

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 the Annual Meeting of Hill Croome Parish Council to be held at Earls Croome Village Hall on Monday 12th May 2025 at 7.30pm.

AGENDA

- 1. Apologies:** to receive apologies and to approve reasons for absence - Cllr. Wall (as advised at April meeting)
- 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.

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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.

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- 3. Nominations for the Chair and Vice Chair:** After the votes, Declaration of Acceptance of Office to be signed
- 4. Minutes of the last meeting on Monday 7th April** – to be approved
- 5. Policies and Procedures for Re-adoption**
 - a. Standing Orders** – for adoption without amendment
 - b. Code of Conduct** – for adoption without amendment
 - c. Finance Regulations** – *amended and adopted at meeting held on April 7th 2025*
 - d. Planning and Highways, Dignity at Work, Document Retention, Monument and Flag, Information Management, Equality and Diversity and Inclusion** – for adoption without amendment
 - e. Email and General Privacy Policies** – for adoption without amendment

Clerk to ensure all Policies are updated with new dates of adoption and on the website. New website to be established and updated.

6. Finance

- a. Full reconciliation provided for Councillors**
- b. Internal Audit Report** – for information and update to procedures where identified, prior to item (c)
- c. Annual Return Papers – AGAR** – for approval and signing

Chairman - Phillippe Smith
Clerk - Michael Brooks

Contact Details: email - hillcroomepc@btinternet.com Telephone: 07764431249

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- i. Certificate of Exemption
- ii Annual Governance Statement 2024-25
- iii Accounting Statement 2024-25

d. Expenses since last meeting and Upcoming expenses for prior approval

- 1. Annual Liability Insurance – Zurich Insurance - £277.00 due 1/6/2025
- 2. Office of the Information Commissioner
- 3. Mower fuel – ongoing need during cutting season
- 4. Lengthsman – May and June
- 5. Internal Audit Fee
- 6. CALC/NALC annual subscriptions

e. Receipts and Expenses since last meeting for approval

Receipts

Date	From	Amount	Notes
1/4/2025	Lengthsman April	230.00	
9/4/2025	Deposit Interest	12.18	
	Precept First Tranche	tba	
	Deposit Interest	tba	

Expenses

Date	From	Amount	Notes / Category
15/4/2025	Internal Audit Fee	200.00	
17/4/2025	CALC/NALC subscriptions	126.05	
23/4/2025	Mower fuel	14.56	
7/5/2025	Plants for planter units	54.00	
7/5/2025	Plants for planter units – refund to clerk	54.00	‘Council card’ refused second transaction

NB. Receipts and expenses summary to be signed for the records

g. Internal Auditor for 2025-26 – for consideration and approval

h. Precept – to note receipt of the first tranche for the year and confirm Approval to place the funds on deposit.

7. Progress reports: *for information only*

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1. Update on the new website and emails system
2. Stanks Lane signage – pedestrian warning
8. **Lengthsman** – to confirm new contract enacted and agree updated Risk Assessment 2025
9. **PLANNING** – current applications/appeals
10. **Unitary Authority / Devolution** – the potential impact on 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.
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 and items for future agenda**

Date of next meeting:

Monday July 21st 2025

Signed: M. Brooks
Clerk to Hill Croome Parish Council

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Clerk - Michael Brooks

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