

## Hilborough Parish Council

Minutes of Hilborough Parish Council meeting held and Mills Memorial Hall at 7pm  
on 19<sup>th</sup> May 2026.

Councillors Present: Cllr C Moore, Cllr Mrs S Newnham, Cllr Mr S Newnham, Cllr P Nelson, Cllr C Cox.

Clerk: Tiffany Cox

Meeting Opened: 19:00

Members of the public: 1

### Minutes

#### 1. Election of a Chair

1.1 It was RESOLVED to elect Cllr C Cox as Chair for Hilborough Parish Council. Proposed Cllr Mrs S Newnham, seconded Cllr Mr S Newnham. Cllr C Cox signed the Declaration of Acceptance to Office.

#### 2. Election of a Vice-Chair

2.1 It was RESOLVED to elect Cllr Mr S Newnham as Vice-Chair for Hilborough. Proposed Cllr P Nelson, seconded Cllr C Moore. Cllr Mr S Newnham signed the Declaration of Acceptance to Office.

#### 3. Apologies

Apologies were received and accepted for Cllr D Ware.

#### 4. Declarations of interest

None declared.

#### 5. Minutes

5.1 The minutes of the meeting held on Tuesday 21<sup>st</sup> March 2026 were APPROVED with one amendment to item 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 statements for the community account were handed over to the Clerk'

#### 6. Public Participation.

6.1 A member of the public raised concerns that the conditions of the paying field were uneven and noted that the surface was not ideally suited to recreational use and asked whether any remedial works could be undertaken to improve its condition. Comments were noted and Councillors explained that due to cost it may be feasible to improve and level a smaller area of the open field rather than the entire site.

6.2 Overgrowth of brambles and willow were noted near the bus stop. Chair C Cox will speak with residents and bring an update to the next meeting.

- 6.3 Anglian water has contacted a local resident to explain that a compulsory order has been placed to remove some trees near the pump station. The Beech tree that is leaning on the A1065 has rot and will also need to be removed.
- 7. To receive updates from previous meetings**
- 7.1 It was noted that the overgrowth at the Village Hall has been trimmed by Cllr Mr S Newnham. Thanks were offered to Cllr Mr S Newnham for completing the work needed.
- 7.2 A theme and colour have been selected for the new website and work is due to be complete in the coming weeks. Councillors and the Clerk will receive their new email addresses shortly.
- 8. Finance**
- 8.1 Two additional payments were received prior to the meeting. Cllr S Newnham submitted material expenses relating to the refurbishment of the noticeboard totalling £132.27. A new SAM2 battery was also invoiced for a total of £101.50+VAT. It was noted that the 'credit refund' from HMRC was a VAT refund for the financial years 2024/25 and 2025/26. All payments were APPROVED.
- 8.1.1 An end of year bank reconciliation was received, an amendment was noted for the financial year to 2025/26. The end of year bank balance was £11,686.33.
- 8.2 The Internal Audit report was received.
- 8.3 The AGAR was received.
- 8.3.1 It was RESOLVED to declare Hilborough Parish Council as an exempt authority and the Certificate of Exemption was signed.
- 8.3.2 It was RESOLVED to APPROVE section 1 of the AGAR the Annual Governance Statements. Proposed Cllr C Moore, Seconded Cllr Mr S Newnham.
- 8.3.3 It was RESOLVED to APPROVE section 2 of the AGAR the accounting statement. Proposed Cllr P Nelson, seconded Cllr Mrs S Newnham.
- 8.3.4 The 'Publication of Rights' dates were noted as 3<sup>rd</sup> of June to the 14<sup>th</sup> of July and was signed by the Clerk and the Chair.
- 8.3.5 The analysis of variances report was received. Cllr Mrs S Newnham will place the notice in the noticeboard.
- 8.4 After a short discussion, it was AGREED to accept the renewal quote of £884.56. It was noted that the Clerk has requested an amendment in price due to the current electrical equipment being over-insured. Clerk will request further information on whether Hilborough Parish Council remain in a three-year contract. Update to be brought to the next meeting.
- 9. Administration**
- 9.1 It was noted that an IT policy has been added to the Parish Council Website.
- 9.2 The Standing Orders for 2026 were AGREED and amendment to item 18.a.v from £25,000 to £30,000 was noted.
- 9.3 The asset register was received and AGREED noting the Village Hall has been added at a NIL value.

- 9.4 The Internal Controls were AGREED with the following amendments:
- 9.4.1 Change 'monthly meeting except August' to 'bi-monthly meetings'
  - 9.4.2 The budget will be reviewed at every meeting rather than quarterly.
  - 9.4.3 External audit will be completed if required.

**10. Correspondence**

- 10.1 31/3 Fw: Veterans Central West Raynham SHQ Newsletter – circulated.
- 10.2 23/04/2026 - An update from Priscilla Bacon Hospice Charity – Circulated.
- 10.3 Lady Ashburton's Ickburgh Almshouse Trust: Reinstatement of Mrs June Flaxman as Trustee representing Hilborough – It was noted that no documents can be found in relation to previous correspondence. Cllr Mr S Newnham offered to speak with a neighbouring council to obtain further information and bring an update to the next meeting.

**11. Planning Applications**

None received.

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

- 12.1 The broken pavement on Westgate Street has been repaired and Cockley Cley road works have been completed. Chevreflex signs and surfacing works are still outstanding.

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

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

**14. Parish Emergency Plan** – update and decide any actions (standing item)

- 14.1 A coffee morning is to be held on July 18<sup>th</sup> at the Village Hall to enable local parishioners the chance to discuss the plan and speak with Councillors ahead of the next meeting on the 21<sup>st</sup> of July 2026. A letter for residents was approved and will be delivered by letter drop along with a leaflet on the Village Hall.

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

- 15.1 An update on ongoing highways issues.
- 15.2 An update on Lady Ashburton's Ickburgh Almshouse Trust.
- 15.3 An update on the GOV switchover for email and website domain.
- 15.4 To receive an update from Cllr C Cox regarding overgrowth near bus stop.

**16. Date and time of next meeting** – 21<sup>st</sup> July 2026.

*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.*

**17. Staffing**

- 17.1 A probationary review letter for Tiffany Cox was signed by the Chair.

Signed:

Dated:

DRAFT