



## Minutes of the Ordinary Meeting of the Parish Council

7:00 pm, Tuesday, 14 November 2023

Pillerton Priors Village Hall, Pillerton Priors, CV35 0PJ.

### **Present:**

Cllr Hewson (Chair)  
Cllr Brooks (Vice Chair)  
Cllr Hitchman  
Cllr Thomas

### **Present:**

Alana Collis, Clerk  
Cllr Seccombe, County Councillor

### **Apologies:**

Cllr Forsyth  
Cllr Littlewood, District Councillor

The meeting started at 19:00

### 1. Apologies

Cllr Forsyth had submitted apologies. It was RESOLVED to accept the apologies for Cllr Forsyth.  
(Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour)

### 2. Declarations of Interest

Cllr Hewson declared a non-pecuniary interest regarding the planning application for tree works at Church View (item 6a(i)).

### 3. Dispensations

None

### 4. Public Forum

No members of the public were present.

### 5. Minutes of the previous meeting

Councillors reviewed the minutes from the previous meeting and requested some amendments for clarity. It was then RESOLVED to approve the minutes of the Ordinary Parish Council meeting 12 September 2023 (proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

### 6. Planning Matters

#### a. Planning applications

To note the planning applications received.

- i. [23/02855/TREE](#) – Church View, Pillerton Hersey, Warwick CV35 0QJ. T3 flowering cherry - Fell. Replace with Blenheim apple.  
Councillors noted that a delegated response of no objection had been submitted.
- ii. [23/02918/TPO](#) – The Stable House, Warwick Road, Pillerton Hersey, Warwickshire, CV35 0QJ. T1 walnut - Reduce crown from tips back to suitable re growth points on the



branch by some 1.5-2.0metres. Crown thin by some 20%. Reduce height from approx 15-18metres to approx 13-14metres.

Councillors RESOLVED to submit a response of no objection due to maintenance being carried out to preserve the trees (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

- iii. [22/02935/FUL](#) – Land Adjacent to Hardwick Gorse, Tysoe Road Kineton, Warwick. Construction of anaerobic digestion facility, comprising silage clamps, digester tanks, lagoons, administrative buildings, landscaping and access.

Councillors noted that previously, the parish council had objected to the application, but new information had now been submitted by the applicant. The new information includes increases in the estimate of vehicle numbers (particularly tractors and HGVs), a reduction in the size of the lagoon and a change in site boundaries. The site lighting plan has been updated to reduce light pollution and initiatives have been added to support biodiversity.

Councillors noted housing near the site and the technology is a new type that will produce propane gas. There has been a recent example of an explosion at a site near Didcot.

Councillors considered their previous response was still valid but noted a particular concern about the increase in traffic, particularly on small, narrow, local lanes. Councillors noted that the road safety assessment only considers the site entrances. However, councillors consider that for the entire journey of tractors along roads (from their start point to the destination) there is a potential hazard.

It was RESOLVED that the parish council would object to the application, reiterating the previous reasons for objection and additional objections based on concerns over the safety of the technology (following recent explosion incidents), traffic volume (which estimates have increased), road safety (in terms of the nature of the traffic and potential mud on road). It is considered that the volume of traffic represents a hazard along all the roads, not just at the site entrance. (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

b. Planning decisions

To note the decisions to the following applications.

- i. [23/01312/FUL](#) – Land Adjoining Coverwell Farm, Pillerton Hersey. Change of use of land to provide 8 travelling showperson plots and associated works including hardstanding.  
Councillors noted that the application had been refused.
- ii. [23/01416/FUL](#) – Home Farm, Warwick Road, Pillerton Hersey, CV35 0QJ. Siting of five storage containers.  
Councillors noted that permission had been granted with conditions.
- iii. [23/02243/TREE](#) – St Mary's Church, Pillerton Hersey. -T1 Lawson cypress - Fell. - G1, yew x5no. - Lift canopy to 2.5 metres.  
Councillors noted that the tree works had been approved.



## 7. Village Green working group

Cllr Hewson provided an update on activity with regards to the registration of the village green. Cllr Hewson had been approached by a resident who was executor of the estate of a late local resident. The executor considers that the holder of the manorial rights also owns the village green. After their conversation it was agreed that the executor would contact the parish council's solicitor, Roger Taylor at Wellers Hedley. As yet, the Mr Taylor has not responded.

Cllr Hitchman noted that the registration document submitted by Miss Mills transferred ownership to the village meeting (at a time when there was no parish council). This information has already been submitted to the PC solicitor (and includes the other parcels of land). There was a dispute over one parcel of land and that was then taken out of the registration. The date of the registration documents was 30/04/1968 and 05/11/1970. This information has previously been sent to the solicitor.

Cllr Seccombe noted that it is most often that ownership of a village green sits with the respective parish council. However, if it was indeed owned by someone else then the private landowner must maintain access e.g. if there was a footpath. Previously, a solicitor, Peter Endell, at WCC had proved to be an invaluable source of information, however, he has now retired.

It was agreed that the parish council would contact WCC solicitors (Head of Legal: Sarah Duxbury) and copy in Cllr Seccombe to enquire if they have any knowledge regarding the manorial rights and the Land Registry.

ACTION: Cllr Hewson to contact WCC Legal department.

## 8. County, District and Parish Liaison

County Council

Cllr Seccombe focused on the recent Cabinet meeting ([9 November 2023](#)) where the matter of Warwickshire's fire and rescue service. A report by the inspectorate ([September 2023](#)) highlighted that the service has not met its response times and that has been an issue for several years. The county service is a 50:50 split of retained and full time (salaried) workers. This model has been used for several years, but in recent times it has become harder to get the retained workforce and there is no intention to budget for a larger proportion of salaried workers. A retained appliance requires 4-5 people to be able to dispatch and all retained personnel must live within five minutes of the respective station. The county currently has 12 appliances staffed by full time staff and 11 appliances that use the retained (part-time, voluntary) personnel. At the moment, typically only one of the retained appliances is available for dispatch at any one time.

WCC has worked with a specialist consultant who helped develop four options. Two of these options were discounted and now there is a public consultation to receive feedback on the proposals. Members of the public and the parish council are encouraged to read the consultation which will run from December 2023 to March 2024. Cllr Seccombe stressed that there is no intention to close any stations however, it is important to be able get the appliances out.

Cllr Hitchman asked Cllr Seccombe if WCC fund the rural bus services. Cllr Seccombe clarified that WCC subsidise some routes but most are entirely privately run. Cllr Hitchman mentioned that many of the buses in the area have their side windows covered in mud and they cannot be seen through and asked if there was a cleanliness standard. It was suggested to speak to the driver to see if they could be cleaned.



## District Council

Cllr Littlewood (SDC) had sent his apologies via Cllr Seccombe. However, Cllr Hewson made a note of thanks to his support regarding the recent Overview and Scrutiny Committee meeting and their scrutiny of the ICB and their work to develop the health facilities at the Ellen Badger site in Shipston.

## 9. Local environment

### a. Flood prevention

Cllr Hewson raised that she had received an email from Tim Newcombe with the suggestion of setting up a local flood action group. Councillors agreed this could have merit and there is an option for the council to have a councillor responsible for environmental matters including flooding. It was agreed that if a proposal was presented to the parish council, then there could be consideration of it.

Councillors noted that other local groups include the Stour Valley flood action group who work with local landowners to reduce the rate of run-off. This is considered to have successfully reduced incidents of flooding in Shipston. There is also a group in Wellesbourne and Walton area.

### b. Local Wildlife Site (LWS) verges in Pillerton Hersey parish.

Cllr Hewson had contacted WCC Environment Lead following the September 2023 parish council meeting. A link was provided to the initiative where communities can be part of a scheme to support local wildlife sites (LWS) on verges. However, a requirement to be part of the scheme is that the verges must be a zone where the speed limit is 40 mph or lower. There are some other schemes (e.g. to control mowing scheme) but the parish does not meet the eligibility criteria for these.

Cllr Hitchman mentioned that there is the Tysoe Wildlife action group (run by Rosemary Collier) which could be a useful collaboration. This was considered to be a good suggestion for a future speaker at the Annual Assembly.

## 10. Finance

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

Councillors noted that the second part of the annual precept for 2023/24 had been received in September 2023.

In terms of annual budget, Cllr Hewson reminded all councillors that it is good practice for all councillors to undertake training and, as such, there is an annual budget which is yet to be spent.

**ACTION:** All councillors were asked to review training courses and liaise with the Clerk to book relevant courses.

The finance report highlighted the budget allocation for environment. It was agreed earlier in the year to purchase grit for the grit bin ahead of colder weather. It was **RESOLVED** that the Clerk would also purchase a small shovel for the grit bin (proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

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



Councillors noted the timesheet and a total of 10.75 hours overtime for the period 04/09-05/11/2023. It was RESOLVED to pay the Clerk 10.75 hours overtime for this period (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

Cllr Hewson will attend the WALC AGM 15/11 and noted that she would raise the concern at the meeting regarding the staff costs for small parishes if there is a suitable opportunity. It was noted that Cllr Hewson has previously raised concern (via the WALC Chair forum).

- 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 14 November 2023  
It was RESOLVED to accept the accounts payable which included the November salary for the Clerk (to be paid at the end of November) and expenses of £8.50 to the Clerk for the purchase of a new noticeboard key (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

Councillors noted the new pay scales for 2023/24 had now been agreed with unions. It was RESOLVED to adopt the new pay scale for the Clerk going forward and to back date the revised salary to 1 April 2023. The backdated pay will cover April to November. Proposed: proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

- d. To consider preparations for the 2024/25 budget preparation  
Councillors agreed that it was important to prepare the budget ahead of January. It was noted that insurance premiums are due to increase. The renewal notice is due in December and the Clerk will get quotes as appropriate.

The matter of .gov.uk emails (a requirement of future audits) is part of a discussion regarding budgets because this would involve changing provider for the website (to an approved provider) and an additional £60 per year on the precept (although the initial set up cost could be covered by reserves).

ACTION: Clerk to obtain more information on .gov.uk costs.

Cllr Hewson asked the Clerk to make sure there was consideration of the annual cost of grit in the budget too.

ACTION: Clerk to update draft budget and circulate to Councillors for them to discuss.

## 11. Employment Matters

Due to personal commitments, the Clerk was still to arrange the advertisement of the Clerk/RFO role. This would be done as soon as possible.

Councillors discussed how the handover could be effectively progressed and support the Clerk to enable this. It was agreed that Cllr Thomas would work with the Clerk on the website.

ACTION: The Clerk will prepare a handover pack, will provide Councillors with access to the OneDrive promptly and will require information from Councillors to get them added to the bank mandate.



## 12. Reports and questions

Planning: the Clerk had received correspondence from Mr Jackson who owns a barn on the Oxhill Bridle Road. Although the property was granted Class Q permission in 2022, the owner now had plans for a different development. Mr Jackson has spoken to some residents and is soon to submit an application. He has expressed an interest in speaking to the parish council about the application. It was agreed that since the application to the planning authority is imminent, that councillors would invite Mr Jackson to attend an extraordinary meeting which will be organised once the application has been submitted and validated.

Policing budget engagement: Cllr Hewson (in 2022) and Cllr Brooks have attended engagement meetings. Cllr Hewson has already responded to the current survey in a personal capacity. It was agreed to encourage residents to response to the consultation survey.

Grit bin: Cllr Hewson and Cllr Hitchman have spoken to a resident adjacent to the site where they propose to locate the grit bin. The resident has no objection to the location and supports the fact that the bin is a highly visible yellow colour. Councillors will remove brambles and locate the bin in the next week or so.

Shipston Ellen Badger unit: Cllr Hewson attended the recent Overview and Scrutiny meeting at SDC where the Integrated Care Board (ICB) were questioned by SDC. The ICB commission services for health care) and they will go out to public consultation some time over the next year regarding the Ellen Badger development and SDC is a main consultee who will respond. Councillors noted that there has already been a lot of development as part of phase one but it is not clear if there is a possibility, depending on the outcome of the consultation, to add beds at a later phase. The Committee did not cover the matter of the Upper Lighthorne health provision, this will be covered at a future meeting.

D-Day 80: Councils have been contacted regarding plans for beacons to celebrate the 80<sup>th</sup> anniversary of D-Day in 2024. It was agreed it may be appropriate to do something in collaboration with Pillerton Priors. Plans would also need to consider budget considerations.

## 13. Exclusion of Public & Press

None

## 14. Date of the next meeting

The next ordinary meeting of the parish council will be held:

- 7:00 pm, Tuesday, 9 January at Pillerton Priors Village Hall

The meeting closed at 21:32.

# 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 10/11/2023 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	£ 2,625.00	£ -
<b>Total income</b>	<b>£ 2,625.00</b>	<b>£ 2,625.00</b>	<b>£ -</b>
<b>EXPENDITURE</b>			
<b>Pillerton Hersey Parish Council</b>			
Salary	£ 1,862.08	£ 1,195.33	£ 666.75
WALC Subscription	£ 118.00	£ 118.00	£ -
Stationery	£ 25.00	£ -	£ 25.00
Insurance	£ 300.00	£ -	£ 300.00
Room hire	£ 100.00	£ 29.25	£ 70.75
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	£ 30.48	£ 29.52
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>£ 1,698.50</b>	
Total income	£ 2,625.00	£ 2,625.00	
Total expenditure	£ 3,744.08	£ 1,698.50	
<b>Total net balance</b>	<b>-£ 1,119.08</b>	<b>£ 926.50</b>	
Note salary only includes salary and overtime for 2023/24 tax year			

# Pillerton Hersey Parish Council

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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	
21/09/2023	Stratford District Council precept	£ 1,312.50	
		<b>£ 2,625.00</b>	£ 2,625.00
<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	
19/07/2023	Easyspace Ltd (Domain renewal)	-£ 30.48	
19/07/2023	PP Church Council (church hire)	-£ 29.25	
20/07/2023	Alana Collis (Clerk overtime, May/June 2023)	-£ 130.82	
30/07/2023	HMRC (of Clerk overtime)	-£ 32.60	
31/07/2023	Alana Collis salary (July 2023)	-£ 100.66	
31/07/2023	HMRC (of Clerk salary)	-£ 25.20	
31/08/2023	Alana Collis salary (August 2023)	-£ 100.66	
31/08/2023	HMRC (of Clerk salary)	-£ 25.20	
06/10/2023	Alana Collis salary (September 2023)	-£ 97.40	
06/10/2023	HMRC (of Clerk salary)	-£ 24.40	
10/11/2023	Alana Collis salary (October 2023)	-£ 100.66	
10/11/2023	HMRC (of Clerk salary)	-£ 25.20	
13/11/2023	Alana Collis (Clerk overtime, Aug/Sept 2023)	-£ 79.67	
13/11/2023	HMRC (of Clerk overtime)	-£ 19.80	
		<b>-£ 2,035.43</b>	<b>-£ 2,035.43</b>
<b>BALANCE CARRIED FORWARD 10/11/2023</b>			<b>£ 4,701.27</b>
<b>BANK STATEMENT 13/11/2023</b>			<b>£ 4,701.27</b>



# Pillerton Hersey Parish Council

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## Appendix C: Accounts payable

<b>PILLERTON HERSEY PARISH COUNCIL</b>					
<b>ACCOUNTS PAYABLE 14 November 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, October 2023)	BACS		£ 100.66		£ 100.66
HMRC (for Clerk salary, October 2023)	BACS		£ 25.20		£ 25.20
		<b>Sub-total</b>	<b>£ 125.86</b>	<b>£ -</b>	<b>£ 125.86</b>
<i>Accounts for payment on 14 November 2023</i>					
Alana Collis (salary, November 2023)	BACS		£ 97.40		£ 97.40
HMRC (for Clerk salary, November 2023)	BACS		£ 24.40		£ 24.40
Alana Collis (expenses for new key)	BACS		£ 8.50		£ 8.50
		<b>Sub-total</b>	<b>£ 130.30</b>	<b>£ -</b>	<b>£ 130.30</b>
		<b>TOTAL</b>	<b>£ 256.16</b>	<b>£ -</b>	<b>£ 256.16</b>
Invoices checked and agreed					