



Minutes of the Annual Meeting of Pillerton Hersey Parish Council

7:00 pm, Tuesday, 14 May 2024

Present:

Cllr Brooks
Cllr Forsyth
Cllr Hewson
Cllr Hitchman
Cllr Thomas

In attendance:

Cllr Seccombe, Warwickshire County Council
Alana Collis, Clerk and RFO

Apologies:

Cllr Littlewood, Stratford District Council

1. Election of Chair

It was RESOLVED to appoint Cllr Hewson as Chair (proposed: Cllr Brooks, seconded: Cllr Thomas, all in favour)

2. Election of Vice Chair

It was RESOLVED to appoint Cllr Brooks as Vice Chair (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

3. Acceptance of office

Cllr Hewson completed the declaration of acceptance of office.

4. Apologies

None from councillors. Cllr Littlewood had sent apologies.

5. Declarations of Interest

Councillors were reminded to ensure that their declarations of interest should be updated if their circumstances change. These are submitted to Stratford District Council and a summary is published on the District Council website. It was noted that Cllr Forsyth needed to complete his declaration of interest.

There were no declarations of pecuniary interest for the meeting.

6. Dispensations

None.

7. Minutes of the previous meeting

It was RESOLVED to accept the minutes of the meeting 12 March 2024 as a true and accurate record (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

8. Councillor roles

To appoint Councillor roles as follows:



- a) Finance
It was RESOLVED to appoint Cllr Hitchman (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- b) Governance
It was RESOLVED to appoint Cllr Thomas (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- c) Planning
It was RESOLVED to appoint Cllr Brooks (proposed: Cllr Forsyth, seconded: Cllr Hewson, all in favour).
- d) Village green working group
It was RESOLVED to appoint Cllr Forsyth, Cllr Hitchman and Cllr Hewson to the Village Green working group (proposed: Cllr Hewson, seconded: Cllr Thomas, all in favour).

9. To consider the council becoming eligible to exercise the general power of competence in the future.

Councillors noted that although they are elected, the Clerk does not have the CiLCA qualification. Due to the small nature of the parish and limited budget this is not something that the parish council wishes to pursue. As a result, the councillors acknowledge that they do not have the general power of competence.

10. Policies

To review and adopt policies and documents of the parish council.

- a) Code of Conduct
Councillors agreed no changes were required. It was RESOLVED to accept the Code of Conduct (proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).
- b) Standing Orders
It was RESOLVED that, subject to the document being updated to gender neutral language, that councillors accept the Standing Orders (proposed: Cllr Hewson, seconded: Cllr Thomas, all in favour).
- c) Financial regulations – note updated NALC regulations published May 2024
Councillors noted that this is a new model document. It was RESOLVED to remove the payment card section (because this did not apply to the council but retain the section on cheques. Subject to these amendments, it was RESOLVED to adopt the new Financial Regulations (proposed: Cllr Hewson, seconded: IB, all in favour).
- d) Scheme of Delegation
Councillors agreed no changes were required. It was RESOLVED to accept the Scheme of Delegation (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- e) Publication Scheme
Councillors agreed no changes were required. It was RESOLVED to accept the Publication Scheme (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- f) Pre-planning application discussions protocol
Councillors agreed no changes were required. It was RESOLVED to accept the Pre-planning application discussions protocol (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- g) Document retention and destruction policy
Councillors agreed no changes were required. It was RESOLVED to accept the Document retention and destruction policy (proposed: Cllr Hewson, seconded: Cllr Thomas, all in favour).



- h) Complaints procedure and form
Councillors agreed no changes were required. It was RESOLVED to accept the Complaints procedure and form (proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).
- i) Reserves policy
The Reserves policy had been updated to reflect the bank balance at the end of the 2023/24 financial year and thus the amount in general reserves. Councillors agreed no changes were required at this time, but they wished to review it in the future. It was RESOLVED to accept the Reserves policy (proposed: Cllr Brooks, seconded: Cllr Hewson, two in support, one abstention).
- j) Risk assessment
Councillors agreed no changes were required. It was RESOLVED to accept the Risk Assessment (proposed: Cllr Hewson, seconded: WF, all in favour).
- k) Community Grants policy (with application form)
Councillors agreed no changes were required. It was RESOLVED to accept the Community Grants policy (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- l) Equality and Diversity policy
Councillors agreed no changes were required. It was RESOLVED to accept the Equality and Diversity policy (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- m) Health and Safety
Councillors agreed no changes were required. It was RESOLVED to accept the Health and Safety Policy (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

11. Assets and risk

To review and confirm:

- a) Asset register
Councillors agreed that the Asset Register was accurate and up to date. It was RESOLVED to accept the Asset Register. (proposed: Cllr Hewson, Cllr Brooks, all in favour).
- b) Arrangements for insurance cover in respect of all insurable risks
Councillors noted that the insurance policy was reviewed and renewed in January 2024.
- c) Subscriptions of the council and/or staff to other bodies
The council current has one subscription (other than the website), this is to WALC. It is a valuable resource and worth the money.

12. Finance and Governance

- a) To review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
In 2023/24, the council had adopted a new grants policy. Although an application had been received, no award was made. This means there had been no expenditure incurred under s.137 of the Local Government Act 1972.

13. Review of Poor's Allotment and appointments

- a) To receive and review the accounts for the year ended 31st December 2023
Councillors noted the accounts from the Poor's Allotment for the year ended 31st December 2022.

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clerk.pillertonherseyipc@outlook.com



- b) To receive the Minutes of the Trustees Meeting on 28 November 2022 (as signed at the Trustees meeting on 29 November 2023)
Councillors noted the minutes from the Trustees meeting 28 November 2022 that had been approved and signed by the Trustees, 29 November 2023.
- c) To receive the Draft Accounts for the year ended 31 December 2023 (to be approved and signed by the Trustees at their next meeting)
Councillors noted the draft accounts from the Poor's Allotment for the year ended 31st December 2023. These would be approved at the next Trustees meeting in November 2024.
- d) To resolve to reappoint Trustee, Mrs M Fidler to the Poor's Allotment
The parish council is responsible for appointing the Trustees for the Poor's Allotment charity. Each Trustees serves a four-year term. The current term for Mrs Muriel Fidler was due to end in 2024. Some of the councillors know Mrs Fidler and she is well known by many in the community. It was RESOLVED to reappoint Mrs Fidler as a Trustee to the Poor's Allotment (proposed: Cllr Hewson, seconded: Cllr Thomas, all in favour).

14. Time and place of ordinary meetings for the remainder of 2024/25 including the next annual meeting of the parish council.

It was agreed that the next ordinary meeting of the parish council would be held at 7:00 pm, Tuesday, 9 July. Future meetings will be reviewed after that.

Meeting closed: 19:58.