

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 Thursday 25th July, 2019.

Present: County Councillor Stoker (Chair), Councillors Duell, Ferries, Lee, Olechnowicz and Wright.

In Attendance: Mr and Mrs Davenport, Mr and Mrs Fielder, Mr and Mrs Beaumont and Mr and Mrs Rippon (Winners of the Summer Garden Competition)

Item		Action By
1.	<p>Presentation of Certificates and Prizes – Summer Front Garden Competition</p> <p>The Chairman proudly reported that the following residents were to be presented with a certificate and prize for the Summer Front Garden Competition:-</p> <p>1st Prize (1 Lindisfarne)</p> <p>Highly Commended – (28 Hill Meadows)</p> <p>Highly Commended - (24 Meldon Way)</p> <p>Special Award (The Coach House, Shincliffe Village)</p> <p>The Chairman commented that the front gardens within the Parish were maintained to a very high standard and congratulated the residents on their beautiful gardens and the resultant award.</p>	
2.	<p>Apologies for Absence</p> <p>An apology for absence was submitted to the meeting on behalf of Councillor Fradgley.</p>	
3.	<p>Declarations of Interest</p> <p>Councillor Lee declared a personal interest in relation to Item 8 – Planning Applications (Sherburn House Farm) as a neighbour of the applicant.</p> <p>Councillor Wright declared a personal and prejudicial interest in relation to Item 8 – Planning Applications (Whitwell Grange) as the owner of the property and withdrew from the meeting during consideration of this item.</p>	

4.	<p>Appointment of Vice Chairman</p> <p>Councillor Duell was nominated by Cllr Wright and duly seconded by Cllr Lee, to be appointed as Vice Chairman. It was RESOLVED that: Councillor Duell be appointed as Vice-Chairman of the Parish Council.</p>										
5.	<p>Issues Raised by Members of the Public</p> <p>No issues were raised.</p>										
6.	<p>Minutes</p> <p>RESOLVED that: the minutes of the meeting held on Thursday 20th June, 2019 be approved as a correct record.</p>										
7.	<p>Matters Arising</p> <p>Item 12 (Requests for Financial Assistance) – The Chair advised that he had contacted the Chair and Treasurer of Shincliffe Juniors FC and agreed to fund the new football kits at a cost of £700.00.</p> <p>Item 18 (Dog Waste – Shincliffe Village) – The Clerk circulated ‘no dog fouling’ signage proposals. The Parish Council agreed the design and RESOLVED that three signs would be ordered from SafetySigns4Less at a cost of £19.30 (+VAT) each.</p>	Clerk									
8.	<p>Crime Update</p> <p>The Clerk advised that 1 crime (theft) had been committed on or near Jubilee Place.</p>										
9.	<p>Planning Applications</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">DM/19/02047/VOC</td> <td style="width: 40%;">1 Chapter Cottages Low Road Shincliffe Durham DH1 2NE</td> <td style="width: 40%;">Variation of condition 4 of planning approval DM/19/00940/FPA relating to a change in materials.</td> </tr> <tr> <td>DM/19/01580/FPA</td> <td>Sherburn House Farm Shincliffe Lane Sherburn House Durham DH1 2SQ</td> <td>New agricultural Barn in former farmyard</td> </tr> <tr> <td>DM/19/00938/LB</td> <td>Whitwell Grange Sherburn House Durham</td> <td>Replace roof</td> </tr> </table>	DM/19/02047/VOC	1 Chapter Cottages Low Road Shincliffe Durham DH1 2NE	Variation of condition 4 of planning approval DM/19/00940/FPA relating to a change in materials.	DM/19/01580/FPA	Sherburn House Farm Shincliffe Lane Sherburn House Durham DH1 2SQ	New agricultural Barn in former farmyard	DM/19/00938/LB	Whitwell Grange Sherburn House Durham	Replace roof	
DM/19/02047/VOC	1 Chapter Cottages Low Road Shincliffe Durham DH1 2NE	Variation of condition 4 of planning approval DM/19/00940/FPA relating to a change in materials.									
DM/19/01580/FPA	Sherburn House Farm Shincliffe Lane Sherburn House Durham DH1 2SQ	New agricultural Barn in former farmyard									
DM/19/00938/LB	Whitwell Grange Sherburn House Durham	Replace roof									

	DH1 2SJ	
	RESOLVED that: an objection be submitted to DCC in relation to the Sherburn House Farm application detailing the concerns which had been raised at the meeting.	Clerk
10.	<p>Horticulture Committee Update</p> <p>Councillor Wright provided the following update:</p> <ul style="list-style-type: none"> • The Horticulture Budget for 2019/2020 would be considered at the November meeting, in time for the budget planning for the next financial year; • The Avenue Bed project had been delivered both on time and within budget, with very pleasing results; • Angela Lee had very kindly agreed to judge the Summer Front Garden Competition. Thanks were expressed to Angela for undertaking this role and for a very timely judgement being made; • The application for the Beautiful Durham Awards had been submitted and judging had recently taken place; • It had been agreed that the Community Gardening event to tackle the Himalayan Balsam would be cancelled as the amount of work involved proved insufficient to make the project worthwhile. The Parish Clerk would publish a notice on the website; • The scope for a planting initiative at Sherburn House had been discussed with suitable locations to be identified. <p>The Chair advised that DCC had for the last few years has been providing wildflower planting on grass verges alongside many of our main roads. The Parish Council is now exploring whether the A177 from High Shincliffe to Bowburn has the right type of soil to have similar planting.</p> <ul style="list-style-type: none"> • A visit was scheduled to take place at a DCC Nursery to have a look at both the quality of plants and also pricing. 	Clerk
11.	<p>Parish Councillor Vacancy and Appointment to Committees</p> <p>Councillor Lee advised the Parish Council of his intention to step down after a period of 6 years and a letter of resignation was submitted to the Chairman.</p> <p>Councillor Lee expressed his admiration for the work which had been achieved over the years and thanked the Clerk and all Parish Councillors for the support in which they had given.</p>	

	<p>The Chairman, on behalf of the Parish Council, thanked George for his outstanding work and congratulated him on the achievements what had been made throughout his tenure as Parish Council Chairman and Chair of the Finance Committee, commenting it was a huge accolade.</p> <p>The Clerk advised that Electoral Services would be notified of Councillor Lee's resignation the following day.</p>	Clerk
12.	<p>Durham County Council's Responsibility for Grass Cutting</p> <p>Parish Councillors raised concerns about the delays with grass cutting and the fact that some areas, were not attended to.</p> <p>The Chair agreed to contact DCC to ascertain frequency, and approximate dates for scheduled grass cutting. This would then be used to inform both the Parish Council, and residents of expectations, so that an issue could be raised if these timescales were not adhered to with a view of action being taken.</p>	Chair
13.	<p>Internal Audit – Conclusion and Findings</p> <p>The Clerk referred Parish Councillors to the Internal Audit Report and advised that the audit had been concluded with no risks being identified.</p> <p>One recommendation was made, which suggested that an appointed Member initial the bank statements to confirm the bank reconciliation. This would be actioned within the current financial year.</p>	Clerk
14.	<p>Christmas Tree Project (Standing Item)</p> <p>Councillor Wright provided the following update:</p> <ul style="list-style-type: none"> • Discussions were ongoing regarding the mounting of the tree and at present, it was anticipated that the tree would be mounted in a barrel, filled with concrete, with a steel tube insert for the tree; • Agreement was still be made from DCC as to the location of the trees; • An associated event had been discussed with suggestions being made to invite the Primary School's Choir to sing carols and also tie in with the Rotary Club's visit from 'Santa's Sleigh'; • Thanks were expressed to East Grange Farm who had agreed to provide two trees at an extremely reasonable cost; 	

	<ul style="list-style-type: none"> • Consultation would take place with those properties directly in the line of sight of the trees; and • The tree would be lit with battery operated LED lights, placed on a timer to ensure that they were not intrusive. 	
15.	<p>Shincliffe Play Park (Standing Item)</p> <p>Councillor Ferries provided the following update:</p> <ul style="list-style-type: none"> • £10,000 had been received from County Councillor Stoker's Neighbourhood Budget. Thanks were extended to the Chair for this contribution; • The target for funding had now been reached with the final application also being accepted; • It was anticipated that 50% of proceeds from the Summer Garden Party would also be received; • Pre planning application advice had now been received, with no objections initially being raised, however an application for the change of use of the extended land within the park, and also for new play equipment, was required; • Following a meeting with DCC, clarification was being sought in relation to the current Service Level Agreements for maintenance and inspection of equipment together with grass cutting contracts and the current insurance policies in place. Costs would need to be ascertained, if DCC were to take full responsibility for these areas; • An evaluation in relation to the play equipment surrounding surface was ongoing with bark chipping being a cost-effective choice which also suited the environment, however came with a cost of regular maintenance; • Once all funding had been received, the finances would be transferred to the Parish Council for purchases to be made. The Parish Clerk advised that procurement processes would be duly followed and tenders received, according to the Financial Regulations; • The Planning Application was now ready to be submitted. This would be delivered by hand, by the Chair and Councillor Ferries; and • A modification to the lease was required. This would be signed by Councillor Ferries and the Chair. 	<p>Chair/ Cllr Ferries</p>
16.	<p>War Memorial (Standing Item)</p> <p>Parish Councillors noted that this initiative was currently on hold, pending further discussions in relation to the Playpark. DCC had been supportive, however care was to be taken that these proposals did not delay progress with the Playpark.</p>	

17.	<p>Current Accounts for Approval</p> <table border="1" data-bbox="316 264 1262 1205"> <thead> <tr> <th data-bbox="316 264 922 338">Payee</th> <th data-bbox="922 264 1262 338">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 338 922 376">K Kirton (July Salary)</td> <td data-bbox="922 338 1262 376">£364.13</td> </tr> <tr> <td data-bbox="316 376 922 414">HMRC Income Tax (July)</td> <td data-bbox="922 376 1262 414">£91.00</td> </tr> <tr> <td data-bbox="316 414 922 452">K Kirton (August Salary)</td> <td data-bbox="922 414 1262 452">£364.13</td> </tr> <tr> <td data-bbox="316 452 922 490">HMRC Income Tax (August)</td> <td data-bbox="922 452 1262 490">£91.00</td> </tr> <tr> <td data-bbox="316 490 922 528">Gordon Fletcher (Internal Audit)</td> <td data-bbox="922 490 1262 528">£120.00</td> </tr> <tr> <td data-bbox="316 528 922 607">J Wright (Reimbursement 2 x leaflet Dispensers)</td> <td data-bbox="922 528 1262 607">£21.67</td> </tr> <tr> <td data-bbox="316 607 922 685">Marc Platts (Horticulture – The Avenue Raised Bed)</td> <td data-bbox="922 607 1262 685">£543.65</td> </tr> <tr> <td data-bbox="316 685 922 723">K Kirton (Petty Cash Top Up)</td> <td data-bbox="922 685 1262 723">£100.00</td> </tr> <tr> <td data-bbox="316 723 922 801">Shincliffe Community Association (S137 – Shincliffe Show)</td> <td data-bbox="922 723 1262 801">£120.00</td> </tr> <tr> <td data-bbox="316 801 922 840">Citizens Advice Durham (S137)</td> <td data-bbox="922 801 1262 840">£100.00</td> </tr> <tr> <td data-bbox="316 840 922 878">DCC Mayor’s Appeal (S137)</td> <td data-bbox="922 840 1262 878">£100.00</td> </tr> <tr> <td data-bbox="316 878 922 956">North East War Memorials Project (S137)</td> <td data-bbox="922 878 1262 956">£50.00</td> </tr> <tr> <td data-bbox="316 956 922 1057">K Kirton (Reimbursement of Garden Centre Vouchers – Summer Competition)</td> <td data-bbox="922 956 1262 1057">£100.00</td> </tr> <tr> <td data-bbox="316 1057 922 1135">Darlington Borough Council (Horticulture – Summer Bedding Plants)</td> <td data-bbox="922 1057 1262 1135">£790.34</td> </tr> <tr> <td data-bbox="316 1135 922 1173">Shincliffe PCC (Hire of Church Hall x 4)</td> <td data-bbox="922 1135 1262 1173">£100.00</td> </tr> <tr> <td data-bbox="316 1173 922 1205">DCC (Planning Application for Playpark)</td> <td data-bbox="922 1173 1262 1205">£462.00</td> </tr> </tbody> </table> <p data-bbox="316 1245 976 1279">RESOLVED that: the above accounts be paid.</p>	Payee	Amount	K Kirton (July Salary)	£364.13	HMRC Income Tax (July)	£91.00	K Kirton (August Salary)	£364.13	HMRC Income Tax (August)	£91.00	Gordon Fletcher (Internal Audit)	£120.00	J Wright (Reimbursement 2 x leaflet Dispensers)	£21.67	Marc Platts (Horticulture – The Avenue Raised Bed)	£543.65	K Kirton (Petty Cash Top Up)	£100.00	Shincliffe Community Association (S137 – Shincliffe Show)	£120.00	Citizens Advice Durham (S137)	£100.00	DCC Mayor’s Appeal (S137)	£100.00	North East War Memorials Project (S137)	£50.00	K Kirton (Reimbursement of Garden Centre Vouchers – Summer Competition)	£100.00	Darlington Borough Council (Horticulture – Summer Bedding Plants)	£790.34	Shincliffe PCC (Hire of Church Hall x 4)	£100.00	DCC (Planning Application for Playpark)	£462.00	
Payee	Amount																																			
K Kirton (July Salary)	£364.13																																			
HMRC Income Tax (July)	£91.00																																			
K Kirton (August Salary)	£364.13																																			
HMRC Income Tax (August)	£91.00																																			
Gordon Fletcher (Internal Audit)	£120.00																																			
J Wright (Reimbursement 2 x leaflet Dispensers)	£21.67																																			
Marc Platts (Horticulture – The Avenue Raised Bed)	£543.65																																			
K Kirton (Petty Cash Top Up)	£100.00																																			
Shincliffe Community Association (S137 – Shincliffe Show)	£120.00																																			
Citizens Advice Durham (S137)	£100.00																																			
DCC Mayor’s Appeal (S137)	£100.00																																			
North East War Memorials Project (S137)	£50.00																																			
K Kirton (Reimbursement of Garden Centre Vouchers – Summer Competition)	£100.00																																			
Darlington Borough Council (Horticulture – Summer Bedding Plants)	£790.34																																			
Shincliffe PCC (Hire of Church Hall x 4)	£100.00																																			
DCC (Planning Application for Playpark)	£462.00																																			
18.	<p>Date of Next Meeting</p> <p>Thursday 19th September, 2019 at 6.00pm (St. Mary’s Church Hall)</p>																																			
19.	<p>Any Other Business – Councillors</p> <ul data-bbox="363 1581 1235 1944" style="list-style-type: none"> • Councillor Olechnowicz questioned who was responsible for the vegetation along the river and was advised that it was likely that this was the Environmental Agency. Councillor Olechnowicz agreed to make contact; • Wayside Cottage – The Chair advised that a manhole cover on the road directly outside this property had been replaced and commented that this stretch of road was particularly dangerous both in terms of volume and speed of traffic. It was suggested that a working party be established to discuss traffic calming measures. 	<p>Cllr Olechnowicz</p>																																		

Meeting Terminated at 19.25pm