

Minutes of the Meeting of Shincliffe Parish Council held at Shincliffe Primary School, High Shincliffe, Durham, on Tuesday 15th November 2016 at 7.00 pm.	Action By:
Present: Councillor G. Lee (in the Chair) and Councillors N. Cook, D. Duell, A. Lee and A. Olechnowicz. County Councillor Stoker was also in attendance.	
98. Apologies for Absence	
Apologies for absence were submitted to the meeting on behalf of Councillors P. Ferries and J. Lovell.	
99. Declarations of Interest	
There were no declarations of interest.	
100. Issues Raised by Members of the Public	
No issues were raised.	
101. Minutes	
It was resolved that: the minutes of the meeting held on 18 th October, 2016, be approved as a true record subject to the following amendments: 90 – Horticulture Committee Update (point 2) to read ‘ A local resident had been active in planting and maintaining an area in their road and also produced several wild life boxes for the Parish. The Parish Council had therefore agreed to a Parish Community Award for the resident, who would be invited to the December meeting. 90 – Horticulture Committee Update (point 6) to read ‘Interpretation Board – Whilst the Parish Council firmly believed that DCC’s grass cutters had damaged the Interpretation Board at the entrance to High Shincliffe, DCC’s Insurance Company had refused liability and insisted on an independent witness. As this was not possible, Councillor Duell had agreed to repair it.	Clerk Cllr Duell
102. Matters Arising	
There were no matters arising from the minutes.	
103. Police Report	
No Police report had been received.	
104. County Councillor’s Update	
County Councillor Stoker provided the following update: <ul style="list-style-type: none"> Grass Verge Parking – DCC had advised that they omitted VAT from their original estimate in error. This increased the cost to c£3,000. The task and finish group preferred stakes and chains as opposed to bollards. Speed reduction on A177 – The task and finish group had had a site visit and would be discussing ideas with the Highways Officer on site on Thursday 17th November. The two mobile companies using the new mast were Vodaphone and O2. 	

<ul style="list-style-type: none"> • Shincliffe Park – the play equipment was coming to the end of its useful life. Councillor Stoker proposed starting a fund to replace equipment of approximately £10,000 this financial year and £10,000 next financial year. • Potholes – As no-one owned the land, residents were taking responsibility according to their leases. • Dropped kerbs – A Highways Officer would be visiting to explore the option of dropped kerbs to aid those using disability scooters/wheelchairs/prams and pushchairs. • Grit Bins – Parish Councillors were asked to forward suggested locations to either the Clerk or Councillor Stoker by Sunday 20th November, 2016. Suggestions for the following locations were made at the meeting – 1) Bottom end of Ancroft Garth 2) back of Avenue Street and 3) corner bend near Poplar Garden Centre. • A suggestion was made to purchase Defibrillators for each village. Parish Councillors commented that costs needed to be determined prior to any decision being made. • The Clerk commented that training may be required to use a Defibrillator and agreed to investigate this. This would be discussed again at the next meeting. • Dogs in High Shincliffe Play Park – Councillor Stoker agreed to circulate some information received from officers at Durham County Council regarding signage. 	<p>All Cllrs</p> <p>Cllr Stoker</p> <p>Clerk</p> <p>Cllr Stoker</p>			
<p>105. Correspondence</p>				
<p>(a) <u>Matters arising from last month's correspondence</u> No issues were raised.</p>				
<p>(a) <u>Correspondence held on reference file</u> (1) Clerks & Councils Direct (November 2016, Issue 108); and (2) War Memorials Trust Bulletin (Number 71, November 2016)</p>				
<p><u>Current Correspondence</u> No issues were raised.</p>				
<p>106. Planning Applications</p>				
<p>The Parish Council considered the following planning application:</p> <table border="0" data-bbox="145 1554 1102 1731"> <tr> <td style="vertical-align: top;">DM/16/03471/FPA</td> <td style="vertical-align: top;">25 Hill Meadows High Shincliffe Durham DH1 2PE</td> <td style="vertical-align: top;">Erection of single storey garage extension, two storey extension to the side and construction of balcony to the rear</td> </tr> </table> <p>It was resolved that: there were no objections in relation to the above planning application.</p>	DM/16/03471/FPA	25 Hill Meadows High Shincliffe Durham DH1 2PE	Erection of single storey garage extension, two storey extension to the side and construction of balcony to the rear	
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<p>107. Horticulture Committee Update</p>				
<p>Councillor A. Lee advised of the following:</p> <ul style="list-style-type: none"> • A Community Gardening Day had been arranged for Saturday 19th November, 2016. Various tasks would be undertaken including clearing leaves and overgrown vegetation, removing overhanging branches and 				

<p>planting bulbs. Shincliffe Parish Council High Viz vests had also been ordered to promote/publicise activity, which could be used for future events including litter picks. Thanks were extended to Old Durham Gardens who had very kindly offered to lend equipment for the day and also the Avenue Inn who had agreed to provide complimentary breakfast sandwiches for volunteers.</p> <ul style="list-style-type: none"> The Parish had received a trophy at the Beautiful Durham Awards Ceremony on Wednesday 5th October, 2016 and also an £80.00 voucher. The trophy would be displayed in the primary school and the voucher used to further enhance planting within the Parish. 	
<p>108. Finance Committee Update</p>	
<p>The Chairman advised that the Finance Committee met on Tuesday 8th November, 2016 to analyse the 2016/17 budget to date, and also to consider the first draft of the proposed 2017/18 budget.</p> <p>The Clerk agreed to undertake a benchmarking exercise with other Parish Councils to help ascertain a reasonable level of reserves to be held. It was agreed that a prudent approach needed to be continued to ensure that the Parish Council was protected in the event of unforeseen costs/spend, whilst not maintaining excessive reserves. The Clerk also agreed to estimate spend to the end of the current financial year, and report this to the next meeting to help make an informed decision for the 2017/18 budget and precept to be generated.</p>	<p>Clerk</p>
<p>109. Website</p>	
<p>The Clerk and Councillor Cook reported that the website was likely to be launched within the next week.</p>	
<p>110. Speeding Cyclists – Hill Crest to A177</p>	
<p>As discussed at the previous meeting, barriers and signage were an option to prevent cyclists speeding from Hill Crest to the A177. Councillor Stoker agreed ask an officer from DCC for a site visit, and bring options to a future meeting.</p>	<p>Cllr Stoker</p>
<p>111. Speeding along A177</p>	
<p>Councillors Stoker, Cook and A. Lee had met to discuss traffic calming measures on the A177. Suggestions were a '40mph Welcome to Shincliffe sign' with planting included to create the impression of a narrowing road. Example images were circulated and costs would be ascertained in due course once advice had been received from Michelle Shearer (Highways Department – DCC).</p>	<p>Cllr's Stoker, Cook and A. Lee</p>
<p>112. Parking (Heathways)</p>	
<p>Councillor Duell reported that the problematic parking around Heathways at school drop off and pick up times had improved since the PCSO had visited and taken photographs of offending drivers, however a permanent solution should still be considered. An officer from DCC had confirmed that yellow lines were an option and a suggestion had also been made for children attending the school to take home a leaflet for parents, encouraging them to park slightly further away, and walk their child round to the school. This would be considered again at a future meeting, once costings and all options had been explored.</p>	
<p>113. Grass Verge – Opposite 'The Rose Tree Inn'</p>	
<p>Parking on the grass verge opposite the 'Rose Tree Inn' continued to be problematic resulting in a lot of tyre marks and overturned grass. As this was a large piece of land and bollards could potentially look unsightly, consideration would be given to a small fence from the bus stop to the gas sub-station (with or without locked gates) depending on cost. This would be considered again, at a future meeting.</p>	

114. Local Council Award Scheme

The Parish Clerk advised that she had attended a training course on Wednesday 26th October, 2016.

As the Parish Council was now in a position to submit an entry for the Foundation Level, the following documents were formally considered:

- Standing Orders (published online)
- Financial Regulations (published online)
- Code of Conduct (published online)
- Link to Councillors' Register of Interests (published online)
- Publication Scheme (published online)
- Last Annual Return (published online)
- Transparent information about Council payments (published online)
- A calendar of all meetings including the annual meeting of electors (published online)
- Minutes for at least one year of full Council meetings and all sub-committee meetings (published online)
- Current agendas (published online)
- The budget and precept information for the current year (published online)
- Its Complaints Procedure (published online)
- Council contact details and Councillor information in line with the Transparency Code (published online)
- Its action plan for the current year (published online)
- Evidence of consulting with the community (published online)
- Publicity advertising council activities (published online)
- Evidence of participating in town and country planning (published online)
- A Risk Management Scheme (published online)
- A register of assets (published online)
- Contract of Employment (Clerk to the Parish Council)
- A Disciplinary and Grievance Procedure
- A Policy for training new Staff and Councillors (published online)
- Up to date insurance policies that mitigates risk to public money
- A record of training undertaken by staff and councillors in the last year; and
- A Clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

It was **resolved** that: the above information be formally approved and that the Clerk submit an application for the Foundation Level of the Local Council Award Scheme.

Clerk

115. Current Accounts for Approval

The following accounts were submitted for approval:

K Cuthbert (November Salary)	£274.60	
HMRC (Income Tax – November)	£68.60	
DCC (Hire of School Library)	£30.36	
Durham Cathedral ½ Yearly Rent	£70.00	
M Platts (Horticulture)	£474.00	
M Platts (Sustainable)	£32.00	
M Platts (Maintenance)	£8.83	
ITC (Web Design)	£638.00	
BDO (External Auditors)	£120.00	
K Cuthbert (Reimbursement Printer Cartridges)	£57.49	
Cllr A Lee (Reimbursement Pity Me Nursery)	£34.00	
A4 Apparel Ltd	£205.86	

