



Minutes of the Ordinary Meeting of the Parish Council

7:00 pm, Tuesday, 14 March 2023

Pillerton Priors Village Hall, Pillerton Priors, CV35 0PJ

Present:

Catherine Hewson (Chairman)
Ian Brooks
Glan Thomas
Alec Hitchman

Apologies:

William Forsyth

In attendance:

Alana Collis, Clerk to the Council

Public:

Two members of the public

The meeting started at 19:05

1. Apologies

Apologies had been submitted by Cllr. Forsyth in advance due to training for national service.

2. Declarations of Interest

None

3. Dispensations

None

4. Public Forum

Mr Crockett: has spoken to a planning officer in Gloucestershire re a Heads of Terms. The person said the Heads of Terms is regarding putting things in the space one metre from the highway. It is an agreement that this would not happen because this would impact the visibility. The Heads of Terms also covers the maintenance of the track.

It was mentioned that some legal advice may be available through WALC. Previous advice received is that the PC should draft this and not the agent. Councillors will seek advice.

ACTION: Clerk to re-circulate the draft Heads of Terms

ACTION: Clerk to identify solicitors who may be able to help and share details

Mr Hitchman raised an issue that the council mowing team had been in the area. There had been some mess but the main issue was that flowers are being cut down and this has a negative impact on the biodiversity. It was also noted that SDC have been contacted previously regarding the mowing schedule because this is important as part of the work relevant to the registration of the village green and SDC had previously said that they didn't mow the grass but this was evidence they did.



ACTION: Cllr Hewson to photograph village green to show that it had been mowed.

5. Minutes

It was RESOLVED to approve the minutes of the meeting 10 January 2023.

6. County, District and Parish Liaison

No information had been received from either County or District Councillors. Two councillors had had a recent discussion with the District Councillor Penny-Anne O'Donnell. Small grants were available, councillors shared the information that Clerks are being expected to do a lot of work to support the elections.

7. Policies

To review policies:

- a. Reserves policy
The Clerk had provided a draft policy that was reviewed by Councillors. It was RESOLVED to adopt the policy.
- b. Gifts and donations – to consider the adoption of a new gifts and donations policy
The Clerk had reviewed a range of example policies and provided a draft of a gifts and donations policy. Councillors agreed it would be useful to have a policy, but it was important to strike a balance between being informative and clear. It was agreed that councillors would consider the draft and Cllr Brooks offered to lead work to do this so that it could be brought to the next meeting.

ACTION: Cllr Brooks agreed to re-visit the policy and propose changes to it.

The Chairman permitted Mr Hitchman to contribute that the Pools Allotment have previously donated to the local scout group.

8. Finance

- a. To receive monthly financial report and Clerk's timesheet
It was RESOLVED to accept the finance report – CH then IB
The Clerk had shared the time sheet for January to 11 March. It was noted the time that the time that the Clerk had spent on elections, recent consultations and

It was RESOLVED to pay the Clerk overtime based on 50% of the worked overtime.
Overtime: 8 (Jan) + 2 (Feb) + 50% (March)

ACTION: Clerk to send time sheet to councillors in the last week of March.
- b. To receive bank reconciliation report
It was RESOLVED to accept the bank reconciliation.
- c. To approve accounts for payment 14 February 2022
It was noted that a credit note was received for a training course to the sum of £36. This means that for invoice #30, a payment of £72 was made (rather than the invoiced sum of £108).
It was RESOLVED to accept the accounts for payment.
- d. To consider the purchase of grit and a grit bin for Oxhill Bridle Road
Cllr Hitchman had met with the land owner who was helpful. However, they had been shown the pipe that went under the field entrance gate way. The pipe was higher than the level of the ditch and therefore overflowed the ditch. This pipe work had been installed by WCC Highways.



Mr Hitchman contributed from the public, three properties had previously had pipes put in under driveway entrances were higher.

It was observed that it was difficult to get photos of the pipework and the height. It would be useful to get a location reference (what.three.words) to share with Highways.

Councillors considered the correspondence received from several residents over the winter regarding the run-off and the ice forming. The location of the bin needs to be agreed.

It was RESOLVED to purchase a 200 L yellow grit bin and two bags of rock salt.

ACTION: Cllr Hitchman would speak to the landowner and check that the new grit bin can be located on the verge

ACTION: Cllr Hewson will identify a what.three.words location for the grit bin and share this for delivery.

9. Planning Matters

a. Planning applications

To note the received applications and delegated responses.

- i. [23/00407/TREE](#) – Broadclose, Ford Lane, Pillerton Hersey Warwickshire. Reduction in height and spread of nine ash trees, one holly tree and one sycamore tree. To fell one apple tree, and four ash trees. Councillors noted a delegated response of no representation had been submitted.
- ii. [23/00551/TREE](#) – Rosedale, Watery Lane, Pillerton Hersey, Warwickshire. T1 - sycamore – Fell. Councillors noted a delegated response of no representation had been submitted.
- iii. [23/00638/TREE](#) – Arun House Watery Lane Pillerton Hersey Warwick. To reduce the height and spread of one ash tree.

It was RESOLVED that the council would submit a response of no representation:

Councillors noted that the applications are due to the properties being a conservation area. It was noted that biodiversity is important in terms of trees and the animals they support and therefore it should be noted to encourage maintenance of trees and replanting as appropriate.

10. Consultations

a. South Warwickshire Local Plan – Issues and options consultation (closed: 6 March 2023)

It was noted that a response submitted by the Clerk following input from Councillors.

b. South Warwickshire Local Plan – Call for sites (closed: 6 March 2023)

It was noted that no response was submitted.

c. [South Warwickshire Economic Strategy](#) (closing date: 31 March 2023)

The Clerk had shared the consultation document. Councillors expressed concern that the strategy did not have anything specific to rural communities and was heavily dominated by digitalisation and new technologies (e.g. batteries). Transport infrastructure and links, affordable housing were noted as important to support economic development but the focus was the growth of larger hubs. A Councillor noted that a lot of employment was based on agriculture, but this was not mentioned other than advanced agriculture at the Wellesbourne site.

Another councillor mentioned that there was little or no mention of self-generation of energy which should be considered important. A councillor mentioned there was no consideration of sharing good practice in healthy living and skills that would support this which improve quality of life, health and improve economic activity and lower the burden



of local health and social provision. Similarly, there was no consideration of the provision of childcare.

It was RESOLVED that the Clerk would draft a response, share with councillors and then submit before the deadline.

11. Village Green working group

Cllr Hitchman contacted Land Registry regarding the history of the village green and whether this would be suitable for a land registry application. In response, Land Registry had sent a copy of the form.

Following the public forum there are two issues that may require legal advice: the Heads of Terms and also the registration of the land through Land Registry.

Cllr Hitchman considered that residents may have strong views on the Heads of Terms, so it was requested that the agenda item be more detail. The track is currently agricultural access to property access and could impact the availability of the village green.

It was agreed that the Clerk would seek recommendations and approach solicitors and/or conveyancer for a quote for advice and for work that would resolve two issues (i) the Heads of Terms and (ii) registration of the village green.

Cllrs Brooks and Cllr Hitchman agreed to progress the work on the village green.

12. Reports and questions

To receive reports from received communications or other reports relevant to the parish.

a. Dog fouling

Cllr Hitchman had been approached by a resident about the level of dog fouling in the village and that this had got worse over winter. A lot of full bags of dog mess were being left around and these were not biodegradable. It was agreed that this would be mentioned in the next newsletter.

b. Church fete

The church fete will be held 10 June 2023. It was noted that last year the councillors had a table with maps at the event and had good resident engagement. It was agreed that the councillors would attend the event again this year.

ACTION: Cllr Hewson would get in contact with the organisers to enquire about the parish council engaging in the event.

c. Road safety

Cllr Hewson had been approached by a resident about speeding traffic through the village. It was noted that there is no available funding from WCC for funding projects. Cllr Brooks had spoken to Pillerton Priors Parish Council chairman about working together. Options for visuals were considered but there is a cost. Road markings and rumble strips are options as well as flashing signs. A suggestion was made that a conversation with the local police and crime commissioner, Philip Seccombe may be useful to bring villagers together.



Councillors noted that the village does not have pavements alongside the road and therefore residents walk on the roads. Speed is a cause of concern but needs to be given due to consideration.

Cllr Brooks shared his experience of both tactical and strategic work on traffic and speed. Changes must be evidence-led, and it is essential that there is buy-in from people and a commitment to change.

13. Exclusion of Public & Press

There were no confidential items.

14. Date of the next meeting

The Annual Parish Council Meeting of Pillerton Hersey will be held:

- 7:00 pm, Tuesday, 9 May – to be confirmed (dependent on elections)

The next ordinary meeting of the parish council be:

- 7:30 pm, Tuesday, 9 My– to be confirmed (dependent on elections)

The Annual Parish Meeting will be held:

- 7:00 pm, Tuesday, 23 May

The meeting closed at 21:30

DRAFT

Pillerton Hersey Parish Council

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APPENDIX A. Finance report

PILLERTON HERSEY PARISH COUNCIL			
Financial Budget comparison			
Comparison between 01/04/2022 and 11/03/2023 inclusive			
Excludes transactions with an invoice/due date before 01/04/2022			
	Budget 2022/23	Actual net	Balance (actual)
INCOME			
Pillerton Hersey Parish Council			
Precept	£ 2,500.00	£ 2,500.00	£ 2,500.00
Total income	£ 2,500.00	£ 2,500.00	£ 2,500.00
EXPENDITURE			
Pillerton Hersey Parish Council			
Salary	£ 1,554.00	£ 1,844.76	-£ 290.76
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	£ 106.00	-£ 66.00
Training	£ 240.00	£ 207.00	£ 33.00
Audit	£ 158.00	£ 120.00	£ 38.00
Website/IT	£ 70.00	£ 215.69	-£ 145.69
Flood prevention	£ 250.00		£ 250.00
Charitable grants and donations	£ 150.00	£ 30.00	£ 120.00
Village green project	£ 100.00		£ 100.00
Other	£ 100.00	£ 153.99	-£ 53.99
Total Expenditure	£ 3,099.60	£ 3,049.64	
Total income	£ 2,500.00	£ 2,500.00	
Total expenditure	£ 3,099.60	£ 3,049.64	
Total net balance	-£ 599.60	-£ 549.64	
Note salary only includes salary for 2022/23 tax year			

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APPENDIX B: Bank reconciliation

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		
13/06/2022	WALC subscription	-£ 105.00		
13/06/2022	Alana Collis (expenses, room hire)	-£ 18.00		
13/06/2022	WALC training course	-£ 30.00		
13/06/2022	WALC training course	-£ 15.00		
13/06/2022	Alana Collis (expenses, annual parish meeting)	-£ 15.00		
13/06/2022	Alana Collis (expenses, printing for parish meeting)	-£ 9.60		
20/06/2022	Alana Collis salary	-£ 248.60		
20/06/2022	HMRC (of Clerk salary)	-£ 62.20		
06/09/2022	WALC (training course)	-£ 18.00		
06/09/2022	Alana Collis (expenses)	-£ 10.00		
28/09/2022	Alana Collis (salary)	-£ 253.12		
28/09/2022	HMRC (of Clerk salary)	-£ 63.20		
28/09/2022	Trevor Gill (internal auditor)	-£ 120.00		
21/11/2022	Alana Collis (salary backpay Q2)	-£ 14.40		
21/11/2022	HMRC (for Clerk salary backpay Q2)	-£ 9.60		
21/11/2022	Alana Collis (expenses for room hire)	-£ 9.00		
21/11/2022	Alana Collis (salary Q3 2022)	-£ 204.64		
21/11/2022	HMRC (for Clerk salary Q3)	-£ 136.40		
28/12/2022	Alana Collis (salary, October 2022)	-£ 38.13		
28/12/2022	HMRC (for Clerk salary, October 2022)	-£ 24.80		
29/12/2022	Alana Collis (salary, November 2022)	-£ 36.50		
29/12/2022	HMRC (for Clerk salary, November 2022)	-£ 24.40		
03/01/2023	Alana Collis (salary, December 2022)	-£ 37.73		
03/01/2023	HMRC (for Clerk salary, December 2022)	-£ 25.20		
05/01/2023	WALC (inv 14 - for Charles Arnold Baker)	-£ 138.99		
16/01/2023	Royal British legion	-£ 30.00		
16/01/2023	WALC (inv 51)	-£ 72.00		
16/01/2023	Pillerton Parochial Church Council	-£ 60.00		
16/01/2023	Zurich Town and Parish, Insurer Trust Account	-£ 257.60		
16/01/2023	Easyspace Ltd	-£ 215.69		
25/01/2023	WALC (inv 30)	-£ 72.00		
27/01/2023	HMRC (for Clerk overtime 04/22-12/22)	-£ 85.20		
27/01/2023	Alana Collis (overtime, 04/22-12/22)	-£ 341.10		
01/02/2023	HMRC (for Clerk salary, January 2023)	-£ 25.20		
01/02/2023	Alana Collis (salary, January 2023)	-£ 100.66		
11/03/2023	HMRC (for Clerk salary, February 2023)	-£ 22.60		
11/03/2023	Alana Collis (salary, February 2023)	-£ 91.08		
11/03/2023	Alana Collis (01-23 expenses, hall hire)	-£ 9.00		
			-£ 3,489.94	-£ 3,489.94
BALANCE CARRIED FORWARD 11 March 2023				£ 4,237.56
BANK STATEMENT 11 March 2023				£ 4,237.56

Pillerton Hersey Parish Council

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APPENDIX C: Accounts payable

PILLERTON HERSEY PARISH COUNCIL					
ACCOUNTS PAYABLE 14 March 2023					
<u>To Whom Payable</u>	<u>Payment method</u>	<u>Ref</u>	<u>Ex VAT</u>	<u>VAT payable</u>	<u>Totals</u>
<i>Accounts paid since last meeting requiring the formal approval of the Council</i>					
Alana Collis (salary, January 2023)	BACS		£ 100.66		£ 100.66
HMRC (for Clerk salary, January 2023)	BACS		£ 25.20		£ 25.20
Alana Collis (salary, February 2023)	BACS		£ 91.08		£ 91.08
HMRC (for Clerk salary, February 2023)	BACS		£ 22.60		£ 22.60
		Sub-total	£ 239.54	£ -	£ 239.54
<i>Accounts for payment on 14 March 2023</i>					
Alana Collis (salary, March 2023)	BACS		£ 100.66		£ 100.66
HMRC (for Clerk salary, March 2023)	BACS		£ 25.20		£ 25.20
Alana Collis (expenses to cover hall hire)	BACS	03-23 Exp	£ 9.00	£ -	£ 9.00
		Sub-total	£ 134.86	£ -	£ 134.86
		TOTAL	£ 374.40	£ -	£ 374.40
NOTE:					
WALC inv #30 was £108.00 but payment was £72 after a credit note was received (training cancellation					