

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 on Tuesday 7th October at 6.00pm, Sherburn Hill Community Hub.

- 01-1025 Attendees: Cllrs Herbert, Jobling, Nixon, Heron, Thompson, Taylor and Parish Clerk.
- 02-1025 Apologies: None
- 03-1025 Declarations of Interest:
To declare any personal interests in items on the Agenda and their nature:
[Cllr Herbert, Nixon and Thompson declared an interest in Sherburn Hill Hub.](#)
[Cllrs Jobling and Heron disclosed an interest in allotments and garages.](#)
- 04-1025 To consider approval of the minutes of the Parish Council meeting held on Tuesday 9th September 2025: [Minutes are approved and may be published.](#)
- 05-1025 To receive an update from the Chair:
- a. Discuss new code of conduct for allotment tenants: [The allotment tenancy is currently under review and will include a new policy on the use of bonfires and code of conduct of tenants.](#)
 - b. Parking at allotments to the rear of George Street: [Several issues have been raised regarding the carpark: The Parish Council owns the carpark and it was created for the residents to use. There are concerns that possible future house sales may cause an issue as more families have more than one vehicle.](#)
 - c. Allotment boundaries: [The Cllrs will plan a site visit. A tenant needs to trim their hedge and cannot get access to part of this to carry out the work.](#)
 - d. 2026 grants and village planting: [The 3 local villages that the Parish Council represent are given donations several times during the year, to spend on planting and events. These donations will be reviewed in the next budget. Going forward we will ask for evidence to ensure donations are being spent on what they are meant for.](#)

- e. Shadforth Parish Councillors – values and responsibilities: Parish Councillors are volunteers and do not get paid for their time. As a collective their role is to make decisions on behalf of the local community. They represent the interests of the parish residents. As the first tier of local Government, they address local issues, manage community projects and can make representations on planning matters. Decisions are put to vote and made as a collective.

Cllr Herbert asked Cllr Jobling to complete a Pecuniary of Interest form and hand to the Clerk as soon as possible.

06-1025

To receive an update from the Clerk:

- a. A question has been raised in relation to Parish Council meetings, and could they possibly be held occasionally at Ludworth / Shadforth Community Centres: It is agreed that the Parish Council could meet at different locations. The Clerk will contact Ludworth Community Centre and Shadforth Village Hall for room prices and ideas of suitable dates.
- b. Report of rubbish at Shadforth Cemetery: Clerk to contact our contractor and ask they could clear recent storm damage at Shadforth Cemetery. Our contractor has provided two large bins and has removed all rubbish from the area.
- c. Could the Parish Council install a noticeboard at the rear of Churchill Terrace for the residents in this area?: It is agreed this would serve as somewhere to display the agenda and minutes, and also future allotment notices. The Clerk will purchase a weatherproof noticeboard similar to one purchased for Shadforth Village. £200 cost approved.
- d. Possible new bike rack for both Ludworth Community Centre, in conjunction with 'Park That Bike' project: The Clerk is working with Mr Woods and the Park That Bike project to get a bike rack installed in the carpark at the Community Centre in Ludworth.
- e. NJC (National Joint Council) determines salary awards that is backdated to Apr25: The Council agreed the recommended increase of £22.02 per month, backdated to Apr25 which is £110.10 less PAYE. New monthly salary will be:

Monthly Gross	£710.29
HMRC PAYE	£142.00
Monthly Net	£568.29
- f. Request received from a resident to move to a different garage plot: The previous Parish Council resolved that should a tenant like to move to another plot, they could give up their plot, apply for another garage plot and would go to the bottom of the waiting list. However, we now have a 'one garage plot per household' rule for our waiting list (April 2024), so the tenant couldn't apply at this time.
- g. Request received for a cemetery memorial bench: The request has been received from a friend of the deceased. They live abroad, so the Clerk will liaise with the requestor to see what they have in mind as to costs etc.

- h. A new tenant accepted plot 9 and will take on tenancy after from 17th October. [Payment of £40.00 has been received for the annual rent.](#)
- i. Request for clarification of bonfires: [The Clerk has researched other local Parish Council rules regarding bonfires on allotments. She is in touch with the NCAA and organising a site visit with the secretary of the association.](#)
- j. There is visual evidence that there has been non complimentary conversations had on social media between allotment tenants concerning Parish Council members. Does the Parish Council wish to make a comment on these minutes? [To be discussed at next meeting.](#)

07-1025

To agree any payments that need to be made:

Clerks Salary	£568.29	
HMRC	£142.00	
Clerks backdated salary	£ 88.10	
HMRC backdated	£ 22.00	
Winter planting to Ludworth Community	£100.00	
Halloween events to Ludworth Community	£100.00	Confirmed event
Christmas events to Ludworth Community	£300.00	
Winter planting to Shadforth Community	£100.00	
Christmas events to Shadforth Community	£300.00	
Halloween events to Shadforth Community	£100.00	Confirmed event
Winter planting to Sherburn Hill Hub	£100.00	
Christmas events to Sherburn Hill Hub	£300.00	
Halloween events to Sherburn Hill Hub	£100.00	Confirmed event
Royal British Legion donation in lieu of wreaths on behalf of 3 Villages	£ 60.00	

08-1025

To receive an update on the creation of a mining memorial in Sherburn Hill: [Cllr Heron has kindly taken on this project. All the materials have been sourced or donated. The project now requires planning permission and Cllr Heron will speak to DCC to see how we go ahead with the application.](#)

09-1025

To receive an update on the Community Woodland Walk on a piece of land owned by DCC in Sherburn Hill: [We are happy to report the Woodland Walk has now been cut. Several 'Dog fowling' notices have been placed in the area. Cllr Thompson is looking into the installation of the second bench. Lantern project update: the dates have changed for this project. Further news to follow next month.](#)

10-1025

To agree or not to agree whether the Parish Council should maintain the cenotaph garden in Ludworth, previously tended by a resident that has moved away: [Update – We have had a response from WMT Conservation Org. They do not know who owns the cenotaph, however anyone can tend to it. Clerk will ask our contractor to cut the area for Remembrance ceremonies and also get a price for regular maintenance. This will be given consideration when the Parish Council determines their budget for 26-27. Clerk to email postcode](#)

of Ludworth memorial to Cllr Taylor. Cllr Taylor has since reported that the memorial does not belong to DCC.

11-1025 Update on the flooding issue between Shadforth and Ludworth: There have been no recent flooding issues and we will remove this from our next agenda.

- **Cllr Nixon left the meeting at 7.30pm**

12-1025 Update on the pollution into Shadforth beck issue: There was an issue a few of weeks ago as one of the drains was blocked. It has now been fixed, but this is an ongoing issue as the polluted water flows back into the beck.

13-1025 Discussion on planning application re DM/25/00445/FPA - Meadowside Shadforth - access to new homes via Bridleway: This has now gone past the date for comments and will be removed off our agenda.

14-1025 Discuss the outcome of the site meeting held on Sunday 10th August at Sherburn Hill allotments and the subsequent Extraordinary Meeting held on Saturday 16th August which resulted in a formal warning being issued to an allotment tenant:

Update – The Parish Council has reviewed its decision on bonfires at the allotments. The Councillors have decided bonfires will be allowed but there will be guidelines written into the allotment policy that will need adherence. The situation will be monitored. The new tenant policy will be drafted with the assistance of the NCAA and once approved, will be given to each allotment tenant to sign.

- **Cllr Jobling left the meeting at 7.45pm and took no further part in the meeting.**
- **Cllr Nixon consequently rejoined the meeting at this time so we could be quorate and continue the meeting.**

15-1025 To agree the updated minutes of the extraordinary meeting held 16th August: The minutes of this meeting are Agreed.

16-1025 To agree or disagree that garage plots in Sherburn Hill are allocated to the residents of George Street and Churchill Terrace residents only: Agreed that the 5 garage plots located to the rear of George Street should only be allocated to residents in this vicinity. Any non-residents of George Street or Churchill Terrace on our current waiting list will be removed. The one garage plot per household policy still stands from April 2024.

17-1025 To receive updates from County Councillors, 15 minutes max: Cllr Taylor spoke about the recent drop-in Surgery at Sherburn Hill. She felt it was a success and a worthwhile exercise. The County Councillors received a variety of concerns, and they have been working to resolve the issues. There will be further drop-ins scheduled, and we will advertise these on our Facebook page and noticeboards.

18-1025 To receive updates from Parish Councillors, 5 minutes max: None to report.

- 19-1025 Public questions or comments, 10 minutes max: [None to report.](#)
- 20-1025 Matters arising from previous minutes which have not been covered above:
[None to report.](#)
- 21-1025 To receive any items for the next meeting: [The Precept calcs should arrive in November, so we may be able to begin 2026/27 budget planning in December.](#)
- 22-1025 Any other business: Future planned Parish Council meetings:
- [11th November 2025 and 2nd December 2025](#)**