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| <p>Minutes of the Annual Meeting of Shincliffe Parish Council held in Shincliffe Primary School, High Shincliffe, Durham, on Tuesday 16th May 2017 at 7.00 pm.</p> | <p>Action By:</p> |
| <p>Present: Councillor G. Lee (in the Chair) and Councillors Cook, Duell, A. Lee, Olechnowicz and Stoker.</p> <p>Councillor Stoker was welcomed to his first meeting as a Parish Councillor.</p> | |
| <p>1. Presentation of Certificates and Prizes – Spring Front Garden Competition</p> <p>The Chairman presented the following residents with a certificate and prize for the Spring Front Garden Competition:-</p> <p>1st Prize (Uplands- High Shincliffe) - £40 Voucher</p> <p>Highly Commended – (13 Mitford Close) - £20 Voucher</p> <p>Highly Commended - (26 St. Mary’s Close) - £20 Voucher</p> <p>The Chairman commented that the front gardens within the Parish were maintained to a very high standard and without doubt contributed to the recent Beautiful Durham Awards. On behalf of the Parish Council, the Chairman offered thanks to the community, and in particular, the front garden prize winners.</p> | |
| <p>2. Apologies for Absence</p> | |
| <p>There were no apologies for absence.</p> | |
| <p>3. Election of Chairman</p> | |
| <p>The Clerk asked for nominations for Chairman. It was moved by Councillor Cook, and seconded by Councillor Duell, that Councillor G. Lee be nominated for Chairman. No further nominations were received therefore it was resolved that: Councillor G. Lee be appointed as Chairman.</p> | |
| <p>4. Declaration of Acceptance of Office</p> | |
| <p>Councillor G. Lee duly signed the Declaration of Acceptance of Office Form, which was countersigned by the Clerk to the Parish Council.</p> | |
| <p>5. Appointment of Vice-Chairman</p> | |
| <p>The Chairman asked for nominations for Vice Chairman. It was moved by Councillor G. Lee, and seconded by Councillor A. Lee, that Councillor Cook be nominated for Vice Chairman. No further nominations were received therefore it was resolved that: Councillor Cook be appointed as Vice Chairman.</p> | |
| <p>6. Issues Raised by Members of the Public</p> | |
| <p>(1) A resident had contacted the Parish Council regarding a green 4x4 (towing a trailer) using the water hydrant beyond 7 Ancroft Garth towards The Green. This typically occurred on bin cleaning days. As</p> | |

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| <p>the resident had provided vehicle registration details, the Clerk agreed to forward this information to the Police.</p> | <p>Clerk</p> |
| <p>7. Meeting Dates and Membership to Sub-Committees</p> | |
| <p>The Clerk referred to the proposed meeting dates for the Parish Council, published on the Parish Council website. It was resolved that: the meeting dates be approved.</p> <p>The Chairman asked for nominations to the Horticulture Committee, Finance Committee, Complaints Panel and also a Parish Council Auditor and Litter Pick Co-ordinator.</p> <p><u>Horticulture Committee</u></p> <p>It was resolved that: Councillors A. Lee and Cook be appointed, with the addition of the Parish Gardener (Marc Platts) and Pat Matthews (Community Representative). Councillors A. Lee and Cook agreed to share the role of Chairman.</p> <p><u>Finance Committee</u></p> <p>It was resolved that: Councillors G. Lee, A. Lee and Stoker be appointed with the addition of the Parish Clerk (Kate Cuthbert). Councillor G. Lee was appointed as Chairman.</p> <p><u>Complaints Panel</u></p> <p>It was resolved that: all Councillors be appointed to serve on the panel (with a quorum of 3).</p> <p><u>Parish Council Auditor</u></p> <p>It was resolved that: Councillor Duell be appointed as the Parish Council's 'Mini Auditor'.</p> <p><u>Litter Pick Co-ordinator</u></p> <p>It was resolved that: Councillor Olechnowicz be appointed as the Parish Council's Litter Pick Co-ordinator working in conjunction with the Parish Clerk and the new member of the Parish Council.</p> <p>Councillors discussed Shincliffe Village Park and agreed that Councillor Olechnowicz would act as a representative at this forum. The Clerk agreed to include this as a standing item on all future agenda for an update to be given.</p> | <p>Clerk</p> <p>Clerk & Cllr Olechnowicz</p> |
| <p>8. Co-option of a Parish Councillor</p> | |
| <p>The Parish Council discussed the vacancy (1 seat) which had arisen following the recent non-contested election.</p> <p>It was resolved that: this vacancy would be filled via the co-option procedure (i.e. before 23rd June, 2017 to avoid the need to 'call an election' and reduce any potential cost to the Parish Council).</p> <p>Upon discussion, the Parish Council agreed that the vacancy would be advertised the following day, for a period of 17 days. Interviews would be held on Monday 5th June, 2017 and candidates would be asked to complete</p> | |

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| <p>the 'Self Declaration Form' and also submit some information (no more than 1 side of A4) outlining their suitability to the role, prior to interview.</p> | |
| <p>9. Minutes</p> | |
| <p>It was resolved that: the minutes of the meeting held on 18th April, 2017, be approved as a true record.</p> | |
| <p>10. Matters Arising</p> | |
| <p>189 (A177 Speed Restrictions) – Councillor A. Lee reported that one barred gate had been erected, with the other gate to be erected the following day.</p> <p>194 (Planting ceremony – Hill Meadows) – Councillor A. Lee commented that the planting ceremony, in the mini orchard at Hill Meadows had been a huge success and very well received by both former Councillors P. Hudson and Lightley. Some children from the primary school had attended the event and a press release had been published in both the Durham Times and also the Evening Chronicle. The Chairman, on behalf of the Parish Council, thanked Councillor. A. Lee for the organisation of this event.</p> <p>198 (Love Lane) – Parish Councillors once again commented upon the Garden Waste bin, belonging to a resident, which was situated in Love Lane. As a Community Gardening Day had been scheduled for Saturday 10th June, with the aim of continuing to enhance Love Lane and make it more aesthetically pleasing, it was agreed that a letter be sent from the Parish Council, requesting that the bin be removed as it does not serve a purpose and complaints had been received from residents that it looked unsightly.</p> <p>199 (Shincliffe Show Trophy) – Councillor Olechnowicz reported that the trophy had been purchased and engraved.</p> | <p>Clerk</p> |
| <p>11. Police Report</p> | |
| <p>The Clerk reported the following incidences (from 16/4/17 to 16/5/17) to the Parish Council:</p> <p>33 reported offences in total, the majority of these were road related. Burglary – 1 incident (Pond Street, High Shincliffe – insecure door) Theft – 1 incident Criminal Damage – 0 incidents Anti-Social Behaviour – 2 incidents</p> <p>It was resolved that: the police report be noted.</p> | |
| <p>12. County Councillor's Update</p> | |
| <p>Councillor Stoker provided the following update:</p> <ul style="list-style-type: none"> • Consultation (Maiden Castle) – Councillor Stoker continued to raise concerns about parking issues at the site (as the benches had the capacity to hold 2,700 spectators). A further meeting would therefore | <p>Cllrs Cook, A. Lee and Stoker.</p> |

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| <p>take place in June. Councillors Cook and A.Lee agreed to also attend this meeting, with Councillor Stoker.</p> | | | | | | | | | | |
| <p>13. Correspondence</p> | | | | | | | | | | |
| <p>(a) <u>Matters arising from last month's correspondence</u> No issues were raised.</p> | | | | | | | | | | |
| <p>(b) <u>Correspondence held on reference file</u> (1) Clerks & Councils Direct (May 2017, Issue 111) (2) War Memorials Bulletin (May 2017, No.73) (3) The Clerk Magazine (May 2017, Vol.48, No.3) (4) Broxap (Spring/Summer 2017) (5) Public Space Protection Order for Dog Control</p> | | | | | | | | | | |
| <p>(c) <u>Current Correspondence</u> (1) A letter had been circulated to Parish Councillors from a member of the public regarding a resident allowing their dog to fowl in High Shincliffe and failing to pick up after it. The Clerk advised the Parish Council that new legislation (Public Space Protection Order for Dog Control) would be in place from 1 June, 2017 whereby this was an offence with an immediate Fixed Penalty Notice of £100. As a result, this issue would be reported to Durham County Council and consideration would be given to signage around the Parish advising that this was now an offence and that offenders would be prosecuted. Notices would also be published within the Parish Council notice boards.</p> | <p>Clerk</p> | | | | | | | | | |
| <p>14. Planning Applications</p> | | | | | | | | | | |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">DM/17/00601/FPA</td> <td style="width: 45%;">Shincliffe Lane Sherburn House Durham DH1 2SQ</td> <td style="width: 30%;">Erection of 1 no. dwelling house</td> </tr> <tr> <td>DM/17/01367/FPA</td> <td>Laxey Cottage High Street South Shincliffe Durham DH1 2NN</td> <td>Two single storey extensions to the rear of dwelling.</td> </tr> <tr> <td>DM/17/01368/LB</td> <td>Laxey Cottage High Street South Shincliffe Durham DH1 2NN</td> <td>Two single storey extensions to the rear of dwelling.</td> </tr> </table> <p>A discussion ensued in relation to the above planning applications and the Parish Council expressed concerns in relation to access and the spirit of the conversation area (Sherburn House) and light issues and potential over</p> | DM/17/00601/FPA | Shincliffe Lane Sherburn House Durham DH1 2SQ | Erection of 1 no. dwelling house | DM/17/01367/FPA | Laxey Cottage High Street South Shincliffe Durham DH1 2NN | Two single storey extensions to the rear of dwelling. | DM/17/01368/LB | Laxey Cottage High Street South Shincliffe Durham DH1 2NN | Two single storey extensions to the rear of dwelling. | <p>Cllr Stoker</p> |
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| development of Laxey Cottage. It was agreed that Councillor Stoker would obtain further information and report back in due course. | |
| 15. Horticulture Committee Update | |
| <p>Councillor A. Lee provided the following update:</p> <ul style="list-style-type: none"> • The Horticulture Committee intended to draft a 3 year business plan to support the Quality/Quality Gold Local Council Award Scheme; and • A Community Gardening Day was scheduled to take place on Saturday 10th June, 2017 which would primarily focus on tidying up Love Lane. All volunteers were welcomed and thanks were extended to the Avenue Inn for kindly providing refreshments and bacon sandwiches at the end of the event. | |
| 16. Finance Committee Update (including approval of Accounts 2016/17 for Audit) | |
| <p>The Chairman reported that the next meeting of the Finance Committee was scheduled to take place on Tuesday 12th September, 2017.</p> <p>At its meeting on Tuesday 9th May, the Finance Committee considered the 2016/17 accounts, for approval by the Internal Auditor. Consideration had been given to all income and expenditure, the bank reconciliation and also the reserves position. It was recommended that the accounts be submitted to full Council for approval.</p> <p>It was resolved that: the accounts 2016/17 (and all supporting documentation) be approved, and submitted to the Internal Auditor and subsequently the External Auditor (BDO), for approval.</p> | |
| 17. Local Council Award Scheme – Foundation Status | |
| <p>The Clerk reported that notification had been received that the Parish Council had successfully achieved Foundation Status within the Local Council's Award Scheme.</p> <p>The Chairman of the National Association of Local Councils (NALC) had agreed to attend the June meeting of the Parish Council, whereby a certificate would be duly presented. Councillor A. Lee agreed to contact the local media for a press release.</p> | Cllr A. Lee |
| 18. Annual Review of Standing Orders/Financial Regulations/Policies and Procedures | |
| <p>The Clerk referred Parish Councillors to the Standing Orders, Financial Regulations, Policies and Procedures, as published on the Parish Council website.</p> <p>As no changes were deemed necessary or recommended, it was resolved that: the documents be approved and reviewed again annually, subject to any required in-year amendments.</p> | |
| 19. Appointment of Internal Auditor | |
| It was resolved that: Gordon Fletcher be appointed as the Parish Council's Internal Auditor for the ensuing municipal year. | |

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| 20. Door to Door Hawkers | | | | | | | | | | | | | |
| <p>The Parish Council acknowledged that incidents had been reported involving 'Door to Door Hawkers' which residents had often found intimidating. As this was inappropriate, the Parish Council agreed to publicise this in SCAN urging residents to contact the Police (on 101) and also report any such issues to the Parish Council, in order that an incident log could be kept.</p> | <p>Cllr G.Lee & Clerk</p> | | | | | | | | | | | | |
| 21. Shincliffe School Traffic/Beal Walk Junction | | | | | | | | | | | | | |
| <p>Parish Councillors discussed the incidents which had recently been reported at the Beal Walk Junction, High Shincliffe and the potential dangers of this, at school drop off and pick up times. Speed humps, rumble strips and additional signage were again discussed and it was suggested that Lee Mowbray (Durham County Council) be present at these times to witness the inappropriate driver behaviour. As these issues had been raised several times before, this should also be followed up with the Police and a discussion would take place with DCC regarding a '20 mph zone signage' similar to that which had been placed in an area of Bowburn.</p> | <p>Cllrs Duell & Stoker</p> | | | | | | | | | | | | |
| 22. Mill Lane/Shincliffe Lane | | | | | | | | | | | | | |
| <p>Councillor Stoker reported the following two Road Traffic incidences:</p> <p>24/4/17 – 2 vehicles damaged; and 10/5/17 – a vehicle collision</p> <p>Parish Councillors acknowledged that this was a potentially dangerous road with the current speed limit of 60mph and suggested that this should be reduced to 40mph. Councillor Stoker agreed to contact Michelle Shearer (DCC) to discuss these proposals.</p> | <p>Cllr Stoker</p> | | | | | | | | | | | | |
| 23. Current Accounts for Approval | | | | | | | | | | | | | |
| <p>The following accounts were submitted for approval:</p> <table border="1" data-bbox="148 1335 1465 1599"> <tr> <td>K Cuthbert (May Salary)</td> <td>£290.45</td> </tr> <tr> <td>HMRC Income Tax (April)</td> <td>£72.60</td> </tr> <tr> <td>K Cuthbert (Reimbursement Garden Centre Vouchers)</td> <td>£80.00</td> </tr> <tr> <td>Shincliffe PCC (Hire of Church Hall – May)</td> <td>£30.36</td> </tr> <tr> <td>CDALC (Accreditation Foundation Status)</td> <td>£50.00</td> </tr> <tr> <td>CDALC (Annual Subscription)</td> <td>£249.21</td> </tr> </table> <p>Resolved: that the above accounts be approved and paid.</p> | K Cuthbert (May Salary) | £290.45 | HMRC Income Tax (April) | £72.60 | K Cuthbert (Reimbursement Garden Centre Vouchers) | £80.00 | Shincliffe PCC (Hire of Church Hall – May) | £30.36 | CDALC (Accreditation Foundation Status) | £50.00 | CDALC (Annual Subscription) | £249.21 | |
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| 24. Date and Time of Next Meeting | | | | | | | | | | | | | |
| <p>The next Meeting will take place on Tuesday 20th June 2017, 7.00pm at Shincliffe Primary School, High Shincliffe, Durham.</p> | | | | | | | | | | | | | |
| 25. Any Other Business – Councillors | | | | | | | | | | | | | |
| <p>(1) Councillor A. Lee reported that two residents had notified her that the Cordylines were blocking a line of sight. A discussion would therefore</p> | <p>Cllr A. Lee</p> | | | | | | | | | | | | |

take place with the Parish Gardener to ascertain whether the lower leaves could be removed.

- (2) A small tent had been set up on the Old Mine Site – It was agreed that this would be further investigated, and removed if necessary, although it did not seem to pose a problem at the current time.
- (3) Councillor Cook reported that some steps at Hill Meadows had sunken and required attention. Councillor Duell advised that this had been reported to Durham County Council.

Parish Councillors commented that a log of incidents reported throughout the month would be useful. The Clerk agreed to include this as a standing item of business on the agenda.

Clerk

The meeting terminated at 8.35 pm