



Bilton Parish Council

Clerk: Miss Carris Mallinson

Email: clerk@biltonparishcouncil.org Tel: 014822811234

Minutes of a meeting of Bilton Parish Council held on Tuesday 11th March 2025 in the Village Hall Bilton

Councillors present: Lee Sims, Jannine Clayton, Brian Gill, Lysney Shuttleworth, Carl Mallinson.

Ward Councillors: None

Members of the Public: None

Other: PCSO Bainton

Clerk: Carris Mallinson

Apologise: Sally Griffin Smart, Ann Etherington, Elizabeth Fairbank.

Declarations of Interest: Cllr Clayton regarding planning application 25/00364/PLF. Cllr Clayton would not be involved in voting in reference to this application.

137/2025

Minutes of the previous Council Meeting 11th February 2025:

The minutes of the previous council meeting were handed to council members. Minutes were unable to be approved due to absence of present members of previous meeting. Minutes will be approved at next meeting.

138/2025

Chairs Report:

Welcomed PCSO Bainton to the meeting. Cllr Mallinson shared findings of payment check of previous employee. It was noted that pay should have been increased in accordance with NALC Pay Scale.

139/2025

Clerks Report:

The clerk alerted the council that an email had been received from Cllr Whyte with updates on each item she was currently assisting us with. Points relevant to the agenda would be read out as they came up, with the rest being conveyed to the council at the end of the meeting.

The clerk also updated the council on the recruitment interviews that were due to commence on the 4th March, unfortunately unable to go ahead due to illness but will be rescheduled.

140/2025

Policies:

Updated Financial Regulations, Standing Orders and Equal Opportunities Policies was presented to the council. The council agreed on implementing the new policies and they are to be adopted from 11/03/2025.

Chair Cllr Mallinson signed off on each policy.

- Action(s): Clerk to upload new regulations to the website.

141/2025

Purchase of New Flag:

As decided in the last meeting, a new Union Jack flag needed to be purchased. 4 quotes were presented to the council, 2 of which were for printed flags and 2 for traditionally stitched flags.

It was proposed by Cllrs Sims and seconded by Cllr Gill that a traditionally stitched flag at the price of £60 (including VAT) be purchased. Agreed by full council.

Action(s):

- Clerk to purchase new agreed upon flag.

142/2025

Upgrade to Internet System:

The clerk alerted the council that it may be beneficial to upgrade the current internet system with the new version which would include a smaller internet box and the addition of a second box that could be placed with the Village Hall. It has been reported that the signal within the Village Hall is not brilliant and an upgrade in the system could improve the current signal. The clerk expressed a concern of upgrading the system during the internal audit preparation in case it caused long internet outages. Cllr Sims alerted the council that before the upgrade was requested, it would be best practice to check that the upgrade did not affect the current contractual terms. The council agreed to upgrade the internet system after the contract had been checked and after the internal audit had been completed.

Action(s):

- Clerk to check effect of upgrade on contract.
- Clerk to upgrade internet system after internal audit has been completed.

143/2025

Planning:

Planning application 25/00369/PLF: The council was shown the details of the planning application and drawing of the proposed extension. The council agreed to recommend the planning application be accepted but express concerns about the size and closeness of the extension to the boundary of the property.

Action(s):

- Cllr Gill to write letter of the council's comments.
- Clerk to send documents to planning page.

Planning application 25/00364/PLF: Clerk alerted the council that an email was received by a concerned resident detailing their concerns with the planning application. A redacted version of the email was given to cllrs. Multiple issues were discussed regarding this planning applications, with concerns around drainage, and size of new proposed building. The council agreed to recommend this planning application be rejected based on drainage issues, previous constraints being unmet and concerns of proposed size of additional building.

Action(s):

- Cllr Gill to write letter of the council's comments.
- Clerk to add document to planning pages.
- Clerk to recommend to resident to upload their comments to the planning page.

144/2025

Burial Ground:

Issue was raised with responsibility of taking out the burial ground bin on Tuesdays. Cllr Clayton proposed, with Cllr Sims seconding. The council agreed to enquire cost and possibility of ERYC collecting the bin from inside the gates.

Action(s):

- Clerk to enquire with ERYC about bin collection.

Cllr Gill presented a scaled drawing plan of the new burial ground but explained that due to the size of the drawing, it would not be possible to add markings of graves, he recommended that we get a larger version of the drawing, but we would have to be careful that the scale was not affected.

Action(s):

- Clerk to enquire on obtaining upsized version of the drawing.

Clerk alerted the council of an update from Cllr Whyte, of which she had found and engineer to inspect the land affected by flooding in the burial ground. Cllr Whyte asked for information regarding the surrounding landowners and regarding burial ground land. The council agreed to invite the engineer to look at the land.

Action(s):

- Clerk to obtain relevant information for Cllr Whyte.
- Clerk to contact chair of allotment committee
- Clerk to request for surveyor to attend burial ground.

The council also questioned responsibility and law of having consecrated and unconsecrated land and the law surrounding accessibility to burial grounds as to if we need a turning point in the new part of the burial ground for a hearse.

Action(s):

- Clerk to research laws around need of un-consecrated ground and accessibility access in burial grounds.

The council agrees that prices and legislation need to be reviewed at a future burial board meeting to ascertain the acceptance of non-residents as residents if they have passed away in a care home but lived the village for a long period of time.

Action(s):

- Prices and policies to be reviewed at next burial board meeting.

New draft interment form was presented to the council. The interment notice form was accepted by council. Clerk to enquire for community payback for repainting of shelter in burial ground.

145/2025

Highways:

Clerk gave update from ERYC regarding implementation of yellow lines on Lime Tree Lane, ERYC stated that the implementation of yellow lines would be looked at in the new financial year once they have reviewed available funding.

Cllr Clayton provided an update that the blocked drains in Ganstead East had been successfully cleared.

Update from Cllr Whyte was read out regarding the grass verges on Ingram Avenue, with a letter being sent out to various residents.

146/2025

Flood Resilience:

The council raised concerns on responsibility of flood warnings and the current flood monitoring system in place. With better technology being provided by ERYC, there may be an alternative system that is more automatic. The issue of cost and effect on insurance was also raised. The council agreed that this matter needed to be on the next agenda.

Action(s):

- Clerk to place flood monitoring on next agenda.

147/2025

Neighbourhood Watch:

March's crime report was read out by PCSOBainton.

148/2025

Finance Report:

Back pay was approved for previous employee to match with NALC pay increase for the amounts of £231.47 to employee and £109.35 to HMRC.

Bank reconciliation: 28th February 2025

Business Current Account: £10,365.85

Business Money Manager: £10,453.75

It was agreed the bank reconciliation be approved and accepted by the council.

Payments to be approved:**Paid in Meeting**

Company/Person(s)	Reason	Amount
The One Point	<i>Website</i>	£291.09
Abzorb	<i>Phoneline</i>	£13.92
Information Commissioners Office (ICO)	<i>GDPR Fee</i>	£52.00
Business Stream	<i>Water Bill for Burial Ground</i>	£11.37
SSE Energy Solutions	<i>Electric Gates</i>	£38.70
KCOM	<i>Internet</i>	£71.98
Autela Payroll Services	<i>Payroll Contractor</i>	£114.07
Agilico	<i>Printer</i>	£229.91
Carris Mallinson	<i>Clerk's Salary</i>	£1010.80
HMRC	<i>Clerk's PAYE</i>	£41.19
Patricia Lambert	<i>Clerk's Backpay</i>	£231.47
HMRC	<i>Clerk's PAYE Backpay</i>	£109.35
Total:		£2215.85

All payments were agreed and approved by council

Credits: £0

149/2025

Members of Public Participation:

No members of the public present.

150/2025

Internal Audit Quotes:

A total of 4 quotes were discussed by the council. Upon discussion, quote 2 was selected and approved by the council.

Action(s):

- To inform chosen auditor of the council's wish to employ them.

151/2025

Burial Ground Maintenance Contract

The council agreed to renew current burial ground maintenance contract. The contract was signed by Cllr Mallinson and Cllr Sims.

Action(s):

- To send signed contract to contractor and obtain contractors' signature.

136/2025

Any other Business:

New magnets needed for notice boards. Clerk to enquire.

EYRC important contact list to be created by Clerk.

The receipt of spring/summer bulbs to be placed on August Agenda.

Date of Next Meeting:

8th April 2025

Meeting Closed: 10:00 pm