

**Minutes for the Monthly Parish Meeting of Croxdale and Hett Parish Council**  
**Wednesday 14 January 2026, 7.00 pm**  
**Hett Village Hall**

**Parish Council Members Present:**

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

**Also Present:**

No County Councillors were in attendance.

**90/25. Apologies for Absence:**

Apologies of absence was received from Councillors G Hollingsworth, A Smith, A Watt, I Watt and County Councillors J Blakey and G Hutchinson.

**91/25. Declarations of Interest:**

There were no declarations of interest.

**92/25. Policing:**

The Clerk shared Policing crime stats: 5 incidents being recorded for the period November 2025 within the Parish. The next PACT Meeting is on Wednesday 28 January 2026, 10.30 am, Croxdale Community Centre.

**Resolved: For Members' Information.**

**93/25. Public Participation:**

There were no members of the public in attendance.

**94/25. Minutes:**

The Minutes of the meeting held on the 26 November 2025 were agreed as a true record and signed by the Chairman.

**95/25. Matters Arising:**

**i. Hett Litter Pick:**

DCC confirmed Hett litter pick took place on 22 December 2025 and January's will take place towards the end of the month, weather depending.

**Resolved: For Members' information.**

**ii. Hett Drainage:**

Clerk confirmed a site visit with DCC/Alliance was previously arranged for 15 December 2025 but was subsequently cancelled due to last minute queries received from one of the landowner's solicitors which is being looked into, therefore will be re-arranged in the new year once queries are resolved. No further update received to date.

**Resolved: For Members' information.**

**iii. Allotments:**

The following updates were provided by the Clerk:

- Skip hire – Poultry Centre – has been arranged from the morning of Saturday 7 February (between 8.30 am – 9.00 am) – to the morning of Monday 9 February 2026. Letters were issued to tenants on 18 December 2025. Clerk also gave advanced notice to the tenant who rents the area for grazing next to the football field, in case vehicle access was required to attend to the horses, however, the tenant confirmed access will not be an issue as there are no horses in the field over winter.
- Allotment inspection - a tenant at the rear of Front Street East, confirmed on 17 December 2025, that they would like to keep on the allotment, if agreed, despite not responding to any of the allotment inspection letters.
- Allotment inspection - no response from the tenant at the rear of Front Street East and has now served notice. The plot will be offered to the next person on the waiting list. Councillor Pyle advised an item of the tenant's (understood to be a rotavator) remains in their possession as a result of storm damage to the tenant's shed.
- Tree – rear of Front Street East – the burnt branches have now been removed, however, there are smaller branches that would be better dealt with by way of a controlled fire on site, if this was acceptable.

**Resolved: Updates For Members' information. Given the time of year and the limited activity on allotments, it was agreed to extend the period for clearing and improving the tenant's plot until spring (30 April 2026) in order to allow time to begin work and make improvements in preparation for the upcoming growing season. Clerk to contact former tenant to advise of the item of equipment and to arrange collection from Councillor Pyle. The controlled fire for small tree branches was agreed with suggestions this could be held on the allotment that is currently free (near to where the tree is located).**

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

Still awaiting boundary ownership confirmation from DCC, Clerk to chase further.

**Resolved: For Members' information.**

**v. Cemetery Fencing:**

Clerk reported the fencing was inspected on 8 January 2026 and a proportion of the fencing (facing the Citroen garage) is leaning and have therefore contacted Deerness Fencing in the first instance for initial repair costs (having repaired previous fencing in 2023).

**Resolved: For Members' information. Clerk to inform farmer of the required repair works to be undertaken in the near future.**

**96/25 Parish Clerk Update / Correspondence:**

No further updates provided.

**97/25. Financial Matters:**

**(i) Financial Report for the Period 1 April – 31 December 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 31 December 2025. The current net bank balances totalled £62,255.56.

The following payments were approved for the period January 2026:

Parish Clerk	Clerk's Wages – January	£487.70
HMRC	Tax Contributions	£122.00
Dave Dove	GDPR Email Accounts Fee – Monthly Charge	£32.00
Parish Clerk	Annual Allowance	£250.00

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

**(ii) Fees & Charges Review – Cemetery:**

The Clerk had provided a current schedule of fees and charges for Croxdale and Hett cemeteries along with charges for neighbouring Parish Councils for comparison. The cemetery fees and charges will be effective from 1 April 2026, subject to an annual review.

**Resolved: It was agreed not to increase cemetery charges for 2026/27 and for the fees to remain the same.**

**(iii) Fees & Charges Review – Allotment and Garages:**

The fees and charges for Croxdale and Hett allotment and garages were reviewed for implementation from 1 April 2027 in order to give a year's notice to allotment holders and garage tenants.

As part of future reviews of fees and charges, the PC may explore charging individual plots based on size rather than applying a single collective fee. Details of any changes will be communicated at the appropriate time to tenants.

**Resolved: It was agreed not to increase allotment and garage charges for 2026/27 and for the fees to remain the same. Clerk to write to all allotment / garage holders in due course. Clerk to explore costs for a full survey to be undertaken across all allotment sites in order to charge tenants an individual fee based on their plot size for consideration as part of future annual reviews. A digital map would also help with the management of allotments.**

**(iv) Fees & Charges Review – Croxdale Inn Car Park Rent:**

The Croxdale Inn car park rent was due for renewal which is subject to an annual review as part of the PC fees and charges for the period 1 April 2026 – 31 March 2027.

Councillor Pyle proposed that the lease of the car park be discontinued and the site reallocated solely for use by allotment holders, with provision for a shared materials storage compound. Councillor Pyle also raised a number of items were continued to be stored in the car park, (by the tenant) which was highlighted as part of last year's allotment inspection in September 2025.

**Resolved: Councillor Pyle was in agreement for this item to be considered at the next PC meeting when more Members are in attendance.**

**(v) Precept Setting 2026/27:**

The Clerk prepared a number of proposals of Parish Precept recommendations for 2026/27 budget for Members' consideration. It was noted, regarding the Parish Council's Tax Base, has increased from 297.4 to 306.30 for 2026/27 due to there being more taxpayers in the Parish. The PC has also been notified that DCC has ceased the Local Council Tax Reduction

Scheme (LCTRS) grant funding which has been in place for Parish and Town Parish Councils since 2013, as part of wider budget/MTFP proposals.

**Resolved: Following much consideration and discussion, it was agreed not to increase the Precept and to maintain at £17,500.00 for the financial year 2026/27. The maintain is to ensure there are sufficient funds in 2026/27 on reflection of careful forward planning for budget pressures, identified projects and use of reserves that the Parish Council has identified. Clerk to complete and return precept proforma to DCC accordingly.**

#### **98/25. Scheme of Works for Approval:**

##### **(i) Removal of Garage Structure / Contents:**

Clerk shared 3 quotations received in relation to the above works at the rear of Front Street East:

- Contractor 1 - (licensed waste removal services company) = empty garage contents and demolition of garage structure and removal = £2,800. However, costs will vary due to additional fees per tyre (£20.00 each) and potential increased costs depending on weight of materials or items not visible = £3,000 max (VAT not applicable). This also includes to remove the greenhouse directly behind the garage, free of charge.
- Contractor 2 = free of charge to dismantle the garage structure, however, the PC would be required to arrange for the removal of the contents.
- Contractor 3 - (licensed waste removal services company) = to clear, remove and dispose of the contents and the structure = £3,600.

Councillor Walker proposed that the costs be revised to cover only the removal of the garage contents, and that Contractor 2 be asked to dismantle the garage free of charge, should the offer still be valid.

**Resolved: Clerk to contact Contractor 1 and Contractor 2 accordingly for revised costs.**

##### **(ii) Croxdale Cemetery Building Restoration – Roof Repairs:**

Clerk confirmed conservation advice was received from DCC on 5 December 2025, which was duly noted. In view of the associated expenditure, it was suggested to explore whether the building could become listed, in order for the PC to explore potential funding opportunities.

Whilst this is ongoing, the scheme of works is on hold. Councillor Griffiths proposed in order to help with the appearance of the building in the interim – i.e. removal of the weeds in the guttering and cleaning as well as general tidying around the building, a quotation would be sourced from the Cemetery Maintenance Contractor in the first instance.

**Resolved: Clerk to contact Historic England to commence the application process of the cemetery building becoming a listed building and to contact the Cemetery Maintenance Contractor for a quotation in respect of the general improvements.**

##### **(iii) Allotment Fencing:**

Clerk shared 3 quotations received in relation to the above works at the rear of Front Street East:

- Contractor 1 –
  - a) Front fence elevations, inc supply of materials and installation = £6,192.97 + VAT
  - b) Internal fencing divides, inc supply of materials and installation = £8,826.40 + VAT
  - c) Due to the existing divides being overgrown, a day rate of £807.57 would be required in addition to the above in respect of plant and equipment
  
- Contractor 2 –
  - a) Front fence elevations, inc supply of materials and installation = £6,285.23 + VAT
  - b) Internal fencing divides, inc supply of materials and installation = £8,857 + VAT
  - c) Due to the existing divides being overgrown, a day rate of £720.00 would be required in addition to the above in respect of plant and equipment
  
- Contractor 3 –
  - a) Front fence elevations, inc supply of materials and installation = £6,405 (VAT not applicable)
  - b) Internal fencing divides, inc supply of materials and installation = £9,520 (VAT not applicable)
  - c) Due to the existing divides being overgrown, a day rate of £675.00 would be required in addition to the above in respect of plant and equipment

**Resolved: Contractor 1 was the preferred contractor due to cost and was duly appointed. Immediate works was agreed in relation to item A (front fence elevations), however, the internal boundary fencing (items B and C) would be considered in the future as part of a phased approach due to the associated costs. Clerk to inform all contractors of the outcome. Letters to be issued to individual tenants regarding the proposed works.**

#### **99/25. Cemetery Maintenance / Grass Cutting Contract – 1 April 2026 – 31 March 2027:**

The above contract is due for renewal from 01 April 2026, which is reviewed on an annual basis as stipulated in the contract. The Clerk had received initial feedback from the current contractor with no major issues raised, however, due to the rise of inflation, the monthly fee will increase by 2%, if the contract is extended for a further 12 months. Therefore, the revised monthly charge would be £358.94 per month (+ VAT), as opposed to £351.90 (+ VAT).

**Resolved: Members are satisfactory with the current contractor and felt it was not necessary to go out to full tender on this occasion. Members agreed to the revised fees and charges from 01 April 2026. Clerk to issue updated contract for agreement by both parties.**

#### **100/25. Planning Issues:**

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

- a) DM/25/02360/FPA - 23 Front Street, Croxdale - Retention of 1.5m fence and posts
- b) DM/25/02361/LB - 23 Front Street, Croxdale - Retention of 1.5m fence and posts
- c) DM/25/03404/OUT - Integra 61 - Outline planning application for the erection of commercial buildings (B2 (General Industrial), B8 (Storage and Distribution)) with ancillary office floorspace, part new road linking the A688 to the A177 with associated infrastructure

In relation to applications A and B, it was agreed the PC will object on the following grounds:

- The proposed fence is excessive in height and is incompatible with the requirements that apply within the setting of a Grade I listed building.
- A fence of this scale would affect the property's curtilage and appearance and would set an undesirable precedent, encouraging further departures from policy.
- The fence should therefore be required to comply fully with the appropriate height and design standards for listed-building settings.

Whilst application C is not within the Parish boundary as such, it will have an impact on residents in terms of traffic, highways safety and infrastructure as well as the scale and nature of the development, therefore it was agreed the PC fully supports concerns raised to date from residents.

**Resolved: Clerk to arrange for the PC objections to the above planning applications be submitted by the required timescales.**

**101/25. County Councillor Reports:**

No County Councillors were in attendance.

**Resolved: For Members' Information.**

**102/25. AOB:**

**Sewerage Works**

Councillor Clark reported residents had received a letter regarding a consultation event in respect of remedial sewerage works near to Woodview, Croxdale.

**Resolved: For Members' Information.**

**Footpath, Croxdale**

Councillor Kerrison reported the footpath near to the NESS trading estate (adjacent to the wall) urgently requires attention.

**Resolved: Clerk to report to DCC accordingly.**

**103/25. Date and Time of Next Meeting:**

It was agreed that the next meeting would be held on Wednesday 25 February 2026 at 7.00 pm, Croxdale Community Centre.