

**Minutes for the Monthly Parish Meeting of Croxdale and Hett Parish Council**  
**Wednesday 25 March 2026, 7.00 pm**  
**Hett Village Hall**

**Parish Council Members Present:**

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

**Also Present:**

County Councillor G Hutchinson was in attendance.

**117/25. Apologies for Absence:**

Apologies of absence was received from Councillor Arthur Watt and County Councillor Blakey.

**118/25. Declarations of Interest:**

There were no declarations of interest.

**119/25. Policing:**

The Clerk shared Policing crime stats: 8 incidents being recorded for the period January 2026 within the Parish. The next PACT Meeting is on Wednesday 22 April 2026, 10.30 am, Croxdale Community Centre.

**Resolved: For Members' Information.**

**120/25. Public Participation:**

There were no members of the public in attendance.

**121/25. Minutes:**

The Minutes of the meeting held on the 25 February 2026 were agreed as a true record and signed by the Chairman.

**122/25. Matters Arising:**

**i. Hett Litter Pick:**

DCC confirmed Hett litter took place on 24 March 2026. A response was received regarding the increase in litter and escalated to the Neighbourhood Wardens for monitoring. Particular attention will be given to Leemans Lane, especially during evenings when parked cars are present. Wardens will also begin monitoring the wider Hett area, with a focus on Leemans Lane.

**Resolved: For Members' information.**

**ii. Hett Drainage:**

An update was received on 23 March 2026, advising of requested changes to the land easement documentation and plan. In addition, the landowner is now requesting for a land survey to be undertaken and for the PC to cover the costs. Clerk requested for an indication of costs in order for Members to make an informed decision, however, if the PC does not agree to pay for the land survey, the landowner has advised the drainage proposal will not

proceed. A breakdown of Solicitor costs has been received (in respect of the landowner's Solicitor) for the period September 2021 – October 2025, totalling £3,046.80.

Concerns were also raised via the landowner's Solicitor regarding a concrete pad at the end property on West End, which is believed to be contributing to sewerage issues due to a lack of proper drainage. It is understood that this area may not have received planning permission.

**Resolved: For Members' information.**

**iii. Allotments:**

The following updates were provided by the Clerk:

- One allotment rent remains outstanding from a tenant at the Poultry Centre. Further reminders have been issued; will continue to progress.
- Two allotments were re-inspected on 24 March 2026. One, located to the rear of Front Street East, has shown significant improvement and is now considered satisfactory. The other, at the Poultry Centre, appears to remain untouched. The tenant was advised on 28 November 2025, if no improvements were not undertaken by 31 March 2026, the tenancy would not be renewed from 1 April 2026.
- The new fencing to the rear of Front Street East allotments commenced on 24 March 2026.

Councillor Smith advised a Poultry Centre tenant has requested for their son to be added to the tenancy.

**Garages:**

- The garage structure, contents and greenhouse were removed 9/10 March 2026.

**Resolved: Updates For Members' information. Clerk to write to x2 tenants accordingly informing them of the outcome of the re-inspection. Clerk to write to allotment holder regarding joint tenancy agreement.**

**iv. Croxdale Cemetery Fencing Repairs:**

The above works is scheduled to be undertaken on 30 March 2026. Clerk has informed the farmer/landowner of the proposed start date and gave re-assurances of the boundary line to be maintained.

**Resolved: For Members' information.**

**v. Integra 61 Phase 2 Planning Application:**

The above will be considered by the County Planning Committee on 1 April 2026. A total of 116 objections were received; however, the report recommends the application is approved, subject to specific conditions. The PC representations, together with others received, will be reported to the Committee.

**Resolved: For Members' information.**

**vi. Croxdale Inn Car Park Rental Agreement – 2026/27:**

Clerk contacted the owner of the Croxdale Inn on 26 February 2026 in relation to renting of the car park in 2026/27 - no response received (deadline of payment by 30 April 2026). Subject to the tenant's agreement to the revised fee and their decision to rent the car park for 2026/27, a reminder will be issued confirming that allotment holders may use the car

park if desired, with appropriate signage provided. Allotment holders may also use the car park for the short-term storage of materials.

**Resolved: For Members' information.**

**123/25 Parish Clerk Update / Correspondence:**

No further updates provided.

**124/25. Financial Matters:**

**(i) Financial Report for the Period 1 April – 28 February 2026:**

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 28 February 2026. The current net bank balances totalled £59,664.90.

The following payments were approved for the period March 2026:

Parish Clerk	Clerk's Wages – March 2026	£487.70
HMRC	Tax Contributions	£122.00
Dave Dove	GDPR Email Accounts Fee – Monthly Charge	£32.00
Stuart Bulmer	Removal of Garage Structure and Contents	£2,880
Deerness Fencing	Allotment Fencing	£7,431.56
Deerness Fencing	Croxdale Cemetery Fencing Repairs (worst case scenario if existing materials cannot be re-used)	£1,855.41
Destro Landscapes	Cemetery Maintenance/Grass Cutting	£892.56

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

**125/25. Meeting Schedule 2026/27:**

A schedule of PC meetings for 2026/27 was circulated for approval with meetings agreed to be held on the fourth Wednesday of every month (except August when no meetings are held). It was agreed to bring forward the date of December's meeting due to the Christmas holidays and to determine near to the time on whether the PC meeting is cancelled and January's PC meeting brought forward.

**Resolved: The meeting schedule for 2026/27 was duly approved.**

**126/25. Governance:**

**(i) Review of Governance Documents:**

The following governance documents were reviewed by Members and the Clerk:

- a) Standing Orders
- b) Financial Regulations
- c) Members Code of Conduct
- d) Risk Assessment
- e) Disciplinary Policy
- f) Grievance Policy
- g) Data Protection
- h) Complaints Procedure

- i) Social Media Policy
- j) Cemetery Guide
- k) Dignity at Work Policy
- l) Assets Register
- m) Allotment Regulations
- n) Garage Management Policy
- o) Co-option Procedures

Suggested amendments / additions were proposed to the following:

- **Standing Orders:**
  - To merge Matters Arising/Parish Clerk update to one item as 'Clerk's report'.
  - Add a standing agenda item on 'Parish Council Allotments, Garages and Cemeteries' therefore updates in relation to these matters will no longer be part of Parish Clerk update (now referred to as 'Clerk's report').
  - Rename 'AOB' to 'Other Reports'
- **Members Code of Conduct:**
  - In October 2025, DCC agreed to amend its Code of Conduct to add an additional paragraph in relation to freedom of expression under Article 10 of the European Convention of Human Rights. CDALCs Executive Committee agreed that the addition of this paragraph is inappropriate and unnecessary and that CDALC continues to recommend the current Code of Conduct for use by Parish and Town Councils, however it is up to each Council to make its own decision.

**Resolved: The proposed amendments to the Standing Orders were approved. Clerk to arrange for updating of the PC website accordingly. Revisions to the Members Code of Conduct was not approved, therefore the current Code of Conduct remains in place.**

**(ii) Adoption of IT Policy:**

Following the mandatory requirements under Assertion 10 which came into effect in 2025, under the Annual Governance Statement, all smaller authorities must have an IT policy. This explains how the Parish Clerk and Members should conduct authority business in a secure and legal way when using IT equipment and software.

With regard to PC equipment, discussion took place on obtaining a PC laptop by use of the Parish Clerk, instead of using the Clerk's personal laptop.

**Resolved: The IT Policy was duly approved. Clerk to obtain costs and laptop specification for agreement.**

**127/25. Allotment Survey Management:**

Clerk provided a schedule of comparisons of other Town/Parish Councils have in relation to the management of their allotment sites with one using a drone mapping company to enable improved monitoring and compliance as well as plot measurement accuracy.

Councillor Pyle queried whether larger allotment plots could be divided to better suit tenants, or to encourage greater uptake from residents. It was also suggested that a general notice be circulated online inviting residents interested in PC allotments, either full or half plots, to contact the Parish Clerk.

**Resolved: Charging individual plots based on size rather than applying a single collective fee was not preferred, therefore the use of an aerial/digital survey and individual measurements of plots, is not to progressed at the current time. Clerk to arrange for notice to be issued online regarding PC allotments.**

**128/25. Planning Issues:**

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

- a) DM/26/00632/AD – Greggs Plc, Thinford Park - Display of 3 no. illuminated fascia signs and 1 no. illuminated hanging sign

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

**129/25. County Councillor Reports:**

County Councillor Hutchinson provided an update in relation to a number of updates concerning, another fly-tipping incident at Hett (Hett Moor Farm), Integra 61 developments, attendance at the Man Shed at Croxdale.

**Resolved: For Members' Information.**

**130/25. AOB:**

**Let's Chat Bench:**

Councillor Hollingsworth raised if a 'Let's Chat' bench could be installed in Croxdale to encourage conversations to support mental wellbeing. Proposed locations were suggested including, the play park, football field, the heritage walk trail and the bench located at Woodview/Salvin Street which is in disrepair.

**Resolved: Clerk to ownership/responsibility of the bench located at Salvin Street/Woodview in the first instance.**

**Fencing Rails:**

Councillor Hollingsworth reported damage to a number of fence railings near to the roundabout on the A167.

**Resolved: Clerk to report to DCC in the first instance.**

**Allotment Fencing – Salvin Estate:**

Councillor Hollingsworth raised the allotment boundary fencing is in further disrepair encroaching onto the embankment/footpath from Woodview allotments which are the responsibility of Croxdale Estate.

**Resolved: Clerk to raise with Salvin Estate further.**

**Damaged Gulley / Drain:**

Councillor Kerrison reported damage to the gulley located on the A167 roundabout.

**Resolved: Clerk to report to DCC in the first instance.**

**131/25. Date and Time of Next Meeting:**

It was agreed that the next meeting would be held on Wednesday 29 April 2026 at 7.00 pm, Croxdale Community Centre.