

Hilborough Parish Council

I hereby give you notice of Hilborough Parish Council meeting to be held at Mills Memorial Hall at 7pm on 20th January 2026.

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

13th January 2026

Ms Tiffany Cox

T.Cox

Clerk to the Parish Council

AGENDA

1. To consider accepting apologies for absence.
2. To record declarations of interest from members on any item to be discussed.
3. To approve the minutes of the meeting held on the 18th November 2025.
4. **Public Participation**
5. **To receive updates from previous meetings**
 - 5.1 To receive an update on the purchase of a new SAM2 battery.
6. **Finance**
 - 6.1 To approve payments list, and any additional payments presented at the meeting.

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 To receive a bank reconciliation
- 6.3 To receive an update regarding HMRC credit
- 6.4 To AGREE a precept for financial years 2026/2027
- 6.5 To receive an update regarding the opening of a Unity T1 Account, closing of Barclays account and transfer of funds.
- 6.6 To AGREE a budget for Clerk's stationary order.
- 6.7 To AGREE a budget for AGAR advice

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- 6.8 To receive four quotes to complete assertion 10 and obtain a GOV email address for the Parish email and website and AGREE any action.
- 6.9 To receive three quotes for streetlight maintenance and AGREE any action.
- 6.10 To review and agree and agree the financial risk assessment.
- 6.11 To review the asset register and AGREE any action.
- 7. **Correspondence**
 - 7.1 Avian Influenza in the local area from Trading Standards on 26th November 2025 – Circulated.
 - 7.2 Norfolk police - reporting crime online on 5th December 2025 – Circulated and added to website.
 - 7.3 Swaffham Neighbourhood Policing Meeting Monday 12th January 2026 – Circulated.
 - 7.4 Email from Paul Hewitt regarding Property, Projects & Procurement on 5th January and an amendment email sent 10th January 2026
- 8. **Planning applications** (if any)
 - 8.1 Tree Works Application: PL/2025/1891/TCA - Hilborough Stw, Walnut Drive, Hilborough, IP26 5BG - 2x Chestnut trees - Sectionally dismantle the limbs over hanging the biofilter to ensure a 2-metre clearance away from and over the equipment.
1x Chestnut tree - Cut back the branches to ensure a 1 metre clearance from antenna.
- 9. **Highways issues** – update and review, and decide any actions (standing item)
 - 9.1 To receive an update regarding ongoing highway issues relating to line work and chevrons.
- 10. **Flooding** – update and decide any actions (standing item)
- 11. **Parish Emergency Plan** – update and decide any actions (standing item)
- 12. **Items to be included for next Meeting** - Information Only
- 13. **Date and time of next meeting** – 17th March 2026