



Minutes Of the Annual Meeting of the Parish Council

7:00 pm, Tuesday, 9 May 2023

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

Present:

Catherine Hewson

Alec Hitchman

Glan Thomas

Ian Brooks

William Forsyth

In attendance:

Alana Collis, Clerk to the Council

Cllr. Izzi Seccombe, County Councillor, Stour and the Vale

Public:

Three members of the public.

The meeting started at 19:26.

The meeting started with the introduction of the councillors and the clerk to the officer. Members of the public were provided with the opportunity to introduce themselves.

1. Election of Chair

It was RESOLVED to elect Catherine Hewson as the Chairman of the parish council. (Proposed: Cllr Hitchman, seconded: Cllr Brooks, all in favour).

2. Election of Vice Chair

It was RESOLVED to elect Ian Brooks as the Vice Chairman. (Proposed: Cllr Hitchman, seconded: Cllr Hewson).

3. Acceptance of office

Councillors provided their acceptance of office documents.

4. Apologies

None

5. Declarations of Interest

Cllr Hewson and Cllr Hitchman declared a non-pecuniary interest in the Poores Allotment (item 13).

6. Dispensations

None

7. Minutes of the previous meeting

It was RESOLVED to accept the minutes of the meeting held on 14 March 2023. (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

Pillerton Hersey Parish Council

clerk.pillertonherseyipc@outlook.com



8. Councillor roles

To appoint Councillor roles as follows:

a) Finance

It was RESOLVED to appoint Cllr Hitchman as lead for finance. (Proposed: Cllr Hewson, seconded: Cllr Thomas, all in favour).

b) Governance

It was RESOLVED to appoint Cllr Hewson Hewson as councillor responsible for governance (including HR). (Proposed: Cllr Hitchman, seconded: Cllr Thomas, all in favour).

c) Planning

It was RESOLVED to appoint Cllr Brooks as lead for planning matters. (Proposed: Cllr Hitchman, seconded: Cllr Forsyth, all in favour).

d) Village green working group

It was RESOLVED to appoint Cllr Hewson, Cllr Brooks and Cllr Hitchman as members of the Village Green working group. (Proposed: Cllr Thomas, seconded: Cllr Forsyth, all in favour).

9. To make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future.

It was noted that although there was a non-contested election, all councillors were appointed elected. However, the general power of competence is not met because the Clerk does not have the CiLCA qualification. It was agreed that although this was good practice, this would be considered in the future since, for a small parish it represented a significant financial impact for relatively small benefit.

10. Policies

To review and adopt policies and documents of the parish council.

a) Code of Conduct

It was RESOLVED to accept the Code of Conduct. (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

b) Standing Orders

It was RESOLVED to accept the Standing Orders. (Proposed: Cllr Hitchman, seconded: Cllr Hewson, all in favour).

c) Financial regulations

It was RESOLVED to accept the Financial Regulations. (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

d) Scheme of Delegation

It was RESOLVED to accept the Scheme of Delegation. (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

e) Publication Scheme

It was RESOLVED to accept the Publication Scheme. (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).



- f) Pre-planning application discussions protocol
It was RESOLVED to accept the Pre-planning application discussion protocol.
(Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- g) Document retention and destruction policy
It was RESOLVED to accept the Document retention and destruction policy.
(Proposed: Cllr Hewson, seconded: Cllr Hitchman, , all in favour).
- h) Complaints procedure and form
It was RESOLVED to accept the Complaints procedure and form. (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- i) Reserves policy
It was RESOLVED to accept the Reserves Policy. (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).
- j) Risk assessment
It was RESOLVED to accept the Risk Assessment. (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

11. Assets and risk

To review and confirm:

- a) Asset register
It was RESOLVED to update the asset register to include the new grit bin and subject to this amendment that the register was up to date. (Proposed: Cllr Hewson, seconded: Ian Brooks, all in favour).
- b) Arrangements for insurance cover in respect of all insurable risks
It was noted that the insurance policy was reviewed and renewed in January 2023. It was RESOLVED that the policy was fit for purpose and there had been no change in the activity of the parish council. (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).
- c) Subscriptions of the council and/or staff to other bodies
It was RESOLVED to renew the annual subscription to WALC. (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

12. Finance and Governance

- a) To resolve the appointment of the internal auditor for 2022/23
It was RESOLVED to appoint Trevor Gill as the internal auditor for the internal auditor for 2022/23. (Proposed: CH, seconded: Ian Brooks, all in favour).

It was noted that Trevor Gill was stepping down from this activity after this year and a new internal auditor would be needed for 2023/24.
- b) To review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
It was noted that the only s137 expenditure was a donation to the Royal British Legion of £30.



13. Review of Poor's Allotment and appointments

- a) To receive and review the accounts for the year ended 31st December 2022
Councillors noted that the accounts for the year ending 31/12/2022 had been received.
- b) To receive the Minutes of the Trustees Meeting on 7 December 2021 (as signed at the Trustees meeting on 28 November 2022)
Councillors noted that they had received the minutes of the most recently approved minutes.
- c) To receive the Draft Accounts for the year ended 31 December 2022 (to be approved and signed by the Trustees at their next meeting)
Councillors acknowledged the draft accounts for the year ending 31 December 2022.
- d) To resolve to reappoint Trustees to the Poor's Allotment
It was noted that Terry Hitchman and Elizabeth Fillmore were coming to the end of their term as Trustees. Both had kindly agreed to stay on as Trustees. Mr Hitchman noted that Ms Fillmore was a valuable trustee in helping do the accounts and file documentation with the Charity Commission.

It was RESOLVED to reappoint Mr Hitchman and Ms Fillmore as Trustees to the Poor's Allotment. (Proposed: Cllr Brooks, seconded: Cllr Thomas, all in favour).

Mr Hitchman noted that the Trustees are always wanting to know if there are people in need that that the charity may be able to help.

14. Time and place of ordinary meetings for the remainder of 2023/24 including the next annual meeting of the parish council.

Ordinary meetings of the parish council are held at 7:00pm on the second Tuesday in the month:

- 11 July 2023, Church of St Mary, Pillerton Hersey
- 12 September 2023, Church of St Mary, Pillerton Hersey
- 14 November 2023, Pillerton Priors Village Hall, Pillerton Priors
- 9 January 2024, Pillerton Priors Village Hall, Pillerton Priors
- 12 March 2024, Pillerton Priors Village Hall, Pillerton Priors
- 14 May 2024, Church of St Mary, Pillerton Hersey – to include the Annual Meeting of the parish council.

The meeting closed at 19:56