

Shincliffe Parish Council

DRAFT Minutes of the Remote Meeting of Shincliffe Parish Council held online on Thursday 25th March, 2021 at 6.00pm

Present: County Councillor Stoker (Chair) Councillors Armstrong, Fradgley, Olechnowicz and Wright (Vice-Chairman).

In Attendance: Rebecca Ashby, Michael Banks, Jenny Conroy, Dorothy Cowie, Penny Cutter, Bill Clatworthy, Ben and Alice Coombs, Jude Dudley, Linda Fairlamb, Gillian Forsyth, Linsey Howe, Stephen Goodhart, Graham Hollingworth, Nigel Jackson, Helen & Colin Jubb, Elizabeth Pexton, Daniela Slanickova, Christine Warburton and James Wilson.

Item		Action By
1.	Apologies for Absence There were no apologies for absence.	
2.	Declarations of Interest There were no declarations of interest.	
3.	Issues Raised by Members of the Public <ul style="list-style-type: none">• The Shincliffe Greenbelt Group – A resident advised that a Green Belt Group for the Parish of Shincliffe had been established, for those who were interested in the protection of the Green Belt and wanted to promote its benefits. This group now had 84 members, and the resident intended on drafting a Constitution within the forthcoming weeks. The resident commented that any alignment, with the views of the Parish Council, would be helpful;• The Parish Response to the Climate Emergency as declared by DCC – A resident commented that she was unsure what response the Parish Council was making in relation to climate Emergency, and commented that this was something that she would like to be part of. As a result, documentation had been circulated to all Parish Councillors, and in the event that an action group had not been established, the resident was willing to establish one, as a response from the community;	

- Picnic Tables, Rats and a Proposal – A resident commented that there was a division within the village and therefore wished to propose a way forward. The resident commented that the results from the recent survey (December, undertaken by a resident) suggested that more than half of the residents, were currently unhappy with the playpark. The resident therefore believed that the original proposals needed to be reconsidered, and commented that whilst she and her husband had engaged, issues had not been taken into account. She believed that none of the displays were what were promised, i.e., a space for families and children and also the elderly and a sensory garden with water features and a place to reflect. In 2019, the resident commented that they were advised that the updated plan included 6 planted areas which were a substitute to the sensory garden.

The resident believed that Shincliffe Play Park was now a park with commercial interest. The resident proposed that now the picnic tables had been temporarily removed, consideration should be given to a space for a mini bowls pitch, a giant chess area, or a single piece of equipment designed for more mature visitors to the park, and to ensure that it was a space for all. The resident suggested that this could then be bordered with planting, and believed that a sensory garden would miss this opportunity to integrate.

The resident commented that as an observer of the Play park, she did not believe that the football pitch was fit for purpose, given that the zip wire ran behind it, and that the Dean and Chapter (Savills) had expressed surprise at the lack of fencing. The resident therefore believed that 12ft screens needed to be erected to catch footballs or other play equipment;

- Shincliffe A177 – Accidents – A resident commented that there were issues ongoing on the A177 but particularly the hot spot area which was the road from High Shincliffe to the traffic lights at the Rose Tree and explained that this road had had, the most accidents and deaths on roads leading into the city centre. In addition, this was the only 'A road' which was not dued with a 40 mph limit. The resident was hopeful that a meeting could take place on site, once restrictions were lifted.

The resident referred to two points. 1) that speeding was not necessarily issue, however there had been a huge change in use, with the growth in popularity of the village,

traffic flow, and also the closure of Elvet Bridge; and 2) the upkeep of road, which for an 'A road' he believed to be abysmal. The resident therefore commented that a survey needed to be undertaken on the road, and support given by the Parish Council for changes to be made following statistics being received. The resident concluded by saying that the road had already resulted in accidents and deaths, therefore the issues in relation to the speed, and upkeep should be addressed.

- Heavy Lorries in Shincliffe Village – Councillor Olechnowicz explained that the Parish Council had sent Lee Mowbray (DCC) a letter explaining that the transport problems had worsened significantly since the last meeting. The letter outlined the following three points 1) The bottleneck was becoming more and more hazardous; 2) During weekends but also week days, there was a high volume of vehicles parked up along Low Road and also High Street, which was making the traffic flow throughout the village very problematic; and 3) on Saturday 21st March, there was an exceptionally dangerous incident whereby a huge delivery truck was trying to access Poplar Tree Garden Centre. This resulted in cars nearly being damaged, or walls, and also pedestrians nearly being hurt.

As a result, the letter forwarded to Lee Mowbray requested a reply in relation to the following: 1) When will the survey be undertaken (with a suggestion that this was on a weekend and also when the weather was fine), 2) What were the legal obligations of a commercial business within a residential area regarding delivery and; 3) Did DCC agree that the issues identified were dangerous, and what could possibly be done.

Councillor Olechnowicz explained that a response had not been received to date, however once received, this would be communicated to residents.

The Chair then provided an update in relation to:

- Signage at the entrance of Shincliffe Play Park – The Parish Council were very grateful for the suggested signage and it was believed that planning permission would not be required;
- Signage within the Play Park (produced by children) – this may require planning permission however it was hoped that all signs around the park could be installed at the same time and also signage may be required for those

	<p>over the age of 12 playing for example football, within the park; and</p> <ul style="list-style-type: none"> • Picnic Tables – The Parish Council were currently adhering to Government guidelines regarding picnicking, however in the interim, consideration was being given to the installation of benches (new or old) to ensure that visitors had a place to sit. Once government guidance allowed, the picnic benches would be reinstated, however this was not possible at the present time. 	
4.	<p>Minutes of the Last Meeting held on 25th February 2021</p> <p>RESOLVED that: the minutes of the meeting held on 25th February, 2021 be approved as a true record.</p>	
5.	<p>Matters Arising (Including Actions from Last Meeting)</p> <p>There were no matters arising.</p> <p>A resident thanked the Garden Centre for the amendment to the fence and commented that restoring the hedgerow was incredibly important.</p>	
6.	<p>Electronic and Written Correspondence (DCC)</p> <p>The following correspondence had been previously circulated to all Councillors:</p> <ul style="list-style-type: none"> • Update Council Services • Cowboy Builders Get Prison Sentence Following Prosecution • Reinstate Mothballed Railway Line, Council Urges Government • Free Town Centre Parking After 2pm Proposed to Support Coronavirus Recovery • Investment and Levelling up Key to County Durham’s Economic Recovery • Plans to Invest and Transform Home & Communities to go before Councillors • Milestone Moment as Work to Begin at £400m Business Park for County Durham • Reminder to fill in Census, County Durham Residents Advised • Trusted Voices Making a Positive Difference during the Coronavirus Pandemic <p>Electronic and Written Correspondence (Residents)</p> <ul style="list-style-type: none"> • Park – Noise, littering, antisocial behaviour (27th, 28th, 28th February, 1st March) 	

	<ul style="list-style-type: none"> • Park – Removal of Benches (8th March) • Delivery Lorry Shincliffe Village (17th March) • Benches/Disabled Access to Park (20th March) • Urgent Road Safety Concerns Shincliffe Village (20th March) <p>RESOLVED that: the correspondence had been received and noted.</p>							
7.	<p>Planning Applications</p> <table border="1"> <tr> <td>DM/21/00495/FPA</td> <td>5 Prospect Terrace Shincliffe Durham DH1 2NR</td> <td>Demolish front porch and replace with canopy, replace front and rear windows, raise rear roof eaves level, and replace concrete roof tiles with slate</td> </tr> <tr> <td>DM/21/00614/FPA</td> <td>40 Hill Meadows High Shincliffe Durham DH1 2PE</td> <td>Garden room with log burner and flue and 2m high boundary wall to rear</td> </tr> </table> <p>RESOLVED that: No objections be made.</p>	DM/21/00495/FPA	5 Prospect Terrace Shincliffe Durham DH1 2NR	Demolish front porch and replace with canopy, replace front and rear windows, raise rear roof eaves level, and replace concrete roof tiles with slate	DM/21/00614/FPA	40 Hill Meadows High Shincliffe Durham DH1 2PE	Garden room with log burner and flue and 2m high boundary wall to rear	
DM/21/00495/FPA	5 Prospect Terrace Shincliffe Durham DH1 2NR	Demolish front porch and replace with canopy, replace front and rear windows, raise rear roof eaves level, and replace concrete roof tiles with slate						
DM/21/00614/FPA	40 Hill Meadows High Shincliffe Durham DH1 2PE	Garden room with log burner and flue and 2m high boundary wall to rear						
8.	<p>Appointment of Parish Clerk</p> <p>The Chair advised that the new Parish Clerk (Patricia Embleton) would commence on 1st April, 2021.</p>							
9.	<p>Review of Internal Control</p> <p>The Clerk referred to the Review of Internal Control, as previously circulated.</p> <p>Members were advised that appended to the report was the risk assessment for the Parish Council, and also the Play Park.</p> <p>It was resolved that: the review of internal control be approved (including the risk assessments), and that Gordon Fletcher be appointed as the Parish Council’s Internal Auditor for the financial year 2020/2021.</p>							
10.	<p>Budget Update</p> <p>The Clerk referred to the budget update previously circulated to all Councillors, and explained that the budget being presented was as at, 14th March, 2021.</p>							

The Clerk highlighted the following points:

- There had been an increase in audit fees (to £420.00) as an external audit had been required within the financial year;
- The cost of Bench Maintenance and Repairs amounted to £1316.77 as a new bench for St. Mary's Close had been purchased, and that there were also costs in relation to initially tethering the benches at the play park, and then subsequently removing them;
- The Clerks Salary (less payments authorised at this meeting) amounted to £5131.32
- Durham Cathedral (now Savills) – ground rent for Play Park totalled £140.00;
- Parish Council Insurance totalled £754.92;
- Grants had been awarded under S137 which totalled £1,000;
- Subscriptions currently totalled £244.38; and
- Expenditure in relation to the Play Park, for equipment, had been offset with funding and grants being received.

Councillor Wright then presented the Horticulture Committee Budget Update and explained that:

- The Horticulture Budget had been fixed at £6,000 for many years, and that due to savings which had been realised, the Horticulture Committee had been able to bear the cost of hedging within the Play Park, which had not been originally funded within the project;

These savings were largely related to the sustainable planting initiative adopted by former Councillor A Lee, and also savings being made from a free delivery of bedding plants by DCC as opposed to DBC;

- In addition to this, the Horticulture Committee had taken on board the costs for the Christmas Trees, and this was no longer a Parish Council project;
- The Parish Council had also removed some trees from Love Lane, which were raised as an issue by residents; and
- Whilst an overspend of c£330 was anticipated, this was deemed to be reasonable, given that hedging within the Play Park had been undertaken.

A resident referred to the marginal overspend and questioned whether consideration would be given to any screening from the

	<p>Play Park to prevent balls entering the field and also if repairs would be made to the damaged hedgerow.</p> <p>The Vice Chair advised that there was no provision within the Horticulture Budget for additional fencing, and also that the hedging at the rear of the goal had not been damaged, it was the containment around the hedging which had been. As a result, the Parish Council had taken action to install 'pig wire' to alleviate any future problems.</p> <p>A resident commented that she felt that there was a restriction on teenagers given that the 'Kick About Pitch' was the best used area of the park, however there was an issue with balls being kicked into the field. The resident went on to say that the age group of 1-12 was limited and that the Park should be a place for the whole village. The resident believed that if the Picnic Benches were to be reinstated, this would lead to further antisocial behaviour, and given that a bench was already located within the park, a more inclusive approach needed to be undertaken.</p> <p>A resident commented that she believed that the removal of the picnic benches was discriminatory, and that a provision needed to be made, in relation to this.</p> <p>A further resident commented that the picnic benches did contribute to the litter issues, and therefore more seating benches would help alleviate this issue.</p>	
11.	<p>Horticulture Committee Update (Standing Item)</p> <p>Councillor Wright provided the following update:</p> <ul style="list-style-type: none"> • A thanks were extended to a resident who had tidied up the bed at the Seven Stars and Low Road (A177); • Thanks were also extended to a resident who had offered a Willow Arch, which was surplus to requirements and would be featured within the sensory garden; • Councillor Wright extended his thanks to the Parish Gardener, for the work in which he had undertaken, and also for being a pillar of strength, supporting his role as Chairman of the Horticulture Committee. • Councillor Wright advised that he would not be seeking a seat in the local elections, however would be willing to support the successor on a carry over. 	

12.	<p>Sherburn House Planting Initiative (Standing Item)</p> <p>Councillor Fradley advised that the Daffodils were in full bloom and that there was nothing further to add.</p>																																					
13.	<p>Current Accounts for Approval</p> <table border="1" data-bbox="320 443 1257 1753"> <thead> <tr> <th data-bbox="320 443 802 521">Payable to</th> <th data-bbox="802 443 1257 521">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 521 802 707">K Kirton (March Salary) (Increase in Contract to 12 hours per week from December + Additional Hours)</td> <td data-bbox="802 521 1257 707">£ 1111.64</td> </tr> <tr> <td data-bbox="320 707 802 745">HMRC Income Tax (March)</td> <td data-bbox="802 707 1257 745">£383.36</td> </tr> <tr> <td data-bbox="320 745 802 784">M Platts (Horticulture)</td> <td data-bbox="802 745 1257 784">£1100.17</td> </tr> <tr> <td data-bbox="320 784 802 822">M Platts (Playpark - Benches)</td> <td data-bbox="802 784 1257 822">£164.50</td> </tr> <tr> <td data-bbox="320 822 802 860">M Platts (Playpark - Benches)</td> <td data-bbox="802 822 1257 860">£42.00</td> </tr> <tr> <td data-bbox="320 860 802 938">K Kirton Reimbursement Zoom (31st March)</td> <td data-bbox="802 860 1257 938">£14.39</td> </tr> <tr> <td data-bbox="320 938 802 1084">Northern Landscapes (Supply and Delivery of Rock Salt) – Invoice Number 6728 – Reissued Cheque</td> <td data-bbox="802 938 1257 1084">£105.00</td> </tr> <tr> <td data-bbox="320 1084 802 1162">Northern Landscapes (Transport Picnic Benches)</td> <td data-bbox="802 1084 1257 1162">£50.00</td> </tr> <tr> <td data-bbox="320 1162 802 1200">Kompan (Retension Cableway)</td> <td data-bbox="802 1162 1257 1200">£300.00</td> </tr> <tr> <td data-bbox="320 1200 802 1279">Reimbursement J Wright (Generator Hire)</td> <td data-bbox="802 1200 1257 1279">£13.00</td> </tr> <tr> <td data-bbox="320 1279 802 1357">K Kirton (Reimbursement Printer)</td> <td data-bbox="802 1279 1257 1357">£85.67</td> </tr> <tr> <td data-bbox="320 1357 802 1435">K Kirton (Reimbursement Stationary)</td> <td data-bbox="802 1357 1257 1435">£19.75</td> </tr> <tr> <td data-bbox="320 1435 802 1514">K Kirton (Petty Cash Reimbursement)</td> <td data-bbox="802 1435 1257 1514">£70.24</td> </tr> <tr> <td data-bbox="320 1514 802 1552">M Platts (Horticulture)</td> <td data-bbox="802 1514 1257 1552">£176.63</td> </tr> <tr> <td data-bbox="320 1552 802 1590">M Platts (Horticulture)</td> <td data-bbox="802 1552 1257 1590">£169.77</td> </tr> <tr> <td data-bbox="320 1590 802 1668">K Kirton (Reimbursement Printer Cartridges)</td> <td data-bbox="802 1590 1257 1668">£22.98</td> </tr> <tr> <td data-bbox="320 1668 802 1753">M Platts (Horticulture – Whitwell sustainable bed & signpost beds)</td> <td data-bbox="802 1668 1257 1753">£109.66</td> </tr> </tbody> </table> <p>RESOLVED that: the above accounts be paid.</p>	Payable to	Amount	K Kirton (March Salary) (Increase in Contract to 12 hours per week from December + Additional Hours)	£ 1111.64	HMRC Income Tax (March)	£383.36	M Platts (Horticulture)	£1100.17	M Platts (Playpark - Benches)	£164.50	M Platts (Playpark - Benches)	£42.00	K Kirton Reimbursement Zoom (31 st March)	£14.39	Northern Landscapes (Supply and Delivery of Rock Salt) – Invoice Number 6728 – Reissued Cheque	£105.00	Northern Landscapes (Transport Picnic Benches)	£50.00	Kompan (Retension Cableway)	£300.00	Reimbursement J Wright (Generator Hire)	£13.00	K Kirton (Reimbursement Printer)	£85.67	K Kirton (Reimbursement Stationary)	£19.75	K Kirton (Petty Cash Reimbursement)	£70.24	M Platts (Horticulture)	£176.63	M Platts (Horticulture)	£169.77	K Kirton (Reimbursement Printer Cartridges)	£22.98	M Platts (Horticulture – Whitwell sustainable bed & signpost beds)	£109.66	
Payable to	Amount																																					
K Kirton (March Salary) (Increase in Contract to 12 hours per week from December + Additional Hours)	£ 1111.64																																					
HMRC Income Tax (March)	£383.36																																					
M Platts (Horticulture)	£1100.17																																					
M Platts (Playpark - Benches)	£164.50																																					
M Platts (Playpark - Benches)	£42.00																																					
K Kirton Reimbursement Zoom (31 st March)	£14.39																																					
Northern Landscapes (Supply and Delivery of Rock Salt) – Invoice Number 6728 – Reissued Cheque	£105.00																																					
Northern Landscapes (Transport Picnic Benches)	£50.00																																					
Kompan (Retension Cableway)	£300.00																																					
Reimbursement J Wright (Generator Hire)	£13.00																																					
K Kirton (Reimbursement Printer)	£85.67																																					
K Kirton (Reimbursement Stationary)	£19.75																																					
K Kirton (Petty Cash Reimbursement)	£70.24																																					
M Platts (Horticulture)	£176.63																																					
M Platts (Horticulture)	£169.77																																					
K Kirton (Reimbursement Printer Cartridges)	£22.98																																					
M Platts (Horticulture – Whitwell sustainable bed & signpost beds)	£109.66																																					
14.	<p>Date of Next Meeting</p> <p>The date and time of the next meeting was to be confirmed.</p>																																					

15.	Any Other Business – Councillors The Chair, on behalf of the Parish Council, wished Kate well, commenting that her work over the last 9 years had been greatly appreciated and that she would be very much missed.	
-----	--	--

Meeting Terminated at 7.00pm

DRAFT