

COTON IN THE ELM PARISH COUNCIL

MINUTES OF THE MEETING

Held on Wednesday 9th April 2025

Present: Cllr K Bradford (Chairman), Cllr Leech (Vice chair), Cllr C Bradford, Cllr Antcliffe, Cllr Lang, Cllr Kinson, Cllr Oliver.

Clerk Sue Hughes. Members of the public – 4

1. **Apologies** – Cllr Swann. Cllr Wheelton.
2. **Declarations of interest** – None
3. **Members of the public** –
 - a. Update on culvert survey commencement was asked – PC advised awaiting date.
 - b. VE Day celebrations. Residents commented that bunting will be put up, music will be playing and a private group will be holding a barbeque on the upper green. Flag to be raised on flagpole – Also see 7b
 - c. A resident shared that the railings on Church Street, already reported to DCC are still in need of repair and will be following this up – It will be reported to PC again, if no action is taken.
 - d. The PC were informed that Penguin Books are advertising a free lending library box for local communities. This is being looked into with a Community Centre members and they will inform the PC if further help is needed.
 - e. Resident reported a dog continuous barking. PC advised they contact Community Warden.
4. **District Councillors** – Apologies received
5. **County Councillor** – Apologies received
6. **The public and guest Councillors were informed they were welcome to stay for the remainder of the meeting but could not speak or be involved whilst Parish Council members ONLY discuss PC business.**
7. **Local items**
 - a. The recent RTA on Mill Street was discussed – The PC will contact Highways regarding this and ask for update on the requested proposals previously submitted to them.
 - b. Plans for VE day – commences 12pm on 5th May 2025.
Village In bloom are having a plant sale – Cllr's Antcliffe will erect and run the stall, Cllr Lang to help. VIB members, residents and Cllr Lang assisting with putting the bunting up.
Cllr Kinson to display silhouettes of soldiers.
 - c. TRT informed PC of work taking place next week and Clerk was asked to contact TRT to confirm if work is on both stretches of brook and if they are taking away the large amount of dead vegetation which present along the brook banks.
Clerk to contact Biodiversity Officer (SDDC) regarding the planting of cornflowers and when this will take place.
Opening of Upper green flower beds – plans from VIB were shared with members showing locations and suggested plants for planting. Location of beds, one on Mill St side and one on Burton Rd side. Volunteers are digging out beds and some residents have agreed to help maintain these. Cost is approximately £360 and a donation request is being asked of the PC – see 9g. Members agreed to suggested plans but requested trees not to be planted.
Clerk to inform ground maintenance contractor that these works will be taking place

8. **Approval of minutes from meetings on**
a. 12th March 2025 – These were circulated before the meeting, taken as read and signed by the Chairman. These will be posted on the website.
b. Matters arising
7d Sand bins storage – Bubble Inn car park deemed unsuitable. New location of grass area at the Junction of New Rd/Burton Rd. Clerk to contact SDDC who own the land for permission.
7c Clerk to contact DCC Flood Risk Management for an update on when the Culvert survey will take place.
7a Cllr C Bradford to advertise on Facebook for a volunteer to do a CAD design for memorial.
9. **Finance**
Documents and bank statements were shared before and during the meeting.
Balance of accounts were: £10342.56 Savings account @ 1.4.2025
£6348.38 Current account @ 12.3.2025
Statements signed by Chairman
Payments were **approved** for the following:
a. £24.70 Clerks expense
b. £396.71 DALC membership
c. £110 – Craig Miller – Ground maintenance
d. £17.85 High viz vests – Speed watch
e. £92.10 – HMRC – Income Tax
f. £189.80 – Bunting donation
g. £90 – VIB donation towards purchase of plants for new flower beds on upper green.
h. £0 Antivirus software for laptop – All members **agreed** to using AVG free antivirus.

Receipt **acknowledged** for the following:
i. £309.12 – HMRC-VAT
10. **S136 Concurrent expense**
£4585.36 – **approved** for submission to SDDC. Signed by Clerk and Chairman
11. **AUDIT - AGAR 2024/2025**
a. Certificate of exemption signed by Chairman and Clerk for submission to PKF Littlejohn.
b. Annual Governance statement signed by chairman and Clerk
c. Accounting Statement 2024/2025 signed by chairman and Clerk
d. Notice of public rights to be advertised - 3rd June to 14th July – **Approved** for publication
e. Annual Internal Audit signed by Kim Squires (Auditor) presented and acknowledged
12. **Members** to serve on outside bodies
CVS – Cllr K Bradford
Village Maintenance – All members
Village in Bloom – Cllrs Oliver/Antcliffe/Lang
Community Centre – Cllr C Bradford
Linton Area Committee/ Safer Neighbourhood – Cllr K Bradford
Community Speed Watch – Cllr Leech
13. **Policies**
Adopted by all members present - Health & Safety Policy

14. Clerks pension and payroll

- a. It was approved by all members that Bradleys Ltd will complete payroll and pension going Forward. Cost of this will be £160 + VAT per annum.
- b. A one off cost of £100 + VAT will be charged for setting up a Nest Pension and a 5% contribution from the PC was approved to match the Clerks contribution and this amount was agreed to compensate for non-contribution over the previous 4 years.

15. Reports for next meeting

- a. Cllr Oliver offered her apologies for the next meeting.
- b. The Chairman announced that Cllr Martin Kinson was resigning as a Parish Council. The Chair thanked Cllr Kinson for all his work over the past 30+ years and all members Shared their thanks with him too. Clerk to inform SDDC of Cllr Kinson resignation and a Vacancy notice will be advertised during the following weeks.

Meeting concluded @ 7.20pm

Next Parish Council meetings on Wed 14th May 2025 @ 6pm to include Annual Parish Meeting