

HILL CROOME PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at 7.30pm Monday 12th May 2025

1. **Apologies** received from Councillor Owenson MHDC and Councillor Wall
2. There were no new **Declarations of Interest** from Councillors.
3. The nominations for the Chairman and Vice Chairman were noted. Cllr Smith – Chair and Cllr Eaton Vice Chair. There being no other nominations a vote was cast in favour. The Declarations of Acceptance of Office were signed.
4. The **Minutes** for the meeting held on 7th April 2025 were agreed and signed as a true record.
5. The Policies and Procedures were listed for re-adoption as follows;
 - a. **Standing orders** – *without amendment*
 - b. **Code of Conduct** – *without amendment*
 - c. **Finance Regulations** – *amended and adopted at meeting in April 2025*
 - d. **Planning and Highways, Dignity at Work, Document Retention, Monument and Flag, Information Management and Equality, Diversity and Inclusion** – *without amendment*
 - e. **Email and General Privacy Policies** – *without amendment*

All policies were agreed without amendment. The published Policies to be updated accordingly.

6. Council was provided with a full reconciliation (a) of the current financial position, including a list of expenditure and receipts since the last meeting.
 - b. The **Internal Audit Report** was presented with no concerns or actions required.
 - c. The **Annual Audit Return (AGAR)** was presented to Council for approval and signature.
 - i. Certificate of Exemption for Smaller Authorities
 - ii. Annual Governance Statement 2024-2025
 - iii. Accounting Statement 2024-2025
 - d. **Upcoming expenses** due before the next meeting including Annual Liability Insurance (Zurich Insurance), Office of the Information Commissioner, mower fuel, Lengthsman May and June approved in advance.
 - e. **Receipts and Expenses** since the last meeting listed and the record signed off for the file.
 - f. ()
 - g. **Internal Auditor** – Cllr Brooks proposed that the Internal Auditor be retained for a further year. Council in full agreement and the Clerk to organise the relevant papers of engagement.
 - h. **Precept** – due to an error with MHDC the payment has been delayed and should arrive in the bank on May 13th. The bulk of the monies to then be transferred to the Deposit Account.

7. **WEBSITE / EMAIL** The Clerk provided an update on the new website and email system. Councillors have been circulated with their new email log in procedure and once all have succeeded in downloading the application, all communication will be on the new system.

The website has been created and the work is now being done to ensure the content is up to date and relevant for our use. This may lead to a delay of a couple of weeks prior to going live. The old site will then be decommissioned with a signpost document to the new site.

Stanks Lane Pedestrian Signage – a request has been made to Highways for the installation of 'Pedestrian' warning signs along Stanks Lane towards the church. This is in response to an increasing

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number of vehicles using the lane, especially during motorway closures and other highways problems, at speeds that are incompatible with pedestrian safety. The timetable for installation is not clear.

8. **LENGTHSMAN** – the new contract is ready for signing, along with an updated Risk Assessment. The Chairman suggested that it would be useful to get the Lengthsman to a meeting to introduce himself to all Councillors. In addition, a request for the footway opposite The Dog to be swept, along with the corner of Elmfield to enhance the junction view. Clerk to arrange.

9. **PLANNING** – no new applications in the system.

10. **Unitary Authority** – the Council must be aware of the potential impact on services and expectations following the change and the Precept calculation will need to reflect this.

11. **TRAINING** – Councillors to kept up to date with any new opportunities

12. **District and County Councillor Reports** – Cllr. Allen gave a report on current issues including the recent election, the make up of the new Administration at County Hall, the increase in Council Tax, the proposed Unitary Authority and the On-Demand Bus service.

Cllr. Owenson sent a written report reminding Councils of the potential business grants from MHDC.

13. **Correspondence** – no items to report

14. **Items for future Agenda** – no items proposed at this time.

Date of Next Meeting Monday 21st July 2025

Signed as a true record.

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P. Smith - Chairman

Date