



Bilton Parish Council

Clerk: Miss Carris Mallinson

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Minutes of a meeting of Bilton Parish Council held on Tuesday, 9th June 2026, in the Village Hall, Bilton

Councillors present: Ann Etherington, Alan Brooke, Brian Gill, Elizabeth Fairbank, Nigel Lord, Jannine Clayton,

Ward Councillors: 2

Members of the Public: 4

Clerk: Carris Mallinson

Apologies: Sally Griffin-Smart, Steve Taylor, Lynsay Shuttleworth, Lee Sims

Declarations of Interest: None

12/2027 Public Participation

Public participation was moved to the beginning of the meeting by Chair Fairbank. Four members of the public brought matters of concern to the Council.

The issues included:

- Concerns regarding two occupied caravans on the highway at Ganstead West, including the lack of progress in their removal, animal welfare, waste management, damage to neighbouring trees, the erection of fencing, and the impact on highway access. Ward Councillors Samantha Christon-Whyte and John Holtby provided an update, as recorded under Agenda Item 21/2027 – Highways.
- Concerns regarding an alleged planning breach at Ganstead East involving a caravan on agricultural land, animal welfare, a large mound of soil and rubble, and mud being deposited on the highway by construction vehicles. The matter was discussed further under Agenda Item 22/2027 – Planning.
- Concerns regarding the lack of a defibrillator in Ganstead. The Clerk apologised that, although a previous enquiry had been responded to, no update had been provided following the Council's earlier discussions. Ward Councillor Samantha Christon-Whyte advised that funding for a free defibrillator may be available. This matter will be investigated further.

13/2027 Minutes: To approve and sign the minutes of the previous full council meeting held on 12th May 2026.

Resolved: The minutes were approved by full council and signed by Chair Fairbank.

14/2027 Chair's Report

Cllr Fairbank suggested that future agendas should no longer include separate Chair's and Clerk's reports. Instead, she proposed an agenda item entitled "Actions Taken", which would summarise actions undertaken by the Parish Council during the previous month.

She also suggested inviting representatives of the Village Hall Committee to attend future meetings to provide updates on ongoing matters where the Parish Council may be able to offer support.

In addition, Cllr Fairbank suggested updating the parish noticeboards so that meeting information is displayed more clearly.

15/2027 Clerk's Report

Noted: ERYC planning update meeting to be attended on the 18th June 2026.

16/2027 Internal Audit

- a) To receive and note recommendations from Internal Auditor.

Noted: Recommendations from the internal auditor where noted. See internal audit recommendations.

b) To agree actions to be taken following Internal Audit Report.

Resolved: The Council agreed to action recommendations from the internal auditor as soon as feasible with focus being on concerns that prevent the Council from being legally compliant.

17/2027 Annual Governance and Accountability Return 2025/26 (AGAR)

a) To approve and sign Section 1 – Annual Governance Statement 25/26

Resolved: Full Council considered each assertion within the Annual Governance Statement and agreed that all statements had been met except Statement 10, due to weaknesses identified by the Internal Auditor. The Council therefore resolved to answer "No" to Statement 10. The Annual Governance Statement was signed by Chair Fairbank and the Clerk.

b) To approve and sign Section 2 – Accounting Statement 25/26

Resolved: The Accounting Statements, previously signed by the Clerk, were approved by Full Council and signed by Chair Fairbank.

18/2027 Exercise of Public Rights: To agree the dates for the Exercise of Public Rights Period and publication of the unaudited AGAR.

Resolved: Full Council agreed to a start date of 16/06/2026 with a completion date of 27/07/2026.

19/2027 Burial Ground

Noted: Cllr Gill reported that the extension to the Burial Ground was looking untidy, with a large number of grass clippings remaining. Cllr Etherington also reported that only two watering cans remained available for visitors, with the others having gone missing. The Clerk reported that Community Payback had been in contact to arrange maintenance work to the Burial Ground shelter.

Resolved: The Clerk will arrange a meeting with Killingley to discuss expectations regarding the standard of works carried out within the Burial Ground. Cllr Fairbank agreed to publish a request on social media for donations of watering cans. The Clerk was authorised to purchase paint and other supplies, up to a maximum value of **£250**, for maintenance of the Burial Ground shelter and fence.

20/2027 Newsletter: To discuss and agree actions for a summer parish council newsletter

Resolved: The Council agreed to publish the Summer edition of the bi-annual Parish Newsletter in August. During the coming month, councillors will consider suitable content for inclusion.

21/2027 Highways: To receive updates on ongoing or reported highway issues and address actions.

a) To discuss and agree actions for highway issues down Lime Tree Lane, including parking at school times, parking on footways and hedgerow encroachment onto footway.

Resolved: To report the hedgerow encroachment to ERYC and include a reminder regarding considerate parking in the Parish Newsletter.

b) To discuss and agree actions regarding unauthorised caravans on Ganstead West on the highway.

Noted: Ward Councillors Christon-Whyte and Holtby advised that a welfare assessment is currently being undertaken. Until this assessment has been completed, enforcement action cannot be taken to remove the caravans. Once completed, enforcement officers will be able to progress the matter.

Updates on ongoing issues:

Noted: Parking on grass verges has been reported on Beech Ave and Ingram Ave which is churning up the grass.

Resolved: To put reminder into Parish Newsletter.

Noted: An update has been received from Street Scene stating that a scheme to implement parking restrictions on Lime Tree Lane is still being progressed and remains on their program of works.

Noted: An uptake of speeding has been witnessed on Preston Lane.

Resolved: Clerk to speak to local PCSO regarding speed-watch program.

Noted: An update still had not been received regarding complaint of unmaintained pathway between Wyton and Sproatley.

Resolved: Clerk to follow up with ERYC Highways.

22/2027 Planning

- a) To discuss and agree actions regarding residents' concerns about a caravan (alleged planning breach), a large dirt mound, and animal welfare concern on agricultural land Ganstead Lane.

Resolved: To report the issues to ERYC, regarding the caravans, diggers and lorries, and welfare concerns.

- b) 25/01811/STPLF: Land At Neat Marsh North, North West, And South West Of Neat Marsh Road Preston, HU12 8TP.

Noted: That this planning application had gone to committee meeting on 28th May 2026

- c) To discuss and agree actions for any planning applications submitted after publication of this agenda.

No matters arising.

23/2027 Neighbourhood Watch

Noted: Theft of two bikes and tools from shed in Highfield Crescent, Bilton.

24/2027 Finance

Bank Reconciliations:

April

HSBC Current Account: £25,521.83

HSBC Money Manager: £6,663.66

May

HSBC Current Account: £21,853.72

HSBC Money Manager: £6,663.66

Payments Schedule for June 2026 (Tax Month 3) Approved by Full Council.

<i>Company/Persons</i>	<i>Reason</i>	<i>Amount</i>
<i>HSBC</i>	Charges For Bank Account	£2.00
<i>Smartest Energy</i>	Electricity For Burial Gates	£17.32
<i>Killingley LTD</i>	Maintenance For Burial Ground	£1,143.46
<i>Arthur J. Gallagher Insurance Brokers LTD</i>	Annual Insurance Payment	£1,389.47
<i>The One Point</i>	Office 365 & Email Subscription	£57.60
<i>KCOM</i>	Internet and Phone Line	£71.98
<i>Carris Mallinson</i>	Clerk's Salary	£1,034.88
<i>NEST Pensions</i>	Pension Payment	£76.32
<i>HMRC</i>	PAYE Payment Tax Month 3	£112.77
<i>Andromeda Admin</i>	Internal Audit Fee	£200.00
Total:		£4,105.80

Credits

<i>Type</i>	<i>Amount</i>
<i>Installation of a Kerb Stone GOR289</i>	£50.00
Total:	£50.00

25/2027 Any other business

Date of next meeting: 14th July 2026

End of Meeting: 21:00pm