

Minutes for the Monthly Parish Meeting of Croxdale and Hett Parish Council
Wednesday 29 October 2025, 7.00 pm
Croxdale Community Centre

Parish Council Members Present:

Councillor L Griffiths (Chair), Councillor I Clark, Councillor G Hollingsworth, Councillor P Kerrison, Councillor D Pyle, Councillor M Walker.

Also Present:

County Councillors J Blakey and G Hutchinson were in attendance.

63/25. Apologies for Absence:

Apologies of absence was received from Councillors A Smith, A and I Watt.

64/25. Declarations of Interest:

There were no declarations of interest.

65/25. Policing:

The Clerk shared Policing crime stats: 11 incidents being recorded for the period August 2025 within the Parish. The next PACT Meeting is on Wednesday 05 November 2025, 10.30 am, Croxdale Community Centre.

Resolved: For Members' Information.

66/25. Public Participation:

Two residents from Hett were in attendance in relation to the phase 2 development at Integra 61 and raised concerns on the proposals in relation to:

- **Traffic and access issues** – concern that construction or development traffic could use a narrow single-track road which is unsuitable for increased use.
- **Road and bridge safety** – the access route includes a poorly maintained road with potholes and a “DIY bridge” in poor repair, posing safety and structural concerns.
- **Environmental impact** – the area supports wildlife and a beck that is only recently recovering from past development-related pollution / disruption.

Clerk informed Members of correspondence received from Lichfield's on 3 October 2025 outlining their plans of phase 2 on land at Tursdale House Farm. An initial consultation event was held on 14 October 2025, however a number of Hett residents did not receive a leaflet or any prior notice about the consultation event. As a result, many in the community have not had the opportunity to review the proposals or provide feedback.

In the interests of transparency and community engagement, it was proposed the PC would request that the developers consider holding an additional consultation event at Hett Village Hall to allow all residents the chance to view the plans and ask questions. This would help ensure that the process remains open and inclusive, and that local views are properly taken into account before any further steps are taken.

Resolved: Clerk to contact Lichfield's accordingly.

67/25. Minutes:

The Minutes of the meeting held on the 24 September 2025 were agreed as a true record and signed by the Chairman.

68/25. Matters Arising:

i. Hett Litter Pick:

DCC confirmed October's litter pick took place on 28 October 2025.

Resolved: For Members' information.

ii. Allotments:

The following updates were provided by the Clerk:

- Request received from tenants at the Poultry Centre for the PC to hire a skip for allotment holders use.
- The Allotment re-inspection took place on 18 October 2025, with the Parish Clerk, Councillors Pyle and Clark. Feedback was as follows:
 - Poultry Centre - x2 small holdings – one tenant's plot showed no sign of improvements made, whilst the other was noted as satisfactory with work in progress. Correspondence was received from the tenant who has showed no sign of improvement, terminating the tenancy with immediate effect. Clerk gave the tenant until 30 November to vacate the small holding, remove any items, remove the lock on the gate and leave in a fair/good condition and free of any materials, rubbish or other structures as per the allotment regulations. The tenant advised the plot could not be cleared and requested some discretion in the regulations due to circumstances.
 - Front Street East - x2 tenants have showed no sign of improvements, whilst x5 tenants plots were noted as work in progress or satisfactory.
 - All tenants have been written to with improvements required over the next 4 weeks and to be re-inspected (as part of stage 2) in November. No contact has been made from x2 tenants and have therefore asked of their intentions regarding their tenancy.
- The external fencing was also reviewed as part of the allotment re-inspection before quotations were sourced for consideration at a future meeting to agree initial indication of where the new fencing would start and end, in addition to internal fencing between 3 plots.

Garages:

- Clerk further contacted Langley Lodge Developments on 25 September 2025; however, no response has been received to date in relation to the removal of the garage structure and contents. Clerk queried if the PC wishes to explore alternative arrangements?

Resolved: Updates For Members' information. The hiring of a skip was agreed; Clerk to contact skip hiring company to determine if a skip can be placed at the Poultry Centre in terms of the track being accessible. Clerk to contact the Poultry Centre tenant to determine what improvements is realistic for the tenant in view of circumstances to determine what action is needed to leave the plot in a reasonable condition for reallocation. An alternative quotation is to be sourced in relation to the garage structure and contents removal.

iii. **Browney FC:**

Councillor Kerrison kindly disposed of the left-over materials in the field.

Resolved: For Members' information.

iv. **Fencing, Salvin Street, Croxdale:**

Clerk confirmed a response was received from DCC on 7 October 2025; confirming the matter has been brought to their attention and is currently under investigation. Clerk wrote to the resident concerned informing of the update and any further updates will be provided direct from DCC.

Resolved: For Members' information.

v. **Street Lighting Hett Phase 2:**

Clerk confirmed a response was received from DCC on 26 September 2025; confirming street lighting column 721, in its current location is logged with water and would not be best practise to reinstall the new column in the same location. The new proposed location will spread light along South View and onto the parking area for West Street.

Resolved: For Members' information.

vi. **Rubbish, Public Right of Way:**

Clerk confirmed a response was received from the Public Rights of Way Team on 9 October 2025, confirming the team has no capability, equipment or knowledge regarding rubbish clearance. In cases of general rubbish, it would be expected that the landowner and the local community have an interest in keeping local areas clean and questioned if the PC would consider organising a litter pick of the footpath.

Resolved: The items of rubbish were deemed not suitable for a community litter pick and requested that the landowner is contacted further regarding the fencing maintenance/responsibility.

69/25 Parish Clerk Update / Correspondence:

i. **Remembrance Sunday:**

Members agreed a donation to the Royal British Legion in aid of this year's Poppy Appeal in the sum of £50.00, which included the cost of the Remembrance Wreath. Clerk informed Members of feedback received from a resident at Sunderland Bridge, enquiring if the PC would be laying a wreath at the Tommy at Sunderland Bridge this year.

Resolved: It was agreed the PC Remembrance Wreath would be placed at the Tommy at Croxdale by Councillor Kerrison. Clerk to inform the Sunderland Bridge resident accordingly.

ii. **Financial Assistance Request – Sunderland Bridge Residents Association:**

Clerk informed Members of a request received from Sunderland Bridge Residents Association to purchase replacement pads for the defibrillator located at Sunderland Bridge.

Resolved: It was agreed on this occasion to purchase x1 set of pads for Sunderland Bridge's defibrillator. Clerk to action. It was acknowledged that Hett Village Hall Association maintain and purchase their own defibrillator pads and therefore the PC didn't want to set a precedent with Sunderland Bridge Residents Association.

iii. Financial Assistance Request – Croxdale Display:

The organisers of Croxdale's display have requested if the PC can continue their support of providing financial assistance regarding the village display.

Resolved: Members agreed to support the village display which is well received in the community. A donation of £100.00 was agreed towards the cost of materials; the Clerk to receive receipts for items of expenditure.

iv. St George's Flag - Hett Feedback:

Clerk informed Members of correspondence received from a visitor of Hett on 7 October 2025, regarding a resident displaying a St George's flag at their property. A response was issued by the Parish Clerk on 13 October 2025, confirming their feedback would be noted and that residents are within their rights to display national flags and the PC does not regulate or police the display of flags on private property.

Resolved: For Members Information.

70/25. Financial Matters:

(i) Financial Report for the Period 1 April – 30 September 2025:

A financial update prepared by the Clerk was circulated to Members which included a detailed schedule of receipts and payments for the financial year to date and bank reconciliation to 30 September 2025. The current net bank balances totalled £66,845.64.

The following payments were approved for the period October 2025:

Parish Clerk	Clerk's Wages – October 2025	£487.90
HMRC	Tax Contributions	£121.80
Dave Dove	GDPR Email Accounts Fee – Monthly Charge	£32.00
Heritage 100	Sponsorship – Croxdale Walk	£350.00
Parish Clerk	Parish Expenses: Postage Stamps	£6.96
Destro	Cem Maint & Grass Cutting Jun-Oct and Hett	£2,459.40
Landscapes	Pond Maintenance x2, Fence Repairs	

Resolved: For Members' Information. The above payments were approved for payment.

71/25. Hett Drainage – Deed of Easement:

Clerk confirmed the land easements have now been finalised for the remaining landowner, Mrs Willets, and requires signature from the Chairman and Clerk. Clerk also confirmed their Solicitor costs have been confirmed as £3,000 inclusive of VAT, however, a breakdown of the associated fees has yet to be provided.

Clerk contacted Alliance for up-to-date project costs and currently awaiting a response in the absence of the Project Manager who has recently left the organisation.

Resolved: The land easements documentation was duly signed by the Chairman and Clerk.

72/25. Scheme of Works: Croxdale Cemetery Building Restoration – Roof Repairs:

Clerk shared quotations that had been sought in respect of roof repairs (or replacement roof as required) following assessment at Croxdale Cemetery.

Quotations received were as follows:

- Contractor 1 = £14,600 + VAT (plus additional costs for scaffolding/welfare and site management)
- Contractor 2 = no quotation received
- Contractor 3 = £7,800 + VAT
- Contractor 4 = no quotation received
- Contractor 5 = no quotation received
- Contractor 6 = no quotation received

Clerk confirmed the fee for the removal of x2 trees/shrubs next to the cemetery building as additional works as part of the cemetery maintenance contract, was £140.00 which comprised of cutting to ground level, poisoned and capped off for safety.

Resolved: Due to only x2 quotations being received from a total of x6 contractors, further quotations are to be sourced for comparison purposes. The removal of the x2 trees/shrubs were approved to be carried out by the cemetery maintenance contractor and to be scheduled in as soon as practical.

73/25. Planning Issues:

The Clerk reported the Parish Council has received the following planning application(s) for consideration:

- a) DM/25/02653/FPA - Arc Environmental Ltd, Thinford Park - Change of use of existing B8 Unit to Class E(g). Installation of new mezzanine and external windows.
- b) DM/25/02715/LB - Dr Philippa Wood, Sunderland Bridge - Proposed renovation of existing sliding sash windows and replacement of non-historic casement windows.

Resolved: No specific comments / objections were made with regard to the above planning applications.

74/25. County Councillor Reports:

County Councillor Blakey and Hutchinson provided an update following the consultation event held at Bowburn.

Resolved: For Members' Information.

75/25. AOB:

There was no AOB.

76/25. Date and Time of Next Meeting:

It was agreed that the next meeting would be held on Wednesday 26 November 2025 at 7.00 pm, Hett Village Hall.