



## Minutes of the Extraordinary Meeting of the Parish Council

7:00 pm, Tuesday, 9 January 2024

Pillerton Priors Village Hall, Pillerton Priors, CV35 0PJ

### **Present:**

Cllr Hewson, Chair  
Cllr Brooks, Vice Chair  
Cllr Hitchman  
Cllr Forsyth

### **In attendance:**

Alana Collis, Clerk  
One member of the public.

### **Apologies**

Cllr Thomas  
Cllr Seccombe, WCC  
Cllr Littlewood, SDC

The meeting started at 19:03

#### 1. Apologies

It was RESOLVED to accept apologies from Cllr Thomas on the grounds of illness (proposed: Cllr Hewson, seconded: Cllr Forsyth, all in favour).

Councillors noted that Cllr Seccombe and Cllr Littlewood had also submitted their apologies.

#### 2. Declarations of Interest

None.

#### 3. Dispensations

None

#### 4. Public Forum

None

#### 5. Minutes of the previous meeting

- a. To approve the minutes of the Ordinary Parish Council meeting, 14 November 2023.  
It was RESOLVED to accept the minutes of the meeting 14 November 2023 (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- b. To approve the minutes of the Extraordinary Parish Council meeting, 5 December 2023.  
It was RESOLVED to accept the minutes of the meeting 14 November 2023 (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

#### 6. Planning Matters

- a. Planning applications



- i. [23/03201/TREE](#) – Rosedale Watery Lane Pillerton Hersey Warwickshire CV35 0QP, T1, T2 and T4 elm - Fell. -T3 damson - Fell. -T5 elder - Fell.

Councillors noted that a delegated decision of no objection had been submitted.

- ii. [23/03298/TREE](#) – Nyumbani, Warwick Road, Pillerton Hersey, Warwickshire, CV35 0QJ. T1 Prunus Cerasifera Nigra - Pollard back to previous pruning points, to clear cables as per 21/02595/TREE.

It was RESOLVED to submit a response of no objection on the grounds of required maintenance for health and safety purposes (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

- iii. [23/03381/COUQ](#) – Springfield Farm, Pillerton Hersey. Prior Approval application for the change of use of an agricultural building into a larger residential dwelling (C3) and associated operational development under Class Q parts (a) and (b) of the General Permitted Development Order (GPDO). To determine whether the parish council intend to comment or not to comment.

- Cllr Hewson noted the updated planning statement and had some comments on the information contained within it:
  - Verges – these are maintained through a contract with SDC (not WCC).
  - Although it is stated that the area is outside of the conservation area, the village green is within the conservation area.
  - The planning statements positions the application as having agreement for access over the village green (section 2).
- Councillors consider that, although the parish council are cognisant of the applicant having existing access, there is a process which the parish council is going through to ensure the land of the village green is registered, ownership is clarified and then a legal agreement is put in place. As such, the statement in the planning statement is inaccurate.
- Cllr Brooks commented that the previous concern regarding the application was from WCC Highways regarding visibility splays. The council assumed this has been resolved but had not reviewed a Highways response.
- Cllr Brooks identified that, regarding the detail of the Class Q conversion, Councillors do not have any objection. The council is cognisant that the access is the matter that needs to be resolved, both in terms of clarifying legal ownership and registration of the land and the legal agreement for access over it.
- Councillors acknowledge that although the ideal situation is that the land is registered prior to a legal agreement for access being put in place. It was agreed that the parish council should explore whether an access agreement could be put in place prior to the legal ownership being clarified and the land registered.

**ACTION:** The Clerk will ask the solicitor for advice regarding a legal access agreement being put in place prior to the registration of the land.

It was RESOLVED that the parish council would submit comments that the planning statement (section 2) contains inaccuracies including verges (maintained by SDC not WCC) and that the village green is within the conservation area. The statement also implies that the parish council has provided assurances which it has not. Although the parish council is broadly supportive of appropriate access over the track on the village green, an appropriate legal agreement for access needs to be put in place. This requires the parish council to act lawfully and confirm the ownership and ensure that any



agreement reached is in the interest of the whole parish. (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

b. Planning decisions

[23/03201/TREE](#) – Councillors noted that the application for tree work at Rosedale had been permitted with no objection from the planning authority.

## 7. Village Green working group

Cllr Hewson and Cllr Hitchman have been in contact with Peter Endall (WCC solicitor) regarding the village green. Mr Endall had clarified that although the land was registered as village green by Miss Mills, but the transfer of the village green “was to the village”. Mr Fillmore had previously indicated he thought that the land was owned by WCC but no further information was available on this.

Mr Fillmore has received emails from Roger Taylor of Wellers Hedley (the parish council appointed solicitor) regarding a meeting, but no meeting had been held as yet. Pillerton House has been sold, but the understanding is that the purchaser will not purchase the manorial rights. This means these will be sold on the open market and could be purchased by anyone. Councillors noted that the solicitor is currently on sick leave. The Clerk has contact details for another solicitor from Wellers Hedley.

**ACTION:** The Clerk will contact Wellers Hedley and request that a meeting with Mr Fillmore is arranged promptly.

## 8. County, District and Parish Liaison

Apologies have been received from Cllr Littlewood and Cllr Seccombe.

Cllr Hewson has been experiencing problems reporting potholes. Some attempts to make a submission on the online reporting platform have not worked, others have been reported as being addressed but have not. The Clerk will pass this to Cllr Seccombe.

## 9. Local environment

To receive an update on local environment matters including flooding, verges, hedgerows, and highways.

### Grit bins

Cllr Hewson has cleaned out the main bin on Kineton Road and submitted a request to WCC for it to be refilled.

A delivery of grit was made to Cllr Hewson who had topped up the bin on the Oxhill Bridle Road. Councillors had also been made aware of a resident who contacted first SDC and then Warwickshire Highways regarding the grit bin on the Oxhill Bridle Road. The ownership and siting of this was clarified and councillors noted that this was also shared in a recent Pillertons newsletter. Councillors noted that it would be appropriate to acknowledge thanks to Mr Hughes, who owns the land, for giving permission to locate the bin on the verge.

### Rainfall and flooding

Councillors noted that in the heavy rain over the Christmas period there was a lot surface water but as far as councillors were aware, no properties were actually flooded.

### Hedgerows

A note had been put in the most recent newsletter reminding residents about courteous maintenance of hedgerows and that cutting of hedgerows should be done before the bird nesting season.



## 10. Finance and audit

- 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).  
Councillors noted that in the period 06/11-25/12, the Clerk had worked 3.75 hours over the contracted 16 hours.  
It was RESOLVED to pay the Clerk overtime of 3.75 hours (Proposed: Cllr Hewson, seconded: Cllr Forsyth, all in favour).
- b. To receive bank reconciliation report  
Councillors noted the bank reconciliation report. It was RESOLVED to accept the bank reconciliation. (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- c. To approve accounts for payment 9 January 2023  
Councillors were concerned about the invoice received from SDC for the cost for the uncontested elections. This was for the May 2023 election, and it was received 09/01/2024 and has not happened previously.

**ACTION:** Cllr Hewson and Cllr Hitchman will write to the Returning Office and copy in the parish council representative at SDC regarding concerns over the invoice for election costs.

It was RESOLVED to pay the accounts payable. Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour.

- d. Budget 2024/25
  - i. To review and resolve the budget for 2024/25
    - Councillors noted they are mindful of costs to residents and the value they receive from the precept. The councillors are also aware that there are a lot of essential costs and these have been put in at costs where known or with some small amount of inflation. To minimise the increase of the precept, other costs that are non-mandatory have either been reduced or removed (for example: training budget – reduced, local council award scheme – removed, charitable donations – removed).
    - The employment of Clerk is a relatively new thing for the parish (since 2020) and is a cost to the council. Although the Clerk is working a notice period it is an opportunity to review the work conducted.
    - Proposed budget was a total expenditure £3,346.25, some of this will be funded from earmarked reserves.

It was RESOLVED to set the budget for 2024/25 at £3,346.25 (Proposed: Cllr Brooks, seconded: Cllr Hewson, all in favour).

- ii. To review and resolve the precept for 2024/25  
It was RESOLVED to set the precept at £2756.25 (an increase of 5% on 2023/24. Proposed: Cllr Hewson, Cllr Brooks, all in favour).

- e. To agree to appoint an internal auditor for 2023/24  
The internal auditor who has previously conducted the work for the parish council has stepped back from this role. It was agreed the Clerk would investigate local and remote



options for an internal auditor and present councillors with options at the next meeting.  
(Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

## 11. Annual Parish Meeting

It was agreed that the meeting would be 7:00pm, 16 April 2024. The Clerk would check whether the church is available.

Due to the interest of residents in the environment, it was suggested that guest speakers could be from local groups:

**ACTION:** Cllr Hitchman to contact and invite Professor Rosemary Collier (Tysoe) and a member of the Wellesbourne and Walton Biodiversity Group.

WCC, Biodiversity Team – to be contacted if local speakers are not available.

## 12. Employment Matters

There had been no applications for the role. It was agreed that the Clerk would ask WALC for advice including an indication of costs for a locum clerk.

**ACTION:** The Clerk to promote the Clerk/RFO vacancy and speak to WALC regarding a locum Clerk.

## 13. Reports and questions

### **WCC Rights of Way improvement plan –**

Councillors noted the survey and agreed to work to produce a response and submit it.  
There is also a public survey that will be promoted on the council's social media channels.

### **Fire and Rescue service consultation**

Cllr Hitchman had completed (in a personal capacity) the consultation on the Fire Service

## 14. Exclusion of Public & Press

None

## 15. Date of the next meeting

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

- 7:00 pm, Tuesday, 12 March 2024.

There will be an Extraordinary meeting of the Parish Council at 7:00 pm, Tuesday, 23 January 2024 at Pillerton Priors village hall.

Meeting closed: 20:55

# 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 04/12/2023 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	£ 1,713.70	£ 148.38
WALC Subscription	£ 118.00	£ 118.00	£ -
Stationery	£ 25.00	£ -	£ 25.00
Insurance	£ 300.00	£ -	£ 300.00
Room hire	£ 100.00	£ 53.25	£ 46.75
Training	£ 264.00	£ 42.00	£ 222.00
Audit	£ 140.00	£ 130.00	£ 10.00
Other administration	£ 50.00	£ 8.50	£ 41.50
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	£ 143.34	-£ 93.34
Charitable grants and donations	£ 150.00	£ -	£ 150.00
Other	£ -	£ -	£ -
Elections	£ -	£ 75.50	-£ 75.50
<b>Total Expenditure</b>	<b>£ 3,744.08</b>	<b>£ 2,314.77</b>	
Total income	£ 2,625.00	£ 2,625.00	
Total expenditure	£ 3,744.08	£ 2,314.77	
<b>Total net balance</b>	<b>-£ 1,119.08</b>	<b>£ 310.23</b>	
Note salary only includes salary and overtime for 2023/24 tax year			
<b>Reserves</b>			
<b>Earmarked Reserve Name</b>	<b>Amount</b>	<b>Purpose</b>	
Environment maintenance	£ 300.00	Provision of activities/reso	
IT and website costs	£ 300.00	Cost to support IT and wel	
Village green project	£ 600.00	Legal costs to support reg	
Election cost	£ 600.00	Cost for a contested electi	
Insurance excess	£ 1,000.00		
<b>Total Earmarked Reserves</b>	<b>£ 2,800.00</b>		

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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	
01/12/2023	Alana Collis salary (November 2023)	-£ 97.40	
01/12/2023	HMRC (of Clerk salary)	-£ 24.40	
01/12/2023	Alana Collis (expenses - key)	-£ 8.50	
04/12/2023	Alana Collis salary (Backdated pay)	-£ 78.74	
04/12/2023	HMRC (of Clerk backdated salary)	-£ 19.60	
05/12/2023	Alana Collis salary (Clerk overtime, 04/09-05/11)	-£ 130.71	
05/12/2023	HMRC (of Clerk salary)	-£ 32.80	
11/12/2023	WALC (training course)	-£ 42.00	
11/12/2023	Alana Collis (expenses - grit and shovel)	-£ 23.40	
11/12/2023	Pillerton Priors Village Hall Management Committee	-£ 24.00	
02/01/2024	Alana Collis salary (December 2023)	-£ 107.72	
02/01/2024	HMRC (of Clerk salary)	-£ 27.00	
		<b>-£ 2,651.70</b>	<b>-£ 2,651.70</b>
<b>BALANCE CARRIED FORWARD 02/01/2024</b>			<b>£ 4,085.00</b>
<b>BANK STATEMENT 02/01/2024</b>			<b>£ 4,085.00</b>

# Pillerton Hersey Parish Council

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## Appendix C: Accounts payable

<b>PILLERTON HERSEY PARISH COUNCIL</b>					
<b>ACCOUNTS PAYABLE 9 January 2024</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>					
					£ -
					£ -
		<b>Sub-total</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<i>Accounts for payment on 9 January 2024</i>					
Zurich Municipal (insurance)	BACS	529235771	£ 257.60		£ 257.60
Alana Collis (salary, January 2024)	BACS	Jan salary	£ 107.92		£ 107.92
HMRC (for Clerk salary, January 2024)	BACS		£ 26.80		£ 26.80
Red Horse Vale	BACS	746544	£ 45.00	£ 9.00	£ 54.00
WALC (Councillor training course)	BACS	669	£ 30.00	£ 6.00	£ 36.00
Stratford-on-Avon District Council	BACS	Inv. 2025749	£ 100.00		£ 100.00
		<b>Sub-total</b>	<b>£ 567.32</b>	<b>£ 15.00</b>	<b>£ 582.32</b>
		<b>TOTAL</b>	<b>£ 567.32</b>	<b>£ 15.00</b>	<b>£ 582.32</b>
Invoices checked and agreed					
Signed					