



PARISH COUNCIL OF CLAVERDON

Minutes for Council Meeting 27th July 2021

Present – Councillor S. Lawton (Chairman) (SL), Councillor D. Middleton, (DM), Councillor H. Spiers (HS), Councillor P. Bicknell (PB) (part), Councillor N. Dargan (ND), County Councillor J. Horner (JH) (part), and 7 members of the public.

Apologies for absence. Councillor K. Meeson (KM), Councillor D. Goosen (DG),

Declarations of Interest

Councillor Spiers declared a declaration of interest for planning agenda item 4.1.1 Breach Lane development. Chair S. Lawton declared a declaration of interest for item 4.3.3 proposed single story rear Orangery extension at Basse Croft.

1 Minutes of the last Meeting.

1.1 On the proposal of the Chairman, seconded by Councillor N. Dargan, the minutes of the Council Meeting held on 6th May 2021, were taken as read and approved by all councillors present.

2 District and County Councillors Reports.

2.1 County councillor John Horner gave the following account.

- 2.1.1 The recycling depot has had a fire and the blue bins will not be collected this week and will be out of action for some time.
- 2.1.2 Warwickshire county council have allocated £130 million for a Warwickshire Recovery and Investment Fund and companies can begin to apply for support for Covid recovery either in the form of a grant or a loan.
- 2.1.3 A working group has been set up to look at a 20 mile an hour speed limit in village centres.
- 2.1.4 County bus services. A different working group will be set up to respond to the Government initiative to increase bus travel. Called a Bus Service Improvement Plan, it envisages partnership working with selected providers
- 2.1.5 Recent quarterly Arden Clerks and Chairs Meeting which met at the beginning of July.
 - 2.1.5.1 The first item was a regular briefing from the Police. At this briefing parishes can raise concerns with the local police sergeant and ask questions. A new reporting website is now operational called: www.warwickshireconnected.com and is taking registrations.
 - 2.1.5.2 Scott Tompkins, Assistant Director of Communities Directorate, addressed the meeting on roads maintenance and the possible use of lengthsman, funded by parish councils, to carry out maintenance to enhance the County activity.
 - 2.1.5.3 Andrea Duxbury from Langley parish described a project of rewilding roadside verges in parts of Langley and the diversity of wildflowers beginning to reappear and outlined the environmental benefits of leaving verges unmowed. However, all the grass cuttings will still need to be picked up.

2.2 JH addressed queries from the public

- 2.2.1 The likelihood of a bus service on the main road (JH replied that this has been looked at before and is not considered viable)
- 2.2.2 The traffic around Claverdon Village Green (JH replied there was insufficient data on accident statistics for Warwickshire County council to address therefore Parish Council will need to find £500 to get a design done by WCC.)
- 2.2.3 Saddlebow Lane flooding (JH outlined that the pipes currently get very blocked and raised the possibility of a joint design between Claverdon and Wolverton parishes.)
- 2.2.4 Procedure for obtaining metal kissing gates from WCC (the landowner needs to request to the footpath officer that they need a kissing gate for stock control purposes).
- 2.2.5 Clarification on who is responsible for bridleways and footpaths (Bridleways and Roads are responsibility for the county council and landowners are responsible for footpaths. JH outlined the community payback scheme where people doing community service can be used to do community work such as clearing bridleways and footpaths. JH to further advise on the community payback scheme.
- 2.2.6 Whether it was possible for District Councillor Peter Richards to produce a written report to go in the parish magazine (JH advised that in that Ian Shenton's report could go in the parish news.)

3 Public Forum.

3.1 Queries from residents regarding

- 3.1.1 What was meant by the facility referred to in the internal audit (facility referred to is the pavilion and recreation field)
- 3.1.2 Whether or not the Parish Council was operating within its legal powers to approve tennis court lights (Chair SL advised that this would be covered by Agenda item 11.)
- 3.1.3 Social housing mix on Breach Lane. Chair SL outlined that of the three existing houses In Breach Lane, two were in part ownership to local residents and the third house was rented to someone with connection to the village. SL believed that the current proposal for 11 houses to rent and one for part ownership in the current Breach Lane planning application does not follow this ratio mix and is based on an out-of-date housing needs survey. The current housing needs survey does not support this housing mix. Parish Council has asked SDC for clarification on this but has received no reply.
- 3.1.4 Whether the proposed Breach Lane development will allow a local resident to be eligible if they wish to downsize. SL outlined that Home choice at Stratford District Council decides on how the houses are allocated and John Horner responded that it should be possible for someone to meet the eligibility criteria if they were wishing to downsize.

4 Planning.

4.1 Update on previously considered applications.

- 4.1.1 20/02868/FUL Proposed Erection of 12 Local Housing Need dwellings and associated works at Land to The South Of, Breach Lane, Claverdon, For Mr Neil Gilliver Warwickshire Rural Housing Association. Support. The parish council welcomes the development which provides social housing on a relevant scale offering opportunities to local residents in line with our Housing Needs Survey 2020. We have made further representation to SDC to validate that the proposed development will meet the needs of our housing needs survey. An amendment/additional information has been received for the application including plans showing re-siting and design of dwellings, public open space and associated landscaping, Road Safety Audit, Design Rationale, Perspective / visuals. **Reconsultation. Action:** Clark to ask what the timescales are for the reconsultation and to clarify which housing needs survey is being used and what is being re-consulted.
- 4.1.2 20/03633/FUL Proposed rear extension, side extension and front alteration together with roof conversion at Weatheroak , Langley Road, Claverdon, CV35 8PU. **No Objection. Approved**
- 4.1.3 20/03451/FUL New access drive to existing dwelling. At The Homestead, Yarningale Lane, Yarningale Common, Warwick CV35 8HW Resubmitted (correct notice of landowner not served). Is on Parish Council land is Green belt and impact on biodiversity plan. **Revised to No Objection** after further information provided by owner. **Approved**
- 4.1.4 21/00375/FUL Rear porch extension and erection of a new detached garage in rear garden. Alterations to garden walls, gates, and boundary fence. Church View, Church Road Claverdon CV35 8PB. **No objection Approved.**
- 4.1.5 20/03716/FUL Alterations to Meadow Cottage and erection of a new house with replacement detached double garage and widening of existing access to Station Road Cottage, Station Road, Claverdon, Warwick CV35 8PE **Objection, Pending**
- 4.1.6 20/03306/FUL Proposed new dwelling at The Old Butchers Shop, The Green, Claverdon, CV35 8LL **No Objection. This application has finally been approved after site visit**
- 4.1.7 21/00781/FUL. Demolition of garage and conservatory. Single storey rear extension. 2 x two storey extensions. Insertion of dormer windows at 1 St Michaels Road, Claverdon, CV35 8NT. **No Objection, however size was queried to ensure within limits.**
- 4.1.8 21/00745/ Erection of 2m high timber fence adjacent to highway at Brae House, Langley Road, Claverdon, Warwick CV35 8PJ. **No representation. Re consultation and planning committee 21/7/21.**

4.2 Applications Responded to Inter-meeting

- 4.2.1 21/00442/FUL. Installation of an electric sliding gate and pedestrian gate at the end of the driveway. Also, to re-brick the bottom half of the driveway at Crown Farm, Henley Road, Claverdon, CV35 8LJ. **No Objection**
- 4.2.2 21/01206/FUL. Removal of existing hedge & erection of 900mm high 220mm brick wall with 2m high timber fence adjacent to Langley Road. Mulberry House, Langley Road, Claverdon, Warwick CV35 8PJ **No representation**
- 4.2.3 21/01660/TREE T1 - sycamore - Reduce branches on the side of the tree which overhangs the neighbouring property by removing the branches to give clearance to the neighbouring roof and chimneys of 2 metres. T2 - Scots pine – Fell at The Laurels, Henley Road, Claverdon, Warwick CV35 8LJ **No representation. Approved**
- 4.2.4 21/01463/FUL Demolition of existing game bird rearing building and erection of replacement game bird rearing building on same site. Heart Of England Farms, Henley Road, Claverdon, CV35 8PS. **No Objection. Approved**
- 4.2.5 21/00781/FUL Demolition of garage and conservatory. Single storey rear extension. 2 x two storey extensions. Insertion of dormer windows. 1 St Michaels Road, Claverdon, CV35 8NT. **No Objection**
- 4.2.6 21/01749/FUL Demolition of garage and erection of a dwelling. Ossetts Oak, Ossetts Hole Lane, Yarningale Common, CV35 8PT. **No Objection**
- 4.2.7 21/01533/FUL Two storey side and rear extension single storey rear extension and front porch alteration. Sunnyside, The Green, Claverdon, Warwick CV35 8LL **No representation**
- 4.2.8 21/02031/FUL. Proposed rear sun lounge. Lanclass, Langley Road, Claverdon, Warwick CV35 8QA **No representation**

4.3 Planning Issues for comment to SDC after the Parish meeting

- 4.3.1 21/02236/TREE Proposed T1 - hornbeam - Crown lift to 3 metres all round. T2 - horse chestnut - Crown lift to 3 metres over car parking spaces. T3 - holm oak - Crown lift to 3 metres over car parking spaces. T4 - sycamore - Remove major dead wood and reduce any structurally compromised limbs. Claverdon Church Centre, Church Road, Claverdon, CV35 8PD **No Objection**
- 4.3.2 21/02153/FUL Extension to the rear of the property to create an additional bedroom in the original house and a living room in the extension. Roseden, Park Drive, Claverdon, CV35 8HG. Proposal is now much smaller than the original, which was objected to, therefore councillors agreed **No objection**
- 4.3.3 21/02193/FUL. Proposed single storey rear orangery extension. Basse Croft, Henley Road, Claverdon, CV35 8PS. Councillors agreed **No objection**

5 **Internal Audit. Consider and approve response to internal audit interim findings (Internal audit interim findings included in appendix 1)**

Chair and Councillors gave a historical account of how the Pavilion had become very rundown and dilapidated and had been rebuilt using some proceeds from the sale of Tattlebank wood (a largely unused and contaminated site sold for £95,000) and a £70,000 grant from sports England. This grant application had been successful largely because it had a cohesive plan for the growth and development of sport in the village. Councillor Spires expressed concern that this grant might currently be at risk if the club sporting activities were curtailed. Chair Simon Lawton outlined that clubs must sign up to hosting matches to a timetable which is dictated by the various leagues

The clerk then summarised the views of the internal auditor :-

- Any additional running costs incurred by sporting use must be covered by the clubs who use the facility. These include the additional mowing required, which is approximately double the requirement needed if the recreation ground were not being used for sporting use, any utilities bills, insurance, additional refuse collection and a reserve set aside every year for future maintenance etc. Otherwise, the clubs would be receiving a de facto subsidy from the Parish Council, and this is not permitted as it does not reflect even handedness to other clubs and residents in the village.
- Local residents are the owners of the pavilion and the recreation ground and potentially have a loss of amenity by not being able to have full use of either the recreation field and/or the pavilion every evening during the week and a large proportion of weekend hours.

- Therefore, local residents are neither being adequately recompensed for the loss of amenity, nor able to use the amenity themselves at key core hours for working people, for an asset that they themselves own.
- The accounts of the pavilion/ recreation ground must be transparent and be made public and that if any sporting club wish to make an application for a grant from the Parish Council this must be done in an open and transparent manner and be similarly open to any other village organisation.

Discussion then followed about whether it may be possible for the Club's use of the pavilion to be restricted to the toilets and changing rooms, therefore allowing the main function room to be used by village residents as a possible mitigation (however this would not address the loss of amenity of recreation field).

Problems with parking along Langley Road was also highlighted and that these might be exacerbated further, with any additional activity and use of the pavilion and recreation field.

- 5.1 **Provide a detailed financial analysis of the ongoing costs/income to maintain the facility.** A profit /loss statement for the pavilion was included as part of the meeting papers **and is included at Appendix 2 for transparency.**
- 5.2 **Carry out a survey followed by an open meeting for residents to come forward with their wishes regarding their own facility.** A recommendation to conduct a survey of residents to ask what they want to use the pavilion for and when they might want to use it was discussed.
- 5.3 **Set up a subcommittee group from residents. (Which should include a minimum of one councillor).** Councillors welcomed the idea of a subcommittee to manage the pavilion and Councillor Phil Bicknell indicated that representatives from the football and cricket clubs would be prepared to join such a committee.

Action. Chair Simon Lawton agreed to draft a response to the internal auditor.

6 Housing in Claverdon

No update at this time

7 Policing, CLASP & CASE.

- 7.1 Councillors noted how Claverdon is rarely mentioned now in the police weekly reports and how crime figures seem to have dropped significantly.
- 7.2 **Review and approve request from CASE team for a contribution from the Parish Council for approximately £200 for ongoing maintenance costs.** This was proposed by Councillor Hazel Spires, seconded by chair Simon Lawton, and approved by all councillors present.

8 Recreation Field

- 8.1 **Update on dispute with Kompan. Review Solicitors letter and demand for payment. Approved Proposed remedial works.** Councillors expressed their continued dissatisfaction with Kompan's failure to complete the agreed remedial works and agreed to the retention of £12,000 in the final payment. With the already agreed reduction given by Kompan, this results in an approximate £5000 shortfall in payment for the final invoice. Councillors agreed to obtain further independent quotations for remedial works in addition to the one already received from Fairways. Councillors reflected on Kompan's threats to withdraw their warranty agreement and to remove some of the equipment offsite. Councillors felt that Kompan's customer service was so poor to date that the loss of warranty was not a significant concern and that the PC had in fact paid, in full, for the equipment kit only invoice. Chair SL had done some research into the solicitors cited on the letter and found that they were a debt collection agency.

Action. Chair SL agreed to draft a response to Kompan.

8.2 Update on license agreements with Claverdon Cricket club and Claverdon Football club. No signed licenses have been agreed. Agree way forward.

- 8.2.1 Chair SL agreed to re-draft the Claverdon cricket club license in response to issues raised by the Cricket Club.
- 8.2.2 Councillors agreed that as the football club had been using the recreation ground since April it must pay the licence fee and sign the license as soon as possible. Action clerk will notify CAFC in writing and via Councillor ND verbally to that effect as soon as possible.
- 8.2.3 Councillors also agreed to write to the Warwickshire Cricket club third team to terminate their use of the field for the 2022 season.

- 8.3 **Update on review of field use and impact on nearby residents especially parking on Langley Road opposite the field and Oak Dene Close.** Loss of amenity had already been discussed in the internal auditor's report item Councillors agreed that the Parish Council will write to the clubs requesting that they ask their members to be more considerate with their parking along Langley Road and Oak Dene close.
- 8.4 **Update on proposals for cleaning and diary mgt.** No update.
- 8.5 **Agree exact siting of 2 new litter bins and 1 poo bin for recreation ground.** Councillors agreed to site two new bins to left- and right-hand side of pavilion and the poo bin to be sited on the recreation field on the left-hand side of the fence as you exit the field.
- 8.6 **Update on installation of outdoor Gym.** Chair S L agreed to contact Pinfold Land to complete the install the remaining gym equipment. SL also outlined the plans for the area behind the patio where two trees have been planted and where the wildflowers are currently being left to self-seed to provide in future, a small wildflower/orchard area. Due to amount of rubble found underneath the topsoil, the two trees currently in situ will be left to see if they thrive before planting any further trees.
- 8.7 **Review and approve quote for Tree work to remove damaged branches etc.** The quote from Xtreme Tree care was reviewed and approval proposed by chair S L, seconded by Councillor ND. And approved by all councillors present
- 8.8 **Review and approve quote for Regular playground mowing and strimming.** The quote from Thomas fox was reviewed and deemed to be disproportionately high compared to the quote for mowing the whole field. Therefore, counsellors agreed to seek to other quotes. Councils also agreed that weekly mowing seemed excessive, probably can reduce to once a month or perhaps twice a month in peak growing season.
- 8.9 **Update on Pavilion snagging (doors/portaloos/ fencing to be removed).** Chair S.L outlined that the doors now now fit better as they have dried out in the warmer weather and that the portaloos are now gone.
- 8.10 **Review and approve maintenance work required to fences (new play area, old toddler play area, area behind Pavilion bordering station road and fence behind seating benches.** Chair SL agreed to ask Pinfold to quote to replace the missing rails onto Station Road and Councillor H.S agreed to send photos of snagging issues with the fence around the playground and repair work needing to be done.

9 Footpaths /Bridlepaths

- 9.1 **Update on how to make pathways more accessible to those with disability and mobility issues e.g., wooden stiles. Review and agree Proposal for 2 new stiles in Oak Dene Close path to breach Lane.** Chair SL agreed to work with County councillor J.H.to replace two stiles in Oak Dean close using the stock of metal kissing gate held by Warwickshire County Council. Chair Simon Lawton expressed his frustration with landowners (who must give permission for any stile replacement, are either refusing to engage and reply to requests or (in the case of the stile to the field opposite the school) suggested they would grant permission to replace the site if the Parish Council granted planning permission on her land which is unacceptable.

10 Yarningale Common

- 10.1 **To review and approve £500 TO WCC for Great crested newts DNA testing kits for Yarningale common.** Councillors approved 500 spend on the DNA testing.
- 10.2 **To review and approve proposal from friends of Yarningale common (FOYC) for FOYC insurance and for fence and post repairs.** Councillors approved spend of £157 for public liability insurance for Friends of Yarningale common to enable them to carry out their volunteer work on the common and £250 for replacement poles and fences which have rotten.

11 Dorothea Mitchell Hall

Consider and approve request from Tennis Club for lighting at the Tennis Club. Chair SL outlined that the Parish Council have been approached by the tennis club for approval to install lights at the tennis club, as required by their lease agreement. However, as the Parish Council is not in control of the site, any approval must now be sought from the Dorothy Mitchell Hall trustees, however Chair Simon Lawton noted that in the lease it also states that any such request must not be unreasonably withheld.

12 Finance

12.1 Consider and approve £500 spend with WCC for redesign of village green. Councillors agreed to spend £500 with Warwickshire County council for a design for the village green to improve traffic flow and safety. County councillor JH to advise on how to proceed.

12.2 To authorise payments due to date and approve the account projection to end of June 2021.

Chair SL proposed to authorise the payments, and seconded by Councillor Hazel Spires and this was agreed by all councillors present.

Date	Item	Cheque No	Current Account		Deposit Accounts	Yarningale Account		Total
			Deposits	Debits		Deposits	Debits	
30 Apr 21	Balance		£71,820.93		£35,891.73	£15,448.20		£123,160.86
	Payments for Approval							
	Item	Amount						
	Allowance May 21	£26.00						
	HP Instant Ink - Ink supply for Printer May	£9.99						
	mileage May							
	Stationery May							
	Total	£35.99						
6 May 21	Warwickshire Cricket Club for 21/22 Season license fee	BACS	£500.00					£500.00
13 May 21	Claverdon Cricket Club for 21/22 Season license fee 1st Half	BACS	£250.00					£250.00
17 May 21	Water Plus. Water Chgs at Pavilion for Mar 2021	DD		£23.29				(£23.29)
20 May 21	Thomas Fox landscaping & Maintenance Ltd 22.04.20 Mowing of the village and verges (2 of 8 2020)	Bacs		£456.32				(£456.32)
20 May 21	Zurich Municipal Insurance renewal 21-22	Bacs		£653.04				(£653.04)
20 May 21	Zurich Municipal Insurance renewal 21-22 add on for Playground	Bacs		£294.73				(£294.73)
1 Jun 21	Opus Energy. Pavilion Electricity 15-04-21 to 14-05-21	DD		£17.99				(£17.99)
9 Jun 21	JM Whitehurst. May 2021 Net Salary	Bacs		£603.51				(£603.51)
9 Jun 21	JM Whitehurst. May 2021 Expenses	Bacs		£35.99				(£35.99)
	Receipts and /or Transfers							
31 May 21	Interest on Reserve and Deposit Accounts				£0.84			£0.84

Date	Item	Current Account			Deposit Accounts	Yarningale Account		Total
		Cheque No	Deposits	Debits		Deposits	Debits	
31 May 21	Projected Balance		£70,486.06		£35,892.57		£15,448.20	£121,826.83
	Payments for Approval							
7 Jun 21	CD&CE Smalley Pond clearance 22/10/2020	Bacs					£960.00	(£960.00)
9 Jun 21	Thomas Fox landscaping & Maintenance Ltd April Mowing of the village and verges (1 of 8 2021) and Recreation Field ground (1 of 24, 2021) and Lion hill.	Bacs		£1,015.12				(£1,015.12)
9 Jun 21	Thomas Fox landscaping & Maintenance Ltd. May Mowing of the village and verges (2 of 8 5/5/21) and Recreation Field ground (2-6, of 24 2021)	Bacs		£943.16				(£943.16)
15 Jun 21	Water Plus. Water Chgs at Pavilion for Mar 2021	DD		£23.29				(£23.29)
6 Jul 21	JM Whitehurst. June 2021 Net Salary	Bacs		£624.99				(£624.99)
6 Jul 21	JM Whitehurst. June 2021 Expenses	Bacs		£82.43				(£82.43)
24 Jun 21	DCE Construction Interim Costs of extension of Pavilion at Recreation Ground minus retainer	Bacs		£4,740.00				(£4,740.00)
24 Jun 21	HM Revenue & Customs. Apr/May/ Jun 21 Income Tax deductions re. Clerk's salary	Bacs		£7.20				(£7.20)
24 Jun 21	Ventureserve spraying Thistles on Mount under Yarningale Bio Agreement 7/6/21	Bacs					£612.00	(£612.00)
30 Jun 21	Opus Energy. Pavilion Electricity 15-05-21 to 14-06-21	DD		£18.88				(£18.88)
	Item							
	Amount							
	Books of stamps (2x 4 large, 1x 12 1st, 1 x12 2nd class)							£28.44
	Allowance Jun 21							£26.00
	HP Instant Ink - Ink supply for Printer. Jun							£9.99
	Mileage June							£18.00
	Total							£82.43
	Receipts and /or Transfers							
30 Jun 21	Interest on Reserve and Deposit Accounts	BGC					£0.99	£0.99

Date	Item	Cheque No	Current Account		Deposit Accounts	Yarningale Account		Total
			Deposits	Debits		Deposits	Debits	
30 Jun 21	Projected Balance		£63,030.99		£35,893.56	£13,876.20		£112,800.75
Payments for Approval								
12 Jul 21	Claverdon Gardening Group and plants for planters winter /spring			£57.35				(£57.35)
12 Jul 21	Thomas Fox landscaping & Maintenance Ltd June Mowing of the village and verges (3-4 of 8) and Recreation Field (7-10 of 24)			£1,310.32				(£1,310.32)
	<i>Item</i>	<i>Amount</i>						
	Allowance July 21	£26.00						
	HP Instant Ink - Ink supply for Printer. July							
	Mileage July							
	Total	£26.00						
Receipts and /or Transfers								
2 Jul 21	Sports England grant 5 % retention payment	BACS	£3,500.00					£3,500.00
31 Jul 21	Interest on Reserve and Deposit Accounts July							
Date	Item	Cheque No	Current Account		Deposit Accounts	Yarningale Account		Total
			Deposits	Debits		Deposits	Debits	
31 Jul 21	Projected Balance		£65,163.32		£35,893.56	£13,876.20		£114,933.08

12.3 Annual Accounts. Income & Expenditure for the 3 months to 30th June 2020 – Review against budget & approval by Councillors.

Accounts were reviewed against budget and approved by all councillors present.

Claverdon Parish Council Accounts for the Year to 31 March 2022				
ITEM 11.4- AGENDA	Budget for the Year	YTD Payments & Receipts to 30/06/2021	Period 1/04/2021 to 30/06/2021	NOTES
Precept	£32,500.00	£16,250.00	£16,250.00	Precept First Half Year
Recreation Field (Clubs Etc.)	£600.00	£750.00	£750.00	Expected £1500 (£500 ea. from CCC, CAFC and Warks 3rds). £500 received from Wark 3rds and first half payment from CCC £250
Bank Interest	£50.00	£2.73	£2.73	
Miscellaneous	£0.00	£0.00	£0.00	
Playground Grants & Fundraising - WALC & Donations	£0.00	£0.00	£0.00	
Pavilion Refurb & Extension Grants	£3,500.00	£3,500.00	£3,500.00	Sports England grant for Pavilion 5% retention fee
Verges mowing reclaim from SDC	£1,300.00	£0.00	£0.00	
Wayleave Rent and Easements	£277.00	£0.00	£0.00	
VAT Reclaimed	£3,000.00	£0.00	£0.00	VAT reclaim has been submitted for £6571. £5000 unclaimed form last year.
Yarningale Biodiversity Management Plan Payment	£6,119.00	£0.00	£0.00	
WCC Councillors Grant Fund	£1,000.00	£0.00	£0.00	
		£0.00	£0.00	
Total	£48,346.00	£20,502.73	£20,502.73	
Expenditure				
Administration				
Clerk's Salary	£9,000.00	£2,418.02	£2,418.02	
Clerk's & Admin Expenses	£1,000.00	£261.88	£261.88	
Total	£10,000.00	£2,679.90	£2,679.90	
Recreation Field				
Mowing	£2,295.00	£800.00	£800.00	
Playgrounds - new all ages playground at Recreation Field.	£0.00	£0.00	£0.00	
Pavilion Refurbishment/Rebuild	£0.00	£3,950.00	£3,950.00	Final finishing minus £1000 retention for snagging
Other General Maintenance and Field work	£2,200.00	£119.81	£119.81	Utilities bills
Total	£4,495.00	£4,869.81	£4,869.81	
Yarningale Common				
Biodiversity Management work & fees	£8,000.00	£1,310.00	£1,310.00	Ventureserve thistle spraying £510. 2020 pond clearance work £800.

Mowing	£700.00	£0.00	£0.00	
General Maintenance & Other major works	£3,000.00	£0.00	£0.00	
Total	£11,700.00	£1,310.00	£1,310.00	
<u>Other Village Areas</u>				
Verges and Lye Green Mowing	£3,088.00	£2,304.12	£2,304.12	including one off Annual Lion Hill mowing
CLASP / CASE/ Road Safety	£0.00	£0.00	£0.00	
Trees, Footpaths and Gritting, Village and Lye Green Maintenance	£4,350.00	£57.35	£57.35	Winter/ spring bedding by in containers around village
Village Green Design Costs	£0.00	£0.00	£0.00	
	£0.00	£0.00	£0.00	
Total	£7,438.00	£2,361.47	£2,361.47	
<u>Miscellaneous and Professional</u>				
Professional Costs	£2,725.00	£1,136.77	£1,136.77	£189 Audit fees 2020 and £948 2021-22 insurance renewal (to include upgraded Pavilion and playground)
VAT Payable	£3,000.00	£1,812.78	£1,812.78	
	£0.00	£0.00	£0.00	
General other costs	£3,160.00	£474.00	£474.00	WALC renewal fee,
Total	£8,885.00	£3,423.55	£3,423.55	
Total Expenditure	£42,518.00	£14,644.73	£14,644.73	
Surplus / (Deficit)	£5,828.00	£5,858.00	£5,858.00	Kompan invoices outstanding @ £23788 NET
Opening Bank Balance 1/4/2021		£109,075.08		
Closing Bank Balance 30/6/2021		£114,933.08		
Balance Change		£5,858.00		

12.4 **Bank Reconciliation - Review and approval by Councillors.** Chair SL proposed that the bank reconciliation be approved. This was seconded by Councillor PB and was approved by all Councillors present.

CLAVERDON PARISH COUNCIL					
For the Financial Year ending 31st March 2022					
BANK RECONCILIATION		Quarter ending -		30-Jun-21	
<p>Prepared by Jane Whitehurst 13/07/2021</p> <p>Position Parish Clerk & Financial Officer</p> <p>Approved by</p> <p>.....</p> <p>Date</p> <p>.....</p>					
	<u>Date</u>	<u>Current Account</u> £	<u>Investment Account</u> £	<u>Yarningale Account</u>	<u>TOTAL</u> £
BALANCE PER BANK STATEMENT AS AT	30/06/2021	63738.41			63738.41
			35893.52		35893.52
				13876.20	13876.20
<u>Less unrepresented cheques/payments</u>					
Clerk June Salary and expenses		707.42			707.42
Claverdon gardening group		57.35			57.35
Thomas Fox verges and field mowing		1310.32			1310.32
<u>Add any banked funds not cleared</u>					
Sports England lottery grant retention		3500.00			3500.00
					0.00
					0.00
NET BANK BALANCES AT 30/06/2021		£65,163.32	£35,893.52	£13,876.20	£114,933.04
<p>The net bank balance reconciles to the Cash Book (receipts & payments) for the period to date/ year as follows</p> <p>CASH BOOK.</p>					

Opening Balance at 31/3/21 per AGAR	109075.08	
ADD - Receipts during the period	20502.73	From total income on budget and balance sheet
LESS - Payments during the period	14644.73	From total expenditure on budget and balance sheet
NET BANK BALANCES AT 30/06/2020	£114,933.08	(Difference accounted for by 4 p in dormant account)
1		

- 13 **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)
- **Lawn mower has been left in field for weeks now.** Is awaiting repair and is intended to be sold.
 - **Council members to have more Face-to-Face interaction for remainder of year, reducing email traffic.** Councillors agreed to meet regularly informally for face-to-face discussion and information sharing to reduce the amount of email traffic between them. To meet 13th Sept.

- 14 **Meeting Dates**
Agree date for future Parish Council meetings.
 Dates agreed for next Parish Council meeting 4th October.
 Informal meeting for councillors 13th September.

CLAVERDON PARISH COUNCIL

INTERNAL AUDIT NOTES: 2020/2021 - Interim

As always, this report reminds council of that this is intended as a helpful review of adherence to obligations and to help safe-guard the council and equally the electorate, that care and proper procedures are followed. This does not qualify the audit report but merely advises the council of methods or procedures that it might consider in order to meet its purpose.

As per the 'Good Councillors guide,' from NALC. The internal auditor is to carry out checks on its internal controls and focus on areas of risk. We strongly recommend that all councillors read this guide to bring themselves up to date with current legal requirements which as councillors they are obliged to uphold.

We have identified a significant risk area which the councillors are required to address.

Pavilion

Significant council funds have been spent on this facility and a suitable management structure is therefore necessary in order for the council to show 'due care.'

The council must look at this new facility with fresh eyes as an asset which the village owns. Historic events on the previous facility must not prevent the council from acting with due diligence.

We note the VAT position for the renovations of this area and clarify that a commercial venture is that which is operated with 'a view to a profit'. Neither this nor the contribution from Sport England affects the responsibility of the council with regard to obtaining best value. (This means that the facility should cover its own costs). To avoid complications or interpretations it is entirely possible that the recreation ground income could support the running costs of the pavilion. The recreation ground has become more attractive to users, with the addition of the pavilion. Therefore providing an opportunity for increased rental for the field, which could provide an opportunity for the council to fulfil their obligations.

The council have an obligation to use the public funds they have for the benefit of all residents. To safe-guard its assets long term (which includes bank reserves). That means that council should encourage any group requesting financial assistance to be self-financing. Council should not assist (which includes providing facilities at below cost) organisations with their day to day running costs but can approve grants for specific items or projects. All of the information covering this can be found in the 'Essential guidance for local councillors,'

We have seen no sign of in-depth research with regard to the use or ongoing finances of this facility.

Council is required to regularly assess if management or costs can be improved.

Council have a RFO who is there to guide council through financial matters.

The council must run in an open and transparent manner. This does not seem to be the case based on the following;

The net financial cost to the council for the pavilion is not identified and we have seen no comparison of the income from this facility. As a result the electorate will be unaware of the actual cost that it is funding.

This is not transparent.

Council must represent the interests of all sections of its community, which they can only do with consultation. We have seen no evidence of any consultation with the village.

We have seen no evidence that the electorate have preferential usable rights over those wishing to use it from outside the village. There seems to be no plan to enable residents to utilise the facility for which they are themselves own and are paying for, whether from reserves or in the precept.

We have seen no income generated over the previous two years but are aware of invoices paid which indicate usage.

The access to the building should be monitored closely as any liability is that of the council. A keyholder should be appointed, see my mention of a working group below.

Has there been a risk assessment done on the building?

Is there a COVID policy in place for users of the building?

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A license to use a facility should include restrictions such as number of times, days, type. Etc. There is the opportunity to add to the license restrictions. For example, when using the pavilion with the recreation field the rental for the field must be paid. (which should be commercially based). This charge would normally be paid at the time of use or in advance, thus avoiding the build up of debts to the council and perhaps drawn out discussions later on.

The use of the pavilion by groups whose membership is not entirely nor mainly from within the village should be considered along with providing availability to the residents, who are the owners.

Assisting village clubs/groups

The council must show even handedness to its community. Must not give preferential treatment to any particular group or groups within its parish. Providing a facility below cost has the effect of using public funds to support one or more groups above any other.

Council has an option to support individual village groups in the village by way of inviting applications for annual grants. These grants must also be open and transparent. An application process should be part of the Standing Orders. It then considers each applicant on its own merits together with the accounts of the organisation. Assessing the benefits to its community that a grant would enable.

No organisation should rely on a council grant for its running costs. Council will find the guidelines for the above in the recommended reading above.

The use of £95,000 of village funds generated from the sale of its wood, is a significant investment into the pavilion. The electorate should have ample opportunity to benefit from their asset, whether by use or by improving the council's finances from which council improve village facilities. The maintenance and refurbishment of this asset continues to affect the funds of the council. This appears not to have been addressed specifically through investigation nor consultation.

With the above in mind, we noted also that a donation from the village fete fund of £9,700 was given to the pavilion fund. We would ask the council to check the records to establish if the fete fund is ring fenced monies.

We recommend:

- All councillors update themselves with current legislation which has changed significantly over the last few years. Read the 'Good Councillors guide,' from NALC.
- Provide a detailed analysis of the ongoing costs to maintain the facility. This will provide the necessary income figure required to maintain the facility. Further, to ensure the operation of the pavilion has a reserve that its own activities can build for the purpose to cover more significant expenses.
- Carry out a survey and open meetings for residents to come forward with their wishes regarding their own facility. Availability, hire cost, uses.
- Include in the information to be circulated that council is looking to form a sub committee from residents by a set date. (which should include a minimum of one councillor, ideally two who have different views).

Only by carrying out the above can the council say that they represent the current views of residents. The treatment of the pavilion is quite separate from the treatment of the recreation ground. The recreation ground also belongs to the village and if it is unable to use this due to letting then there should be fair compensation for the loss. The current situation would appear to be unacceptable in its current form.

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We note the following.

Proper Data Protection legislation is referred to at meetings with regard to personal information restrictions.
Insurance renewal.

Bank reconciliations quarterly. We note however that the date is not always correct with the balance and a few pence difference on deposit account. See March quoted balance at 31 Jan current account £57374.26 but this was shown on the statement 2nd February. Deposit account on the same summary £35888.06 but the statement shows £35888.57. On 30th September the difference on the Deposit account is 6 pence. This difference is the same on the previous reconciliation.

The above differences raise a question of council physically checking the information presented to them. The standing orders should be amended to allow remote meetings to be held if it is required by legislation. We request sight of the risk assessment, which should include the recreation ground and pavilion and any other asset the council is responsible for.

VAT

Claim refunded December £8677.04

Internal financial control:

Minutes are clear and precise showing council to be aware of monthly fund balances and payments actual and predicted. Invoices are filed in support of payments made. The purchase invoices should have two councillor’s initials on them.

Budgetary controls:

The council are advised of the budgetary comparisons on a regular basis.

Payroll controls:

The council have taken appropriate steps to ensure they adhere to the regulations for payments made to Clerks.

Insurance

The policy was reviewed.

Year end Procedures:

We have yet to review the summary for the year

Good comprehensive agendas seen and filed with minutes.

Internal Auditor:

These notes have been prepared by Accounting Data Services Limited. Notes finalised on 1st July 2021. These notes have been prepared on the basis of the guidance notes issued by the National Association of Local Councils in England and Wales and covers all issues in those notes.

M.Johnson FMAAT has carried out the work for Accounting Data Services Limited.

..... DATE

APPENDIX 2
Pavilion and recreation ground Profit and Loss

Expenses Recreation Field	2017/18	2018/19	2019/20	2020/21	2021/22 est	Projected annual ongoing	Notes
mowing	£1,500	£2,250	£2,025	£2,250	£2,000	£2,250	Mowing started late 21/22
other (hedges and trees and entrance paths)	£1,135	£600	£200	£620	£600	£600	
other field work				£4,770			(one off drainage work - paid for by football club)
sub total	£2,635	£2,850	£2,225	£7,640	£2,600	£2,850	
Expenses Pavilion							
Utilities	£592	£600	£1,088	£638	£600	£700	2019/20 little high due to building works 21/22 limited use covid
Maintenance	£495					£500	no maintenance 2019 -> due to rebuild project. set reserve at £500 per year ongoing?
insurance (large part is for cover for Pavilion)is approx. £640 pa so added in 70% of cost	£441	£446	£453	£452	£496	£500	21/22 Premium increased to £709 with increased asset value of Pavilion (this does not include premium for playground or outdoor gym equipment so is true reflection
One off bin install fee at Pavilion					£750	£0	(Only required as Pavilion gets so much extra use)
Ongoing bin collection charge					£230	£230	(Only required as Pavilion gets so much extra use)
sub total	£1,528	£1,046	£1,541	£1,090	£2,076	£1,930	
TOTAL expenditure	£4,163	£3,896	£3,766	£8,730	£4,676	£4,780	All are net figures

Income from use of pavilion and field	2017/18	2018/19	2019/20	2020/21	21/22 est	Projected annual ongoing	
Midland rangers football club	£250	£250					late payment of £250 for 2016-2017 season paid in 2018. similarly 2017-18 season paid in April 2018 in arrears
Warwickshire 3rd team		£165					2018-2019 Warwickshire 3rds paid CCC £500 but only £165 passed onto Parish Council
Claverdon cricket club	£250		£250				2018 may - aug season paid in May 2019
Claverdon Football club	£500	£260					in 2017/18£250 late payemnt for 2016-2017 season plus £250 for 2017-2018 season
TOTAL income actually received in year	£1,000	£675	£250	£0	£0		
Income from use of pavilion and field	2017/18	2018/19	2019/20	2020/21	21/22 est	Projected annual ongoing	
Midland rangers football club	£250						
Warwickshire 3rd team		£165			£500		
Claverdon cricket club	£250	£250			£500	500	21/22 fees being disputed
Claverdon Football club	£250	£260			£500	500	do not want to pay 21/22 fees until August
TOTAL income for year actually related to	£750	£675	£0	£0	£1,500	£1,000	Warwickshire 3rd team license is not planned on being renewed
NET PROFIT/LOSS	-£3,413	-£3,221	-£3,766	-£8,730	-£3,176	-£3,780	(2020/21 £4770 one off drainage work - paid for by football club)