



Bilton Parish Council

Clerk: Miss Carris Mallinson

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

Councillors present: Ann Etherington, Carl Mallinson, Elizabeth Fairbank, Alan Brooke, Nigel Lord, Lee Sims, Sally Griffin-Smart, Brian Gill

Ward Councillors: 0

Members of the Public: 0

Clerk: Carris Mallinson

Apologies: Jannine Clayton, Lynsay Shuttleworth

Declarations of Interest: None

113/2026

Minutes:

The minutes of the meeting held on **10th February 2026** were approved as a true and accurate record. The minutes were signed by Chair, Cllr Mallinson

114/2026

Chair's Report:

Cllr Mallinson reminded the Council that he would be handing his resignation in at the next meeting due to emigrating. He advised the Council that the position of Chair would be available and encouraged councillors to think about putting their name forward for Chair and that relevant training was available on ERNLLCA.

115/2026

Clerk's Report:

A village volunteer enquired about the possibility of depositing soil at the corner of the Village Hall car park for later removal. The Council agreed that soil should instead be placed in the cemetery bin.

The volunteer also enquired about purchasing paint for village bus shelters. The Council agreed to purchase paint in the new financial year.

Action(s): Clerk to arrange purchase of paint in the new financial year.

116/2026

Assertion 10

The IT policy in relation to compliance with Assertion 10 was approved by Full Council.

The Clerk explained the requirement to transition to council-owned email addresses for all councillors.

The Clerk also reported that the Council's website does not currently meet accessibility requirements. Due to limitations with The One Point, improvements will be significant; however, work will begin to improve accessibility.

Action(s):

- Clerk to arrange transfer of email addresses.
- Clerk to begin accessibility works to website.

117/2026

Burial Ground

- Shelter within Burial Ground had been cleared and swept.
- Reported that the stones within the burial ground and in front of the burial ground could use a renewal and should be put on a future agenda with grants looked at to cover the costs of new stones.
- A non-resident had expressed a wish to be buried with their pets, Clerk explained that a separate licence was needed to have pet burials within the burial ground with specific criteria needing to be met to allow the cremated remains of dogs, cats and horses to be allowed. Council decided that applying for such a licence would not be feasible at this time.
- Clerk read out response from ERNLLCA regarding options to help with flooding issue in Burial Ground, including possible deconsecration, flood surveys or partnering with an alternative burial ground to provide un-consecrated ground. Clerk awaiting response from Diocese of York and Environmental Agency. Clerk to find surveys that was completed when the land was bought in the meantime.
- Complaint had been received from John Parkin Funeral Directors due to abandoned vehicles being left on Church Lane which was unsightly for funeral and had suggested the possible implementation of parking restrictions. The Council stated that parking restrictions may not be possible and would be a decision by ERYC but Clerk could email local PCSO regarding the abandoned vehicles to see if they could be removed.
- Reported that the emergency exit sign for the Burial Ground was not clear enough in the dark and should be made glow in the dark if possible. Clerk to investigate this.

118/2026

Highways

A streetlight on Glebe Drive was reported to still be unlit. Clerk to email Ward Councillor Samantha Christon-Whyte to see if any update is available on the light and a timescale of when it would be fixed.

It was reported that grass verges on Glebe Drive are again being churned up by parking.

118/2026

Planning

25/03494/PLF - 7 Quilter Drive HU11 4EL – Planning Permission has been approved.

119/2026

Asset register

Asset register was received by full council. The Council agreed that amendments need to be made with the inclusion of various office equipment that has not been included and some assets that could now be disposed of. Clerk to amend the asset register.

120/2026

Neighbourhood Watch

No crimes within the parish had been reported in the month of February.

Questions were raised regarding the old Neighbourhood Watch scheme and whether it would be beneficial is gauging interest in revitalising the scheme, with it the possibility in gauging interest in the next Parish Newsletter. Cllr Fairbank agreed to contact previous head of the Neighbourhood Watch scheme for an update on the possibility of re-opening the scheme and funds that were left over from the scheme.

121/2026

Public Participation

No matters arising.

122/2026

Finance

Internet banking: Clerk explained that internet banking was now set up but Clerk is currently the online member on the online banking and other users would need to be added. The Council agreed for Cllr Fairbank and Cllr Brooke to be added onto the banking mandate and internet banking, with Cllr Gill also added onto the internet banking to allow for dual authentication on banking transactions.

Transfer of funds: Full Council agreed to the transfer of £4000.00 from the HSBC Money Manager Account to the HSBC Current Account to cover upcoming expenditure.

Bank Reconciliations: Bank Reconciliations was unable to be completed for the meeting due to a system error with Scribe. Bank Reconciliations for month ending 28/02/2026 would be provided for at the next full council meeting.

Payment Schedule for March 2026: Approved by Full Council

<i>Company/Person(s)</i>	<i>Reason</i>	<i>Amount</i>
<i>SSE Energy Solutions</i>	Electricity for Burial Gates (last payment)	£74.88
<i>Agilico</i>	Printer Rental & Costs	£249.82
<i>KCOM</i>	Internet & Phonenumber	£87.94
<i>Smartest Energy</i>	Electricity for Burial Gates	£18.55
<i>Carris Mallinson</i>	Clerk's Salary	£1,034.88
<i>NEST Pensions</i>	March Pension Payment	£76.32

<i>HMRC</i>	PAYE March	£112.77
<i>The One Point</i>	Microsoft 365	£57.60
		Total: £1,712.76

Credits:

	<i>Type</i>	<i>Amount</i>
	<i>GOR104 Interment</i>	£120.00
		Total: £120.00

123/2026

Confidential Items

Burial Ground Maintenance Contract

The maintenance contract was approved by full Council and signed by Cllr Mallinson and Cllr Gill. Clerk to send contract to Killingly for their signature.

Agilico Printer and Phone System Quotes & Contract

The contract with Agilico quoting £162 per quarter for printer rental for the term of four years was approved and accepted by the Council.

As the internet and phone line was not yet up for renewal, it was decided that additional quotes would be obtained before deciding on Agilico's internet and phone system quote.

End of Meeting: 21:10