

# COTON IN THE ELM PARISH COUNCIL MINUTES OF THE ANNUAL MEETING

Held on Wednesday 14<sup>th</sup> May 2025

Present: Cllr K Bradford (Chairman), Cllr C Bradford, Cllr Antcliffe. Clerk: Sue Hughes.

County/District Cllr A Wheelton.

Members of the public – 0

**1. Election of Chairman**

Cllr K Bradford was proposed by: Cllr C Bradford and seconded by: Cllr J Antcliffe

No other members proposed.

Cllr K Bradford voted in by all members present and agreed to continue in this role.

Acceptance form signed by Chair/Clerk

**2. Election of Vice Chairman**

Deferred to next meeting

**3. Apologies – Cllr Oliver, Cllr Leech, Cllr Lang.**

**4. Declaration of Interest - None**

**5. Members of the public questions – None present**

**6. District/County Councillor - Cllr Wheelton**

a. Regarding overflow from pumping station. DCC officers meet with STW on a regular monthly basis, and they have raised this concern directly with them. I've been assured by STW that there are currently no issues with the pumping station in question. The pumping station will have an emergency overflow, and in times when the pumps are overwhelmed during very high flows, there could be discharge from this overflow directly into the watercourse, which will be a legal consented discharge

b. Culvert survey – The PC was informed budgets for the coming financial year have now been confirmed, and DCC will look to facilitate this CCTV survey as soon as they can.

c. PC and Residents are encouraged to continue to report any DCC issues, i.e potholes and lighting etc.

d. The Chairman raised with Cllr Wheelton the matter of the email received from SDDC citing breaches of the brook maintenance agreement. Further information had been sought from SDDC. A response was only received shortly before the meeting saying Cllr Wheelton would liaise. She advised SDDC believed the agreement had been breached and it was open to SDDC to seek legal redress. It was not clear whether this was being actively pursued at the time of the discussion. The main areas of dispute appeared to be over mowing and installation of 2 flower beds. No permission had been sought for the installation of the beds. There was also an allegation of interference in the watercourse, which was strongly refuted by PC.

**7. Approval of minutes**

a. Minutes from 9<sup>th</sup> April 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** from minutes – 8b, sandbag storage.

Permission received from Head of Housing @ SDDC to store sandbags on grassed area by the junction of New Road and Burton Road.

8. **Village items – Actions agreed and approved**
- a. The Brook – There was further discussion after Cllr Wheelton left the meeting when it was agreed PC would meet prior to the next scheduled meeting when more members would be available. In the meantime Chairman to meet with Craig Miller to review mowing boundary. The Chairman may call an extraordinary meeting.  
Christmas tree lights that remain on the tree - The PC will contact the resident who installed the lights to ask for them to be removed.
  - b. Bid – Live & Local. Cllr Antcliffe to look into this funding and report back at future meeting.
  - c. Culvert Survey – Budget approved for this – date to be confirmed.
  - d. Road improvement - Highways @ DCC are waiting on a detailed design scheme being presented from Design Services. The scheme is on a list of works they have to progress/design. Once it has been completed and accepted Highways as part of the process will share it with this with Parish Council.
9. **Finance**
- Balance of accounts: Current @ 12.4.2025 £9224.11. Savings @ 1.5.2025 £10,342.56
- Receipt below** – All payments acknowledged and **approved**
- a. £4585.36 Concurrent expense from SDDC 25.4.2025
  - b. £4218.50 Precept – 1<sup>st</sup> instalment 4.4.2025
  - c. £41.70 Wayleave – National Grid 23.4.2025
- Payments below** - All payments acknowledged and **approved**
- c. £24.70 Clerks expense
  - d. £114.58 K. Bradford ink for printing notice
  - e. £220 C. Miller, ground maintenance for April 2025
  - f. £10.64 Mobile Phone for Clerk increase from £10.00-£10.64
  - g. £372.31 Zurich Town - Annual Insurance due July 1<sup>st</sup>
  - h. £209.70 K Squires – Audit 2024-25
  - i. Agree Auditor for 2025-26 – Kim Squires £175 plus travel
10. **Adoption of Policies below approved – These will be posted on the website**
- a. Standing Order
  - b. Code of conduct
  - c. Risk Assessment
11. **Clerks holiday approved for:**  
3-10<sup>th</sup> June 2025
12. **Reports for future meeting**

Meeting concluded @ 19:45

Next meeting Wednesday 11<sup>th</sup> June 2025