

Hilborough Parish Council

Minutes of Hilborough Parish Council meeting held at Mills Memorial Hall at
7pm 16th of September 2025

In attendance: Cllrs C Cox (Chair), A Steward, D Ware & S Newnham

Clerk: Mrs T Cox

Members of the public: 6

1. Appoint Tiffany Cox as Parish Clerk & Responsible Financial Officer.

It was resolved to appoint Mrs T Cox as Parish Clerk and Responsible Financial officer, PROPOSED Cllr C Cox, seconded Cllr D Ware.

2. Apologies for absence

None.

3. Declarations of interest

None.

4. Minutes

The minutes of the meeting held on 22nd July 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

5. To consider applications to co-opt up to three members of the council

It was RESOLVED to elect Colin Moore as Parish Councillor, PROPOSED Cllr C Cox, seconded Cllr D Ware, the declaration of acceptance of office was signed and Cllr C Moore joined the meeting.

It was RESOLVED to elect Simon Newnham as Parish Councillor, PROPOSED Cllr C Cox, seconded Cllr D Ware, the declaration of acceptance of office was signed and Cllr S Newnham joined the meeting.

6. Public Participation

None.

7. Updates from previous meetings

It was noted that white village gateways are not financially viable with one set approx. £7,000 – Parish Clerk to email Highways for ‘Horses’ sign pricing, and enquire as to whether or not these can be included in parish partnership scheme application.:-

8. Finance

The Payments list as presented was APPROVED.

Company	Description	Net	Vat	Gross
Staff Costs	Months 4&5 (<i>includes £75.00 HMRC payment not sent as in credit with HMRC</i>)	£375.40	£0.00	£375.40
Staff Costs	Months 6 & 7	TBC		
Cozens	Streetlight Maintenance June/July/Aug INV9675	£20.00	£4.00	£24.00

- 8.1 A bank Reconciliation was received.
- 8.2 A budget expenditure report was received.
- 8.3 It was RESOLVED to open a Unity T1 current account at a cost of £6 per month, all money in the Barclays accounts and Direct Debits to be transferred to Unity, then Barclays account to be closed. It was also APPROVED to set up a Lloyds Bank business charge card via the unity bank at a charge of £3 per month.
 - 8.3.1 It was APPROVED that signatories for Unity Bank will be Cllrd C Cox, D Ware, S Newnham and Cllr C Moore, Clerk to have administrative access to view and submit payments.
- 8.4 It was RESOLVED to change the correspondence address to the Clerk, when bank changeover occurs.
- 8.5 The purchase of a mobile phone, with a PAYG SIM within a budget of £100.00 was APPROVED.
- 8.6 Donation to the village hall, next meeting.

9. Correspondence

- 9.1 It was APPROVED to agree the Asset Owners Agreement with Cozens and UK Power Network.
- 9.2 Invitation to National Police Memorial Day, 28th September 2025. Cllrs to respond to invitation if they can attend.

10. Planning applications (if any)

- 10.1 To consider and respond to planning applications received from Breckland District Council before the meeting date:
 - 10.1.1 For information only - PL/2025/1233/CLOPUD, Proposed construction of drop kerb for vehicle access to dwelling. 27a Westgate Street, Hilborough, IP26 5BN. The following application has been registered by the Council and is available to view online:
<https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198225>

It was AGREED to respond with NO OBJECTION.

11. Highways issues

Clerk to request update from highways regarding road surface queries relating to white lines and surfacing. Picture to be sent from Cllrs to attach to email. Also to request update on overgrowth at Watton to Hilborough Bodney Hall corner 40MPH sign and B1108 towards Watton is also overgrown.

To request an extension of the 40MPH speed limit on the A1065 rather than speed reduction which was previously declined by Highways.

Clerk to request quote from Westcotec for one new battery for SAM2. It was noted that the battery is no longer holding charge well.

12. Flooding

13. Items to be included for next Meeting - Information Only

- 13.1 2026 meeting dates
- 13.2 Update on Highways issues.
- 13.3 Update on Unity T1 Bank
- 13.4 Update on SAM2 and Horse signs
- 13.5 To consider quotes for the streetlight maintenance contract.
- 13.6 To consider a donation to the village hall.

14. **Date and time of next meetings** –Tuesday 18th November 2025. 2026 dates to be confirmed.

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

15. Staffing Matters

- 15.1 The Terms of Employment ratified for Tiffany Cox to become Parish Clerk and Responsible Financial officer from 8th September 2025 were RATIFIED. Contract of Employment sign by Cllr C Cox (Chair)
- 15.2 It was APPROVED for Tiffany to attend training for new Clerks in November at a cost of £80+VAT.
- 15.3 The Locum Clerk L Dawson leave date of 16th September 2025 was NOTED. Final payslip and P45 to be sent via e-mail at month end.

Meeting closed: 19:53

Signed:

Dated: