

Hilborough Parish Council

Minutes of extraordinary meeting held at Mills Memorial Hall on 7th June 2026 at 10:00am.

Councillors Present: Cllr D Ware, Cllr Mr S Newnham, Cllr C Moore Cllr Mrs S Newnham.

Members of public: 0

Clerk: Tiffany Cox

AGENDA

1. Apologies

- 1.1 Apologies were received and accepted for Cllr P Nelson.
- 1.2 Carol Cox resigned from Hilborough Parish Council on 30th May 2026. A Notice of Vacancy was received on 2nd June 2026 and the due date for receipts of requests to hold an election is 22nd of June 2026.
- 1.3 Due to non-attendance, Andrew Steward is no longer a Councillor for Hilborough Parish Council. A Notice of Vacancy was received on 2nd June 2026 and the due date for receipts of requests to hold an election is 22nd of June 2026.

2. Election of a Chair.

It was RESOLVED to elect Cllr D Ware as Chair for Hilborough Parish Council. Proposed Cllr Mrs S Newnham, Seconded Cllr C Moore. Cllr D Ware took over the meeting as Chair.

3. Election of a Vice-Chair.

Cllr Mr S Newnham will remain vice-chair.

4. Declarations of interest

None.

5. Minutes

The minutes of the meeting held on the 19th of May 2026 were APPROVED as a true record of events and signed by the Chair.

6. Finance

- 6.1 Item 6.1 was moved to the end of the meeting to allow for staffing matters to be ratified.

7. Date and time of next meeting – 21st July 2026. An open session will be held on the 18th of July 2026 to allow members of the public to meet with Councillors and discuss the emergency plan. Councillors to deliver letters to residents with information.

Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the Council will move to exclude the press and public for the remaining items of the agenda, by reason of the confidential nature of the business.

8. Staffing Matters

Email: hilboroughparishclerk@gmail.com

Website: <https://www.hilboroughpc.info/>

MOB: 07517766286

8.1 It was noted that Tiffany Cox has resigned for the position of Parish Clerk and Responsible Financial Officer and the contract will cease from 20th June 2026. Cllrs thanked Tiffany for her time as Parish Clerk and wished her well.

8.2 It was AGREED to appoint Sarah Hunt as Locum Parish Clerk & Responsible Financial Officer to Hilborough Parish Council, and Administrator to the Hilborough Village Hall Charity with a start date of 20th of June. A job description is to be drafted and brought to the next meeting. One amendment was AGREED: to exclude 'on completion of probation, one month's notice will be required' as this is not relevant for a Locum position.

6. Finance

6.1 It was AGREED to remove Carol Cox and Tiffany Cox from both the Unity T1 account and the Savings account and add Sarah Hunt to both accounts with banking and internet administration. Online banking will also move to triple authorisation.

Meeting Closed: 12:07pm

Signed: _____

Dated: _____

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