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| Minutes of the Meeting of Shincliffe Parish Council held in St. Mary's Church Hall, Shincliffe Village, Durham, on Thursday 18th October 2018 at 7.00 pm. | Action By: |
| Present: Cllr Stoker (in the Chair), Cllrs Duell, Ferries, Fradgley, Olechnowicz and Wright. There was one member of the public present. | |
| 1. Declaration of Acceptance of Office | |
| Councillor Stoker and the Clerk to the Parish Council duly signed the Declaration of Acceptance of Office form. | |
| 2. Apologies for Absence | |
| An apology for absence was submitted to the meeting on behalf of Councillor Lee. | |
| 3. Declarations of Interest | |
| Councillor Ferries declared an interest in relation to Item 14 (Finance Committee Update) – Shincliffe Play Park. | |
| 4. Issues Raised by Members of the Public | |
| <ul style="list-style-type: none"> Hedge (Low Green) – Councillor Stoker advised that when the County Council transferred to a unitary authority, it was believed that any 'Clean and Green' land was not the responsibility of DCC. In fact, it is the responsibility of DCC and will be maintained by them. | |
| 5. Parish Council Incident Log | |
| The Clerk circulated the Parish Council incident log and provided an update. | |
| 6. Minutes | |
| It was resolved that: the minutes of the meeting held on Tuesday 17 th July and Thursday 27 th September, 2018 be approved as a true record. | |
| 7. Matters Arising | |
| <ul style="list-style-type: none"> Fallen Bough at the entrance to Shincliffe Village Park – Verbal consent had been received from DCC to remove the tree overhanging the play park. This issue had now been resolved. | |
| 8. Police Update | |
| No Police report had been received. | |
| 9. County Councillor's Update | |
| This had been covered under Item 4 – 'Issues raised by members of the public'. | |
| 10. Written Correspondence | |
| <ul style="list-style-type: none"> Letters received from households 1,2 and 3 Low Green in relation to the hedge opposite their properties. | |

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| 11. Planning Applications | | | |
| DM/18/02981/FPA | Dene Villa Willow Tree Avenue Shincliffe Durham DH1 2PA | Alteration to existing access, re building of existing access steps to front and felling of existing conifer hedge | |
| DM/18/02998/FPA | The Old Steading Sherburn House Farm Shincliffe Lane Sherburn House Durham DH1 2SQ | Erection of single storey extension to front elevation and dormer roof extension to existing roofslope | |
| DM/18/02549/FPA | Land to The Rear Of 2 Robson Terrace Shincliffe Durham DH1 2NL | Erection of balcony, staircase and canopy to rear of existing detached garage | |
| DM/18/02692/FPA | Abelard Low Road Shincliffe Durham DH1 2LY | Erection of detached garage and conversion of utility to sun room and erection of pitched roof above | |
| Parish Councillors commented that no information was available in relation to the Aberlard planning application. As a result it was resolved that: a decision in relation to this planning application be deferred. No objections were made in relation to the other three planning applications. | | | |
| 12. Horticulture Committee Update | | | |
| Councillor Wright provided the following update: | | | |
| <ul style="list-style-type: none"> • Beautiful Durham – The Parish had won all three categories. Three trophies had been awarded which had been distributed for display to the Avenue Inn, St. Mary’s Church Hall and Sherburn Hospital. Thanks were extended to Marc Platts (Parish Gardener) and former Councillor A. Lee for their outstanding contribution. • Love Lane – Confirmation had been received that this was a Public Right of Way. • Autumn Bedding Plants – Planting was scheduled to take place in early November. | | | |
| 13. Mini Internal Audit | | | |
| The Clerk reported that a mini internal audit would be arranged with Councillor Duell in the near future. | | | Clerk |
| 14. Finance Committee Update | | | |
| Councillor Duell provided the following update on behalf of the Finance Committee: | | | |

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| <ul style="list-style-type: none"> It was noted that horticulture costs were significantly higher than expected in current year. This was due to prior year invoices being submitted in current year. The Finance Committee noted that this level of cost was not anticipated from previous forecasts, but was however, authorised expenditure. The Finance Committee noted that late invoicing made it very difficult to accurately forecast costs, and made the following recommendation that would be taken to the October Parish Council meeting: Horticulture invoices should be submitted monthly. <p>Note: Charging by the job, as opposed to by the hour, could lead to more simple administration.</p> <p>Councillor Wright (Chair of Horticulture Committee) commented that late invoices were partly due to the programme of works scheduled for earlier in the year, being delayed and agreed to discuss monthly invoicing with the Parish Gardener.</p> <p>The Parish Clerk agreed to prepare an invoicing template for use by the Parish Gardener, to identify labour costs, material costs etc. for ease of reference.</p> <ul style="list-style-type: none"> The Chair noted the reserves position, and the earmarked funds for the Shincliffe Park regeneration, and recommended that Shincliffe Parish Council donate £1,000 to this project. The Finance Committee supported this recommendation. This would be taken to the October Shincliffe Parish Council meeting for resolution. <p>The Parish Council resolved that: a donation of £1,000 be granted to Shincliffe Park regeneration.</p> <ul style="list-style-type: none"> The Chair requested that the Finance Committee consider activities that would help determine the level of precept for FY 19/20, for the next meeting. | <p>Cllr Wright</p> <p>Clerk</p> |
| <p>15. Litter Pick Update</p> | |
| <p>The Clerk advised that the Litter Pick had taken place on Saturday 6th October with 18 volunteers attending.</p> <p>18 bags of rubbish had been collected from around the Parish.</p> <p>Thanks were extended to all volunteers and also the Avenue Inn for providing complimentary bacon sandwiches and refreshments.</p> | |
| <p>16. Street Lighting – Shincliffe Lane</p> | |
| <p>The Chairman has spoken to DCC during the consultation period opposing the removal of the street lighting on Shincliffe Lane. Cllr Stoker intends to appeal the decision.</p> | |
| <p>17. Defibrillator Training</p> | |
| <p>The Parish Council acknowledged that the installation of three defibrillators was an excellent asset for the area and commented that training was essential.</p> | |

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| <p>The Clerk agreed to contact the North East Ambulance Service (NEAS) and make the necessary arrangements for a training with as many delegates being invited along as possible.</p> | <p>Clerk</p> | | | | | | | | | | | | | | |
| <p>18. Current Accounts for Approval</p> | | | | | | | | | | | | | | | |
| <p>The following accounts were submitted for approval:</p> | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>K Kirton (October Salary)</td> <td>£340.88</td> </tr> <tr> <td>HMRC (Income Tax October Salary)</td> <td>£85.00</td> </tr> <tr> <td>Mazars (External Audit)</td> <td>£288.00</td> </tr> <tr> <td>M Platts</td> <td>£542.50</td> </tr> <tr> <td>M Platts</td> <td>£428.10</td> </tr> <tr> <td>M Platts</td> <td>£175.00</td> </tr> <tr> <td>ITC (Web Services)</td> <td>£90.00</td> </tr> </table> | K Kirton (October Salary) | £340.88 | HMRC (Income Tax October Salary) | £85.00 | Mazars (External Audit) | £288.00 | M Platts | £542.50 | M Platts | £428.10 | M Platts | £175.00 | ITC (Web Services) | £90.00 | |
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| <p>Resolved: that the above accounts be approved and paid.</p> | | | | | | | | | | | | | | | |
| <p>19. Date and Time of Next Meeting</p> | | | | | | | | | | | | | | | |
| <p>The next meeting will take place on Thursday 15th November 2018, 6.00pm at St. Mary's Church Hall, Shincliffe Village, Durham.</p> | | | | | | | | | | | | | | | |
| <p>20. Any Other Business – Councillors</p> | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Bus Service – Councillor Olechnowicz commented that the bus services were worse than ever and advised that the 56 service had not arrived that day. • University – A meeting had taken place that day to discuss when horticulture works would commence to block off part of the site. No decision had yet been made. | | | | | | | | | | | | | | | |

The meeting terminated at 8.20 pm