

# H C P C

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

## To Members of Hill Croome Parish Council

You are duly summoned/required to attend an ordinary meeting of Hill Croome Parish Council to be held at Earls Croome Village Hall on Monday 13<sup>th</sup> April 2026 at 7.30pm.

### AGENDA

1. **Apologies:** to receive apologies and to approve reasons for absence
2. **Declarations of Interest:**
  - a) Register of Interests: Councillors are reminded of the need to update their register of interests
  - b) To declare any Disclosable Pecuniary Interest in the items on the agenda and their nature
  - c) To declare any other Disclosable Interests in items on the agenda and their nature
  - d) Written requests for the Council to grant dispensation (s33 of the Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or any other Disclosable Interest which falls within the terms of paragraph 12(4)(b) of the Code of Conduct, must leave the room for the relevant items.

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**The meeting will be adjourned for Public Question time**

The time allocated is to be determined by the council/chairman. Residents are invited to give their views and question the parish council on issues on the agenda, or raise issues for future consideration at the discretion of the chairman. Members of the public shall not take part in the parish council meeting itself. This period is not part of the formal meeting and brief notes shall be appended to the minutes as an aide memoire.

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3. **Minutes:** To consider the approval of the minutes of the last meeting of the Council – 2<sup>nd</sup> February 2026
4. **Policies and Procedures**
  - a. **Risk Assessments** – for approval without amendment
  - b. **Asset Register** – to approve and confirm updates where necessary
  - c. **IT Policy** – new policy for adoption
5. **Finance**
  - a) **Annual Finance Return (AGAR)** – completed forms to be agreed pending internal audit review. To be signed off at Annual meeting in May.
  - b) Bank Reconciliation 2025-2026 for Confirmation and Signature of Approval.
  - c) Dates for Public Examination of the Accounts to be approved and minuted.
  - c) Full End-of-Year Reconciliation provided to Councillors for Approval.
  - d) Expenses and receipts since last meeting. Summary for approval and minute.

### **EXPENSES**

12/02/2026	Dog Bin Bags	6.25
16/02/2026	Mower – starter motor	145.62
20/02/2026	Bank fee	4.25
04/03/2026	Defibrillator Pads update	73.19
11/3/26	Lengthsman - February	65.00

**Chairman - Phillippe Smith**  
**Clerk - Michael Brooks**

**Contact Details: email – [clerk@hillcroomeparishcouncil.gov.uk](mailto:clerk@hillcroomeparishcouncil.gov.uk) Telephone: 07764431249**

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13/3/2026	Room Hire charges	105.00
17/3/2026	Bank Fee	4.25

## RECEIPTS

Date	Item	Amount
9/2/2026	Deposit Interest - February	6.65
24/02/2026	Lengthsman refund – Oct, Nov and Dec	190.00
9/3/2026	Deposit Interest - March	5.65

- f) Annual Liability Insurance renewal – Zurich Insurance
- g) Office of the Information Commissioner – annual renewal
- h) CALC/NALC annual renewal
- l) Defibrillator pads – replacement on date expiry – for retrospective approval
- j) Mower Starter Motor – purchase of replacement – for retrospective approval
- k) Room Hire annual charge – for retrospective approval
- l) Proposed Charity Donation in memory of the departed – issues arising due to rules on spending funds
- m) Request for contribution to the Citizen’s Advice Bureau – see letter received

## 6. Planning Updates

- a) Meadow Close
- b) Baughton View
- c) Baughton Stud

7. **Planter units** – proposal to approve the purchase of plants (ongoing during the year) in accordance with the budget allowance of £150.

8. **Lengthsman** – new contract drawn up, awaiting confirmation from WCC as to value of contribution.

9. **Speed Enforcement** – update on recent site meeting

10. **Training for Councillors/Clerk:** To remind councillors of the availability of training from CALC to further their understanding and involvement in the requirements of the Parish Council.

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11. **District and County Councillors Reports:** for information – items raised for decision to appear on agenda for next meeting

12. **Correspondence for Information:**

13. **Councillors reports, items for future agenda and other matters at the discretion of the Chair**

**Date of next meetings:**

**Annual Parish Meeting** 7.00pm 11<sup>th</sup> May 2026 - open to all Parishioners to discuss topics of their choosing

**Annual Parish Council Meeting** 7.30pm 11<sup>th</sup> May 2026

Signed: **M. Brooks**  
Clerk to Hill Croome Parish Council

Chairman - Phillippe Smith  
Clerk - Michael Brooks

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