

COTON IN THE ELM PARISH COUNCIL MINUTES

Held on Wednesday 1st April 2026

Present: Cllr Leech (Vice Chairman), Cllr Oliver, Cllr Antcliffe.

Cllr Wheelton (SDDC/DCC). Clerk: Sue Hughes. Members of the public -0

1. **Apologies** – Cllr C Bradford, Cllr K Bradford (Chairman).
In the absence of the Chairman, the Vice Chairman, Cllr Leech chaired the meeting
2. **Declarations of interest** – None
3. **Members of the public** – None
4. **County/District Councillors** –
Cllr Wheelton reported new play equipment on the playground was being installed and mentioned a reminder that football nets are allowed but need to be taken down after use. Cllr Leech asked about the pot hole repairs carried out on Chapel Street. She was informed that these were temporary repairs and would be fully repaired at some point.

Meeting closed to the public and guest Councillor

5. **Approval of minutes from last meeting**
 - a. Minutes **approved** from 11.3.2026 by all members present.
These were circulated before the meeting, taken as read, and **signed** by the Chairman
 - b. Matters arising - None
6. **Local items**
 - a. The memorial – Cllrs Oliver/Antcliffe reported that Mr D Whetton has volunteered to complete works. Date to be confirmed and report which materials required.
 - b. Grit Bins - cost **approved** by all for the purchase £169.95 + VAT in Autumn.
7. **Maintenance Plan** – Brook & Planting
 - a. Brook – plan for thinning out and planting for the brook and timings to be considered.
Cllr Leech to contact conservation volunteers.
With respect to the new green area created by the alterations to the junction of Mill Street and Burton Road, Cllr Oliver reported that residents want to keep it low maintenance with suggestion of bulbs being planted and some planters.
 - b. The rowan trees require pruning – Clerk to contact Tree surgery company for a quote.
 - c. VIB reported they are doing a plant sale on 23/24th May to raise funds for village planting.
8. **DCC/SDDC** – update on outstanding requests
 - a. Update on Culvert survey – Cllr Wheelton reported to Clerk on 28.3.2026 that she was looking into this to see if a new date has been set for survey to commence.
9. **Finance - Documents, invoices and bank statements shared before and during the meeting.**
Bank statements signed by the Chairman
Balance of accounts are: **£10503.35** savings account @1.4.26
£3588.75 Current account @12.3.26
Payment **approved** by all present for the following:
 - a. £45.70 Clerks expense
 - b. £75 'The great Tommy sleep out' charity donation for homeless veterans.
 - c. £110 – Invoice CM028 Craig miller
 - d. £417.36 DALC – Annual subscription
 - e. £120 Zephi Ltd - New domain name for email (2year purchase @ £60 per year).

10. **S136** – Claim form for £4585.36 from 2025/2026 concurrent expense – **approved** by all present and signed by Chairman and Clerk

11. **Audit/AGAR** – Internal audit certificate of exemption form **approved** by all present and signed by Chairman and Clerk. Year end 2025/26 @31.3.2026 Income £13784 Expenditure £15968. Neither income or expenditure exceed £25,000.
Bank Reconciliation
Financial year ending 31 March 2026. Prepared by Sue Hughes, Clerk and RFO
Balance statement as at 31 March 2026:
Current Account – HSBC Bank £3476.12. Savings Account – HSBC Bank £10503.35
Net balance **£13979.47**

12. **Business Debit Card** – **Approved** by all present for the Clerk to request a debit card from HSBC for all future online payments for services and goods.

13. **Policies** – Data Protection and Privacy notice – **Approved** and **Adopted** by all present

14. **Reports for next meeting**
VIB request a £800 donation for this financial year.
Planning applications to be added to each agenda.

Meeting concluded @ 19:20

Next Parish Council meetings 13th May 2026 @ 6:15pm
To include Annual Parish Meeting @ 6pm