

COTON IN THE ELMS ANNUAL PARISH COUNCIL MINUTES

Held on Wednesday 13th May 2026

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

1. Election of Chairman

Cllr K Bradford was nominated by Cllr Oliver, seconded by Cllr Leech. No other members were nominated. Cllr K Bradford was voted in unanimously and accepted the position.

2. Election of Vice Chairman

Cllr Leech was nominated by Cllr Antcliffe seconded by Cllr Oliver. No other members were nominated. Cllr Leech was voted in unanimously and accepted the position.

3. Apologies – Cllr C Bradford, Cllr G Wood (SDDC).

4. Declaration of Interest - None

5. Members of the public questions - No public in attendance.

6. District/County Councillor - Cllr Wheelton was present and had previously sent in reports.

7. Approval of minutes

a. Minutes approved by all present.

These were circulated before the meeting, taken as read, and **signed** by the Chairman

b. **Matters arising** from minutes

12a – Debit card for the current account has now been issued by HSBC.

8. Village items

a. **Item 1** - 6 Rowan trees

Formatively prune the trees to leave a more compact shape.

Quotation for item 1 is £200 plus VAT at 20%.

Total including VAT - £240. Contact – works **approved** by all members present.

Item 2 - 1 Cherry, 1 Elm and 1 Hornbeam. Reduce the branches away from the road to give more suitable clearance and crown raise the lower branches to give 3 metres ground clearance.

The Clerk will confirm location with contractors to see if the trees are on PC land.

Work has been **approved** by all members present, if this is the case for £300 plus VAT.

b. Brook maintenance – Contact ELMS for a quote for brook clearance in September.

Contact SDDC to ask what their plans are for rewilding on their part of the brook. Weeds species, (i.e nettles) are not being removed.

c. Village in Bloom – Flowers are being purchased by Parish council and VIB have offered to plant them. Cost is £605.38 plus VAT. Supplier - Woodhouse Green Nursery.

Approved by all members present.

9. Finance - Documents, invoices and bank statements shared before and during the meeting.

Balance of accounts: Current @ 12.5.26 £11,543.25. Savings @ 1.5.2026 **£10,503.35**

Bank statements signed by the Chairman

Receipts –

a. £4585.36 Concurrent expense from SDDC for 2025/26 received on 17.4.2026

b. £4925 Precept from SDDC – 1st instalment received on 2.4.2026

Payments – Approved by all present

a. £37.70 Clerks expense.

b. £312 Inclusive of VAT – Bradleys Ltd (payroll).

c. £220 Invoice CM031. C. Miller, ground maintenance for April 2026.

d. £195.25 K Squires Inv 26/01 – Audit services 2025-26.

e. £378.62 Zurich Insurance for annual insurance due 1.7.2026

10. **Audit/AGAR completion** - Completed AGAR forms shared before the meeting.
 - a. Annual Governance statement signed by the Chairman/Clerk and the Accounting statement 2025/2026 signed by the Chairman/Clerk
 - b. Exemption certificate signed by Chairman and will be sent to PKF Littlejohn
Income £13783 Expenditure £15968. Neither income or expenditure exceed £25,000.
Please note: This was signed by vice Chair at April's meeting but has since been updated.
 - c. Exercise of public rights approved for publication on the website from 3.6.26 - 14.7.26
 - d. Annual internal audit signed by Kim Squires (Auditor) was presented to members.
11. **Appointment** of Internal auditor for financial year 2026/27.
The PC has requested that the internal audit takes place once, at year end, if this is sufficient.
Clerk to contact Kim Squires, current internal auditor for cost.
12. **Following Policies adopted** and will be displayed on the website.
 - a. Standing Order
 - b. Risk Assessment
 - c. IT Policy
13. **Planning**
 - a. DMOT/2026/0536 Approval of details required by requirement 9 (CEMP) of permission ref. Oaklands Farm Solar Park Order 2025 relating to a generating station with a gross electrical output capacity of over 50 megawatts at Oaklands Farm Solar Park, Coton Road, Walton.
Action - Contact the Chair of Drakelow PC and inform him that Coton in the Elms PC will be part of the collective of Parish Councils regarding the governance of community funds and traffic management. **Approved** by all members present.
 - b. DMPA/2026/0306 for a burial ground at Swartling Wood Coton-in-the-Elms.
Action – The PC will object. Reasons include highways safety/parking/security/wildlife.
Approved by all members present.
14. **SDDC/DCC reports**
 - a. Culvert update – Cllr Wheelton informed the PC that residents are being kept informed.
 - b. Clerk to report obscured chevron sign on Coalpit lane to Highways at DCC.
15. **New Gov Email** - migration date to be agreed at the June meeting.
16. **Clerk**
 - a. Holiday **approved** for 3-10th & 15-19th June 2026.
17. **Reports for future meeting** - None

Next meeting Wednesday 10th June 2026

Meeting concluded @ 8pm