

Minutes of the Meeting of Shincliffe Parish Council held at St Mary's Church Hall, Shincliffe Village, Durham, on Tuesday 13th December 2016 at 7.00 pm.	Action By:
Present: Councillor G. Lee (in the Chair) and Councillors A. Lee, Olechnowicz and Lovell. County Councillor Stoker was also in attendance.	
118. Presentation – Community Award	
The Chairman thanked Claire Pragnell for attending the meeting. The purpose of this being to present Claire with an award as a recognition for the continued positive impact she has on the local community, and formally highlight her contribution. The Parish Council acknowledged that Claire was a huge asset to the local community and duly presented her with a certificate of appreciation, and a small gift.	
119. Apologies for Absence	
Apologies for absence were submitted to the meeting on behalf of Councillors Cook and Duell.	
120. Declarations of Interest	
Councillor Lovell declared an interest in relation in Item 14 – S137 (requests for financial assistance – NEPACS).	
121. Issues Raised by Members of the Public	
No issues were raised.	
122. Minutes	
It was resolved that: the minutes of the meeting held on 15 th November, 2016, be approved as a true record subject to the following amendment: 107 – Horticulture Committee Update (point 2) to read 'The Parish Council had received two awards at the Beautiful Durham Awards Ceremony on Wednesday 5 th October, 2016. Shincliffe Village had won 'Best Small Village' and High Shincliffe had won 'Best Village'.	
123. Matters Arising	
117 – Parking Issue (entrance to Bromley Close) – A car was often parked on the roadside at the entrance to Bromley Close, opposite the grassed area, blocking access for large delivery vehicles, including DCC refuse/recycling collection wagons and would also pose problems if emergency services were called upon. In addition the grassed area was being badly damaged. It was agreed that the Clerk would write a polite letter to the resident, expressing the concerns of the Parish Council.	Clerk
124. Police Report	
No Police report had been received. The Clerk advised that the PCSO did receive a copy of the agenda and minutes for each meeting of the Parish Council, and requests had been made for a police report. The Clerk agreed to telephone the PCSO and request a report for the next meeting of the Parish Council.	Clerk

<p>125. County Councillor's Update</p>	
<p>Councillor Stoker provided the following update:</p> <ul style="list-style-type: none"> • Sherburn House/Hospital (Notice Board) – A location had been agreed for the new posted mounted notice board which would be situated on the land near the bus stop. Councillor A. Lee had agreed to liaise with the Estates Manager regarding the installation and Jim Milburn would also be involved. Sherburn Hospital had kindly agreed to cover the costs. <p>The Residents Committee had requested a meeting about speeding issues despite the plethora of signs in the area. Councillor Stoker was therefore meeting with them on 11 January, 2017. Concerns were also raised in relation to the junction as the right hand turn was dangerous therefore potential solutions would be discussed with residents (for example 'no right hand turn sign').</p> <ul style="list-style-type: none"> • Grass verge parking opposite the Rose Tree Inn had temporarily improved however this was likely to be due to how muddy the area had become over the winter months. • Dropped kerbs – were being put in the entrance to Telford Close. • Speeding along the A177 – Good progress was being made with the task and finish group and discussions were underway with Michelle Shearer regarding location and design of barred gates on either side of the road to create the impression of a narrowing road however with planting around them to enhance the entrance to the village. In addition signs may also be attached to the gates and current suggestions were 'Welcome to High Shincliffe – Please drive carefully' and also 'Winner of Beautiful Durham'. <p>It was anticipated that further information regarding design and costs would be available for the January meeting.</p> <ul style="list-style-type: none"> • Cycle Path (from Hill Crest) – A site visit with officers from DCC had been arranged for the following week. This would be discussed again at the next meeting of the Parish Council. • Improvements to WI Hut and Church Hall – DCC's Green Energy Team were producing a report and recommendations. • Play Park Shincliffe Village – It was acknowledged during the informal meeting, that installation of new equipment was required as a minimum. • Implications of the forthcoming University Strategy would be discussed at a future meeting, once the document had been received. • Broadband (Fibre High Shincliffe) – Councillor Stoker had been in touch with Digital Durham as there was no further capacity in the box for households to receive fast broadband. Any residents wanting this facility were therefore allocated space when a line became available however the website needed 	<p>Cllr. A Lee</p>

to be monitored regularly as there was no waiting list. Current capacity therefore needed to be extended.	
126. Correspondence	
(a) <u>Matters arising from last month's correspondence</u> No issues were raised.	
(b) <u>Correspondence held on reference file</u> All correspondence had been electronically circulated.	
(c) <u>Current Correspondence</u> No issues were raised.	
127. Planning Applications	
No planning applications had been received since the last meeting of the Parish Council.	
128. Horticulture Committee Update	
Councillor A. Lee advised of the following: <ul style="list-style-type: none"> Community Gardening Day – This had been an extremely successful day. Tasks undertaken included clearing leaves, removing overhanging branches and also planting bulbs. Councillor A. Lee had already received positive comments from some residents. Further information would be included in the next addition of SCAN and also on the website and in the notice boards. Further areas which required attention had also been identified. Thanks were extended to Councillor Cook who had done a lot of work in relation to this. Many of the tasks which had been identified had now been undertaken. 	
129. Finance Committee Update	
The Chairman advised that the Finance Committee had not met since the last meeting of the Parish Council. A draft budget had been circulated to all Councillors, to be discussed. The Chairman also noted that further information had become available since the November Finance Committee meeting and this would be discussed during the 'Budget Position 2016/17' item.	
130. Grant Awarding Policy (Annual Review)	
It was resolved that: a review of the Grant Awarding Policy be deferred until the January/February 2017 meeting of the Parish Council.	Clerk
131. S137 – Requests for Financial Assistance	
The following requests for financial assistance had been received and previously circulated: <ul style="list-style-type: none"> NEPACS SCAN Newsletter; and South Durham Boys F.C <p>Councillor Stoker advised that he was willing to fund 50% of the request from SCAN.</p> <p>It was resolved that: £250.00 be donated to SCAN Newsletter and £245.00 be donated to NEPACS.</p>	
132. Budget Position 2016/2017	
This and the following item were discussed together.	

<p>The Chairman referred to the budget position 2016/2017 and also the draft budget 2017/2018, which had previously been circulated.</p> <p>The proposed budget for 2017/2018 currently suggested an increase of 2%. A detailed discussion ensued and the Parish Council acknowledged that the reserves position was running extremely low and that the Parish Council had a responsibility to ensure that monies were held in reserves not only to meet the needs of the Parish, but also protect the Council in the event of any unforeseen events. As a result, the Parish Council felt that this increase may be too low, putting the Parish Council in a precarious position. The Clerk confirmed that following a networking exercise with other Parish Council's, a general reserves position of 50% of precept was deemed to be appropriate and standard practice. It was therefore resolved that: the setting of the 2017/2018 precept be deferred to the January, 2017 meeting pending further analysis and a revised recommendation from the Finance Committee.</p>																												
<p>133. Consideration of the 2017/18 Precept</p>																												
<p>This had been discussed in the previous item.</p>																												
<p>134. Current Accounts for Approval</p>																												
<p>The following accounts were submitted for approval:</p> <table border="1" data-bbox="132 891 1452 1276"> <tr> <td>K Cuthbert (December Salary)</td> <td>£274.60</td> <td></td> </tr> <tr> <td>HMRC Income Tax (December)</td> <td>£68.60</td> <td></td> </tr> <tr> <td>K Cuthbert (1/2 Yearly Electricity Allowance)</td> <td>£50.00</td> <td></td> </tr> <tr> <td>K Cuthbert (Reimbursement Garden Centre Vouchers – Local Award)</td> <td>£25.00</td> <td></td> </tr> <tr> <td>Darlington Borough Council (Winter bedding plants)</td> <td>£422.78</td> <td></td> </tr> <tr> <td>A4 Apparel (Hi Viz Vests)</td> <td>£120.90</td> <td></td> </tr> <tr> <td>Shincliffe PCC (Hire of Church Hall)</td> <td>£22.00</td> <td></td> </tr> <tr> <td>DCC (Hire of School Library)</td> <td>£30.36</td> <td></td> </tr> <tr> <td>SLCC (Annual Subscription)</td> <td>£88.00</td> <td></td> </tr> </table> <p>Resolved: that the above accounts be approved and paid.</p>	K Cuthbert (December Salary)	£274.60		HMRC Income Tax (December)	£68.60		K Cuthbert (1/2 Yearly Electricity Allowance)	£50.00		K Cuthbert (Reimbursement Garden Centre Vouchers – Local Award)	£25.00		Darlington Borough Council (Winter bedding plants)	£422.78		A4 Apparel (Hi Viz Vests)	£120.90		Shincliffe PCC (Hire of Church Hall)	£22.00		DCC (Hire of School Library)	£30.36		SLCC (Annual Subscription)	£88.00		
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<p>135. Date and Time of Next Meeting</p> <p>The next Parish Council Meeting will be held on Tuesday 17th January, 2017, 7.00pm at Shincliffe Primary School, High Shincliffe, Durham.</p>																												
<p>136. Any Other Business – Councillors</p> <p>Parish Councillors discussed some dangerous footpaths outside of properties in Shincliffe Village. As discussed at a previous meeting, land ownership details needed to be ascertained to determine who was responsible for, and owned these areas.</p>																												

The meeting terminated at 8.55 pm

