

Hill & Moor Parish Council

Clerk: Mrs Carole Hirst

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

To Members of Hill & Moor Parish Council

You are duly summoned to attend the Annual Meeting of the Parish Council to be held at 7.00pm on Thursday 7th May 2026 at Lower Moor Village Hall immediately following the Annual Parish Meeting.

AGENDA

1. **Election of the Chairman** and signing of the Declaration of Acceptance of Office
2. **Apologies:** To note apologies
3. **To receive 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 Interests in 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 a 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 an 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.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

4. Election of the Vice-Chairman

The meeting will be adjourned for Public Question Time

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

5. **To confirm or amend the bank signatories**
6. **To confirm members of the Urgent Decisions Group**
7. **To review or confirm the following documents and policies:**

Standing Orders, Financial Regulations, Asset Register, Risk Assessment Policy

Policies

Disciplinary policy, Grievance Policy, Complaints Policy, Privacy Policy, Training Policy, Code of Conduct, Publication Scheme, DP Legitimate Interest Assessment CCTV, Accessibility Statement, Cascade Cash Management Policy.

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8. To confirm or appoint representatives to groups and outside bodies

- a) PACT
- b) Landfill Site
- c) Committee of Management of the Village Hall
- d) Worcestershire CALC
- e) Any other organisations not listed

9. To review direct debits and standing orders:

10. To review Parish Council WhatsApp groups

- a) Urgent Decisions Group, with members being the Chairman, Vice-Chair and the clerk
- b) Council members, with members being all Councillors and the Clerk

11. Minutes: To consider the approval of the minutes of the meeting of the 5th March 2026

12. Parish Councillors reports: Councillors may use this opportunity to report minor matters of information, give updates or report attendances not included elsewhere on the agenda.

To discuss request from Nick Butler, Lower Moor Village Hall for Parish Council to take steps to obtain copies of any deeds of grant from the Land Registry which benefit the village hall. (Cllr. Nuttall to discuss).

13. Progress reports: for information

- A) Playing Fields and Mowing –
- B) Play Area
- C) Footpaths –
- D) Village Hall-
- E) Flooding-
- F) Landfill site –
- G) Lengthsman –
- H) SWDP:
- I) Newsletter items
- J) PACT
- K) Urgent Decisions Group
- L) Explore a bi-annual survey and maintenance of trees

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14 Planning

- a) To discuss and comment on any current planning applications
- b) To receive Decision Notices
- c) To note or discuss Planning Correspondence, Information and Issues

15 Finance: To report on the financial situation of the Parish Council and to approve cheques for payment.

- a. **To consider the Formal Bank Reconciliation for year end to 31st March 2026 and from 1st April to 24th April 2026.**
 - b. **To Consider list of due payments to 5th May 2026.**
 - c. **To consider the Annual Accounts & Annual Governance and Accountability Return Part 3: from April 1st 2025 to 31st March 2026**
 - (i) **To Approve the Annual Audited Accounts from April 1st, 2025 to 31st, March 2026 as Audited by Internal Auditor Mrs Gill Lungley.**
 - (ii) **Proposal to consider Section 1 Annual Governance Statements 2025/26.**
 - (iii) **Proposal to consider Section 2 Annual Accounting Statements 2025/26.**
Accounts & Audit regulations 2015
 - (iv) **Consider Internal Auditor's Report & Recommendations 2025/26 (circulated)**
 - (v) **To consider the period of dates for the Exercise of Public Rights 2025/26. The Parish Council agreed that the period of dates for the Exercise of Public Rights be set as Tuesday 3 June – Monday 14 July 2026**
 - (vi) **To note the CiL report for 2025/26 and display on PC Website.**
 - d. **Summary of Income and Expenditure Year from 1st April to 1st May 2026 (was circulated).**
 - e. **To consider applying for Severn Trent Water Grant Scheme.**
 - f. **To consider a request for a donation towards the work of South Worcestershire Citizens Advice.**
- 16. Website discussion on events and other changes required and undertaken.**
- 17. Correspondence for Information:** To note items which have been circulated.
- 18. Summary of Councillors' agreed actions**

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19. Date of next meeting and items for next agenda: To confirm the date of the next meeting and to raise items for future agendas. Current scheduled date: **Thursday 2nd July 2026**

~~Carole Hirst~~, Clerk to Hill and Moor Parish Council