

Pillerton Hersey Parish Council

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Minutes of the Ordinary Meeting of the Parish Council

7:00 pm, Tuesday, 12 March 2024

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

Present:

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

Apologies:

Cllr Forsyth
Cllr Littlewood, SDC

In attendance:

Cllr Seccombe, WCC
Alana Collis, Clerk and RFO
One member of the public

1. Apologies

It was RESOLVED to accept apologies from Cllr Forsyth due to family circumstances (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

Councillors also noted that Cllr Littlewood had sent his apologies that he was unable to attend.

2. Declarations of Interest

None

3. Dispensations

None

4. Public Forum

No members of the public wished to speak.

5. Planning Matters

a. Planning applications

- i. [24/00715/FUL](#) – Hogwood Farm, Banbury Road, Oxhill, CV35 0RL. Proposed corn store and straw barn.

Councillors noted that a delegated response of no objection was submitted. A previous application by the applicant for the change of use and development of the site was refused on the basis that SDC consider the site a viable business. This application is a step to support trying to make the farm a viable business.

b. Planning decisions

To note the decisions to the following applications.

- i. [24/00324/TPO](#) – The Stable House Pillerton Hersey Warwick CV35 0QJ. T4-T12 poplar: Fell.
Councillors noted that the Tree Preservation Order works were approved.
- ii. [24/00323/TPO](#) – Garth House Pillerton Hersey Warwick CV35 0QJ. T1-T3 poplar: Fell.
Councillors noted that the Tree Preservation Order works were approved.

Councillors noted that this is not the right time of year for felling trees. For these two applications, previously access across the village green was requested. No approach has been made regarding

these applications. It was noted that the trees are large, and they play a significant role in alleviating flooding. The response from the planning authority was that replanting should happen.

- iii. [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 this application was debated at the Planning Committee meeting 24 April 2024 and that the application was approved. Final notification is pending s106 details.

6. County, District and Parish Liaison

Stratford District Council

Cllr Littlewood had recently circulated a report and an update.

Warwickshire County Council

Cllr Seccombe gave a brief update regarding the Councillor grant fund about to re-open 22/05/2024. Councillors can consider community needs. If there is interest in making an application, then either contact Cllr Seccombe or get in touch with grants coordinator.

The annual meeting of the County Council occurred 14/05/2024. The committees and roles were appointed, and this would take the Council through to the next election in May 2025.

The Council recently hosted a Marketplace event that showcased the work that the county council does to support work on biodiversity and green energy. There was a lot of information showing the level of activity. For example, in the Red Horse Vale area e.g. curlews with a protected nesting area.

There has been some activity near Dickensbury Farm recently reported regarding animal carcasses. There has been a previous issue regarding inappropriate operation. The County Council has responsibility for overview in terms of waste, and this report is being investigated.

7. Annual Governance and Accountability Return 2023/24

- a. Annual Internal Audit Report 2023/24
Councillors noted that the relevant documents have been provided to the Internal Auditor, Bill Robinson. His work is ongoing and an extraordinary meeting would be held to review the internal audit report.
- b. Annual Governance Statement for 2023/24
Councillors noted that the Annual Governance Statement would be completed at a future extraordinary meeting once the internal audit is completed.
- c. AGAR Certificate of Exemption for 2023/23
Councillors noted that the AGAR Certificate of Exemption would be completed at a future extraordinary meeting.

8. Finance

- a. To review the final accounts for 2023/24 and note VAT
Councillors reviewed the final accounts for 2023/24. It was noted a total of £27.08 of VAT had been payable during the financial year. The Council is not registered for VAT and therefore cannot claim it back. It has previously been agreed that it is an inefficient use of Clerk time to do this. It was RESOLVED to accept the accounts for 2023/24 (proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).
- b. To receive bank reconciliation report
It was RESOLVED to accept the bank reconciliation and finance report (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

- b. To approve accounts for payment 13 May 2024
It was RESOLVED to accept the accounts for payment – the WALC membership renewal, expenses to be paid to the Clerk to cover refreshments and printing for the Annual Parish meeting, and the Clerk’s salary for May 2024 contracted hours (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).
- c. To resolve to amend the bank account board resolution
The Clerk had been advised by Lloyds that a variation to the mandate could be done to remove two previous signatories. This would then facilitate Councillors being added to the bank mandate. It was RESOLVED to complete the mandate (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour). The Clerk completed the form and it was witnessed by Cllr Seccombe.

9. Village Green working group

Councillors noted that the application was still with Land Registry. Mr Crockett had contacted the Clerk regarding the progress and the Clerk had informed him of progress.

10. Reports and questions

Cllr Hewson noted the update from the Upper Lighthorne medical centre and the appointment of a practice to run this.

Councillors noted that the hedge near the war memorial has been trimmed after correspondence from the Clerk and a discussion with the Chair. It was requested that an email of thanks be sent to the resident to thank them for the work to trim the hedge.

Cllr Hewson had been approached with an invitation for the parish council to have a presence at the fete. Cllr Hewson had declined because it was considered there was nothing that the PC can update residents on at this time. However, several councillors will be attending in a personal capacity.

Earlier in the year, SDC had contacted parish council about No Mow May. Pillerton Hersey had decided that it was a good idea to participate in this initiative. This means that verges would only be mown if it was important for visibility. However, there was mowing done last week and the Chair spoke to the contractor and then contacted SDC. The team at SDC clarified that due to the wet weather the mowing schedule had been delayed and hence fallen in to May.

After the Annual Parish Meeting, there had been interest from residents about a nature/biodiversity group. Councillors were going to encourage residents to lead this, but the councillors could support this.

At this point in the meeting, the public session closed. The time was 20:31.

11. Exclusion of Public & Press

The council is in the process of recruiting a new Clerk/RFO. There had been two interested candidates. Three councillors will aim to conduct interviews before the end of May. The suggestion was that these be in the church – the Clerk would check that the interviewees were comfortable with this and that the church was available. It was agreed that councillors would let the Clerk know times and dates they were available.

12. Date of the next meeting

The next ordinary meeting would be at 7:00 pm, Tuesday, 9 July 2024 at the church.

The meeting closed at 20:54.

Appendix A: Accounts for 2023/24

	PILLERTON HERSEY PARISH COUNCIL		
	RECEIPTS AND PAYMENTS ACCOUNT		
	FOR THE YEAR ENDED 31 MARCH 2024		
BALANCE BROUGHT FORWARD 1 APRIL 2023			£ 4,111.70
		ACTUAL	
RECEIPTS			
	Stratford District Council precept	£ 1,312.50	
	Stratford District Council precept	£ 1,312.50	
	TOTAL RECEIPTS	£ 2,625.00	£ 2,625.00
PAYMENTS			
	Salary	£ 2,241.43	
	WALC Subscription	£ 118.00	
	Stationery	£ -	
	Insurance	£ 257.60	
	Room hire	£ 71.25	
	Training	£ 78.00	
	Audit	£ 130.00	
	Other administration	£ 8.50	
	Travel expenses	£ -	
	Website/IT	£ 30.48	
	Village green project	£ -	
	Environment maintenance	£ 197.34	
	Charitable grants and donations	£ -	
	Other	£ -	
	Elections	£ 302.49	
	TOTAL PAYMENTS	£ 3,435.09	-£ 3,435.09
BALANCE CARRIED FORWARD 31 MARCH 2024			£ 3,301.61
BALANCE AS PER BANK STATEMENT 31 MARCH 2024			£ 3,301.61
Note:	Includes staff costs for March 2023 (salary and overtime)		
	Excludes staff costs for March 2024		

Appendix B:

PILLERTON HERSEY PARISH COUNCIL			
Financial Budget comparison			
Comparison between 01/04/2024 and 10/05/2024 inclusive			
Excludes transactions with an invoice/due date before 01/04/2023			
	Budget 2024/25	Actual net	Balance (actual)
INCOME			
Pillerton Hersey Parish Council			
Precept	£ 2,756.25	£ 1,383.00	£ 1,373.25
Total income	£ 2,756.25	£ 1,383.00	£ 1,373.25
EXPENDITURE			
Pillerton Hersey Parish Council			
Salary	£ 1,660.88	£ 130.37	£ 1,530.51
WALC Subscription	£ 128.40	£ -	£ 128.40
Stationery	£ 25.00	£ -	£ 25.00
Insurance	£ 257.60	£ -	£ 257.60
Room hire	£ 100.00	£ -	£ 100.00
Training	£ 210.00	£ -	£ 210.00
Audit	£ 140.00	£ -	£ 140.00
Other administration	£ 30.00	£ -	£ 30.00
Website/IT	£ 60.00	£ -	£ 60.00
Village green project	£ 540.00	£ -	£ 540.00
Flood prevention	£ 50.00	£ -	£ 50.00
Winter grit bin supply	£ 50.00	£ -	£ 50.00
Charitable grants and donations	£ -	£ -	£ -
Elections	£ 60.00	£ -	£ 60.00
Total Expenditure	£ 3,311.88	£ 130.37	
Total income	£ 2,756.25	£ 1,383.00	
Total expenditure	£ 3,311.88	£ 130.37	
Total net balance	-£ 555.63	£ 1,252.63	
Note salary only includes salary for 2024/25 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 web	
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		

Appendix C: Bank reconciliation

PILLERTON HERSEY PARISH COUNCIL				
Bank Reconciliation report				
Financial year ending 31 March 2025				
BALANCE BROUGHT FORWARD 1 APRIL 2024				£ 3,301.61
RECEIPTS				
28/04/2022	Stratford District Council precept		£ 1,383.00	
			£ 1,383.00	£ 1,383.00
PAYMENTS				
02/04/2024	Alana Collis salary (March 2023)		-£ 107.72	
02/04/2024	HMRC (of Clerk salary)		-£ 27.00	
02/04/2024	Alana Collis overtime		-£ 79.07	
02/04/2024	HMRC (of Clerk overtime)		-£ 19.80	
30/04/2024	Alana Collis salary (April 2023)		-£ 78.37	
30/04/2024	HMRC (of Clerk salary)		-£ 52.00	
			-£ 363.96	-£ 363.96
BALANCE CARRIED FORWARD 10/05/2024				£ 4,320.65
BANK STATEMENT 08/03/2024				£ 4,320.65
Signed				
Chair			Date:	
Clerk & RFO			Date:	

Appendix D: Accounts payable

PILLERTON HERSEY PARISH COUNCIL					
ACCOUNTS PAYABLE 14 May 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 14 May 2024</i>					
Alana Collis (salary, May 2024)	BACS	May salary	£ 80.72		£ 80.72
HMRC (for Clerk salary, May 2024)	BACS		£ 54.00		£ 54.00
WALC (annual subscription)	BACS	Inv 853	£ 107.00	£ 19.00	£ 126.00
Alana Collis (expenses - Parish Meeting refreshments)	BACS	PM Refresh	£ 20.55		£ 20.55
Alana Collis (expenses - Parish meeting printing)	BACS	PM Print	£ 4.50		£ 4.50
		Sub-total	£ 266.77	£ 19.00	£ 285.77
		TOTAL	£ 266.77	£ 19.00	£ 285.77
Invoices checked and agreed					
Signed					
Clerk & RFO		Dated:			
Councillor		Dated:			