

Hill & Moor Parish Council

Clerk: Mrs Carole Hirst

Address: 1a Church Walk, Stourport on Severn, Worcs. DY13 OAL
Email: clerk@hillandmoorpc.org.uk

Minutes of the Annual General Meeting of the Parish Council

Held in Lower Moor Village Hall on

Thursday 9th May 2024 at 7pm

Present: Cllr. T Betteridge (Chair), Cllr. Mr P Jeanes, Cllr. Mrs A. Jeanes, Cllr. A. Heath and Cllr. D. Nuttall

Also present: C Hirst - Clerk, District Cllr L. Tucker, County Cllr. D. Boatright, 3 members of the public

1. **Election of the Chairman:** Cllr P. Jeanes nominated Cllr Betteridge as Chairman. The nomination was seconded by Cllr A Heath. Cllr. Betteridge accepted the nomination. There were no other nominations and Cllr Betteridge was duly elected Chairman. All in favour.
2. **Apologies:** Cllr. Stone, Cllr. D Boatright.
3. **Declarations of Interest:** All Councillors were reminded to submit new Register of Interest forms to Wychavon DC. There were no declarations of interest for this meeting.
4. **Election of the Vice-Chairman:** Cllr Betteridge nominated Cllr P. Jeanes as Vice-Chairman. The nomination was seconded by Cllr A Heath. Cllr. P. Jeanes accepted the nomination. There were no other nominations and Cllr P. Jeanes was duly elected Vice-Chairman. All in favour.

PUBLIC QUESTIONS – all questions were asked at the Annual Parish meeting.

5. **To confirm or amend the bank signatories:** Cllrs A. Jeanes and Betteridge were happy to continue. Council confirmed acceptance of the clerk also continuing as a signatory. Cllr. Nuttall Proposed Cllr. P Jeanes Seconded. All in favour.
6. **To confirm members of the Urgent Decisions Group:** Confirmed as the Chairman, Vice-Chairman and the Clerk. Cllr. Nuttall Proposed Cllr. P Jeanes Seconded. All in favour.
7. **To review or confirm the following documents and policies:** All confirmed as UpToDate and correct. All policies approved. Cllr. Betteridge Proposed and Cllr. P Jeanes Seconded that these be approved.
 - a) The Standing Orders
 - b) The Financial Regulations (NALC version adopted at this meeting)
 - c) Risk assessments
 - i. Playing Field
 - ii. Risk Management Assessment
 - iii. Risk Assessment: Mower
 - iv. Risk Schedule
 - d) Policies
 - i. Disciplinary policy
 - ii. Grievance Policy
 - iii. Complaints Policy
 - iv. Privacy Policy
 - v. Training Policy
8. **To confirm or appoint representatives of outside bodies**
 - a) PACT: Cllr P. Jeanes and Cllr. Heath, in the event that PACT meetings periodically take place.
 - b) Landfill Site: Cllr A. Jeanes

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- c) Village Hall and Events Group: Cllrs Stone, Cllr. Heath.
- d) Worcestershire CALC: No representative appointed.
- e) Throckmorton Group: Cllrs, P. Jeanes and D. Nuttall, Cllr. Heath.
- f) Any other organisations not listed: None

9. To review direct debits and standing orders: There were two direct debits to Eon and NPower, for the electricity supply to the field power supply and the electricity supply to the parish streetlights. The council confirmed its acceptance for these to continue, subject to supply of regular invoices in advance of payments.

10. To review Parish Council WhatsApp groups: It was agreed that the three council WhatsApp groups currently operating would be maintained, as follows:

- Urgent Decisions Group, with members being the Chairman, Vice-Chair and the Clerk.
- Council members, with members being all Councillors and the Clerk.
- Signatories, with members being the bank account signatories, Cllrs A. Jeanes, Betteridge and the Clerk.
- Mower Group. Cllr. P. Jeanes and Cllr. Betteridge.

11. Minutes: Cllr. A Heath Proposed and Cllr. D Nuttall Seconded that the minutes of the Parish Council meeting of the 4th April 2024 were a true and accurate record. All in favour.

12. District and County Councillors reports: Can be found in the Minutes of the Annual Parish Meeting.

Covered at the Annual Parish Meeting.

13. Parish Councillors reports:

Cllr. Heath reported about Bat boxes – cost around £10. If they are moved a consideration has to be given as to who and how they are moved. WDC tree officer to be contacted for advice by Cllr. P. Jeanes

Website for village hall to be linked to the Parish Council still ongoing.

CCTV – Cllr. Nuttall and Heath to look into the GDPR regulations and signage required for this. Clerk to ask advice from CALC.

14. Progress reports

- a) Playing Field and Mowing:
- b) Play area: Booked for August with Wicksteed
- c) Flood / Drainage: no problems
- d) Footpaths: Smart Cut have been cutting
- e) Village Hall and Events Group VHEG: report in annual parish meeting. Table Top Sale and Fete in July.
- f) Landfill Site: July is the next meeting.
- g) Lengthsman: **Lengthsman has resigned. Clerk to advertise with CALC. Re the Handyman has requested an increase. This was not on the agenda so could not be agreed but Cllr. Jeanes was asked to speak to the Handyman with options prior to the July meeting when a decision can be agreed.**
- h) Newsletter: Due out imminently.
- i) PACT: Nothing to report.
- j) Urgent Decisions Group: Nothing to report.
- k) SWDP: Nothing further to report since last meeting

15. Planning

New planning applications:

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Application Number	Address concerned	Description of works	DEADLINE	
W/24/00654/PIP	Land At (Os 9775 4746), Evesham Road, Upper Moor	Permission in Principle for the construction of up to 9no. dwellings	23/4/24	12/4/24 response saying no objection at this stage.

To receive Decision Notices:

Application Number	Address concerned	Description of works	Hill & Moor PC response	Wychavon Decision

To note or discuss Planning Correspondence, Information, and Issues:

Application Number	Address concerned	Description of works	Hill & Moor PC response	Wychavon Decision

- 17 To report on the financial situation of the Parish Council and to approve cheques for payment.**
- To consider the Formal Bank Reconciliation for year end to 3rd May 2024. Noted
 - To Consider list of due payments to 9th May 2024. Cllr. P. Jeanes Proposed and Cllr. A Jeanes Seconded that all payments be approved. All in favour.

PAYMENTS at 9th May 24

Payments for approval			
Inv. Date	Payee	Detail	£ inc VAT
09/04/2024	DM Payroll services	Internal Audit	110.00
18/04/2024	Smart Cut	April grass cutting	224.02
22/04/2024	C Hirst	Clerk Sal Apr	494.00
22/04/2024	HMRC	Clerk Tax April	123.40
22/04/2024	Worcestershire CALC	Annual Subs	534.75
03/05/2024	NPOWER	STREETLIGHTS April	170.32
6/5/24	C Hirst	Expenses to May meeting	43.60
9/5/24	Mathew Brain	Mole Catching	150.00
TOTAL			1,850.09

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Receipts	Detail	£
Pershore Rugby Club	Playing Fields Hire	25.00
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WCC	Lengthsman Re-imburement	122.80
WCC	Grass Cutting 2023/24	940.71
WCC	Lengthsman Feb	122.80
WDC	Precept 1 2024/25	8,800.00
WDC	Precept grant 1 2024/25	443.00
TOTAL		10,479.31

c. To consider the Annual Accounts & Annual Governance and Accountability Return Part 2: from April 1st 2023 to 31st March 2024

i) To Consider Approval of the Annual Audited Accounts from April 1st, 2023 to 31st, March 2024 (PART 2) as Audited by Internal Auditor Mrs Diane Malley
(ii) Proposal to consider Section 1: Annual governance statement (attached) 2023/24
Cllr. Betteridge Proposed and Cllr. P Jeanes Seconded that this be approved. All in favour.

(iii) Proposal to consider Section 2: Accounting statements (attached) 2023/24
Cllr. Betteridge Proposed and Cllr. P Jeanes Seconded that this be approved. All in favour.

(iv) To consider and confirm that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000 during 2023/24 and agree that the Certificate of Exemption can be signed as part of AGAR.
Cllr. Betteridge Proposed and Cllr. P Jeanes Seconded that this be approved. All in favour.

(v) Consider Internal Auditor's Report & Recommendations 2023/24 (attached)
Cllr. Betteridge Proposed and Cllr. P Jeanes Seconded that this be approved. All in favour.
The Chair thanked the Clerk for all her hard work with the year end audit.

(vi) To consider the period of dates for the Exercise of Public Rights 2023/24. The Parish Council agreed that the period of dates for the Exercise of Public Rights be set as Monday 3 June – Friday 12 July 2024. Cllr. Betteridge Proposed and Cllr. P Jeanes Seconded that this be approved. All in favour.

(vi) To note the CiL report for 2023/24 and display on PC Website. Noted

d. To approve transfer of the remaining Section 106 monies earmarked for the Village Hall over to the Village Hall bank account. Cllr. T Betteridge Proposed and Cllr. P. Jeanes Seconded that the remaining funds of £914 be transferred over to Lower Moor Village Hall Bank Account. All in favour.

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- e. **To consider quote for football pitch upgrade including footpath/running track and mole barrier.** Cllr. Betteridge Proposed and Cllr. P Jeanes Seconded that the quote from Smart Cut for £17,959.09 be accepted once specification is approved by WDC Section 106 team. Clerk to then formally request the funding from WDC. All in favour.

18. Correspondence for Information: All correspondence received was circulated.

19 Summary of Councillors' agreed actions: Cllr A. Jeanes would circulate the list round in due course.

20 Date of next meeting and items for next agenda: Thursday 4th July 2024. For the next agenda: Financial Regulations to revisit and Handyman pay review.

The meeting closed at 8.25pm.