



Bilton Parish Council

Clerk: Miss Carris Mallinson

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Minutes of a meeting of Bilton Parish Council held on Tuesday, 10th February 2026, in the Village Hall, Bilton

Councillors present: Lynsay Shuttleworth, Ann Etherington, Carl Mallinson, Elizabeth Fairbank, Alan Brooke

Ward Councillors: 1

Members of the Public: 1

Clerk: Carris Mallinson

Apologies: Jannine Clayton, Lee Sims, Sally Griffin-Smart, Brian Gill, Nigel Lord

Declarations of Interest: Non-pecuniary interests from 2 councillors.

100/2026

Councillor Vacancy:

Mr Steven Taylor applied for the councillor vacancy. Mr Taylor addressed the Council briefly, outlining his reasons for wishing to become a councillor and how he hoped to contribute to the village.

Cllr Fairbank proposed the appointment.

Cllr Brooke seconded the proposal.

Mr Taylor then signed the Declaration of Acceptance of Office and took his seat as a member of the Council.

101/2026

Declaration of Interest:

Ward Councillor Christon-Whyte and Cllr Brooke declared a non-pecuniary interest in matters relating to Lime Tree Lane.

102/2026

Minutes:

The minutes of the meeting held on **13 January 2026** were approved as a true and accurate record. The minutes were signed by Chair, Cllr Mallinson

103/2026

Chair's Report:

The Chair welcomed Mr Taylor to the Council and thanked him for joining.

Thanks were also extended to Cllr Brooke and Cllr Lord as new members of the Council.

Appreciation was expressed to the Flood Alleviation Team, the attending member of the public, and Ward Councillor Christon-Whyte for their attendance.

104/2026

Clerk's Report:

- The streetlight on Glebe Drive has been reported as faulty since October. Despite numerous reports from residents, no response has been received from ERYC. Ward Councillor Christon-Whyte agreed to investigate and enquire with ERYC regarding repair timescales.
- The Council is still awaiting repairs to the manhole on Main Road, Bilton.
- Correspondence was received from St Peter's Church (dated 16 January 2026) expressing disappointment that no response had been received regarding their funding pledge request for church maintenance. The Clerk apologised and explained that the response had been unintentionally overlooked. An email has since been sent explaining that funding is unavailable at this time. The Clerk also offered assistance with grant applications and provided links to appropriate funding opportunities. No reply has yet been received regarding this offer.
- The Church has requested a contribution to the Church Annual Report.

Action(s):

- Clerk to email Ward Councillor Christon-Whyte regarding Glebe Drive streetlight and Main Road Manhole.
- Clerk to email St Peter's Church regarding the Annual Report

105/2026

Flood Alleviation Works

The Flood Alleviation Team presented proposals for flood alleviation works in the area, with completion anticipated by mid-2029, subject to planning permission.

Members raised concerns regarding the proposed water storage area west of Preston Lane, potential noise from site investigations, infrastructure maintenance responsibilities, and existing drainage issues at Old Fleet. The Flood Alleviation Team confirmed that noise levels are expected to be minimal, maintenance responsibilities remain under consultation, and that the proposals are not expected to worsen current flooding. A pumping system is being considered for the Old Fleet area.

Action(s): Clerk to forward engineering documents to all councillors.

106/2026

Burial Ground

The issue of the unemptied bin has been resolved following the amendment of the cemetery gate opening time to 7:00 am to allow access for waste collection.

An incident was reported where two residents were locked inside the cemetery over a weekend. Cllr Gill confirmed that the emergency exit button is functioning correctly. The Clerk has installed signage indicating the exit button location and opening and closing times.

The Clerk advised that the Burial Ground currently lacks policies covering complex matters such as grave ownership transfers following the death of the owner. The Clerk advised that such policies should be adopted.

Flooding within the Burial Ground was discussed and appears confined to un-consecrated ground. Members queried whether burial applications could continue if this area becomes unavailable. The Clerk will investigate. Alternative options, including the installation of a cremation wall, were also considered.

The Clerk also advised that determining responsibility for the Closed Churchyard may present difficulties. Historical minutes suggest the Parish Council previously declined responsibility. Further investigation is required.

Action(s):

- Clerk to seek guidance from ERNLLCA regarding flooding issues and un-consecrated ground implications.

107/2026

Highways

Cllr Brooke and Ward Councillor Christon-Whyte declared a non-pecuniary interest in these matters due to residential status.

Noise Complaint

A noise complaint was received regarding car doors slamming during school drop-off and pick-up times. The resident has contacted the Council repeatedly over recent months.

The Clerk explained that noise complaints fall under ERYC's jurisdiction. Relevant reporting links have been provided; however, the resident has declined to use them.

Action(s):

- Cllr Brooke to respond to the resident
- Clerk to investigate policies relating to lone working and safeguarding.

Hedgerow – Lime Tree Lane

Residents queried responsibility for hedgerow maintenance, stating the hedgerow is not included within their deeds. ERYC has advised that residents are responsible. A member of the public noted that ERYC maintains a similar hedgerow on Main Road, Bilton, within the same development, and requested clarification. Ward Councillor Christon-Whyte agreed to investigate.

108/2026

Planning

No matters arising. No updates have been received regarding planning applications, planning decisions, or the alleged planning breach at land south of No. 203, Ganstead East. 109/2026

Asset register

The Clerk reported that the asset register has not yet been completed due to some discrepancies found within it.

Actions:

- Asset Register to be included on the March agenda

110/2026

Neighbourhood Watch

Crime report was read to Council. One crime of vehicle damage was reported.

111/2026

Finance

It was resolved by full council to transfer the current earmarked reserves into the general reserve to ensure sufficient funds are available to meet the Council's operational costs.

Bank Reconciliations

HSBC Business Money Manager: **£2,863.81**

HSBC Business Current Account: **£10,626.57**

Payment Schedule for February 2026: Approved by Full Council

<i>Company/Persons</i>	<i>Reason</i>	<i>Amount</i>
NEST Pensions	Pension Contribution	£76.32
Carris Mallinson	Clerk's Salary	£1,034.88
The One Point	Office 365	£57.60
HMRC	PAYE Contribution	£112.77
Smartest Energy	Electricity for Burial Gates	£9.04
SSE Energy Solutions	Electricity for Burial Gates	£113.31
KCOM	Internet/Phoneline	£71.98
	<i>Total:</i>	<i>£1,475.90</i>

Credits:

<i>Type</i>	<i>Amount</i>
GRV80	£240.00
GRV281	£480.00
GOR312	£240.00
GOR311	£240.00
	<i>Total: £1,200.00</i>

112/2026

Confidential Items

Internal Auditor

The Council obtained several quotes for internal auditors. The Council resolved to appoint **Andromeda Services** to conduct the internal audit remotely at a cost of £200.00.

Burial Ground Maintenance Contract

The Council received four tenders for the Burial Ground Maintenance Contract. Tenders were opened together and reviewed based on price and the supporting documentation provided.

The Council resolved to award the contract to **Killingley** in the sum of £8,576.00 excluding VAT, subject to satisfactory reference checks and clarification of the grass-cutting schedule within the works specification.

Action(s):

- Clerk to notify Andromeda Services
- Clerk to:
 - Check references for Killingley
 - Clarify that 18 cuts are to be completed between March and November
 - Finalise Killingley contract

End of Meeting: 10:00pm