

H C P C

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

Minutes of the Parish Council Meeting held on Wednesday 9th August 2017 at St Marys Church, Hill Croome

Present.

Chairman Phillippe Smith
Vice Chairman Mike Brooks
Councillor Kath Smith
Attendees Cllr Owenson, Cllr Middlebrough,
Lengthsman Malcolm Tomkins,
Karen Eaton, Norma Coates, Tom Bramley

Apologies

Cllr J Coole

Absent

Cllr D Ball

Minutes

Minutes of the previous meeting had been circulated to all Councillors and no amendments brought forward. Therefore, adopted and signed by the Chairman.

Matters Arising

- Vice Chairman now Acting Clerk following recent resignation of Mrs Wilson.
- Parish pathways – report received from Mandy Bird. Confirmed issues reported including broken stile at HC536, overgrown vegetation at HC559 and rickety steps at HC608. Also, new waymark post delivered, to be located by Lengthsman at Manor Farm.
- Uneven road surface – further visit being arranged with County Council Highways Engineer regarding Stanks Lane and other issues, to be listed prior to the meeting. Meeting date confirmed to be Friday 25th September 2017 at 2.30pm.
- VAS – Lengthsman now rotating sign each month between each end of the village.

Chairman - Phillippe Smith Vice Chairman – Michael Brooks
Acting Clerk Michael Brooks

Contact Details: email - hillcroomepc@btinternet.com Telephone: 01684 594471

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- Drainage / flooding – much work carried out by Highways contractor outside Baughton Farm and the corner of Ash Lea to clear drains in recent weeks. Whilst yet to be seriously tested by heavy rain it appears to have improved run off.

Planning

- Recent appeal by Mr Smith at Baughton View upheld and variations to conditions agreed by the Local Authority.
- Application received for variation of conditions at 1, Elmfield. No objections were put forward.

Lengthsman

No problems reported. Confirmed that VAS sign is being re-located on a monthly basis between each end of the village.

New Waymark post to be located at Manor Farm on the morning of Friday 11th August 2017 with the help of the Vice Chairman.

Footpath Officer

Report received by email, details of which are recorded above.

Finance Report

- Bank Balance as of 31st July 2017 showed a balance of £1352.84
- Cheques outstanding
 - 694 M Tomkins – July £156.00
 - 695 New Farm – July £136.80
 - 696 Hill Croome PCC £10.00

AOB

- Advice required regarding Clerk position should the Vice Chairman consider remaining in post on an unpaid basis. Enquiries with CALC to be made.
- Vacant Clerks position – Dependent upon outcome of advice as above, advert to be created and circulated via CALC and the village notice board.

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The proposed conditions should include 8 hours work per month (to include meetings), computer literacy, and an interest in the locality.

- Computer – A proposal by Vice Chairman that the computer requires updating to Office 2016 to enable the Clerk to perform their duties correctly. The current system is an amalgam of Office 2003 and 2010 which is causing issues with saving documents. The proposal is to upgrade to 'Office Business 365' essentially being an Annual Contract at £79.00 (current cost) per annum. This ensures the system is continually updated by Microsoft.

Seconded by Cllr K Smith

Motion carried.

- Internet Banking – Proposal by Vice Chairman following recent enquiries to introduce Internet banking and a Debit Card for the Clerk's use. The use of cheques is being phased out by the Banking system and the use of Internet banking will facilitate ease of payments to our creditors and ensure regular maintenance of the Bank Account when required.

Seconded by Chairman

Motion carried.

- PCC Budget – Proposal by Vice Chairman to introduce an Annual Budget update to ensure a correct Precept is adopted.

Precept for 2017/18 is set at £3360

Proposed Budget Forecast 2018/2019

1	Clerk fees	12mths/8hrs 96hrs@£10	960
2	Clerk expenses	filing,telephone,internet,storage	50
3	Petty cash	stationery/postage	50
4	Subscriptions/Internet security/Office 2016		200
5	Meetings fees	hire of locations	100
6	Insurance	(new company this year)	600
7	Grass cutting	village green	1000
8	Church grass		75
9	Audit fees		100
10	Training fund	clerk/council members	150
11	Village flower troughs	plants and maintenance	50
12	Contingency fund	computer replacement etc.	150
			3485

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The proposed figures are to be discussed at the November meeting prior to Precept submission, including a provision for a contingency element.

- Standing Orders – Proposal by Vice Chairman to adopt the standard ‘Standing Orders’, copies of which to be provided for Councillors prior to next meeting when further discussions will be held. The purpose will be to trim down the full document to ensure it relates to our business.
- Transparency Regulations – Acting Clerk gave an insight into the requirements relating to the ‘Smaller Authorities Transparency Regulations’. The requirements are for authorities with a turnover of less than £25000 per annum to publish on a Website relevant documentation including Meeting Agenda, Minutes, Finance Report and Annual Internal Audit. This will negate the need for an External Audit. Arrangements have been made to use the Worcester County Council Website and the first information has been posted for 2017. The Annual Audit for 2016/2017 has not yet been returned but relevant documentation will be uploaded when received.
- Scanner – The Clerk requires access to a scanner to facilitate the Transparency regulations, an item not currently owned by HCPC. There is currently a Government scheme to assist with set up costs and they will provide financial help for the capital value minus VAT of such an item.

The proposal is to purchase a combined printer/scanner in the sum of approximately £60.00 and for a claim to be made through the scheme for a refund.
The Clerk to process the matter.

Meeting closed at 9.20pm.

Date of next Meeting

Wednesday 8th November at 7.30pm at Saint Mary’s Church, Hill Croome.

Signed

Date

Chairman

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Acting Clerk Michael Brooks

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