

<p>Minutes of the Meeting of <b>Shincliffe Parish Council</b> held in <b>Shincliffe Primary School, High Shincliffe, Durham, on Tuesday 18<sup>th</sup> July 2017</b> at 7.00 pm.</p>	<p><b>Action By:</b></p>
<p><b>Present:</b> Councillor G. Lee (in the Chair) and Councillors Duell, A. Lee, Stoker and Wright.</p>	
<p><b>20. Welcome and Introductions – Councillor John Wright (including appointment to committees)</b></p> <p>The Chairman welcomed Councillor Wright to his first meeting of the Parish Council, and wished him well in his role.</p> <p>A discussion ensued in relation to the sub-committees of the Parish Council and also the bi-annual litter pick. It was <b>resolved</b> that: Councillor Wright be appointed to the finance committee and also that he jointly co-ordinate the bi-annual litter pick with Councillor Olechnowicz and the Clerk.</p>	<p><b>Cllr Olechnowicz, Wright &amp; Clerk</b></p>
<p><b>21. Apologies for Absence</b></p> <p>Apologies for absence were submitted to the meeting on behalf of Councillors Cook and Olechnowicz.</p>	
<p><b>22. Declarations of Interest</b></p>	
<p>Councillor Stoker declared a declaration of interest in relation to discussions regarding Sherburn Hospital as a member of Sherburn House Charity.</p>	
<p><b>23. Issues Raised by Members of the Public</b></p>	
<p>Councillor A. Lee reported that East Grange Farm intended to spread the manure heap as soon as possible. If this was not the case, follow up enquiries would be made.</p> <p>Councillor Duell reported that a resident had notified him that some back garden landscaping works currently being carried out in Heathways, had resulted in the Green being damaged due to using the area to park waggons and store paving materials. As the grass had now been reseeded, this issue had been resolved.</p> <p>Councillor Duell advised that a resident from the Green had raised concerns about a trench being dug at the back of their property by a private contractor for street lighting. This had resultantly narrowed the access for their car due to an overhanging hedge. Councillor Duell had visited the area and tied the bush back. Councillor Duell was thanked for resolving the issue.</p> <p>Councillor Wright reported that an email had been received from a resident regarding traffic problems on the B1198 to Whitwell Grange Farm. This was a narrow lane with two blind corners and currently being used for both domestic and business purposes. In addition, there was a public footpath running parallel to the lane which was posing a problem for pedestrians when vehicles were trying to pass. The resident had therefore suggested mirrors at the side of the lane to increase road safety.</p> <p>Councillor Stoker agreed to forward Councillor Wright details of the officers within the Highways Department at Durham County Council and suggested that a site</p>	<p><b>Cllr Stoker &amp; Wright</b></p>

<p>visit be arranged. A working group would also be established between Councillor Stoker and Wright to consider options going forward.</p> <p>Councillor Stoker advised that a ‘no right turn’ at Sherburn House was not a feasible option as street furniture would be required. It had therefore been agreed that a reduction in the number of signs would be considered in the autumn as there were currently too many (7) and fewer signs would have a greater impact. Barred gates similar to those erected at High Shincliffe, may also be considered.</p>	
<p><b>24. Parish Council Incident Log</b></p>	
<p>The Parish Clerk circulated the incident log. It was <b>resolved</b> that: the status of incidents reported throughout the month be noted.</p>	
<p><b>25. Minutes</b></p>	
<p>It was <b>resolved</b> that: the minutes of the meeting held on 20<sup>th</sup> June, 2017, be approved as a true record subject to the following amendment:</p> <p>13 (Horticulture Committee Update) – Community Gardening Day to read ‘The Community Gardening Day had been re-scheduled to take place on the morning of Tuesday 13<sup>th</sup> June due to lack of volunteers (due to poor weather conditions on the schooled date of Saturday 10<sup>th</sup> June), however thanks were extended to Claire Pragnell, Yvonne Willis, Chris Lee and Members of the Horticulture Committee who still spent a few hours of their time clearing Love Lane ready for the planting of Wild Flowers by children from Shincliffe Primary School.</p>	
<p><b>26. Matters Arising</b></p>	
<p>There were no matters arising from the minutes.</p>	
<p><b>27. Police Report</b></p>	
<p>No police report had been received. It was <b>resolved</b> that: the Clerk contact the police, again requesting that in their absence, an electronic copy of incidents be forwarded to the Clerk prior to the meeting, as this was a much valued item of the agenda.</p>	<p><b>Clerk</b></p>
<p><b>28. County Councillor’s Update</b></p>	
<p>County Councillor Stoker provided the following update:</p> <ul style="list-style-type: none"> <li>• Lorries Parked on Low Road – Poplar Nursey had advised delivery drivers to park overnight at Bowburn Services;</li> <li>• White lines had been approved (on either side) to prevent parking at the exit onto Low Road;</li> <li>• Cyclists Black Path – DCC had provided estimates for offset rails to prevent cyclists using this as a short cut, and also for signs reminding cyclists that this was a ‘pedestrian only’ path;</li> <li>• Councillor Stoker had agreed to use funds from his Neighborhood Budget to fund 50% of the cost to repair and restore the clock on St. Mary’s Church; and</li> <li>• Refurbishments at Sherburn Hospital were about to commence.</li> </ul>	

<b>29. Correspondence</b>			
(a) <u>Matters arising from last month's correspondence</u> No issues were raised.			
(b) <u>Correspondence held on reference file</u> (1) Clerks & Councils Direct (July 2017 Issue 112) (2) The Clerk Magazine (July 2017, Vol. 48 No.4) (3) Campaign to Protect Rural England North East Newsletter (Summer 2017)			
(c) <u>Current Correspondence</u> (1) All correspondence had been discussed under 'Issues Raised by Members of the Public'.			
<b>30. Planning Applications</b>			
DM/17/01690/FPA	Mr Neil Bewley Tintagel High Street High Shincliffe Durham DH1 2PF	Change of use of part of the building to coffee shop/gift shop including flue and extract and associated external alterations.	
DM/17/02075/FPA	Poplar Tree Garden Centre	Proposed extension and refurbishment of existing dwelling	
<p>In relation to the first planning application, Councillor A. Lee commented that during a discussion with the resident, it became apparent that he also wished for the coffee shop/gift shop to be used as a community base. The Parish Council commented that consideration would need to be given to parking along the street, with the layby being the obvious option.</p> <p>Whilst Councillor Cook was absent at the meeting, she had forwarded comments to the Clerk in advance, with concerns in relation to litter (if it was to become a tuck shop).</p> <p>A discussion ensued in relation to the second planning application and concerns were raised regarding the felling of mature trees. Councillor Stoker had raised this issue with the planning department and asked that Conservation Officers be involved. It was agreed that it would be useful to have a location map of the trees to be potentially affected, followed by a site visit with the relevant officers from DCC. Councillor Stoker agreed to action this.</p> <p>It was <b>resolved</b> that: there were no objections in relation to the first planning application and that a decision in relation to the second planning application be deferred, pending further information.</p>			<b>Cllr Stoker</b>
<b>31. Horticulture Committee Update</b>			
Councillor A. Lee provided the following update:			

<ul style="list-style-type: none"> <li>• Summer Front Garden Competition – Councillor A. Lee thanked Parish Councillors for submitting their nominations for the best summer front garden competition. The winners of the previous year’s summer garden competition (18 the Green) had recently judged the short-listed gardens and recommended the following:  Winner – 26 St. Mary’s Close  Highly Commended – 49 Telford Close and Uplands.  It was <b>resolved</b> that: winners of the Summer Front Garden Competition be invited the September meeting of the Parish Council for a presentation of certificates and prizes.  Councillor A. Lee agreed to review the map as some of the areas within the parish were quite barren.</li> </ul> <ul style="list-style-type: none"> <li>• Love Lane (Green Waste Bin) – The Parish Council were disappointed to note, that following a polite and reasonable request, the bin was still located in the lane;</li> <li>• Love Lane (Fly-tipping) – Unfortunately a large amount of debris had been left in the lane (following pruning by a resident) which had resulted in the Parish Council and local volunteers having to spend a significant amount of time clearing the lane prior to the planting of wild flowers involving the local primary school children. Thanks were extended to the children involved in this initiative;</li> <li>• Summer Bedding Plants – The Parish Gardener had now planted all summer bedding plants around the parish; and</li> <li>• Barred Gates (A177) – It was anticipated that planting would take place in the autumn and wild flower beds would also be planted just in front of the gates.</li> </ul>	<p><b>Clerk</b></p> <p><b>Cllr. A. Lee</b></p>
<p><b>32. Finance Committee Update</b></p>	
<p>The Chairman reported that the next meeting of the Finance Committee would take place on Tuesday 12<sup>th</sup> September, 2017, at 7.00pm (Avenue Inn).</p>	
<p><b>33. Internal Audit 2016/2017</b></p>	
<p>The Parish Clerk referred to the Internal Audit Report 2016/17, as previously circulated.</p> <p>The Clerk commented that of the ten key audits undertaken, it was very pleasing to note that all of the key controls were examined and found to be working well, and as a result, there were no risks or recommendations arising from the audit.</p> <p>The Clerk was commended on this positive outcome for the Parish Council.</p>	
<p><b>34. CDALC Secretariat Proposals for 2018/2019 Onwards</b></p>	
<p>The Clerk referred to the Secretariat proposals previously circulated, which comprised:</p> <ul style="list-style-type: none"> <li>• <i>No increase in subscription fees (currently 10p per elector) for 2018/19 and 2019/20.</i></li> </ul>	

<ul style="list-style-type: none"> <li>• <i>As the reserve balances held by the Association are currently the equivalent of nearly three years' net costs of the Association, then reserve balances be used to meet the current deficit budget situation for a further two years.</i></li> <li>• <i>Reserve balances to be invested prudently to generate an income for the Association. This would assist with reducing any increase in future subscription payments.</i></li> <li>• <i>During 2019/2020 arrangements would be introduced to ensure the continuity of the service provided to member councils. This could involve the reduction of hours for the current post holder and the appointment of another part time officer working alongside the current post holder to gain experience of the role of the Executive Officer.</i></li> </ul> <p>It was <b>resolved</b> that: the Secretariat proposals be noted and endorsed.</p>	
<p><b>35. Durham Local Councils Charter</b></p> <p>The Clerk referred to the draft Durham Local Councils Charter, as previously circulated.</p> <p>Consideration having been given to its content, it was <b>resolved</b> that: no amendments be proposed.</p>	
<p><b>36. Requests for Financial Assistance</b></p> <p>The following requests for financial assistance had been received and previously circulated:</p> <ul style="list-style-type: none"> <li>• Shincliffe Show</li> <li>• South Durham Football Club</li> <li>• Mayor's Appeal</li> <li>• Butterwick House</li> <li>• Citizens Advice</li> <li>• The Children's Foundation</li> <li>• DCC Environment Awards</li> </ul> <p>It was <b>resolved</b> that: £120.00 be donated to Shincliffe Show and that £100.00 be awarded to each of the following: South Durham Football Club, Citizens Advice and also Butterwick House.</p>	
<p><b>37. Cyclists – Black Path – Options for Consideration</b></p> <p>Councillor Stoker advised that he had received quotations in relation to barriers and also new signage. Barriers were estimated to cost approximately £100.00 per meter, and signage, approximately £100.00 per sign. Parish Councillors commented that costs seemed reasonable, however further information needed to be sought in terms of litigation.</p> <p>Parish Councillors suggested that advice would be useful from DCC relating to how many barriers should be installed, and also their location and that this should be discussed at the next meeting of the Parish Council.</p> <p>It was <b>resolved</b> that: Lee Mowbray (DCC) would be asked to attend a sit visit with both Councillors Duell and Stoker to further understand where barriers and signage should be placed, in order to have the proposed the resultant impact, in order to help inform future decisions.</p>	<p><b>Cllr Duell &amp; Stoker</b></p>



consideration would be given to this, and that this would be considered again at a future meeting of the Parish Council.

Concerns were raised about the reduced vehicle access between Chapel Place and Avenue Street. It was agreed that measurements should be taken to ascertain whether this was legally 'passable' for vehicles.

Councillor Duell queried whether any further enquiries had been made in relation to the 'rubble strips' / and or double yellow line from Heathways to Beal Walk, to alleviate traffic problems at school drop off and pick-up times. Councillor Stoker suggested that this discussion could take place during the site visit in relation to the 'Black Path Cyclists'.

Councillor Duell reported on an incident whereby a lady had nearly had a serious injury exiting Poplar Tree Garden Centre. It was agreed that a discussion would take place with the Garden Centre regarding 'white lines' at the entrance/exit' and that this would also be discussed with Lee Mowbray throughout his site visit around the Parish.

**Cllr  
Stoker &  
Duell**

***The meeting terminated at 8.50 pm***