



# PARISH COUNCIL OF CLAVERDON

## Draft Minutes for Council Meeting 4<sup>th</sup> Oct 2021

**Present** – Councillor S. Lawton (Chairman) (SL), Councillor D. Middleton, (DM), Councillor H. Spiers (HS), Councillor), Councillor N. Dargan (ND), Councillor Ken Meeson, Councillor Dave Goosen. County Councillor J. Horner (JH) (part), District Councillor Peter Richards and 12 members of the public.

**Apologies for absence.** P. Bicknell (PB)

### **Declarations of Interest**

Councillor Spiers declared a declaration of interest for planning agenda item 5.1.1 Breach Lane development.

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

1.1 On the proposal of the Chairman, approved by all present, the minutes of the Council Meeting held on 27<sup>th</sup> July 2021, were taken as read and approved by all councillors present.

### **2 District and County Councillors Reports.**

#### **2.1 District Councillor Peter Richards gave the following report.**

- 2.1.1 Stratford-on-Avon and Warwick District Councils are considering a proposal to merge, creating a new District Council covering the whole of South Warwickshire Local residents, businesses, Town and Parish Councils, are being asked to take part in a public consultation on the proposal and have their say by completing an online questionnaire which can be found here: <https://www.southwarwickshire.org.uk/> . Across the two councils, potential savings of around £10m each year are needed over the next five years
- 2.1.2 Afghan Refugee Resettlement Scheme. As part of the Home Office resettlement plan for Afghan nationals, around 100 refugees are expected to be welcomed into Warwickshire. Support required includes support with GP registration, school places, benefit claims, housing, childcare in the hotel among. All will arrive with permission to remain (indefinite leave to remain), so they can work.
- 2.1.3 Stratford Recruitment Fair. Businesses are being encouraged to sign up to join a 'medieval' recruitment fair in Stratford this October to help fill vacancies caused by the pandemic. The 'Job and Apprentice Fair' is taking place as part of the annual Stratford Mop Fair on October 12 - harking back to the Mop's original purpose in the 14th century.
- 2.1.4 Birmingham Road Improvements Work has started on the Birmingham Road improvement scheme on the section between Windsor Street to the Arden Street junction and is expected to last 10 weeks. The work is the first phase of the £6.5m scheme to make improvements from Windsor Street to the A46 roundabout, bringing cycling, pedestrian and vehicle access improvements along the full length of the Birmingham Road.
- 2.1.5 Support for Domestic Abuse Outreach Stratford-on-Avon District Council has awarded £10,000 to Refuge to enable additional outreach support across the district for people experiencing domestic abuse.
- 2.1.6 Business Growth Support. Stratford-on-Avon District Council has been awarded £1.2 million of Government funding from The Additional Restrictions Grant (ARG) scheme, which supports businesses that are not covered by other grant schemes or where additional funding is needed. Unlike previous rounds of the ARG where funds have been distributed during a period of survival to recovery, these new grants are to be strategically allocated to targeted businesses with growth a key focus.
- 2.1.7 Riverside Project Exhibition Stratford District Council and Stratford Town Trust are hosting a Riverside Scheme exhibition at The Crowne Plaza Hotel on 15th October, 11am-7pm.

#### **2.2 County Councillor John Horner gave the following report.**

- 2.2.1 A second phase of the discretionary community grants scheme is open and Arden Clerks and Chairs meeting will be determining the grants for Arden Division sometime in October. .
- 2.2.2 A fire in an industrial unit in Leamington highlights the importance of fire safety in businesses. Companies are being urged to check their fire alarms and fire prevention protocols

- 2.2.3 Autumn is setting in and the County Council Fire Service has sent out a reminder to householders to ensure their chimneys are swept before they start having fires for home heating.
- 2.2.4 The Council is working with Canal and River Trust to develop a new five year plan for Warwickshire's canals and rivers. Since the Covid pandemic Warwickshire's canals and towpaths have been heavily used and a strategy to protect and improve this resource is badly needed.
- 2.2.5 Covid lockdown have highlighted the need to provide support for victims of domestic abuse and the County has set up a 'Safe Accommodation Working Group'
- 2.2.6 The Queen's Platinum Jubilee celebrations will continue for the whole of next year across UK and around the world. Everyone is encouraged to plant a tree between October and March. The official celebrations run from June 2 to June 5 and beacons will be lighted on June 2. All Parishes in Arden Division have plans to celebrate the Jubilee in some way.
- 2.2.7 The High Sheriff of Warwickshire, Min Willoughby de Broke, recently completed a 200 miles cycle tour of Warwickshire to meet the people, organisations and small businesses that make Warwickshire the fine place it is to live, work and visit. She raised £10,000 for the High Sheriff's Fund.
- 2.2.8 The County Highways team has confirmed that it will grit and salt all the usual roads as normal across Warwickshire this winter. To do this work the County has a fleet of 38 gritting vehicles running 29 routes with nine lorries in reserve.
- 2.2.9 NHS covid scam and applying for driving license scams have been reported. Scams aren't just restricted to the Internet and many times cold 'phone calls are a front for a scam.
- 2.2.10 Arden Clerks and Chairs was held at the beginning of October and progress on minor road schemes was reviewed. Road maintenance in Preston Bagot was highlighted as a problem. Funding for an extension to the 30mph speed limit along Wolverton Road, Wolverton Fields was approved as was a 20 mph speed limit through the centre of Ullenhall. Progress was reported on the design of new gateways and a speed bump on the western approach from Redditch in Ullenhall. County Highways have been asked to review flood risk in Back Lane, Henley in Arden. Claverdon Parish Council has authorised a payment of £500 to fund a design of a safer junction at the Green, Claverdon. The Environment Agency has been asked to assess the safety of the mill dam at Wotton Wawen.
- 2.2.11 WCC SEND Provision received and adequate Ofsted report highlighting some strengths but also many areas for improvement.
- 2.2.12 Green shoots climate change fund proposed to fund EV charging points in Henley high street
- 2.2.13 Chair Simon Lawton asked for clarification on the need to register local footpaths. JH agreed to send clerk the latest footpath map.

### **3 Public Forum.**

- 3.1 Question from member of the public regarding the eligibility criteria for the housing development in Breach Lane, and whether somebody living in Coventry but with family ties to Claverdon would be eligible. Neil Gilliver from WHRA indicated that such an individual would be eligible if the houses were to be built.

### **4 Breach lane application.**

- 4.1 A presentation was given by Neil Gilliver of WRHA, which covered the tenure, allocation and rents for the proposed housing on Breach Lane, followed by a Q and A session with Councillors. A short presentation was also given by a resident from Great Alne of the process they had been through with WRHA.
  - 4.1.1 Tenure is proposed to be 11 social rent houses at approximately half market rents and one part ownership, again at approximately half open market value
  - 4.1.2 Allocation is dictated by section 106 criteria, initially starts with those who are born, live, or have a close connection to Claverdon Village. If there is insufficient take up, this is then expanded to people in neighbouring parishes.
- 4.2 Neil and Sarah Brooke Taylor (SBT) of WRCC then answered questions and issues raised by various councillors. These mainly centred around the disparity of our housing needs survey which showed only one requirement for rented accommodation and 5 for shared ownership. Questions were asked as to what evidence there was to support the proposed 11:1, rental: shared ownership mix.

- 4.2.1 Councillors expressed the view that the mix in the 2020 Housing needs Survey did not seem to be reflected in the 11 to one ratio weighted towards rented. Sarah Brooke Taylor identified that there were 14 people with a Claverdon address currently on Stratford district councils housing list who wanted to rent.
- 4.2.2 Of the five on the housing needs survey who wanted to buy, 4 came forward and 3 were discounted due to lack of financial resources to buy a shared ownership property (e.g. inadequate income or lack of deposit)
- 4.2.3 Despite repeated attempts from councillors to see whether there is any flexibility in this housing mix, it was stated that this development could only address housing need as dictated by Stratford District Council policy and this is what had led to the housing mix proposed. There was therefore no flexibility.
- 4.3 Chair Simon Lawton then outlined three scenarios of people in the village people (with adequate income and deposit) who would be prepared to purchase under a shared ownership scheme, but who did not want to rent, who could replace the 3 discounted on the housing needs survey. It was agreed by SBT that these people would be eligible to buy, but unfortunately they were not in the 2020 housing needs survey which SBT and NG stated is the evidence required by Stratford District Council policy.
- 4.4 Councillors expressed their dissatisfaction and extreme disappointment with SDC policy, because they did not feel that the housing mix proposed met the needs of the village, both anecdotally, or as reflected by the housing needs survey. Councillors reiterated they wished to be supportive of building social housing in the village, However they did not believe that Claverdon residents wanted 11 units of rental accommodation, but rather shared ownership.
- 4.5 Councillors concluded that if there was to be no flexibility on the housing mix proposed then they would reluctantly have to withdraw their support for this application.

## 5 Planning.

### 5.1 Update on previously considered applications.

- 5.1.1 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 had previously welcomed the development which provides social housing on a relevant scale offering opportunities to local residents in line with our Housing Needs Survey 2020. The Parish Council had 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.** Following the presentation and discussion as outlined in Agenda item 4 above, councillors agreed to withdraw support and object to the proposals based on 11:1 rental: shared ownership tenure type proposed and lack of flexibility in SDC policy to amend the tenure type. **Object.**
- 5.1.2 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. Appeal made due to failure of SDC to make decision on time.**
- 5.1.3 20/03306/FUL Proposed new dwelling at The Old Butchers Shop, The Green, Claverdon, CV35 8LL **No Objection, Approved**
- 5.1.4 21/00745/FUL 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.Approved**
- 5.1.5 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. Approved**
- 5.1.6 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. Refused.**
- 5.1.7 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. Approved**
- 5.1.8 21/01749/FUL Demolition of garage and erection of a dwelling. Ossetts Oak , Ossetts Hole Lane, Yarningale Common, CV35 8PT. **No Objection. Pending**
- 5.1.9 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. Application withdrawn**
- 5.1.10 21/02031/FUL. Proposed rear sun lounge. Lancslass, Langley Road, Claverdon, Warwick CV35 8QA **No representation. Approved**

- 5.1.11 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. Approved**
- 5.1.12 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 . **No Objection. Refused.**
- 5.1.13 21/02193/FUL. Proposed single storey rear orangery extension. Basse Croft , Henley Road, Claverdon, CV35 8PS . **No Objection. Approved**

## 5.2 Applications Responded to Inter-meeting

- 5.2.1 21/02412/TREE T1: Sumac: fell . Wheelwrights Cottage, Church Road, Claverdon, Warwick CV35 8PD. **Approved**
- 5.2.2 21/01905/FUL. Creation of a single storey wrap around extension, excavation of basement, existing cladding to be replaced by Black Timber Cladding and continued on new extension, creation of seating area and landscape changes. Rookley , Langley Road, Claverdon, CV35 8PJ. **No representation**
- 5.2.3 21/02079/VARY. Variation of condition no. 2 of planning permission reference 19/03482/FUL dated 18 February 2021 to amend the siting of lighting columns so that they are all to be located within the perimeter of the tennis court . Original description of development: Erection of 9 6.12m floodlights (including column and light). Claverdon Tennis Club , Station Road, Claverdon, CV35 8PH **No representation.**
- 5.2.4 21/02525/FUL. Erection of indoor domestic swimming pool and associated landscaping and groundworks. 1 Arden Glade , Kington Lane, Claverdon, CV35 8PP. **No representation. Approved.**
- 5.2.5 21/02445/FUL. Demolition of single storey extension to no. 10 to facilitate the construction of a new access drive with the erection of 5 single storey dwellings with garages and associated parking, turning facilities, landscaping and other works. Land Off, St Michaels Road, Claverdon, **Object. Pending**
- 5.2.6 21/02465/FUL . Remove the existing rear garden room and side entrance canopy and erection of new garden room and new side extension to form boot room and side entrance canopy . The Homestead Yarningale Lane Yarningale Common CV35 8HW. **No representation. Approved.**
- 5.2.7 21/02710/FUL Improvements to existing domestic annex over garage to include reroofing new windows and roof windows. Wheelwrights Cottage , Church Road, Claverdon, CV35 8PD . **No representation. Approved.**
- 5.2.8 21/02845/AGNOT. **Prior approval only application.** New access track. Field Adjacent To Glenhurst Farm , Henley Road, Claverdon, CV35 8PS .**Withdrawn**

## 5.3 Planning Issues for comment to SDC after the Parish meeting

- 5.3.1 21/02950/FUL.Coppice Farm Henley Road Claverdon CV35 8PS.Two storey front and single storey rear extension and minor alteration to dwelling house. **No representation.**
- 5.3.2 21/02850/LDE.Crimble Langley Road Claverdon CV35 8PU.Certificate of lawfulness for the existing two rooflights inserted into existing roof. **No representation.**
- 5.3.3 21/02626/FUL.Sunnyside Wolverton Fields Norton Lindsey CV35 8JN.Erection of new one bay detached garage. **No representation.**
- 5.3.4 21/02657/COUQ.Land To The Rear Of Cordison Fields Yarningale Lane Yarningale Common CV35 8HW.Conversion of two existing agricultural barns to two dwellings. Further clarification was sought for this application. **Prior Approval Application refused**

## 6 **Internal Audit. Consider and approve response to internal audit interim findings (Internal audit report is included in full in appendix 1 and Financial Analysis of recreation field is at appendix 2)**

- 6.1 Councillors expressed disappointment on the internal auditor's report and challenged the validity of some of the findings and recommendations. The clerk also gave a brief summary of the areas on concern: -
- 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. Working ratepayers potentially have a loss of amenity by not having full use of either the recreation field and/or the pavilion every evening during the week during core hours.g. 6-8 p.m and a large proportion of weekend hours. Therefore, local residents are neither being adequately financially recompensed for the loss of use of the amenity, nor able to fully 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

6.2 Councillors reviewed the key recommendations from the internal audit as follows:-

- 6.2.1 All councillors to update themselves with current legislation which has changed significantly over the last few years. Read the "Good Councillors guide," from NALC.
- 6.2.2 Review 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.
- 6.2.3 Carry out a survey and open meetings for residents to come forward with their wishes regarding their own facility. Availability, hire cost, uses and the option of evening events, ring fenced village prime times.
- 6.2.4 Include in the information to be circulated that council is looking to form a sub committee from residents. (which may include one councillor with no connection to the current users). The sub committee should be made up of a cross section of the community, gathered from volunteers after the open meeting.
- 6.2.5 Having checked the booking calendar- the prime time continues to be taken by two clubs at no financial reimbursement of consumables to the council. The electorate is therefore not compensated for their restricted access.
- 6.2.6 A risk assessment should be completed on the building. Both in the physical and the financial sense.
- 6.2.7 How is the insurance affected by the distribution of keys for access? In normal events a caretaker would open and close public buildings. Is there a COVID policy in place for users of the building?
- 6.2.8 Council has not made efforts to collect such license fees. Yet it has continued to allow the non payers to use the facility.
- 6.3 Councillors agreed that they would review and develop proposals against recommendations 6.2.1- 6.2.8 moving forwards.

## 7 Policing, CLASP & CASE.

7.1 No Update at this time

## 8 Recreation Field

- 8.1 Update on dispute with Kompan. Approve final payment demand of £3942.21. Councillors continue to remain dissatisfied with the Kompan installation, but having secured a £6000 discount and to avoid a legal action, this final payment was approved by all councillors present.
- 8.2 Update on license agreements with Claverdon Cricket club and Claverdon Football club. No signed licenses have been received from either club. Chair Simon Lawton, having reflected on the minor amendments being sought by the Cricket Club in their license, proposed that the club licenses, previously agreed by councillors should not be amended. Nick Dargan offered to speak to the Football club to understand why they had not returned a signed license which had been sent to them in May.
- 8.3 Update on installation of outdoor Gym and repairs to perimeter fencing. Chair Simon Lawton reported he had asked the contractor to now install the Outdoor gym equipment and repair the perimeter fence as previously agreed.
- 8.4 Review and approve quote for Regular playground mowing and strimming from Ian Price @ £50 per month March – Oct. On the proposal of the chair Simon Lawton this was agreed by all councillors present.
- 8.5 Update on Pavilion snagging ( doors/portaloos/ wire fencing to be removed). The wire fencing has now been removed ,however Simon Lawton did not believe that the doors had been fixed and suggested to have a locked door between the main front room and the changing rooms.

## 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. No response has been received from the landowner of the land at the back of Oak Dene Close.

## 10 Yarningale Common

10.1 Update. A £300 pound donation has been received from Lottery funding, originally granted for VE75 celebrations for Claverdon, to be used at Yarningale Common. The Claverdon VE75 funding committee, working with the Friends of Yarningale Common agreed to pay for an information sign, which would provide basic information about the Common and the biodiversity aims. The Parish Council has agreed to be custodian of these funds in the interim.

10.2 Annual mowing of the mound had been completed over the summer.

## 11 Dorothea Mitchell Hall

11.1 Consider and approve request from Tennis Club for lighting at the tennis club as required by their lease. On proposal of the Chair Simon Lawton, this was approved by all councillors present. However it was recognised that as custodian trustees, the Parish Council will need to seek the consent of the DM Hall trustees, which as stated in the Tennis Club lease, should not be unreasonably withheld.

## 12 Finance

12.1 Consider and approve approx. £500 Grant (matched funding) to Claverdon Railway station "Adopters" for equipment and consumables to repair and maintain Claverdon Railway Station. On proposal of the Chair Simon Lawton, this was approved by all councillors present.

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

After consideration by Councillors & upon the proposal of the Chair SL, payments due as listed below, together with the account projection to the end of September 2021, were approved by all Councillors present.

<b>ITEM 12.2- AGENDA</b>								
Date	Item	Cheque No	Current Account		Deposit Accounts	Yarningale Account		Total
			Deposits	Debits		Deposits	Debits	
31 Jul 21	Projected Balance		£53,118.01		£35,894.46	£13,876.20		£102,888.67
	<b>Payments for Approval</b>							
5 Aug 21	Ian Bowater. Friends of Yarningale Common Pubic liability insurance	Bacs		£157.00				(£157.00)
31 Aug 21	Opus Energy . Pavilion Electricity 15-07-21 to 14-08-21	DD		£19.37				(£19.37)
	<i>Item</i>	<i>Amount</i>						
	Allowance August 2021	£26.00						
	HP Instant Ink - Ink supply for Printer. Aug	£9.99						
	Mileage August							
	<b>Total</b>	£35.99						

<b>Receipts and/or Transfers</b>								
31 Aug 21	Interest on Reserve and Deposit Accounts Aug					£0.96		
						£0.96		
Date	Item	Cheque No	Current Account		Deposit Accounts	Yarningale Account		Total
			Deposits	Debits		Deposits	Debits	
<b>31 Aug 21</b>	<b>Projected Balance</b>		<b>£52,941.64</b>		<b>£35,895.42</b>	<b>£13,876.20</b>	<b>£102,713.26</b>	
<b>Payments for Approval</b>								
6 Sep 21	Claverdon Church Centre. CPC meeting Room hire	Bacs		£47.50				(£47.50)
6 Sep 21	Claverdon Gardening Group.Bedding plants Spring/summer Plants	Bacs		£154.00				(£154.00)
21 Sep 21	JM Whitehurst. Aug 2021 Net Salary	Bacs		£828.26				(£828.26)
21 Sep 21	JM Whitehurst. Aug 2021 Expenses	Bacs		£35.99				(£35.99)
14 Sep 21	Kompan. Final installation invoice minus retention	Bacs		£3,942.21				(£3,942.21)
27 Sep 21	Thomas Fox landscaping & Maintenance Ltd. August Mowing of the village and verges(6 of 8) verges and Recreation Field(16 - 19) of 24	Bacs		£840.32				(£840.32)
27 Sep 21	Etrac . Replacement post and rails for Yarningale common	Bacs		£248.76				(£248.76)
27 Sep 21	Meadowcare. Annual Yarningale mowing under biodiversity agreement	Bacs				£800.00		(£800.00)
<b>Receipts and/or Transfers</b>								
6 Sep 21	Claverdon Football Club. 21/22 Season license fee	BACS	£500.00					£500.00
9 Sep 21	Lottery Funding VE DAY donation for Yarningale notice boards	cash	£300.00					£300.00
13 Sep 21	Claverdon Cricket Club for 21/22 Season license fee 2nd Half	BACS	£250.00					£250.00
20 Sep 21	Stratford On Avon Precept - 2nd half for 21/22	BACS	£16,250.00					£16,250.00
27 Sep 21	Claverdon Parish Council Yarningale account . WCC	Bacs		£6,119.00		£6,119.00		
30 Sep 21	Ecolology grant 2021 Interest on Reserve & Deposit Accounts. Sept							
Date	Item	Cheque No	Current Account		Deposit Accounts	Yarningale Account		Total
			Deposits	Debits		Deposits	Debits	
<b>30 Sep 21</b>	<b>Projected Balance</b>		<b>£58,025.60</b>		<b>£35,895.42</b>	<b>£19,195.20</b>	<b>£113,116.22</b>	

### 12.3 Annual Accounts. Income & Expenditure for the 3 months to 28th Sept 2021 – Review against budget & approval by Councillors.

Councillors reviewed the Income & Expenditure Account against budget and on the proposal of the Chair SL, the three months Income & Expenditure Account to 28<sup>th</sup> Sept 2021 was approved by all councillors present.

<b>Claverdon Parish Council Accounts for the Year to 31 March 2022</b>				
<b><u>ITEM 12.3- AGENDA</u></b>	<b>Budget for the Year</b>	<b>YTD Payments &amp; Receipts to 28/09/2021</b>	<b>Period 30/06/2021 to 28/09/2021</b>	<b><u>NOTES</u></b>
<i>Precept</i>	£32,500.00	£32,500.00	£16,250.00	
<i>Recreation Field (Clubs Etc.)</i>	£600.00	£1,500.00	£750.00	£500 From CAFC and second half payment from CCC £250
<i>Bank Interest</i>	£50.00	£4.59	£1.86	
<i>Miscellaneous</i>	£0.00	£300.00	£300.00	Lottery Funding VE DAY donation for Yarningale notice boards
<i>Playground Grants &amp; Fundraising - WALC &amp; Donations</i>	£0.00	£0.00	£0.00	
<i>Pavilion Refurb &amp; Extension Grants</i>	£3,500.00	£3,500.00	£0.00	
<i>Verges mowing reclaim from SDC</i>	£1,300.00	£0.00	£0.00	
<i>Wayleave Rent and Easements</i>	£277.00	£0.00	£0.00	
<i>VAT Reclaimed</i>	£3,000.00	£0.00	£0.00	VAT reclaim has been submitted for £6571. Still unpaid - query raised with HMRC
<i>Yarningale Biodiversity Management Plan Payment</i>	£6,119.00	£6,119.00	£6,119.00	21-22 WCC Yarningdale Common Biodiversity Management Fee
<i>WCC Councillors Grant Fund</i>	£1,000.00	£0.00	£0.00	
		£0.00	£0.00	
<b>Total</b>	<b>£48,346.00</b>	<b>£43,923.59</b>	<b>£23,420.86</b>	
<b>Expenditure</b>				
<b><u>Administration</u></b>				
<i>Clerk's Salary</i>	£9,000.00	£3,816.64	£1,398.62	
<i>Clerk's &amp; Admin Expenses</i>	£1,000.00	£332.19	£70.31	
<b>Total</b>	<b>£10,000.00</b>	<b>£4,148.83</b>	<b>£1,468.93</b>	
<b><u>Recreation Field</u></b>				
<i>Mowing</i>	£2,295.00	£1,520.00	£720.00	
<i>Playgrounds - new all ages playground at Recreation Field.</i>	£0.00	£17,072.98	£17,072.98	Kompan installation invoice minus deductions
<i>Pavilion Refurbishment/Rebuild</i>	£0.00	£3,950.00	£0.00	
<i>Other General Maintenance and Field work</i>	£2,200.00	£178.68	£58.87	Utilities bills
<b>Total</b>	<b>£4,495.00</b>	<b>£22,721.66</b>	<b>£17,851.85</b>	
<b><u>Yarningale Common</u></b>				

<i>Biodiversity Management work &amp; fees</i>	£8,000.00	£2,110.00	£800.00	<i>Meadowcare. Annual Yarningale mowing under biodiversity agreement</i>
<i>Mowing</i>	£700.00	£0.00	£0.00	
<i>General Maintenance &amp; Other major works</i>	£3,000.00	£364.30	£364.30	<i>FOYC insurance and post and rail replacements</i>
<b>Total</b>	<b>£11,700.00</b>	<b>£2,474.30</b>	<b>£1,164.30</b>	
<b>Other Village Areas</b>				
<i>Verges and Lye Green Mowing</i>	£3,088.00	£3,064.66	£760.54	
<i>CLASP / CASE / Road Safety</i>	£0.00	£0.00	£0.00	
<i>Trees, Footpaths and Gritting, Village and Lye Green Maintenance</i>	£4,350.00	£211.35	£154.00	<i>Summer bedding by CGG in containers around village</i>
<i>Village Green Design Costs</i>	£0.00	£0.00	£0.00	
	£0.00	£0.00	£0.00	
<b>Total</b>	<b>£7,438.00</b>	<b>£3,276.01</b>	<b>£914.54</b>	
<b>Miscellaneous and Professional</b>				
<i>Professional Costs</i>	£2,725.00	£1,136.77	£0.00	
<i>VAT Payable</i>	£3,000.00	£5,568.39	£3,755.61	
	£0.00	£0.00	£0.00	
<i>General other costs</i>	£3,160.00	£556.50	£82.50	<i>ICO data protection fee £35 and CCC meeting room hire £47.5</i>
<b>Total</b>	<b>£8,885.00</b>	<b>£7,261.66</b>	<b>£3,838.11</b>	
<b>Total Expenditure</b>	<b>£42,518.00</b>	<b>£39,882.45</b>	<b>£25,237.72</b>	<i>Delayed Kompan expenditure from last years budget. @£17072.975</i>
<b>Surplus / (Deficit)</b>	<b>£5,828.00</b>	<b>£4,041.14</b>	<b>-£1,816.86</b>	
<i>Opening Bank Balance 1/07/2021</i>		<b>£109,075.08</b>		
<i>Closing Bank Balance 28/09/2021</i>		<b>£113,116.22</b>		
<i>Balance Change</i>		<b>£4,041.14</b>		

12.4 **Bank Reconciliation - Review and approval by Councillors.** On the proposal of the Chair Simon Lawton, the bank reconciliation was approved by all Councillors present.

<u>ITEM 12.4- AGENDA</u>					
<u>CLAVERDON PARISH COUNCIL</u>		<u>For the Financial Year ending 31st March 2022</u>			
<u>BANK RECONCILIATION</u>		<u>Quarter ending -</u>	<u>30-Sep-21</u>		
Prepared by	Jane Whitehurst	Position	Parish Clerk & Financial Officer		
	28/09/2021				
Approved by	.....	Position	COUNCILLOR		
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	28/09/2021	58025.60			58025.60
	31/08/2021		35895.38		35895.38
	28/09/2021			19195.20	19195.20
<u>Dormant Account funds</u>	28/09/2021		0.04		0.04
<u>Add any banked funds not cleared</u>					0.00
					0.00
<b>NET BANK BALANCES AT 28/09/2021</b>		<u>£58,025.60</u>	<u>£35,895.42</u>	<u>£19,195.20</u>	<u>£113,116.22</u>
The net bank balance reconciles to the Cash Book (receipts & payments) for the period to date/ year as follows					
<b><u>CASH BOOK .</u></b>					
Opening Balance at 31/3/21 per AGAR		109075.08			

ADD - Receipts during the period	43923.59	From total income on budget and balance sheet
LESS - Payments during the period	39882.45	From total expenditure on budget and balance sheet
<b>NET BANK BALANCES AT 28/09/2021</b>	<b>£113,116.22</b>	
1		

DRAFT

CLAVERDON PARISH COUNCIL

**INTERNAL AUDIT NOTES: 2020/2021**

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 in itself 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 were requested to address.**

Having raised the matter with the chair and the clerk via an interim report we waited for the council to meet and form a resolution before finalising this report. The matters appear not to be addressed going forward. This suggests that council are not taking seriously their obligations to their electorate. Council are custodians of people's assets and among other things, are required to be open, transparent and even handed. The council have obligations to which historic events nor grants received are relevant. Therefore I submit this report with regard to appropriation of public funds.

In brief, the council have used the funds from the sale of a village owned wood (proceeds £95,000) to enhance the village owned recreation field and building with the help of a grant from Sports England. Evidence suggests that this facility is, in the main, not available for residents to hire out of work/school hours. The residents, by way of the parish council, subsidise the almost exclusive use for two specific groups with no identifiable compensation. We have not seen proper records or supervision with regard to the use. No consultation has occurred and no risk assessment of the ongoing cost to the electorate, who are likely to be unaware of the subsidy which they provide. We emphasize that a consultation should be put into action at the earliest opportunity. Council failed to instruct the clerk accordingly. Independent administration of the facility by the village would perhaps bring some balance to the use.

**The detailed draft report below was provided to council prior to their meeting of 27<sup>th</sup> July 2021 for consideration and actions to be taken.**

**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,'

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We have seen no sign of in-depth research nor discussions 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. It would appear they are not utilising this avenue of expertise.

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 regarding this recreational facility.

We have seen no evidence that the electorate have preferential usable rights over those wishing to use it from outside the village. Nor have we seen evidence that there is any financial compensation to the electorate for the lack of availability of their facility. There seems to be no plan to enable residents to utilise the facility for which they 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 expenses 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 and no group or individual should have unfettered access.

There is a policy to grant a license for the use of the pavilion. This was an old dilapidated building which no longer exists. The granting of a license should not occur on the basis that 'this has happened in the past'. If a license is to be issued to use a facility it should include restrictions such as number of times, days, type. Etc. Currently it would appear that there are no restrictions given to the Cricket or Football clubs. It is unclear how many members actually live in the village. Even if it were to be shown that many do, this would then show the council not being even handed with the other clubs within the village, due to them not receiving a subsidy. There is the opportunity to add restrictions to the annual license. 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. This council has not made efforts to collect such license fees. Yet it has continued to allow the non payers to use the facility.

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.

To balance the above statement the 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.

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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 and the option of evening events, ring fenced village prime times.
- Include in the information to be circulated that council is looking to form a sub committee from residents. (which **may** include one councillor with no connection to the current users). The sub committee should be made up of a cross section of the community, gathered from volunteers after the open meeting.
- Having checked the booking calendar- the prime time continues to be taken by two clubs at no financial reimbursement of consumables to the council. The electorate is therefore not compensated for their restricted access.

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 adjoins the building (pavilion). The attraction of the building is that it has outside space and therefore unlikely to be let out when the park/field/grass area is used for sport matches.

A risk assessment should be completed on the building. Both in the physical and the financial sense. How is the insurance affected by the distribution of keys for access? In normal events a caretaker would open and close public buildings. Is there a COVID policy in place for users of the building?

### We note the following.

Proper Data Protection legislation is referred to at meetings with regard to personal information restrictions. However, data can be anonymised in order for council to assess usage.

Bank reconciliations are presented to council quarterly

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

We recommend further/alternative advise be obtained with regard to VAT on the recreation building. With regard to the users paying for the consumables such as water, electricity and cleaning when they use it. In addition, to investigate the formation of a users club who can then use the building (not necessarily exclusively). Membership fees of clubs is exempt from VAT.

**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 .....

Note from Parish council. We confirm that the building and field referred to in the internal audit report is registered with land registry as the Parish Council being the freehold owners. The Parish Council holds these assets on behalf of the residents of Claverdon.

**APPENDIX 2**  
**Pavilion and recreation ground Profit and Loss**

<b>Expenses Recreation Field</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22 est</b>	<b>Projected annual ongoing</b>	<b>Notes</b>
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)
<b>sub total</b>	<b>£2,635</b>	<b>£2,850</b>	<b>£2,225</b>	<b>£7,640</b>	<b>£2,600</b>	<b>£2,850</b>	
<b>Expenses Pavilion</b>							
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)
<b>sub total</b>	<b>£1,528</b>	<b>£1,046</b>	<b>£1,541</b>	<b>£1,090</b>	<b>£2,076</b>	<b>£1,930</b>	
<b>TOTAL expenditure</b>	<b>£4,163</b>	<b>£3,896</b>	<b>£3,766</b>	<b>£8,730</b>	<b>£4,676</b>	<b>£4,780</b>	<b>All are net figures</b>

<b>Income from use of pavilion and field</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>21/22 est</b>	<b>Projected annual ongoing</b>	
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
<b>TOTAL income actually received in year</b>	<b>£1,000</b>	<b>£675</b>	<b>£250</b>	<b>£0</b>	<b>£0</b>		
<b>Income from use of pavilion and field</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>21/22 est</b>	<b>Projected annual ongoing</b>	
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
<b>TOTAL income for year actually related to</b>	<b>£750</b>	<b>£675</b>	<b>£0</b>	<b>£0</b>	<b>£1,500</b>	<b>£1,000</b>	Warwickshire 3rd team license is not planned on being renewed
<b>NET PROFIT/LOSS</b>	<b>-£3,413</b>	<b>-£3,221</b>	<b>-£3,766</b>	<b>-£8,730</b>	<b>-£3,176</b>	<b>-£3,780</b>	( 2020/21 £4770 one off drainage work - paid for by football club)