

<p>Minutes of the Meeting of Shincliffe Parish Council held at St. Mary's Church Hall, Shincliffe Village, Durham, on Tuesday 19th July 2016 at 7.00 pm.</p>	<p>Action By:</p>
<p>Present: Councillor G. Lee (in the Chair) and Councillors N. Cook, A. Lee and Lovell.</p> <p>County Councillor Stoker was also in attendance.</p>	
<p>43. Apologies for Absence</p>	
<p>Apologies for absence were submitted to the meeting on behalf of Councillors D. Duell and P. Ferries.</p>	
<p>44. Declarations of Interest</p>	
<p>There were no declarations of interest.</p>	
<p>45. Issues Raised by Members of the Public</p>	
<p>No issues were raised.</p>	
<p>46. Minutes</p>	
<p>It was resolved that: the minutes of the meeting held on 21st June, 2016, be approved as a true record.</p>	
<p>47. Matters Arising</p>	
<p>Shincliffe Walks Leaflets – Councillor A Lee advised that she had received a surplus of Leaflets from a former Councillor therefore these would be used for enclosure on the Interpretation Boards.</p> <p>Grass Cutting opposite Meldon Way – Councillor A Lee had raised the issue of grass cutting with DCC and this had now been rectified. An email thanking the Parish Council had been received from a resident. Councillor Stoker advised that the grass had not been cut due to the Daffodils still being in flower.</p> <p>Dogs in High Shincliffe Park - Complaints had been received from residents regarding dog fouling in Love Lane and High Shincliffe Park. Upon discussion, the Parish agreed to request removal of the Green dog waste bin currently inside the park near the entrance from The Green and replace it with a red bin to be positioned just outside the same entrance, in hope that this would help to make it clear to dog owners that dogs are only allowed on the Tarmac path in the park and that dog waste should not be in the park for the Health and Safety of those using the facility. The Green dog waste bin to be removed could be then be repositioned at the Ancroft Garth end of Love Lane. Councillor Stoker agreed to check that the bins would still be regularly emptied.</p> <p>In addition, Parish Councillors discussed the use of additional signage and agreed that 1) a 'Children's Play Area - No Dogs allowed' should be erected at the Pond Street entrance to the park and also at the opposite Quality Street entrance to the park and 2) a 'Dogs allowed on the path only. Please keep dogs on a lead' should be placed at each entrance to the park from the path.</p>	<p>Cllr Stoker</p>
<p>48. Police Report</p>	
<p>No Police report had been received.</p>	
<p>49. A177 (Speeding)</p>	

<p>Councillor Stoker referred to the images previously circulated for a 'gateway' to create the impression of a narrowing road and resultantly reduce the speed of traffic, and welcomed feedback from Parish Councillors.</p> <p>Parish Councillors welcomed the proposal however commented that it would be enhanced and more attractive with some colorful planting and shrubs, to create a good first impression of the Parish. Councillor Stoker advised that he would be willing to assist the parish council with this initiative and agreed to look at further options which included planting and also exact location.</p>	Cllr Stoker
50. County Councillor's Update	
<p>County Councillor Stoker provided the following update:</p> <ul style="list-style-type: none"> • Fence on A177 behind Manor Close – This was owned by the Dean and Chapter who had on reflection, decided to repair it. Councillor Stoker was currently preparing options in consultation with the immediate neighbors and also the Chapter's Deputy Estate Manager; • Planning permission had been granted for an upmarket student residence within the Houghall Campus; • Bracken Cottage – Retrospective planning permission had been refused; • Land ownership maps were now available. As land within the parish was owned by multiple parties it was suggested that one map be produced which showed land owned by DCC, the Parish Council and also the Dean and Chapter. Councillor Stoker commented that this could be funded via his Members' Initiative Fund. Parish Councillors welcomed this suggestion; • Pothole on the High Street – Information was awaited as to who owns the land. In addition there were overhanging branches on this road which could potentially destroy the overhead telephone wires. Land ownership information was therefore critical; • DCC had removed overhanging branches on Mill Lane (opposite the Nursery). Again, no ownership information was currently available; and • The consultation period for the County Plan ended on 24th July, 2016. 	Cllr Stoker
51. Correspondence	
<p>(a) <u>Matters arising from last month's correspondence</u> (1) No issues were raised.</p>	
<p>(a) <u>Correspondence held on reference file</u> (1) The Clerk Magazine (July 2016, Vol.47, No. 4) (2) Clerks & Councils Direct (July 2016, Issue 106)</p>	
<p>(a) <u>Current Correspondence</u> No current issues had been raised.</p>	
52. Planning Applications	
<p>No planning applications had been received.</p>	
53. Horticulture Committee Update	
<p>Councillor A. Lee advised of the following:</p> <ul style="list-style-type: none"> • Summer Front Garden Competition – Nominations from Councillors had been received and last year's winner had judged the gardens. Winners would therefore be invited to the October meeting of the Parish Council. A discussion ensued as to whether an award should be given for "three best gardens" as opposed to a first prize and two highly commended and the latter was agreed with the addition of publicising a shortlist of the 'top 10' gardens within the Parish notice boards. 	

<ul style="list-style-type: none"> • Love Lane – Due to the recent grass cutting by DCC some wild flowers, shrubs and the remains of the apple tree had been lost and unfortunately some of the wild flower plug plants planted by the school children last summer, may not regrow. Councillor A. Lee had therefore agreed with DCC that a compensation claim would be submitted for the new plants which were likely to be lost. • Benches – As the Parish Gardener relied on good weather to maintain the benches within the Parish the Horticulture Committee had agreed that a pop-up gazebo would enable all benches to be checked and maintained this season. This would also help with maintaining and planting the parish flower beds in wet weather. • Horticulture Development Plan – The committee was currently formulating a 3 year plan. Discussions to date included 1) review of planting in Love Lane (including wild meadow flowers) 2) exploration of other sites for wild flowers 3) early spring flowers in grassed areas may need to be marked off in advance of DCC cutting the grass 4) a preference for keeping the entrance beds vibrant with the current scheme of bedding plants (subject to funding) 5) distribution of removed beddings plants to the community 6) a leaves clearing day and 7) A flower bed being planted at Sherburn House (discussions would need to take place with Sherburn Hospital regarding sharing the cost). <p>The Chairman on behalf of the Parish Council, congratulated and thanked the Parish Gardener for his outstanding work on the flower beds.</p>	<p>Cllr A Lee</p>
<p>54. Finance Committee Update</p>	
<p>A copy of the Financial Regulations had been circulated to Councillors. As this was a detailed document the Clerk requested that Councillors review these, and forward any comments within one week.</p>	<p>All Cllrs</p>
<p>55. Website</p>	
<p>Councillor Cook agreed to work with the Clerk on this workstream. Quotations had been received from several companies and it was agreed that preference be made to the quotations obtained from the two companies recommended to the Clerk by fellow colleagues, given their understanding of Parish Council business and also deliverability. It was resolved that: ITC Web Design be appointed to develop a new Parish Council website at a cost of £850.00 (£50.00 to be deducted with a recommendation from the Parish Council).</p>	<p>Clerk</p>
<p>56. Notice Boards</p>	
<p>Councillor A. Lee had agreed to undertake research in relation to the replacement of notice boards for both High Shincliffe and Shincliffe Village. Options had been forwarded to Parish Councillors and it was resolved that: a detailed analysis including pricing and options would be circulated to all Parish Councillors within one week.</p>	<p>Cllr A Lee</p>
<p>57. Tree Survey (Shincliffe Village)</p>	
<p>The Clerk referred Parish Councillors to the Tree Survey results previously circulated.</p> <p>Councillor Cook questioned whether the recommended works were pruning or removing of branches, which if the latter, would not require remedial work in future years. The Clerk agreed to contact to company and ascertain this information prior to works being agreed or undertaken.</p>	<p>Clerk</p>
<p>58. Local Council Award Scheme – Quality Gold (Standing Item) The Chairman referred Councillors to the following policies previously circulated:</p>	

<ul style="list-style-type: none"> • Community Engagement Policy • Training Policy for Employees and Councillors • Equality and Diversity Policy; and • Contract of Employment. • <p>It was resolved that: the above policies be approved.</p> <p>Parish Councillors noted that a working group meeting would take place immediately after the Parish Council meeting to discuss the Local Council Award Scheme in greater detail.</p>																			
<p>59. Current Accounts for Approval</p>																			
<p>The following accounts were submitted for approval:</p> <table border="1" data-bbox="129 667 1214 981"> <tr> <td>K Cuthbert (July Salary)</td> <td>£274.60</td> </tr> <tr> <td>HMRC Income Tax (July)</td> <td>£68.60</td> </tr> <tr> <td>K Cuthbert (August Salary)</td> <td>£274.60</td> </tr> <tr> <td>HMRC (August)</td> <td>£68.60</td> </tr> <tr> <td>Friends of Shincliffe School (S137 Grant)</td> <td>£255.00</td> </tr> <tr> <td>Shincliffe Show (S137 Grant)</td> <td>£150.00</td> </tr> <tr> <td>Gordon Fletcher (Internal Auditor)</td> <td>£120.00</td> </tr> <tr> <td>ITC Web Design (50% down payment)</td> <td>£400.00</td> </tr> <tr> <td>Oliver's Tree Services (Survey)</td> <td>£24.00</td> </tr> </table> <p>Resolved: that the above accounts be paid.</p> <p>The Clerk had raised a cheque to AON Insurance on 1st June 2016 (£631.24) which was signed by two authorised signatories, to renew the Parish Council's insurance policy.</p>		K Cuthbert (July Salary)	£274.60	HMRC Income Tax (July)	£68.60	K Cuthbert (August Salary)	£274.60	HMRC (August)	£68.60	Friends of Shincliffe School (S137 Grant)	£255.00	Shincliffe Show (S137 Grant)	£150.00	Gordon Fletcher (Internal Auditor)	£120.00	ITC Web Design (50% down payment)	£400.00	Oliver's Tree Services (Survey)	£24.00
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<p>60. Date and Time of Next Meeting</p> <p>The next Parish Council Meeting will be held on Tuesday 20th September, 2016, 7.00pm at Shincliffe Primary School, High Shincliffe, Durham.</p>																			
<p>61. Any Other Business – Councillors</p> <p>No issues were raised.</p>																			

The meeting terminated at 8.30 pm