

# 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 25<sup>th</sup> 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><b>Presentation of Certificates and Prizes – Summer Front Garden Competition</b></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>1<sup>st</sup> 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><b>Apologies for Absence</b></p> <p>An apology for absence was submitted to the meeting on behalf of Councillor Fradgley.</p>	
3.	<p><b>Declarations of Interest</b></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><b>Appointment of Vice Chairman</b></p> <p>Councillor Duell was nominated by Cllr Wright and duly seconded by Cllr Lee, to be appointed as Vice Chairman. It was <b>RESOLVED</b> that: Councillor Duell be appointed as Vice-Chairman of the Parish Council.</p>										
5.	<p><b>Issues Raised by Members of the Public</b></p> <p>No issues were raised.</p>										
6.	<p><b>Minutes</b></p> <p><b>RESOLVED that:</b> the minutes of the meeting held on Thursday 20<sup>th</sup> June, 2019 be approved as a correct record.</p>										
7.	<p><b>Matters Arising</b></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 <b>RESOLVED</b> that three signs would be ordered from SafetySigns4Less at a cost of £19.30 (+VAT) each.</p>	<b>Clerk</b>									
8.	<p><b>Crime Update</b></p> <p>The Clerk advised that 1 crime (theft) had been committed on or near Jubilee Place.</p>										
9.	<p><b>Planning Applications</b></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	
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	<b>RESOLVED</b> 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.	<b>Clerk</b>
10.	<p><b>Horticulture Committee Update</b></p> <p>Councillor Wright provided the following update:</p> <ul style="list-style-type: none"> <li>• The Horticulture Budget for 2019/2020 would be considered at the November meeting, in time for the budget planning for the next financial year;</li> <li>• The Avenue Bed project had been delivered both on time and within budget, with very pleasing results;</li> <li>• 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;</li> <li>• The application for the Beautiful Durham Awards had been submitted and judging had recently taken place;</li> <li>• 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;</li> <li>• The scope for a planting initiative at Sherburn House had been discussed with suitable locations to be identified.</li> </ul> <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"> <li>• A visit was scheduled to take place at a DCC Nursery to have a look at both the quality of plants and also pricing.</li> </ul>	<b>Clerk</b>
11.	<p><b>Parish Councillor Vacancy and Appointment to Committees</b></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>	<b>Clerk</b>
12.	<p><b>Durham County Council's Responsibility for Grass Cutting</b></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>	<b>Chair</b>
13.	<p><b>Internal Audit – Conclusion and Findings</b></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>	<b>Clerk</b>
14.	<p><b>Christmas Tree Project (Standing Item)</b></p> <p>Councillor Wright provided the following update:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Agreement was still be made from DCC as to the location of the trees;</li> <li>• 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';</li> <li>• Thanks were expressed to East Grange Farm who had agreed to provide two trees at an extremely reasonable cost;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Consultation would take place with those properties directly in the line of sight of the trees; and</li> <li>• The tree would be lit with battery operated LED lights, placed on a timer to ensure that they were not intrusive.</li> </ul>	
15.	<p><b>Shincliffe Play Park (Standing Item)</b></p> <p>Councillor Ferries provided the following update:</p> <ul style="list-style-type: none"> <li>• £10,000 had been received from County Councillor Stoker's Neighbourhood Budget. Thanks were extended to the Chair for this contribution;</li> <li>• The target for funding had now been reached with the final application also being accepted;</li> <li>• It was anticipated that 50% of proceeds from the Summer Garden Party would also be received;</li> <li>• 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;</li> <li>• 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;</li> <li>• 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;</li> <li>• 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;</li> <li>• The Planning Application was now ready to be submitted. This would be delivered by hand, by the Chair and Councillor Ferries; and</li> <li>• A modification to the lease was required. This would be signed by Councillor Ferries and the Chair.</li> </ul>	<p><b>Chair/ Cllr Ferries</b></p>
16.	<p><b>War Memorial (Standing Item)</b></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><b>Current Accounts for Approval</b></p> <table border="1" data-bbox="316 264 1262 1361"> <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="316 338 922 383">K Kirton (July Salary)</td> <td data-bbox="922 338 1262 383">£364.13</td> </tr> <tr> <td data-bbox="316 383 922 421">HMRC Income Tax (July)</td> <td data-bbox="922 383 1262 421">£91.00</td> </tr> <tr> <td data-bbox="316 421 922 459">K Kirton (August Salary)</td> <td data-bbox="922 421 1262 459">£364.13</td> </tr> <tr> <td data-bbox="316 459 922 497">HMRC Income Tax (August)</td> <td data-bbox="922 459 1262 497">£91.00</td> </tr> <tr> <td data-bbox="316 497 922 535">Gordon Fletcher (Internal Audit)</td> <td data-bbox="922 497 1262 535">£120.00</td> </tr> <tr> <td data-bbox="316 535 922 609">J Wright (Reimbursement 2 x leaflet Dispensers)</td> <td data-bbox="922 535 1262 609">£21.73</td> </tr> <tr> <td data-bbox="316 609 922 683">Marc Platts (Horticulture – The Avenue Raised Bed)</td> <td data-bbox="922 609 1262 683">£543.65</td> </tr> <tr> <td data-bbox="316 683 922 721">K Kirton (Petty Cash Top Up)</td> <td data-bbox="922 683 1262 721">£100.00</td> </tr> <tr> <td data-bbox="316 721 922 795">Shincliffe Community Association (S137 – Shincliffe Show)</td> <td data-bbox="922 721 1262 795">£120.00</td> </tr> <tr> <td data-bbox="316 795 922 833">Citizens Advice Durham (S137)</td> <td data-bbox="922 795 1262 833">£100.00</td> </tr> <tr> <td data-bbox="316 833 922 871">DCC Mayor’s Appeal (S137)</td> <td data-bbox="922 833 1262 871">£100.00</td> </tr> <tr> <td data-bbox="316 871 922 945">North East War Memorials Project (S137)</td> <td data-bbox="922 871 1262 945">£50.00</td> </tr> <tr> <td data-bbox="316 945 922 1057">K Kirton (Reimbursement of Garden Centre Vouchers – Summer Competition)</td> <td data-bbox="922 945 1262 1057">£100.00</td> </tr> <tr> <td data-bbox="316 1057 922 1131">Darlington Borough Council (Horticulture – Summer Bedding Plants)</td> <td data-bbox="922 1057 1262 1131">£790.34</td> </tr> <tr> <td data-bbox="316 1131 922 1169">Shincliffe PCC (Hire of Church Hall x 4)</td> <td data-bbox="922 1131 1262 1169">£100.00</td> </tr> <tr> <td data-bbox="316 1169 922 1207">DCC (Planning Application for Playpark)</td> <td data-bbox="922 1169 1262 1207">£462.00</td> </tr> <tr> <td data-bbox="316 1207 922 1245">M Platts (Horticulture)</td> <td data-bbox="922 1207 1262 1245">£494.62</td> </tr> <tr> <td data-bbox="316 1245 922 1283">M Platts (Horticulture)</td> <td data-bbox="922 1245 1262 1283">£385.00</td> </tr> <tr> <td data-bbox="316 1283 922 1321">M Platts (Horticulture)</td> <td data-bbox="922 1283 1262 1321">£403.67</td> </tr> <tr> <td data-bbox="316 1321 922 1361">M Platts (Horticulture)</td> <td data-bbox="922 1321 1262 1361">£477.82</td> </tr> </tbody> </table> <p data-bbox="316 1395 976 1433"><b>RESOLVED</b> 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)	£21.73	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	M Platts (Horticulture)	£494.62	M Platts (Horticulture)	£385.00	M Platts (Horticulture)	£403.67	M Platts (Horticulture)	£477.82	
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18.	<p><b>Date of Next Meeting</b></p> <p>Thursday 19<sup>th</sup> September, 2019 at 6.00pm (St. Mary’s Church Hall)</p>																																											
19.	<p><b>Any Other Business – Councillors</b></p> <ul data-bbox="363 1731 1233 2022" style="list-style-type: none"> <li>• 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;</li> <li>• 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</li> </ul>	<p><b>Cllr Olechnowicz</b></p>																																										

	of traffic. It was suggested that a working party be established to discuss traffic calming measures.	
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**Meeting Terminated at 19.25pm**