

Shincliffe Parish Council

Minutes of the Annual Meeting of Shincliffe Parish Council held in St Mary's Church Hall, Shincliffe Village, Durham at 6.20pm on Thursday 16th May, 2019.

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

In Attendance: There were no members of the public present.

Item		Action By
1.	<p>Apologies for Absence</p> <p>Apologies for absence were submitted to the meeting on behalf of Councillors Ferries, Fradgley, Lee and Wright.</p>	
2.	<p>Election of Chairman</p> <p>The Clerk asked for nominations for Chairman. It was moved by Councillor Wright, and seconded by Lee, that Councillor Stoker be nominated for Chairman. No further nominations were received therefore it was resolved that: Councillor Stoker be appointed as Chairman.</p>	
3.	<p>Declaration of Acceptance of Office</p> <p>Councillor Stoker agreed to sign the Declaration of Acceptance of Office form, duly countersigned by the Clerk to the Parish Council.</p>	
4.	<p>Appointment of Vice-Chairman</p> <p>In the absence of Councillor Duell, it was resolved that: this item of business be deferred to the next meeting of the Parish Council.</p>	
5.	<p>Issues Raised by Members of the Public</p> <p>A resident had raised concerns about cattle and calves in the field from High Shincliffe down to the woods which can be very protective and pose a threat to walkers.</p> <p>The Parish Council discussed the possibility of signage however felt that this would be difficult given the various entrances to the field.</p>	

	Upon discussion, it was resolved that: a notice be displayed within the notice boards and a warning notice be issued in the next edition of SCAN.	Clerk
6.	<p>Meeting Dates and Membership to Sub-Committees</p> <p>The Clerk referred Parish Councillors to the meeting dates previously circulated. It was resolved that: the meeting dates be approved.</p> <p>The Parish Council then discussed nominations to Committees and approved the following appointments:-</p> <p>Finance Committee</p> <p>Councillor Lee (Chair), Councillors Duell, Ferries, Fradley and also the Parish Clerk.</p> <p>Horticulture Committee</p> <p>Councillor Wright (Chair), Councillors Fradgley and Olechnowicz and also the Parish Clerk.</p>	
7.	<p>Minutes</p> <p>RESOLVED that: the minutes of the meeting held on Thursday 17th April, 2019 be approved as a correct record.</p>	
8.	<p>Matters Arising</p> <p>There were no matters arising from the minutes.</p>	
9.	<p>Crime Update</p> <p>The Clerk advised of the following two crimes reported on or near Pond Street:-</p> <ul style="list-style-type: none"> • 1 incident of forgery/perjury • 1 incident of violence/sexual offences 	
10.	<p>Written Correspondence</p> <p>All correspondence had been circulated electronically.</p>	
11.	<p>Planning Applications</p> <p>Notification of the following planning applications had been received:-</p>	

	<p>DM/19/00940/FP A 1 Chapter Cottages Low Road Shincliffe Durham DH1 2NE</p> <p>DM/19/01253/FP A 3 Beal Walk High Shincliffe Durham DH1 2PL</p> <p>Erection of two storey extension to side, single storey extension to rear and porch to front of existing dwelling</p> <p>Replace conservatory with single storey extension to front and insert 3no rooflights within roof, 1no door and 1no window to side and replace roof of existing garage.</p> <p>It was resolved that: no objections be made in relation to the above planning applications.</p>	
12.	<p>Horticulture Committee Update</p> <p>Councillor Wright provided the following update:-</p> <ul style="list-style-type: none"> • <u>Bird Boxes</u> – Claire Prganell had very kindly made and donated several bird boxes and bee/insect hotels. Some of the boxes, i.e the ones which required no maintenance, were gratefully received by the Parish Council for use within Shincliffe Play Park. The Parish Council extended its thanks to Claire, for this wonderful contribution; • <u>Spring and Summer Garden Competitions</u> – the Horticulture Committee had discussed and proposed, an ‘Annual Garden Competition’ as opposed to a Spring and Summer Competition, given the problems often encountered with the timing (due to weather) and judging of the Spring Competition. In addition, this could also be linked to the Beautiful Durham Awards. <p>Parish Councillors discussed this issue and felt that an annual competition would have more impetus and that the profile could be raised which included a wider range of categories, and greater prizes being awarded.</p> <p>Councillor Lee also suggested that social media (Facebook or Twitter) could be considered to advertise this event, which could increase the profile even further. Parish Councillors commented that this was an excellent idea;</p> <ul style="list-style-type: none"> • <u>Sowing of Seeds</u> – This had been delayed due to weather conditions however it was anticipated that this would take place within the forthcoming weeks; and 	

	<ul style="list-style-type: none"> • <u>Summer Bedding Planting</u> – An order had been placed and plants were anticipated to be delivered on Friday 21st June. 	
13.	<p>Finance Committee Update</p> <p>Councillor Lee provided the following update:-</p> <ul style="list-style-type: none"> • The Finance Committee had met on Tuesday 14th May and discussed the financial position as at 31st March 2019; • The total income of the Parish Council in this period was £24,190.70 and the total expenditure £16,724.63; and • The ‘free reserves’ balance was within the Mazars guidance of between 25% and 115% (currently 35%). Following the Parish Council meeting where the Finance Committee proposed to increase the precept by 18% was resolved, it was forecast that the free reserves position would be improved towards 50% during FY 19/20, and more in line with Mazar guidance; <p>Parish Councillors referred to the accounts 2018-2019 which had been recommended for approval by the finance committee</p> <p>It was resolved that: the accounts be approved for audit and the Annual Governance Statement and Accounting Statements for 2018-2019 be approved and signed by the RFO and Chairman.</p>	
14.	<p>Annual Review of Policies and Procedures</p> <p>Parish Councillors had reviewed the Standing Orders/Financial Regulations and all policies and procedures currently adopted by the Parish Council. It was noted that the Standing Orders and Financial Regulations had recently been reviewed and amended.</p> <p>It was resolved that: an annual review had been undertaken with no further amendments to be made.</p>	
15.	<p>Velo North</p> <p>Councillor Fradgley raised for discussion, the Velo North Event, scheduled to take place, which would travel through the Parish of Shincliffe.</p> <p>Parish Councillors discussed the potential impact, in that it might be beneficial that the area was ‘litter picked’ to create a good impression, but also that the ongoing pathways issues, may need to be addressed in advance.</p>	

	<p>A discussion also ensued in relation to concerns raised from the Seven Stars regarding a potential loss of business.</p> <p>Parish Councillors acknowledged that whilst the responsibility of this event was out of the Parish Council control, the Landlord of the Seven Stars/Rosetree should be encouraged to negotiate the organisation of the event with Velo North.</p>	
16.	<p>Christmas Tree Project (Standing Item)</p> <p>Councillor Wright provided the following update:-</p> <ul style="list-style-type: none"> • 2 x 14 ft trees had been offered from East Grange Farm at a cost of £120.00, with an offer of help for installation. The Parish Council expressed their gratitude for this very kind offer and commended that a ‘thanks’ would be published in both SCAN and the notice boards; • The location of the trees was still to be decided – Jubilee Place at Shincliffe Village was the most practicable for the village, however comments were still awaited regarding the location of the tree at High Shincliffe. Three sites had been proposed namely:- the grass verge opposite Whitwell Acres, the gap in the line of trees opposite the Avenue Inn, and opposite the entrance to Heathways; and • Consideration needed to be given to the potential social event which could accompany the lighting/decorating of the tree. 	
17.	<p>Shincliffe Play Park (Standing Item)</p> <p>Councillor Ferries provided the following electronic update:-</p> <p><u>Fundraising</u></p> <ul style="list-style-type: none"> - There had been two donations during the last month - £500 received from an anonymous donor and £150 from the proceeds of a children’s Easter Trail. - Support from the PCC was expected in July, who would be sharing the proceeds from the garden party raffle between the Play Park and another charity. - An application had been submitted to County Durham Community Foundation, who may possibly provide funding of c£3,000. - Total fundraising to date amounted to £45,000. <p><u>Plans</u></p> <ul style="list-style-type: none"> - The Easter Trail organised by Paul Baker was a big success and allowed further consultation with children and parents on the planned design. It was pleasing to note that 	

	<p>the type of equipment that was proposed, was suitable for the site and also the best choice;</p> <ul style="list-style-type: none"> - Works were ongoing with budget costings based on purchasing the equipment required on a supply only basis and having all of the groundworks and the equipment installation carried out by a local contractor; <p><u>Revised Boundary</u></p> <ul style="list-style-type: none"> - A Memorandum of Agreement from Savills had now been received, on behalf of the Chapter covering the revised boundary, incorporating part of the farmer's field. <p><u>Planning</u></p> <ul style="list-style-type: none"> - Comments had been invited from both the Conservation Officer and Planning, on whether planning consent would be required for both the playpark and the memorial area, which was complicated. <p>Comments on the Play Park were therefore being sought at this time, with a request on the War Memorial being submitted, once information was more readily available.</p> <ul style="list-style-type: none"> - It was likely that planning permission would be required for a change of use from the field to the playpark extension. 																	
18.	<p>War Memorial (Standing Item)</p> <p>This item of business had been discussed within the Play Park update.</p>																	
19.	<p>Current Accounts for Approval</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>K. Kirton (May Salary)</td> <td>£387.38</td> </tr> <tr> <td>HMRC Income Tax (May)</td> <td>£97.00</td> </tr> <tr> <td>Savills ½ Yearly Rent</td> <td>£70.00</td> </tr> <tr> <td>Came & Company (Insurance)</td> <td>£528.18</td> </tr> <tr> <td>CDALC Subscription</td> <td>£325.01</td> </tr> <tr> <td>NALC (Quality Award)</td> <td>£60.00</td> </tr> <tr> <td>M Platts (Horticulture)</td> <td>£214.67</td> </tr> </tbody> </table> <p>RESOLVED that: the above accounts be paid.</p>	Payee	Amount	K. Kirton (May Salary)	£387.38	HMRC Income Tax (May)	£97.00	Savills ½ Yearly Rent	£70.00	Came & Company (Insurance)	£528.18	CDALC Subscription	£325.01	NALC (Quality Award)	£60.00	M Platts (Horticulture)	£214.67	
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20.	<p>Date of Next Meeting</p> <p>Thursday 20th June 2019 at 6.00pm (St. Mary's Church Hall)</p>																	
20.	<p>Any Other Business – Councillors</p>																	

	<ul style="list-style-type: none"> • Horticultural Budget – Councillor Wright raised the horticulture budget which currently amounted to £6,000. Whilst this was adequate for ongoing horticulture maintenance spend, any additional projects may require additional funding. <p>The Parish Council agreed, and commented that projects for example the Avenue Bed and maintenance to Shincliffe Play Park, would require consideration of future funding.</p> <p>Councillor Stoker agreed to look into supporting the funding of the raised bed at the Avenue Inn.</p>	<p>DS</p>
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Meeting Terminated at 19.40pm