

Minutes for the Monthly Parish Meeting of Croxdale and Hett Parish Council
Wednesday 29 April 2026, 7.00 pm
Croxdale Community Centre

Parish Council Members Present:

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

Also Present:

County Councillor J Blakey was in attendance.

132/25. Apologies for Absence:

Apologies of absence was received from Councillors L Griffiths, A Watt, I Watt and County Councillor Hutchinson.

133/25. Declarations of Interest:

Councillor Pyle declared an interest in the agenda item in relation to allotments.

134/25. Policing:

The Clerk shared Policing crime stats: 6 incidents being recorded for the period February 2026 within the Parish. The next PACT Meeting is on Wednesday 20 May 2026, 10.30 am, Croxdale Community Centre.

County Councillor Blakey requested details of 2026 PACT meeting dates. Clerk to raise if evening meetings can be accommodated on a quarterly basis as per 2025 dates, to ensure representation from residents outside of the working day.

Resolved: For Members' Information. Clerk to contact the PCSO regarding 2026 PACT meetings accordingly.

135/25. Public Participation:

There were no members of the public in attendance.

136/25. Minutes:

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

137/25. Parish Clerk's Report:

i. Hett Litter Pick:

DCC confirmed Hett litter took place on 21 April 2026.

Resolved: For Members' information.

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

The owner confirmed on 9 April 2026 that he wishes to continue to rent the car park for 2026/27 with payment being received today.

Resolved: For Members' information.

iii. Let's Chat Bench:

Awaiting confirmation from DCC / Believe Housing of the bench ownership on the green in front of Salvin Street.

Resolved: For Members' information.

iv. Fencing Rails:

Was reported to DCC on 30 March 2026 confirming this will now be investigated by Highways. Councillor Hollingsworth confirmed the repair works have been complete.

Resolved: For Members' information.

v. Allotment Fencing – Salvin Estate:

A response was received on 20 April 2026 from the land ownership team at DCC apologising for the delay, however, a response is yet to be received regarding fencing repairs ownership.

Resolved: For Members' information.

vi. Damaged Gulley / Drain:

Was reported to DCC on 31 March 2026 and was added to the ongoing work programme. Repairs are based on the severity of the defect and the type of road or footpath on which it is situated. In this case we aim to complete the necessary works within the next 14 days.

Resolved: For Members' information.

138/25. Financial Matters:

(i) Financial Report for the Period 1 April – 31 March 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 31 March 2026. The current net bank balances totalled £47,990.92.

The following payments were approved for the period April 2026:

Parish Clerk	Clerk's Wages – April 2026	£487.90
HMRC	Tax Contributions	£121.80
Dave Dove	GDPR Email Accounts Fee – Monthly Charge	£32.00
Dave Dove	Website Edits	£80.00
CDALC	2026/27 Annual Subscription	£159.30
DCC	2026/27 Business Rates for Hett Cemetery	£68.51
Defib Store	Defibrillator Pads	£81.60

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

(ii) Appointment of Internal Auditor for the year ending 31 March 2026:

Clerk requested approval for Mr G Fletcher (who also carried out previous year's audit) be appointed as the Council's Internal Auditor for the year 2025/26.

Resolved: Mr G Fletcher be appointed as the Council's Internal Auditor for the year 2025/26.

(iii) 2025/26 Annual Return and Audit Requirements:

The Clerk reported as the Parish Council's annual turnover is more than £25,000, the Parish Council is not eligible for an exemption. The Parish Council is therefore required to carry out an internal audit, completion of the Annual Governance and Accountability Return (AGAR) and to publicise correct accounting information at the end of the process for Parishioners to view on our website, which will subject to an external audit and associated fee.

Resolved: For Members' Information.

139/25. Hett Drainage:

Clerk confirmed no further update from the PC solicitor regarding the land survey cost and its purpose has been received. In relation to the property on West End, the County Council's Drainage Team confirmed there would be no realistic way to link any works on a nearby private property with the flooding issues at the Village Hall in respect of the concrete pad. If the landowner believes there has been a breach of planning regulations, this should be reported directly to the County Council's Planning Department for investigation.

Resolved: For Members' Information. Clerk to relay the above to the PC solicitor accordingly.

140/25. Parish Council Allotments, Garages and Cemeteries:

The following updates were provided by the Clerk in relation to allotments:

- One small holding rent remains outstanding with no response to correspondence in writing of 9 April 2026.
- One Poultry Centre tenant has been given notice to quit; thereafter the plot will be re-allocated.
- The tenant who requested for a family member (son) to be added as a joint tenant was actioned in writing on 4 April 2026.
- A request was received for road planings at the Poultry Centre by tenants. This was requested from DCC on 30 March 2026 and due to the narrow lane, they could not be provided at this location. Clerk requested for other suitable location(s) and the Croxdale Inn car park was proposed.
- A request was received from a tenant at the rear of Front Street East to install internal boundary fencing in the absence of the phase 2 works yet to be carried out by the PC. Clerk had met with the tenant to confirm the boundary line to enable a quotation to be received. A copy of the quotation was shared; it was noted the same contractor who had undertaken phase 1 works had provided a quote. The tenant also requested agreement in principle if they did undertake the works, they would be reimbursed by the PC if and when the PC continues with the fencing works (phase 2).
- Letter to Front Street East Tenants regarding use of the car park and storage of materials on a short-term basis was issued on 19 April 2026. Feedback was received from a tenant regarding concerns of long-term storage that may be used by other local businesses in this regard. Clerk informed the tenant to inform the PC if tenants are using the car park for long-term storage for monitoring.
- The signage for allotment parking in the car park at the Croxdale Inn was yet to be actioned, if still required. The letter advised that parking is to the right-hand side of the car park for allotment holders use.
- A notice was issued online (19 April 2026) regarding PC allotments and to contact the Clerk to be added to the waiting list which resulted in a couple of enquiries received from members of the public.

Councillor Hollingsworth reported that contractors working at the former WMC had caused damage to an allotment tenant's fencing at the rear of Front Street East. The tenant requested that no further action be taken.

A resident also expressed frustration at the length of time spent on the waiting list for an allotment at the rear of Rogerson Terrace/Close. The Clerk confirmed that the resident concerned had been offered an allotment last year, which was subsequently declined.

An abandoned vehicle was also reported at the rear of Front Street East, along with another vehicle on Salvin Street. Councillor Hollingsworth will provide further details and photographs to the Clerk so that the matters can be reported to DCC.

Councillor Pyle reported that damage had been caused to the recently installed allotment fencing at the rear of Front Street East. It was noted that Langley Lodge Developments may have been responsible for the damage in order to gain access to their allotment.

Resolved: Updates For Members' Information. Clerk to issue a further letter (delivered on-site) to the tenant/family member who attends to the plot regarding the outstanding rent. Clerk to contact DCC regarding the alternative proposed location for the road planings and to inform the owner of the Croxdale Inn, should this be agreed.

Clerk to advise the respective tenant that the internal fencing works was not approved at this stage until further clarification/agreement is received on the following:

- (a) Confirmation that the specification of the works requested aligns with the Parish Council's standard specification, to ensure consistency should phase 2 of the fencing proceed in the future.**
- (b) PC to determine timescales for the wider plans relating to internal boundary fencing for all allotments to the rear of Front Street East (phase 2) as previously outlined.**

Clerk to contact the contractor to determine point (a) above. A further update is to be provided at the next meeting.

Clerk is to report the two abandoned vehicles to DCC for investigation and to contact Langley Lodge Developments regarding the damaged fencing, as well as the installation of the agreed car park signage.

141/25. Planning Issues:

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

- a) DM/26/00560/FPA – Karl Wilson, 8 Grove Court - First floor extension to the front

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

142/25. County Councillor Reports:

County Councillor Blakey provided an update in relation to a number of updates concerning, reports were received that a refuse vehicle had caused damage to a tree at Foster Terrace, with the broken branch subsequently left behind. County Hall will be vacated by July with Committee Meetings being held elsewhere until the Rivergreen works are complete.

Resolved: For Members' Information.

143/25. Other Reports:

Damaged Manhole Cover:

Councillor Hollingsworth reported damage to a manhole cover outside of a property at 85 Woodview, Croxdale.

Resolved: Clerk to report to DCC accordingly.

144/25. Date and Time of Next Meeting:

It was agreed that the next meeting would be held on Wednesday 27 May 2026 at 7.00 pm, Hett Village Hall.