

Hilborough Parish Council

Minutes of Hilborough Parish Council meeting held and Mills Memorial Hall at 7pm
on 17th March 2026.

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

Clerk: Tiffany Cox

Meeting Opened: 19:00

Members of the public: None.

Minutes

- 1. Apologies for absence**
 - 1.1 Apologies were received from Chair C Cox and Cllr P Nelson. Cllr A Steward did not attend.
- 2. Declarations of Interest**
 - 2.1 None
- 3. Minutes**
 - 3.1 The minutes of the meeting held on Tuesday 20th January 2026 were APPROVED as a true and correct record and signed by vice-chair Cllr Mrs S Newnham.
- 4. Public Participation**
 - 4.1 None.
- 5. To receive updates from previous meetings**
 - 5.1 It was noted that a refund from NCC for the SAM2 battery replacement has been authorised.
 - 5.2 County Cllr F Eagle has contacted the landowners in regard to the leaning trees opposite the junction of Westgate Street (A1065).
 - 5.3 The overgrown vegetation near the Village Hall is due to be trimmed with all trimmings returned to the owner.
- 6. Finance**
 - 6.1 The payments list was APPROVED.
 - 6.2 It was noted that the current HMRC unallocated credit was £238.53 as of 26th February 2026 and there was £4.00 of early payment interest.
 - 6.3 Cllr Mrs S Newnham confirmed that the Barclays Bank is now closed. 60 Months of bank statements have been sent out in the post. The transfer of funds is complete, and Unity is now the Sole bank provider for Hilborough Parish Council. All documents for the community account were handed to the Parish Clerk.
 - 6.4 After a short discussion, it was AGREED that RLS would be the best company for switching the Clerk and Cllr email addresses and

- website to a .GOV domain. Proposed Cllr Mr S Newnham
Seconded Cllr D Ware. Clerk to send email to confirm invoice.
- 6.5 Councillors read through the Financial Regulations and added item 4.8 under 'Accounting and Audit'. 'The RFO shall be responsible for setting up payments. Prior to authorisation, the RFO will circulate details of each payment to all Councillors by email. This notification must include a copy of the relevant invoice. Two Councillors will independently verify that the payment details entered into the banking system match the invoice. Following verification, the two Councillors shall authorise the payment using their individual login for the Bank.' The Financial Regulations were the AGREED
Proposed Cllr Mrs S Newnham Seconded Cllr C Moore.

7. Correspondence

- 7.1 South Pickenham - Notice of Planned Temporary Road Closure at C768 The Street to Facilitate Safe Pole Tests 26/2 – Noted.
- 7.2 Great Cressingham, Water End - Emergency temporary road closure owing to burst water main [Anglian Water] [STRO14340] – Noted.

8. Planning applications (if any) – None.

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

- 9.1 It was noted that line and chevron work is still outstanding. Clerk to speak with Highways.
- 9.2 The broken pavement on the left-hand side of Westgate Street near the Village hall is still broken. Clerk to ask Highways for an update.

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)

- 11.1 The current plan was reviewed and it was identified that updates are required for the Community Response Team, persons needing assistance with evacuating and an updated 'communications in an emergency form'. A coffee morning was discussed to be held at the Village Hall to enable local parishioners the chance to discuss the plan.

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

- 12.1 An update on ongoing highways issues.
- 12.2 An update on overgrowth near Village Hall
- 12.3 An update on the GOV switchover for email and website domain.

13. Date and time of next meeting – 19th May 2026.

Meeting closed:20.02

Signed:

Dated: