverdon Warwick CV35 8HJ Prior approval notification for the change of use of agricultural building into 1no. dwelling including associated operational development under Class Q(b). **No response**
- 4.2.10 20/01359/FUL Cherry Tree Cottage 3 The Green Claverdon CV35 8LL Side extension. **No objection**
- 4.2.11 20/01545/LBC Side extension. Cherry Tree Cottage, 3 The Green, Claverdon, Warwick CV35 8LL **No objection**
- 4.2.12 20/01160/TREE arboricultural works at Crown Farm, Henley Road, Claverdon, Warwick, CV35 8LJ. **NO Objection, Approved.**
- 4.2.13 20/01255/FUL St Michael And All Angels Church, Church Road Claverdon CV35 8NT Change of use of land from paddock to burial ground. **No objection**
- 4.2.14 20/01137/FUL Land Off St Michaels Road Claverdon .Erection of 5 no dwellings and garages together with all ancillary works including demolition of single storey side extension to no. 10 St Michaels Road, creation of new vehicular driveway and associated landscaping (resubmission of application 19/01274/FUL) **Robust Objection has been submitted , also noted that highways agency had also submitted an objection.**
- 4.3 Planning Issues for comment to SDC after the Parish meeting
- 4.3.1 20/01398/FUL Construction of a barn on the land for safe storage at Field Adjacent to Glenhurst Farm, Henley Road.
This is a resubmission of a previous application, with the barn moved to the rear of the site. The Councillors, having reviewed the details of the application, and after due consideration, agreed to submit an **Objection.**

5 Housing in Claverdon

Consider and approve adoption of recent Housing Needs Survey . Chairman **SL** outlined that this survey was carried out by Claverdon Parish Council and Claverdon Land Trust and approved by Stratford District Council. Chairman **SL** proposed its adoption, seconded by Councillor Hazel Spires and unanimously approved by all councillors present. Councillor John Horner reminded of the need to send the Housing Needs Survey to Stratford District Council and the Clerk agreed to send it to Robert Weeks at SDC.

6 Recreation Field

- 6.1 **To consider and approve proposed fencing for new Playground.** Chairman **SL** outlined that 2 quotes are being sought, but as yet there is no formal proposal, so any decisions are deferred until quotes are received. It is envisaged that side fencing will be picket type fence and to ask potential fencing contractors to also look at any ground support required at the rear.
- 6.2 **To Approve DCE contract variation costs due to increased specification of items with provisional sums and unanticipated building regulation requirements.** Chairman **SL** outlined some of the additional costs incurred due to 1) additional foundations required (to the height of the building), 2) for full fire safety and emergency lighting and 3) all walls and ceilings to be fully insulated. Additional costs approximating

£10,000 pounds identified and this expenditure is to be approved at a subsequent meeting when the costs could be presented.

- 6.3 **To consider and approve creation of recreation garden and sitting area at site of the old younger children's play area.** Chairman SL outlines that several ideas had been suggested, but further work in collaboration with various interested groups in the village was required to generate a firm proposal. It was also suggested asking potential fencing contractors to look at the old play area fencing as well.
- 6.4 **To consider and approve donation from village fete fund on expenditure on fixtures for the Pavilion and other areas.** A £9700 donation from the village fete fund was proposed to be spent on various pavilion fixtures and fittings. Chairman SL formally thanked councillor Hazel Spire for her work on the village fete committee alongside Karen Parker and Becky Muller. Chairman SL proposed the acceptance of this donation to be spent on the proposed fixtures and fittings. Phil Bicknell seconded with approval from all councillors present.
- 6.5 **To Approve proposed arrangements for Maintenance/ mowing of Recreation Field.** A formal proposal still needs to be developed, but Chairman SL welcomed involvement from the Cricket and Football clubs.
- 6.6 **To consider and approve proposed arrangements for Cleaning/maintenance of Pavilion.** Again, a formal proposal still needs to be developed, awaiting further discussions with Karen Parker, Becky Muller and Councillor Hazel Spire.

7 Footpaths /Bridlepaths

- 7.1 **Update on review how to make pathways more accessible to those with disability and mobility issues e.g. wooden stiles.** Chairman SL gave an update that he had taken photographs of the worst stiles and suggested that as funds, and with landowners' permission, to start replacing the least accessible stiles.

- 8 **Dorothea Mitchell Hall. Councillors to consider current arrangements and issues regarding the Dorothea Mitchell Hall Trust and approve any recommendations.** Chairman SL advised that the Parish Council wants to look at current arrangements with the DM Hall (alongside other parish council assets) to see how their management could be improved, and is currently looking to confirm the Parish Council interest in the DM Hall and will report back with his findings in due course.

9 Approval of recommendations made under General matters in previous meetings

- 9.1.1 **To approve recommendation to allow open air cinema at Pavilion, as a one off agreed in principle at July 2019 meeting.** Approved by all councillors present but noted that the window for this event has now expired.
- 9.2 **To approve Bench placement on Church Road as agreed in principle July 2019.** Approved by all councillors present

10 Finance

- 10.1 **To authorise payments due to date and approve the account projection to end of June 2020.** After consideration by Councillors & upon the proposal of the Chairman, seconded by Councillor Nick Dargan, payments due as listed below, to the end of June 2020, were approved by all Councillors present.
- 10.1.1 Clerk agreed to make a VAT reclaim at the end of July
- 10.2 **Income & Expenditure for the 3 months to 30th June 2020** – Councillors reviewed the Income & Expenditure Account and on the proposal of The Chairman, seconded by Councillor Nick Dargan approved the 3 months Income & Expenditure Account to 30th June 2020
- 10.2.1 **Bank Reconciliation** – Councillors, having reviewed the Bank Reconciliation, all approved it. NOT signed due to it being a virtual meeting.

| <u>AGENDA ITEM 10.1</u> | | | | | | | | |
|--------------------------------|-----------------------|-----------|-----------------|----------|--------|------------------|--------------------|-------------|
| Date | Item | Cheque No | Current Account | Deposits | Debits | Deposit Accounts | Yarningale Account | Total |
| | | | Deposits | | | | Debits | |
| 1 Apr 20 | Balance | | £73,282.26 | | | £35,861.55 | £15,565.00 | £124,708.81 |
| | Payments for Approval | | | | | | | |

| | | | | | | | | |
|-------------|---|------------------|---------------------------------|---------------|-------------------------|------------------------------------|---------------|--------------|
| 3 Apr 20 | 17/3/2020 mowing of verges | Bacs | | £456.32 | | | (£456.32) | |
| 6 Apr 20 | ANPR Maintenance | Bacs | | £192.00 | | | (£192.00) | |
| 6 Apr 20 | Interim Costs of extension of Pavilion at Recreation Ground | Bacs | | £10,080.00 | | | (£10,080.00) | |
| | Item | Amount | | | | | | |
| | Allowance - February 2020 | £18.00 | | | | | | |
| | Allowance - March 2020 | £18.00 | | | | | | |
| | HP Instant Ink - Ink supply for Printer. February | £7.99 | | | | | | |
| | HP Instant Ink - Ink supply for Printer. March 2020 | £7.99 | | | | | | |
| | Stationary - Hole Punch | £7.00 | | | | | | |
| | Mileage Feb/ Mar | £2.25 | | | | | | |
| | Total | £61.23 | | | | | | |
| 7 Apr 20 | Paye & NI deductions for Jan, Feb, March 2020 | Bacs | | £289.31 | | | (£289.31) | |
| 30 Apr 20 | Mow Recreation Field March 2020 2 cuts | Bacs | | £150.00 | | | (£150.00) | |
| 30 Apr 20 | JM Whitehurst. Jan-Mar 2020 overtime | Bacs | | £165.92 | | | (£165.92) | |
| 6 Apr 20 | Pavilion Electricity 20-02-20 to 21-03-20 | DD | | £163.14 | | | (£163.14) | |
| 7 Apr 20 | Parish Clerk's net Mar 2020 Salary | Bacs | | £539.17 | | | (£539.17) | |
| 30 Apr 20 | Parish Clerk's Feb/ Mar 2020 Expenses | Bacs | | £61.23 | | | (£61.23) | |
| 16 Apr 20 | Water Chgs at Pavilion for March 2020 | DD | | £24.37 | | | (£24.37) | |
| 28 Apr 20 | ANPR Maintenance refund | Bacs | | (£192.00) | | | £192.00 | |
| 30 Apr 20 | WALC - Annual Subscription 1/4/20 to 31/3/21 | Bacs | | £550.00 | | | (£550.00) | |
| 28 Apr 20 | Payroll and PAYE services | Bacs | | £162.00 | | | (£162.00) | |
| 27 Apr 20 | Receipts and /or Transfers Precept income for first half of 20/21 Financial Year | BACS | £15,300.00 | | | | £15,300.00 | |
| 30 Apr 20 | Repayment from Yarnigale account for work under bio plan paid out to ventureserve on 3/1/2020 | Bacs | £4,720.80 | | | £4,720.80 | | |
| | Interest on Reserve and Deposit Accounts | | | | £2.96 | | £2.96 | |
| | | | | | | | | |
| Date | Item | Cheque No | Current Account Deposits | Debits | Deposit Accounts | Yarningale Account Deposits | Debits | Total |
| 30 Apr 20 | Balance | | £80,661.60 | | £35,864.51 | £10,844.20 | | £127,370.31 |

| Payments for Approval | | | | | | | | |
|------------------------------|---|------------------|---------------------------------|------------------|-------------------------|-------------------------------------|---------------|--------------------|
| 5 May 20 | Item | Amount | | | | | | |
| | Extra Apr allowance | £8.00 | | | | | | |
| | Allowance April 20 | £18.00 | | | | | | |
| | Allowance May 20 | £26.00 | | | | | | |
| | HP Instant Ink - Ink supply for Printer Apr | £7.99 | | | | | | |
| | mileage April | £1.80 | | | | | | |
| | HP Instant Ink - Ink supply for Printer May | £8.99 | | | | | | |
| | mileage May | | | | | | | |
| | Stationery April | | | | | | | |
| | Stationery May | | | | | | | |
| | Total | £70.78 | | | | | | |
| 5 May 20 | Parish Clerk's net apr 2020 Salary | Bacs | | £508.37 | | | | (£508.37) |
| 5 May 20 | Parish Clerk's Apr 2020 Expenses | Bacs | | £27.79 | | | | (£27.79) |
| 5 May 20 | Clerk training/handover fees | Bacs | | £211.50 | | | | (£211.50) |
| 6 May 20 | Pavilion Electricity 22-03-20 to 20-04-20 | DD | | £14.79 | | | | (£14.79) |
| 4 May 20 | Interim Costs of extension of Pavilion at Recreation Ground | Bacs | | £7,200.00 | | | | (£7,200.00) |
| 16 May 20 | Mow Recreation Field April 2020 3 cuts | Bacs | | £225.00 | | | | (£225.00) |
| 6 Jun 20 | Parish Clerk's net May 2020 Salary | Bacs | | £541.57 | | | | (£541.57) |
| 6 Jun 20 | Parish Clerk's May 2020 Expenses | Bacs | | £42.99 | | | | (£42.99) |
| 11 Jun 20 | Receipts and /or Transfers | | | | | | | |
| 18 May 20 | Yarningdale Common Biodiversity Management Fee | | £5,818.00 | | | | | |
| 19 May 20 | Transfer from Current to Yarningdale | | | £5,818.00 | | £5,818.00 | | £5,818.00 |
| | Interest on Reserve and Deposit Accounts | | | | £2.86 | | | £2.86 |
| 31 May 19 | | | | | | | | |
| Date | Item | Cheque No | Current Account Deposits | Debits | Deposit Accounts | Yarningdale Account Deposits | Debits | Total |
| 31 May 20 | Projected Balance | | £71,889.59 | | £35,867.37 | £16,662.20 | | £124,419.16 |
| 8 Jun 20 | Pavilion Electricity 21-04-20 to 21-05-20 | DD | | £13.16 | | | | (£13.16) |
| 6 Jun 20 | Spraying Thistles on Mount/pond 6 under Yarningdale Bio Agreement | Bacs | | £414.00 | | | | (£414.00) |

| | | | | | | | | | |
|------------------|---|------------------|---------------------------------|------------------|-------------------------|------------------------------------|---------------|--------------------|--------------------|
| 6 Jun 20 | <i>20.5.20 Mowing of the village and verges (3 of 8)</i> | Bacs | | £456.32 | | | | | (£456.32) |
| 6 Jun 20 | <i>Registration of Biodiversity offset mgt agreement</i> | Bacs | | £250.00 | | | | | (£250.00) |
| 6 Jun 20 | <i>Insurance renew 20/21</i> | Bacs | | £631.83 | | | | | (£631.83) |
| 6 Jun 20 | <i>Renew variation 20/21 (revised buidlilngs and contents cover)</i> | Bacs | | £76.86 | | | | | (£76.86) |
| 6 Jun 20 | <i>Soil and plants for planters</i> | Bacs | | £150.00 | | | | | (£150.00) |
| 6 Jun 20 | <i>Mow Recreation Field May 2020 5 cuts</i> | Bacs | | £375.00 | | | | | (£375.00) |
| 9 Jun 20 | <i>Interim Costs of extension of Pavilion at Recreation Ground</i> | Bacs | | £9,720.00 | | | | | (£9,720.00) |
| 9 Jun 20 | <i>Clerk's Toolkit: Planning & Neighbourhood Plans training course</i> | Bacs | | £18.00 | | | | | (£18.00) |
| 27 Jun 20 | <i>Defibrillator replacement pads</i> | Bacs | | £44.63 | | | | | (£44.63) |
| 24 Jun 20 | <i>Insurance Refund(removal of BI Cover)</i> | Bacs | | (£62.92) | | | | | £62.92 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Receipts and /or Transfers | | | | | | | | |
| 2 Jun 20 | <i>Outdoor Gym Komplan order variation</i> | <i>Cheque</i> | <i>£3,344.61</i> | | | | | | <i>£3,344.61</i> |
| 11 Jun 20 | <i>Refund of VAT for 3 months from 31/01/20-30/4/2020</i> | <i>Bacs</i> | <i>£11,623.41</i> | | | | | | <i>£11,623.41</i> |
| | <i>Repayment from Yarnigale account for work under bio plan paid out to ventureserve on 8/6</i> | <i>Bacs</i> | <i>£414.00</i> | | | <i>£414.00</i> | | | |
| 30 Jun 19 | <i>Interest on Reserve and Deposit Accounts</i> | <i>BGC</i> | | | | | <i>£3.15</i> | | <i>£3.15</i> |
| | | | | | | | | | |
| Date | Item | Cheque No | Current Account Deposits | Debits | Deposit Accounts | Yarningale Account Deposits | Debits | Total | |
| 30 Jun 20 | Balance | | £75,184.73 | | £35,870.52 | £16,248.20 | | £127,303.45 | |

11 Annual Governance & Accountability Return 2019/20 Part 3

- 11.1.1 **To consider & approve the Annual Governance & Accountability Return 2019/20.** The Councillors considered the 9 areas listed and their responsibility to ensure a sound system of internal control, including arrangements for the preparation of Accounting Statements. Having reviewed all criteria on the form the Chairman proposed the document be approved. The proposal was agreed by all Councillors.
- 11.1.2 **Chairman & Clerk to sign the Annual Governance Statement 2019/20 – page 4.** Chairman **SL** signed by holding up blank form (page 4) to camera, then signing and then showing completed form with signature to camera, so that all on the virtual meeting could see it had been signed during the Parish Council meeting.
- 11.2 **Accounting Statements 2019/20 (Page 5) of the Annual Governance & Accountability Return**
- 11.2.1 **To consider & approve the Accounting Statements 19/20.** After previous consideration of the Accounting Statement to 31st March 2020, and main variations and reserves, The Chairman **SL** proposed the document be approved and signed. The proposal was agreed by all councillors.
- 11.2.2 **Chairman & the RFO to sign the Accounting Statements 2019/20.** Chairman **SL** signed by holding up blank form (page 5) to camera, then signing and then showing completed form with signature to camera, so that all on the virtual meeting could see it had been signed during the Parish Council meeting

12 General Other matters/ including any arising from Earlier Meetings and not already covered. (No decisions are to be taken on any items discussed under this heading) .

- 12.1 An update was given on the drainage of the football field and the damage caused by Komplan delivery lorries. Komplan have been asked to fund the cost of repair.
- 12.2 The Chairman also asked councillors to examine the spreadsheet previously sent, detailing expenditure on Pavilion related fixtures and fittings, in excess of that funded by the village fete donation, with a view to approving them in due course. Councillor **KM** queried why 48 stackable chairs were needed and Simon Lawton outlined a desire to get maximum use out of the building during the day.
- 12.3 There was discussion about the existing shed and it's possible replacement. Apparently, any replacement will need planning permission so it was suggested that we should consider recladding it and develop a formal proposal moving forward

13 Meeting Dates

- 13.1 It was agreed to cancel the 3rd August 2020 as this was only three weeks after the current meeting , therefore next meeting dates will be . 5th October 2020 & 7th December 2020.

Claverdon Parish Council Accounts for the Year to 31 March 2020

| ITEM 10.2- AGENDA | Budget for the Year | YTD Payments & Receipts to 31/03/20 | Period 1/1/2020 to 31/3/2020 | NOTES |
|---|----------------------------|--|-------------------------------------|--|
| Precept | £30,000.00 | £30,000.00 | £0.00 | (Receipt includes £80 Council Tax Reduction Grant) |
| Recreation Field (Clubs Etc.) | £770.00 | £250.00 | £0.00 | Cricket Club Payment for 2018 Season. |
| Bank Interest | £50.00 | £259.16 | £100.70 | |
| Miscellaneous | £0.00 | £43.00 | £12.00 | Compensation from Lloyds Bank for delay in service plus maps |
| Playground Grants & Fundraising | £50,000.00 | £23,551.00 | £23,551.00 | |
| Pavilion Refurb & Extension Grants | £119,000.00 | £43,755.00 | £43,755.00 | |
| Verges mowing reclaim from SDC | £1,200.00 | £1,300.23 | £0.00 | |
| Wayleave Rent and Easements | £277.00 | £277.27 | £0.00 | |
| VAT Reclaimed | £37,425.00 | £17,254.86 | £9,834.44 | VAT recovered to 31/3/19 & to 30/9/19 & 31/01/2020 |
| Donation for ANPR Cameras | £0.00 | £345.00 | £0.00 | |
| Yarningale Biodiversity Management Plan Payment | £0.00 | £16,365.00 | £16,365.00 | |
| WCC Councillors Grant Fund | £0.00 | £1,000.00 | £0.00 | For the Play Area at the Recreation Ground |
| Sale of Tattlebank Wood | £0.00 | £95,000.00 | £0.00 | Gross Sale Proceeds |
| Total | £238,722.00 | £229,400.52 | £93,618.14 | |
| Expenditure | | | | |
| <u>Administration</u> | | | | |
| Clerk's Salary | £8,250.00 | £10,601.99 | £3,257.18 | |
| Clerk's & Admin Expenses | £1,100.00 | £1,049.55 | £235.72 | |
| Total | £9,350.00 | £11,651.54 | £3,492.90 | |
| <u>Recreation Field</u> | | | | |
| Mowing | £2,250.00 | £2,025.00 | £0.00 | March's mowing paid in April -> next year's accounts |
| Playgrounds - new all ages playground at Recreation Field. | £54,500.00 | £0.00 | £0.00 | |
| Pavilion Refurbishment/Rebuild | £119,000.00 | £109,724.00 | £70,954.00 | £12995 -Cost of removal of asbestos. £94714 payments to the Contractor for extension to Pavilion & £1125 to the QS, & £890 Building Reg Fees |
| Other General Maintenance and Field work | £1,550.00 | £1,356.77 | £812.32 | Electricity & Water |
| Total | £177,300.00 | £113,105.77 | £71,766.32 | |
| <u>Yarningale Common</u> | | | | |
| WCC Biodiversity Works & Management Costs | £1,000.00 | £5,520.80 | £5,520.80 | Work & costs conducted under the Biodiversity Management Plan |
| Mowing | £0.00 | £0.00 | £0.00 | |
| General Maintenance | £1,000.00 | £734.00 | £254.00 | Net cost of temporary repair of pot holes in access to car park |

| | | | | |
|---|--------------------|--------------------|-------------------|---|
| Total | £2,000.00 | £6,254.80 | £5,774.80 | |
| <u>Other Village Areas</u> | | | | |
| Verges and Lye Green Mowing | £3,150.00 | £3,629.00 | £144.00 | |
| CLASP / CASE/ Road Safety | £1,000.00 | £4,645.00 | £0.00 | |
| Trees, Footpaths and Gritting, Village and Lye Green Maintenance | £3,350.00 | £0.00 | £0.00 | |
| Village Green Design Costs | £3,500.00 | £0.00 | £0.00 | |
| Tattle Bank | £0.00 | £0.00 | £0.00 | |
| Total | £11,000.00 | £8,274.00 | £144.00 | |
| <u>Miscellaneous and Professional</u> | | | | |
| Professional Costs | £6,715.00 | £2,951.72 | £688.90 | Insurance £647, Audit Fees - £537, Legal Fees for Land Registry £60, & Solicitors Fees to make 1st registration of the Recreation Ground £758, Legal Advice re. Access Deeds Homestead. £253 |
| VAT Payable | £37,425.00 | £25,465.48 | £14,435.66 | |
| Costs of Sale of Tattlebank Wood | £0.00 | £4,477.35 | £0.00 | Auction Fees £2474 , Solicitors Fees £ 2003 |
| General other costs | £4,800.00 | £4,222.42 | £210.00 | Cost of new notice board £1968, WALC Annual Subscription £421, Battery for Defibrillator £250, IT Support fees £89, SDC Election Charges £100, Advert Stratford Herald for Clerk £275, £315 Parish News monthly insert. |
| Total | £48,940.00 | £37,116.97 | £15,334.56 | |
| Total Expenditure | £248,590.00 | £176,403.08 | £96,512.58 | |
| Surplus / (Deficit) | -£9,868.00 | £52,997.44 | -£2,894.44 | |
| Opening Bank Balance 1/4/2019 | | £71,711.37 | | |
| Closing Bank Balance 31/3/2020 | | £124,708.81 | | |
| Balance Change | | £52,997.44 | | |
| | | | | |
| | | | | |

Claverdon Parish Council Accounts for the Year to 31 March 2021

| ITEM 10.2- AGENDA | Budget for the Year | YTD Payments & Receipts to 30/06/2020 | Period 1/4/2020 to 30/6/2020 | NOTES |
|---|----------------------------|--|-------------------------------------|--|
| Precept | £30,600.00 | £15,300.00 | | |
| Recreation Field (Clubs Etc.) | £0.00 | £0.00 | | |
| Bank Interest | £150.00 | £8.97 | | |
| Miscellaneous | £0.00 | £0.00 | | |
| Playground Grants & Fundraising - WALC & Donations | £8,000.00 | £3,344.61 | | £8k WALC grant already received 31/3/2020 prior to start of the financial year. £3344.61 received from playground fundraising for Gym equipment. |
| Pavilion Refurb & Extension Grants | £48,416.00 | £0.00 | | Sports England grants claimed last year |
| Verges mowing reclaim from SDC | £1,300.00 | £0.00 | | |
| Wayleave Rent and Easements | £277.00 | £0.00 | | |
| VAT Reclaimed | £17,650.00 | £11,623.41 | | |
| | £0.00 | £0.00 | | |
| Yarningale Biodiversity Management Plan Payment | £5,818.00 | £5,818.00 | | |
| WCC Councillors Grant Fund | £1,000.00 | £0.00 | | |
| | £0.00 | £0.00 | | |
| Total | £113,211.00 | £36,094.99 | £0.00 | |
| Expenditure | | | | |
| <u>Administration</u> | | | | |
| Clerk's Salary | £8,500.00 | £2,044.34 | | |
| Clerk's & Admin Expenses | £1,200.00 | £260.11 | | |
| Total | £9,700.00 | £2,304.45 | £0.00 | |
| <u>Recreation Field</u> | | | | |
| Mowing | £2,295.00 | £750.00 | | |
| Playgrounds - new all ages playground at Recreation Field. | £48,000.00 | £0.00 | | |
| Pavilion Refurbishment/Rebuild | £20,715.00 | £22,500.00 | | Adjustment in provisional sums and extra buiding regulation requirements |
| Other General Maintenance and Field work | £1,650.00 | £206.36 | | |
| Total | £72,660.00 | £23,456.36 | £0.00 | |
| <u>Yarningale Common</u> | | | | |
| Biodiversity Management work & fees | £5,818.00 | £345.00 | | Includes £4721 transfer out to current account for work paid for last financial year before Yarningale account set up |
| Mowing | £700.00 | £0.00 | | |
| General Maintenance & Other major works | £1,750.00 | £0.00 | | |
| Total | £8,268.00 | £345.00 | £0.00 | |

| | | | |
|--|--------------------|--------------------|-----------------------------|
| <u>Other Village Areas</u> | | | |
| Verges and Lye Green Mowing | £3,048.00 | £760.54 | |
| CLASP / CASE/ Road Safety | £0.00 | £0.00 | |
| Trees, Footpaths and Gritting, Village and Lye Green Maintenance | £2,350.00 | £150.00 | planters |
| Village Green Design Costs | £6,000.00 | £0.00 | |
| | £0.00 | £0.00 | |
| Total | £11,398.00 | £910.54 | £0.00 |
| <u>Miscellaneous and Professional</u> | | | |
| Professional Costs | £2,655.00 | £860.77 | legal charges, insurance |
| VAT Payable | £16,355.00 | £4,880.10 | |
| | £0.00 | £0.00 | |
| General other costs | £3,260.00 | £743.13 | WALC subscription, training |
| Total | £22,270.00 | £6,484.00 | £0.00 |
| Total Expenditure | £124,296.00 | £33,500.35 | £0.00 |
| Surplus / (Deficit) | -£11,085.00 | £2,594.64 | £0.00 |
| Opening Bank Balance 1/4/2020 | | £124,708.81 | |
| Closing Bank Balance 30/6/2020 | | £127,303.45 | |
| Balance Change | | £2,594.64 | |
| | | | |
| | | | |

BANK RECONCILIATION

Quarter ending - 31/06/2020

Prepared by Jane Whitehurst
07/07/2020

Position Parish Clerk
and Finance Officer

Approved by
Date

Position

| | <u>Date</u> | <u>Current Account</u> | <u>Investment Account</u> | <u>Yarningale Account</u> | <u>TOTAL</u> |
|--|-------------|------------------------|---------------------------|---------------------------|--------------------|
| | | £ | £ | | £ |
| BALANCE PER BANK STATEMENT AS AT | 31/06/2020 | 75184.73 | | | 75184.73 |
| | | | 35870.52 | | 35870.52 |
| | | | | 16248.2 | 16248.20 |
| <u>Less unpresented cheques</u> | | | | | 0.00 |
| | | | | | 0.00 |
| <u>Add any banked funds not cleared</u> | | | | | 0.00 |
| | | | | | 0.00 |
| NET BANK BALANCES AT 31/03/2020 | | £75,184.73 | £35,870.52 | £16,248.20 | £127,303.45 |

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

CASH BOOK .

| | |
|--|------------------|
| Opening Balance at 31/3/20 per AGAR | 124708.81 |
| ADD - Receipts during the period | 36094.99 |
| LESS - Payments during the period | 33500.35 |
| NET BANK BALANCES AT 30/06/2020 | 127303.45 |