



Minutes of the Ordinary Meeting of the Parish Council

7:00 pm, Tuesday, 12 March 2024

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

Present:

Cllr Hewson
Cllr Hitchman
Cllr Brooks
Cllr Thomas

In attendance:

Alana Collis, Clerk and RFO
Cllr Littlewood, SDC

Apologies:

Cllr Forsyth

The meeting started at 19:05

1. Apologies

It was RESOLVED to accept apologies from Cllr Forsyth (proposed: Cllr Hewson, seconded: GT)

2. Declarations of Interest

No declarations were made by Councillors.

Cllr Littlewood declared an interest in the Leasowes Farm planning application (to note the planning decision) due to a family connection.

3. Dispensations

None

4. Public Forum

No members of the public were present.

Due to Cllr Littlewood attending another parish council meeting, Cllr Hewson requested that Cllr Littlewood provide his update first. It was noted that a written report had been shared with councillors before the meeting.

5. County, District and Parish Liaison

County Council update

Cllr Seccombe was not present.

District Council update

In addition to the previously distributed report, Cllr Littlewood mentioned that he thought the applicant for planning on the land adjacent to Coverwell Farm, had given notice to appeal the planning decision. Cllr Littlewood cited the issues that were present in the planning application (traffic, noise etc) mean that the appeal is likely to be unsuccessful.



POST MEETING CLARIFICATION: Following the meeting, Cllr Littlewood emailed the parish council (19/01/2024) to clarify that a notice of appeal has not been filed at this time.

Cllr Brooks raised a question regarding the fatal accident on the Fosse Way near Shipston in April 2023. Although not in Cllr Littlewood's ward, the local area is in the catchment area for the school. Local parents are looking to get action to change the rules for young drivers. Cllr Brooks asked if he was aware of this. Cllr Littlewood is not aware of any detail but would look into it.

Cllr Littlewood left the meeting at 19:18.

6. Minutes of the previous meeting

- a. To approve the minutes of the Ordinary Parish Council meeting, 9 January 2024.
It was RESOLVED to accept the minutes of the ordinary meeting of 9 January 2024.
(Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour)
- b. To approve the minutes of the Extraordinary Parish Council meeting, 23 January 2024.
It was RESOLVED to accept the minutes of the extraordinary meeting of 23 January 2024.
(Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour)

7. Planning Matters

- a. Planning applications
 - i. [24/00323/TPO](#) – Garth House, Pillerton Hersey, Warwick, CV35 0QJ, T1- T3 poplar: Fell.
Councillors noted a delegated response of no objection was submitted with comments. This is related to the application at The Stable House.
 - ii. [24/00324/TPO](#) – The Stable House, Pillerton Hersey, Warwick, CV35 0QJ. T4-T12 poplar: Fell.
Councillors noted a delegated response of no objection was submitted with comments. It was noted that this application is also related to the application at Garth House.
- b. Planning decisions
 - i. [23/03101/FUL](#) – Leasowes Farm, Barn 1, Pillerton Hersey Road, Oxhill, Warwickshire, CV35 0RL. Conversion of building to create dwelling with associated boundary treatment and carport.
Councillors noted that permission had been granted with conditions.
 - ii. [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 the tree works had been approved.
 - iii. [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.
Councillors noted that the tree works had been approved.
 - iv. [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).
Councillors noted that the prior Approval was refused (Class J, K, M). This was primarily due to the lack of ownership of the access.
 - v. [23/03312/FUL](#) – Bright Hill Holding, Oxhill Bridle Road, Pillerton Hersey, Warwickshire, CV35 0QB. Demolition of agricultural barn and erection of detached self-build Passivhaus dwelling with associated driveway, parking and hard and soft landscaping.



Councillors noted that the anticipated decision date had passed but there had been no decision from the planning authority.

8. Requirements for website and email changes

Councillors had noted the update to the JPAG and strong guidance from WALC for parish councils to update the parish council website domains to .gov.uk and ensure that all councillors and the proper officer have dedicated email addresses that also use the .gov.uk.

Councillors noted that although there are earmarked reserves to cover the website hosting and domain, the move to a new website and specific emails addresses had not been budgeted for. However, it was agreed that the council would need a website with a .gov.uk domain.

Councillors reviewed the details of three quotes. Some quotes were for a website and general emails, others had the option to have a Microsoft 365 account for the proper officer. This would provide the appropriate storage (through SharePoint) and Microsoft applications for the Clerk to carry out the role. It was noted that the current clerk (the first appointed by the council) had set up a specific (free) outlook account with limited OneDrive space when they started in post. This OneDrive is almost full and therefore it is important that storage is also considered.

Councillors asked for more information to support their decision making this will include examples of websites hosted by each provider.

9. Parish Council grant scheme

The parish council had received a grant application from the Trustees of Pillerton Priors Village Hall. The application was for £250 to cover ongoing operating costs and the repair to solar panels.

It was noted that the village hall management committee does not want to increase hire cost and they also have a generous bank balance and there is section 106 money that has been allocated to support the hall. The criteria that the grant should be for capital expenditure was also noted.

Councillors noted that the parish council budget is only £150 for the 2023/24. Councillors noted that the budget has been very tight to support giving residents value for money by not increasing the precept by a significant amount. Although the village hall is used by residents.

The grant application was for operational costs and not capex. The grants policy and application form make it clear that the grant should be for capital expenditure.

Councillors RESOLVED to not award at this time but to provide feedback to the management committee that the costs should be to support capital expenditure. Councillors are will to consider an amended application and would encourage the management committee to both apply for and share information (in a future grant application) on the other funding applications they have made. (Proposed: Cllr Hitchman, seconded: Cllr Hewson, all in favour).

10. Village Green working group

Councillors noted that the solicitor had been in touch. He had corresponded with Mr Fillmore and an understanding was reached that the village green was not under the ownership of the manorial rights – but belonged to the parish council. Mr Taylor has explored the VG83 and VG33. Cllr Hewson has signed a declaration, and this is believed to have been submitted to the Land Registry. The parish council will await the outcome of this.



11. Local environment

Flooding and sewage

Councillors noted that there has been significant rainfall, and the local community WhatsApp group has had a lot of conversation on the issue. Some councillors had walked around the village and looked at the situation. It was acknowledged that there had been some flooding, but other areas are more severely impacted. The options would be community action to clear ditches etc and request authorities e.g. WCC, Environment Agency etc to provide a view on what they could do. Cllr Brooks highlighted that debris could play a role in reducing the speed of run off.

One option is to discuss flooding with residents at the annual parish meeting in April.

A related issue is the overflow of the Severn Trent pumping station. It was discussed that councillors could ask Severn Trent what their development plans are for the pumping station and identify where rain/run off is entering the sewers. The overflow occurs when there is heavy rainfall and then

Biodiversity

Stratford District Council had recently asked parish councils if they would like to participate in No Mow May. The parish councillors had agreed this would be a good thing to support biodiversity. The Clerk had contacted the Streetscene team and it had been confirmed that the verges in Pillerton Hersey would only be mown in May if it was considered necessary for road safety.

Councillors noted that ideas about how people could support biodiversity would be discussed at the annual parish meeting.

Hedgerows

Residents noted that a resident had complained to councillors again about the hedge by the war memorial. This is not the parish council hedge. The parish council had previously spoken to the owner and other residents are known to have spoken to the owner who has declined to do anything due to cost. The councillors already consider the location to be a dangerous junction – turning right, off the Kineton Road, towards the church. It was determined that the Clerk would write to the resident regarding the hedge reminding them of the Highways Act 1980, Section 154.

12. Finance and audit

- a. To receive monthly financial report and Clerk's timesheet
It was RESOLVED to accept the monthly financial report (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

Councillors reviewed the Clerk's timesheet that for January. Over the course of nine weeks, (w/c 01/01/2024 to w/c 26/02/2024) the Clerk had worked 24.5 hours where a total of 18 hours were contracted. It was RESOLVED to pay the Clerk 6.5 hours overtime (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

- b. To receive bank reconciliation report
It was RESOLVED to accept the bank reconciliation report (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- c. To approve accounts for payment 12 March 2024
It was RESOLVED to pay the Clerk's salary and tax for March (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).
- d. To agree to appoint an internal auditor for 2023/24



The Clerk had provided details of three internal auditors and the costs for each. It was RESOLVED to appoint Bill Robinson as the internal auditor (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour). The Clerk would contact Mr Robinson.

13. Annual Parish Meeting

The Annual Parish Meeting of Pillerton Hersey is to be held at 7:00 pm, Tuesday, 16 April 2024 at the Church of St Mary, Pillerton Hersey. Cllr Hewson and Cllr Hitchman had recently met the two invited speakers on Saturday, who are happy to come and speak. The speaker has projector and church has a screen. The presentations will be tailored to flooding, verges, trees. Other items of the agenda will include the Chair report, and the Pools Allotment.

The Clerk will provide a poster and post on the website and social media and will arrange refreshments.

14. Reports and questions

Councillors are aware spring is now here and soon there will be summer. There may be an opportunity for councillors to have an activity at the fete. This option will be discussed outside of the meeting when details become available.

15. Exclusion of Public & Press

Quotes for the provision of a new website and the internal auditor were discussed in the absence of members of the public.

16. Date of the next meeting

- a. Dates of the meetings for 2024/25 following the next meeting.
Councillors noted the Annual Meeting of the Parish Council and the next ordinary meeting are scheduled for 14 May 2024. Councillors are yet to determine whether to change the schedule of future meetings in terms of date and frequency. The future dates will be set at the annual meeting.
It was agreed that the Clerk would contact Oxhill PC to ask regarding their schedule so that this could be considered to avoid a clash for the attendance of the District Councillor.
- b. The next ordinary meeting of the parish council will be held at 7:00 pm, Tuesday, 14 May 2024 – to include the Annual Meeting of the Parish Council

Meeting closed 21:06

Pillerton Hersey Parish Council

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Appendix A: Finance report

PILLERTON HERSEY PARISH COUNCIL			
Financial Budget comparison			
Comparison between 01/04/2023 and 04/12/2023 inclusive			
Excludes transactions with an invoice/due date before 01/04/2023			
	Budget 2023/24	Actual net	Balance (actual)
INCOME			
Pillerton Hersey Parish Council			
Precept	£ 2,625.00	£ 2,625.00	£ -
Total income	£ 2,625.00	£ 2,625.00	£ -
EXPENDITURE			
Pillerton Hersey Parish Council			
Salary	£ 1,862.08	£ 2,031.49	-£ 169.41
WALC Subscription	£ 118.00	£ 118.00	£ -
Stationery	£ 25.00	£ -	£ 25.00
Insurance	£ 300.00	£ 257.60	£ 42.40
Room hire	£ 100.00	£ 71.25	£ 28.75
Training	£ 264.00	£ 78.00	£ 186.00
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	£ 197.34	-£ 147.34
Charitable grants and donations	£ 150.00	£ -	£ 150.00
Other	£ -	£ -	£ -
Elections	£ -	£ 175.50	-£ 175.50
Total Expenditure	£ 3,744.08	£ 3,098.16	
Total income	£ 2,625.00	£ 2,625.00	
Total expenditure	£ 3,744.08	£ 3,098.16	
Total net balance	-£ 1,119.08	-£ 473.16	
Note salary only includes salary and overtime for 2023/24 tax year			
Reserves			
Earmarked Reserve Name	Amount	Purpose	
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 regi	
Election cost	£ 600.00	Cost for a contested electi	
Insurance excess	£ 1,000.00		
Total Earmarked Reserves	£ 2,800.00		

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Appendix B: Bank reconciliation

PILLERTON HERSEY PARISH COUNCIL		
Bank Reconciliation report		
Financial year ending 31 March 2024		
BALANCE BROUGHT FORWARD 1 APRIL 2023		£ 4,111.70
RECEIPTS		
28/04/2022 Stratford District Council precept	£ 1,312.50	
21/09/2023 Stratford District Council precept	£ 1,312.50	
	£ 2,625.00	£ 2,625.00
PAYMENTS		
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	
15/01/2024 Zurich Town & Parish Councils Insurance	-£ 257.60	
15/01/2024 Red Horse Vale	-£ 54.00	
15/01/2024 WALC (training course)	-£ 36.00	
25/01/2024 Stratford District Council (election costs)	-£ 100.00	
25/01/2024 Pillerton Priors Village Hall Management Committee	-£ 12.00	
25/01/2024 Pillerton Priors Village Hall Management Committee	-£ 6.00	
31/01/2024 Alana Collis salary (January 2024)	-£ 107.92	
31/01/2024 HMRC (of Clerk salary)	-£ 26.80	
04/03/2024 Alana Collis (Clerk overtime, Nov/Dec 2023)	-£ 45.64	
04/03/2024 HMRC (of Clerk overtime)	-£ 11.40	
04/03/2024 Alana Collis salary (February 2024)	-£ 100.83	
04/03/2024 HMRC (of Clerk salary)	-£ 25.20	
	-£ 3,435.09	-£ 3,435.09
BALANCE CARRIED FORWARD 08/03/2024		£ 3,301.61
BANK STATEMENT 08/03/2024		£ 3,301.61

Pillerton Hersey Parish Council

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Appendix C:

PILLERTON HERSEY PARISH COUNCIL					
ACCOUNTS PAYABLE 12 March 2024					
<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>					
					£ -
					£ -
		Sub-total	£ -	£ -	£ -
<i>Accounts for payment on 12 March 2024</i>					
Alana Collis (salary, March 2024)	BACS	March salary	£ 107.72		£ 107.72
HMRC (for Clerk salary, March 2024)	BACS		£ 27.00		£ 27.00
		Sub-total	£ 134.72	£ -	£ 134.72
		TOTAL	£ 134.72	£ -	£ 134.72