

Hilborough Parish Council

I hereby give you notice of Hilborough Parish Council meeting to be held at Mills Memorial Hall at 7pm on Tuesday 16th September 2025

All Councillors are summoned to attend, Press and Public are warmly invited to attend

11th September 2025

Ms Tiffany Cox

T.Cox

Clerk to the Parish Council

AGENDA

1. To resolve to appoint Tiffany Cox as Parish Clerk & Responsible Financial Officer.
2. To consider accepting apologies for absence
3. To record declarations of interest from members on any item to be discussed
4. To approve the minutes of the meeting held 22nd July 2025
5. To consider applications to co-opt up to three members of the council
6. **Public Participation**
7. **To receive updates from previous meetings**
8. **Finance**
 - 8.1 To approve payments list, and any additional payments presented at the meeting.

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

- 8.2 To receive bank reconciliation.
 - 8.3 Receive a budget expenditure report
 - 8.4 To consider opening a Unity bank account and closing Barclays
 - 8.4.1 To confirm bank signatories
 - 8.5 To consider the current bank account correspondence address.
 - 8.6 To consider the purchase of a mobile phone, with a PAYG SIM, within a budget of £100.00.
 - 8.7 To consider a donation to the Village Hall.
9. **Correspondence**
 - 9.1 To consider and agree Asset Owners Agreement with Cozens and UK Power Networks.
 - 9.2 To receive invitation to National Police Memorial Day, 28th September 2025.
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

Email: hilboroughparishclerk@gmail.com

Website: hilboroughpc.wixsite.com/hilboroughpc/hilborough-parish-council

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>

11. **Highways issues** – update and review, and decide any actions (standing item)
12. **Flooding** – update and decide any actions (standing item)
13. **Items to be included for next Meeting** - Information Only
14. **Date and time of next meetings** –Tuesday 18th November 2025.

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.

15. Staffing Matters

- 15.1 To ratify the Terms of Employment for Tiffany Cox, Parish Clerk & Responsible Financial Officer and sign contract of employment.
- 15.2 To consider any staff training.
- 15.3 To note leave date for Locum Clerk L Dawson 16th September 2025.