

Minutes of the Annual Meeting of <b>Shincliffe Parish Council</b> held in <b>Shincliffe Primary School, High Shincliffe, Durham, on Tuesday 15<sup>th</sup> May 2018</b> at 7.00 pm.	<b>Action By:</b>
<b>Present:</b> Cllr G Lee (in the Chair), Cllr Duell, Cllr Wright and Cllr A Lee	
<b>1. Apologies for Absence</b>	
An apology for absence was submitted to the meeting on behalf of Cllr Stoker.	
<b>2. Election of Chairman</b>	
It was <b>resolved</b> that: this would be deferred until the next Parish Council meeting. Cllr D Duell agreed to Chair the May meeting.	
<b>3. Declaration of Acceptance of Office</b>	
It was <b>resolved</b> that: this be deferred until the next meeting of the Parish Council.	
<b>4. Appointment of Vice-Chairman</b>	
It was <b>resolved</b> that: this be deferred until the next meeting of the Parish Council.	
<b>5. Issues Raised by Members of the Public</b>	
<ul style="list-style-type: none"> <li>a) A resident in Meldon Way had complained about the encroachment of foliage on the path. Cllr D Stoker had informed DCC Highways.</li> <li>b) A resident had complained about the planned planting of fruit trees on Langton Lea green. The trees would now be planted on a different site.</li> <li>c) A resident had complained about cars using the 'cut' at the end of Quality Street. Cllr D Stoker had agreed to visit the site.</li> <li>d) The path on Shincliffe Lane (Sherburn House) had overgrown foliage and was in a poor state or repair. Cllr J Wright agreed to contact highways.</li> </ul>	<b>Cllr Wright</b>
<b>6. Meeting Dates and Membership to Sub-Committees</b>	
<p><u>Meeting Dates</u></p> <p>Meeting dates for the next year had been created. These would be reviewed at the next Parish Council meeting.</p> <p><u>Finance Committee</u></p> <p>Cllr G Lee expressed an interest in the position of Finance Committee Chair. Cllr J Wright proposed and Cllr D Duell duly seconded, this nomination. It was <b>resolved</b> that: Cllr G Lee would be the Finance Committee chair and Cllr J Wright also be appointed to the committee.</p> <p>Further membership would be deferred until the next meeting.</p> <p><u>Horticulture Committee</u></p> <p>It was <b>resolved</b> that: Cllr J Wright be appointed to the Horticulture Committee.</p>	

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<b>7. Co-option of Parish Councillor</b>	
It was noted that a notice of vacancy of Parish Councillor had been displayed. This would be displayed until 28 May 2018. If 10 requisite signature were not received to call an election, a notice for co-option would then be displayed.	
<b>8. Minutes</b>	
It was <b>resolved</b> that: the minutes of the meeting held on Tuesday 17 <sup>th</sup> April, 2018 be approved as a true record.	
<b>9. Matters Arising</b>	
There were no matters arising.	
<b>10. Parish Council Incident Log</b>	
It was <b>resolved</b> that: this be deferred until the next meeting of the Parish Council.	
<b>11. Police Update</b>	
It was <b>resolved</b> that: this be deferred until the next meeting of the Parish Council.	
<b>12. County Councillor's Update</b>	
It was <b>resolved</b> that: this be deferred until the next meeting of the Parish Council.	
<b>13. Correspondence</b>	
(a) <u>Matters arising from last month's correspondence</u> No issues were raised.	
(b) <u>Correspondence held on reference file</u> It was <b>resolved</b> that: this be deferred until the next meeting of the Parish Council.	
(c) <u>Current Correspondence</u> It was <b>resolved</b> that: this be deferred until the next meeting of the Parish Council.	
<b>14. Planning Application</b>	
DM/18/01163/FPA                      Southcroft Avenue Street High Shincliffe Durham DH1 2PT	Single storey side extension
It was <b>resolved</b> that: no objections be raised.	
<b>15. Update on Quality Award</b>	
It was <b>resolved</b> that: this be deferred until the next meeting of the Parish Council.	
<b>16. Horticulture Committee Update</b>	
Councillor A Lee provided the following update:	

<ul style="list-style-type: none"> <li>• The location of Langton Lea mini orchard was to be revised following a concern raised by a resident about potential increase in leaves.</li> <li>• The Mini orchard in School and wildflower areas in school and by A177 were being completed this month.</li> </ul>	
<b>17. Finance Committee Update (including approval of Accounts 2017/2018 for Audit)</b>	
<p>Councillor G. Lee provided the following update:</p> <p>During the financial year a member of the Parish Council conducts a review of the accounts (a mini audit). Cllr D Duell agreed to perform this review.</p> <p>Steve Ragg had circulated some guidance from Mazars (DCC external auditors) reference the Annual Governance and Accountability Return and the level of reserves they would assess as being a reasonable level to hold. The Finance Committee noted that the Shincliffe PC reserves were at the lower level of reserves guidance (c25%). This guidance supported the Parish Council approach in recent years to propose above inflation precept increases. It was noted that the information from Mazars would help inform the FY19/20 precept.</p> <p>Parish Councillors referred to the accounts 2017-2018 which had been recommended for approval by the finance committee</p> <p>It was resolved <b>that:</b> the accounts be approved for audit and the Annual Governance Statement and Accounting Statements for 2017-2018 be approved and signed by the RFO and Chairman.</p>	<b>Clerk</b>
<b>18. Annual Review of Standing Orders</b>	
It was <b>resolved</b> that: this be deferred until the next meeting of the Parish Council.	
<b>19. Appointment of Internal Auditor</b>	
The Parish Council had agreed the appointment of Gordon Fletcher at the March meeting, when approving the Review of Internal Control.	
<b>20. Current Accounts for Approval</b>	
It was <b>resolved</b> that: this be deferred until the next meeting of the Parish Council.	
<b>21. Date and Time of Next Meeting</b> <p>The next meeting will take place on <b>Tuesday 19<sup>th</sup> June 2018, 7.00pm</b> at <b>Shincliffe Primary School, High Shincliffe, Durham.</b></p>	
<b>22. Any Other Business – Councillors</b>	
<ul style="list-style-type: none"> <li>• It was noted that the piece of exposed concrete in the park was still a concern. It was agreed to review this item and log progress.</li> <li>• It was noted that the signs in Shincliffe Park appeared to be having the desired effect, and dog owners are walking dogs on a lead and on the path through the park.</li> </ul>	

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| <ul style="list-style-type: none"><li>• The amended positioning of fencing on black lane appeared to be effective with no further incidents reported.</li></ul> |  |
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***The meeting terminated at 7.15 pm***