

Minutes of the Meeting of Shincliffe Parish Council held in Shincliffe Primary School, High Shincliffe, Durham, on Tuesday 16th January 2018 at 7.00 pm.	Action By:
Present: Councillor G. Lee (in the Chair) and Councillors Cook, Duell, A. Lee, Olechnowicz and Stoker.	
122. Apologies for Absence An apology for absence was submitted to the meeting on behalf of Councillor Wright.	
123. Declarations of Interest	
There were no declarations of interest.	
124. Issues Raised by Members of the Public	
No Issues were raised.	
125. Parish Council Incident Log	
The Parish Council considered and noted the incident log from the last meeting (as included as an appendix to these minutes).	
126. Minutes	
It was resolved that: the minutes of the meeting held on 12 th December, 2017, be approved as a true record subject to the following amendments: 111 - remove the wording 'make a decision as to whether to cut the shrub back'. 114 – to read 'an extra 2000 crocus bulbs had been purchased and planted at the entrances to High Shincliffe'. 117- to read 'Councillor Cook advised that four grit bins had been ordered and were due to be delivered that week'. Parish Councillors acknowledged that signs do need to be put on each of the bins with contacts details for re-filling (the Parish Clerk). Councillor Cook agreed to undertake this piece of work. It was also noted that the salt was not intended to be used for domestic purposes. This would be communicated to residents via Parish Council minutes and the SCAN magazine.	Cllr Cook
127. Matters Arising	
Chicanes (Black Path) – Councillor Duell reported that the chicanes erected by DCC were inappropriate. The gap between them was too large and not sufficient to reduce the speed of cyclists travelling down the bank. It was suggested that this be trialled for one month to see if there were any improvements, and if not, changes to the barriers would need to be made.	
128. Police Update	
Parish Councillors referred to the PACT report dated 8 th January 2018 and noted that the incident which had occurred on 21 November had not been recorded. The Parish Clerk agreed to raise this with then PCSO.	Clerk

<p>129. County Councillor's Update</p> <ul style="list-style-type: none"> • Dog Signs (High Shincliffe Park) – Councillors discussed the signs which were necessary around High Shincliffe Park/Play. It was agreed that three signs would be erected stating 'No dogs in Play Area'; • Sherburn Hospital – A report had been made to the 'Green and Clean Team at DCC regarding the encroachment of pathways at Sherburn Hospital; and • Sherburn House – Progress had been made with Michelle Shearer regarding a 'softening' of the bend into the lane to reduce the speed of traffic. Talks were also underway to reduce the amount of signage and reduce the speed of traffic entering the Day Care Hospital at Sherburn House. 	<p>Cllr Duell</p>
<p>130. Correspondence</p>	
<p>(a) <u>Matters arising from last month's correspondence</u> No issues were raised.</p>	
<p>(b) <u>Correspondence held on reference file</u> Campaign to Protect Rural England North East Newsletter (Winter 2017/18)</p>	
<p>(c) <u>Current Correspondence</u> None</p>	
<p>131. Planning Applications</p>	
<p>DM/17/04048/FPA M. A. Singe 21 Telford Close High Shincliffe Durham DH1 2YJ</p>	<p>Erection of part single-storey/ part two-storey extension at side/rear of dwelling and single-storey to rear.</p>
<p>It was resolved that: no objections be raised.</p>	
<p>134. Horticulture Committee Update</p>	
<p>The Chair noted that the next update would be in the February meeting.</p>	
<p>135. Finance Committee Update & Consideration of Precept 2018/19</p>	
<p>The Chairman reported that the Finance Committee had met the previous week to review the 2017/2018 accounts and to discuss the 2018/2019 budget.</p> <p>Following a detailed discussion it was resolved that: an 8% increase in the precept be approved resulting in a Band D charge of £26.50 per household for the financial year 2018/19.</p> <p>This would be publicised in both the minutes and SCAN,</p>	
<p>136. Dog Waste and Signs – High Shincliffe Park</p>	
<p>This item of business had been discussed earlier on the agenda.</p>	
<p>137. Defibrillators</p>	
<p>Three Defibrillators had been delivered to the agreed locations – The Avenue Inn, the Primary School and St Mary's Church Hall. The appropriate casing had been ordered, and the Clerk was awaiting delivery.</p> <p>The Chairman explained that the Church Warden was ascertaining a price for the electrical installation at the Church Hall and the Avenue Inn. A price would be</p>	

<p>obtained from DCC for installation at the Primary School following an inspection from the Engineer as to whether there was asbestos in the particular location. It was anticipated that the school installation would not be in excess of £500.</p> <p>Parish Councillors acknowledged the importance of communicating that the equipment was available to residents and thanked the school for publishing this in the recent newsletter and also suggested that a flyer be delivered to residents, and signs be placed in all three locations within the village.</p>																	
<p>138. Current Accounts for Approval</p>																	
<p>The following accounts were submitted for approval:</p>																	
<table border="1"> <tr> <td>K Cuthbert (January Salary)</td> <td>£290.45</td> </tr> <tr> <td>HMRC Income Tax (January Salary)</td> <td>£72.40</td> </tr> <tr> <td>NEAS</td> <td>£1663.20</td> </tr> <tr> <td>SCAN (S137)</td> <td>£500.00</td> </tr> <tr> <td>Northern Landscapes</td> <td>£200.00</td> </tr> <tr> <td>M Platts (Horticulture)</td> <td>£304.60</td> </tr> <tr> <td>M Platts (Horticulture)</td> <td>£94.50</td> </tr> <tr> <td>Northern Landscapes</td> <td>£290.00</td> </tr> </table>	K Cuthbert (January Salary)	£290.45	HMRC Income Tax (January Salary)	£72.40	NEAS	£1663.20	SCAN (S137)	£500.00	Northern Landscapes	£200.00	M Platts (Horticulture)	£304.60	M Platts (Horticulture)	£94.50	Northern Landscapes	£290.00	
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<p>Resolved: that the above accounts be approved and paid.</p>																	
<p>139. Date and Time of Next Meeting</p> <p>The next meeting will take place on Tuesday 20th February 2018, 7.00pm at Shincliffe Primary School, High Shincliffe, Durham.</p>																	
<p>140. Quality Award</p>																	
<p>The Clerk advised that the Parish Council were now in a position to submit an entry for the Quality Award.</p> <p>The Parish Council resolved that: it meets the following criteria (including all requirements of the Foundation Award):</p> <ul style="list-style-type: none"> • Draft minutes of all council and committee meetings within 4 weeks of the last meeting • A Health and Safety Policy • A policy on Equality and Diversity • Community Engagement Policy • Evidence showing how electors contribute the Annual Parish Meeting • An action plan and related budget to community engagement and setting out a timetable for action and review • Evidence of community engagement, council activities and promotion of democratic processes in an annual report, outline material and regular SCAN bulletins • A Scheme of Delegation (revised version circulated) • Up to date Insurance Policies that mitigate risks to public money • Addressed complaints received within the last year • At least two-thirds of Councillors who stood for election • A printed annual report that is distributed to locations across the community 																	

<ul style="list-style-type: none"> • A Qualified Clerk • A Clerk employed according to nationally or locally agreed terms and conditions • A formal appraisal process for staff • A training policy and record for all staff and Councillors; and • Evidence of helping the community plan for its future. 	
<p>141. Any Other Business – Councillors</p>	
<p>Councillor Cook raised the issue that the hedges from Shincliffe Station to the Jet Garage had not been cut. Councillor Stoker agreed to make enquiries as to who was responsible for their maintenance.</p>	<p>Cllr Stoker</p>

The meeting terminated at 7.45pm