

# Hill & Moor Parish Council

Clerk: Mrs Carole Hirst

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

## Minutes of the Annual General Meeting of the Parish Council

Held in Lower Moor Village Hall on

**Thursday 7<sup>th</sup> May 2026 at 7pm**

Present: Cllr. D. Nuttall (Chair), Cllr. P Jeanes , Cllr. Mrs A. Jeanes, Cllr. T Betteridge, Cllr. B Lomax and Cllr. P Stone.

Also present: C Hirst - Clerk, , 17 members of the public

- 1. Election of the Chairman:** Cllr P. Jeanes nominated Cllr David Nuttall as Chairman. The nomination was seconded by Cllr P Stone. Cllr. David Nuttall accepted the nomination. There were no other nominations and Cllr David Nuttall was duly elected Chairman. All in favour.
- 2. Apologies:** Cllr. Liz Tucker (WDC), Cllr. A Nuttall, Cllr. D Boatright (WCC)
- 3. Declarations of Interest:** All Councillors were reminded to submit new Register of Interest forms to Wychavon DC.

Cllr. Paul Jeanes and Cllr. Alison Jeanes declared a Disclosable Pecuniary Interest in Item 15 b for recoverable expenses for fuel etc to Cllr Paul Jeanes.

- 4. Election of the Vice-Chairman:** Cllr David Nuttall nominated Cllr P. Jeanes as Vice-Chairman. The nomination was seconded by Cllr T Betteridge. 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

Village Hall Management committee have requested the spare set of keys to be returned. Councillors agreed to investigate and return the 2<sup>nd</sup> set of keys.

To note that CCTV Signage giving direction regarding who to contact regarding queries has been put up.

- 5. To confirm or amend the bank signatories:** Cllrs A. Jeanes, Cllr. Pat Stone, Cllr. Tony Betteridge and Cllr. Annabel Nuttall are happy to continue as signatories. The Parish Council confirmed acceptance of the clerk also continuing as a signatory. Cllr. David Nuttall Proposed Cllr. P Jeanes Seconded that this be approved. All in favour.
- 6. To confirm members of the Urgent Decisions Group:** Confirmed as the Chairman, Vice-Chairman , Cllr. A Nuttall and Cllr. Tony Betteridge and the Clerk. Cllr. Pat Stone Proposed Cllr. A Jeanes Seconded that this be approved. All in favour.

- 7. To review or confirm the following documents and policies:**

Standing Orders, Financial Regulations, Asset Register, Risk Assessment Policy, Disciplinary policy, Grievance Policy, Complaints Policy, Privacy Policy, Training Policy, Code of Conduct, Publication Scheme, DP Legitimate Interest Assessment CCTV, Accessibility Statement.

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All schedules and policies supplied in advance of the meeting. Cllr. D Nuttall Proposed and Cllr. P Jeanes Seconded that the documents be accepted and approved for 2026/27.

## 8. To confirm or appoint representatives of outside bodies

- a) Landfill Site: Cllr A. Jeanes
- b) Village Hall and Events Group: Cllr. Annabel Nuttall, Cllr. Bruce Lomax
- c) Worcestershire CALC: No representative appointed.
- d) 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, Tony Betteridge, Cllr. Anabelle Nuttall and the Clerk.
- Council members, with members being all Councillors and the Clerk.
- Signatories, with members being the bank account signatories, Cllrs A. Jeanes, Cllr. Annabel Nuttall, Cllr. P Stone, Cllr. T Betteridge and the Clerk.
- Mower Group. Cllr. P. Jeanes and Cllr. Rupert Hampson (mower volunteer)
- Lengthsman: Cllr. P. Jeanes, Cllr. T Betteridge and Lengthsman Tim Hodges.

**11. Minutes:** Cllr. David Nuttall Proposed and Cllr. B Lomax Seconded that the minutes of the Parish Council meeting of the 5th March 2026 were a true and accurate record. All in favour.

## 12. Parish Councillors reports:

Cllr. David Nuttall – We have been asked by the village hall for a copy of the easement surrounding access to the rear of the village hall through the neighbouring property. We think the document could be amongst the documents in the clerk's garage and if not maybe at The Hive in Worcester. Tony Betteridge is going to arrange collection of the documents from Caroles garage in the forthcoming weeks/months and if not found then enquire at The Hive when the resorted documents get deposited there.

Cllr. Betteridge is to work with the clerk to archive historic documents over the next couple of months. As above

Cllr. Annabel Nuttall reports

- I have drafted the "Grants" policy. We do not need to discuss a proposed budget as yet. The policy will not 'kick in' until the budget is set for next year. I haven't received any comments on the policy but please do let me know.
- Tree - the letter is drafted. I have emailed Tree Frontiers to confirm the price is still the same then I will send it off. We need to undertake regular informal visual inspections in addition to that. These should be recorded somewhere. I carried out a visual inspection on 26 April and noted no obvious issues but I am not a tree expert.

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- Cllr. Paul Jeanes reported that on the 20<sup>th</sup> June between 2pm and 4pm defibrillator training will take place at Lower Moor Village Hall

## 13. Progress reports

- Playing Fields and Mowing – Rupert is doing a great job with mowing
- Play Area – Annual Inspection due any time now
- Footpaths –
- Village Hall- Covered in the Annual Parish Meeting
- Flooding- nothing to report
- Landfill site – nothing to report
- Lengthsman – Late with paperwork but is working. He now has 5 parishes to manage as Lengthsman.
- SWDP: nothing to report
- Newsletter items: suspended until further notice
- Urgent Decisions Group: nothing to report
- Explore a bi-annual survey and maintenance of trees: see Councillor reports (Cllr. A Nuttall)

## 14. Planning

### New planning applications:

Application Number	Address concerned	Description of works	DEADLINE	
W/26/00476PIP	Land At (Os 9754 4726)Church Lane, Lower Moor	Permission in Principle for the construction of up to 5 no. bungalows <b>RESPONSE SENT</b>	20 <sup>th</sup> March	
W/26/00929/HP	Old Police Station, Salters Lane, Lower Moor, Fladbury	Construction of a single-storey wrap-around rear and side extension	22 <sup>nd</sup> May	Cllr. Betteridge to upload, No objection
/25/02498/FUL	The Springs, Salters Lane, Lower Moor, Fladbury	Proposed siting of 5 additional holiday lodges plus the reorientation of 1 existing holiday lodge <b>RESPONSE SENT</b>	30 <sup>th</sup> March	Gillian McDermot
W/26/00477/PIP	Land At (OS 9764 4714), Church Lane, Lower Moor	Permission in Principle for the construction of up to 4no. dwellings <b>RESPONSE SENT</b>	25 <sup>th</sup> March	Karen Wightman

### To receive Decision Notices:

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Application Number	Address concerned	Description of works	Hill & Moor PC response	Wychavon Decision
Appeal Ref: 6002164	Barlwych Cottage, Hill Furze, Fladbury	<b>APPEAL DISMISSED</b>		
W/26/00291/PIP	Land At (OS 9819 4668), Salters Lane, Lower Moor, Fladbury	<b>Permission in Principle for Residential Development of 5 no. houses</b>		REFUSED
W/25/01992/FUL	Land Adjacent Barlwych Cottage Hill Furze, Fladbury	Demolition of an existing building (Barn A) which has extant planning permission (W/19/01058/FUL) for residential reuse and the erection of a new replacement building for residential use.		APPROVED
W/26/00477/PIP	Land At (OS 9764 4714), Church Lane, Lower Moor	Permission in Principle for the construction of up to 4no. dwellings		Refused

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

- South Worcestershire Development Plan Review was adopted by the three South Worcestershire Councils, comprising Malvern Hills, Worcester City and Wychavon, and is now the Local Plan for South Worcestershire.

Application Number	Address concerned	Description of works	Hill & Moor PC response	Wychavon Decision
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## 15. 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 31st March and 24<sup>th</sup> April 2026.** Noted Appendix 1
- To Consider list of due payments to 7<sup>th</sup> May 2026.** Cllr. B Lomax Proposed and Cllr. David Nuttall Seconded that all payments be approved. All in favour.

Payments for approval 7th May 2026					
Date of Invoice	Payee	Description	TOTAL COST	VAT	
03/03/2026	C Hirst	Clerk Expenses to March 5th 2 months	£ 88.50		
05/03/2026	P Jeanes	fuel for mower	£ 46.18	7.70	2025/26
06/03/2026	NPOWER	Streetlights	£ 211.85	10.09	2025/26
09/03/2026	C Hirst	March 26 pay	£ 561.00		2025/26

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09/03/2026	HMRC	March Tax and employer NI	£ 182.83		2025/26
11/03/2026	Tim Hodges	Lengthsman Feb	£ 213.50		2025/26
23/03/2026	Paul Jeanes	Mower fuel reimburse	£ 52.10	8.68	2025/26
01/04/2026	EON	Paying Fields Elec	£ 21.81	1.04	2026/27
09/04/2026	NPOWER	Streetlights	£ 189.40	9.02	2026/27
12/04/2026	ABBERLEY PC	Shared Stationery	£ 13.66		2026/27
13/04/2026	Cascade Cash Management	upfront 0.4% for cascade management fee	£ 100.00	20.00	2026/27
14/04/2026	C HIRST -	Clerk pay April - Period 1	561.00		2026/27
14/04/2026	HMRC	Tax and Employer NIC Period 1	182.83		2026/27
14/04/2026	P Jeanes	reimburse, screwfix and mower fuel	61.50	10.25	2026/27
16/04/2026	Smart Cut	Grass Cutting - April inv 28053	235.21	39.20	2026/27
16/04/2026	Worc. CALC	Subs 2026/27	584.65	89.07	2026/27
22/04/2026	c Hirst	Clerk expenses 2 months march and april includes travel for year end and audit	169.50		2026/27
01/05/2026	Smart Cut	S 106 playing field works	1,410.96	235.16	2026/27
02/05/2026	P Jeanes	fuel reimbursement	51.53	8.59	2026/27
					2026/27
					2026/27
<b>TOTAL</b>			<b>4,938.01</b>		

Receipts	Detail	£
HMRC	Vat return	1,891.43
WCC	Lengthsman Feb	98.00
WDC	Precept 1	10,164.00
WDC	Precept grant 1	443.00
WCC	Grounds Maint	£ 988.31
<b>TOTAL</b>	-	<b>13,584.74</b>

- c. (i) To Consider Approval of the Annual Audited Accounts from April 1<sup>st</sup> 2025 to 31<sup>st</sup> March 2026 (PART 3) as Audited by Internal Auditor Mrs Gill Lungley

(ii) Proposal to consider Section 1 Annual Governance Statements 2025/26. Proposed Cllr. David Nuttall and Seconded Cllr. Paul Jeanes that Section 1 Annual Governance Statements 2025/26 be approved. All in favour.

(iii) Proposal to consider Section 2 Annual Accounting Statements 2025/26.  
*Accounts & Audit regulations 2015*

Cllr. David Nuttall Proposed and Cllr. Paul Jeanes Seconded that Section 2 Annual Accounting Statements 2025/26 be approved. All in favour.

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**(iv) Consider Internal Auditor's Report & Recommendations 2025/26.** The Internal Auditors report was circulated prior to the meeting and discussed at the meeting. Its findings and recommendations noted.

**(v) To consider the period of dates for the Exercise of Public Rights 2025/26 for notice of Public Rights and publication of unaudited Annual Governance & Accountability Return for 2025/26.**

The Parish Council agreed that the period of dates for the Exercise of Public Rights be set as Wednesday 3 June 2026 to Tuesday 14 July 2026. Cllr. David Nuttall Proposed and Cllr. Paul Jeanes Seconded that the period of dates for the Exercise of Public Rights 2025/26 be approved. All in favour.

**(vi) To note the CiL report for 2025/26 and display on PC Website.** Noted

**d. Summary of Income and Expenditure Year from 1<sup>st</sup> April to 24<sup>th</sup> April 2026 (was circulated). Appendix 2.**

**e. To consider applying for Severn Trent Water Grant Scheme.** Cllr. Annabel Nuttall points us towards grant funding from Severn Trent. It was briefly discussed and was agreed to form a small sub-committee to see what projects could be done with the grant funding available and the report back to the PC in due course.

**f. To consider a request for a donation towards the work of South Worcestershire Citizens Advice.** Deferred until the Grant Policy is adopted.

**16. Website discussion on events and other changes required or undertaken.** An events section has been created for bookings for the field and for the car park- The ability to upload reports to agendas for public information.

**17. Correspondence for Information:** All correspondence received was circulated and where required it was added to the agenda.

**18. Summary of Councillors' agreed actions:**

Cllr. Betteridge: respond to planning application.

Cllr. D Nuttall joint insurance policy/car park usage

Cllr. Paul Jeanes to produce a poster for Defibrillator training.

Cllr. Paul Jeanes to chase up strimming.

Cllr. P Jeanes to chat to Cllr. Tucker re speeding

Cllr. P Jeanes to chase CCTV company re joint feed

**19. Date of next meeting and items for next agenda:** Thursday 2<sup>nd</sup> July 2026.

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The meeting closed at 8.50 pm.

## APPENDIX 1 Bank Reconciliation

<b>HILL AND MOOR P.C. BANK RECONCILIATION at</b>					
<b>24/4/26</b>					
Current Account	£	15,770.99	Treasurers account	£	13,810.01
Deposit Account		21,032.05			
Closing Cash balance at 31/03/26		36,803.04	Business Bank Instant		<b>21,040.98</b>
			HMRC Period 1 not yet taken from Bank		<b>-182.83</b>
Add Receipts 2026/27	£	8.93			
less Payments 2026/27		(2,143.81)	Bank Balance		<b>34,668.16</b>
Closing Balance at 24/4/26		<b>34,668.16</b>			
			Reconciled		<b>(0.00)</b>
Current account - Lloyds - A/c 01865441					
<b>Balance as at</b>				13,810.01	
Savings account - Lloyds - A/c 07578509					
<b>Balance as at</b>				21,040.98	
<b>TRANSACTIONS NOT YET GONE THRU THE BANK</b>					
<b>Total cash assets</b>				<b>34,668.16</b>	
<b>Ringfenced</b>					
Flood alleviation				10,000.00	
<b>CIL</b>				173.68	
Section 106 for playing fields	Playing fields improvements			2,011.00	
<b>Total Ringfenced</b>				<b>12,184.68</b>	
<b>Earmarked Reserves</b>					
Asset Maintenance / Replacement / Disposal				996.22	
Purchase Asset				500.00	
Throckmorton fighting fund				400.00	
<b>Total Earmarked Reserves</b>				<b>1,896.22</b>	
<b>(Total cash assets less Ringfenced funds and Earmarked Reserves)</b>				<b>20,587.26</b>	

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## APPENDIX 2- Summary of Income and Expenditure Year from 1<sup>st</sup> April to 24<sup>th</sup> April 2026

### 2026 27 Hill & Moor PC Budget Year to Date 24/4/26

	BUDGET 2026/27	Spend/income to date	% to date
<b>INCOME</b>			
Grass Cutting	£ 988.00	0.00	0.00%
Playing Field Hire	£ 800.00	0.00	0.00%
Grants & Donations includes VE grants of "50 from WDC	£ 885.00	0.00	0.00%
Events	£ -	0.00	-
Other Income	£ -	0.00	-
Precept	£ 20,328.00	0.00	0.00%
Bank Interest	£ 130.00	0.00	0.00%
Lengthsman Reimbursements	£ 2,460.00	0.00	0.00%
Section 106 playing field improvements	£ -	0.00	-
VAT on income		0.00	
<b>TOTAL</b>	<b>£ 25,591.00</b>	<b>£ -</b>	<b>0.00%</b>
<b>EXPENDITURE, excluding VAT</b>			-
<b>Staff Costs</b>			
<b>CLERK SALARY</b>	£ 8,624.00	743.83	8.63%
Admin & Clerk Expenses	£ 1,000.00	173.75	17.38%
Newsletter	£ -	0.00	-
CALC/NALC Subs	£ 500.00	495.58	99.12%
Training	£ 300.00	0.00	0.00%
Regulatory	£ 1,200.00	0.00	0.00%
Grants & Donations -	£ -	0.00	-
Purchase Asset	£ 1,000.00	0.00	0.00%
Asset Maintenance	£ 1,250.00	0.00	0.00%
Grass Cutting	£ 1,307.00	196.01	15.00%
Open Spaces Maintenance	£ 1,000.00	0.00	0.00%
Street Light Power	£ 1,800.00	180.38	10.02%
Streetlight repairs	£ 1,300.00	0.00	0.00%
Lengthsman Costs	£ 2,460.00	0.00	0.00%
Handyman	£ 1,800.00	0.00	0.00%
Village Hall -	£ 550.00	0.00	0.00%
Playing Field	£ 1,000.00	72.04	7.20%
Other Expenditure	£ 500.00	113.66	22.73%
<b>EARMARKED RESERVES</b>			
CiL funding	£ 173.68	0.00	0.00%
Flood Alleviation	£ 10,000.00	0.00	0.00%
Section 106 playing field improvements	£ 2,011.00	0.00	0.00%
SWDP - Throckmorton Campaign	£ 400.00	0.00	0.00%
VAT on expenditure		168.56	-
<b>TOTAL</b>	<b>£ 38,176</b>	<b>2,144</b>	<b>5.62%</b>