

Hilborough Parish Council

Minutes of the Hilborough Parish Council meeting held at Mills Memorial Hall
at 7pm on Tuesday 22nd July 2025

In attendance: Cllrs C Cox (Chair), D Ware & S Newnham.

Locum Clerk: Miss L Dawson

Members of the public: 6

1. Apologies for absence

Apologies were accepted for Cllr A Steward due to an alternative commitment.

2. Declarations of interest

None.

3. Minutes

The minutes of the meeting held 20th May 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

4. Co-option

To note there were no applications for co-option.

5. Public Participation

None.

6. Updates from previous meetings

None.

7. Finance

7.1 The payments and receipts list were APPROVED.

PAYMENTS AND RECEIPTS 22nd July 2025

Meeting Date	Date Bank Statement	Supplier	Item	Net	VAT	Gross
PAYMENTS						
22/07/2025	09/07/2025	Lolly Dawson	Month 2 May 2025	£ 124.00	£ -	£ 124.00
22/07/2025	09/07/2025	HMRC	Month 2 May 2025	£ 31.00	£ -	£ 31.00
22/07/2025	09/07/2025	Lolly Dawson	Month 3 June 2025	£ 88.00	£ -	£ 88.00
22/07/2025	09/07/2025	HMRC	Month 3 June 2025	£ 22.00	£ -	£ 22.00
22/07/2025	To be paid	WIX	Website Domain Refund L Dawson	£ 12.70	£ 2.54	£ 15.24
22/07/2025	To be paid	WIX	Premium Plan Website Refund L Dawson (INV after payment 18/7/25)	£ 108.00	£ 21.60	£ 129.60
RECEIPTS						
22/07/2025		HMRC	HMRC UNALLOCATED CREDIT			£ 570.84
22/07/2025		HMRC	HMRC UNALLOCATED PAYMENTS			£ 58.00
Do not pay future HMRC payments, as this will be taken from the unallocated credits.						
22/07/2025	08/04/2025	Precept				£ 5,077.50
22/07/2025	02/06/2025	Barclays	Credit Interest			£ 34.67

Email: hilboroughparishclerk@gmail.com

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

7.2 A bank reconciliation was received.

Hilborough Parish Council Bank Rec
Prepared by L Dawson 18/7/25

Barclays Business Premium @ 1/4/24	£	7,342.44
Barclays Community Account @ 1/4/24	£	200.00
Income	£	5,112.17
Expenditure	£	2,004.88
Cashbook Total 31/03/2025	£	10,649.73
PLUS Uncashed payments	£	898.84
Amended Cashbook Total	£	11,548.57
Business Premium @ 19/6/25	£	11,348.57
Barclays Community Account @ 17/4/25	£	200.00
Bank Account Total	£	11,548.57
difference	£	-

7.3 It was NOTED that the bank account correspondence address is the previous Clerk, who is forwarded documents, signatories in progress of updating bank mandates.

7.4 An application to the Parish Partnership Scheme 2026/2027 was considered, it was AGREED that there are no current suitable projects within the Councils budget.

8. **Correspondence**

8.1 None.

9. **Planning applications**

None.

10. **Highways issues**

Clerk to request highways to organise a site meeting if possible, regarding Westgate Street and A1065 junction turn left and, on the bend, and next junction to Cockley Cley Road, no white lines and concern over the surfacing used on A1065 on the bends, and extending the 40mph if possible.

Also to request, Horses crossing sign just before the national speed limit sign on Westgate Street between two stables.

Council to report the 40mph sign on the entrance is overgrown. The Watton to Hilborough Bodney Hall corner 40mph sign is overgrown and the Flashing Sign, B1108 towards Watton also overgrown.

The Clerk noted that all residents can also report Highways concerns via the Norfolk County Council website. Link: [Report a highways problem - Norfolk County Council](https://www.norfolk.gov.uk/39652) – www.norfolk.gov.uk/39652

11. **Flooding**

No update.

12. **Parish Emergency Plan**

No further updates, follow-up with Breckland.

13. **Items for the next meeting**

13.1 To consider the SAM2 device.

13.2 To consider the current bank account(s), and an application to unity.

14. Date and time of next meetings

Tuesday 16th September 2025 & Tuesday 18th November 2025.

Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the Council RESOLVED 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 It was NOTED that there are no applicants for the permanent role of Parish Clerk & RFO. It was AGREED to increase the payscale bracket from £13.69 to £14.82, NJC Pay Scales 7-12 LC1 (substantive benchmark range) to £15.06 to £16.08, NJC Pay Scales 13 – 17 LC1 (above substantive range).

Meeting Closed: 20:15

Signed:

Dated:

INVESTIGATE HMRC.

BROWN VILLAGE HALL SIGN FROM MAIN ROAD.

CHARITY DISCUSSION

ENCOURAGE HALL USE
WEEKLY TEA ROOM – FUNDING
WREATH MAKING DAY OVER XMAS

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CHARITY MEETING???

Macmillan Coffee morning in Friday 26th September – pub to run.

Tidying up the outside, grass-cutting, Jamie Weeding to Andrew.

Discussion regarding entrance of the hall, repairing the entrance and how to prevent using it as turning area (noise bothering neighbours opposite). Causing damage.

Re-furbish the noticeboard (Sharan's Husband?)

DRAFT