

# H C P C

For And On Behalf Of  
**Hill Croome Parish Council**  
**Clerk - Michael Brooks**  
Vine Cottage Baughton Earls Croome WR8 9DQ

## To Members of Hill Croome Parish Council

You are duly summoned/required to attend an ordinary meeting of Hill Croome Parish Council to be held at Earls Croome Village Hall on Monday 7<sup>th</sup> April 2025 at 7.30pm.

### AGENDA

1. **Apologies:** to receive apologies and to approve reasons for absence
2. **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 Interest in the 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 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 any 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.

.....  
**The meeting will be adjourned for Public Question time**

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

- .....
3. **Minutes:** To consider the approval of the minutes of the last meeting of the Council – 27<sup>th</sup> January 2025
  4. **Policies and Procedures**
    - a) **Financial Regulations** – further update required due to the introduction of the Procurement Act 2024, relating to items 5.4, 5.7 and 5.11. Update made to document, to be published after the meeting.
    - b) **Civility and Respect Pledge** – certificate.
    - c) **Risk Assessment** - to consider, review and update if necessary.
    - d) **Asset Register** – to approve and update where necessary
  5. **Finance**
    - a) **Annual Finance Return (AGAR)** – completed forms to be agreed pending internal audit review. To be signed off at Annual meeting in May.
    - b) Exemption Certificate to be signed and returned to external Auditor.
    - c) Full End-of-Year Reconciliation provided to Councillors for Approval.
    - d) Expenses and receipts since last meeting. Summary for approval and minute.

### **EXPENSES**

d/i	11/2/2025	Lengthsman January	120.00
d/ii	30/1/2025	Village Hall - meetings	90.00
d/iii	12/2/2025	Parking fee – planning meeting	2.00
d/iv	8/3/2025	Lengthsman February	160.00

**Chairman - Phillippe Smith**  
**Clerk - Michael Brooks**

**Contact Details:** email - [hillcroomepc@btinternet.com](mailto:hillcroomepc@btinternet.com) Telephone: 07764431249

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d/v	14/3/2025	Dropped kerb for Memorial	1260.00
d/vi	18.03/2025	Monthly Bank fee	4.25
d/ vii	21/03/2025	Lengthsman March	220.00
d/ viii	21/3/2025	VE Day Bunting	43.99

## RECEIPTS

Date	Item	Amount
9/2/2025	Deposit Interest	13.97
25/2/2025	Lengthsman January	130.00
10/3/2025	Deposit Interest	12.23
19.03.2025	Lengthsman February	170.00

- e) Parking expenses for Planning Meeting at Malvern Council Offices - for signature
- f) Annual Liability Insurance renewal – Zurich Insurance
- g) Office of the Information Commissioner – annual renewal
- h) CALC/NALC annual renewal

## 6. Planning

- a) **Meadow Close**
- b) **Apple Meadows**
- c) **Strensham Services**

**7. Planter units** – proposal to obtain plants to fill the two units in accordance with the budget allowance of £150.

**8. Lengthsman** – new contract drawn up, awaiting confirmation from WCC as to value of contribution, believed to 3.95% uplift

**9. Website update** – proposal to move ahead with Parish Online as provider. Budgeted for £400/annum ex. VAT.

**10. Council Devolution and the proposed Unitary Authority (2028)** – implications for smaller Councils

**11. Training for Councillors/Clerk:** To remind councillors of the availability of training from CALC to further their understanding and involvement in the requirements of the Parish Council.

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**12. District and County Councillors Reports:** for information – items raised for decision to appear on agenda for next meeting

**13. Correspondence for Information:**

**14. Councillors reports, items for future agenda and other matters at the discretion of the Chair**

**Date of next meetings:**

**Annual Parish Meeting** 7.00pm 12<sup>th</sup> May 2025 - open to all Parishioners to discuss topics of their choosing

**Annual Parish Council Meeting** 7.30pm 12<sup>th</sup> May 2025

Signed: **M. Brooks**  
Clerk to Hill Croome Parish Council

Chairman - Phillippe Smith  
Clerk - Michael Brooks

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