



Minutes of Sherburn Village Parish Council

8th July 2025

| Sherburn Village Parish Council | | |
|---------------------------------|---|---------------------------|
| 08/07/2025 | 18:00 | Sherburn Community Centre |
| Attendees | Councillors S Mason, K Smith, G Smith, K Bell, Da Coulthard, De Coulthard, & J Colledge | |

| Item 1 – Apologies for Absence |
|--------------------------------------|
| Councillors J Leadbitter & B Kellett |

| Item 2 – Declarations of Interest |
|-----------------------------------|
| Standard Item |
| None |

| Item 3 – Public Participation | | |
|--|--------------------|------------|
| | Standard Item | |
| <p>Most of the allotment holders attended and there was a discussion about potential improvements to the site, including the installation of a noticeboard, which the allotment holders will organise. There were two allotments that were not being cultivated appropriately. The Clerk is to contact the relevant tenants to give notice to quit.</p> <p>There were problems with plot 20 being used as a dumping ground for waste that had been generated from elsewhere – not the allotments.</p> <p>It was mentioned that the Allotments Policy states that preference for the allocation of allotments should be given to residents of the village. It was agreed that this would be implemented immediately. It was planned to replace the perimeter fence and gate. This work should be starting in the next few months.</p> | | |
| Action Items | Person Responsible | Deadline |
| Contact relevant allotment holders to give notice to quit | Clerk | 31/07/2025 |
| Seek quotes to replace fence and gate from new fence along the garage site boundary | Clerk | 31/08/2025 |

| Item 4 –Meeting with Football Teams | | |
|--|--------------------|------------|
| | | |
| All three football teams were represented by one person. There was an update on the work that has been done during the close season to improve the pitch and dugouts. There had been no preseason friendlies, to allow the grass to grow more effectively. All three teams are happy to continue for the 2025/26 season. | | |
| Action Items | Person Responsible | Deadline |
| Send invoices for 2025/226 pitch fees to all three clubs | Clerk | 01/08/2025 |

| Item 5 – Minutes of Previous Meeting |
|--|
| Standard Item |
| The minutes of the previous parish meeting were approved by members. |

| Item 6 – Matters Arising |
|--------------------------|
| Standard Item |

| | | |
|--------------|--------------------|----------|
| none | | |
| Action Items | Person Responsible | Deadline |
| N/A | | |

Item 7 – Planning issues

| | |
|---|---------------|
| | Standard Item |
| <p>An application for a change of use from Community Centre / Hub to 3 bed residential dwelling in Attlee Square had been approved.</p> <p>There were no new applications</p> <p>Durham County Council had formally begun work on a new County Durham plan and a call for sites was now open. It was agreed that there were no suitable sites for development in the village.</p> | |

Item 8 – Police & Crime Commissioner

| | | |
|---|--------------------|----------|
| | Standard Item | |
| Crime figures for April were presented with updates on progress with each reported crime. The Clerk fed back information from a PACT meeting that he had attended in June. | | |
| Action Items | Person Responsible | Deadline |
| N/A | | |

Item 9 – Correspondence

| | | |
|---|--------------------|------------|
| | Standard Item | |
| <p>There had been a quote from Durham County Council for the installation of this year’s Christmas tree. It was agreed to go ahead and order it.</p> <p>A request had been received from County Durham Association of Local Councils for members to put themselves forward as representatives on Durham County Council’s Standards Committee.</p> <p>The internal auditor had given notice that he is stepping down from his role as internal auditor for the Parish Council. A new internal auditor will need to be appointed.</p> | | |
| Action Items | Person Responsible | Deadline |
| Confirm order for Christmas tree | Clerk | 25/07/2025 |
| Recruit new internal auditor | Clerk | 30/09/2025 |

Item 10 – Financial Matters

| | | |
|--|--------------------|----------|
| | Standard Item | |
| The Clerk presented a summary of the Council's accounts at the 30 th June 2025 and a list of payments made to date. | | |
| Action Items | Person Responsible | Deadline |
| N/A | | |

Item 11 – Four year plan

| | | |
|--|--------------------|------------|
| It was agreed that a four year business plan would be developed. The first draft will be presented to members at the next meeting. | | |
| Action Items | Person Responsible | Deadline |
| Prepare draft four year plan | Clerk/Cllr Mason | 01/09/2025 |

Item 12 – Cemetery Issues

| | | |
|---|--------------------|----------|
| <p>Existing cemetery fees were confusing and new fees were needed for the new cemetery area for the burial of ashes. A new set of fees was agreed.</p> <p>It had come to light that double depth burial were possible in the cemetery, despite the assumption for years that this was not the case. It was agreed to offer double depth burials from now on, but not to contact people with existing exclusive rights of burial. The fee for double depth grave was to be included in the new fees to be published.</p> | | |
| Action Items | Person Responsible | Deadline |
| | | |

| | | |
|-----------------------------------|-------|------------|
| New cemetery fees to be published | Clerk | 31/07/2025 |
|-----------------------------------|-------|------------|

Item 13 – Land behind Cooplands

Durham Wildlife Trust has been looking into possibilities to improve the land behind Cooplands, including possible funding. Their project team was developing some proposals and had identified potential funding. They had requested a map of the area.

| Action Items | Person Responsible | Deadline |
|-----------------------------------|--------------------|------------|
| Liaise with Durham Wildlife Trust | Clerk/Cllr Mason | 31/08/2025 |

Item 14 – Traffic Calming

There had been no progress reported from Durham County Council on the speed visor for that had been ordered and paid for. A new pole had been installed at the proposed site of the speed visor. It was assumed that this would be completed soon.

There had been instances of cars being parked on the village green. It was agreed to look into signage to discourage this.

| Action Items | Person Responsible | Deadline |
|--|--------------------|------------|
| Look into signage to discourage use of village green | Clerk | 31/08/2025 |

Item 15 – Communications

Approved minutes to be displayed on Notice Board and on website.

| Action Items | Person Responsible | Deadline |
|---|--------------------|------------|
| Approved minutes to be displayed on Noticeboard and Website | Clerk | 13/07/2025 |

Next meeting – 9th September 2025 starting at 6.00 pm