

## Hilborough Parish Council

I hereby give you notice of Hilborough Annual Parish Council meeting to be held at  
Hilborough Village Hall at 7pm on Tuesday 19<sup>th</sup> May 2026

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

11<sup>th</sup> May 2026

Mrs T Cox

*Tiffany Cox*

Clerk to the Parish Council

### AGENDA

1. To elect a Chair and sign the declaration of acceptance to office.
2. To elect a Vice Chair and sign the declaration of acceptance to office.
3. To consider accepting apologies for absence.
4. To record declarations of interest from members on any item to be discussed.
5. To approve the minutes of the meeting held 21<sup>st</sup> March 2026.
6. Public Participation
7. To receive updates from previous meetings
  - 7.1 To receive an update on the overgrowth and the Village Hall.
  - 7.2 To receive an update on the GOV switchover.
8. Finance
  - 8.1 To approve payments list, and any additional payments presented at the meeting.

RLS	Website and email switchover	£ 430.00	£ 86.00	£ 516.00		
Breckland	Precept Payment 1	£ -	£ -	£ -	£ 5,216.94	
Cozens	Streetlight Maintenance	£ 20.00	£ 4.00	£ 24.00		
Npower	1.4.2026-30.04.2026 IN15478789	£ 55.51	£ 2.78	£ 58.29		
Sarah Hunt	Internal Audit	£ 135.00		£ 135.00		
HMRC	Credit Refund					£ 172.23

- 8.1.1 To receive an end of year bank reconciliation and note the end of year bank balance.
- 8.2 To receive Internal Audit report for 2025/2026 and agree any actions.
- 8.3 To receive AGAR and agree the following:
  - 8.3.1 To resolve to declare Hilborough Parish Council as an exempt authority and sign the Certificate of Exemption as neither gross income or expenditure exceeds £25,000.
  - 8.3.2 To resolve to approve Section 1 of the AGAR the Annual Governance Statements.
  - 8.3.3 To resolve to approve Section 2 of the AGAR the Accounting Statement.
  - 8.3.4 To note the publication of rights as 3 June to 14 July 2026.
  - 8.3.5 To receive the analysis of variances report.
- 8.4 To consider the Zurich insurance renewal quote of £884.56, due 1<sup>st</sup> June 2026.
9. Administration
  - 9.1 To note that an IT policy has been added to the website

Email: [hilboroughparishclerk@gmail.com](mailto:hilboroughparishclerk@gmail.com)

Website: <https://www.hilboroughpc.info/>

- 9.2 To review the Standing Orders for 2026 and note that item 18. a.v. has been changed from £25,000 to £30,000 and AGREE any action.
- 9.3 To review the asset register, note that 'Hilborough Village Hall' has been added and AGREE any action.
- 9.4 To review the Internal Controls Policy and AGREE any action
- 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.
- 11. **Planning applications** (if any)
- 12. **Highways issues** – update and review, and decide any actions (standing item)
  - 12.1 To receive an update regarding 3 ongoing highway issues, Westgate Street pavement, Cockley Cley Road and Chevroflex signs on the bend.
- 13. **Flooding** – update and decide any actions (standing item)
- 14. **Parish Emergency Plan** – update and decide any actions (standing item).
- 15. **Items to be included for next Meeting** - Information Only
- 16. **Date and time of next meetings** – Tuesday 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 Matters**

- 17.1 To note that Tiffany Cox has passed the probationary review and sign an acceptance letter.