

H C P C

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

Minutes for Council Meeting held on Monday 22nd July 2024 at Earls Croome Village Hall

1. **Apologies** – Cllr. Eaton (Covid)
2. **Nomination for Vice Chair** – one nomination being Cllr. Eaton. Nomination accepted.
3. **Declaration of Interests** – no disclosures.
4. **Minutes of the Annual Meeting** held on Monday 13th May 2024 – agreed as true record.
5. **Policies and Procedures** – no updates to note.
6. **Finance** – full reconciliation provided to Council, including:
 - i. **Expenses** since last meeting
 - a) Lengthsman for May
 - b) Mower fuel
 - c) Lengthsman June
 - ii. **Receipts** since last meeting
 - a) VAT Claim
 - b) Microsoft 365 refund
 - c) WCC grass cutting grant
 - d) Lengthsman refund for May
 - iii. **Internal Audit** letter of Appointment signed.
 - iv. **Update on new website** requirement – CALC to arrange for companies to provide quotes and proposal spending the closure of the County Council provision.
 - v. **Insurance** – confirmation that Zurich Insurance is the new provider
 - vi. **Church grass cutting** – proposal to increase the value of annual contribution in line with the change to the law, approved. Agreement for the sum to be £250 for 2024/25 with a review to take place at the Annual Meeting.
 - vii. **Internal finance check** carried out by Cllr, Eaton on 16/07.2024 and a report was signed for the records.
 - viii. The Clerk reported that the new computer is working well and the issues experienced previously have now been resolved.
 - ix. **Defibrillator battery** – the Clerk reported that the battery is still showing 2 bars (out of three) so the replacement is still pending.
 - x. **Microsoft 365** – account cancelled and now running Libre Office, a free alternative.
 - xi. The clerk reported that there were no requests made during the public scrutiny period to access the Annual Accounts.
 - xii. **Annual Budget review** – the Clerk provided a copy of the Budget to compare with current spending. All categories are on target, the only exception being due to the purchase of the

Chairman - Phillippe Smith Clerk - Michael Brooks

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computer. It was noted that the 'room hire' item was the payment for the previous financial year and the budgeted sum may be exceeded depending upon when the invoice is received.

7. **Path on the green** – the costing for creating a dropped kerb for wheeled access has been given as £1260. Agreement reached to approve the dropped kerb with the idea that a path can be considered at a later date, subject to funding and approval. Clerk to notify WCC and to establish the way forward.

8. **Pavement Opposite The Jockey** – significant work done by householders to improve the access and the Council is very grateful for their efforts. It is hoped that the current status can be maintained.

9. **Report** received for Cllr. Allen (WCC), including reference to the On-Demand Bus, Library, Issues at County Hall, Boundary Changes, Overgrown footways, Food Waste bins, Planning and Council Reserves.

10. **Councillor Training** – all councillors advised as to opportunities for update to training.

11. **Correspondence** – no further response received from the Speed Watch manager regarding the use of the signage. Letter to be sent to Cllr. Allen regarding the possible use of engineering solution – solid white lines along carriageway edges.

12. **Other matters** - No items put forward through the Chair.

Date of next meeting – Monday 16th September 2024

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Date.....

P. Smith – Chairman

Minutes prepared by M. Brooks - Clerk