



Minutes of the Annual Meeting of Pillerton Hersey Parish Council

7:00 pm, Tuesday, 19th May 2025

Present:

Cllr Newcombe
Cllr Hewson
Cllr Hitchman
Cllr Thomas

In attendance:

Laura Callow, Clerk and RFO

0 Members of Public

1. Election of Chair

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

2. Election of Vice Chair

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

3. Acceptance of office

Cllr Hewson and Cllr Hitchman completed the declaration of acceptance of office.

4. Apologies

There were no 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.

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 17th March 2026 as a true and accurate record

8. Planning

To note the following planning applications;

26/01168/TREE Rosedale – Council agreed to respond with a **NO REPRESENTATION**.



26/01159/TREE Staddle Stones – Council agreed to respond with **NO OBJECTION** with comment saying the parish council would of appreciated seeing a professional opinion on the justification of pruning.

9. 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.
- b) Standing Orders
It was RESOLVED councillors would accept the Standing Orders with no amendments.
- c) Financial regulations –
It was RESOLVED to accept the Financial Regulations with no changes made.
- d) Scheme of Delegation
Councillors agreed no changes were required. It was RESOLVED to accept the Scheme of Delegation.
- e) Publication Scheme
The publication scheme has been updated to meet ICO standards. Councillors agreed no other changes were required. It was RESOLVED to accept the Publication Scheme
- f) Pre-planning application discussions protocol
Councillors agreed no changes were required. It was RESOLVED to accept the pre-planning application discussions protocol
- g) Document retention and destruction policy
Councillors agreed no changes were required. It was RESOLVED to accept the Document retention and destruction policy
- h) Complaints procedure and form
Councillors agreed no changes were required. It was RESOLVED to accept the Complaints procedure and form
- i) Reserves policy
The Reserves policy had been updated to reflect the bank balance at the end of the 2025/6 financial year and thus the amount in general reserves. Councillors agreed no changes were required at this time. It was RESOLVED to accept the Reserves policy
- j) Risk assessment
Councillors agreed no changes were required. It was RESOLVED to accept the Risk Assessment
- k) Community Grants policy (with application form)
Councillors agreed no changes were required. It was RESOLVED to accept the Community Grants policy
- l) Equality and Diversity policy



Councillors agreed no changes were required. It was **RESOLVED** to accept the Equality and Diversity policy

m) Health and Safety

Councillors agreed no changes were required. It was **RESOLVED** to accept the Health and Safety Policy

n) Harassment and Bullying Policy

Councillors agreed no changes were required. It was **RESOLVED** to adopt the Harassment and Bullying Policy

o) Disciplinary Policy

Councillors agreed no changes were required. It was **RESOLVED** to adopt the Disciplinary Policy.

10. Finance and Governance

To review and confirm:

- a. It was **RESOLVED** to agree the parish council meet the criteria for eligibility to exercise the General Power of Competence as defined under S1(1) of the Localism Act 2011.
- b. It was **RESOLVED** to approve the financial report.
- c. It was **RESOLVED** to approve the bank reconciliation report (Appendix A)
- d. It was **RESOLVED** to approve the Accounts for payment.

11. Annual Governance and Accountability Return 2025/2026

- a. It was **RESOLVED** to accept the annual internal audit Report 2025/2026
- b. It was **RESOLVED** to accept the Annual Governance Statement for 2025/2026
- c. It was **RESOLVED** to accept the AGAR Certificate of Exemption for 2025/2026
- d. It was **RESOLVED** to accept the Annual Accounts statement for 2025/2026

12. Review of Poor's Allotment and appointments

- a) The parish council received and reviewed the accounts for the year ended 31st December 2024.
- b) The parish council received the Draft Minutes of the Trustees Meeting that took place on the 10th December 2025. The Councillors noted the minutes from the Trustees meeting on 4th December 2024 had been approved and signed by the Trustees at this meeting.
- c) The parish council received the Draft Accounts for the year ended 31 December 2025 (to be approved and signed by the Trustees at their next meeting).

13. Chairs report and items for future agenda

The bridge needs completely replacing so the footpath is currently closed. Surface work has been done along the track across the green, but no one has informed or contacted the parish council. PC to contact agent (Sheldon and Bosley). Church fete is on 13th June, Cllr Hitchman has offered to help manage a stall. Promote speed awareness crime prevention. Cllr Hitchman reported he met an environmental agent who was testing the water in the stream and said it will be done regularly going forward, details can be found online.

14. Exclusion of Public & Press

Confidential matters, including those identified during the meeting, to be discussed here following a resolution to exclude the public under Sec 100A of the Local Government Act 1972

Pillerton Hersey Parish Council

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Meeting closed: 20:31pm.

Signed.....

APPENDIX A

PILLERTON HERSEY PARISH COUNCIL			
Bank Reconciliation report			
Financial year ending 31 March 2027			
BALANCE BROUGHT FORWARD 1 APRIL 2026			£ 3,674.58
RECEIPTS			
20/04/2026	Stratford District Council precept	£ 3,475.00	
		£ 3,475.00	£ 3,475.00
PAYMENTS			
28/04/2026	HMRC	-£ 11.60	
28/04/2026	Laura Callow salary	-£ 223.84	
28/05/2026	HSBC	-£ 4.25	
08/05/2026	Zurich Town & Parish Insurance	-£ 277.00	
		-£ 516.69	-£ 516.69
BALANCE CARRIED FORWARD 19/05/2026			£6,632.89
BANK STATEMENT 19/05/2026			£6,632.89