

Shadforth Parish Council

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

Dear Councillor,

You are duly summoned to attend the meeting of Shadforth Parish Council at 6pm on Tuesday 6th January 2026 at Sherburn Hill Community Hub.
Members of the public are welcome to attend.

Minutes

- 01-0126 Attendees: Cllrs Herbert, Jobling, Heron, Nixon, Thompson, Parish Clerk.
- 02-0126 Apologies: None
- 03-0126 Declarations of Interest: To declare any personal interests in items on the agenda and their nature:
Cllrs Herbert, Nixon and Thompson declared an interest in Sherburn Hill Hub.
Councillor Heron disclosed an interest in garage & allotments.
Councillor Jobling declared an interest in allotments.
- 04-0126 To receive an update from the Chair: Cllr Herbert addresses the Council and explains that the meeting must go through chair. Anything not covered by 8pm will carry to next month's meeting.
- a) Land owned by the Parish Council: The Parish Council owns allotments and garage space at Sherburn Hill. We are also responsible for Shadforth Cemetery. We have had queries that the Parish Council may own other land in the Parish. We require a definitive map of land we own. Clerk to contact Land Registry office for further information. Cllr Thompson has a contact that may be able to assist us. She will send an email to ask for help.
 - b) Litter around Ludworth and Shadforth and Paradise Bank: There is little evidence of litter picking in the Parish. Sherburn Hill is particularly bad with significant fly tipping on Cookshold Lane. There was an amount of fly tipping near Ludworth Tower a few weeks ago and DCC removed this. Clerk to contact DCC to see if they can organise regular litter picks for Ludworth, Shadforth and Sherburn Hill.
 - c) Programme of works to be agreed at Shadforth Cemetery: Concerns have been raised regarding the kerb stones within the Cemetery. A query has been raised that a previous Parish Council were going to install a gate between the Cemetery and St Cuthbert's churchyard. Cllr Herbert asked if anyone had any preferences of further work that could be carried out within the cemetery this year. We have a limited budget for the Cemetery so it would be helpful to find out the costs involved. Cllr Thompson noted the bins should be emptied more frequently and the front gates could do with a

coat of paint. Clerk to measure the gap in the wall and to get a price for the installation of a gate and to set the kerb stones back in place.

- d) A query has been raised regarding the historic allocation and waiting list for Parish Council owned garages: [Clerk to discuss issue with CDALC.](#)

05-0126 To receive an update from the Clerk:

- a) AI testing of new NALC tool: Clerk could not access the tool and is waiting for a date to try again.
- b) None related cemetery waste in cemetery bins: This is an issue for the Parish Council and we are unsure how to find a solution. Cllr Jobling suggested a solar powered CCTV camera could be installed. The bins need to be emptied on a more regular basis and we will look at increasing the budget to allow for this.
- c) A complaint has been referred to The Monitoring Officer and in accordance with procedure, it is being dealt with by them.
- d) Clerk has met with the NCAA representative and we will have 1st draft of the revised allotment agreement for Feb meeting. Clerk will email to Cllrs when it arrives so they can cast their eye over it and note any changes required.
- e) The next allotment tenant on waiting list has taken over plot 13. We require them to sign the existing tenancy agreement. We will issue the new tenancy agreement once it is agreed. They are eager to build a new fence and erect a shed and will seek permission to do so.

06-0126 To agree any payments that need to be made:

Clerks Salary	£568.29
HMRC	£142.00
Ludworth Christmas prize donation	£39.05
Hugofox DD	£11.99
Complete Groundcare	£240.00
RT Projects – Wildflower Meadow Project	£1,040.00

07-0126 To discuss and agree the 2025-26 budget: Items in particular to agree:

- a) A review of all donations to 3 villages for planting and events throughout the year.
- b) The upkeep of Ludworth cenotaph.
- c) New notice board for Ludworth: There is much water ingress, so we will look into repairing the noticeboard first before we consider a replacement.
- d) Does the Parish Council wish to increase its garage and allotment annual rent? Current annual rent of garages is £56.00 and allotments £40.00. We will leave this until later in the year.
- e) Agree the Precept, due for submission by 23rd January 2026: The budget is approved and we will publish it on our website 1st April 2026.

08-0126 To receive an update on the creation of a mining memorial in Sherburn Hill:
[There is no movement with this project. Planning needs to be submitted.](#)

- 09-0126 To receive an update on the Community Woodland Walk in Sherburn Hill: The lantern parade will take place on 12th Feb and the Hub café will be open for refreshments. Cllr Thompson to email DCC for dog waste bin installation. Cllr Thompson is completing social value feedback forms for Believe Housing. Another bench has been installed and a fence that collapsed has been dealt with.
- 10-0126 Update on the pollution into Shadforth beck issue: This is on ongoing process. Application to make improvements to the sewer has not yet been agreed. NWL should be contacted immediately if sewerage is seen.
- 11-0126 To consider approval of the minutes of the Parish Council meeting held on Tuesday 11th November 2025: Cllr Jobling made a Point of Order regarding agenda item 07-1125 (D). Minutes are approved and may be published.
- 12-0126 To discuss correspondence received:
- a) Could a rule of bonfires only lit after 6pm be considered? Clerk has spoken to the NCAA and they advise this is a popular rule inclusion. We will discuss further once the draft allotment tenancy agreement has been received.
- 13-0126 Responsibilities of the Parish Council: Do we agree that boundaries are the Parish Council's responsibility? Are land disputes the Parish Council's responsibility? Clerk will contact NCAA and CDALC for further advice.
- 14-0126 To receive updates from Parish Councillors, 5 minutes: Cllr Heron addressed the Parish Council and read out two letters received from residents about the conduct of an allotment tenant.
- 15-0126 Update from County Councillors, 10 minutes: None.
- 16-0126 Public questions or comments, 10 minutes: None.
- 17-0126 Matters arising from previous minutes which have not been covered above: None.
- 18-0126 Any other business: Future planned Parish Council meetings:

3rd February 2026

We are planning on holding the Parish Council meeting in Shadforth and Ludworth, periodically. Please keep an eye out here for further updates.

