



# PARISH COUNCIL OF CLAVERDON

## Extraordinary Meeting Minutes 18<sup>th</sup> January 2021

**Present** – Councillor S. Lawton (SL, Chairman), Councillor D. Middleton (DM), Councillor H. Spiers (HS), Councillor K. Meeson (KM), Councillor P. Bicknell (PB), Councillor N. Dargan (ND), County Councillor John Horner (part) and members of the public.

**Apologies for absence.** None

**Declarations of Interest.** There were no declarations of interest made at the meeting

### 1. Summary of meeting held on 11<sup>th</sup> January 2021.

Following the cessation of the previous Parish Council meeting held on the 11th January 2021, due to technical problems with Zoom, the following agenda items were briefly summarised before moving on to remaining items in the agenda, starting again at the beginning of the agenda item before ZOOM connection was lost (on advice of WALC). Chair SL reiterated that Parish Council meetings were being recorded only for the purpose of taking the minutes and that once written, any recordings would be deleted.

- 1.1. Minutes of the last Meeting. Minutes of Oct 5th, 2020 meeting were approved.
- 1.2. Public Input. From Cllrs John Horner and Peter Richards and various members of the public regarding Breach Lane planning application
- 1.3. Planning. Updates on previously considered applications, responses made inter meeting and one application was considered.
- 1.4. Housing in Claverdon. Cllr SL update
- 1.5. Policing, CLASP & CASE. Cllr HS Update

**Agenda items 2-5 summary as above.**

### 6. Recreation Field

- 6.1. **Update on dispute with Kompan.** SL outlined the dissatisfaction that the Parish Council have had since the groundworks were completed. SL gave an update on a meeting that was held with SL, HS, and parish clerk with the supplier of the grass matting, who agreed that it was not safe. The term “ankle breakers” was used by the supplier. Councillors agreed to continue to withhold the installation fee and not to accept the patchwork remedial work offered by KOMPAN. SL agreed to set out more fully the Parish Council requirements for proposed remedial work and for this to be communicated back to KOMPAN.
- 6.2. **Approve proposed arrangements for Maintenance/ Mowing of Recreation Field.** SL outlined proposal offered to Claverdon Cricket and Football clubs, of mowing and maintaining the field for half the year themselves, using volunteers, instead of a yearly ground Fee, especially as the football club had recently bought a mower. As Claverdon Cricket club had declined this offer and some councillors expressed a wish to retain control of the mowing to ensure standards were upheld and concerns about insurance, Chair SL proposed a £500 pa fee per club (Claverdon cricket club, Claverdon AFC and Warwickshire Thirds) from 1<sup>st</sup> April 2021. This represents about 50% of field mowing and maintenance costs. All councillors agreed.
- 6.3. **Consider and approve tree work required to laburnum and other damaged trees in the recreation field and hedge work. Quotes provided.** The 2 Quotes were discussed from Xtreme Tree Care, £620 and Mark Truslove, £750, and Chair SL proposed the cheaper of the 2 quotes be accepted. Seconded by Cllr Phil Bicknell. All councillors agreed. Parish Council will look at larger trees In April when in leaf.
- 6.4. **Update on proposals for the original younger children’s play area which has been removed.** Update from Chair SL that he is continuing to work with Andrea Duxbury and the school to develop proposals to create a community garden.

6.5. Consider proposals to verge mowing and quote received for mowing of verges (Thomas Fox). Quote provided. Parish Clerk outlined that Andrea Duxbury had been working with other local villages to look at reducing verge mowing to increase biodiversity. HS outlined concerns about reduced visibility and spread of species such as thistles and ragwort into neighbouring fields. PB suggested that a map needed to be drawn up for verges which could be left.

**7. Footpaths /Bridlepaths**

7.1. Update on how to make pathways more accessible to those with disability and mobility issues e.g., wooden stiles. Chair SL gave update that he is still trying to get quotes.

**8. Yarningale Common**

8.1. Update on mowing and pond work and proposals for some limited tree clearing. Chair SL gave update on Pond work delayed to wetness of the ground, also that the Carpark is very full.

**9. Dorothea Mitchell Hall**

9.1. Update on DM HALL. Chair SL gave update that no response had been received from the complaint sent the Charities Commission. A member of the public who wished to speak at this point was reminded that this section of the agenda was for councillors to make their reports and that members of the public are restricted to their public input section of the agenda.

**10. Finance**

10.1.

**To authorise payments due to date and approve the account projection to end of Dec 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 Dec 2020, were approved by all Councillors present.

Date	Item	Cheque No	Current Account		Deposit Accounts	Yarningale Account		Total
			Deposits	Debits		Deposits	Debits	
30 Sep 20	<b>Projected Balance</b>		<b>£100,134.53</b>		<b>£35,879.59</b>	<b>£16,248.20</b>		<b>£152,262.32</b>
	<i>Payments for Approval</i>							
19 Oct 20	Playground land works	Bacs		£2,580.00				(£2,580.00)
5 Oct 20	Annual membership renewal	Bacs		£36.00				(£36.00)
20 Nov 20	3.9.20 Mowing of the village and verges (6 of 8)	Bacs		£456.32				(£456.32)
9 Oct 20	Recreation ground Drainage Works June	Bacs		£5,724.00				(£5,724.00)
19 Oct 20	Interim Costs of extension of Pavilion at Recreation Ground	Bacs		£6,000.00				(£6,000.00)
15 Oct 20	Water Chgs at Pavilion for August sept 2020	DD		£46.58				(£46.58)
	Item	Amount						
	Allowance Oct	£26.00						
	HP Instant Ink - Ink supply for Printer. Oct	£7.99						
	Mileage Oct							
	Total	£33.99						
	Receipts and/or Transfers							

7 Oct 20	Donation for Fairways drainage work to Recreation Ground 1st tranche	Bacs	£2,500.00			£2,500.00
13 Oct 20	Donation for Fairways drainage work to Recreation Ground 2nd tranche	Bacs	£3,224.00			£3,224.00
19 Oct 20	Wayleave payments for Yarningale Common	cheque	£277.27			£277.27
31 Oct 20	Interest on Reserve & Deposit Accounts Oct.				£2.96	£2.96

Date	Item	Cheque No	Current Account		Deposit Accounts	Yarningale Account		Total
			Deposits	Debits		Deposits	Debits	

31 Oct 20	Balance		£91,292.90		£35,882.55	£16,248.20	£143,423.65
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Payments for Approval								
20 Nov 20	30.9.20 Mowing of the village and verges (7 of 8)	Bacs			£456.32			(£456.32)
3 Nov 20	Clerk net Oct 2020 Net Salary	Bacs			£596.62			(£596.62)
3 Nov 20	Clerk's Oct 2020 Expenses	Bacs			£33.99			(£33.99)
20 Nov 20	Website Hosting Oct 20 -21	Bacs			£144.00			(£144.00)
30 Nov 20	Pavilion Electricity 15-10-20 to 14-11-20	DD			£15.36			(£15.36)
20 Nov 20	NOD 32 Anti-virus 1 year renewal	Bacs			£33.60			(£33.60)
16 Nov 20	Water Chgs at Pavilion for Oct 2020	DD			£23.29			(£23.29)
24 Nov 20	Audit Fees for Annual Governance and Accountability Return 2019-2020	Bacs			£720.00			(£720.00)
4 Dec 20	2.11.20 Mowing of the village and verges (8of 8)	Bacs			£456.32			(£456.32)
27 Nov 20	Play Area equipment for Recreation Field	Bacs			£28,372.42			(£28,372.42)
4 Dec 20	Clerk net Nov 2020 Net Salary	Bacs			£662.18			(£662.18)
4 Dec 20	Clerk's Nov 2020 Expenses	Bacs			£38.04			(£38.04)
7 Dec 20	1 page in Parish Magazine	Bacs			£315.00			(£315.00)
7 Dec 20	Mowing of Village green 2020 9 cuts	Bacs			£198.00			(£198.00)
	Item	Amount						
	Allowance	£26.00						
	HP Instant Ink - Ink supply for Printer. Nov	£7.99						
	Mileage Nov	£4.05						
	Total	£38.04						

30 Nov 20	Receipts and /or Transfers Interest on Reserve and Deposit Accounts					£2.91		£2.91
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Date	Item	Cheque No	Current Account		Deposit Accounts	Yarningale Account		Total
			Deposits	Debits		Deposits	Debits	

30 Nov 20	Balance		£59,227.76		£35,885.46	£16,248.20	£111,361.42
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Payments for Approval								

23 Dec 20	Meadowcare Ltd Mowing of Yarningale Common under biodiversity agreement 24/11	Bacs				£800.00	(£800.00)
16 Dec 20	Supply and erect of fencing and installing gym equipment for new Play area.	Bacs		£8,438.00			(£8,438.00)
16 Dec 20	Water Chgs at Pavilion for Nov 2020	DD		£23.29			(£23.29)
4 Jan 21	Clerk net Dec 2020 Net Salary	Bacs		£640.51			(£640.51)
4 Jan 21	Clerk's Dec 2020 Expenses	Bacs		£35.99			(£35.99)
30 Dec 21	Pavilion Electricity 15-11-20 to 14-12-20	DD		£15.03			(£15.03)
	<i>Item</i>	<i>Amount</i>					
	Allowance	£26.00					
	HP Instant Ink - Ink supply for Printer. Dec	£9.99					
	<b>Total</b>	<b>£35.99</b>					
	<i>Receipts and /or Transfers</i>						
7 Dec 20	HM Revenue & Customs. Refund of VAT for 7 months from 01/05/2020-31/10/2020	Bacs		£8,677.04			£8,677.04
31 Dec 20	Interest on Reserve and Deposit Accounts					£1.55	£1.55
<b>Date</b>	<b>Item</b>		<b>Current Account</b>		<b>Deposit Accounts</b>	<b>Yarningale Account</b>	<b>Total</b>
		<b>Cheque No</b>	<b>Deposits</b>	<b>Debits</b>		<b>Deposits</b>	<b>Debits</b>
<b>31 Dec 20</b>	<b>Balance</b>		<b>£58,751.98</b>		<b>£35,887.01</b>	<b>£15,448.20</b>	<b>£110,087.19</b>

10.2. Income & Expenditure for the 3 months to 31st Dec 2020 – Review & approval by Councillors.

Councillors reviewed the Income & Expenditure Account, and on the proposal of Nick Dargan and seconded by Chair SL, approved the 3 months Income & Expenditure Account to 31st December 2020.

<b>Claverdon Parish Council Accounts for the Year to 31 March 2021</b>				
<b><u>ITEM 10.2- AGENDA</u></b>	<b>Budget for the Year</b>	<b>YTD Payments &amp; Receipts to 30/09/2020</b>	<b>Period 1/10/2020 to 31/12/2020</b>	<b>NOTES</b>
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<i>Precept</i>	£30,600.00	£30,600.00	£0.00	
<i>Recreation Field (Clubs Etc.)</i>	£0.00	£5,724.00	£5,724.00	<i>Donation from Claverdon AFC for drainage works to Recreation Field</i>
<i>Bank Interest</i>	£150.00	£25.46	£7.42	
<i>Miscellaneous</i>	£0.00	£0.00	£0.00	
<i>Playground Grants &amp; Fundraising - WALC &amp; Donations</i>	£8,000.00	£8,344.61	£0.00	<i>£5000 Claverdon Village Fete Charity Donation for Pavilion fixtures and fittings and £3344.61 from playground team</i>
<i>Pavilion Refurb &amp; Extension Grants</i>	£48,416.00	£22,745.00	£0.00	<i>Sports England grant for Pavilion</i>
<i>Verges mowing reclaim from SDC</i>	£1,300.00	£0.00	£0.00	
<i>Wayleave Rent and Easements</i>	£277.00	£777.27	£277.27	<i>Western Power</i>
<i>VAT Reclaimed</i>	£17,650.00	£20,300.45	£8,677.04	
	£0.00	£0.00	£0.00	
<i>Yarningale Biodiversity Management Plan Payment</i>	£5,818.00	£5,818.00	£0.00	
<i>WCC Councillors Grant Fund</i>	£1,000.00	£0.00	£0.00	
	£0.00	£0.00	£0.00	
<b>Total</b>	<b>£113,211.00</b>	<b>£94,334.79</b>	<b>£14,685.73</b>	
<b>Expenditure</b>				
<u><i>Administration</i></u>				
<i>Clerk's Salary</i>	£8,500.00	£6,782.33	£1,899.31	
<i>Clerk's &amp; Admin Expenses</i>	£1,200.00	£711.89	£100.79	
<b>Total</b>	<b>£9,700.00</b>	<b>£7,494.22</b>	<b>£2,000.10</b>	
<u><i>Recreation Field</i></u>				
<i>Mowing</i>	£2,295.00	£2,100.00	£0.00	<i>Mowing finished for year</i>
<i>Playgrounds - new all ages playground at Recreation Field.</i>	£48,000.00	£37,204.30	£31,731.69	<i>Kompan Play Equipment for new Play area and Fencing Works</i>
<i>Pavilion Refurbishment/Rebuild</i>	£20,715.00	£34,500.00	£5,000.00	<i>DCE decorating, white rock and flooring</i>
<i>Other General Maintenance and Field work</i>	£1,650.00	£6,043.16	£4,892.02	<i>Drainage work on Recreation Field (funded by Claverdon AFC)</i>
<b>Total</b>	<b>£72,660.00</b>	<b>£79,847.46</b>	<b>£41,623.71</b>	
<u><i>Yarningale Common</i></u>				
<i>Biodiversity Management work &amp; fees</i>	£5,818.00	£345.00	£0.00	
<i>Mowing</i>	£700.00	£800.00	£800.00	<i>Mound Mowing</i>

<i>General Maintenance &amp; Other major works</i>	£1,750.00	£0.00	£0.00	
<b>Total</b>	<b>£8,268.00</b>	<b>£1,145.00</b>	<b>£800.00</b>	
<b>Other Village Areas</b>				
<i>Verges and Lye Green Mowing</i>	£3,048.00	£2,859.89	£1,338.81	
<i>CLASP / CASE/ Road Safety</i>	£0.00	£0.00	£0.00	
<i>Trees, Footpaths and Gritting, Village and Lye Green Maintenance</i>	£2,350.00	£150.00	£0.00	
<i>Village Green Design Costs</i>	£6,000.00	£0.00	£0.00	
	£0.00	£0.00	£0.00	
<b>Total</b>	<b>£11,398.00</b>	<b>£3,009.89</b>	<b>£1,338.81</b>	
<b>Miscellaneous and Professional</b>				
<i>Professional Costs</i>	£2,655.00	£1,460.77	£600.00	<i>Annual AGAR Audit Fees</i>
<i>VAT Payable</i>	£16,355.00	£14,721.94	£6,999.24	
	£0.00	£0.00	£0.00	
<i>General other costs</i>	£3,260.00	£1,277.13	£463.00	<i>CPRE renewal, Website hosting, Parish Mag fee</i>
<b>Total</b>	<b>£22,270.00</b>	<b>£17,459.84</b>	<b>£8,062.24</b>	
<b>Total Expenditure</b>	<b>£124,296.00</b>	<b>£108,956.41</b>	<b>£53,824.86</b>	
<b>Surplus / (Deficit)</b>	<b>-£11,085.00</b>	<b>-£14,621.62</b>	<b>-£39,139.13</b>	<i>Kompan invoices outstanding @ £23788 NET</i>
<i>Opening Bank Balance 1/4/2020</i>		£124,708.81		
<i>Closing Bank Balance 30/9/2020</i>		£110,087.19		
<i>Balance Change</i>		-£14,621.62		

10.3. **Bank Reconciliation - Review and approval by Councillors.** Bank Reconciliation to 31st December 2020. Councillors reviewed the Bank Reconciliation and approval proposed by Chair SL and seconded by DM.

<u>CLAVERTON PARISH COUNCIL</u>		<u>For the Financial Year ending 31st March 2021</u>			
<u>BANK RECONCILIATION</u>		<u>Quarter ending -</u>		<u>31-Dec-20</u>	
Prepared by	Jane Whitehurst	Position			
01/10/2020					
Approved by	.....	Position			
Date	.....				
	<u>Date</u>	<u>Current Account</u>	<u>Investment Account</u>	<u>Yarningale Account</u>	<u>TOTAL</u>
		<u>£</u>	<u>£</u>		<u>£</u>
BALANCE PER BANK STATEMENT AS AT	31/12/20	58751.98			58751.98
			35887.01		35887.01
				15448.20	15448.20
					0.00
					0.00
<u>Add any banked funds not cleared</u>					0.00
					0.00
<b>NET BANK BALANCES AT 31/12/2020</b>		<b>£58,751.98</b>	<b>£35,887.01</b>	<b>£15,448.20</b>	<b>£110,087.19</b>
The net bank balance reconciles to the Cash Book (receipts & payments) for the period to date/ year as follows					
<u>CASH BOOK .</u>					
Opening Balance at 31/3/20 per AGAR		124708.81			
ADD - Receipts during the period		94334.79		From total income on budget and balance sheet	
LESS - Payments during the period		108956.41		From total expenditure on budget and balance sheet	

**11. Annual Risk Assessment and Budget**

- 11.1. **Annual Risk Assessment** – Councillors to review the Annual Risk Assessment for 2021/22. It was noted that the play area is not yet included in the risk assessment as it is now closed to the public. Having reviewed the risk assessment and on the proposal of the Chair SL, seconded by HS, the risk assessment was approved by all councillors.
- 11.2. **Approve Budget 2021/2022 & Approve precept.** Budget for 2021/2022 was reviewed and precept was set at £32,500, an increase of £1900 on last year. Chair SL proposed the precept to be approved, seconded by KM, and agreed by all councillors. NB this agenda item followed 10.1, then followed by item 10.3 and 10.2 in sequence due to Chair inadvertently skipping a page of the agenda.

**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)**

**My local bobby and gritting schemes.** WC Councillor John Horner wants to know if there is any interest. Chair SL outlined that “my local bobby” had not been included in the precept and that the ANPR was working very well. HS raised public complaint about the state of the pavement at back of pavilion. However, it was thought that this had been cleared in the rain. PB raised issue of ruts in the ground at Yarningale Common and SL raised issues of fencing and ditches at Yarningale. ND raised issue of state of roads around rural parts of village where parts of the roads had broken down. e.g., junction of Kington Lane and Langley Road. SL agreed to highlight areas of concern with County Councillor John Horner.

**13. Meeting Dates**

8<sup>th</sup> March was set as next meeting date.