



# Bilton Parish Council

**Clerk: Miss Carris Mallinson**  
**Email: [clerk@biltonparishcouncil.org](mailto:clerk@biltonparishcouncil.org) Tel:01482 811234**

## Minutes of a meeting of Bilton Parish Council held on Tuesday, 14<sup>th</sup> October 2025, in the Village Hall, Bilton

**Councillors present:** Lynsay Shuttleworth, Ann Etherington, Sally Griffin-Smart, Lee Sims, Carl Mallinson

**Ward Councillors:** None

**Members of the Public:** 1

**Clerk:** Carris Mallinson

**Apologies:** Elizabeth Fairbank, Brian Gill, Jannine Clayton

**Declarations of Interest:** None

59/2026

### **Minutes of previous council meeting:**

The minutes of September parish council meeting were approved by full council.

60/2026

### **Chair's Report:**

Cllr Mallinson thanked Cllr Griffin-Smart for chairing the last meeting in his absence. He also thanked Cllr Sims for helping put up the flagpole.

61/2026

### **Clerk's Report:**

Clerk reported receiving emails containing coarse language and advised that she had issued a warning. The Council advised the Clerk to report emails to the local PSCO.

Clerk advised that a new bank card had been received, allowing for online purchases. Current financial regulations state that only one payment using the card per month can be made with approval from the Council. The new card would allow for petty cash payments.

The Clerk also reported the Council can now co-opt new council members as proper notice of the vacancies had been served.

62/2026

### **Parish Booklet**

Clerk had obtained several quotes for the printing of the parish booklet. In-house printing would be the cheapest option for the time being due to the nature of the office printer. The Council voted to print in-house until the printer contract expires, with draft to be ready for approval at the next council meeting.

### **Action(s):**

- To continue to gather articles and create draft of booklet for approval at next council meeting.

63/2026

## **Conclusion of Audit (AGAR)**

At the previous council meeting, it was reported that an error was within the accounting statement, which was unable to be restated and corrected until the next AGAR was completed. PKF subsequently allowed the Accounting Statement to be restated with the correct figures provided it was initialled by both Clerk and Chair.

The conclusion of audit had been issued as of the 30<sup>th</sup> September 2025 with notice of conclusion displayed on the notice board and website. The external auditor raised three ‘other’ matters within their conclusion. The first being that an incorrect date was shown on the Accounting Statement – this was corrected when the accounting statement was restated. The second being weakness raised by the internal auditor such as weaknesses with the asset register, bank reconciliations, and publication transparency. The third, being that the Accounting Statement was initially incorrect and had to be restated. The Council voted to correct these ‘other’ matters as soon as practically possible.

### **Action(s):**

- Asset register to be reassessed at a future full Council meeting.
- Clerk to continue uploading documentation onto the parish website.

64/2026

## **Defibrillator Ganstead East**

The Council wanted to explore the possibility of placing a defibrillator within Ganstead East, specifically near the notice board within Ganstead East. Concerns were raised about installation at the notice board due to required fixings. Fixing the defibrillator to a concrete surface would be preferable. With a disused phone box in the area, the Council resolved to explore options for installation within the phone box with grants being explored to cover the cost.

### **Action(s):**

- Clerk to get in touch with KCOM regarding phone box in Ganstead East to gauge possibility of placing battery operated defib within the phone box
- Clerk to get quotes for defib and casing and to find specific grants to help with defib costs.

65/2026

## **Planning:**

25/02431/PLF: 21 Holmes Lane, Bilton, East Riding of Yorkshire, HU11 4EX – The deadline for consultation with extension had passed as of the 9<sup>th</sup> October 2025. The Council would have supported the application.

Concerns were raised regarding previous planning application 25/01697/PLF: Hull Poultry, Ganstead Lane, Ganstead East, East Riding of Yorkshire, HU11 4BG regarding drainage. The Council are concerned that drainage has not yet been installed in accordance to the approved specifications. The constraints on the planning currently give the applicant until the 21<sup>st</sup> November 2025 to submit a scheme for maintenance for the drainage arrangements, as such the Council agreed to wait until after that date to submit a letter of concern.

66/2026

## **Burial Ground:**

**Drainage:** A flood alleviation scheme is being explored in the Bilton area, which may offer potential solutions to the ongoing flooding issue in the burial ground. The Council agreed to contact the scheme organisers, providing details of the flooding issue and inviting a representative to the next meeting for discussion.

**Fallen Branch:** A quote of £60 had been received to chop up and dispose of a large fallen branch in the burial ground. The Council agreed to accept the quote, subject to a site visit. If Councillors could safely deal with the branch themselves, they would do so.

**Levelling of Graves:** The contractor responsible for burial ground maintenance advised that more soil was required for levelling and would provide a quote. The Council expressed concern that levelling should form part of the scheduled maintenance work.

**Action(s):**

- Clerk to email flood alleviation scheme regarding current flooding within cemetery and to invite to meeting.
- Clerk to organise putting maintenance contract out for tender.

67/2026

**Highways:**

**Lime Tree Lane:** The ERYC Highways team advised that “No Waiting at Any Time” restrictions are to be implemented, although no timeframe has been provided. The Clerk has requested clarification on the specifics of the restrictions but has not yet received a response. The Council agreed to await clarification but emphasised the need for a detailed response.

**Beech Avenue:** A resident raised concerns about parking congestion caused by the number of vehicles per household. The Council noted that, unfortunately, no measures could currently be implemented. Previous suggestions, such as reducing grass verges to create parking spaces, were not feasible due to underlying infrastructure.

68/2026

**Neighbourhood Watch:**

Crime report was read to Council.

69/2026

**Finance:**

**Remembrance Sunday:** Regarding the costs of Remembrance Sunday, the Council agreed to pay the Scottish Pipe Band and Royal British Legion directly rather than have a resident pay on behalf of the Council and then reimbursing the resident. The costs would be roughly £295 for the band and £100 for the wreaths. It was determined that clerk would pay for the band and wreaths using the new bank card that had been issued.

**Bank reconciliations:**

Both August and September bank reconciliation were approved.

August:

- HSBC Current Account: £5,666.61
- HSBC Money Manager: £10,546.21

September:

- HSBC Current Account: £13,300.06
- HSBC Money Manager: £10,588.01

**Payments:**

COMPANY/PERSON(S)	REASON	AMOUNT
<b>BUSINESS STREAM</b>	Water for Burial Ground	£21.38
<b>KCOM</b>	Phone Line/ Broadband	£71.98
<b>THE ONE POINT</b>	Website	£52.85
<b>MR TURNER</b>	Burial Gate Repair	£95.00
<b>NEST PENSION</b>	Pension Payment	£83.88
<b>HMRC</b>	PAYE	£159.21
<b>CARRIS MALLINSON</b>	Clerk's Salary	£1108.34
<b>GRASSLANDS</b>	Burial Ground Maintenance	£1020.00
<b>ABZORB</b>	Mobile Phone	£301.58
<b>PKF LITTLEJOHN LLP</b>	External Audit Fee	£252.00
	<b>Total:</b>	<b>£3166.22</b>

Credits:

TYPE	AMOUNT

<b>PLACEMENT OF SMALL TABLET GOR 294</b>	£18.00
<b>PLACEMENT OF HEADSTONE GRV 277</b>	£120.00
<b>PRECEPT PAYMENT #2</b>	£10750.00
<b>VAT REFUND</b>	£806.00
<b>TOTAL:</b>	<b>£11694.00</b>

70/2026

**Members of public participation:**

No matters arising.

71/2026

**Any other business:**

No matters arising.

72/2026

**Employment Contract Change**

A new contract was drafted for the Clerk due to the change from temporary to permanent employment. However, due to incorrect information regarding annual leave, the contract will be redrafted and brought to the next Council meeting.

**Action(s):** Clerk to enquire with ERNLLCA regarding annual leave entitlement based on part-time hours.

**Meeting Closed: 9:05pm**

**Date of Next Meeting:**

11<sup>th</sup> November 2025