

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 the Annual Meeting of Hill Croome Parish Council to be held at Earls Croome Village Hall on Monday 18th May 2026 at 8.00pm.

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. **Nominations for the Chair and Vice Chair:** After the votes, Declaration of Acceptance of Office to be signed by the Chair and minuted.
 - a. **Councillor representatives for CALC** – two Councillors for nomination
4. **Minutes of the last meeting on Monday 13th April 2026** – to be examined and approved
5. **Policies and Procedures for Re-adoption**
 - a. **Standing Orders** – for adoption without amendment
 - b. **Code of Conduct** – for adoption without amendment
 - c. **Finance Regulations** – for adoption without amendment
 - d. **Planning and Highways, Dignity at Work, Document Retention, Monument and Flag, Information Management, Equality and Diversity and Inclusion** – for adoption without amendment
 - e. **Email and General Privacy Policies** – for adoption without amendment
 - f. **New Policy regarding the Office of the Information Commissioner**
Clerk to ensure all Policies are updated with new dates of adoption and on the website.

6. Finance

- a. **Full reconciliation provided for Councillors**
- b. **Internal Audit Report** – for information and update to procedures where identified, prior to item (c)
- c. **Annual Return Papers – AGAR** – for approval and signing
 - i. Certificate of Exemption
 - ii Annual Governance Statement 2025-26

Chairman - Phillippe Smith
Clerk - Michael Brooks

Contact Details: email – clerk@hillcroomeparishcouncil.gov.uk Telephone: 07764431249

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- iii Accounting Statement 2025-26
- iv. To agree and minute the dates for the Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority) – proposed dates Wed. 3rd June 2026 until Tues. 14th July 2026

d. Expenses since last meeting and Upcoming expenses for prior approval

- 1. Mower fuel – ongoing need during cutting season -
- 2. Lengthsman – ongoing for the year
- 3. Internal Audit Fee

e. Receipts and Expenses since last meeting for approval

Receipts

Date	From	Amount	Notes
30/4/26	WCC Precept 1 st Tranche	2390.00	
11/5/26	Deposit Interest	6.65	

Expenses

Date	For	Amount	Notes / Category
13/4/26	Mower Fuel	16.62	Open Spaces
16/4/26	CALC/NALC annual fees	129.15	Admin
20/4/26	Bank Fees	4.25	Admin
21/4/26	Dog Bin Bags / Computer paper	11.50	Admin
5/5/26	Internal Audit Fee	200.00	Admin
5/5/26	Transfer to Deposit Account	2000.00	Admin

NB. Receipts and expenses summary to be signed for the records

- f. Budget/Expenses** to be compared and variations examined/approved
- g. Internal Auditor for 2025-26** – for consideration and approval
- h. Precept** – to note pending receipt of the first tranche for the year and confirm Approval to place the funds on deposit.
- I. Annual Grass Cutting Grant** – in the sum of £1055.88
- j. Proposal for church grass cutting contribution** – letter from the PCC requesting assistance
- k. Citizens Advice Bureau** – request for financial support (brought forward from April meeting)

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7. Progress reports: *for information only*

1. Stanks Lane – new telegraph poles to be fitted during the year with road closure
2. Ash Lea – further work on drainage with road closure – no timescale recorded

8. Lengthsman – to confirm new contract enacted and agree updated Risk Assessment 2026

9. PLANNING – current applications/appeals updates

10. Any other matters at the discretion of the Chair

11. 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. A reminder to Councillors that absence from meetings must be recorded and reasons agreed with Council. Apologies must be conveyed to the Clerk at the earliest to ensure meetings are quorate.

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

13. Correspondence for Information:

14. Councillors reports and items for future agenda

- a. Meeting dates for 2027 to be proposed and submitted to the Village Hall Secretary

Date of next meeting:

Monday 21st September 2026

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

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Clerk - Michael Brooks

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