

H C P C

For And On Behalf Of
Hill Croome Parish Council
Clerk - Michael Brooks

Vine Cottage Baughton Earls Croome WR8 9DQ

DRAFT

THE MINUTES OF HILL CROOME PARISH COUNCIL **Held at ST MARY'S CHURCH AT 7.30PM ON 8TH November 2017**

Present: Councillors P. Smith; Mrs K. Smith; Mrs. J Coole; M. Brooks.

In attendance: Clerk, District Councillor Middlebrough; Mr and Mrs Moreton; Mrs K. Eaton; Mrs D. Brooks.

Apologies: County Councillor Owenson; M. Tomkins; Mr and Mrs Harcombe; Mandie Bird.

Declarations of Interest – Councillors were reminded of the need to update their Declarations of Interest.

Meeting was adjourned for Public question time, no matters arising.

Minutes: Minutes of the meeting held on 9th August 2017 were approved.

Councillor Vacancy:

Council unanimously approved the Co-option of Mrs Karen Eaton to the vacant position on the Parish Council.

Progress reports:

1. Highways site visit – Clerk reported that Highways engineers had attended the village and conducted investigations relating to the trees on the green, the road surface and pot holes on Stanks Lane and the kerb edging at the junction of Ash Lea. The speed issue was considered in relation to updating the signage and the possibility of additional 30mph rondels on the road surface. Work has been scheduled but no dates provided as yet. The Highways approach is that of engineering a solution rather than speed enforcement due to the layout of the Village. The possibility of installing 'Village entry gates' as seen in other local Villages is to be investigated.
2. Computer updates – Clerk advised that Internet Security had been purchased and that free software had been downloaded for the accounts and general usage rather than spending money on the proposed Office 2016 update, thereby saving significant annual expenditure.
3. Purchase of scanner – Clerk confirmed scanner to be purchased through the Government funding scheme.

Clerk Vacancy:

Resolution proposed for the installation of a sitting Councillor to the position of Clerk. It was unanimously agreed to adopt the resolution which was signed and now held on record.

The new Clerk expressed a concern that the proposed annual salary of any future Clerk needs to reflect accurately the time and responsibility inherent in the current role specification. It was identified that a small authority such as Hill Croome has limited resources but must still both meet all the legal requirements and ensure best value.

The Clerk will conduct a time and motion study over the next six months to establish the parameters for the role. The Chairman requested that a role profile be prepared to ensure future continuity of all functions performed.

Internet Banking:

Clerk confirmed that internet banking is now up and running. The difficulty of using cheques for purchases is increasingly apparent and we will need a further application for a debit card in due course.

Grass cutting and Lengthsman are now being paid online.

Road Markings:

Council considered the payment for additional 30mph rondels on the road surface at a cost of £200.00.

It needs to be established whether this cost is for new markings or updates to those already in existence. Further enquiries are to be made by Clerk in conjunction with Councillor Middlebrough.

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

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

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Training for Councillors\Clerk:

Clerk reminded Councillors of the availability of training with CALC. Dates to be confirmed late in November.

District and County Council reports:

Councillor Middlebrough informed Council regarding the proposal for traffic management upgrades at the junction of A38 and A4104. Proposals are for either a roundabout or traffic lights, the decision being subject to public consultation – see *Worcestershire Local Transport Plan 4 2017-2030 (on website)*. Any observations can be submitted to either himself or our local MP.

He explained that the work being conducted on the Upton access road at the Marina has been delayed and is now likely to continue after the New Year but before the next festival season begins.

Planning:

No matters arising.

Finance:

1. Clerk had prepared budget proposal 2018\2019. Proposal includes a precept increase of 10% (£380) due to the recognition of elements that had not been previously included. These elements include Councillor training and the maintenance and upkeep of the Village flower boxes. The Clerks salary included in the budget is to be evaluated as previously recorded. The current Clerk as a sitting Councillor cannot be recompensed so the salary element is to be placed as reserves pending any future change in circumstance.
2. Council updated regarding Legal Counsels' opinion relating to section 137 Local Government Act and the payment of public funds for the maintenance of Church property. Further update and guidance is awaited.
3. Council provided with full disclosure of accounts including payments, receipts and bank reconciliation.

Correspondence:

1. Clerk brought to Council's attention the update proposals for bin collections.
2. The possibility of having a Defibrillator in the village was discussed. The Clerk is to speak with Earl's Croome to see if a reciprocal arrangement could be agreed due to the cost.
3. Invitation to the CALC AGM 15.11.17 – Clerk and Councillor Coole to attend.

Councillors reports and items for future Agenda:

No matters arising.

Date of next meetings:

Quarterly Parish Council meeting - Tuesday 30th January 2018 @ Earls Croome Village Hall 7.30pm

Annual Parish Meeting - Tuesday 8th May 2018 @ Earls Croome Village Hall 6.30pm

Parish Council AGM - Tuesday 8th May 2018 7.30pm, *immediately after Parish Meeting*

Signed Chairman Date

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

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