

Pillerton Hersey Parish Council

clerk.pillertonherseypc@outlook.com



Minutes of the Ordinary Meeting of the Parish Council

7:00 pm, Tuesday, 27 September 2022.

The Church of St Mary, Pillerton Hersey, CV35 0QQ

Present

Cllr. Catherine Hewson (CH, Chairman)

Cllr. William Forsyth (WF)

Cllr. Alec Hitchman (AH)

Cllr. Ian Brooks (IB)

Apologies

Cllr. Izzi Seccombe

Public

One member of the public

In attendance

Alana Collis, Clerk to the Council (AC)

The meeting started 19:07

1. Apologies

None

2. Declarations of Interest

No declarations of interest were received.

3. Dispensations

None

4. Minutes

It was RESOLVED to accept the minutes of the extraordinary meeting 21 June 2022.

5. Public Forum

None

6. County, District and Parish Liaison

None

7. Finance

a. To receive the finance report

It was RESOLVED to accept the finance report

b. To receive the bank reconciliation report

It was RESOLVED to accept the bank reconciliation report

c. To approve accounts for payment

It was RESOLVED to accept the accounts for payment.

8. Annual Governance and Audits

a. To receive the complete Annual Internal Audit Report 2021/22

Councillors noted that the internal auditor was satisfied with the audit exercise but had noted some additional, non-statutory policies as good practice. The Chairman would develop the appraisal policy and the Clerk would prepare the other policies.

Other suggestions were made to improve work too. One example was the publication of the emergency plan. The council noted that they had an adopted emergency plan but certain



elements of the emergency plan are confidential and would not be published. It was agreed the Clerk would address these.

It was RESOLVED to accept the Annual Internal Audit Report.

- b. To resolve whether to opt out of the SAAA central external auditor arrangements
It was RESOLVED to remain part of the SAAA central external auditor arrangement scheme.

9. Planning Matters

a. Planning applications

- i. [22/01903/FUL](#) – Ferncott House, Oxhill Bridle Road, Pillerton Hersey, Warwick, CV35 0QB. Part conversion of existing garage. Provision of dormer windows to front elevation, provision of roof lights to rear elevation and enclosure of car port to provide home office.

It was noted that the Clerk had submitted a delegated response of no representation and that a decision had recently been published where permission had been granted with permissions.

b. Planning decisions

- i. [21/02589/FUL](#) – Hogwood Farm, Pillerton Hersey Road, Oxhill, CV35 0RL.

It was noted that this application went to planning committee where Cllr Brooks represented the parish council. Other councillors expressed their thanks to Cllr Brooks for his time. It was noted that planning permission was refused

10. Village Green working group

Work has been ongoing to collate a body of evidence that demonstrates taking ownership and looking after the village green. The Clerk noted that SDC had been contacted regarding the mowing schedule but a response had not been received. This will be followed up. Cllr Hewson will take photographs of the no parking sign and the grit bin.

The Clerk will finalise the draft application and speak with the Land Registry to get advice on whether it is a strong application. The aim is to submit the application before the November meeting.

The Clerk noted that Mr Crockett was recently provided with an update.

11. Parish Council activity and planning

a. [Local Council award schemes](#)

WALC have encouraged parish councils to sign up to the award scheme. It was noted that there is a time and financial cost associated with this. Councillors discussed the value of the scheme is that it can demonstrate that the council is working to a recognised level and following good practice.

Due to current activity and this hasn't been budgeted the council suggested it is something that could be considered for next year. It was agreed to review as part of the 2023/24 budget process.

b. [Civility and respect pledge](#)

Councillors discussed the civility and respect pledge and agreed it was good practice. The Chairman would review online and sign the pledge on behalf of the parish council. This would then be publicised on the website.



- c. Resilience for communications planning – website, social media and documents
The councillors discussed how to be more effective and have resilience in communications. It was noted that all councillors have admin access to the WhatsApp broadcast group.

It was agreed to have a contingency for other communication channels. Cllr Brooks and Cllr Hewson would be given access to the website.

- d. Items for the next community newsletter and other communications
Councillors noted the recent concerns from residents regarding dogs that were not on leads aggravating other dogs (with a note this may also impact livestock). Similarly, there was concern over dog fouling where faeces had not been removed.

It was agreed that Cllr Hewson would add a note to the parish newsletter regarding dog fouling and the countryside code. Cllr. Forsyth noted that the NFU have provided notices in the past about the countryside code, keeping dogs on leads and dog fouling. He would see if he could source some because they could then be put up at appropriate locations. The Clerk would put a reminder on social media.

Cllr. Brooks mentioned that the effort councillors had made to engage residents in July had been positive. The issues of development (although not specified what kind of development), volume of traffic and flooding were the main topics raised by residents. The activity had also been successful in helping people get to know the councillors.

12. Reports and Questions

To receive reports and questions from members of the Parish Council in brief, including items for the next agenda.

- a. To note correspondence received
 - i. Re. refuse collection issues on the Fosse Way
A resident had contacted the council regarding issues with the new refuse collection. This had been shared with councillors and District Councillor Penny-Anne O'Donnell. Initially the food waste container had not been delivered (but has now been received) and collections had been missed. It was noted that the schedule seems to be settling in.
 - ii. Re. proposed anaerobic digestion facility near Lower Tysoe
Councillors had been made aware of a bioenergy facility in the pre-planning stage. Once the planning application is submitted, the council will consider a response.

Cllr. Forsyth shared that he had spoken to Mr Clive Fidler who had informed him that a resident intends to submit a planning application for a Class Q conversion on the Oxhill Bridle Road.

Mr Fidler had also noted to Cllr Forsyth that the ditch on the Oxhill Bridle Road had recently been cleared by WCC but it has not been cleared well. Cllr Hewson will check the ditch in daylight. Any concerns can then be raised using FixMyStreet as appropriate.

13. Exclusion of Public & Press

- a. HMRC
It was noted that there had been an issue with HMRC where the PAYE system had not updated the address with the central HMRC systems. This resulted in not receiving correspondence about changes and a penalty notice. The Clerk had spoken with HMRC

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who rectified the issue and informed the Clerk that an appeal should be placed. The Clerk had done this and would keep councillors informed.

14. Date of the next meeting

The next ordinary meetings of the parish council be:

- 7:00 pm, Tuesday, 15 November 2022

The meeting closed at 21:17

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APPENDIX A: Finance report

PILLERTON HERSEY PARISH COUNCIL				
Financial Budget comparison				
Comparison between 01/04/2022 and 25/09/2022 inclusive				
Excludes transactions with an invoice/due date before 01/04/2022				
	Budget 2022/23	Actual net	Actual (pending)	Balance (actual)
INCOME				
Pillerton Hersey Parish Council				
Precept	£ 2,500.00	£ 2,500.00		£ -
Total income	£ 2,500.00	£ 2,500.00		£ -
EXPENDITURE				
Pillerton Hersey Parish Council				
Salary	£ 1,554.00		£ 316.32	£ 1,554.00
WALC Subscription	£ 105.00	£ 105.00		£ -
Stationery	£ 25.00	£ 9.60		£ 15.40
Other administration	£ 50.00			£ 50.00
Insurance	£ 257.60			£ 257.60
Room hire	£ 40.00	£ 10.00		£ 30.00
Training	£ 240.00	£ 33.00		£ 207.00
Audit	£ 158.00		£ 120.00	£ 158.00
Website/IT	£ 70.00			£ 70.00
Flood prevention	£ 250.00			£ 250.00
Charitable grants and dona	£ 150.00			£ 150.00
Village green project	£ 100.00			£ 100.00
Other	£ 100.00	£ 15.00		£ 85.00
Total Expenditure	£ 3,099.60	£ 172.60	£ 436.32	£ 2,927.00
Total income	£ 2,500.00	£ 2,500.00		£ -
Total expenditure	£ 3,099.60	£ 172.60		£ 2,927.00
Total net balance	-£ 599.60	£ 2,327.40		

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APPENDIX B: Bank reconciliation

PILLERTON HERSEY PARISH COUNCIL				
Bank Reconciliation report				
Financial year ending 31 March 2023				
BALANCE BROUGHT FORWARD 1 APRIL 2022			£	5,227.50
RECEIPTS				
28/04/2022	Stratford District Council precept	£	1,250.00	
15/09/2022	Stratford District Council precept	£	1,250.00	
		£	2,500.00	£ 2,500.00
PAYMENTS				
04/04/2022	Alana Collis salary	-£	352.30	
04/04/2022	HMRC (of Clerk salary)	-£	88.00	
	WALC subscription	-£	105.00	
	Alana Collis (expenses)	-£	18.00	
	WALC training course	-£	30.00	
	WALC training course	-£	15.00	
	Alana Collis (expenses)	-£	15.00	
	Alana Collis (expenses)	-£	9.60	
	Alana Collis salary	-£	248.60	
	HMRC (of Clerk salary)	-£	62.20	
	WALC (training course)	-£	18.00	
	Alana Collis (expenses)	-£	10.00	
		-£	971.70	-£ 971.70
BALANCE CARRIED FORWARD 25 September 2022			£	6,755.80
BANK STATEMENT 15 September 2022			£	6,755.80
NOTE PAYMENTS STILL PENDING				
	William Forsyth, for flood prevention work	-£	300.00	

