

Hilborough Parish Council

Minutes of Hilborough Parish Council meeting held and Mills Memorial Hall at 7pm
on Tuesday 20th January 2026.

Councillors Present: Chair – C Cox, Cllr C Moore, Cllr Mrs S Newnham, Cllr P Nelson, Cllr Mr S Newnham, Cllr D Ware
Clerk: Tiffany Cox
Meeting Opened: 19:03
Members of the public:4

Minutes

1. Apologies for absence.

Cllr Steward was not in attendance, no reason given.

2. Declarations of Interest

None

3. Minutes

The minutes of the meeting held on 19th November 2025 were APPROVED as a true and correct record.

4. Public Participation

- 4.1 It was noted that there was a section of broken path on the left-hand side of Westgate Street near the Village Hall. Cllrs Mr S Newnham and Cllr D Ware to send photos to the Clerk so this can be raised with Highways.
- 4.2 It was mentioned by a MOP that there was overgrown vegetation near the Village Hall behind the recycling bin. The Chair will investigate to find the owner of the property. If any vegetation is cut from the village hall side, cuttings are to be returned to the owner.
- 4.3 A MOP explained that trees at the end of Westgate Street (A1065) have begun to lean, a large oak being the most problematic. Clerk will report this to UK Power Network and Highways.
- 4.4 County Cllr F Eagle gave an update regarding Council Tax stating that although it is rising, it remains the lowest in the Country. The community land transfer scheme may be beneficial depending on how much upkeep is needed. He also explained that the Mayoral Elections will no longer be held as planned. County Cllr F Eagle spoke of the Members Highway project explaining that this is beneficial for parishes that struggle with speeding and offered to recoup the costs for the recent SAM2 battery costs using this project. He explained that NCC are cutting funding to rural counties. Norfolk Fire and Rescue will be leaving the control of NCC, however, it is not sure who will take over. He also explained that locally, regarding car parking, currently there are no charges in Breckland for parking. Watton Town Council are taking on the local car parking and it will remain that there will be no charge. Swaffham are taking some car parks, Breckland wish to retain the marketplace and peddlers car

park. Breckland may want to reduce car parking which County Cllr F Eagle feels would not be beneficial to the public. Following this he explained that following a £250,000 grant from the heritage Lottery Fund, he would like to use some money to research lost houses and estates, regaining lost photos and information which could bring the community together to see times that have passed. Finally, Cllr F Eagle spoke regarding supporting school leavers and veterans when starting their own business.

5. To receive updates from previous meetings

- 5.1 The new SAM2 Battery has been purchased at a cost of £100.80. County Cllr F Eagle has offered to cover the costs from the Members Highways Project. The Chair thanked County Cllr F Eagle.

6. Finance

- 6.1 The payments list was APPROVED. It was noted that the Lulu Electrical payment of £287 was a paid for as a donation for the Village Hall and the second Lulu Electrical payment was paid for by the Village hall and not the Parish Council, this payment will be removed.

Meeting Date	Date Bank Statement	Supplier	Item	Net	VAT	Gross
PAYMENTS						
20/01/2026	22/12/2025	Tiffany Cox	Month 8 November 2025	£ 271.10	£ -	£ 271.10
20/01/2026	NA	HMRC	Month 8 November 2025 - £65.20 not paid as HMRC is in credit	£ -	£ -	£ -
20/01/2026	08/12/2025	Lulu Electrical	Lulu Emergency Light Test	£ 287.00	£ -	£ 287.00
20/01/2026	19/12/2025	Npower	1.11.2025-30.11.2025 Streetlight Electric IN14513374	£ 76.24	£ 3.81	£ 80.05
20/01/2026	22/12/2025	Westcotec	New SAM2 Battery	£ 84.00	£ 16.80	£100.80
20/01/2026	06/01/2026	Tiffany Cox	Month 9 December 2025	£ 271.10	£ -	£ 271.10
20/01/2026	NA	HMRC	Month 9 December 2025 - £65.20 not paid as HMRC is in credit	£ -	£ -	£ -
20/01/2026	08/12/2025	Barclays	Interest paid 8 September to 9th December	£ -	£ -	£ -
20/01/2026		Lulu Electrical	Retest of 3 hour emergency lighting	£ 267.00	£ -	£ 267.00
20/01/2026		Lolly Dawson	Invoice 37 - Precept and Budgeting advice	£ 50.00	£ -	£ 50.00
RECEIPTS						
20/01/2026	08/12/2025	Barclays	Credit Interest	£ 40.18	£ -	£ 40.18

- 6.2 A bank reconciliation was RECEIVED.
- 6.3 It was noted that the current HMRC credit balance is £352.79
- 6.4 A budget for the financial years 2026/2027 was AGREED – Proposed Chair, AGREED S Cllr D Ware.
- 6.5 It was noted that the Unity T1 account is now open and funds have been transferred. Cllr Mrs S Newnham has completed paperwork to close Barclays Account with any remaining funds or interest to be transferred directly into Unity account. New forms were completed for Cllr D Ware to enable her to have view, submit and authorise access.
- 6.6 A budget of £100 was AGREED for the clerk's stationary order.

- 6.7 A budget of £50 was AGREED to receive advice ahead of the Clerk completing AGAR.
- 6.8 Three quotes were received regarding moving to a GOV email address, questions regarding ongoing maintenance and hall hire booking system were raised, Cllrs to forward questions and topic to be revisited at the next meeting.
- 6.9 Three quotes were received for street light maintenance, and it was AGREED to remain with Cozens LTD. Proposed Chair, AGREED Cllr Mrs S Newnham.
- 6.10 Cllrs AGREED the 2026 Financial Risk Assessment.
- 6.11 The asset register was reviewed and AGREED

7. **Correspondence**

- 7.1 It was noted that the Avian Influenza in the local area from Trading Standards on 26th November 2025 was Circulated.
- 7.2 It was noted that the Norfolk police - reporting crime online on 5th December 2025 email was Circulated and added to website.
- 7.3 It was noted that the Swaffham Neighbourhood Policing Meeting Monday 12th January 2026 was circulated to Cllrs.
- 7.4 It was noted that the email from Paul Hewitt regarding Property, Projects & Procurement on 5th January and an amendment email sent 10th January 2026 was circulated to Cllrs.

8. **Planning applications** (if any)

- 8.1 It was noted that the Tree Works Application: PL/2025/1891/TCA to undertake the following work - 2x Chestnut trees - Sectionally dismantle the limbs over hanging the biofilter to ensure a 2-metre clearance away from and over the equipment and 1x Chestnut tree - Cut back the branches to ensure a 1 metre clearance from antenna was due to take place, and there was NO OBJECTION.

9. **Highways issues** – update and review, and decide any actions (standing item)

- 9.1 It was noted that no work to be completed has been started. Clerk to chase with Highways engineer Luke Denney.

10. **Flooding** – update and decide any actions (standing item)

It was noted that there have been no further issues. To remain a standing item.

11. **Parish Emergency Plan** – update and decide any actions (standing item) It was noted that although an Emergency Plan was drafted – there had been no confirmation that it was complete. Clerk will chase this and bring an update to the next meeting.

12. **Items to be included for next Meeting** - Information Only

- 12.1 GOV domain.
- 12.2 Breckland emergency plan.
- 12.3 Highways Update.

13. **Date and time of next meeting** – 17th March 2026 at 7pm.

Meeting closed: 20:50pm

Signed:

Dated:

DRAFT