

Hilborough Parish Council

Minutes of the Hilborough Annual Parish Council meeting held at Mills Memorial Hall at 7pm on
Tuesday 20th May 2025

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

Clerk: Miss L Dawson

Members of the public: 3

1. **Elect a Chair**

It was RESOLVED to elect Cllr Carol Cox as Chair, PROPOSED Cllr A Steward, seconded Cllr S Newnham.

2. **Elect a Vice Chair**

It was RESOLVED to elect Cllr Sharon Newnham as Vice Chair, PROPOSED Cllr C Cox, seconded Cllr A Steward.

3. **Apologies for absence**

None.

4. **Declarations of interest**

None.

5. **Minutes**

The minutes of the meeting held 18th March 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

6. **Co-option**

It was RESOLVED to elect Denise Ware as Parish Councillor, PROPOSED Cllr C Cox, seconded Cllr A Steward.

7. **Public Participation**

A member of public mentioned the cats eyes are missing, this has been reported to highways and the work was previously scheduled, awaiting NCC Highways to complete the work.

A Village Sign was requested, brown directional sign for the village hall, Clerk to look into the possibility.

Advertise for volunteers to assist with cleaning.

Barrier at the front of the Village Hall, charity to pick up as a charity matter. Speeding in the village was discussed, police are aware and speed cameras have been witnessed in the previous few weeks.

8. **Updates from previous meetings**

None.

9. **Finance**

9.1 The payments list as presented was APPROVED.

Clerk	Salary Month 12 & 1 April 2025	£188.00	£0.00	£188.00
HMRC	Month 1 April 2025	£47.00	£0.00	£47.00
Cozens	Streetlight Maintenance March/April/May	£20.00	£4.00	£24.00
Kate Leggett	Internal Audit 24-25	£125.00	£0.00	£125.00
Zurich	Insurance	£746.04	£0.00	£746.04

9.2 The EOY bank reconciliation for 24-25 was received.

9.3 It was AGREED to appoint Kate Leggett as Internal Auditor for 2024-2025 and the Internal Audit report for 2024/2025 was received.

9.4 The AGAR was received.

- 9.4.1 It was RESOLVED to declare Hilborough Parish Council as an exempt authority and the Certificate of Exemption was signed as neither gross income or expenditure exceeds £25,000.
- 9.4.2 It was RESOLVED to approve Section 1 of the AGAR the Annual Governance Statements and was signed.
- 9.4.3 It was RESOLVED to approve Section 2 of the AGAR the Accounting Statement and was signed.
- 9.4.4 The publication of rights as 3 June to 14 July 2025 were noted.
- 9.4.5 The analysis of variances report was received.
- 9.4.6 The current bank signatories for the Barclays Bank Account are S Newnham & A Steward, it was AGREED to add C Cox and D Ware as signatories.
- 9.5 The Zurich insurance renewal quote of £746.04, due 1st June 2025 was APPROVED. Additional quotes to be sourced 2027 when long-term agreement ends.
- 10. **Correspondence**
 - 10.1 None received prior to agenda being published.
- 11. **Planning applications**
None received.
- 12. **Highways issues**
It was noted that the Corner signs by Bodney Hall Entrance covered in foliage and the Hilborough 40mph entrance signs covered in foliage. To be reported.
- 13. **Flooding**
No update.
- 14. **Parish Emergency Plan**
Cllr A Leech reported that correspondence was received in February 25, reporting that documents had been lost by Breckland but it has been re-sent and is being reviewed, once reviewed and approved it can be shared with ambulance, fire, police, Breckland NCC & RAF Marham. Cllr C Cox to be made primary contact and Clerk as secondary.
- 15. **Items to be included for next Meeting**
 - 15.1 To consider and approve an Internal Controls Policy.
 - 15.2 To consider and approve the Financial Risk Assessment and General Risk Assessment.
- 16. **Date and time of next meetings –**
Tuesday 15th July 2025 cancelled and moved to Tuesday 22nd July 2025 & Tuesday 16th September 2025 at 7pm.

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

- 17. **Staffing Matters**
 - 17.1 It was NOTED that no applications have been received for the permanent position of Parish Clerk & RFO, the advert is still live.

Meeting Closed: 20:32

Signed:

Dated: