



Minutes of the Extraordinary Meeting of the Parish Council

7:00 pm, Wednesday, 12 June 2024

Present:

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

Apologies

None

Members of the public

None

The meeting started at 19:03

1. Apologies

None

2. Declarations of Interest

None

3. Dispensations

None

4. Public Forum

No members of the public were present

5. Planning Matters

a. Planning applications

- i. [24/01006/FUL](#) – Barn 2, Leasowes Farm, Oxhill, Warwick, CV35 0RL. Conversion of building to create self-build dwelling.

Councillors noted a previous planning application for Barn 1. The application for discussion now is a detailed application for Barn 2 – there have been previous applications which included permitted development. This latest application appears to just add windows, but the original structure and size of the building is the same.

Councillors noted that the principle is the same as pursued for Barn 1 and that there have been several similar applications in the area using the Class Q permitted development which is then followed by a variation. Even though it was considered likely to be granted, Councillors agreed there is the opportunity to provide feedback to ensure that overdevelopment does not happen, and all changes should be in keeping with the environment. Similarly, councillors consider it essential that good practice is pursued in terms of encouraging renewable generation.

It was RESOLVED to support the application on the basis it aligns with the permitted development and CS.9 and CS.5 and the council requests that the planning authority considers conditions to prevent over development of the site but encourages the installation and adoption of renewable energy generation per policy CS.3. (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour)

b. Planning decisions

To note the decisions to the following applications.

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

Councillors noted that planning permission had been granted with conditions.

6. Annual Governance and Accountability Return 2023/24

- a. To receive the complete Annual Internal Audit Report 2023/24

Councillors noted receipt of the report from internal auditor which was good and positive points highlighted including the spreadsheet for receipts and payments. The internal auditor had also raised some areas that were an opportunity for improvement. This included employment, CiLCA and pensions. Due to the hours for which the Clerk is employed, there is no obligation for a workplace pension.

The internal auditor had noted that all the policies were good but there a lot and they are all subject to review in the May meeting. A suggestion was to consider spreading the review across the year and that for some, the review could be every two or three years rather annually. Regarding the Grants policy, it was commented that the council should be aware of s137. Once again, the internal auditor commended work of Clerk and councillors noted this.

Councillor Brooks highlighted the role of the Clerk in ensuring the council operates properly and in bringing about improvements to this including the comprehensive set of policies. Councillors were in agreement with this.

Councillors RESOLVED to accept and complete the internal audit report so that it can be submitted (proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

- b. To complete, approve and sign the Annual Governance Statement and Accounting Statement for 2023/24

Councillors RESOLVED to approve and sign the Annual Governance Statement and the Accounting Statements for 2023/24 (Proposed: Cllr Brooks, seconded: Cllr Hewson, all in favour).

- c. To approve completion and signing of the AGAR Certificate of Exemption for 2023/24

It was RESOLVED to approve the completion of the AGAR certificate of exemption for 2023/24 and ensure it was signed as required. (Proposed: Cllr Hewson, seconded: Cllr Hitchman, all in favour).

At this stage, Councillors agreed that the public notice of accounts would be posted and commence 13 June 2024.

7. Finance

- a. To review finance report

Councillors noted the expenditure to date of £416.14. It was RESOLVED to accept the finance report. (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

- b. To receive 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

Invoices had been shared with councillors prior to the meeting. Councillors noted that the items for payment included the Clerk salary for June 2024 (to be paid 30/06/2024, a training course from WALC (planning, for Cllr Brooks), hire of Pillerton Priors village hall in March and the invoice for the services of the internal auditor, Bill Robinson. It was RESOLVED to pay these items (Proposed: Cllr Hewson, seconded: Cllr Thomas, all in favour)

- d. To agree to a variation in the bank mandate

It was noted in progress has been made to update the bank mandate. The Board resolution had been submitted from the previous meeting, however, this had raised another issue in terms of authorisation. The Clerk had spoken to Lloyds and a change was in progress that should resolve the issue. Once this is confirmed then councillors will be added.

8. Reports and questions

Councillors noted that William Forsyth had stepped down in May due to personal circumstances and having less time available. The Elections Officer at Stratford District Council had been informed and the notice to electors has been posted. The Chair has already thanked Mr Forsyth. Unless electors call for an election then the council will be able to co-opt after next meeting.

Cllr Hewson had attended the village fete on Saturday and helped. The event is to raise funds for the church, and it was noted that there were people from neighbouring villages.

Councillor Hitchman mentioned the recent WALC newsletter that mentioned local healthcare and a survey. This is a big issue in rural areas and failings in care push people into the healthcare side. There is a perception that South Warwickshire is affluent, however some of this is based on assets so is not readily accessible. There is also the aging population. It was agreed that the Clerk would contact WALC but if selected then the work would be led by a councillor.

The public part of the meeting closed at 19:43

9. Exclusion of Public & Press

a. Recruitment of new Clerk and RFO including terms

Councillors had noted that two candidates had been interviewed with experience of clerking and there was a preferred candidate who had shown good local knowledge and familiarity with challenges on matters such as planning. During the interview the candidate had raised points that would be requested if successful. This included a laptop being provided (the current Clerk was recruited with the requirement to have their own laptop and software).

It was RESOLVED to provide a laptop for the Clerk / RFO to use and to purchase an appropriate device with Microsoft Office software up to the total value of £300 (Proposed: Cllr Hewson, seconded: Cllr Brooks, all in favour).

Cllr Thomas took the action to speak to a neighbour with expertise in IT to ask for recommendations. Once purchased the laptop would need to be recorded on the asset register.

The candidate asked the council to consider separate payroll. The council has not budgeted for this but may consider this as part of the budget process for the next financial year. One candidate had raised queries about travelling expenses and both had raised concerns about being able to do the role in the contracted hours. The council will work with the new Clerk to understand the best way of allocating time and will speak to WALC before the end of the year about appropriate employment hours, and salary progression.

It was RESOLVED to offer the position of Clerk and RFO to Laura Callow with a start date of 1 July with annualised hours equivalent to 2 hours per week (104 hours per annum) and on NJC point 18 as advertised and with the agreement to pay a proportion of the CiLCA training course. (Proposed: Cllr Hewson, seconded: Cllr Thomas, all in favour).

Councillors noted the current Clerk's role would end 30/06/2024 and they would support handover.

10. Date of the next meeting

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

Meeting closed at 20:24.

Pillerton Hersey Parish Council

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Appendix A: Finance report

PILLERTON HERSEY PARISH COUNCIL			
Financial Budget comparison			
Comparison between 01/04/2024 and 07/06/2024 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	£ 265.09	£ 1,395.79
WALC Subscription	£ 128.40	£ 126.00	£ 2.40
Stationery	£ 25.00	£ 4.50	£ 20.50
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	£ 20.55	£ 9.45
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	£ 416.14	
Total income	£ 2,756.25	£ 1,383.00	
Total expenditure	£ 3,311.88	£ 416.14	
Total net balance	-£ 555.63	£ 966.86	
Note salary only includes salary for 2024/25 tax year			
Reserves			
Earmarked Reserve Name	Amount	Purpose	
Environment maintenance	£ 300.00	Provision of activities/resources to support environment	
IT and website costs	£ 300.00	IT support cost and website renewal packages (multi-year)	
Village green project	£ 600.00	Legal costs to support registration of land	
Election cost	£ 600.00	Cost for a contested election	
Insurance excess	£ 1,000.00		
Total Earmarked Reserves	£ 2,800.00		

