

Minutes of the March Meeting of **Shincliffe Parish Council** held in **Bowburn Community Centre, Bowburn, Durham** on **Tuesday 18 March 2014** at 7.00 pm.

Present: Councillor Duell (in the Chair) and Councillors Hudson, A Lee, Lightley, Lovell, and Olechnowicz.
County Councillor Stoker was also in attendance.
There was 1 member of the public present.

165. Declarations of Interest

There were no declarations of interest

166. Apologies for Absence

An apology for absence was submitted to the meeting on behalf of Councillor G Lee.

167. Minutes

Resolved: that the Minutes of the Parish Council meeting held on Tuesday 18 February 2014 (copies previously circulated and publicised) be confirmed as a correct record and signed by the Chair subject to the following amendment:

157 – Hall Lane (Shincliffe Village) – Councillor Stoker was to contact the Dean and Chapter in relation to the pot holes and not the County Council.

168. Matters Arising

- (a) Access Gates to High Shincliffe Playing Field – The Clerk reported that contact had been made with the County Council on several occasions regarding a lock being fitted to the access gates. A reference number for works to be undertaken had now been obtained and a further update would be provided in due course.

It was **resolved** that: the matter be noted and necessary action undertaken.

169. Police Report

No Police report had been received.

170. County Councillor Update

Cllr Stoker updated the Parish Council on the following:

Council News

- (a) Council of the Year – Durham County Council had won the Council of the Year Award.
- (b) Durham County Plan – This would be submitted to the full Council meeting later in the month and the plan primarily concentrated on Durham City. Councillor Stoker felt that little consideration had been given to the implications of 5000 new houses and the resultant influx of children in the area. In addition to this, the University and Hospital had not been consulted on the Plan.
- (c) Garden Waste Collections – The scheme for charging for garden waste collections had been suspended for a year. Councillor Stoker welcomed this given that it was likely that the income generated from this initiative would be spent on administration of the scheme. The Parish Council was also advised that households not registered in the scheme at the present time, were also exempt for registering in the future.

Member Funds

Neighbourhood Budget

- (a) Shovel and Shake – This initiative involved households being supplied with snow shovels and 10 kg of salt grit. Given the relatively mild winter, these would now be delivered in the autumn 2014.
- (b) High Shincliffe Playing Field - £7,500 matched funding had been allocated to the playing field.
- (c) Horticultural Committee - £700 had been allocated to the horticultural committee.
- (d) Play Equipment - £750 had been donated to the Community Association for the installation of play equipment within the play park.

LAMA (Roads and Footpaths)

- (a) Councillor Stoker advised that this funding ceased on 31 March 2014. A new scheme would be available from April 2014 which was a consolidation of LAMA priorities into another fund. Councillor Stoker explained that he had been invited to help shape priorities.
- (b) Hill Meadows (High Shincliffe) and St. Mary's Close (Shincliffe Village) – If funding was allocated to these footpaths it was to be suggested that one area was initially focused on and completed and then works to the other footpath be carried out later in the year when other works had been finalised, as opposed to working on both footpaths intermittently.

AAP

- (a) High Shincliffe Playing Field - £7,500 'match funding' had been allocated from the Neighbourhood Budget to work in partnership with the Community Association for a Ball Play area. Councillor Stoker commented that this was a positive proposal.

Updates

- (a) Damaged Hedge (St. Mary's Close) – Progress was now being made although works had not yet been undertaken.
- (b) Hall Lane Potholes – Confirmation had been received that Hall Lane was owned by the Dean and Chapter. Enquiries were therefore being made as to whether the lease contained clauses in relation to repairs.

It was **resolved** that: the above update be noted.

171. Correspondence

(a) Matters arising from last month's correspondence

Councillor Lightley commented that there had been some interesting articles in the previous month's correspondence particularly relating to the Durham County Plan and also the Campaign to Protect rural England (CPRE).

(b) Correspondence to circulate for discussion/decision at next parish council meeting

- 1) 1. LCR (Spring 2014) The Voice of Local Councils
- 2) The Clerk Magazine (March 2014 Vol. 45 No.2)
- 3) Amethyst Horticulture
- 4) Neighbourhood Protection Team Update – (Durham Area Performance Report for January 2014)
- 5) East Durham Leader
- 6) AES Europe Ltd – Letter to Parish Councils
- 7) Digital Durham Update
- 8) Durham AAP Parish Council Board Member
- 9) Garden Waster Collections 2014
- 10) LCR Summer 2014 – Feedback Questions
- 11) Parish Paths Partnership Vegetation Cutting 2014/2015
- 12) Grow More Sustainability: Funding Available
- 13) Clerks and Councils Direct (March 2014 Issue 92)

Current Correspondence

1) Email from a resident explaining that several years ago the Parish Council was in contact with the County Council over the two footpaths in St Mary's Close, one leading from A177 and the other from the top of the close to the Church, regarding adoption of these footpaths. The resident expressed his concerns that this issue had still not been resolved and a lady had tripped on a raised flag stone and broken her arm.

The Parish Council acknowledged that these footpaths were currently unadopted and it was **resolved** that: Councillor Stoker pursue the potential adoption of the paths with the County Council. The Clerk would also respond to the resident accordingly.

In addition to this, the resident explained that the lower path belonged to the Cathedral and the remainder belonged to the Glebe land of the Church, but this no longer existed therefore the current owner was unknown to the Land Registry. As a result the resident asked that the Parish Council take action again to obtain public footpath status, and in particular, to get them maintained.

2) An email from a resident relating to the proposed Traffic Regulation Order in particular asking that the Parish Council receive independent actual data on the magnitude of the traffic problem prior to any decisions being made.

The Chairman referred to the briefing received by Mr Battensby prior to the last meeting of the Parish Council, during which independent statistics were received. An average of 32 cars per day were reported.

It was **resolved** that: The Clerk respond to the resident on behalf of the Parish Council and quote the figures received from Mr Battensby.

172. Planning Applications

<u>CE/14/00046/FPA</u>	Mr Paul Baker	Moss Cottage High Street South Shincliffe Durham DH1 2NN	Two storey side extension and single storey rear extension
<u>DM/14/00098/TPO</u>	Shincliffe Parish Council	Land At High Street Shincliffe	Various tree works
<u>DM/14/00126/FPA</u>		27 Meldon Way High Shincliffe Durham DH1 2PZ	Erection of pitched roof over existing flat roofed extension

It was: **resolved** that there were no objections in relation to the above planning applications.

173. Horticultural Committee Update

Councillor A Lee thanked Councillor Stoker for the £700 donation which had been received.

Planting Schemes had been discussed at the last Horticultural Committee meeting and it had been agreed that some sustainable plants would be planted in the beds providing an array of vibrant colours. Within the subsequent years plan was an edible bed of herbs and vegetables. Residents would be encouraged to take ownership of this and also encouraged to pick the produce.

Spring Front Garden Competition – Judging was to take place within the first two weeks of April and

an advert had been included in the next addition of SCAN. The existing street plan would be used however the allocation of streets between Councillors had been revised. Councillor Lovell agreed to participate and it was suggested that he accompany Councillor Olechnowicz.

It was **resolved** that: the Clerk forward details of the Spring 2012 winner to Councillor Olechnowicz so that they could be invited to judge the competition.

174. AAP Update

The Parish Council was advised that an AAP meeting was scheduled for the following day.

175. Revised Standing Orders

The Clerk advised that it was timely to review the existing Standing Orders and ensure that they remained fit for purpose.

It was **resolved** that: The Clerk review the Standing Orders and work in consultation with Chairman and Vice Chairman making any necessary amendments. A revised copy would be submitted to the next meeting for consideration and approval.

176. High Shincliffe Park

This item of business had been discussed under matters arising.

177. Shincliffe Village Traffic

The Chairman referred to the emails received from residents relating to the proposed Traffic Regulation Order. Councillors had received a briefing on 18 February from Mr Battensby and the Chair had requested a written note covering the points raised and suggesting various alternative options including their advantages and disadvantages.

Councillor Stoker had also been in contact with Michelle Shearer of the traffic department regarding a traffic survey being undertaken during the morning peak hour.

Councillor Lightley raised the issue of the WI and Church not being consulted on proposals and a letter had been received from the traffic department which had been circulated to all Councillors, the WI and the Church.

Councillors felt that the County Council needed to suggest various solutions for consideration by the Parish Council. It was also acknowledged that if a Traffic Regulation Order was to be imposed, that this would need to be policed.

It was **resolved** that: prior to any decision being made, Councillor Stoker would contact the Highways Department and ask them to undertake a survey and individual count especially between the hours of 8.00am and 9.00am, in order that an informed decision could be made.

178. Shincliffe Village Recreation Ground

The Clerk to the Parish Council advised that repairs to the Recreation Ground Wall were scheduled to start on 28th March 2014.

179. Tree Survey

The Clerk advised that Oliver's Tree Services had had submitted an application to the Local Authority to ascertain whether the trees identified were situated within a Conservation Area or covered by a Tree Preservation Order.

It was **resolved** that: the Clerk would provide a further update in due course.

180. Accounts

The Clerk to the Parish Council explained that the accounts listed below were signed by two authorised signatories and payments made following the last meeting given that these invoices were deemed as urgent to be paid and therefore could not wait until the next meeting of the Parish Council as they would exceed the payment terms.

DCC Election Costs	£2171.32	
K Cuthbert February Salary	£245.08	
HMRC Income Tax	£61.20	
M Platts (Attendance at Horticultural Committee)	£18.00	
Shincliffe Junior Football Club (S137)	£300.00	

Resolved: that the above accounts be ratified and approved.

The Clerk then submitted the following accounts for approval:

DCC – Offset Railings outside the Avenue Inn	£277.40	
K Cuthbert March Salary	£244.88	
HMRC Income Tax	£61.40	
K Cuthbert – Printer Cartridges	£25.98	
SLCC Subscription	£87.00	
CPRE Subscription	£29.00	
DCC Hire of Hall (January Meeting)	£30.36	
Shincliffe PCC Hire of Room (February Meeting)	£22.00	

Resolved: that the above accounts be paid.

181. Budget Reserves - Comparison

The Clerk to the Parish Council had contacted Parish Council's with a similar precept to that of Shincliffe Parish Council to ascertain what level of budget reserves they currently held. Three Parish Council's responded namely: Cornsay Parish Council, Dalton le Dale Parish Council and Middleton-in-Teesdale and Newbiggin Parish Council. The findings of this exercise had been circulated to Parish Councillors prior to the meeting.

A discussion ensued and the view of the Parish Council was that the level of reserves currently held was reasonable in that they did not exceed the precept annually collected, however it was felt that at least 50% of the current reserves should be earmarked for future potential spend.

It was **resolved** that: Parish Councillors bring suggestions for the use of around 50% of the current level of reserves to the next meeting for further discussion and consideration.

The Clerk then advised that as the budget reserves may be accessed within the next financial year additional signatories should be added the NSI Savings Account to ease the process of making withdrawals.

It was **resolved** that: Councillors Duell, G. Lee and P Hudson be added as signatories to the NSI Savings Account.

Relevant paperwork was completed and signed and also countersigned by Councillors Olechnowicz, Lovell and A.Lee as required on the form.

182. Date and Time of Next Meeting

The April Parish Council Meeting will be held on Tuesday 15th April 2014 at St Mary's Church Hall, Shincliffe Village, Durham at 7.00 pm.

183. Any Other Business – Councillors

(a) The Chair of the Parish Council commented that it was pleasing to note from the Council Tax Bill 2014/2015 that the Parish Council had set the precept with a 0.0% change.

(b) Love Lane – Councillor A Lee agreed to speak to the Landlord of the Avenue Inn regarding the Football Team clearing the area on a rotational basis.

(c) Weedkiller – The amount of Weedkiller being applied around areas such as lampposts seemed excessive. The Clerk to the Parish Council had contacted the County Council in relation to this and would provide an update once a response had been received.

185. Any Other Business – Members of the Public

No issues were raised.

The meeting terminated at 8.00 pm