



## Minutes of the Ordinary Meeting of the Parish Council

7:00 pm, Tuesday, 11 July 2023

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

### **Present:**

Catherine Hewson  
Alec Hitchman  
Glan Thomas  
Ian Brooks  
William Forsyth

### **Present:**

Alana Collis, Clerk and RFO  
Malcolm Littlewood, District Councillor

### **Apologies**

Cllr Izzi Seccombe, County Councillor

The meeting started at 19:06

#### 1. Apologies

Cllr Seccombe had sent apologies due to a prior commitment.

#### 2. Declarations of Interest

None

#### 3. Dispensations

None

#### 4. Public Forum

No members of the public were present.

#### 5. Minutes of the Previous Meeting

##### a. Minutes of the Annual Parish Council Meeting, 9 May 2023

It was **RESOLVED** to accept the minutes of the Annual Parish Council meeting, held on 9 May 2023, as a true and accurate record (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

##### b. Minutes of the ordinary meeting of the Parish Council, 9 May 2023

It was **RESOLVED** to accept the minutes of the Ordinary Parish Council meeting, held on 9 May 2023, as a true and accurate record (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

#### 6. County, District and Parish Liaison

Councillor Littlewood had shared a report prior to the meeting. Cllr Hitchman asked for a clarification of the figure regarding the income to SDC from parking. Cllr Littlewood reflected that the new council are settling in, ensuring that all councillors are doing training to get everyone up to speed.

Cllr Littlewood also updated the parish council that there is likely to be an update on the anaerobic digester planning application in the forthcoming week. The Ministry of Defence has objected to the application but is awaiting answers from the applicant regarding its questions.



Cllr Hitchman asked Cllr Littlewood if there was any update on the Shipston Hospital situation. Cllr Littlewood indicated that there is a cross-party group looking at this and there is a strong desire to get a solution that works for local residents and that GPs in Shipston have now agreed to move into the Ellen Badger. The consultation for GP surgeries for Lighthorne/Upper Lighthorne to respond to closed 10/07/2023 but it is unknown how many surgeries had responded. Cllr Hewson mentioned that the parish council has been involved in the health initiatives being developed in Lighthorne Heath and the Ellen Badger facility. Cllr Littlewood agreed he would update the parish council as he could and encouraged the parish council to engage in this.

**ACTION:** The Chair of the parish council would officially write to Cllr Littlewood regarding concerns over Shipston Hospital and local healthcare.

Cllr Littlewood indicated that he would like to engage with and support the parish councils regarding planning applications. It was agreed that if a delegated decision the Clerk would inform Cllr Littlewood once this had been submitted.

Cllr Brooks asked if there was any update regarding the Hogwood Farm application. This is still to be decided.

## 7. Planning Matters

### a. Planning decisions

To note the decisions to the following applications.

#### i. [23/00954/TPO](#) – Pillerton House, Pillerton Hersey, Warwick, CV35 0QJ.

Councillors noted that the TPO tree works were approved.

#### ii. [23/00787/FUL](#) – Forge Cottage Watery Lane Pillerton Hersey Warwick CV35 0QP.

Councillors noted the planning application for the demolition of the existing garage, timber shed and glasshouse and erection of new garage and workshop. It was noted that the revised plans had been approved with conditions. This included the change to a single garage.

## 8. Finance

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

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

Cllr Hewson reviewed the Clerk's timesheet and noted overtime in May and June of 11.5 hours. It was **RESOLVED** to pay the Clerk for 11.5 hours overtime for the period of May and June 2023 (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

Councillors noted that the main cost of the precept is the Clerk salary and this has an impact on a small parish such as Pillerton Hersey.

Councillors agreed it would be useful to attend the Stratford Area meeting through WALC on 20 July. Cllr Thomas would also conduct some research and approach other parish councils regarding hours and salary as a proportion of the budget. Once this information is collated it will be considered and may be shared with District Councillor.

**ACTION:** Cllr Thomas to contact different parish councillors regarding their budget and the proportion of this that is salary.

**ACTION:** Cllr Hewson will email Cllr Littlewood to highlight the ongoing concern that small parish councils are unduly penalised.



**ACTION:** Cllr Hewson to write to Stratford District Council to raise concern regarding the work expected of Clerks to support the local elections and the impact of this on parish council budgets.

- b. To receive bank reconciliation report  
It was **RESOLVED** to accept the bank reconciliation report (Proposed: Cllr Hewson, seconded: Cllr Thomas, all in favour).
- c. To approve accounts for payment 11 July 2023  
It was **RESOLVED** to accept the accounts payable which included the domain renewal for the website and the cost to hire the church for the May meetings (Annual Parish Council meeting, Ordinary Parish Council meeting and the Annual Assembly) (Proposed: Cllr Hewson, seconded: Cllr Hitchman).

Councillors noted that the church now had a smart meter installed and future venue hire would include energy costs for the use of the church.

## 9. Inclusive terminology for the parish council

Cllr Hewson had circulated a paper prior to the meeting to outline the proposal to update the terminology used by the parish council in its documentation. In particular, the use of gender-neutral title Chair instead of Chairman. It was noted that the Local Government Act 1972 retains the specific use of Chairman.

It was **RESOLVED** to accept the paper, and both promote and adopt the use of inclusive, gender-neutral terminology, particular "Chair" and "Vice Chair" in the parish council documentation (Proposed: Cllr Hewson, seconded: Cllr Forsyth).

## 10. Village Green working group

Cllr Hewson provided an update on the work to register the village green. The solicitor appointed by the parish council solicitor is drafting statement that outlines what the PC has done to maintain the village green in recent years to support registration. The solicitor had asked if there had been previous claim to the land. There was a letter from the WALC in 1979 but this claim had been addressed.

It was noted that the Clerk has previously sent Mr Crockett contact details for the solicitor.

## 11. Upper Lighthorne Primary Healthcare

Cllr Hewson had circulated an update regarding the work to support improved primary healthcare at Upper Lighthorne.

Due to recent local elections, the Upper Lighthorne Primary Healthcare working group has asked all parish councils to re-confirm whether they still support the initiative. The group's objectives remain the same. In a progress update, it was noted that the Integrated Care Board have promoted the opportunity for providers to run the service.

Councillors noted that with the significant increase in house building, if there is no additional provision then new and existing residents in the surrounding area would substantially struggle to access primary healthcare. If there is no new facility (agreed as part of the s106 and development at Upper Lighthorne) then there is a proposal that the new requirements would be provided for by existing local surgeries. This would include surgeries at Kineton used by residents.

It was **RESOLVED** that Pillerton Hersey Parish Council would continue to support the Upper Lighthorne Primary Healthcare working group (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

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## 12. Reports and questions

Cllr Hewson has received concern from a resident about the current situation regarding the Ellen Badger hospital. The building has been knocked down (unsafe building) but it is noted that the local GP surgery may not take on the facility. There is a move to make the site a diagnostics site rather than provide beds but local residents are concerned and unhappy that there is a lack of beds locally. Councillors noted that beds have been moved to Warwick and that an article in the local paper has said there may be 16 beds.

Councillors expressed concern that there is a distance of over 13 miles to get to Warwick (compared with less than seven miles to Shipston) and poor public transport provision. The existing public transport provision in Pillerton Hersey is limited and to Stratford, not Warwick. The only other local hospital is in Banbury which is also facing challenges.

**ACTION:** Cllr Hewson to write to Cllr Littlewood and share concerns regarding the Ellen Badger changes proposed.

Councillors discussed the forthcoming autumn and the need to position the new grit bin on the Oxhill Bridle Road. It was agreed councillors would visit the location and speak to the local landowner near where it may be situated.

## 13. Exclusion of Public & Press

None

## 14. Date of the next meeting

Ordinary meeting confirmed as 12 September 2023, Church of St Mary, Pillerton Hersey

Meeting closed: 20:14

Signed:

Date:

Chair

# Pillerton Hersey Parish Council

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## Appendix A: Finance Report

<b>PILLERTON HERSEY PARISH COUNCIL</b>			
<b>Financial Budget comparison</b>			
Comparison between 01/04/2023 and 05/07/2023 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	£ 433.06	£ 1,429.02
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	£ 130.00	£ 10.00
Other administration	£ 50.00	£ -	£ 50.00
Travel expenses	£ 25.00	£ -	£ 25.00
Website/IT	£ 60.00	£ -	£ 60.00
Village green project	£ 600.00	£ -	£ 600.00
Environment maintenance	£ 50.00	£ 119.94	-£ 69.94
Charitable grants and donations	£ 150.00	£ -	£ 150.00
Other	£ -	£ -	£ -
Elections	£ -	£ 75.50	-£ 75.50
<b>Total Expenditure</b>	<b>£ 3,744.08</b>	<b>£ 801.00</b>	
Total income	£ 2,625.00	£ 1,312.50	
Total expenditure	£ 3,744.08	£ 801.00	
<b>Total net balance</b>	<b>-£ 1,119.08</b>	<b>£ 511.50</b>	
Note salary only includes salary and overtime 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>	<b>£ 1,312.50</b>
<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	
22/05/2023	WALC (annual subscription)	-£ 118.00	
22/05/2023	Roadware (purchase of grit bin)	-£ 119.94	
22/05/2023	Trevor Gill (annual audit)	-£ 130.00	
31/05/2023	Alana Collis salary (May 2023)	-£ 100.66	
31/05/2023	HMRC (of Clerk salary)	-£ 25.20	
01/06/2023	Alana Collis overtime (March/April 2023)	-£ 105.04	
01/06/2023	HMRC (of Clerk overtime)	-£ 26.40	
02/06/2023	Alana Collis overtime for elections 2023	-£ 162.09	
02/06/2023	HMRC (for Clerk election overtime)	-£ 40.40	
30/06/2023	Alana Collis salary (June 2023)	-£ 97.40	
30/06/2023	HMRC (of Clerk salary)	-£ 24.40	
		<b>-£ 1,213.43</b>	<b>-£ 1,213.43</b>
<b>BALANCE CARRIED FORWARD 5 July 2023</b>			<b>£ 4,210.77</b>
<b>BANK STATEMENT 5 July 2023</b>			<b>£ 4,210.77</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 11 July 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, June 2023)	BACS		£ 97.40		£ 97.40
HMRC (for Clerk salary, June 2023)	BACS		£ 24.40		£ 24.40
		<b>Sub-total</b>	<b>£ 121.80</b>	<b>£ -</b>	<b>£ 121.80</b>
<i>Accounts for payment on 11 July 2023</i>					
Easyspace (domain renewal)	BACS	221522815	£ 25.40	£ 5.08	£ 30.48
Pillerton Parochial Church Council	BACS	PHPC	£ 29.25		£ 29.25
		<b>Sub-total</b>	<b>£ 54.65</b>	<b>£ 5.08</b>	<b>£ 59.73</b>
		<b>TOTAL</b>	<b>£ 176.45</b>	<b>£ 5.08</b>	<b>£ 181.53</b>
Invoices checked and agreed					
Signed					
Clerk & RFO		Dated:			
Councillor		Dated:			
Councillor		Dated:			