

# Shincliffe Parish Council

**Minutes of the Meeting of Shincliffe Parish Council held in St Mary's Church Hall, Shincliffe Village, Durham at 6.00pm on Wednesday 17<sup>th</sup> April, 2019.**

**Present:** County Councillor Stoker (Chair), Councillors Duell, and Olechnowicz.

**In Attendance:** There were no members of the public present.

| Item |  | Action By    |
|------|--|--------------|
| 1.   | <p><b>Apologies for Absence</b></p> <p>Apologies for absence were submitted to the meeting on behalf of Councillors Ferries, Fradgley, Lee and Wright.</p>   |              |
| 2.   | <p><b>Declarations of Interest</b></p> <p>The Chair declared an interest in relation to Item 9 – Planning Applications (Sherburn Hospital) as a Member of Sherburn House Charity.</p>  |              |
| 3.   | <p><b>Issues Raised by Members of the Public</b></p> <ul style="list-style-type: none"> <li>• Door to Door Callers - An incident had been reported to the police regarding aggressive behaviour from a door to door caller.</li> <li>• Councillor Ferries had also received a compliant regarding nuisance callers knocking on doors for work. The police had attended an incident before any works could begin.</li> </ul> <p>The Parish Council commented that the ID and information given from door to door callers was often false and noted that this was not something that was encouraged by the Probation Service.</p> <p>The Clerk agreed to contact the police and seek advice.</p> | <b>Clerk</b> |
| 4.   | <p><b>Minutes</b></p> <p><b>RESOLVED that:</b> the minutes of the meeting held on Thursday 21<sup>st</sup> March, 2019 be approved as a correct record.</p>  |              |
| 5.   | <p><b>Matters Arising</b></p> <p>There were no matters arising.</p>  |              |
| 6.   | <p><b>Crime Update</b></p>   |              |

|                     |   |  |  |  |                     |   |  |  |
|---------------------|---|--|--|--|---------------------|---|--|--|
|                     | 1 incident criminal damage/arson on or near Apperley Avenue.  |  |  |  |                     |   |  |  |
| 7.                  | <p><b>County Councillor's Update</b></p> <p>Councillor Stoker provided the following update:-</p> <ul style="list-style-type: none"> <li>• Roundabout Shincliffe Play Park – This piece of equipment was broken. As it was to be replaced anyway as part of the new proposals, it was agreed that this would be removed for safety purposes;</li> <li>• Signage Poplar Tree Garden Centre – Councillors discussed the possibility of a permanent sign for Poplar Tree Garden Centre and agreed that no objection would be made. The Parish Council did however acknowledge that care did need to be taken to ensure that the village was not overcrowded with signs;</li> <li>• Bylaws – DCC had advised that a review of bylaws was to be undertaken. Councillors Stoker and Duell agreed to attend a meeting with officers;</li> <li>• Two Fatalities – Sadly two people had lost their lives within the Parish due to speed related accidents. The Chair would therefore discuss the matter with Highways as it would suggest that their data was flawed; and</li> <li>• Neighbourhood Budget – Priorities for funding within the 2019/20 financial year included the Village Hall (final stage), Shincliffe Play Park and Shincliffe Baby and Toddler Group.</li> </ul> | DS/DD  |  |  |                     |   |  |  |
| 8.                  | <p><b>Written Correspondence</b></p> <ul style="list-style-type: none"> <li>• Section 78 – Notice of Appeal (Bracken Cottage, Bank Foot)</li> </ul>   |  |  |  |                     |   |  |  |
| 9.                  | <p><b>Planning Applications</b></p> <table border="0"> <tr> <td>DM/19/01058/FPA</td> <td>2 Beal Walk<br/>High<br/>Shincliffe<br/>Durham<br/>DH1 2PL</td> <td>Erection of single storey<br/>extension to side</td> </tr> <tr> <td>DM/19/01051/F<br/>PA</td> <td>Edwards<br/>Architecture<br/>Ferens House<br/>Sherburn Hospital<br/>Sherburn House<br/>DH1 2SE</td> <td>External and internal<br/>alterations to create 6<br/>no. independent living<br/>apartments from 2 no.<br/>communal bedsit<br/>facilities</td> </tr> </table>  | DM/19/01058/FPA  | 2 Beal Walk<br>High<br>Shincliffe<br>Durham<br>DH1 2PL | Erection of single storey<br>extension to side | DM/19/01051/F<br>PA | Edwards<br>Architecture<br>Ferens House<br>Sherburn Hospital<br>Sherburn House<br>DH1 2SE | External and internal<br>alterations to create 6<br>no. independent living<br>apartments from 2 no.<br>communal bedsit<br>facilities |  |
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|     | <b>RESOLVED that:</b> there were no objections to be made in relation to the above planning applications.  |  |
| 10. | <p><b>Horticulture Committee Update</b></p> <p>Councillor Wright provided an update which had been circulated electronically. Main points included:-</p> <ul style="list-style-type: none"> <li>• Mowing - DCC had now started mowing; protective tapes were in position for the first cut. The wildflower bed would be demarcated by a clear soil surround;</li> <li>• The Parish Gardener had been provided with a manual invoicing system which would support monthly invoicing;</li> <li>• Gardening priorities – completion of perennial beds maintenance and seed planting when temperatures permitted;</li> <li>• Damaged tub – High Shincliffe, Avenue Street. In line with policy, the tub would not be replaced and existing tubs would be evenly relocated;</li> <li>• Spring Garden Competition – Nominations would be given to last year’s winners;</li> <li>• A Low Road resident was referred to DCC regarding complaint about lack of leaf clearance; in accordance with the policy not to stand in for DCC maintenance - but to support residents if problematic; and</li> <li>• Budget – as anticipated there was a small overspend of £367.39.</li> </ul> |  |
| 11. | <p><b>Review of Internal Control</b></p> <p>The Clerk referred to the Review of Internal Control previously circulated.</p> <p>It was <b>resolved</b> that: the review be approved and that Gordon Fletcher be appointed as the Parish Council’s Internal Auditor for the financial year 2019/2020.</p>  |  |
| 12. | <p><b>Risk Assessment</b></p> <p>The Clerk referred to the Risk Management Scheme previously circulated.</p> <p>It was <b>resolved</b> that: The Risk Management Scheme be approved.</p>   |  |
| 13. | <b>Standing Orders and Financial Regulations – Approval for Publication</b>  |  |

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|-----|--|--------------|
|     | <p>The Clerk referred to the Standing Orders and Financial Regulations which had been previously circulated.</p> <p>It was <b>resolved</b> that: the revisions suggested be approved and the final versions be uploaded to the Parish Council website.</p>   |              |
| 14. | <p><b>Dog Fouling Shincliffe Village Green</b></p> <p>The Clerk had received a report from a resident advising that someone was allowing their dog to foul on the Village Green.</p> <p>The Parish Commented that this was most unacceptable and requested that the Clerk look into appropriate signage.</p> <p>If this continued, the matter would be reported to the Dog Wardens at DCC.</p>   | <b>Clerk</b> |
| 15. | <p><b>War Memorial (Standing Item)</b></p> <p>Councillor Ferries had done some initial research using the resources of the War Memorials Trust and it was possible to apply for funding from them for up to 75% of the cost of creating a memorial (max. £30k). No action would be taken until full comments were returned from the planners.</p>  |              |
| 16. | <p><b>Christmas Tree Project (Standing Item)</b></p> <p>Councillor Wright provided an update which had been circulated electronically. Main points included:-</p> <ul style="list-style-type: none"> <li>• Information was being gained on availability of Norwegian Spruce cut trees – 12-14'. Croft Christmas Trees had advised to order by September. 14' incurred an additional cost of delivery and mounting (fork lift needed). An enquiry had been sent to East Grange Farm;</li> <li>• Location – awaiting guidance on acceptability (via the Chair) from DCC. 3 options for High Shincliffe, 1 for Shincliffe Village;</li> <li>• Communications – launched in current edition of SCAN. One response regarding Advent Trail in Shincliffe Village. The favoured location was Jubilee Place, subject to DCC approval. Decided to circulate informative statement and invite opinions – from residents in line of sight;</li> <li>• Stable siting arrangements being examined – included a 2'x1' diameter steel tube encased in concrete (advised by Croft); and</li> <li>• The working Group was creating a project plan with milestones.</li> </ul> |              |

17.

**Shincliffe Play Park (Standing Item)**

Councillor Ferries provided an update which had been circulated electronically. Main points included:-

Fundraising

- The total remained unchanged from last month – still around £7,000 short of the target to refurbish the park.
- An application to County Durham Community Foundation would be submitted in May.

Plans

- Paul Baker had carried out an excellent consultation at the primary school and by and large it seemed that the type of equipment that had been selected was of the type that the children wanted.
- Under Paul's guidance the teachers also asked the children to "design their ideal playpark" with some interesting ideas coming through.
- Paul had also organised a community event to be held in the village following on from the Easter Sunday service (at 11am).
- Proludic, who were the preferred equipment supplier, had been to site again and discussed some fine tuning of the ideas.

Revised Boundary

- Although Savills (on behalf of Chapter) had agreed to extend the park area, no revised lease agreement had yet been received.

Planning

- Councillor Ferries had had discussions with one of the conservation officers at DCC who had received the plans and written description of the proposals. There were no conservation issues over the park, but the plans had also been passed to the planning team to ascertain what consents would be required from them.
- Peter had also discussed possible ideas to create a memorial space at the entrance to the park on Low Road, which would require removal of a short section of the wall. There didn't seem to be any major conservation issues over this.

Poplar Tree

- There were some issues with the boundary between the extended park and the storage area for the garden centre. Poplar Tree had agreed to provide a secure fence and to carry out some tidying up/planting on the boundary.

|   | - Tree surgery had been completed in the garden of Poplar Tree House and the danger from falling branches had been significantly reduced by the work that had been done.  |       |        |                          |         |                         |        |                             |           |   |        |  |
|---|---|-------|--------|--------------------------|---------|-------------------------|--------|-----------------------------|-----------|---|--------|--|
| 18.   | <p><b>Current Accounts for Approval</b></p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>K. Kirton (April Salary)</td> <td>£340.88</td> </tr> <tr> <td>HMRC Income Tax (April)</td> <td>£85.00</td> </tr> <tr> <td>Highfield Environmental Ltd</td> <td>£2,000.00</td> </tr> <tr> <td>K Kirton (Reimbursement Printer Cartridges)</td> <td>£31.98</td> </tr> </tbody> </table> <p><b>RESOLVED that:</b> the above accounts be paid.</p> | Payee | Amount | K. Kirton (April Salary) | £340.88 | HMRC Income Tax (April) | £85.00 | Highfield Environmental Ltd | £2,000.00 | K Kirton (Reimbursement Printer Cartridges) | £31.98 |  |
| Payee                                       | Amount  |       |        |                          |         |                         |        |                             |           |   |        |  |
| K. Kirton (April Salary)                    | £340.88   |       |        |                          |         |                         |        |                             |           |   |        |  |
| HMRC Income Tax (April)                     | £85.00  |       |        |                          |         |                         |        |                             |           |   |        |  |
| Highfield Environmental Ltd                 | £2,000.00   |       |        |                          |         |                         |        |                             |           |   |        |  |
| K Kirton (Reimbursement Printer Cartridges) | £31.98  |       |        |                          |         |                         |        |                             |           |   |        |  |
| 19.   | <p><b>Date of Next Meeting</b></p> <p>Thursday 16<sup>st</sup> May, 2019 at 6.00pm (St. Mary's Church Hall)</p>   |       |        |                          |         |                         |        |                             |           |   |        |  |
| 20.   | <p><b>Any Other Business – Councillors</b></p> <p>No issues were raised.</p>  |       |        |                          |         |                         |        |                             |           |   |        |  |

**Meeting Terminated at 18.50pm**