

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 Earls Croome Village Hall AT 7.30PM ON 9th April 2018**

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

In attendance: Clerk, Mrs D. Brooks (minute taker), Mr and Mrs Wellby

1. Apologies: Cllr. K Smith; Councillor Owenson; Councillor Middlebrough.

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

Meeting was adjourned for Public question time, the Chairman deciding to open the floor at the end of the meeting.

3. Minutes: Minutes of the meeting held on 30th January 2018 were approved.

4. Long Service Presentation Gift Proposal for the purchase of a retirement gift to recognise 35 years on the council for Councillor K Smith. Unanimous approval was given for the purchase of an engraved pen and flowers for presentation at the Annual Meeting in May.

5. Data Protection Regulations The clerk presented an insight into the requirements of the revised Data Protection Regulations coming into force on 25th May 2018. Reference was given to the 'action plan' provided by the National Association to ensure that work is underway to satisfy the new rules. The plan will be adapted for our needs and action taken by the clerk to prepare us for the future. The clerk has now registered the Council with the Information Commissioner's Office - annual payment to be made by Direct Debit (mandate signed).

6. Clerk's Expenses The chairman expressed his thanks to the Clerk and the professional way in which the function is being carried out. It was proposed by the chair that the Clerk's expenses for the running of a 'home office' including the provision of heating, lighting, electricity, storage, internet etc., should be increased to the sum of £2 per week, this arrangement to be reviewed annually. The motion was seconded by Councillor Coole and passed unanimously.

7. Progress reports

1. Highways – we are awaiting an update on the 'village gates.
2. Purchase of Scanner – grant now received so Clerk to action purchase of the scanner
3. Dog waste bin – Clerk reported that the bin is being used and the quantity of mess seen on the verges has declined significantly – albeit some still ignore the facility.

8. Planning No new matters arising.

9 Finance:

- A. Council provided with full disclosure of 'end of year' accounts including payments and receipts since last meeting and bank reconciliation (see below).
- B. The Clerk talked through the Reconciliation and full scrutiny was given to the Financial Statement and supporting documents.
- C. (i) Annual Governance Statement approved and signed.
(ii) Annual Accounting Statement approved and signed.

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

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

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- D. Annual budget to be amended due to the savings related to the cutting of the village green and the Clerks' salary. Both elements must continue to be included annually in case of a change in circumstances but funds are to be moved to the deposit account as reserves. The cost of repair or replacement of the Speed sign and the imminent updating of the laptop are elements that would otherwise be unserviceable. The Clerk to implement the movement of funds as follows: (1) Clerk's salary element in full immediately to Deposit Account. (2) Review of 'grass cutting' element at May meeting, prior to any transfer of funds. Revised budget forecast to be prepared for presentation in May.

Payments

05/02/2018	M Tomkins Jan		144.00
06/02/2018	CALC- clerk meeting 7208		10.00
13/02/2018	CALC - training 7234		30.00
15/02/2018	Glasdon - dog poo bin		243.67
05/03/2018	M Tomkins Feb		120.00
14/03/2018	CALC - training 7262		30.00
28/03/2018	M Tomkins Mar		144.00
29/03/2018	Clerk - mileage		19.62

Income

09/02/18	Dep A/C	Gross Interest	0.02
27/02/18	Nov 17	WorcsCC Lengthsman	105.00
14/03/18	Dep A/C	Gross Interest	0.02
21/03/18	CALC	Grant for scanner	80.00
23/03/18	Dec 17	WorcsCC Lengthsman	81.00
23/03/18	Jan 18	WorcsCC Lengthsman	144.00

Reconciliation as at 31st March 2018

Current Account £ 1960.28
Deposit Account £ 405.05
Cash in Hand £ 1.76

10. Village Green Project - The Chairman and Clerk gave the latest information relating to the project. We now wait to see what emerges during the growing season.

11. Training for Councillors – councillors reminded about the training opportunities available.

12. County Councillor Report – no report

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13. Correspondence - no additional items.

14. Councillors reports - no matters arising.

15. Public questions – an update/discussion provided for new residents relating to the speed problems in the village and the danger involved with children crossing the main road from the school bus.

Date of next meeting – Tuesday 8th May 2018 Annual Parish Meeting 6.30pm followed by Annual Parish Council Meeting at 7.30pm.

Signed: (Chairman)

Date

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