

Hill & Moor Parish Council

Clerk: Mrs Jo Adams
Landline: 01386 554305

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Email: hillandmoor@yahoo.co.uk

To Members of Hill & Moor Parish Council

You are duly summoned to attend the Annual Meeting of the Parish Council to be held at 7.00pm on Thursday 5th May 2022 at Lower Moor Village Hall.

AGENDA

1. **Election of the Chairman** and signing of the Declaration of Acceptance of Office
2. **Apologies:** To receive apologies and to approve reasons for absence
3. **To receive Declarations of Interest**
 - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
 - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

4. Election of the Vice-Chairman

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

5. **To confirm or amend the bank signatories**
6. **To confirm members of the Urgent Decisions Group**
7. **To review or confirm the following documents and policies:**
 - a) The Standing Orders
 - b) The Financial Regulations
 - c) Risk assessments
 - i. Playing Field
 - ii. Risk Management Assessment
 - iii. Risk Assessment: Mower
 - d) Publication scheme

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- e) Policies
 - i. Disciplinary policy
 - ii. Grievance Policy
 - iii. Complaints Policy
 - iv. Privacy Policy
 - v. Training Policy

8. To confirm or appoint representatives to groups and outside bodies

- a) PACT
- b) Neighbourhood Watch
- c) Landfill Site
- d) Village Hall and Events Group
- e) Worcestershire CALC
- f) Throckmorton Group
- g) Any other organisations not listed

9. To review direct debits and standing orders

10. To review Parish Council WhatsApp groups

- a) Urgent Decisions Group, with members being the Chairman, Vice-Chair and the clerk
- b) Council members, with members being all councillors and the clerk

11. Minutes: To consider the approval of the minutes of the meeting of the 7th April 2022

12. District and County Councillors reports: For information

13. Parish Councillors reports: Councillors may use this opportunity to report minor matters of information, give updates or report attendances not included elsewhere on the agenda.

14. Progress reports: for information

- a) Review of actions from previous meeting
- b) Playing Field & mowing
- c) Play area
- d) Flood / Drainage
- e) Footpaths
- f) Village Hall and Events Group VHEG
- g) Landfill Site
- h) Lengthsman
- i) Newsletter items
- j) PACT
- k) Urgent Decisions Group
- l) SWDP

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15. Planning

- a) To discuss and comment on any current planning applications

Application Number	Address concerned	Description of works
W/22/00825/LB	Holly House, Manor Road, Lower Moor, WR10 2NZ	Replace/repair the timber frame and infill panel. Repair roof purlins

- b) To receive Decision Notices
c) To note or discuss Planning Correspondence, Information and Issues

16. To discuss the clerk's appraisal

17. To discuss a memorial tree requested by a resident

18. Finance: To report on the financial situation of the Parish Council and to approve cheques for payment

19. Correspondence for Information: To note items which have been circulated or will be available for inspection at the meeting.

20. Clerk's report

21. Summary of Councillors' agreed actions

22. Date of next meeting and items for next agenda: To confirm the date of the next meeting and to raise items for future agendas. Current scheduled date: Thursday 12th May 2022 (Annual Parish Meeting); Thursday 9th June 2022 (Parish Council meeting).

Signed

Jo Adams, Clerk to Hill and Moor Parish Council