

HILL CROOME PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at 8.00pm Monday 18th May 2026

- 1. Apologies** - Cllr Eaton (unwell), Cllr Allen and Cllr Owenson
- 2. Declarations of Interest** – no new declarations from Councillors
- 3. Nomination for the Chairman and Vice Chairman** – nomination for the Chair – Cllr Smith. Proposed and seconded – all in agreement. Declaration of Acceptance of Office signed and minuted. Nomination for the Vice Chair – Cllr Eaton. Proposed and seconded – all in agreement.
 - a) Representatives for CALC – Cllr Brooks and Cllr Smith
- 4. Minutes of the last meeting held on Monday 13th April** – all agreed them to be a true record and signed by the Chair
- 5. Policies and Procedures for Re-adoption** – a proposal for the re-adoption of the following Policies without amendment was agreed:
 - a. Standing Orders, b. Code of Conduct, c. Finance Regulations, d. Planning and Highways, Dignity at Work, Document Retention, Monument and Flag, Information Management, Equality and Diversity and Inclusion, e. Email and General Privacy Policy and f. New Policy regarding the Office of the Information Commissioner to be prepared for the September meeting.An update to reflect these re-adoptions to be placed on the website.
- 6. Finance**
 - a. A full reconciliation provided for Council**
 - b. Internal Audit Report** – the recent report from the Internal Auditor was read to the Council including three recommendations for action. These included regular budget monitoring with minute reference, Minuting of the Annual dates for the Notice of Public Rights and adoption of the Freedom Of Information requirement for the ICO Model Publication Scheme.
 - c. Annual Return Papers (AGAR)** – the papers were provided to Council for scrutiny and agreed and signed as accurate.
 1. Certificate of Exemption – completed and signed
 2. Annual Governance Statement 2025-26 – completed and signed
 3. Accounting Statement 2025-26 – completed and signed
 4. The dates for the Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority) were agreed as being 3rd June until 14th July 2026
 - d. Upcoming payments for approval** – approval granted for mower fuel, Lengthsman, Internal Audit fee, Annual Website/email fees and the Annual Insurance when due.
 - e. Receipts and Expenses** – and the summary was signed as a true record (on file)
 - f. Budget Analysis** – the budget was compared against current spending and all items were found to be within expectations.
 - g. Internal Auditor** – proposal to invite our current auditor to continue for 2026-2027. Agreed and email for engagement papers to be sent out.
 - h. Precept** – confirmation of the receipt of the first tranche for 2026-2027. The bulk of the funding to be placed in the Deposit Account

i. Annual Grass Cutting Grant – the sum allocated for the year is £1055.88

j. Grass cutting at the Church – a proposal for the sum of £500 was agreed for this purpose, subject to Annual review

k. Citizen’s Advice Bureau – a request for the consideration of a donation to help with the work of the Bureau was received, relating to four occasions when our Parishioners received help and advice. A discussion took place, especially in the light of the inability for the Council to make charitable contribution in memory of former council members. After a good deal of thought a proposal was for the sum of £100 to be sent – Clerk to arrange.

7. Progress reports – the Clerk reported that Stanks Lane will be subject to closure at some point for new telegraph poles and further drainage work at the corner of Ash Lea is expected.

8. Lengthsman – the Clerk confirmed that the new contract is on file. A list of standard duties has been issued.

9. Planning – no new issues on the Planning Portal. A further submission to the Planner relating to Meadow Close to be submitted for their attention.

10. Matters at the Discretion of the Chair – no matters for consideration

11. Training for Councillors – no new opportunities at present

12. District and County Council updates

Both Cllr Allen and Owenson spoke at the recent Parish Meeting with their updates.

13. Correspondence – a letter from the South Worcestershire Citizens Advice requesting financial support – as per item 6k above

14. Councillor’s Reports and Items for Future Agenda – meeting dates for 2027 for booking of the Hall - Proposed dates February 1st, April 5th, May 10th, September 20th and November 22nd all to be at 8.00pm at the Village Hall

Dates of upcoming meetings - 21st September, 16th November

Date of Next Meeting Monday 21st September 2026

Signed as a true record.

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P. Smith - Chairman

Date