

# Shadforth Parish Council

Shadforth Parish Council  
Sherburn Hill Community Hub  
Front Street  
Sherburn Hill  
DH6 1PA

## Minutes - Shadforth Parish Council

In accordance with Paragraph 7 & 10 (2)(b) of Schedule 12a of the Local Government Act 1972, Members are hereby summoned to attend a meeting of the Shadforth Parish Council, Tuesday 11<sup>th</sup> June 2024 at 6.00pm at Sherburn Hill Hub.

- 01-0624 Attendees: [Cllrs Thompson, Martin, Nixon, Heron and Clerk](#)  
02-0624 Apologies: [Cllrs Beattie and Cllr Flude](#)
- 03-0624 To receive disclosures of interest in any matters on the agenda: [Cllrs Martin and Heron disclosed an interest in allotments and Cllr Heron also disclosed an interest in garages. Cllr Martin & Nixon disclosed an interest in Sherburn Hill Hub.](#)
- 04-0624 To agree that the minutes from the last ordinary meeting of May 14th 2024 are a true record: [Agreed.](#)
- 05-0624 To receive an update from the Clerk: [Website almost complete. Details of agendas and minutes can still be accessed.](#)
- 06-0624 To agree any payments that need to be made: [Agreed.](#)
- |                                 |         |
|---------------------------------|---------|
| Contractor Invoice (Cemetery)   | £608.34 |
| Clerk Salary                    | £421.97 |
| Clerk Expenses                  | £17.60  |
| HMRC Tax/NI                     | £210.80 |
| Wave (Cemetery Water) Setup DD  | £43.69  |
| Plants and compost for cemetery | £150.00 |
| NCAA - Annual Charge            | £65.00  |
| CDALC annual charge             | £331.20 |
| ICCM annual                     | £100.00 |
- 07-0624 To receive an update on Shadforth Cemetery: [Wooden flower pots have been kindly built and donated off our contractor. These will be installed at the cemetery soon. New interment area is complete and ground now needs to settle.](#)
- 08-0624 To agree and sign off the 2023/24 Annual Governance and Accountability Returns (AGAR) so paperwork can be handed to internal auditor: [AGAR was agreed and Clerk to pass accounts and paperwork to internal auditor. Once returned, the AGAR will be submitted to external auditors by the deadline of 30<sup>th</sup> June 2024.](#)

- 09-0624 To consider and agree or not agree any requests for funding: Request for £2500 towards The Woodland Walk, brought forward from previous meeting: [Agreed to donate up to £2,500. Cllr to Thompson to provide exact amount required.](#)
- 10-0624 To receive an update on communications received: [No communications received.](#)
- 11-0624 To receive an update on creating a mining memorial in Sherburn Hill: [Cllr Thompson awaiting an update from DCC. Checks have been made to ensure correct positioning of the site and there will be a meeting with DCC to check necessary paperwork.](#)
- 12-0624 To receive an update on creating a community woodland walk on a piece of land owned by DCC: [Cllr Thompson hoping for a July start date. She is keen for installation of sensory garden and looking into the possibility of a lantern parade in October.](#)
- 13-0624 To agree or not to join the Northern Counties Allotments Association (NCAA) and to receive an update on allotments at Sherburn Hill: [Agreed to a membership with NCAA. Correspondence will be sent to allotment owners to remind them if they no longer wish to keep their allotment they should inform the Clerk as soon as possible, which would allow someone on the waiting to list to benefit from an allotment tenancy.](#)
- 14-0624 To agree or not to draft a policy regarding the storage of flammable materials in garages and allotments, and to review this with the NCAA: [Agreed we need this policy. Clerk to look into this and will liaise with NCAA to ensure we are compliant with any new legislation.](#)
- 15-0624 To receive updates from Parish Councillors: [Request for Clerk to speak to contractor regarding the cutting of parish bridle paths.](#)
- 16-0624 To receive updates from County Councillors: [None.](#)
- 17-0624 Public questions or comments, 5 minutes max: [None.](#)
- 18-0624 Matters arising from previous minutes which have not been covered above: [None.](#)
- 19-0624 To receive any items for the next meeting: [None.](#)
- 20-0624 Any other business: Future planned Parish Council meetings – [Tuesday 9<sup>th</sup> July, Tuesday 10<sup>th</sup> September. No Parish Council meeting held in August.](#)

