



## Minutes of the Ordinary Meeting of the Parish Council

7:30 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 19:57

### 1. Apologies

There were no apologies from councillors, all were present. However, it was noted that apologies had been received from the newly elected District Councillor (Tysoe Ward), Malcolm Littlewood.

### 2. Declarations of Interest

None

### 3. Dispensations

None

### 4. Public Forum

Mr Fidler expressed concern about the proposed application at Forge Cottage. The property is in a conservation area and the proposed number of garages could result in increased traffic. Mr Fidler considered that the new structure would benefit from being further away from the road so there is space for a car to get off the road. The route to a second set of garaging is over the existing lawn. The height of building means that they may be an issue.

Mr Fidler also raised a concern about the state of the Walton Road. The surface has deteriorated significantly, and he would like it resurfaced. It was stated that the Clerk had, just before the meeting, received notification of roadworks in the area and would check if this was related to Walton Road given the amount of surface dressing being conducted in the area. If not, then Cllr. Seccombe will contact Highways.

Mr Fidler also made a request for dog poo bins. Councillors agreed this will be added to a future agenda.

Mr Everleigh expressed concerns about the planning application at Forge Cottage. Mr Everleigh considered the scale of the development is such that the cottage would become ancillary to the garages. The amount of parking and workshop facilities, means that the activity and consequential



activity is likely to be problematic. Mr Everleigh noted that there was no off-road parking (non-garaged) within the curtilage.

Ms Chesters raised concerns about the detail of the Forge Cottage planning application. Although, in principle there is no objection to improving the garage and its appearance, Mr Chesters expressed the importance of ensuring that there is off-road parking for the three vehicles that are parked there regularly.

Ms Chesters also noted:

- There is a large dog at Holly Cottage which routinely barks aggressively at anyone passing or in neighbouring gardens and that the hedges have not been trimmed back so it is more difficult to get through on the footpath. Councillors noted that concerns about dogs should be shared with the Dog Warden and that neighbours with hedges on their boundary could be spoken to.
- There is constant noise from Easter Close due to DIY and this is not ideal. Councillors suggested having a polite conversation with the neighbour.
- Telegraph poles – there are some poles in the village that used to have electricity cables too. The poles are due to be removed, but, although the telephone cables have been removed, the electricity cables have not. Councillors informed Ms Chesters that if residents wanted to speak to someone about this, it would be a matter for Openreach.

## 5. Planning Matters

### a. Planning applications

- [23/00518/FUL](#) – Hogwood Farm, Banbury Road, Oxhill, CV35 0RL. Proposed redevelopment of existing pig farm to create 10 new dwellings (resubmission of refused application 21/02589/FUL).  
Councillors noted that a delegated response had been submitted To note the delegated response submitted to support the application and reiterate the response made to the original application.
- [23/00787/FUL](#) – Forge Cottage Watery Lane Pillerton Hersey Warwick CV35 0QP. Demolition of existing garage, timber shed and glasshouse and erection of new garage and workshop.

It was noted that a delegated response of no objection was submitted based on the documentation received as part of the planning application. Since then, the parish council has received comments from several residents about the application.

Councillors noted that the applicant has a private collection of vehicles. There is an existing garage, but the proposed new structure is noted to be larger. There is also another building that is also proposed to be altered and have garage dooring.

Cllr Brooks noted that the plans do not appear to be drawn to scale and noted that the application mentioned that this does not appear to have happened. Cllr Brooks suggested that there needs to be better information provided and there is scope to provide improvement to the property but there needs to be more information.

The Chairman permitted contributions from members of the public. This included that there is provision for nine cars and the large garage appears on the plans 20' x 40'. Residents would have appreciated more information regarding the use of the new facilities. While neighbours are not against a development, they think positioning and information would be helpful.

Cllr Brooks noted that the proposals could be determined as overdevelopment of the site and, due to the location, a suitably constructed permeable surface needs to be ensured.

Cllr. Thomas noted that conditions can be used to ensure an appropriate development rather than resorting to a refusal. It was noted that by adding a garage door, then there is an issue in terms of not



being able to park outside the house because it would be deemed to be blocking access, so it is not neighbourly if this impacts onto other residents. Members of the public indicated that this would not likely be an issue due to the position and the existing access and turning circle. The existing parking currently obstructs the turning circle.

Cllr Thomas noted that there was no indication of the application aesthetic since there are no drawings detailing the design, but it mentions that the application makes mention of white render and an oak frame. One concern is the layout and density of the buildings – the proposal takes up a large proportion of the site and may be considered as over development.

Cllr. Hitchman noted that since there was mention of the consultation of neighbours there was a feeling of being misled. Better plans and explanation would be useful. Cllr Forsyth noted resident concerns was height of the proposed structure.

A member of the public noted that, as in a conservation area, separate planning application would be needed to seek removal of the building. This can be done as a separate application and could be submitted afterwards.

Councillors acknowledged that the roof height and height of floor and that given the proposed structure is on a slope it might be overbearing but this is the kind of thing that could be dealt with in a planning condition. It was noted that the toilet building was not shown on the plans and is not mentioned in the Conservation Area report for Pillerton Hersey. However, the wall around the area is.

It was proposed to withdraw the response and hold a site meeting followed by an extraordinary meeting. (Proposed: Cllr Hitchman, but there was no seconder for this proposal, so it was not moved).

It was RESOLVED to withdraw the response and submit a new response to object to the application based on the scale and density of the buildings and there is a requirement for additional information. (Proposed: Cllr. Thomas, seconded: Cllr. Brooks, Cllr Hitchman and Cllr Forsyth voted in favour, but Cllr Hewson did not support the response because it risked the parish council not having a view). The motion was carried.

- iii. [23/00954/TPO](#) – Pillerton House, Pillerton Hersey, Warwick, CV35 0QJ. T1 dead poplar in rear garden - Remove. G1, conifer hedge in front garden - Reduce height from approximately 4 metres, by approximately 1 metre. G2, Leyland cypress hedge - Reduce to previous height of 4 metres. T2 Lawson cypress - Reduce overhanging branches by approximately 3 metres and remove damaged branches.

It was noted that a delegated response had been submitted of no objection.

b. Planning decisions

To note the decisions to the following applications.

- 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 that the tree works were approved.
- ii. [23/00551/TREE](#) – Rosedale, Watery Lane, Pillerton Hersey, Warwickshire. T1 - sycamore – Fell. Councillors noted that the tree works were approved.
- iii. [23/00638/TREE](#) – Arun House, Watery Lane, Pillerton Hersey. Warwick. To reduce the height and spread of one ash tree. Councillors noted that the tree works were approved.



## 6. County, District and Parish Liaison

District Council:

Councillors noted the election of the new councillor for Tysoe Ward, Malcolm Littlewood who had sent apologies.

County Council:

Cllr Seccombe provided a brief overview of key issues notably:

- Councillor grants are now open for applications for community activities (not highways) such as groups. Deadline 18 June.
- There has been over £1m out aside to help people in the winter who are struggling as a result of the cost-of-living crisis.

Cllr. Hitchman asked if money can be given to food banks. Cllr. Seccombe acknowledged this was possible and the county council does fund these as well as vouchers for food and for electricity bills. It was noted that there is a move to support free school meals (money from central government) but not all eligible people apply for it.

## 7. Annual Governance and Accountability Return 2022/23

### a. To receive the complete Annual Internal Audit Report 2022/23

Councillors review the audit report. It was noted the emergency plan would be shared again with councillors and that the internal auditor had suggested a consideration of VAT reclaim but the cost of the time to do this needed to be assessed against the amount that could be reclaimed. It was agreed that saving account options would be explored at a future meeting.

ACTION: Clerk to circulate the Emergency Plan to Councillors

ACTION: Clerk to assess how much VAT was paid in 2022/23 that could be reclaimed.

ACTION: Clerk to investigate savings account options with current bank

Other suggestions from the report suggested a Data Protection policy and Freedom of Information policy.

ACTION: Clerk to provide draft policies at the next meeting.

It was RESOLVED to accept the Annual Internal Audit report as correct and complete the report. (Proposed: Cllr Hewson, seconded: Cllr Thomas, all in favour).

### b. To complete, approve and sign the Annual Governance Statement for 2022/23

It was RESOLVED to agree and approve the Annual Governance Statement completed by the Chairman and Clerk. (Proposed: Cllr Hewson, seconded: Cllr Thomas, all in favour).

### c. To approve completion and signing of the AGAR Certificate of Exemption for 2022/23

It was RESOLVED to complete and sign the AGAR Certificate of Exemption for 2022/23. (Proposed: Cllr Hewson, seconded: Cllr Thomas, all in favour).

The Clerk noted that the Public notice of accounts would be published on Sunday 4 June.

## 8. Policies

To review policies:

### a. Gifts and donations

It was noted that Cllr Brooks had shared an amended policy. It was RESOLVED to adopt the policy. (Proposed: Cllr Hewson, seconded Cllr Forsyth, all in favour).

### b. Equal opportunities policy



It was RESOLVED to adopt the equal opportunities policy. (Proposed: Cllr Hitchman, seconded: Cllr Hewson, all in favour).

c. Health and safety policy

It was RESOLVED to adopt the Health and Safety Policy. (Proposed: Cllr Brooks, seconded: Cllr Hewson, all in favour).

## 9. Finance

a. To receive monthly financial report and Clerk's timesheet

It was RESOLVED to accept the monthly finance report. (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

Councillors reviewed the Clerk's timesheet and noted there had been additional work for the election work. It was RESOLVED to pay the Clerk for time spent on the elections to the sum of 14.25 hours which would be paid from the elections reserve. (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

It was RESOLVED to pay the Clerk overtime of 9.25 hours for March and April 2023. (Proposed: Cllr Brooks, seconded: Cllr Hewson, all in favour).

It was agreed by councillors to keep an eye on the time the Clerk spent working on things and manage a balance between this and the budget.

b. To receive bank reconciliation report

It was RESOLVED to accept the bank reconciliation report. (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

c. To approve accounts for payment 9 May 2023

Councillors noted that the accounts payable were for the purchase of a new grit bin (payable to Roadware), payment for the internal auditor (Trevor Gill), the Clerk's salary for May 2023 (to be paid end of May) and the annual subscription to WALC. It was RESOLVED to make the payments noted in the report. (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

## 10. Village Green working group

To discuss and agree key actions with regards to the registration of the village green and actions regarding vehicular access to Springfield Farm (regarding [21/03508/COUQ](#))

a. To resolve whether to use solicitor to pursue village green registration.

Councillors discussed that it was important to register ownership of the village green. It was RESOLVED to appoint a solicitor to support the village green registration. (Proposed: Cllr. Hewson, seconded: Cllr. Thomas. All in favour).

b. To resolve whether to appoint a solicitor to act on behalf of the parish council with regards to access agreement / deed of easement.

The Chairman reviewed that Mr Crockett had provided a draft deed for the parish council to use. Advice received matches with Mr Crockett's offer to cover the parish council's legal costs. A suggestion had been made that the terms of the agreement was specific to the planning application and there are conditions relevant to the access, maintenance and other considerations.

It was RESOLVED to appoint a solicitor to act for the parish council for the purpose of arranging an agreement with Mr Crockett. (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).



Cllr Hewson noted that three quotes had been received from different solicitors with expertise in the matter of village green registration and who would be able to help with agreements. It was RESOLVED to appoint Roger Taylor of Wellers Law Group LLP to this role. (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

ACTION: Clerk to contact Mr Crockett to say that we appointed a solicitor (and note costs)

ACTION: Cllr Hewson to contact Roger Taylor from Wellers Law Group LLP (cc. Clerk who will then provide access to current documentation).

## 11. Reports and questions

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

### a. Litter pick

Cllr Hitchman made a note of thanks to the Forsyth family for organising a recent litter pick around the village and the road between Pillerton Hersey and Butler's Marston. Cllr Hewson noted that Ms Barnett is also often seen out with her dog and is commended for picking up litter. This was noted with thanks.

### b. Dog fouling

Following the mention in the public forum, Councillors briefly discussed the issue of dog fouling. It was noted that there is a cost of purchase of the bins, installation cost (and permission to do so) and the cost of getting these emptied. It was noted that there have been complaints on the community WhatsApp group regarding the issue. This could be added to the next newsletter and mentioned at the fete.

## 12. Annual Parish meeting

Councillors confirmed that the annual parish meeting (annual assembly) is to be held Tuesday, 23 May 2023. Mr Hitchman from the Poor's Allotment and Mr Kerr of the Royal British Legion were invited to speak about the work of their local groups at the meeting.

ACTION: Clerk to promote meeting on social media and arrange refreshments.

Cllr Forsyth made his apologies that he would not be able to attend the annual parish meeting.

## 13. Exclusion of Public & Press

None

## 14. Date of the next meeting

The next ordinary meeting of the Parish Council will be:

- 7:00 pm, Tuesday, 11 July

The Annual Parish Meeting will be held:

- 7:00 pm, Tuesday, 23 May

Meeting closed at 22:01.

# Pillerton Hersey Parish Council

clerk.pillertonherseyipc@outlook.com



## Appendix A. Finance report

<b>PILLERTON HERSEY PARISH COUNCIL</b>			
<b>Financial Budget comparison</b>			
Comparison between 01/04/2023 and 04/05/2023 inclusive			
Excludes transactions with an invoice/due date before 01/04/2023			
	<b>Budget 2023/24</b>	<b>Actual net</b>	<b>Balance (actual)</b>
<b>INCOME</b>			
<b>Pillerton Hersey Parish Council</b>			
Precept	£ 2,625.00	£ 1,312.50	£ 1,312.50
<b>Total income</b>	<b>£ 2,625.00</b>	<b>£ 1,312.50</b>	<b>£ 1,312.50</b>
<b>EXPENDITURE</b>			
<b>Pillerton Hersey Parish Council</b>			
Salary	£ 1,862.08	£ 121.80	£ 1,740.28
WALC Subscription	£ 118.00	£ -	£ 118.00
Stationery	£ 25.00	£ -	£ 25.00
Insurance	£ 300.00	£ -	£ 300.00
Room hire	£ 100.00	£ -	£ 100.00
Training	£ 264.00	£ -	£ 264.00
Audit	£ 140.00	£ -	£ 140.00
Other administration	£ 50.00	£ -	£ 50.00
Travel expenses	£ 25.00		
Website/IT	£ 60.00	£ -	£ 60.00
Village green project	£ 600.00	£ -	£ 600.00
Environment maintenance	£ 50.00	£ -	£ 50.00
Charitable grants and donations	£ 150.00	£ -	£ 150.00
Other	£ -	£ -	£ -
<b>Total Expenditure</b>	<b>£ 3,744.08</b>	<b>£ 121.80</b>	
Total income	£ 2,625.00	£ 1,312.50	
Total expenditure	£ 3,744.08	£ 121.80	
<b>Total net balance</b>	<b>-£ 1,119.08</b>	<b>£ 1,190.70</b>	
Note salary only includes salary for 2023/24 tax year			

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## Appendix B: Bank reconciliation

<b>PILLERTON HERSEY PARISH COUNCIL</b>			
<b>Bank Reconciliation report</b>			
<b>Financial year ending 31 March 2024</b>			
BALANCE BROUGHT FORWARD 1 APRIL 2023			£ 4,111.70
<b>RECEIPTS</b>			
28/04/2022	Stratford District Council precept	£ 1,312.50	
		<b>£ 1,312.50</b>	£ 1,312.50
<b>PAYMENTS</b>			
03/04/2023	Alana Collis salary (March 2023)	-£ 113.70	
03/04/2023	HMRC (of Clerk salary)	-£ 28.40	
03/05/2023	Alana Collis salary (April 2023)	-£ 97.60	
03/05/2023	HMRC (of Clerk salary)	-£ 24.20	
		<b>-£ 263.90</b>	<b>-£ 263.90</b>
<b>BALANCE CARRIED FORWARD 4 May 2023</b>			<b>£ 5,160.30</b>
<b>BANK STATEMENT 4 May 2023</b>			<b>£ 5,160.30</b>
Signed			
Chair		Date:	
Clerk & RFO		Date:	



# Pillerton Hersey Parish Council

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## Appendix C: Accounts payable

<b>PILLERTON HERSEY PARISH COUNCIL</b>					
<b>ACCOUNTS PAYABLE 9 May 2023</b>					
<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, March 2023)	BACS		£ 100.66		£ 100.66
HMRC (for Clerk salary, March 2023)	BACS		£ 25.20		£ 25.20
Alana Collis (salary, April 2023)	BACS		£ 97.60		£ 97.60
HMRC (for Clerk salary, April 2023)	BACS		£ 24.20		£ 24.20
		<b>Sub-total</b>	<b>£ 247.66</b>	<b>£ -</b>	<b>£ 247.66</b>
<i>Accounts for payment on 14 March 2023</i>					
Alana Collis (salary, May 2023)	BACS		£ 100.66		£ 100.66
HMRC (for Clerk salary, May 2023)	BACS		£ 25.20		£ 25.20
Roadware (Grit bin)	BACS	Invoice 12915	£ 99.95	£ 19.99	£ 119.94
Trevor Gill (2022/23 internal audit)	BACS	PHPC audit	£ 130.00		£ 130.00
WALC (#241 annual subscription)	BACS	INV #241	£ 100.00	£ 18.00	£ 118.00
		<b>Sub-total</b>	<b>£ 455.81</b>	<b>£ 37.99</b>	<b>£ 493.80</b>
		<b>TOTAL</b>	<b>£ 703.47</b>	<b>£ 37.99</b>	<b>£ 741.46</b>
Invoices checked and agreed					
Signed					
Clerk & RFO		Dated:			
Councillor		Dated:			
Councillor		Dated:			